



Call for offers for the EAD Self-management in SharePoint

EOTA is the European Organisation of Technical Assessment Bodies for construction products. We create the framework for the European Technical Assessment (ETA) of construction products to ensure consistent product performance information throughout Europe. The EOTA network is the only solution for manufacturers of innovative or non-standard construction products to bring their products to European market with CE marking.

EOTA is seeking a company to relaunch and automatise its EAD management tool in SharePoint.

Project goals

- Responsive process tool to manage the 4 phases of the EAD management: registration, draft, adoption and publication under our EOTA Portal (Azure platform).

Deliverables

- Fixed economic offer for phase 1: EAD registration (T04). Management of the EAD registration by our members following the request of a manufacturer.
- Economic estimation for phase 2: Draft and consultation of EADs. Once drafted the EAD, the Responsible TAB will upload the document in a cloud. TABs designated by the relevant PAC will receive a daily notification by email confirming the number of EADs uploaded for this PAC. The system will automatically trigger the data in SharePoint.
- Economic estimation for phase 3: EAD adoption. Final EADs will be uploaded to the cloud by the RTAB. All TABs will receive a daily notification by email confirming the number of ETAs uploaded for this PAC.
- Economic estimation for phase 4: EAD cited and archive. Upload the EAD cited by the European Commission. All exchange of emails and document swill be filed in the database. The system will automatically trigger the data in SharePoint so EADs will be sent to the EOTA Portal and the website through the API.
- Selection criteria: Technical proposal and economic offer per phase of the project.

Additional information

- EOTA website: <https://www.eota.eu/>
- The content of the phases can be improved in order to automatise the whole process for TABs and EOTA secretariat.
- The development and implementation of each phase can affect the continuation of the subsequent phase.

Timeline

- 2 months/phase

Deadline for the offer

- May 11th, 2026 (12:00h)



European Organisation for Technical Assessment

- Meetings to clarify to project are possible sending a request by email before April 24th

Please submit your offer, detailing the price for each deliverable. Any clarification request may be sent to finance@eota.eu

Annex – Call for offers: EAD Self-management (EOTA Portal)

This document will represent the IT company's content offer for the digitalisation and administrative management of European Assessment Documents (EADs) within the EOTA ecosystem.

Following the successful implementation of the ETA Self-registration modules within the EOTA Portal, EOTA intends to extend the same principles and working methods to the EAD process. The objective is to further improve administrative efficiency, reduce manual handling, and increase transparency, traceability and auditability throughout the EAD lifecycle.

This offer is proposed as the next step in EOTA's ongoing digitalisation roadmap. It builds on the existing EOTA Portal architecture, the established ETA Self-registration implementation. Proven components, workflows and design principles will be reused wherever possible.

The proposed solution is structured into four phases, in line with EOTA's preferred approach and following a structure analogous to the ETA Self-registration offer. The phases correspond to the high-level EAD lifecycle defined by EOTA:

- Phase 1: EAD Registration
- Phase 2: Draft EAD
- Phase 3: Adoption
- Phase 4: Publication and Archiving

For the EAD Self-Management offer, Phase 1 is proposed as a fixed-price implementation, as its scope is clearly defined and focuses on the digitalisation of administrative processes. Phases 2, 3 and 4 are presented as indicative estimates, allowing refinement based on EOTA feedback and insights gained during implementation.

1. Positioning within the EOTA Portal

The EAD Self-management functionalities will be implemented as additional modules within the existing EOTA Portal, reusing authentication and role management, portal navigation concepts, mailing mechanisms, and audit and traceability principles.

Wherever possible, existing ETA components will be reused or replicated. This ensures consistency for end users, reduces implementation effort, and supports long-term maintainability.

The EAD Self-management modules will focus on administrative workflow tasks. Technical content assessment and expert review remain outside the scope of this offer and will continue to be handled by the relevant EOTA expert groups.

While the EOTA SharePoint environment remains the official document repository, the EAD Self-management process will not use SharePoint as its primary workflow engine. Administrative process data (status, structured form input and metadata) will be managed via the Portal, enabling:

- improved validation and error prevention
- improved traceability and auditability
- reuse of administrative and technical metadata in later stages.

The structured data generated from EAD and ETA processes will also support EOTA's longer-term objective of aligning with the EU Digital Product Passport approach.

2. Objectives of the EAD Self-management

The primary objectives of the offer are to:

- reduce manual administrative handling by EOTA staff and consultants
- minimise error-prone data re-entry
- provide clear track-and-trace functionality for EAD applicants and stakeholders
- prepare the foundation for future data-driven use cases (e.g. structured technical data, sustainability indicators).

Phase 1 – EAD Registration

3. Objective of Phase 1

The objective of Phase 1 is to digitalise the administrative intake and registration of a new EAD, replacing the current manual and fragmented handling of the Work Programme and associated data.

At present, EAD registration relies heavily on a Word-based Work Programme template, which is used both as a registration instrument and as a container for technical and administrative information. This approach creates structural limitations, including:

- manual re-entry of data by EOTA staff
- limited validation at the source
- high sensitivity to errors
- lack of structured and reusable data.

Where errors or missing information are identified, the process often needs to be restarted.

Phase 1 addresses these issues by introducing a structured digital registration process, while fully respecting the formal requirement to produce a Word-based Work Programme document.

4. Functional concept of the EAD Registration

Building on the experience gained through the ETA Self-registration implementation, Phase 1 introduces a comparable administrative approach for EADs, adapted to their specific characteristics but based on the same underlying principles.

