

Certification Scheme

Installation of windows, external pedestrian doorsets and curtain walls



Product quality

Installation of windows, external pedestrian doorsets and curtain walls

No.: 183 12345

1 Basis

1.1 Purpose and scope

This Certification Scheme lays down the requirements and the procedure which govern the certification of the installation of ift-certified windows, external pedestrian doorsets and curtain walls.

Introduction and application of the specified provisions and audits/tests ensure conformity of the details/execution of the installation with the characteristics verified during the initial test/audit conducted in the context of ift certification.

This Certification Scheme specifies and/or supplements the requirements set out by ift-Q-Zert in “Allgemeine Bedingungen für die Zertifizierung und Überwachung/Inspektion von Produkten und Dienstleistungen” (General requirements for the certification and surveillance/inspection of products and services).

1.2 Basis of certification and surveillance/inspection

For certification and surveillance of the installation of windows, external pedestrian doorsets and curtain walls the following has to be verified to ift-Q-Zert, and/or is subject to the principles set out below:

- The currently applicable “Montageleitfaden” (Installation Guide) of RAL-Gütegemeinschaft (RAL Quality Assurance Association).
- Product documentation, harmonized training documents incl. installation guidelines of the respective ift-certified window, external pedestrian doorset and curtain wall systems.
- Documentation of the company’s in-house installation control (acceptance protocol, measuring allowance, etc.),
- Training certificates of the persons responsible for installation;
- Contract (if necessary accession declaration) concluded with ift-Q-Zert on the certification and surveillance of the installation of the respective window, external pedestrian doorset and curtain wall systems
- EN ISO/IEC 17065.

1.3 Terms and definitions

1.3.1 Installer/Installation company

Organisation which fixes/installs the products/building components to a structure.

1.3.2 Product/building component

In the meaning of this Certification Scheme, products/building components are defined as windows, external pedestrian doorsets or curtain walls that are certified in accordance with the ift-certification scheme QM 320 for windows and external pedestrian doorsets or

the ift-certification scheme QM 329 for curtain walling, and are fixed/installed to a structure in accordance with the “Leitfaden zur Montage” (Installation Guide) of the “RAL-Gütegemeinschaft” resp. after harmonized training documents and the associated processing and installation guidelines of a building component manufacturer.

2 Procedure and contents of certification

The general procedure and the contents of the measures required for initial certification and renewal of certification are documented by ift-Q-Zert in the applicable “Allgemeine Bedingungen für die Zertifizierung, Überwachung/Inspektion von Produkten und Dienstleistungen” (General requirements for the certification and surveillance/inspection of products and services).

2.1 Certification procedure

- Signature of a certification and surveillance contract;
- Definition of the scope of certification/certificate;
- Evaluation of the product documentation and installation guidelines;
- Initial audit in the form of a site inspection;
- Certification.

3 Initial audit

3.1 Verifications/reports

In the context of the initial audit, the following documents must be presented to ift-Q-Zert:

- Certificate confirming attendance of an installation seminar of the ift Rosenheim or the RAL Gütegemeinschaft resp. by the contractor, by the person responsible for installation,
- Certificate confirming attendance of an installation seminar of the respective window manufacturer, by the person responsible for installation and the installers,
- Certificate confirming attendance of an installation seminar held by the person responsible for installation, by the installation teams and/or the installation subcontractor.

The training certificates must not be older than 2 years.

The certificate confirming attendance of an installation seminar of the ift Rosenheim or “RAL-Gütegemeinschaft” must be renewed ever 3 years and must be continuously presented to ift-Q-Zert.

4 Initial audit/inspection (Certification audit)

The initial audit is carried out in the form of an inspection on the site of an installation project. For this, the installation company has to designate to the ift at least 3 installation projects not later than 8 weeks prior to the start of the installation resp. before planning of the inspection.

During the initial inspection the essential joints/connections to the structure will be audited according to the announced installation project as well as the associated site log books of the person responsible for the installation.

5 Certificate

5.1 Validity of the certificate

The installation certificate is issued for a period of 5 years.

After 5 years re-certification takes place. In the context of re-certification all requirements for re-certification are checked. Re-certification has the same scope as the initial audit/inspection (see 4).

If the certification requirements have been passed, the certificate will be renewed for a period of another 5 years.

The procedure for amending / extending the certified scope as well as for the suspension and revocation of certification is specified by ift-Q-Zert in the applicable "Allgemeine Bedingungen für die Zertifizierung, Überwachung/Inspektion von Produkten und Dienstleistungen" (General requirements for the certification and surveillance/inspection of products and services).

