

## **1. Policy**

It is the policy of Pavement Testing Services Ltd (hereafter PTS) to operate its certification/ assessment services in a non-discriminatory manner. PTS shall not use procedures / processes to impede or inhibit access by applicants other than the requirements as specified by BS EN ISO/IEC 17021-1:2015 / BS EN ISO/IEC 17065:2012 / BS EN ISO/IEC 17067:2013 / MCHW SHW Volume 1 Clause 104.15 and 104.16 / CPR (EU) No 305/2011 / other normative documents.

All certification / assessment services shall be accessible to all applicants whose activities fall within PTS scope of operations.

Access to the certification / assessment process is not conditional upon the size of the client or membership of any association or group, nor is certification conditional upon the number of certifications already issued.

PTS shall confine its requirements, evaluation, review, decision and surveillance in line with its policy, procedures and processes as required by its scope of certification.

The PTS Product Assessment and Certification Product Acceptance - Scheme in accordance with MCHW SHW Volume 1 Clause 104.15 and 104.16 details and certificates issued will be publicised as appropriate through [www.ptsinternational.co.uk](http://www.ptsinternational.co.uk) and through presentations at selected industry events.

The PTS Product Assessment and Certification Product Acceptance - Scheme in accordance with MCHW SHW Volume 1 Clause 104.15 and 104.16 assessment shall be implemented by competent personnel and that the PTS Product Assessment and Certification Product Acceptance - Scheme in accordance with MCHW SHW Volume 1 Clause 104.15 and 104.16 assessment shall be managed in a way that ensures generic application without conflict with other bodies assessing and certifying similar products..

To do this the design inputs will be derived from Specialist Groups (SGs) who have and are developing industry best practice specification clauses, product standards and codes of practice.