The solution also builds on the latest version of the Work Programme template (T04).

As with ETA Self-registration, the EAD Self-management starts from the EOTA Portal and is centred on a guided registration workflow. Instead of relying on a Word document as the primary registration instrument, applicants are guided through a digital process that captures all required administrative information in a controlled and validated manner.

While the EAD registration flow will be more extensive than the ETA equivalent, the user experience will remain aligned: a clear step-by-step process, mandatory fields where required, and built-in validations preventing incomplete, incorrect or inconsistent submissions. This ensures that information enters the process in a complete and usable state and avoids downstream interruptions or restarts.

The Word-based Work Programme will no longer be the primary data source. Instead, it will be generated automatically from validated digital input, ensuring compliance with procedural requirements and eliminating manual extraction and re-entry by EOTA staff. The structured form data

becomes the authoritative source for the remainder of the EAD lifecycle, and the generated Work Programme document serves as the basis for the subsequent phase.

5. Positioning within the Portal

A new segment titled “EAD Self-management” will be introduced on the existing EADs page within the EOTA Portal. In line with EOTA’s wireframes, the segment will be positioned below the existing “EAD Views” section, clearly distinguishing between consultation views and management actions.

Access rights to each tile will be configurable to ensure appropriate governance and control. The segment will contain four tiles:

- *Self-Registration* provides access to the EAD registration wizard.
- *My EADs* provides a table view of EADs submitted by the logged-in user, including EOTA reference number, EAD number, title, relevant Product Area Code (PAC), export functionality and current stage, with filtering options.
- *My TAB EADs* provides the same overview, limited to EADs associated with the user’s TAB.
- *EADs to Comment* provides access to EADs for which the user has a defined administrative consultation role (foreseen for later phases).

6. Structure of the registration wizard

The registration wizard follows the wireframes provided by EOTA and the logical grouping of information required for the Work Programme (T04).

To initiate the Self-registration of EADs, the user selects Self-Registration and then chooses whether to create:

- a new EAD,
- an amendment, or
- a variant.

The wizard then guides the user through four steps:

1. General EAD information (e.g. EAD title, CPR product family code, EOTA product family code, parallel EAD projects).
2. Product and intended use (product characteristics, intended uses, sketches/drawings).
3. Legal background (AV systems, classes/threshold levels, eligibility).
4. Assessment methods and FPC (including the relevant Work Programme table).

Each step includes validation rules and mandatory field checks. Progression is only possible once the required information is completed.

Upon submission:

- the user receives an on-screen confirmation including the EOTA file number, and
- an automated email confirmation is sent to the email address linked to the user account.

7. EAD details page and dossier views

Selecting an entry in “My EADs” or “My TAB EADs” redirects the user to the EAD Details page, which centralises administrative information and provides a structured overview of the dossier lifecycle.

The section “Work Programme and consultation” displays current and previous Work Programme versions. For each version, authorised users can:

- view version information
- download the generated Work Programme document
- download consultation comments (CHD template).

Users may comment only on the current version during the consultation period. If comments are submitted, a new Work Programme version may be created using a prefilled wizard. Previous versions remain visible but are locked for further comments.

After the 31-day consultation period:

- if no comments are received, the Work Programme is automatically approved;
- if blocking comments exist, EOTA may set the status to rejected or on hold (on-hold dossiers are not open for comment).

Upon approval, an email notification is sent to the European Commission stating that the Work Programme has been approved.

Users can consult a web-based representation of the registration data and/or download the Word document version of the Work Programme.

8. Administrative workflow and status management

After submission, the EAD registration follows a controlled workflow aligned with ETA Self-registration principles. Status transitions are governed by predefined rules and completeness checks.

Applicants can view status and key information in a table within the EOTA Portal, which is updated upon each status change. This improves transparency compared to the current process. Manufacturer access is managed by EOTA and the responsible TAB via the EAD details page.

Internally, structured intake reduces the need for manual transcription into SharePoint. EOTA staff can focus on validation and coordination rather than data entry, reducing both workload and error sensitivity.

In later phases, the EAD details page will also provide access to Draft EAD versions, allowing users to consult previous versions and follow document evolution.

9. Technical implementation

Phase 1 follows the same architectural approach as the ETA Self-registration . SharePoint remains the official document repository, but it is no longer the primary workflow driver.

The Portal manages workflow and data capture, while ensuring that EAD registration actions are reflected in the corresponding SharePoint lists so EOTA can continue monitoring within the existing SharePoint environment.

All actions are logged to maintain a complete audit trail, providing visibility on who submitted or modified information and when key workflow transitions occurred.

Given the clear scope, reuse of proven Portal components and alignment with ETA Self-registration, Phase 1 is suitable for a fixed-price delivery.

10. Budget

Phase 1 (digitalisation of EAD registration and the Work Programme) is proposed as a fixed-price engagement, covering analysis, configuration, development, testing and deployment within the EOTA Portal.

The pricing is based on a clearly defined functional scope and reuse of existing ETA Self-registration components and workflows. This allows accurate estimation and helps limit technical and organisational risks.

(Phase 1: EAD Registration – Proposed fixed budget and breakdown of steps)

Phase 2 – Draft EAD

Phase 2 supports administrative management of Draft EAD documents, building on Phase 1. It enables creation, circulation and consolidation of Draft EADs in a controlled manner, reusing the “Create Draft” approach from ETA Self-registration.