The certificate remains valid only as long as the provisions and requirements of this Certification Scheme remain unchanged. Any changes to the product that have an effect on the installation and/or changes deviating from the information on the installation provided in the context of initial/re-certification shall be communicated to the certification body without being asked.

In the event of failure to comply with the provisions specified by this Certification Scheme, the certificate as well as the right of affixing the mark to the respective products, will be withdrawn.

5.2 Marking

The building components can be marked by affixing the "ift-certified" mark. The applicable documents referring to marking listed in Section 2, procedure and contents of certification, shall be observed. In addition to affixing the mark to shipping documents, catalogues, technical documentation, advertising documents or packaging, marking may also be in a digital format.

The right of affixing the quality mark expires automatically with expiry of the certification and surveillance contract, or in the event of non-compliance with the criteria laid down by this Certification Scheme.

6 In-house installation control

6.1 General

The installation company resp. the trading partner undertakes to establish a system for in-house installation control. The manufacturer shall name an employee responsible for certification and/or installation who has the respective functions, knowledge and experience in the process of installing windows. This employee is responsible for the due implementation of the in-house installation control. If unallowed non-conformities are detected during the in-house installation control, the person responsible for in-house installation control shall immediately initiate measures to eliminate such nonconformities or defects.

In-house installation control includes the following inspections/tests:

- Training measures;
- Installation monitoring;
- Inspection of marking.

Suitable equipment and devices shall be provided for performing the in-house installation control.

If the building project specifies additional or deviating requirements, they shall be taken into consideration in the context of the in-house installation control.

6.2 Training measures:

In the context of the in-house installation control, the person responsible for installation shall train the respective installation teams (in-house teams and subcontractors) at least once a year. This training may be together with, e.g. the installation training held by a building component manufacturer.

6.3 Installation monitoring

In the context of the in-house installation control, the person responsible for installation shall monitor the respective installation teams (in-house teams and subcontractors) at least once a year. These controls (visual inspection, quantitative and/or qualitative controls) shall be documented in the context of the installation monitoring.

The site log books shall be continuously inspected by the person responsible for installation.

All documents must be archived and stored for at least five years.

If the building project specifies additional or deviating requirements, they shall be taken into consideration in the context of the installation monitoring.

6.4 Inspection of marking

Marking shall be in conformity with the “Allgemeine Bedingungen für die Zertifizierung und Überwachung/Inspektion von Produkten und Dienstleistungen” (General requirements for the certification and surveillance/inspection of products and services) by ift-Q-Zert.

7 Third party control/surveillance

7.1 General

The contents, conditions, rights and duties are described by ift-Q-Zert in the applicable relevant documents “Allgemeine Bedingungen für die Zertifizierung, Überwachung/Inspektion von Produkten und Dienstleistungen” (General requirements for the certification and surveillance/inspection of products and services).

7.2 Regular audit of installation projects

7.2.1 Intervals and contents

Third-party surveillance/control in the form of a regular audit is conducted by ift-Q-Zert in the form of a site inspection (installation site) once a year. For this, the company shall designate to ift-Q-Zert at least 5 installation projects of different installation teams/subcontractors not later than 8 weeks prior to the start of the installation.

The content of third-party surveillance/control is at least as follows:

- Inspection of the site log books;
- Inspection of the personnel requirements/qualifications;
- Inspection of the details of the connections/joints to the structure according to the connection drawings;
- Compliance with any project-specific requirements.

7.2.2 Audit report

An audit report is prepared on the findings of the regular audit. If one or more results are beyond the specified limit values, the cause of the nonconformity must be identified and eliminated at fixed period. After elimination of the defects, the certification body decides whether additional quality assurance measures are required (e.g. a special audit).

7.2.3 Elimination of nonconformities - special audit

Special audits may become necessary as a consequence of:

- negative assessment from a regular audit or
- complaints received from the market about the installation.

7.2.4 Deadline to eliminate nonconformities

As a rule, the deadline provided for the elimination of nonconformities detected during the regular audit should not exceed one month. The deadline provided for the elimination of nonconformities detected during the special audit shall be 3 months (as regards the conditions for special audits, refer to “Allgemeine Bedingungen für die Zertifizierung und Überwachung/Inspektion von Produkten und Dienstleistungen” (General requirements for the certification and surveillance/inspection of products and services).

If the deadline for correcting non-conformities is not met within the specified period of time, the certification is deemed interrupted and the certificate is demanded back by the certification body.