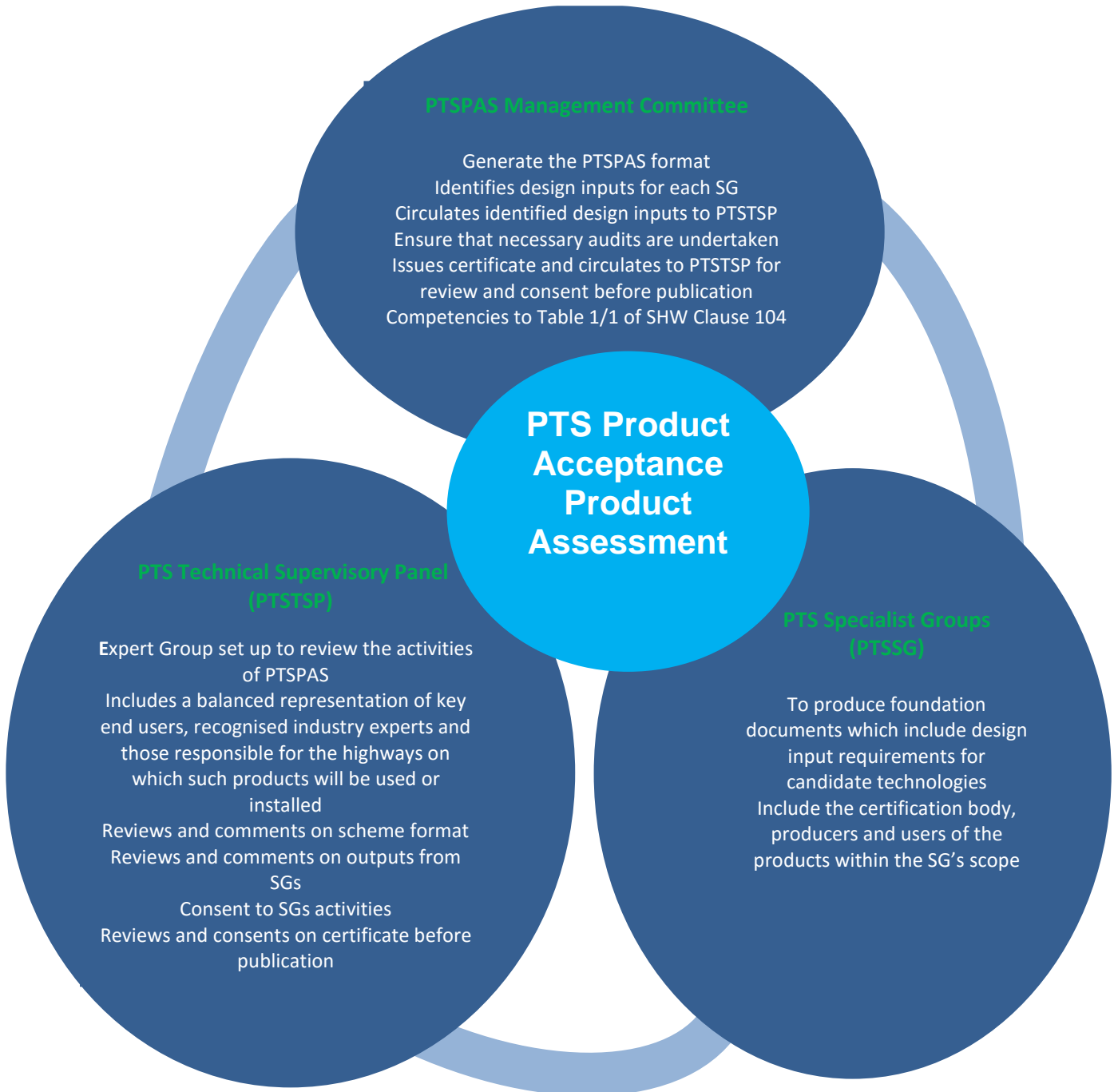
The PTS Product Assessment and Certification Product Acceptance - Scheme in accordance with MCHW SHW Volume 1 Clause 104.15 and 104.16 Product Assessment (PTSPAS) will operate within the United Kingdom jurisdiction or where Product Assessment and Certification Product Acceptance - Scheme in accordance with MCHW SHW Volume 1 Clause 104.15 and 104.16 certification is accepted by the industry.

## **2. General**

The PTSPAS Product Assessment and Certification Product Acceptance - Scheme in accordance with MCHW SHW Volume 1 Clause 104.15 and 104.16 PTS Product Assessment and Certification Guidance and Criteria documents is the provision of assessment and impartial attestation to ensure fulfilment of specified requirements for products. PTSPAS Product Assessment and Certification in accordance with PTS Product Assessment and Certification Product Acceptance - Scheme in accordance with MCHW SHW Volume 1 Clause 104.15 and 104.16 PTS Product Assessment and Certification Product Assessment documents use defined rules, procedures and management relating to a particular set of specified requirements within the scheme document.

