CERTIFICATION GUIDELINES

CTB
CERTIFIÉ PAR FCBA
LAMELLÉS COLLÉS ABOUTÉS

- General Rules of the CTB Mark: www.fcba.fr
- Certification rules CTB504 www.fcba.fr

Only the French version of the present guidelines is the authentic text

FCBA
INSTITUT TECHNOLOGIQUE

Head Office
10 rue Galilée
77420 Champs-sur-Marne
Tel +33 (0)1 72 84 97 84
www.fcba.fr

Application N°: 504
DQ CERT Guidelines No. 22-319
Revision No. 12
Validation date: 01/09/2022
Date of application: 01/09/2022

CONTENTS

These guidelines set out as part of the General Rules of the CTB Mark, the conditions for issuing the certification and the right to use the CTB-LCA mark.

FCBA undertakes, together with the representatives of manufacturers, users and technical experts, to ensure the relevance of these guidelines, in terms of the certification process and definitions of the requirements in relation to market changes.

The certification guidelines may therefore be revised, in whole or in part, by FCBA and in all cases after consultation of the Special Committee.

The revision was approved by the Managing Director of FCBA on September 1st of 2022.

CHANGE HISTORY

No. rev.	Ref. FCBA	Part changed	Date	Changes made
1	MQ-CERT 03-219	Entire document	09.09.2004	Creation of the certification guidelines
2 - 9	MQ-CERT 07-215	Part 1	2007 - 2017	Various changes including: . approximation of the requirements of the CTB-LCA mark with those of the XP CEN 13 307-2 standard (2012) . environmental option (2014) . new mode of governance (general meeting) (2015) . extension of the use right (2017)
10	DQ CERT 18-317	Management procedures,	16.03.2018	Certification of special glulams
		Part 1	16.03.2018	Specifications of special glulams
		Part 2	16.03.2018	Details of the investigation of special glulams
		Part 3	16.03.2018	- Self-inspection frequency for special glulams - Creation of the holder file
11	DQ CERT 20-305	Entire document paragraph 1.2, paragraph 1.3, paragraph 3.1.2.1 and paragraph 5.3.1. paragraph 5.4.4 Part 7		New presentation incorporating the new graphic charter and the organisation of the different parts Removal of the environmental and sanitary option Use of modified wood Addition of a paragraph on establishing a transitional period for minor changes Removal of the environmental and sanitary option

12	DQ CERT 22-319	paragraph 2.2.4.2 paragraph 2.2.6 paragraph 3.1.4.2.2 paragraph 3.1.4.3 paragraph 5.3.3.1 e) paragraph 6.2.2 paragraph 6.3 paragraph 7	14/06/2021	Water-tightness of the joint and the wood Verification of the wood species Self-checking tests Controlling the planing of lamellas Sampling for wood species verification External control tests (delamination test and wood species verification) Reporting of market data Additional costs

PARTIE 1- CERTIFICATION SCOPE

1.1 PURPOSE

This application certifies that the butt-jointed glulams that it covers:

1) have characteristics that comply with the standards and technical specifications in force defined in part 2 of these guidelines,
2) come from a manufacture whose quality is controlled in accordance with the provisions provided for in part 3 of these guidelines.

1.2 SCOPE OF APPLICATION

The CTB-LCA mark applies to glulams, of wood or modified wood, butt-jointed, veneered or not, laminated not butt jointed, intended for use in exterior or interior joinery.

Note: modified wood is wood whose intrinsic characteristics have been modified by a special treatment: thermally modified wood (TMW), acetylated wood, densified wood, etc.

These glulams may be veneered on one of their facings or covered with a wood or other material layer, of a thickness of less than 7/10 mm.

A glulam is a profile consisting of wooden strips, glued together:

- with a flat edge,
- in the direction of the wood grain (length of the strip).

The section of the strips and their bonding face (thickness or width) is not important. However, for the purposes of certification, the following definitions are accepted:

Classic glulams:

Classic glulams are glulams composed:

. of the same species,
. 2 or more parallel plies,
. whose ratio between the least thick ply thickness and the thickest ply thickness is greater than 0.5.

Special glulams:

Special glulams are glulams whose composition is not part of the definition of classic glulams.

1.3 CERTIFIED CHARACTERISTICS

The certified characteristics are as follows;

- The constituent material: wood (species) or modified wood (generic or commercial name),
- classification of the adhesive used according to the usage category of the glulams,
- the quality of the bonding of the strips to each other (lamination, according to the composition of the glulams),
- the quality of the butt joints: mechanical strength, safety (depending on the composition of the glulams),
- the quality of the veneering or coating (depending on the composition of the glulams).

Note: The characteristics associated with the use of the product manufactured with these glulams are not covered by this certification.

1.4 DEFINITION OF THE APPLICANT/HOLDER

The applicant is the person who requests the right to use the CTB mark for products defined in the scope of application. When this use right is granted to it, it becomes the holder. Maintenance of this right is subject to the results of the inspections defined in part 6 of these Guidelines.

CTB LCA certification may be granted to any person who so requests:

- manufacturing the glulams itself on an identified production line in a given production site,
- marketing, under its own product references, already-certified products.

Manufacture may, in part, be subcontracted to third parties.
The applicant/holder ensures control and responsibility for all the requirements set out in these certification guidelines. It must itself market the certified products, ensuring their traceability and dealing with customer complaints.

1.5 ISSUANCE OF THE CERTIFICATION

The certification is granted in writing by the FCBA to the applicant, for each production site, for all glulams:

- for an identified intended use (exterior, sheltered exterior or interior),
- manufactured with one or more given species, transformed or not,
- made up of:
  - classic glulams: strips of a thickness and widths less than or equal to those defined in the certification file (the number of strips making up the glulam is not limited),
  - special glulams: the constitution of which will have been declared by the applicant,
- bonded with identified adhesives (lamination, butt-joints, veneering-coating),
- using a process (butt-joint machine, planer and press) also identified.

PARTIE 2- CHARACTERISTICS AND TECHNICAL SPECIFICATIONS

2.1 LIST OF APPLICABLE STANDARDS AND TEXTS

Main texts

XP CEN/TS 13307-2 Jan. 2010	Laminated and finger jointed timber blanks and semi-finished profiles for non-structural uses – part 2: production control
NF EN 13307-1 Feb. 2007	Timber blanks and semi-finished profiles for non-structural uses – part 1: requirements

Additional texts

EN 204 April 2002	Classification of thermoplastic wood adhesives for non-structural applications
NF EN 14257 January 2002	Adhesives - Wood adhesives - Determination of tensile strength of lap joints at elevated temperature (WATT 91 test)
NF EN 12765 April 2002	Classification of thermosetting wood adhesives for non-structural applications
NF EN 408 Nov. 2010	Timber structures - Structural timber and glued laminated timber - Determination of some physical and mechanical properties
NF EN 311 Jul. 2002	Wood-based panels - Surface soundness - Test method
NF EN 1995-1-1/A2 Jul. 2014	Eurocode 5 - Design of timber structures - Part 1-1: General - Common rules and rules for buildings
NF EN 335 May 2013	Durability of wood and wood-based products. – Use classes: definitions, application to solid wood and wood-based products
EN 350-2 Oct. 2016	Durability of wood and wood-based products – Natural durability of solid wood. Part 2: Guide to natural durability and treatability of selected wood species of importance in Europe
ISO 3131 Nov. 1975	Wood - determination of density for physical and mechanical tests
NF EN 13556 Dec. 2003	Round and sawn timber – nomenclature of timbers used in Europe

2.2 TECHNICAL SPECIFICATIONS

2.2.1 Service classes and classification of adhesives

The adhesive requirements are defined according to the service class in accordance with appendix A of the XP CEN/TS 13307-2 standard and the intended use of the glulams:

Class of service EN 1995-1-1	Certified characteristics		Average moisture content of the wood	Classification of adhesives
	Use class EN 335	Intended use of the glulam		
1	1	Interior joinery	Up to 12%	D3(1) or C3(2)
2	2	Sheltered exterior joinery	Up to 18%	
3	3	Exterior joinery protected by an adequate surface coating	Above 18% for at least a few weeks per year	D4(1)(3) or C4(2)

(1) Classifications D3 or D4 are assigned in accordance with standard NF EN 204 to the thermoplastic adhesives used for lamination, butt joints and veneering.
(2) Classifications C3 or C4 are assigned in accordance with the NF EN 12765 standard to the thermosetting adhesives used for lamination, butt joints and veneering.
(3) For use in service class 3 of a thermoplastic adhesive, in addition to classification D4, its minimum shear strength, measured according to EN 14257 (WATT 91) must be greater than or equal to 7 N/mm².

Note 1: For glulams intended for service class 3, as an exception to the table, the adhesives used for veneers (see definition paragraph 2.5.1.) may be classified D3 if they are for interior use.
Note 2: The conditions defined in the guidelines are necessary but not sufficient for use of glulams for structures whose intended uses are given above. In particular, the certification does not check the durability of the wood in relation to the usage classes defined in the normative documents.