Draft documents are uploaded via the Portal and stored within the existing SharePoint structure. The EOTA Portal maintains the link between the Draft EAD and its dossier metadata. Feedback is managed through an offline commenting process and consolidated upload, supported by mailing notifications. All actions are logged and administrative status changes are visible via the Portal.

Phase 2 is proposed as an indicative estimate, as the detailed scope depends on the final configuration and acceptance of Phase 1.

(Phase 2: Draft EAD – Proposed estimated budget (+/- 10%) and breakdown of steps)

Phase 3 – EAD adopted

Phase 3 supports the administrative adoption process following consolidation of the Draft EAD. The Portal manages documents, statuses and consultation periods, enforcing completeness checks before progression. The workflow is aligned with the ETA “Issue” phase, adapted to EAD governance, while maintaining a clear separation between administrative management and technical decision-making.

Phase 3 is proposed as an indicative estimate, dependent on Phase 1–2 setup and EOTA governance preferences.

(Phase 3: Adoption – Proposed estimated budget (+/- 10%) and breakdown of steps)

Phase 4 – Publication and archiving

Phase 4 supports publication and archiving of adopted EADs, ensuring consistency with existing EOTA practices. The Portal manages administrative status and publication flags, while dissemination continues via established EOTA channels. Final documents are stored in the appropriate SharePoint locations, ensuring alignment between published outputs and archived records. All actions are logged, completing the lifecycle audit trail.

Phase 4 is proposed as an indicative estimate, depending on agreed publication channels and archiving practices.

(Phase 4: Publication – Proposed estimated budget (+/- 10%) and breakdown of steps)



Blue
RTAB to fill in

Yellow
commenting TAB

White
EOTA Secretariat to fill in

Grey
Titles or general information

WORK PROGRAMME

EAD DP YY-XX-NNNN-XX.XX – Title

(To be filled by EOTA Sec)

DISCLAIMER:

This Work Programme contains confidential information relating to the activities of the organisation of TABs (EOTA) under Regulation (EU) 2024/3110. It is intended solely for authorized recipients and for use within the relevant regulatory and technical framework. Any unauthorized disclosure of this document is strictly prohibited. Recipients must handle this document in accordance with applicable EU legislation and EOTA confidentiality requirements.

If you are not an authorized recipient, please notify the sender and delete this document immediately.

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0. EAD DP general information

0.1. Request made by:	Single manufacturer <input type="checkbox"/> [A.VI.1.1]	Group of manufacturers <input type="checkbox"/> [A.VI.1.2]	Commission <input type="checkbox"/> [A.VI.1.3]
		Manufacturers' association <input type="checkbox"/> [A.VI.1.2]	

0.2. Agreement on commercial secrecy and confidentiality¹:
<input type="checkbox"/> An agreement has been signed
<input type="checkbox"/> The information can be disclosed according to the application received

0.3. EAD DP responsible bodies	
RTAB [A.VI.2(a)]	
If request made by Group of manufacturers or Manufacturers' association [A.VI.1.2]	<input type="checkbox"/> The Group/Association has accepted the nomination of the above RTAB to lead the EAD development.
Composition of the workgroup [A.VI.2(b)]	See box 0.13
Coordination of TABs [A.VI.2(c)]	EOTA Secretariat

0.4. EAD workflow type¹	
<input type="checkbox"/> New EAD in accordance with Art. 33.1(c) CPR 2024/3110	
<input type="checkbox"/> Amendment of EAD number: EAD number to be given
<input type="checkbox"/> Variant V0n of EAD number ² : Number of variant to be indicated (V01, V02 or V03) EAD number to be given

0.5 Title of the EAD³
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0.6 CPR product family code (CPR PFC)	Lead PFC	Add any other relevant PFCs or write "None"
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0.7 EOTA product area code (EOTA PAC)	Lead PAC	Add any other relevant PACs or write "None"
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0.8 EOTA File Number	To be given by EOTA Secretariat
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¹ Please tick the relevant option only.

² Please note that a variant is only possible linked with an EAD which has been cited under the CPR 2024/3110.

³ Title of the EAD:

- Do not use abbreviations
- Use UK English spelling. For the -is-/iz words use the -is- spelling (e.g., "stabilisation" instead of "stabilization")
- Refer to the products in plural (e.g., "mats" instead of "mat" – for coherence/alignment reasons).
- Do not use "/", as in, e.g., "Ceiling windows/Ceiling daylighting devices" or "... for the use in walls and/or ceilings"..
- Do not use the formulation "and/or". Instead of that, use the formulation: "(...) or (...) or both".

0.9 Parallel EAD Development Projects (EAD DP) [Art.31.4 and 31.5]:

None

This ETA request is identical to EAD DP
The future ETA will be based on the EAD in progress. No consultation is needed. This is to inform the WG⁴

EOTA file number to be given if relevant

This ETA request is similar to EAD DP
Indicate the amendments in comparison to the similar EAD DP, or highlight in box 1.1 and/or 1.2

*EOTA file number to be given if relevant
.....Indicate amendments or highlight in box 1.1 and/or 1.2*

0.10 **Single product**

Kit

Kit and its single components (items)

0.11 Key dates linked to the Work Programme according to Annex VI

Start date

End date

Initial WG consultation on EAD DP request /drWP

31 calendar days *

Subsequent WG consultation(s) on EAD DP request / drWP

15 calendar days *

Draft Work Programme (drWP) agreed within EOTA WG

*Date of conclusion **

Date of agreement about Technical File ⁵ [A.VI.1]

d0

To be filled at the latest when the drWP is communicated to the Commission

Date of the Contract ⁶ [A.VI.2]

≤ d0 + 1 month

Communication of drWP to the Commission [A.VI.3]

d1 ≤ d0 + 3 months

Commission observations on the drWP [A.VI.5]⁷

Date of Commission comments
30 working days

dd.mm.yyyy

dd.mm.yyyy

...