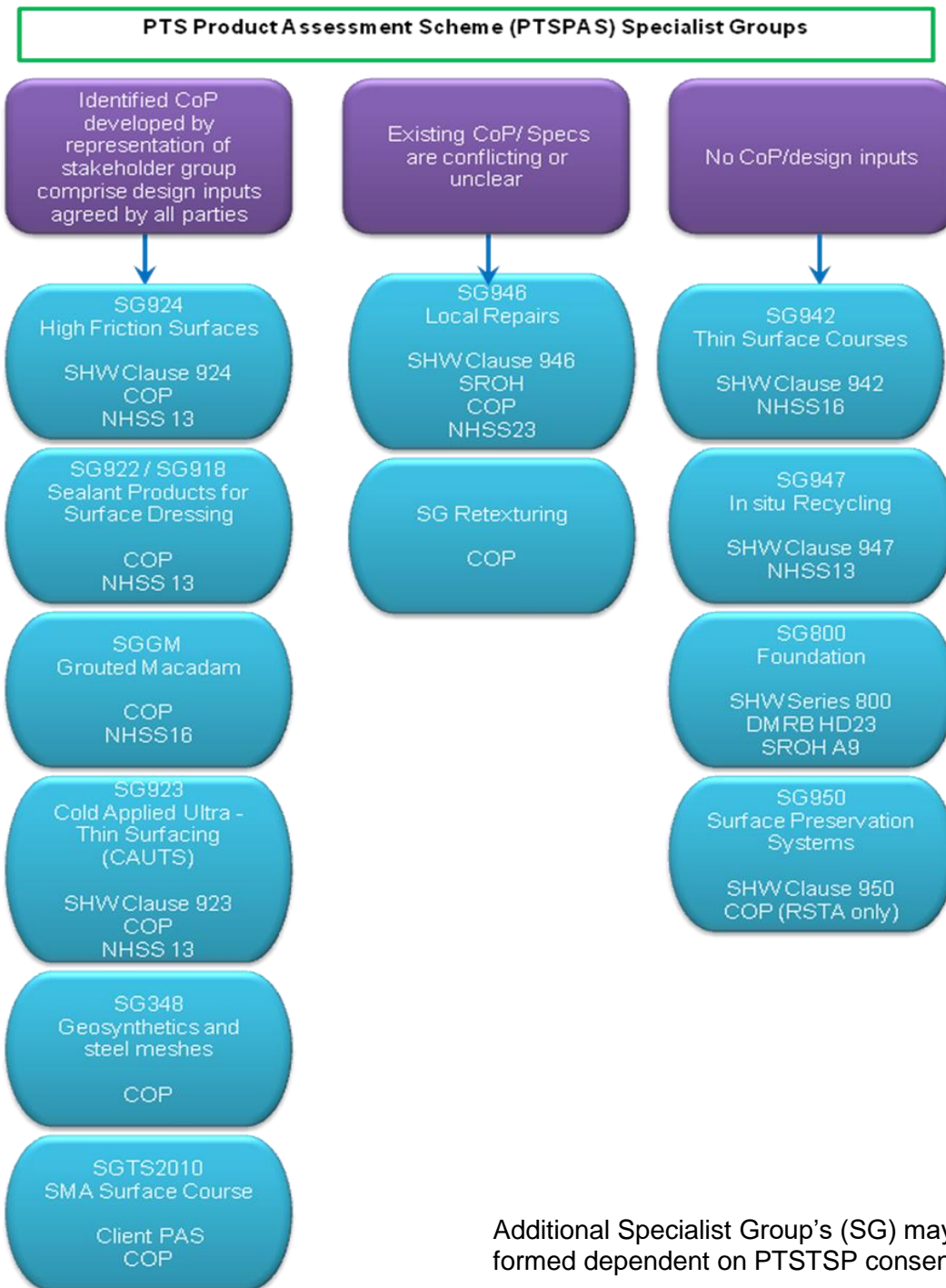
The system is operated in conjunction with PTS certification management system.