Proof of compliance with the requirements defined above is:
- a test report dating from fewer than 5 years, or
- a test report dating from more than 5 years, accompanied by:
  - a renewal from a laboratory listing all or part of the tests provided for in the standards and committing itself with respect to maintaining the classification of the adhesive
  - a certificate from the adhesive manufacturer stating that the adhesive has not been modified since the test was performed. This certificate must clearly include the reference of the adhesive and its classification report.

The last 2 proofs (renewal or certificate) must date from fewer than 5 years.

2.2.2 Specifications applicable to glulams according to their composition

The specifications defined below apply in whole or in part according to the following principle:

Intended use of the glulam	Class of service	laminated	butted laminated	butted	butted laminated veneered	butted veneered
Exterior joinery	3	paragraph 2.2.3.	paragraph 2.2.3., paragraph 2.2.4.1. and paragraph 2.2.4.2.	paragraph 2.2.4.1. and paragraph 2.2.4.2.	paragraph 2.2.3., paragraph 2.2.4.1., paragraph 2.2.4.2. and paragraph 2.2.5.	paragraph 2.2.4.1., paragraph 2.2.4.2. and paragraph 2.2.5.
	2	paragraph 2.2.3.	paragraph 2.2.3. and paragraph 2.2.4.1.	paragraph 2.2.4.1.	paragraph 2.2.3., paragraph 2.2.4.1.and paragraph 2.2.5.	paragraph 2.2.4.1. and paragraph 2.2.5.
Interior joinery	1					

2.2.3. Lamination

2.2.3.1. Tests

The conditioning sequences are determined according to the class of service sought in accordance with paragraph 8.3 of CEN/TS 13307-2 and paragraph 2.1 of this part.

However, as an exception to the standard, for service classes 1 and 3, the delamination measurements are carried out less than one hour after the test pieces have been removed from hot climatic conditions.

2.2.3.2. Cutting of test pieces

a) number of test pieces

The test pieces are cut and marked in pairs at least 50 mm from the ends according to the following principle:
- 6 pairs, numbered from 1 to 6, in the 2-ply glulams, i.e. 60 bonding planes for the investigation and 30 bonding planes for the follow-up
- 3 pairs, numbered from 1 to 3, in the 3-ply or more glulams of at least 60 bonding planes for the investigation and 30 bonding planes for the follow-up.

Note: for special glulams, the number of test pieces may be modified as required for the test needs.

b) dimensions of test pieces

For glulams with parallel bonding planes, the dimensions of the test pieces are those of the CEN/TS 13307-2 standard, i.e.:

- thickness: that of the profile,
- length (in the direction of the grain): 50 mm,
- width (parallel to the bonding plane): 50 mm randomly cut in the profile width.

Special glulams with non-parallel planes:

- thickness: that of the profile
- length (in the direction of the grain): 50 mm
- width: that of the profile

2.2.3.3. Test

Delamination:

The delamination test is performed in accordance with paragraph 9.1 of the CEN/TS 13307-2 standard.
For each piece, the delamination rate, Di, is calculated in accordance with Appendix C of the standard.
For each profile, the delamination rate, $D_{profile}$, is calculated using the following formula:

$$D_{profile} = \frac{\sum Di}{\text{No. of pieces}}$$

For the whole batch, the total average delamination rate D_{avg} is calculated using the following formula:

$$D_{avg} = \frac{\sum D_{profile}}{\text{No. of profiles}}$$

Note: for special glulams, if the bonding planes are not parallel, each plane may, if necessary, be considered separately.

Shear strength:

If the delamination test does not comply with the guidelines' requirements, a shear test is performed in accordance with paragraph 9.2. of the CEN/TS 13307-2 standard.
The results are expressed according to appendix C of the CEN/TS 13307-2 standard.

Note: For special glulams whose adhesive planes are not parallel, depending on the qualification options chosen, the shear test is not necessarily performed.

2.2.3.4. Requirements

Delamination:

Daverage ≤ (33 x Mv/1000) – 7 with:

. Daverage is the total average delamination rate defined in paragraph 2.2.3.3.
. Mv is the average density of the batch in kg/m3

Shear strength:

. The material strength must comply with the requirements of paragraph 11.2.1.2. of the CEN/TS 13307-2 standard.

. CV ≤ 20%

Note: The density taken into account for calculation of the permissible delamination and the material strength is the average density of the batch including the mixes of species, calculated on all the profiles.

Note: For special glulams, a drawing or photo of the glulam section will be provided in the test report.

2.2.4. Butt jointing

2.2.4.1 Bending

a) Preamble

Compliance with the specifications below is necessary, regardless of the service class, if the butted strips are on the face of the glulams exposed to bad weather or when they account for more than 80% of the total thickness of the glulams.

When the manufacturer cannot demonstrate that it has control over the use of all its certified production (i.e. falling within the scope of the certificate, even if it does has the CTB-LCA marking affixed), compliance with the bending specifications will be verified.

b) Characteristics of the test pieces

As an exception to the EN 408 standard of November 2010 and in compliance with the CEN/TS 13307-2 standard, the test pieces are cut into butted pieces according to the following characteristics:

- section: identical to the butted element. However, if the width of the batten is greater than the capacity of the test machine, the test piece is cut randomly in the width of the batten.
- length: at least 19 times the batten thickness.
- position of the butt joints: approximately centred on the length ± 2 x the thickness of the batten.

c) Test

In accordance with the CEN/TS 13307-2 standard, the bending test is performed according to the operating procedure defined in paragraph 19 of the NF EN 408 standard of November 2010.

By interpreting Appendix D of the CEN/TS 13307-2 standard, f_{m05} is determined according to the following formulas:

- for a batch of 30 pieces, $\mathbf{f_{m05} = f_m - 1.70 \times S_d}$
- for a batch of 15 pieces, $\mathbf{f_{m05} = f_m - 1.76 \times S_d}$
  - f_m: average of the ultimate tensile strength for each test piece
  - S_d: standard deviation of the batch

d) Requirements

As an exception to the XP/CEN/TS 13307-2 standard, the test on solid wood elements is not performed.

In accordance with paragraph 11.3.1. of the standard, the requirements are therefore as follows:

- **$f_{m05} \geq 17$ MPa**
- **CV ≤ 20 %**

2.2.4.2. Water tightness of the finger joints and the wood

a) Preamble

Compliance with the specifications below is required in service class 3 if the finger joints are exposed to liquid water (bad weather, drainage grooves, drainage holes, etc.).

b) Characteristics of the samples

The manufacturer shall supply finished 4-sides planed pieces with the following dimensions:

- thickness ≤ 25 mm,
- width: identical to the finger jointed lamella, more than 50 mm,
- length ≥ 240 mm,
- position of the FJ: approximately centred.

If the manufacturer wishes to qualify a lamella thickness greater than 25mm, the samples must be delivered non planed, with the following dimensions

- requested thickness
- width: identical to the finger-jointed element greater than 60 mm,
- length = 500 mm,
- position of the joint: approximately centred.

c) Tests

The exposure times to wet and dry weather conditions are 7 days according to § 8.3.3.2 of CEN/TS 13307-2.

The water tank is realised according to paragraph 10.2. of the CEN/TS 13307-2 standard.

In addition to paragraph 10.2 of the CEN/TS 13307-2 standard, the underside of the butt joints is observed after 0, 15, 30, 45 and 60± 1 minutes after being placed in water. Infiltrations are noted according to the following principle:

- continuous leak,
- discontinuous leak,
- dampened face,
- capillary leakage at the lamella on both sides of the joint.

d) Requirements

The requirements are defined in paragraph 11.4. of the CEN/TS 13307-2 standard.

In addition, no leakage through the wood itself is allowed.

2.2.5. Veneered profiles

a) Definitions

Veneering: application, on a flat surface of a glulam, of a thin coating, of a thickness of less than 7/10 mm, of wood or other materials (laminate, PVC, etc.).

Coating: application, on a glulam profile, of a thin coating, of a thickness of less than 7/10 mm, of wood or other materials (laminate, PVC, etc.). This coating fits the profile shape.

b) Characteristics of the test pieces

The test pieces shall have a veneering surface of at least (50 ± 1) x (50 ± 1) mm.

2 test pieces are cut per glulam.

c) Test

The test is performed in compliance with the NF EN 311 standard. For each test piece tested, the tear-out value f_m is calculated.

The rate of adhesion in the bonding plane between the pad planned for the test and the veneer is noted according to the following ratings:

- 50%: adhesion rate between 0 and 50% (bonding fault of the pad),
- 100%: adhesion rate between 51% and 100% (sufficient bonding of the pad).

d) Requirements

On each test piece, the tear-out force must be greater than 1.20 MPa.

If it is less than 1.20 MPa, the failure facings are analysed:

- If the rate of adhesion between the pad and the veneer is rated 50% (0 and 50%), the measurement is not taken into account and in this case, the results must be expressed on at least 7 measurements,
- If the rate of adhesion between the pad and the veneer is rated 100% (51 and 100%), the result of the tear-out measurement is not compliant.