Final Work Programme (FWP) [A.VI.3 and A.VI.5]
WP agreed between EOTA and the Commission

d2 = date of Commission confirmation

Consultation on draft EAD [A.VI.4]
See also the Execution Plan in clause 5

d2 + 6 months**

* Such step is not foreseen in the CPR. Therefore, there are no legally obligatory rules related to the time schedule. Thus, this consultation period for TABs is based on EOTA-internal rules and is binding only TABs.

** Depending on the possible difficulties that the RTAB finds regarding the product assessment (e.g., there is need for developing several new tests), the RTAB may propose initially more than 6 months, to be reflected in the Execution Plan (see clause 5)..

⁴ Working Group (WG) is the group of TABs designated for the applicable Product Family Code (PFC).

⁵ Date on which the Technical File (describing the product, its use, and the details of the factory production control) is deemed sufficient by the RTAB to initiate the EAD DP process. For projects registered under CPR-2011 to be continued, this date might be the date of sending the updated drWP to EOTA Secretariat.

⁶ Contract signed between the RTAB and the manufacturer, the group of manufacturers or the manufacturers' association.

⁷ Every round of comments by the Commission shall be recorded here.

Blue
RTAB to fill in

Yellow
commenting TAB

White
EOTA Secretariat to fill in

Grey
Titles or general information

0.12 Key dates linked to the Amendment of a Work Programme <i>In case of amendment of a FWP during EAD development</i>		Start date	End date
Consultation on amended Final Work Programme (FWP am) with WG and the Commission	15 calendar days *		
Amended Final Work Programme (amFWP) agreed between EOTA and the Commission	date of Commission confirmation		
* Such step is not foreseen in the CPR. Therefore, there are no legally obligatory rules related to the time schedule. Thus, the 15 calendar days consultation period for TABs is based on EOTA-internal rules and is binding only TABs.			

0.13 Composition of the project Workgroup within EOTA which includes TABs actively participating in the detailed elaboration of the draft EAD		
<i>Please indicate your participation as TAB interested in or as expert for the concerned product and/or intended use, or as participant with regards to specific aspects as, e.g., being dealt with by PT04, PT09, PT10 or PT12.⁸ Group of TABs designated for the corresponding PFC (WG) formation does not have to be filled in.</i>		
TAB / PT	Contact person	e-mail
<i>e.g., ITeC</i>	<i>e.g., María Bento</i>	<i>e.g., mbento@itec.cat</i>
<i>e.g., PT04, PT09, PT10, PT12...</i>		

0.14 Internal EOTA file additional information	
Date of introduction to EAD service	<i>Date of e-mail to EAD Service</i>
RTAB File number	<i>Only if applicable</i>

0.15 Former step according to Art 21 (1) c Regulation (EU) 305/2011*	Start date	End date
Consultation for the original EAD request <i>(only for those former Work Programmes that stopped before they were agreed in EOTA)</i>		
Date of previous Work Programme agreed in EOTA		
Original EOTA File Number		
* Only relevant if the request was started and registered in EOTA under Regulation (EU) 305/2011.		

Comments from	Ref. box number	Comments:	RTAB response:
<i>e.g., TAB</i>	<i>e.g., 0.5</i>	<i>e.g., regarding the titles of the EADs. It is not for the EADs to do the "marketing" of the products but they shall be factual and provide a good understanding about what the product is about and if feasible also about the intended use.</i>	

⁸ Active participation in EAD development as well as contributions during commenting periods will be recorded by EOTA Secretariat and reported to the Commission as part of EOTA activity annual reports.

1. Description of the product and intended use

1.1 Description of the product:

The description should be as detailed as later on in the EAD. However, where relevant, the product description can still be amended while drafting the EAD. Do not mention trade names!

In case of a kit the components shall be identified and distinction shall be made, where relevant, between mandatory kit components and optional kit components.

In addition, those products/items out of the kit that are needed for the assessment assembly (i.e., have influence on the performance but are not subjects of assessments), shall also be identified and distinguished from the mandatory and optional kit components. This also applies to products/items that are needed for the assessment assembly of a single product. However, those products/items needed for the assessment assembly are becoming parts of assessment methods and as such shall be adequately defined in the specifications of assessment methods.

In case of a variant to extend the scope of an existing EAD please redraft the scope using track changes to show the envisaged extension.

In any other cases of a variant please explain the envisaged scope in comparison to the related EAD.

1.2 Intended use(s) of the product:

The description of the intended use and the reference in-use conditions linked to the assessment method and default reference service life (see box 3.1) should be as detailed as later on in the EAD. However, where relevant, the description of the intended use and the in-use conditions can still be amended while drafting the EAD. The use of tables may help to properly link the product with its corresponding intended use.

Reference in-use conditions are the assumed conditions of use under which a product's default reference service life (RSL) is defined (see also box 3.1).

In case of a variant to extend the scope of an existing EAD please redraft the scope using track changes to show the envisaged extension.

In any other cases of a variant please explain the envisaged scope in comparison to the related EAD.

1.3 Sketch/drawings of the product and its intended use (where applicable):

Please use the same terminology for the legends attached to sketches and drawings as that used in the product description and intended use.