**PTS Scheme in accordance with MCHW SHW Volume 1 Clause 104.15 and 104.16 Product  
Assessment (PTSPAS) - Structure**

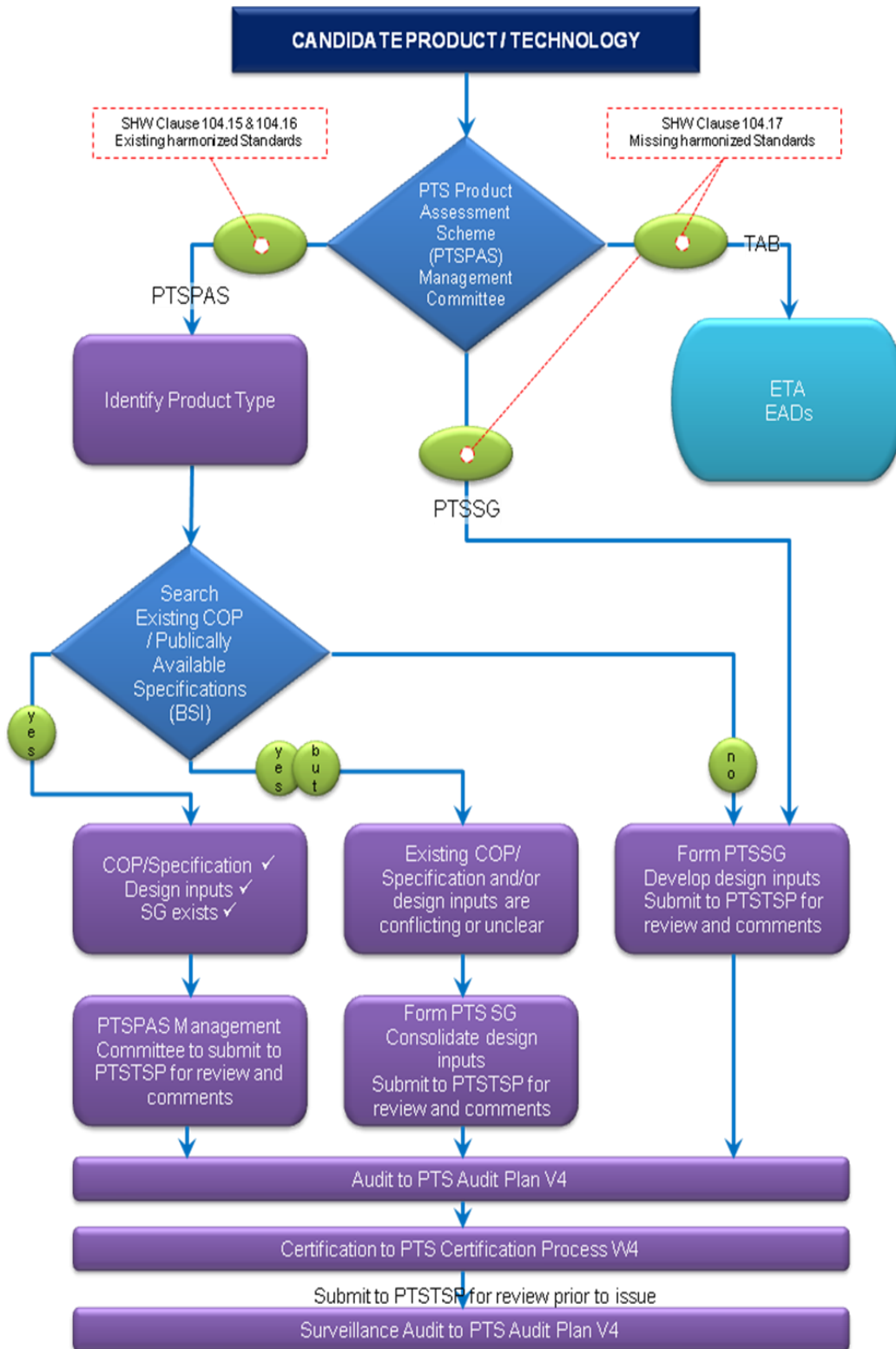


MCHW SHW Volume 1 Clause 104 sets out the requirements for a PAS:

- ❖ PTS Ltd are now registered on the EOTA (European Organisation for Technical Assessment) as a Technical Assessment Body (TAB).
- ❖ Constitution of the PTS PAS and PTS TSP
- ❖ Formation of the SGs



Additional Specialist Group's (SG) may be formed dependent on PTSTSP consent



### 3. Objectives

The objectives of PTS Product Assessment certification are to;

- Successfully operate a PTS Product Assessment and Certification Product Acceptance - Scheme in accordance with MCHW SHW Volume 1 Clause 104.15 and 104.16 PTSPAS as part of the Product Acceptance to the requirements of MCHW SHW Clause 104.15 and 16
- Address the needs of customers, users and, more generally all interested parties by giving confidence regarding fulfilment of specified requirements
- To allow suppliers to demonstrate to the market that their product has been attested to fulfil specified required by PTS as an impartial third party body.