2.2.6. Check of the wood species

a) Preamble

The test shall be carried out on a species tested for delamination.

b) Test

The verification of the wood species is based on the microscopic examination of the sample taken from the three directions of observation (transversal, tangential and radial).
The result will appear in the delamination test report.
The microscopic characteristics of some species are identical and therefore cannot be differentiated. In this case, the expertise will allow the identification of the common name of the wood species, but not the name of the botanical species.

c) Requirements

The controlled wood species must match the species which was declared.
In case of non-conformity, a species recognition could be done.

2.3 MANUFACTURING CONDITIONS

2.3.1. Storage of the adhesive

The adhesive must be stored under the conditions provided for in its technical data sheet. Any exception to this rule must be approved by the adhesive supplier.

2.3.2. Moisture content of the wood

Moisture content of the wood must be between 8 and 15%.

It is recommended not to exceed a difference of 4% between 2 consecutive strips.

2.3.3. Manufacturing conditions

Throughout the manufacturing period, the workshop temperature must be maintained above 15°C.

Note: Manufacturing begins with the butting operation (or planing for the unbutted glulams) and ends 24 hours after lamination.

In addition, unless otherwise agreed by the adhesive supplier, the manufacturing process must ensure that the surface temperature of the wood is greater than 15°C during lamination.

2.3.4. Dimensional tolerances on the glulams

In the absence of specifications drawn up between the user and the manufacturer, the dimensional tolerances on the glulams are as follows:

Section: - as-pressed glulams: . thickness: - 0 / + 2 mm
. width: - 0 / + 3 mm
- planed glulams: . thickness: 0. + 0.5 mm
. width: 0. + 0.5 mm

Length: no negative gap over the length is permitted

Deformations (with b, width of the glulams):

- as-pressed glulams: . face and edge deflection ≤ (L/1000)² or 2 mm (the highest value)
. cupping ≤ b/100 or 1 mm (the highest value)

- planed glulams: . front and edge deflection: . for a length up to 2 m: ≤ 2 mm
. for a length greater than 2 m: ≤ 2 mm over 2 m
. cupping ≤ b/200 or 0.2 mm (highest value).

PARTIE 3- PRODUCT COMPLIANCE CONTROL GUIDELINES

3.1 CONTROL OF PRODUCT COMPLIANCE ON THE MANUFACTURER/HOLDER'S PREMISES

3.1.1 General

The holder must provide proof of control of the manufacturing processes for all the certified products.

In the event of non-compliant inspection results, the manufacturer is required to record the corrective actions it has taken to resolve the anomalies encountered and not to mark non-compliant product batches

3.1.2 Control of supplies

3.1.2.1 Quality of materials

a) natural wood

A written procedure must set out the resources used to ensure that the quality of the wood complies with the specifications defined in the technical file.

b) modified wood

Modified wood must be produced using a clearly identified process.

This process must result in a transformed wood whose physical characteristics, particularly with regard to bonding, remain unchanged over time.

For this purpose, the holder may:

- Either use a certified product whose monitoring relates to the process,
- Or carry out equivalent monitoring (characterisation and follow-up audits).

3.1.2.2 Moisture content of the wood

A procedure must define the controls, their frequency and their recording.

3.1.3 Product identification

During manufacture, certified products must be clearly identified from other non-certified production.

3.1.4 Control of manufacture

3.1.4.1 Climatic environment of the manufacturing premises

The manufacturer/holder must provide proof that, throughout the manufacturing period, the temperature is maintained above 15°C.

In addition, a procedure must also set out the control of the relative humidity of the air in the manufacturing premises, in particular in the butting and lamination area. This procedure must specify:

- the normal bonding conditions (minimum and maximum relative humidity),
- corrective actions undertaken when these conditions are not met.

In both cases, a record must be made at least twice a day or at each change of shift.

3.1.4.2 Butt joint control

3.1.4.2.1 Process control

A written procedure must define the means implemented to control butt jointing, in particular with regard to the following points:

1 - preparation of the adhesive,
2 - bonding,
3 - machining (surface condition, change of tool, jointing of finger joints, etc.),
4 - pressing.

In addition to these production controls, the manufacturer/holder must perform the self-inspection tests defined below.

3.1.4.2.2 Self-inspection tests:

A - Iodine or coloured water penetration test or check by planing the joints

a) Frequency

Every day of production, on start-up of each production line, the manufacturer/holder must perform, as decided depending on the type of adhesive, an iodine test or penetration test or a visual check by planing on at least 5 finger joints.

Note: The iodine test is particularly suitable for vinyl adhesives.

b) Test methods

The tests shall be carried out in accordance with the XP/CEN/TS 13307-2 standard:
- iodine test: paragraph 10.3
- penetration test: paragraph 10.4 and paragraph 11.5

In case of planning test, the operator shall visually assess the quality of the finger-joints, following a planing operation of the surface to be tested, over all or part of the length of the lamella(s) being tested.
The inspection is carried out according to the following criteria:

- straightness of the joint
- perfectly joined joints
- no small knots, back grain, cracks, etc.

c) Records

The results must be logged in a register.

B- Finger joint and wood leakage test

a) Frequency

Once a month, the manufacturer shall carry out a finger joint and wood leakage test on at least 5 finger joints.
As far as possible, the different certified species produced should be tested over the year.
In case of non-complying results, the test frequency shall be increased up to 1 test a week in the following month.

b) Test methods

The water tightness test shall be performed according to the method defined in § 2.2.4.2.
An observation after one hour from the beginning of the test is acceptable.
No 'wet and dry conditions' are required for this test.

c) Records

The results must be recorded, and the samples stored until the next inspection visit. The manufacturing manager shall sign the records.

3.1.4.2.3 Finger joint bending test

The butt joint bending test defined in paragraph 10.1 of the XP/CEN/TS 13307-2 standard is not required during production control.

3.1.4.3 Control of planing of strips

A written procedure must define the resources used to ensure control over the machining of the strips with a maximum deviation over the thickness of 0.2 mm, with recording.

3.1.4.4. Lamination and veneering

3.1.4.4.1 Process control

A written procedure must set out the resources used to ensure control of the lamination and veneering processes according to the manufacturing process used, in particular on the following points:
1 - preparation of the adhesive,
2 - grammage of the adhesive applied,
3 - pressing (forces applied according to the number and dimensions of the strips).

In addition to these production controls, the manufacturer/holder must perform the self-inspection tests defined below.

3.1.4.4.2 Self-inspection tests

A- Chisel test or penetration test

Frequency

At the start of production of each new type of profile, the manufacturer/holder must carry out, as it chooses:
- a penetration test on at least 2 adjacent pieces cut at 150 mm from the end of the profile,
- a chisel test on at least 2 test pieces per type of profile.

Note: according to the XP/CEN /TS 13307-2 standard, a type of profile is defined by:
- *The wood species (singular or plural),*
- *The adhesive,*
- *The planned service class,*
- *The profile shape.*

For the 2 tests, the dimensions of the samples are as follows:
- thickness: that of the profile
- length (in the direction of the grain): 50 mm
- width (parallel to the bonding plane): total width of the profile

Test methods

- **penetration test**:

The tests shall be carried out in accordance with paragraph 9.4 of the XP/CEN/TS 13307-2 standard and the results evaluated in accordance with paragraph 11.2.3. of the standard.

- chisel test

The tests shall be carried out in accordance with paragraph 9.3 of the XP/CEN/TS 13307-2 standard and the results evaluated in accordance with paragraph 11.2.2. of the standard.

Records

The results must be logged in a register.

B - Delamination test

Test method

The delamination test must be performed according to the method defined in paragraph 2.2.3.3. of Part 2.

Frequency of self-inspections

The manufacturer may decide its own self-inspection frequencies on normal or reduced bases. However, reduced frequencies are at least 1/10000 profiles per shift and per press with a minimum of 1 profile per day of manufacture.

For special glulams, in each production series, 2 pairs of test pieces are cut from at least 5 profiles.

The length of the sample taken from the profile must allow 2 pairs of test pieces to be taken: one pair will be tested and the other kept as a control.

Given the use made of the results (see paragraph 2.2.2.3.), as an exception to the XP/CEN/TS 13307-2 standard, the shear test is not performed. Consequently, the dimensions of the test pieces are those defined in paragraph 2.3.2. of part 1, with the exception of the width which may be either that of the profile or 50 mm cut randomly across this width.

Recording - Marking

The results must be logged in a register and the samples retained until the next inspection visit.

Average delamination calculations shall be made weekly. Specification values apply to the sliding average over 5 weeks of production (average of 5 “weekly” values).

In the event of an anomaly detected (sliding average greater than the specification), the marking of the glulams must be suspended and the measures taken to remedy it must be specified. Marking will only resume upon return to a compliant value of this sliding average.

The records must be signed by the manufacturing manager.

3.1.5 Inspection equipment and facilities

The manufacturer must ensure control of the devices and facilities available to it and provide proof of the checks carried out on these devices and installations.