1.4 This WP includes a separate annex with additional confidential information

i.e.: related to the description of the product and/or its intended use (including sketches/drawings) not to be forwarded to others than the members of the Project Team according to box 0.13 and the EOTA WG (Group of TABs designated for the corresponding Product Family as given in EOTA intranet). According to Art 32.2(b) Commission can also request confidential information when necessary to assess the compliance of an EAD with CPR.

Yes

No

Comments from	Ref. box number	Comments:	RTAB response:

2. Legal background

2.1		Assessment and Verification system(s) – AV system(s)		
2.1a <input type="checkbox"/>	Suggested AV system(s):	<i>(i.e., 1, 1+, 2+, 3, 3+, 4, where relevant, indicate all applicable systems)</i>		
	in accordance with Commission Delegated Regulation (EU) - CDR	CDR yyyy/nnnn (Omnibus) indicate Annex(es), table(s) and number of the relevant row(s). Please, consider that more than one Annex and row may apply (e.g., Annex II, table 1, row 8 for content of dangerous substances and row 9 for environmental sustainability)	
	 where relevant, indicate other applicable CDR yyyy/nnnn indicate Annex(es), table(s) and number of the relevant row(s)	
2.1b <input type="checkbox"/>	No relevant Commission Delegated Regulation available – proposal for a new AV system(s)	Please give a justification as well as a justified proposal for the applicable AV system(s) and respective essential characteristics. Where relevant, make reference to similar products with the same intended use. ..		

2.2		Classes and/or Threshold levels to be included in the EAD			
2.2a	New threshold levels and/or classes to be established:				
	<input type="checkbox"/> None				
	<input type="checkbox"/> The following classes and/or threshold levels should be introduced in the draft EAD which are deemed appropriate in relation to the essential characteristics but for which no legal basis is available. The information below shall be provided to the Commission for consideration and, where relevant, further action ⁹ :				
	clause	essential charact.	class of performance	threshold level	comments/justification
2.2b	Existing classes and/or threshold levels:				
	<input type="checkbox"/> None				
	<input type="checkbox"/> Those defined in European legal acts, e.g., classes regarding reaction to fire, resistance to fire, external fire performance, etc. <i>indicate the reference(s) to the legal act(s) related essential characteristic(s)</i>				
	<input type="checkbox"/> Those defined in the harmonised standard or implementing act, the reference to it is already published in the OJEU <i>indicate the reference(s) to the harmonised standard(s) or implementing act(s) related essential characteristic(s)</i>				

⁹ Do you need to de jure establish threshold levels/classes? If yes, attach a justification including detailed information about the product, its intended use and the reasons why (a) threshold level(s) and/or class(es) is/are necessary.

2.3 Eligibility

2.3a Regarding harmonised standards or implementing acts

<input checked="" type="checkbox"/>	[Art.31(1)] Product not covered by harmonised standard [Art. 5(8)], by implementing act [Art. 6(1)] or by harmonised standard to be delivered in a period shorter than one year in accordance with standardisation request [Art. 5(2)]
	[Art.31(2)] Is there any harmonised standard, implementing act or harmonised standard to be delivered in a period shorter than one year in accordance with standardisation request that may be similar to the EAD DP (similar product and/or intended use)?
<input type="checkbox"/> No	The justification is not necessary
<input type="checkbox"/> Yes	<i>Add the reference(s) of harmonised standard(s), implementing act(s) or standardization request(s) (with dated references) that may be similar to the EAD DP</i>
	<p>Justification:</p> <p><i>For each given reference, provide the reasons why it is not applicable, based on Art. 31(2) of CPR 2024/3110 (declared intended use [Art. 31(2)(a)], material [Art. 31(2)(b)], or assessment method [Art. 31(2)(c)]).</i></p> <p><i>In addition, where relevant, for those products that the EAD may refer heavily to a hEN (e.g., due to the essential characteristics and assessment methods may be applicable) it should be indicated why certain essential characteristics are not relevant for the product at hand.</i></p>

2.3b Regarding existing EADs

<input type="checkbox"/>	[Art.31(4)] Product not covered by an existing EAD¹⁰
	Is there any existing EAD (see also box 0.4 and box 0.9) that may be similar to the EAD DP (similar product and/or intended use)?
<input type="checkbox"/> No	The justification is not necessary
<input type="checkbox"/> Yes	<i>Add the reference(s) of existing EADs that may be similar to the EAD DP</i>
	<p>Justification on existing EAD:</p> <p><i>For each given reference, provide the reasons why the EAD is not applicable.</i></p> <p><i>In addition, where relevant, for those products that the EAD may refer heavily to another existing EAD (e.g., due to the essential characteristics and assessment methods may be applicable) it should be indicated why certain essential characteristics are not relevant for the product at hand.</i></p>

¹⁰ EAD cited or submitted to the Commission according to CPR 2024/3110 Annex VI.9.

2.3c Regarding existing European non-harmonised product standards

Is there any existing European non-harmonised product standard that may cover the product under the EAD DP?

No The justification is not necessary

Yes *Add the reference(s) of existing non-harmonised product standards*

Justification on non-harmonised product standard:

For each referenced standard, provide a justification of its applicability to the product covered by the EAD DP. The provisions of the referenced standard should be applied in the EAD DP as far as appropriate. At the same time, it should be analysed that the future EAD is not ignoring existing voluntary certification schemes attesting conformity with standards.

