

Regulations for a control scheme applicable to companies manufacturing workpieces to be used in doors and windows as either solid or laminated finger-jointed profiles



1. Objectives

- 1.1 The objectives of this voluntary control scheme are to:
- a) ensure that the companies have the sufficient professional competencies to manufacture high quality workpieces to be used in doors and windows
 - b) ensure that production in the certified companies takes place subject to careful control and in accordance with the technical regulations of the control scheme.

2. Organisation

- 2.1 This control scheme will be administered by a Technical Committee ("TC") consisting of two representatives from each of the founding organizations: RISE (Sweden), Norsk Treteknisk Institut (Norway) and VinduesIndustrien (Denmark). Each founding organization shall appoint one additional member. Additional members must represent a company.

The Committee elects its own chairman and secretary and will meet at least once a year or when necessary.

- 2.2 Each member of the TC will be appointed for a maximum term of three years at a time. This process must be organised to ensure that no more than one member from each country is up for nomination at a time. Members of the TC may be re-appointed.
- 2.3 This scheme is open to all companies who ask for membership and comply with the technical basis.
The TC is the decisive authority in case of expulsion of members.
- 2.4 Decisions regarding expulsion can be made only based on an inspection report and a technical recommendation based on the document “Certification of laminated scantlings (blanks) for use in door and window production – Technical requirements and manufacturing procedures for process and production control” from an inspection body certified by the TC.
- 2.5 The TC is the decisive authority regarding the certification of inspection bodies qualified to carry out inspection in the companies and capable of testing products sampled during inspection visits. Certified inspection bodies must be entered on the www.nordicscantlings.com website.
- 2.6 An inspection body certified by the TC is the only authority allowed to issue a certificate with an associate ID number to the companies complying with Section 2.4.
- 2.7 The TC assigns ID number sequences to the inspection bodies which then can be assigned to the companies complying with the requirements for certification. The certificates issued must be reported to the TC and to the www.nordicscantlings.com website.
- 2.8 Every year, the certified companies must pay a subscription to the TC to cover administration costs as well as travel and meeting costs for the committee members. The amount of the subscription will be agreed at the annual committee meeting.
- 2.9 Amendments to these regulations and the document “Certification of laminated scantlings (blanks) for use in door and window production – Technical requirements and manufacturing procedures for process and production control” can be made only by the TC, however in consultation with the certified companies. At least two-thirds of the members of the TC must be positive to a proposed amendment.

3. Conditions of obtaining a certificate

- 3.1 Any company manufacturing finger-jointed and/or laminated units in accordance with these regulations may be granted a certificate following certification with a satisfactory result by a certified inspection body.
- 3.2 Certified companies may attach the quality label of the control scheme to their products and/or use it in their terms of delivery, etc.



- 3.3 When applying for certification, the company must submit a report of the company's qualifications to a certified inspection body, including information such as:
- a) professional knowledge;
 - b) buildings;
 - c) production equipment;
 - d) production plan;
 - e) quality control.
- A copy of the company's overall quality manual must accompany the application.
- 3.4 A certified inspection body chosen by the company must be given access to making initial inspection visits to the factory and to taking samples for external testing. Reports from visits as well as external tests must be in accordance with the certification basis before certification is granted. Costs in connection with such inspections will be covered by the company.
- 3.5 The company must pay a registration fee to the TC in connection with the certification. The amount of the fee will be fixed by the TC.
- 3.6 The company must be insured (product and third-party insurance) against losses of EUR 1 million as a minimum. The amount of insurance may be adjusted by the TC.

4. Professional knowledge

- 4.1 The technical manager of the factory must be an experienced professional with thorough knowledge of glue, gluing, lamination techniques and wood processing.
- 4.2 The technical manager must be responsible for production and inspection and be responsible for using only qualified staff as inspectors and laboratory technicians.
- 4.3 Any amendments to the responsibilities must be reported to the inspection scheme.

5. Buildings

- 5.1 The nature of the buildings must allow production to be carried out in accordance with the production and inspection regulations of the scheme.

6. Production and testing equipment

- 6.1 The company must have the necessary production and testing equipment at its disposal in order to be able to ensure the product quality.

7. Internal quality control

- 7.1 A necessary number of inspection records must be kept to document the production process and testing results.
- 7.2 The process and testing procedures must be formulated in such a way that they cover the individual operator's workplace, are easy to understand and easily accessible.
- 7.3 The company must have a procedure describing how to carry out/implement internal auditing and internal monitoring of the quality system.
- 7.4 The company must have an operating system to handle internal and external deviations and track deliveries from customers through the production process and back to the actual suppliers of raw materials.

8. External quality control

- 8.1 A certified inspection body appointed by the TC must make visits to the company at least twice a year. At these visits, the production process, internal product testing and the company's quality system must be inspected. At the same time, samples for external testing must be taken. Visits must also be made to the company in connection with a renewal, if any, of the certification or if deemed necessary by the TC.

- 8.2 Other inspection bodies than the founders of the NCS scheme can be approved by the TC, following submission of a written application. The Inspection bodies listed as EU notified bodies in the Nando-database for Glulam production (EN 14080) are most likely to be qualified. The inspection body must confirm in writing that the rules and technical requirements are understood and will be met.
- 8.3 The inspection body is responsible for following up on any deviations pointed out at the company in question regarding visits, testing and reporting. The TC must be informed as required, especially if the company risks being expelled.
- 8.4 Certification may be suspended if the TC in consultation with the inspection body finds that the company in question does not comply with the requirements made to ensure the quality of the products.
- 8.5 A company whose certification is suspended must immediately cease using the quality label mentioned in Section 3.2 and inform its customers hereof.

9. Terms of delivery

- 9.1 Delivered products must be identifiable by the quality label of the control scheme. The technical production instructions of the scheme include a minimum requirement as to how to label each delivery and what the label must include.

10. Change history of the rules above

October 2021:

Footer	
1st edition, June 2020	2nd edition, October 2021
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8.3	8.3

8.4	8.4 8.5
10. Change history of the rules above (new section)	
	October 2021:

September 2022:

Footer	
2nd edition, October 2021	3rd edition, September 2022
2. Organisation	
2.1	2.1
<p>This control scheme will be administered by a Technical Committee ("TC") consisting of two representatives from each of the following countries: Sweden, Denmark and Norway. One of the two representatives must represent a company and the other an inspection body certified for the task, or a trade organisation. The Committee elects its own chairman and secretary and will meet at least once a year or when necessary.</p>	<p>This control scheme will be administered by a Technical Committee ("TC") consisting of two representatives from each of the founding organizations: RISE (Sweden), Norsk Treteknisk Institut (Norway) and VinduesIndustrien (Denmark). Each founding organization shall appoint one additional member. Additional members must represent a company. The Committee elects its own chairman and secretary and will meet at least once a year or when necessary.</p>
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<p>Each member of the TC will be appointed for a maximum term of three years at a time. This process must be organised to ensure that no more than one member from each country is up for election at a time. Members of the TC may be re-elected.</p>	<p>Each member of the TC will be appointed for a maximum term of three years at a time. This process must be organised to ensure that no more than one member from each country is up for nomination at a time. Members of the TC may be re-appointed.</p>
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