3.1.6 Control of the documents

Documents entering the quality control system must be identified and managed.

The input documents must be archived for 2 years.

3.1.7 Complaints register

The manufacturer is required to record customer complaints about certified products in a specific document.

This register must specify in particular, the corrective actions taken either in relation to the customer or to their manufacture.

3.2 CONTROL OF PRODUCT COMPLIANCE ON THE DISTRIBUTOR/HOLDER'S PREMISES

3.2.1 General

The holder/distributor must provide proof that the characteristics of the glulams are not affected by their carriage to its warehouses.

3.2.2 Identification of the certified glulams

The holder/distributor must ensure that the glulams of its supplier holder/manufacturer cannot be confused with other products.

It must formalise this procedure to ensure their traceability from delivery to marking and to shipments.

3.2.3 Storage

Storage must not affect the certified characteristics of the glulams.

The trader holder must set out the optimal storage conditions and demonstrate compliance with them.

3.2.4 Inventory management

The holder/distributor must be able at any time to prove that the volume of certified glulams that it has sold is equivalent to that which it has supplied from its holder supplier.

3.2.5 Control of the documents

Documents entering the quality control system must be identified and managed.

The input documents must be archived for 2 years.

3.2.6 Complaints register

The holder/distributor is required to record, in a specific document, complaints from its customers regarding the certified products and the corrective actions that it has implemented for its customer.

This register must also specify the analysis of the causes and, depending on the nature of these causes, the corrective actions implemented either on its premises or on its supplier's premises.

PARTIE 4- MARKING – INFORMATION MEDIUM

4.1 MARKING

Marking is affixed under the responsibility of the holder after notification of the certification by FCBA.

The marking must be affixed on the products and batches of products covered by this certification, and on them alone.

4.1.1 Individual marking of the glulams

Each certified glulam must be marked individually with the following information:

CTB-LCA + 3-digit number of the holder

4.1.2 Marking of the product batches

Each batch of certified products (pallet for example) must contain at least the following information:

Exterior joinery:	**CTB-LCA - FCBA MQ CERT xxx CERTIFIED QUALITY D4 adhesive - exterior joinery use**
Sheltered external joinery:	**CTB-LCA - FCBA MQ CERT xxx CERTIFIED QUALITY D3 adhesive - sheltered external joinery use**
Interior joinery:	**CTB-LCA - FCBA MQ CERT xxx CERTIFIED QUALITY D3 adhesive - non-structural interior use**

The letters xxx are replaced by the holder number.
This marking may also bear the manufacturer's logo.

4.2 THE QUALITY CERTIFICATE

In addition to the certification notification, a quality certificate is issued, identifying the product and the certified characteristics (Art. 10, Act of 3 June 1994), to be used for commercial valuation purposes.

Unless otherwise decided, the validity period of the certificates is 2 years.

This certificate includes the following information:

- the holder's references,
- the trade name if it exists,
- product definition (wood species, dimensions, composition, etc.),
- the intended use of the products (interior, sheltered exterior, exterior),
- the class of service provided for in paragraph 2.2.1 of part 2,
- certified characteristics,
- technical specifications.

For information, the certificate may also include the list of the main sections of certified glulams.

4.3 COMMERCIAL DOCUMENTATION

On the commercial and advertising documents, communication may be made using the logo below, on which the certified wood species must be indicated.

CTB
CERTIFIÉ PAR FCBA
LAMELLÉS COLLÉS ABOUTÉS

This logo can also be used to mark products or batches of certified products.

PARTIE 5- OBTAINING CERTIFICATION: ADMISSION PROCEDURES

5.1 DEFINITIONS

A right of use application may be:

- an initial certification application,
- a request to extend the certification scope,
- a request to keep the certification.

An initial application comes from a manufacturer not entitled to use the CTB-LCA mark. It is for a product (or a range of products) from a given manufacturing unit, defined by the product description given below.

A request to extend the certification scope involves changing the product description defined below. It may, for example, relate to a new species, a change of adhesives or a modification of the process of butt jointing, planing or lamination.

A request to keep the certification is made by a distributor and relates to a CTB-LCA-certified product intended to be marketed under another mark and/or commercial reference without changing the certified characteristics.

5.2 UNDERTAKING OF THE APPLICANT/HOLDER

When the applicant or holder is a manufacturer (see paragraph 1.4 of part 1), it must undertake to:

- accept all the conditions that appear in the General Rules of the CTB Mark and these guidelines, as well as those imposed by the standards and technical specifications relating to the products in question and recalled in Part 2 of these guidelines,
- inform the FCBA of the key modifications to its facilities and quality assurance arrangements,
- reserve the commercial name of the manufacture presented for admission only to those products concerned by the application,
- necessarily affix the **CTB LCA** Mark to the certified products, and them alone, under the conditions set out in Part 4 “marking”,
- carry out the manufacturing inspections for which it is responsible in accordance with part 3 “compliance control”,
- facilitate for the inspection agents the operations for which they are responsible under these guidelines
- comply without restriction or reservation with the decisions taken in accordance with the General Rules of the CTB Mark or these Guidelines,
- communicate, at the request of the empowered organisation, any printed advertising material indicating the **CTB LCA** Mark,
- clearly distinguish on any print materials (advertising, commercial or informative), the information on certified products from the information on products that are not certified,
- participate in financing promotional campaigns.

Where the applicant/holder is a marketing company, it must undertake to

- Mark the certified products in accordance with part 4 of the **CTB-LCA** guidelines,
- Comply with the logo usage rules in accordance with the **CTB-LCA** mark certification guidelines,
- Inform FCBA of any use of the logo not directly on the certified product (website, posters, etc.),
- Apply the measures described in the certification guidelines in the event of penalties imposed on the holder,
- Provide the holder with the necessary information in the event of customer complaints relating to the certified product.

5.3 INITIAL CERTIFICATION APPLICATION

5.3.1 Administrative procedure

Any application for **CTB-LCA** certification shall only be examined by FCBA if it includes the following elements:

a) Certification application letter (to be drawn up on company letterhead paper).

See standard letters No. 001-A in Part 9 (French applicants) or 001-B in Part 9 (foreign applicants).

b) Company questionnaire (only for new applications)

See sheet 001 in Part 9.

c) Certification file: The certification file must include:

1) the **product description** (see standard file No. 001) defining at least the following elements:

- The commercial reference (if any).
- The quality of the wood: - type of species used,
  - quality of the appearance.
- Composition of the glulams: - the maximum thickness and width of the plies,
  - the section of the glulams to which the application relates (thickness and width),
  - their number of plies.

  Note: in the case of special glulams, the side planes of the glulam sections must be provided specifying the information that may be brought to the attention of the market.
- Adhesive quality: - the references of the adhesive and the supplier,
  - the technical data sheet of the adhesive,
  - proof, less than 5 years old, of compliance with the requirements of classes D3 or D4 of standard EN 204 or classes C3 or C4 of standard NF EN 12765 (See paragraph 2.1.).
- Where applicable, the quality certificate of the transformed wood.

2) the **description of the manufacturing processes**

- **finger jointing:** - description of the manufacturing process,
  - equipment used (technology, brand, main characteristics, etc.)
  - profile of the finger joints (length, pitch, etc.),
  - bonding: . type, supplier, trademark,
  . preparation of the adhesive (dosage, viscosity, time open, etc.).
- **planing** (thickness of the strips): - description of the manufacturing process,
  - equipment used (brands, main characteristics, etc.).
- **lamination:** - description of the manufacturing process,
  - equipment used (technology, brand, main characteristics, etc.),
  - bonding: . type, supplier, trademark,
  . preparation of the adhesive (dosage, viscosity, time open, etc.),
  . grammage of the adhesive applied.

Note: Where an applicant has several production lines in its workshops:

- *either, they have identical technologies and in this case, all the production must be certified. External samples will be taken from one or other line,*
- *or, they do not have the same technology, and in this case, it is necessary,*
  - *either to be able to clearly identify the production line on the glulam,*
  - *or certify all the production. External samples will be taken from all the production lines.*

d) Description of the quality control system

The quality control system must be described in a managed document (compilation of procedures, Quality Manual, etc.).

Where one of the glulam manufacturing operations is subcontracted to a third party, the applicant must provide the subcontracting contract and indicate the monitoring provisions for this subcontractor.

5.3.2 Validation of the compliance control provisions

5.3.2.1. Prerequisites

To schedule the initial investigative visit, the applicant must have had a quality control system which complies with the requirements defined in chapter 1 of part 3 of these guidelines for at least 6 months.

5.3.2.2. Investigative audit

The investigative audit takes place over 1 day and it aims to:
- check that the company has the organisation and means to ensure compliance of the products with the technical file(s) defined in paragraph 5.3.,
- ensure that the quality assurance measures put in place by the applicant in the manufacturing unit meet the requirements of part 3 of these Guidelines,
- check the compliance of the products with the specifications set out in part 2 according to the procedures set out in the previous paragraph.