Any approaches or methods specified in the referenced standard which are not to be used in the EAD DP shall be identified and their exclusion justified (the key criterion is applicability of assessment method for given product i.e., if a standardised test method is applicable for the product, it shall be used in the EAD DP either directly or with modification(s)).

Comments from	Ref. box number	Comments:	RTAB response:

3. Other relevant product information

3.1 Default reference service life¹¹ (RSL) of the product:

Where relevant, make distinction between RSL for specific products and/or intended uses (including reference in-use conditions) covered by the EAD

3.2 Additional information for the Factory Production Control (FPC) linked to the scope of the EAD and AV System(s):

The FPC may be based on the control of the essential characteristics performance by means of direct or indirect methods.

In the case of direct methods, the method of control is directly the assessment method of the performance; therefore, is already considered in the assessment programme and there is no need for repeating here.

In the case of indirect methods, they are usually based on:

- *other characteristics or properties (e.g., dimensions, density, etc.) different from the essential characteristics, together with specific methods of control and testing (these other characteristics may also be relevant for the control of the product limits as defined in the scope of the EAD), or*
- *other simplified methods different from the assessment method for obtaining the performance of the essential characteristic.*

In addition, the FPC shall also include the control of the EAD scope limitations, if any.

This section is intended to identify this additional information that may be considered in the FPC.

*Please indicate all elements of FPC **already known at this stage of drafting the Work Programme**. E.g., in case the EAD will cover a specific composition of the product, the FPC will have to address it and it shall be indicated here.*

¹¹ Reference Service Life (RSL) is the period in years (to be filled in) during which a construction product is expected to maintain its declared technical performance under specified conditions of use and maintenance. In the context of European Assessment Documents (EADs), RSL links both, the time reference for the environmental performance based on Life Cycle Assessment (LCA), and the time reference for the assessment methods of other essential characteristics.

E.g., When a RSL of 25 years is established for a window, it means that the environmental impacts of its production, use, and end-of-life are distributed over this period, and the other assessment methods to be developed in EADs must also be established for this period of 25 years as well. On the other hand, at the construction works level and out of the EAD scope, if a building has a service life of 75 years, it is assumed that the window must be replaced twice, which triples certain environmental impacts that need to be considered at building level, rather than at product level.

For products which do not need to be combined with other products to be installed in construction works, RSL is defined by the Commission as essential characteristic which shall be dealt with in Assessment programme table (see clause 4). An example, for which this is not the case, is cement.

3.3 General technical details of the product information, instructions for use and safety information to be considered in the guidelines

In accordance with Article 35 (2) of CPR 2024/3110, the EAD shall set out the guidelines, including technical details necessary for drawing up general product information, instructions for use and safety information as referred to in Annex IV of CPR 2024/3110. The information to be set out shall be enough, both in terms of quantity and quality, to enable potential purchasers to make informed decisions.

General details for the guidance are given in the Annex IV of CPR 2024/3110: For the purposes of the guidelines, the elements of Annex IV that are applicable to the product covered by the EAD should be identified. In addition, where relevant, further details that may influence the product's performance or in the product's scope, such as specific aspects related to the product description (point 1.2 of Annex IV); the instructions for the assembly, installation and connection (point 2.1(b)); compatibility and integration in systems or kits (point 2.2 of Annex IV), etc. may be given.

*Considering the information **that is already known at this stage of drafting the Work Programme**, indicate the applicable elements of general product information, instruction for use and safety information as set out in Annex IV of CPR 2024/3110 as well as any further details related to specific elements, where relevant.*

Example for the case of plastic anchors:

When the guidelines for drawing up the general product information, instructions for use, and safety information referred to in Annex IV of CPR 2024/3110 are drafted in the EAD, the following aspects, already known at this stage, should be taken into consideration:

- *product description, including the relevant data as given in box 1.1 such as:*
 - *maximum deviation 5° of the pre-drilled holes perpendicular to the surface,*
 - *material of the wall,*
 - *outer diameter of the polymeric sleeve,*
 - *length of the sleeve,*
 - *length and diameter of the expansion element, etc:*
- *in-use service temperatures, etc*

Comments from:	Ref. box number	Comments:	RTAB response:

4. Assessment programme

4.1 Assessment programme <i>(in case of amendment highlight changes)</i>	Essential characteristics ¹²		Assessment methods ¹³	Expression of performance ¹⁴			Comments
				Level / Class / Description	Symbol <i>(as far as already known)</i>	Unit <i>(as far as already known)</i>	
USE	<p style="text-align: center;"><i>Please indicate the intended use as stated in box 1.2</i></p> <p><i>(In case the product should be used, according to box 1.2, for different intended uses requiring deviating relevant essential characteristics please copy/paste entire box 1.2 and provide for each intended use a separate Assessment programme table.), or, in case of great overlap between those sets of essential characteristics, use footnotes to make distinction between different intended uses or use extended essential characteristics designation to make distinction between different intended uses.</i></p> <p><i>The same applies to all cases where an EAD will cover not only a kit as such but also its different components as construction products for which ETAs can be issued based on that EAD.</i></p> <p><i>Don't forget the predetermined essential characteristics according to Annex II in connection with Art. 15 (3) CPR which shall be allocated to BRCW 8.</i></p>						
	BRCW 1	1					
	2						
BRCW 2	3						
BRCW 3							
BRCW 4							

¹² Please add only one essential characteristic per row. Where relevant, complex names of the essential characteristic shall be used. For example: Dimensional stability - Moisture expansion and Dimensional stability - Linear thermal expansion.