To provide confidence for those with an interest in fulfilment of requirements and sufficient value so that suppliers can effectively market products.

### 4. PTS Product Assessment Requirements (PTSPAS)

PTSPAS shall implement the functional approach as:

- Development of scheme documents / stakeholder groups where the stakeholder group for the PTSPAS is specifically described as Technical Supervisory Panel (TSP) which is in line with the requirements of MCHW SHW Clause 104.16. The TSP has the roles of governance of the scheme in respect to certification and to consent to the terms of reference for Specialist Groups (SGs) activities. These may be formed by PTS or may be adopted by the PTSPAS.
- Scheme documents shall be approved by the Technical Supervisory Panel (TSP) prior to being published on PTS web site (W9F1 SG Guidelines and Criteria Acceptance Review)
- Determination of requirements – scheme documents - conformity activities such as assessment of services /processes, testing and auditing to provide information regarding the product requirements as input to the review and certification functions. This with specific respect to the requirements of BS EN ISO 9001:2015 Section 8.3 where planning, identification of design inputs, verification of design outputs, validation process for monitoring and measurement and change process are all clearly defined and audited.
- Review – verification of the suitability, adequacy and effectiveness of selection and determination activities, and their results with regard to fulfilment of the specified requirements.
- Decision on certification
- Attestation statement based on a decision following review, that fulfilment of specified requirements has been demonstrated

Surveillance – continuing conformity assessment of activities as a basis for maintaining the validity of the conformity. This to be undertaken through an audit schedule appropriate to the product and its use which will be detailed on the assessment certificate. The governance of this process is reviewed by the PTSTSP as frequently as deemed necessary by PTS and PTSTSP.

Product assessment PTSPAS defines specific activities for each applicable function –

PTSPAS Functions and Activities		
i	<b>Selection</b> – including planning and preparation activities, specification of requirements, eg normative documents and sampling, as applicable	✓
ii	<b>Determination of Characteristics</b> – as applicable by: a. Testing b. Inspection c. Design Appraisal d. Assessment of services or processes e. Other determination activities eg verification	✓
iii	<b>Review</b> – Examining the evidence of conformity obtained during the determination stage(s) to establish whether specified requirements have been met	✓
iv	<b>Decision on Certification</b> – Granting, maintaining, extending, reducing, suspending, withdrawing certification	✓
v	<b>Attestation</b> – a. Issuing a certificate b. Granting the right to use certificates c. Granting the right to use marks of conformity (licence) is based on surveillance or certification of a batch	✓
vi	<b>Surveillance</b> – by a. Assessment of the production, the delivery of the service or the operation of the process b. Management system audits combined with random tests or inspections	✓



### **5. PTS Product Assessment Requirements (PTSPAS) Ownership**

PTS as a legal entity take full responsibility for the objectives, the content and the integrity of the PTS Product Assessment PTSPAS documents.

PTSPAS shall be maintained by PTS and guidance shall be provided when required.

PTS shall set up a structure for the operation and management of the PTSPAS.

PTS shall document the content of the PTSPAS.

The PTSPAS shall be developed by persons competent in both technical and conformity assessment aspects.

PTS shall make arrangements to protect the confidentiality of information provided by parties involved in the PTSPAS.

PTS shall evaluate and manage the risks/liabilities arising from its activities.

PTS shall ensure adequate arrangements (insurance or reserves) to cover liabilities arising from its range of activities carried out in the United Kingdom geographical region in which the scheme is operated.

PTS shall provide financial stability and resources required to fulfil its role in operation of the PTS Product Assessment PTSPAS.