Should the applicant subcontract part of its production, FCBA shall carry out an audit on the premises of the subcontractor(s) on the basis of the requirements which are relevant to it.
During this audit, the auditor may take samples of the products which are the subject-matter of the application to verify their compliance.

A visit report is drawn up and sent to the applicant for information.

Note: the audit is necessarily carried out for an initial application for admission. Except in specific cases, for an extension application, the compliance control provisions with respect to the application and the compliance of the manufactured product will be verified during the monitoring audit.

5.3.3. Technical validation of applications: investigative tests

5.3.3.1. Sampling

A glulam is defined by its wood species, its adhesive reference and its production line. The sampling below is defined for a single type of glulam. If the initial application involves several types of glulams, it can be adapted in consultation with the holder.

a) For the lamination test

By interpreting the XP CEN/TS 13 307-2 standard, the number of glulams to be sampled as part of the investigation is 10, regardless of their composition.
The choice of the glulams depends on the extent of the application and the non-compliance risks incurred by these glulams, which are mainly related:
- to the dimensions of the strips (they increase with the width and thickness of the strips),
- to the manufacturing process,
- to the wood species or their mixes.

b) For the butt joint bending test

The minimum number of samples required for the investigative tests is 30 butted items.
The choice of butted items depends on the extent of the application and the non-compliance risks incurred by the glulams, which are mainly related:
- to the dimensions of the strips (they increase with the width and thickness of the strips),
- to the manufacturing process,
- to the wood species or their mixes.

c) For finger joint water tightness test

The minimum number of samples required for the investigative tests is 15 butt joints.
The choice of butted items depends on the extent of the application and the non-compliance risks incurred by the glulams, which are mainly related:
- to the dimensions of the strips (they increase with the width and thickness of the strips),
- to the manufacturing process,
- to the wood species or their mixes.

d) For veneering or coating qualification test

The minimum number of test pieces required for the investigative tests is 10, taken from at least 5 different glulams.
The choice of glulams or veneered butt joint elements is made according to the application and the non-compliance risks incurred by the glulams which are mainly related:
- to the dimensions of the strips (they increase with the width of the strips),
- to the manufacturing process,
- to the wood species or their mixes.

e) For the checking of wood species

The minimum number of samples required for the initial test is 1 per wood species.

5.3.3.2. Types of tests to be performed

The tests are performed by the FCBA laboratory or any other laboratory meeting the requirements given in part 7.

These tests are determined according to the composition of the product in accordance with paragraph 2.2.2 of part 2.

However, for special scantlings, depending on their composition and after an opinion from FCBA, tests may be performed by the holder in its laboratory which must meet the requirements defined in paragraph 5.4.3.2. of this part of these guidelines.

5.4 APPLICATION TO EXTEND THE SCOPE OF CTB-LCA CERTIFICATION

5.4.1 Administrative procedure

Any application for an extension of **CTB-LCA** certification shall only be examined by FCBA if it includes the following elements:

a) Extension Certification application letter (to be drawn up on company letterhead paper).

See standard letters No. 002-A in Part 9 (extension application).

b) Certification file

The certification file must be updated by describing any changes or additions made to the initial file. The necessary evidence must also be provided.

5.4.2 Validation of the product compliance control provisions

Depending on the nature of the change, FCBA, in consultation with the holder, shall decide on the need to carry out an additional audit.

5.4.3 Technical validation of applications

5.4.3.1 Sampling and test types

The sampling and tests set out in paragraph 5.3.3, above, for an initial investigation, are applicable except for the following cases:

a) Change of species

The following groups of species are set out in the order of their bonding difficulties:
- group 1: oak and beech,
- group 2: exotics and other hardwoods,
- group 3: very resinous species,
- group 4: resinous species.

Technical validation required:
- change of species already certified by a species from a group with higher bonding difficulty: report of delamination test carried out on 5 glulams by the FCBA laboratory,
- change of species already certified by a species from a group whose bonding difficulty is equivalent (except group 1) or lower: report of delamination test carried out on 5 glulams by the FCBA laboratory or 10 glulams by the holder's laboratory,
- change of species in group 1: report of delamination test carried out on 5 glulams by the FCBA laboratory.

Notes:
1 - when the holder is already certified for butt-jointed laminated or butt-jointed, veneered laminated glulams, qualification tests for the butt joints and/or veneering are not necessary.
2 - le choice of glulams is made according to the principles stated in paragraph 5.3.3.1.
3 - all eligibility conditions of the test reports issued by the manufacturer’s laboratory are defined in paragraph 5.4.3.2.

b) Modification of the adhesive

a) butt joint adhesive:
A change to the butt joint adhesive must be validated for species that are the most difficult to bond (see paragraph 5.4.3.1.) by a butt joint water tightness test report carried out on 10 butt joints by the FCBA laboratory or that of the holder.

b) lamination adhesive:
- replacement adhesive of the same family and class: report of delamination test carried out on 5 glulams by the FCBA laboratory or 10 glulams by the holder's laboratory,
- replacement adhesive of a different family: delamination test report carried out on 5 glulams by the FCBA laboratory.

Note:
The eligibility conditions of the test reports issued by the manufacturer's laboratory are set out in paragraph 5.4.3.2.

c) Increase in strip dimensions

Thickness: report of delamination test carried out on 5 glulams by the FCBA laboratory

Width: . if increase less than 10%, no validation test.
. if increase greater than 10%, report of delamination test carried out on 5 glulams by the FCBA laboratory.

d) Change to the production process:

Depending on the nature of the change to the butt joint or lamination process, FCBA, in consultation with the holder, decides on the technical validation.

A change of lamination technology is considered to be a major change requiring validation by a report of a delamination test carried out on 5 glulams by the FCBA laboratory.

5.4.3.2 Requirements on the holder's laboratory

For the test reports issued by the holder's laboratory to be admissible, the following conditions apply:

1. the holder must have been certified for at least two years (4 laboratory audits without comments about the tests).
2. the test equipment must be identified and checked using methods connected to recognised calibration traceability chains. It must be installed in a specific location dedicated to the tests, be dust-free and at a temperature always above 15°C.
3. The competence of the personnel responsible for the tests must be recognised and validated by FCBA:
   · either by a certificate from the holder drawn up on the basis of at least 2 years' experience in this position and a sufficient number of tests performed (2 tests per week on average over the 2 years),
   · or by a certificate of training delivered by the FCBA laboratory.
   Furthermore, the test personnel must carry out tests regularly with at least 2 tests per week.
4. The test report shall be written in the standard format proposed by FCBA for each application and shall include all the information necessary for validation of this test report.

The holder undertakes to inform FCBA of any changes that are made (personnel, equipment, methods, etc.) and any problems that could call into question the quality of its tests.

The test pieces must also be kept, at least until the monitoring audit that follows their execution.

5.4.4 Minor changes

Some minor product changes may undergo an accelerated certification procedure.

Minor changes may include changes to butt joint or veneer adhesive, process changes such as planing, etc. In all cases, the definition of a minor change shall be decided by agreement between the holder and FCBA.

The holder must provide formal proof that the change does not affect the certified characteristics.

If these elements are deemed admissible by FCBA, the certification file will be updated. A final validation test must be performed within a maximum period of 6 months.

5.5 APPLICATION FOR EXTENDING THE RIGHT TO USE CTB-LCA CERTIFICATION

5.5.1 Definition

Extension of the right to use the CTB-LCA certification is a procedure that applies to companies that only distribute certified products and which wish to affix their name and/or their trademark on them, possibly eliminating references to the holder/manufacturer.

For this purpose, the distributor may only obtain supplies from a holder of the mark which has given its consent to do so.

It must ensure that only the products of this holder will be certified. Under no circumstances may it intervene on the certified characteristics.

It must also comply with the commitments defined in paragraph 5.2 of this part of these guidelines.

5.5.2 Administrative procedure

Any request to maintain CTB-LCA certification will only be examined by FCBA if it includes the following elements:

a) Distributor certification application letter:

The distributor must send FCBA a certification request (see standard letter 003-A) which will designate the product and its manufacturer/holder and which will restate its commitments regarding certification.

b) Letter requesting an extension of the distributor's right of use:

The manufacturer/contract holder must send FCBA, via the distributor, a request letter (see standard letter 003-B) in which it will designate its products which are the subject of the procedure for extending the right to use the certification mark and the distributor's references and contact details.

c) Distributor information sheet:

The requesting distributor must also submit the information sheet in support of its request (see standard sheet 003).

d) Provisions for controlling the certified glulam:

The holder/distributor must describe in a managed document the measures put in place to ensure:
- storage conditions that do not degrade the certified characteristics,
- traceability of the certified products between their delivery and their marking,
- a marking compliant with part 4 of the guidelines.

5.5.3 Validation of the request

The request is examined at 2 levels:

1) Administrative approval: FCBA checks the admissibility of all the documents defined above.

2) investigative visit: the investigative visit is carried out in accordance with paragraph 5.3.2.2. of the management procedures. The purpose of this visit is to check that the provisions set out in paragraph d) of 5.5.2. have been established.