¹³ If already known/established in test/calculation standard, harmonised standard, or implementing act or another EAD. Write according to the corresponding situation:

- An established assessment method applies as it stands: give the dated reference to the test/calculation standard or harmonised standard, implementing act or EAD with the relevant clause.
- An established assessment method applies but with modifications: give the dated reference to the test/calculation standard or harmonised standard, implementing act or EAD with the relevant clause and notion e.g., "adaptation technically necessary". The same applies if transposition of Technical Report/s (EOTA TR) into EAD Annex is foreseen.
- There is no assessment method available and it needs to be developed in the EAD process: write "To be developed in the EAD".

¹⁴ Please consider that only one expression of performance is expected for each essential characteristic. Please consider use extended essential characteristics designation to make distinction between different expression of performance.

4.1 Assessment programme <i>(in case of amendment highlight changes)</i>	Essential characteristics ¹²		Assessment methods ¹³	Expression of performance ¹⁴			Comments
				Level / Class / Description	Symbol <i>(as far as already known)</i>	Unit <i>(as far as already known)</i>	
BRCW 5							
BRCW 6							
BRCW 7							
BRCW 8	Reference Service Life <i>Please remove this row where not relevant</i>		To be developed in the EAD	Level	RSL	Years	
	<i>Predetermined environmental essential characteristics (Annex II CPR 2024/3110)</i> <i>As far as already known, please indicate whether the indicators/performances will be based on declared or functional unit.</i>						
	Nr.	Climate change effects – total ⁽¹⁾ ₍₇₎	EN15804 ⁽⁸⁾ and c-PCR for LCA to be developed in EAD	Level	GWP-total	kg CO ₂ eq.	
		Climate change effects – fossil fuels ⁽¹⁾ ₍₇₎	EN15804 ⁽⁸⁾ and c-PCR for LCA to be developed in EAD	Level	GWP-fossil	kg CO ₂ eq.	
		Climate change effects – biogenic ⁽¹⁾ ₍₇₎	EN15804 ⁽⁸⁾ and c-PCR for LCA to be developed in EAD	Level	GWP-biogenic	kg CO ₂ eq.	
		Climate change effects – land use and land use change ⁽¹⁾ ₍₇₎	EN15804 ⁽⁸⁾ and c-PCR for LCA to be developed in EAD	Level	GWP-luluc	kg CO ₂ eq.	
		Ozone depletion ⁽²⁾	EN15804 ⁽⁸⁾ and c-PCR for LCA to be developed in EAD	Level	ODP	kg CFC 11 eq.	
		Acidification potential ⁽²⁾	EN15804 ⁽⁸⁾ and c-PCR for LCA to be developed in EAD	Level	AP	mol H ⁺ eq.	
		Eutrophication aquatic freshwater ⁽²⁾	EN15804 ⁽⁸⁾ and c-PCR for LCA to be developed in EAD	Level	EP-freshwater	kg P eq.	
		Eutrophication aquatic marine ⁽²⁾	EN15804 ⁽⁸⁾ and c-PCR for LCA to be developed in EAD	Level	EP-marine	kg N eq.	

4.1 Assessment programme <i>(in case of amendment highlight changes)</i>	Essential characteristics ¹²	Assessment methods ¹³	Expression of performance ¹⁴			Comments
			Level / Class / Description	Symbol <i>(as far as already known)</i>	Unit <i>(as far as already known)</i>	
	Eutrophication terrestrial ⁽²⁾	EN15804 ⁽⁶⁾ and c-PCR for LCA to be developed in EAD	Level	EP-terrestrial	mol N eq.	
	Photochemical ozone ^{(2) (7)}	EN15804 ⁽⁶⁾ and c-PCR for LCA to be developed in EAD	Level	POCP	kg NMVOC eq.	
	Abiotic depletion – minerals, metals ⁽²⁾	EN15804 ⁽⁶⁾ and c-PCR for LCA to be developed in EAD	Level	ADP-min.&met.	kg Sb eq.	
	Abiotic depletion – fossil fuels ⁽²⁾	EN15804 ⁽⁶⁾ and c-PCR for LCA to be developed in EAD	Level	ADP-fossil	MJ, net calorific value	
	Water use ⁽²⁾	EN15804 ⁽⁶⁾ and c-PCR for LCA to be developed in EAD	Level	WDP	m ³ world eq. deprived	
	Particulate matter ^{(3) (6)}	EN15804 ⁽⁶⁾ and c-PCR for LCA to be developed in EAD	Level	PM	Disease incidence	
	Ionising radiation, human health ^{(3) (6)}	EN15804 ⁽⁶⁾ and c-PCR for LCA to be developed in EAD	Level	IRP	kBq U235 eq.	
	Eco-toxicity, fresh water ^{(3) (6)}	EN15804 ⁽⁶⁾ and c-PCR for LCA to be developed in EAD	Level	ETP-fw	CTUe	
	Human toxicity, cancer ^{(3) (6)}	EN15804 ⁽⁶⁾ and c-PCR for LCA to be developed in EAD	Level	HTP-c	CTUh	
	Human toxicity, non-cancer ^{(3) (6)}	EN15804 ⁽⁶⁾ and c-PCR for LCA to be developed in EAD	Level	HTP-nc	CTUh	
	Land use related impacts ^{(3) (6)}	EN15804 ⁽⁶⁾ and c-PCR for LCA to be developed in EAD	Level	SQP	dimensionless	
<i>Environmental essential characteristics related to resource use</i> <i>As far as already known, please indicate whether the indicators/performances will be based on declared or functional unit.</i>						
	Use of renewable primary energy excluding renewable primary energy resources used as raw materials ^{(4) (5)}	EN15804 ⁽⁶⁾ and c-PCR for LCA to be developed in EAD	Level	PERE	MJ, net calorific value	