PTS understands the assumptions, influences and consequences involved in establishing, operating and maintaining the PTSPAS on an ongoing basis.

PTS has a clear understanding of the objectives of the scheme and the assumptions for its need and acceptance of the PTSPAS. To assist in this, Technical Supervisory Panel (TSP) opinions and participation has been used in the PTSPAS development.

PTS has set up its PTSPAS structure, which is agreed among TSP members through the operation of its Technical Supervisory Panel (TSP), and includes confirmation of :

- Ownership
- The governance and decision making mechanisms that may or may not provide for direct involvement of Technical Supervisory Panel (TSP)
- Underlying business and funding model and
- Providing an outline for monitoring and periodic review of the PTSPAS

PTS shall ensure that information about the PTS Product Assessment PTSPAS is made publically available to ensure transparency, understanding and acceptance. A periodic review, including confirmation that it is fulfilling its objectives in accordance with a process that includes Technical Supervisory Panel (TSP), shall be carried out.

### **6. Content of PTS Product Assessment PTSPAS:**

The PTS Product Assessment PTSPAS shall include;

- The scope including the type of product(s) covered
- The requirements against which the products are evaluated
- The selection of activities appropriate to the purpose and the scope of the PTSPAS
- Other requirements to be met by the Client (eg management system or process control activities)
- The requirements for CBs and other conformity assessment bodies involved in the certification process
- Whether conformity assessment bodies involved in the PTSPAS (eg testing laboratories etc) are to be accredited
- The methods and procedures to be used to assure the integrity and consistency of the assessment process
- The information to be supplied to PTS by an applicant for certification
- The content of the statement of conformity (eg certificate) which unambiguously identifies the product to which it applies
- The conditions under which the client may use the statement of conformity or marks of conformity
- Where marks of conformity may be used, the ownership, use and control of the marks
- The resources required for the operation of the PTSPAS, including impartiality and competence of the personnel (internal and external), the evaluation resources, and the use of sub contractors
- How the results of the determination (evaluation) and surveillance stages are to be reported and used by PTS

- The question of how non-conformities are to be dealt with and resolved
- Surveillance procedures
- The criteria for access of conformity assessment bodies to the PTSPAS and for the access of Clients to the PTSPAS
- Content, conditions and responsibility for publication of the directory of certified products by PTS
- The need for, and content of, contracts, the rights, responsibilities and liabilities
- General conditions for granting, maintaining, continuing, extending the scope of, reducing the scope of, suspending and withdrawing certification; including requirements for discontinuation of advertising and return of certification documents and any other action if the certification is suspended, withdrawn or terminated
- The way in which the clients complaints records are to be verified if such verification is part of the PTSPAS
- The way in which the clients make reference to the PTSPAS in the publicity material
- Retention of records by PTS

### **7. Surveillance**

Surveillance activities are required by PTSPAS, are carried out in line with V4 procedure at the clients office and production location(s) (where appropriate) to check for records to ensure that the procedures and controls defined at the outset continue to apply at periodic intervals, (annually) to ensure ongoing validity of the demonstration of fulfilment of product requirements as in accordance with the appropriate Guidelines and Criteria document, relevant standards and normative documents. Surveillance audits cover the PTSPAS requirements as above with a 5 year re-certification.

During the validity of any Certificate, the Client is responsible for the quality assurance / control of the production at the manufacturing location(s) declared to PTS. Requirements of BS EN 13108-21 and BS EN 13108-20 shall apply.

### **8. General Conditions**

PTS follow the criteria as specified in International Standards for a Certification Body and Technical Assessment Body recognised as competent and reliable in the operation of Management Systems.

PTS through its policies and arrangements undertakes the assessment and certification of product and management systems operated by the client in line with the appropriate Guidelines and Criteria document, relevant standards and normative documents.

The client agrees to supply all necessary information to PTS as required by individual PAS.

Both the client and PTS shall operate in accordance with PTS terms and conditions of business.