PARTIE 6- MAINTAINING CERTIFICATION: MONITORING PROCEDURES

6.1 GENERAL

Throughout the certification, the holder must comply with the requirements defined in parts 2 and 3 and the marking procedures described in part 4. It must also keep FCBA informed of:

- Changes made to its product(s) and, in this case, update its technical files defined in paragraph 5.3. of part 5,
- Changes to its quality control system,
- Changes regarding the company, its organisation, its place of production or its process.

The purpose of the control exercised by FCBA is

1) to verify compliance with the certification requirements, including the internal control system.
   For this purpose, FCBA carries out inspection visits and, through sampling, verification tests in its own laboratories.
2) to ensure that the changes to the product(s) defined in the certification file (see paragraph c) of 5.3.1. of part 2 of the guidelines) are controlled in accordance with the guidelines.
   For this purpose, a holder file is created defining:
   - the certified products: wood species, compositions, dimensions,
   - the manufacturing process: . buildings: insulation, heating, humidification,
     . references and characteristics of the machines and tools,
     . the concise layout plan.

6.2 PROCEDURES FOR MONITORING PRODUCT COMPLIANCE

6.2.1 Inspections

The inspection frequency is at least two inspections per year.

For holders/manufacturers, the purpose of these inspections is to:

1) check the internal quality control defined in paragraph 3.1. of part 3 of these guidelines,
2) take the quantity of samples required for the tests defined below.

For holders/distributors, the purpose of these visits is to check that the requirements defined in paragraph 3.2 of part 3 are met.

In addition, once a year, the holder file is reviewed.

6.2.2 External control tests

6.2.2.1 Frequency and tests

On the samples, FCBA checks that the certified characteristics still comply with the specifications defined in part 1. For this purpose, it relies on all or part of the initial type tests (ITT) defined in the XP CEN/TS 13 307-2 standard. The frequency of the controls is as follows:

- delamination test: twice a year, in accordance with paragraph 2.2.3 of part 2 of these guidelines and on the sampling defined below,
- bending test: once a year, in accordance with paragraph 2.2.4.1. of part 2 of these guidelines, only on butt joint elements,
- butt joint water tightness test: twice a year, in accordance with paragraph 2.2.4.2. of part 2 of these guidelines,
- veneer tear-out test: once a year, in accordance with paragraph 2.2.5. of part 2 of these guidelines,
- verification of the type of wood: once a year, with paragraph § 2.2.6. of part 2 of these guidelines.

6.2.2.2. Sampling

a) For the lamination test

The number of glulams to be sampled as part of the monitoring is 2 per visit and per product family defined during the investigation.

The choice of glulams depends on the scope of application of the certificate, the distribution of the production volumes and the non-compliance risks incurred by these glulams, which mainly relate to:

- to the dimensions of the strips (they increase with the width and thickness of the strips),
- to the manufacturing process,

- to the wood species or their mixes.

b) For the butt joint bending test

The number of butt joint components to be sampled as part of the monitoring is 15 during one of the 2 annual visits and per product family defined during the investigation.

The choice of the butt joint components depends on the scope of application of the certificate, the distribution of the production volumes and the non-compliance risks incurred by the glulams, which mainly relate to:

- to the dimensions of the strips (they increase with the width and thickness of the strips),
- to the manufacturing process,
- to the wood species or their mixes.

For bending, the inspection tests are performed only on the butt joint components. In this case, only compliance of the bending resistance to the 5th percentile (calculated on 15 test pieces) and the coefficient of variation (see paragraph 11.3.1.1. of the XP CEN/TS 13307-2 standard) are checked.

c) For the butt joint water tightness test (only for the glulams intended for exterior joinery)

The number of finger joint components to be sampled as part of the monitoring is 10 components, sampled during one of the 2 visits and per production line.

The choice of the butt joint components depends on the scope of application of the certificate, the distribution of the production volumes and the non-compliance risks incurred by the glulams, which mainly relate to:

- to the dimensions of the strips (they increase with the width and thickness of the strips),
- to the manufacturing process,
- to the wood species or their mixes.

d) For the veneering qualification test

The number of test pieces required for the monitoring tests is 10, taken from at least 5 glulams, during one of the 2 annual visits and per product family defined during the investigation.

The choice of glulams or veneered butt elements depends on the scope of application of the certificate, the distribution of the production volumes and the non-conformity risks incurred by the glulams, which mainly relate to:

- to the dimensions of the strips (they increase with the width of the strips),
- to the manufacturing process,
- to the wood species or their mixes.

e) For wood species checking test

The number of species to be sampled for monitoring purposes:

Number of wood species used during the year	Number of wood species to be collected
≤ 5	1
≤ 10	2

6.2.2.3. Additional inspections

In the event of non-compliances observed during inspections, FCBA may order additional inspections or tests at the applicant's expense.

In particular, when a delamination test is not complying, a second test is always performed to confirm or invalidate the result.

6.3 MARKET DATA DECLARATION

A survey about market data is sent once a year to the certificate holders to which each manufacturer have to answer, at least the first part.

An anonymous report on these data is done once a year to the brand committee.

6.4 DECLARATION OF CHANGES

This chapter specifies the information to be provided and the procedures to follow in the event of changes regarding the holder, the production site, the organisation of quality on the site(s) and/or the product.

In cases not provided for above, FCBA determines whether the changes call into question the certification and whether additional checks should be carried out.

Depending on the results of the investigation, the FCBA Certification Director will notify the appropriate decision.

6.4.1. Change regarding the holder

The holder must inform FCBA in writing of any legal change to its company or any change to the company name.

In the event of the merger, liquidation or absorption of the holder, all rights of use of the mark from which it may benefit automatically cease.

A new application may be made and examination of it may be streamlined depending on the changes made.

6.4.2. Change regarding the production site

Any transfer (total or partial) of the production site of a CTB-certified product to another production site results in the immediate cessation of the CTB marking by the holder on the products transferred in any form.

The holder must notify FCBA of this transfer in writing, which will organise a visit to the new production site and, if necessary, will have tests carried out.

The procedures for assessing and deciding to renew the certification are identical to those for admission described in part 5.

6.4.3 Change relating to organisation of the quality of the production unit

The holder must notify FCBA in writing of any changes relating to its organisation of quality that may have an impact on compliance of the product with the requirements of these guidelines (changes regarding its facilities, quality plans, etc.).

In particular, it must notify any change to the certification of its quality assurance system.

Any temporary cessation of internal control of a CTB-certified product shall result in the immediate cessation of CTB marking of the latter by the holder in any form.

FCBA will then notify a decision to suspend the right to use the CTB mark.

6.4.4 Change relating to the CTB-certified product

Any change to the CTB-certified product is processed according to the provisions defined in paragraph 5.4 of part 5 of the guidelines.

6.4.5 Temporary or permanent cessation of production

Any permanent or temporary cessation of more than 6 months of manufacture of a CTB-certified product or any abandonment of a right of use of the CTB mark must be notified in writing to FCBA specifying the time necessary for disposal of the stock of CTB-marked products.

At the end of this period, FCBA shall notify the suspension or withdrawal of the right to use the CTB mark.

6.5 ASSESSMENT AND DECISION

6.5.1 Follow-up of inspections in relation to the CTB mark

The procedures for assessing and deciding whether to renew certification are identical to those for admission described in part 5.

FCBA generally carries out the follow-up of the inspections. However, it may entrust other organisations with part of this follow-up under the conditions defined in paragraph 7.1 of part 7.

In the event of a serious non-compliance observed, FCBA may, at the holder's expense, take any action deemed necessary to ensure compliance of the products: validation of corrective actions, building site visits, etc.

6.5.2 Penalties

In the event of a discrepancy, the penalties provided for in paragraph 9 of the General Rules of the CTB Mark are imposed. These Certification Rules provide for 4 types of penalties:
- a warning with formal notice to put an end to the anomalies or deficiencies observed within a given period,
- a warning with formal notice to put an end to the anomalies or deficiencies observed within a given period with additional inspections and/or tests,
- a suspension of the right to use the CTB mark for a set period,
- withdrawal of the right to use the CTB mark.

All decisions taken are notified by FCBA to the interested parties in accordance with paragraph 8.2 of the General Rules of the CTB Mark. They are enforceable from notification.

6.5.3 Challenging a decision - appeal

Should the applicant or holder challenge a decision regarding it, it may request a review.

In accordance with paragraph 9 and 10 of the General Rules of the CTB Mark, if the disagreement persists after this amicable contact, the applicant or the holder may appeal the decision taken by sending its request to the Managing Director of FCBA who will refer the matter to the FCBA Certification Committee.

An appeal must be submitted within fifteen days of notification of the corresponding decision. It has no suspensive effect.

6.6 FOLLOW-UP OF DECISIONS

In the event of suspension of the right to use the mark, FCBA defines a reintegration procedure based on the non-compliance context.

Similarly, the manufacturer must be informed of the conditions under which the mark is removed from certified products following withdrawal or suspension of the use right.

PARTIE 7- STAKEHOLDERS

7.1 ORGANISATIONS

7.1.1 Certifying body

In accordance with the General Rules of the CTB Mark, FCBA is the owner of the CTB-LCA mark.

It also manages the CTB-LCA mark. Any request must therefore be sent to:

FCBA
BP 227
33028 BORDEAUX CEDEX
FRANCE

7.1.2. Inspections and audits

The inspections in the factory or on commercial premises provided for in paragraphs 5.3.2.2, 5.5.3 and 6.2.1 of these guidelines are carried out by FCBA or under its responsibility.

In the latter case, the accredited bodies are bound to FCBA by subcontracting contracts.

7.1.3 Tests

For the CTB-LCA Mark, performance is evaluated based on test reports issued by the following third party laboratory:

FCBA
Allée de Boutaut – BP227
33028 Bordeaux Cedex

Other laboratories may be chosen if their quality assurance system complies with the requirements of the NF EN ISO/CEI 17025 standard.

7.2 GOVERNANCE OF THE CTB LCA MARK

7.2.1 General Council

7.2.1.1 Composition

The General Council is open to all holders of CTB LCA certification, as well as all the interested parties.

It has a Chairperson, appointed for three years by the members of the General Council.

7.2.1.2 Role

The General Council is responsible for giving an opinion on:

- the directions regarding:
  - the positioning and development of CTB LCA certification;
  - communication and promotion projects for CTB LCA certification.
- proposals for updating the guidelines,
- the list of interested parties consulted (holders, distributors and consumers, institutional actors).

It may be consulted on any other question regarding the application in question.

7.2.1.3 General Council Select Committee

The Select Committee is composed of:

- the Chairman of the General Council appointed from among the holders,
- a user representative,
- a representative of the Administrations or technical organisations,
- the Certification Director of FCBA,

It operates in accordance with the General Rules of the CTB Mark.

7.2.1.4 Operating procedures

The General Council meets at least once a year.

After each general council meeting, FCBA draws up a report distributed to the members of the general council .

7.2.2 Ad Hoc Group

7.2.2.1. Composition

The Ad Hoc Group is open to the members of the General Council with an interest in the subjects addressed by it.

Depending on the topics addressed, experts may be invited to participate in these meetings.

7.2.2.2 Role

The purpose of this Ad Hoc Group is to revise the guidelines, deal with specific communication and promotional aspects, work on development actions and any other subject requested by the General Council.

7.2.2.3 Operating procedures

The Ad Hoc Group meets at the request of the General Council or at the initiative of FCBA and minutes of it are distributed to the participants.

7.2.3 Management of the guidelines

7.2.3.1 Consultation list

The consultation list is made up of interested parties: manufacturer, user (distributors, consumers, etc.) and institutional actors.

It is used to note the opinion as specified by the rules of the French Consumer Code

7.2.3.2 Appointment of members of the consultation list

Updating of the consultation list is left to the discretion of FCBA, which submits its proposals to the General Council taking into account the interest of the CTB-LCA Mark.

The members of the consultation list are proposed by FCBA and validated by the General Council and recorded in the minutes of the General Council meeting during which they were validated.

The guidelines are validated by the Certification Director and the Managing Director of FCBA.

PARTIE 8- FINANCIAL TERMS

8.1 CERTIFICATION APPLICATION

Admission costs to the CTB-LCA mark are broken down as follows:

8.1.1 Initial application

- Use right: . administrative fee (for a product): **AA1**
  . certificate issuance fee: ..... **AA2** € excl. tax/certificate
- Test costs: ..... according to the price in force in the laboratory (1)
- investigative visit fee: ..... **AB**

(1) During the delamination check, if a shear test proves necessary, an additional charge is made.

8.1.2 Request for an extension

- Use right: . administrative fee (for a product): **AA3**
  . certificate issuance fee: ..... **AA2** € excl. tax/certificate
- Test costs: ..... according to the price in force in the laboratory

8.2 ANNUAL FEES

8.2.1. Invoice amount

The annual fee is calculated as follows:

Set fees per holder:

- Holder/manufacturer: **BA1**
- Holder/distributor: **BA2**

Fees according to the composition of the glulam: depending on the number of tests required for monitoring and the laboratory prices

8.2.2. Payment terms

Fees are invoiced half-yearly.

The test costs are invoiced for each service according to the tests carried out for the inspections

Travel costs abroad and, where applicable, translation or customs clearance costs are charged in addition.

8.3 ADDITIONAL COSTS

The costs incurred by the additional checks for verification tests decided by the committee, which may prove necessary as a result of deficiencies or anomalies detected by the routine checks, are borne by the holder and invoiced on the bases set out in paragraph 8.1.

In case of a critical deviation leading to a formal notice with an increased control audit, the associated costs are to be borne by the holder and invoiced on the basis of:

- - Additional audit: ..... **CA**

8.4 UPDATING AND REVISION OF THE PRICES

At the beginning of each year, the prices defined in the financial system will be updated based on the changes to the cost of services index in the engineering sector (SYNTEC index).

The revision will be calculated according to the following formula:

$$P_{n+1} = P_n \times (I_n / I_{n-1})$$

. P_n et P_{n+1} are the prices respectively for the current year and the following year

. I_n and I_{n+1} are the cost indices for building engineering in August, respectively, for the current year and the following year.

001-A STANDARD LETTER: French applicants
CTB-LCA MARK

CTB-LCA CERTIFICATION APPLICATION
FOR A NEW PRODUCT
(to be drawn up on the applicant's letterhead paper)

Brand Manager
FCBA
Allée de Boutaut - BP 227
33028 BORDEAUX Cedex

Subject: CTB-LCA mark
Application for initial certification and commitment

Mrs.

I wish to apply for CTB-LCA certification for the glulams manufactured in the following manufacturing unit: (company name) (address).

These glulams are intended for non-structural use in exterior joinery.

For this purpose, I hereby state that I am aware of and accept the General Rules of the CTB Mark, the CTB-LCA certification guidelines, their appendices and the financial terms and I undertake to comply with them, as well as with all its changes, without restrictions or reservations, as well as with the decisions taken or to be taken, by FCBA pursuant to the said Rules.

I undertake to pay the application investigation fees set out in the Mark's financial terms, and to make all subsequent payments that will be requested from me in accordance with the Mark's rules.

Yours sincerely,

Date and signature of the legal representative of the applicant/holder

ATTACHMENTS

001-B STANDARD LETTER: Foreign applicants
CTB-LCA MARK

CTB-LCA CERTIFICATION APPLICATION FOR A NEW PRODUCT

(to be drawn up on the applicant's letterhead paper)

Brand Manager
FCBA
Allée de Boutaut - BP 227
33028 BORDEAUX Cedex

Subject: CTB-LCA mark
CTB-LCA certification application for a new product and undertaking

Mrs.

I wish to apply for CTB-LCA certification for the glulams manufactured in the following manufacturing unit: (company name) (address).

These glulams are intended for non-structural use in exterior joinery.

For this purpose, I hereby state that I am aware of and accept the General Rules of the CTB Mark, the CTB-LCA certification guidelines, their appendices and the financial terms and I undertake to comply with them, as well as with all its changes, without restrictions or reservations, as well as with the decisions taken or to be taken, by FCBA pursuant to the said Rules.

I undertake to immediately inform FCBA of any new appointment of the above named representative.

I undertake to pay the application investigation fees set out in the Mark's financial terms, and to make all subsequent payments that will be requested from me in accordance with the Mark's rules.

Yours sincerely,

Date and signature of the legal representative of the applicant/holder preceded by the handwritten words

Approved for Representation"

ATTACHMENTS

002-A STANDARD LETTER: Applicants already holders of the CTB-LCA MARK

CTB-LCA CERTIFICATION APPLICATION
FOR A NEW PRODUCT or A MODIFIED PRODUCT
(to be drawn up on the applicant's letterhead paper)

Brand Manager
FCBA
Allée de Boutaut - BP 227
33028 BORDEAUX Cedex

Subject: CTB-LCA mark
Application for extension to CTB-LCA certification

Mrs.

I am already the holder of the CTB-LCA mark, for the glulams of my manufacture intended for exterior joinery in non-structural use and whose species is <list of certified species>.

I wish to apply for an extension of this certification for my <wood species> glulams, the description of which is defined below, modified with regard to the following points:
<brief description of the changes>

These glulams are still manufactured in the following manufacturing unit: (company name) (address).

I undertake to pay the application investigation fees set out in the Mark's financial terms, and to make all subsequent payments that will be requested from me in accordance with the certification guidelines.

Yours sincerely,

Date and signature of the legal representative of the applicant/holder

Descriptive attachment

003-A STANDARD LETTER: Request for certification
CTB-LCA MARK

CTB-LCA CERTIFICATION APPLICATION
FOR AN ALREADY CERTIFIED PRODUCT MANUFACTURED BY A MANUFACTURER/HOLDER AND SOLD BY A DISTRIBUTOR/HOLDER
(to be drawn up on its letterhead paper by the applicant/distributor)

Brand Manager
FCBA
Allée de Boutaut - BP 227
33028 BORDEAUX Cedex

Subject: CTB-LCA mark
Request to maintain CTB–LCA certification

Mrs.

I, the undersigned ……acting in the capacity of…….. of the company …… whose registered office is located at……
wish to request the right to use the CTB-LCA mark as a distributor for the following product(s):

MANUFACTURER/HOLDER	**Definition of the profiles**(1)		**Trade name**	
	Wood species	Maximum cross-section of the strips	Manufacturer	Distributor
Name and address				

(1) provide, where applicable, a table defining the composition of the different glulams for which the request is made.

I hereby state that I have read the General Rules of the CTB Mark of the certification Guidelines, its appendices and the financial terms. I undertake to comply with them, and with all changes to them, without restrictions or reservation, as well as with the decisions taken or to be taken by FCBA pursuant to the said Rules.

I also undertake to:

- Only obtain certified glulams from the holder(s) described above who have also sent you a request to maintain the right to use the mark,
- Take sufficient measures to ensure the traceability of incoming and outgoing certified products,
- Not to intervene under any circumstances in relation to the certified characteristics of the product and in particular,
- Store the glulams under conditions that do not deteriorate their certified characteristics (sheltered, at controlled humidity and temperature),

- Mark each batch or part of the batch that has been reconditioned, in accordance with Appendix 4 of the CTB-LCA guidelines,
- Comply with the rules for using the logo in accordance with the CTB-LCA certification standard and inform FCBA of any use of this logo not directly on the certified product (website, posters, etc.),
  - Apply the measures described in the certification guidelines in the event of penalties imposed on the holder,
  - Inform the holder in the event of customer complaints relating to the certified product,
  - Accept FCBA audits (twice times a year),
  - Pay the fee for using the mark provided for in the mark's financial terms as well as the audit costs and any payments that will be requested from it in accordance with the mark's guidelines,
  - Assist FCBA with any verification relating to the certified products and their marketing.

Yours sincerely,

Date and signature of applicant / legal representative

003-B STANDARD LETTER: MANUFACTURER/HOLDER
CTB-LCA MARK

APPLICATION FOR CONTINUED USE OF THE CTB-LCA MARK FOR A PRODUCT ALREADY CERTIFIED, MANUFACTURED BY A MANUFACTURER/HOLDER AND SOLD BY A DISTRIBUTOR/HOLDER
(to be drawn up on its letterhead paper by the manufacturer/holder that is the applicant's supplier)

Brand Manager
FCBA
Allée de Boutaut - BP 227
33028 BORDEAUX Cedex

Subject: **REQUEST FOR CONTINUATION OF THE RIGHT TO USE THE CTB-LCA MARK**

Mrs.

I wish to request continuation of the right to use the CTB-LCA mark on the following products of my manufacture:

Definition of the profiles(1)		**Trade name**
Wood species	Maximum cross-section of the strips	

(1) provide, where applicable, a table defining the composition of the different glulams for which the request is made.

These products only differ from those admitted to the CTB-LCA mark by their trademarks and/or specific references affixed to them.

The company that will distribute these products is as follows:
Company name: ……
Address: ……

I undertake to inform FCBA by registered letter with acknowledgement of receipt of any change in the distribution of these products and in particular any cessation of supply to the company in question.

I authorise FCBA to inform the designated company of penalties imposed on me, relating to the products that are the subject of this document

Yours sincerely,

Date and signature of the legal representative

FICHE 001
CTB-LCA MARK

GENERAL INFORMATION SHEET REGARDING THE APPLICANT/HOLDER

MANUFACTURING UNIT:

- Company name: .....

- Address: .....
.....

- Country: .....
- Phone: .....
- SIRET No. (1): ..... APE code (1): .....
- Fax: ..... / Email, website:

- Name and capacity of the legal representative (2): .....

- Name and capacity of the correspondent (if different): .....

MANUFACTURER (if different from the manufacturing unit):

- Company name: .....
- Address: .....
.....

- Country: .....
- Phone: .....
- SIRET No. (1): ..... APE code (1): .....
- Fax: ..... / Email, website:

- Name and capacity of the legal representative (2): .....

- Name and capacity of the correspondent (if different): .....

REPRESENTATIVE IN THE EEA (if requested):

- Company name: .....
- Address: .....
.....

- Country: .....
- Phone: .....
- SIRET No. (1): ..... APE code (1): .....
- Fax: ..... / Email, website:

- Name and capacity of the legal representative (2): .....

- Name and capacity of the correspondent (if different): .....

(1) For French companies only.
(2) The legal representative is the legal person responsible for the company.

I - GENERAL INFORMATION ABOUT THE COMPANY

- Are you a subsidiary of a group? :

- Do you have agreements with other establishments? (Subcontracts)

- Are you represented abroad?

- Different activities or productions carried out by the company (this information may be included in the appendix on a separate sheet):

- Annual turnover (excl. tax)

- Total surface area (including open areas)
  (possibly attach the company plan):

II. MEANS OF PRODUCTION

- Dryer (number of cells, total drying capacity):

- Production tools: layout diagram with the list of equipment

- Average annual production in terms of number of items, all products combined:

- Average annual production, in terms of number of items of the model for which the mark is requested:

III. PERSONNEL

- Attach a general organisational chart

- total number of employees :
  of which: productive :
  administrative :
  management :

003 STANDARD SHEET: INFORMATION SHEET
CTB-LCA MARK

IDENTIFICATION OF APPLICANT/DISTRIBUTOR:

- Company name: ……
  .....
- Country: .....
- Fax phone: ……
- SIRET no. (1) ..... APE code(1): .....
- Email ..... website: .....
- Name and capacity of the legal representative(2): .....
- Name and capacity of the correspondent (if different): .....

(1) For French companies only.
(2) The legal representative is the legal person responsible for the company.

I - GENERAL INFORMATION ABOUT THE COMPANY

- Are you a subsidiary of a group? :
- Do you have agreements with other establishments? (Subcontracts)
- Are you represented abroad?
- Activities: type of trading, other activities (cutting, small transformations, etc.) (this information may be included in the appendix on a separate sheet):
- Annual turnover (excl. tax)
- Total surface area (including open areas)
  (Possibly attach the company plan):

II - PERSONNEL

- Attach a general organisational chart
- total number of employees:

  of which: productive:

  administrative:

STANDARD FILE No. 001
CTB-LCA MARK

CTB-LCA quality mark
Certification application file

Date created:

Version:

- **APPLICANT**

< applicant name >

File prepared by: *< name of the person responsible for certification in the applicant company >*

< contact details >

phone: fax:

DESCRIPTION OF THE CERTIFIED PRODUCT(S)

1 – Definition: **Laminated butt-jointed profiles for exterior joinery**

2 – Commercial reference: *< if it exists >*

3 – Wood species used: *<indicate the species used to manufacture certified glulams >*

Quality of the wood:

- Appearance
  < if necessary >
- Moisture content
  < Indicate the moisture content of the wood used in accordance with the requirements of the regulations >
- Machining
  < Indicate the permitted machining tolerances for the thickness of the strips >

Glulam composition:

Dimensions of the strips:

- thickness: < indicate the maximum thickness of the strips comprising the certified glulams – all lower dimensions will also be certified.>
- width: < indicate the maximum width of the strips comprising the certified glulams – all lower dimensions will also be certified.>
- composition: < indicate whether the strips are butt jointed or not, when they are butt jointed, if only the central ply or all the plies, etc. >

Maximum dimensions of the glulams:

- length:
- width: indicate the maximum width of the certified glulams – all lower dimensions will also be certified.>
- thickness: < indicate the maximum thickness of the certified glulams – all lower dimensions will also be certified.>
- composition: < indicate, for example, the maximum number of plies or whether or not the glulams are veneered, etc. - also define a table in the appendix showing the most common certified glulams (section, composition) >

# CTB-LCA quality mark Certification application file	Date created: Version: Page 2/2

- **APPLICANT**

< applicant name >

File prepared by: *< name of the person responsible for certification in the applicant company >*

< contact details >

phone: fax:

DESCRIPTION OF THE CERTIFIED PRODUCT(S)

1 – Definition: **Laminated finger-jointed profiles for exterior joinery**

2 – Commercial reference: *< if it exists >*

3 – Species of wood used: *< indicate the species used to manufacture the certified profiles >*

Manufacturing processes:

1 Butt jointing < if necessary >

Equipment	**Bonding**
- Equipment used - Profile of finger joints: . depth: . pitch of - Pressure	- adhesive: *< indicate the reference of the adhesive >*

2 <u>Lamination</u>

• **Equipment**	• **Bonding**
- Equipment used: - Pressure of	- Adhesive: *< indicate the reference of the adhesive >* - grammage applied: g/m²

File attachments	FCBA reference	File created on For the company
D4 adhesive test report Adhesive technical data sheet		