4.1 Assessment programme <i>(in case of amendment highlight changes)</i>	Essential characteristics ¹²		Assessment methods ¹³	Expression of performance ¹⁴			Comments
				Level / Class / Description	Symbol <i>(as far as already known)</i>	Unit <i>(as far as already known)</i>	
		Use of renewable primary energy resources used as raw materials ^{(4) (5)}	EN15804 ⁽⁶⁾ and c-PCR for LCA to be developed in EAD	Level	PERM	MJ, net calorific value	
		Total use of renewable primary energy resources (primary energy and primary energy resources used as raw materials) ^{(4) (5)}	EN15804 ⁽⁶⁾ and c-PCR for LCA to be developed in EAD	Level	PERT	MJ, net calorific value	
		Use of non-renewable primary energy excluding non-renewable primary energy resources used as raw materials ^{(4) (5)}	EN15804 ⁽⁶⁾ and c-PCR for LCA to be developed in EAD	Level	PENRE	MJ, net calorific value	
		Use of non-renewable primary energy resources used as raw materials ^{(4) (5)}	EN15804 ⁽⁶⁾ and c-PCR for LCA to be developed in EAD	Level	PENRM	MJ, net calorific value	
		Total use of non-renewable primary energy resources (primary energy and primary energy resources used as raw materials) ^{(4) (5)}	EN15804 ⁽⁶⁾ and c-PCR for LCA to be developed in EAD	Level	PENRT	MJ, net calorific value	
		Use of secondary material ⁽⁴⁾	EN15804 ⁽⁶⁾ and c-PCR for LCA to be developed in EAD	Level	SM	kg	
		Use of renewable secondary fuels ^{(4) (5)}	EN15804 ⁽⁶⁾ and c-PCR for LCA to be developed in EAD	Level	RSF	MJ, net calorific value	
		Use of non-renewable secondary fuels ^{(4) (5)}	EN15804 ⁽⁶⁾ and c-PCR for LCA to be developed in EAD	Level	NRSF	MJ, net calorific value	
		Net use of fresh water ⁽⁴⁾	EN15804 ⁽⁶⁾ and c-PCR for LCA to be developed in EAD	Level	FW	m ³	

4.1 Assessment programme <i>(in case of amendment highlight changes)</i>	Essential characteristics ¹²	Assessment methods ¹³	Expression of performance ¹⁴			Comments
			Level / Class / Description	Symbol <i>(as far as already known)</i>	Unit <i>(as far as already known)</i>	
<i>Environmental essential characteristics related to waste categories</i>						
<i>As far as already known, please indicate whether the indicators/performances will be based on declared or functional unit.</i>						
	Hazardous waste disposed ^{(4) (6)}	EN15804 ⁽⁶⁾ and c-PCR for LCA to be developed in EAD	Level	HWD	kg	
	Non-hazardous waste disposed ⁽⁴⁾	EN15804 ⁽⁶⁾ and c-PCR for LCA to be developed in EAD	Level	NHWD	kg	
	Radioactive waste disposed ^{(4) (6)}	EN15804 ⁽⁶⁾ and c-PCR for LCA to be developed in EAD	Level	RWD	kg	
<i>Environmental essential characteristics related to output flows</i>						
<i>As far as already known, please indicate whether the indicators/performances will be based on declared or functional unit.</i>						
	Components for re-use ⁽⁴⁾	EN15804 ⁽⁶⁾ and c-PCR for LCA to be developed in EAD	Level	CRU	kg	
	Materials for recycling ⁽⁴⁾	EN15804 ⁽⁶⁾ and c-PCR for LCA to be developed in EAD	Level	MFR	kg	
	Materials for energy recovery ⁽⁴⁾	EN15804 ⁽⁶⁾ and c-PCR for LCA to be developed in EAD	Level	MER	kg	
	Exported energy ⁽⁴⁾	EN15804 ⁽⁶⁾ and c-PCR for LCA to be developed in EAD	Level	EE	MJ per energy carrier	
<i>Environmental essential characteristics related to biogenic carbon content at the factory gate</i>						
<i>As far as already known, please indicate whether the indicators/performances will be based on declared or functional unit.</i>						
	Biogenic carbon content in product ⁽⁴⁾	EN15804 ⁽⁶⁾ and c-PCR for LCA to be developed in EAD	Level	BCC-prod	kg C	
	Biogenic carbon content in accompanying packaging ⁽⁴⁾	EN15804 ⁽⁶⁾ and c-PCR for LCA to be developed in EAD	Level	BCC-pkg	kg C	

4.1 Assessment programme <i>(in case of amendment highlight changes)</i>	Essential characteristics ¹²		Assessment methods ¹³	Expression of performance ¹⁴			Comments
				Level / Class / Description	Symbol <i>(as far as already known)</i>	Unit <i>(as far as already known)</i>	
Aspects of durability <i>(if not linked explicitly with a specific BRCW)</i>							
<p>(1) Those essential characteristics are mandatory to be dealt with in an ETA and DoPC (NULL option is not allowed).</p> <p>(2) Those essential characteristics are mandatory to be dealt with in an ETA and DoPC (NULL option is not allowed) as from the 9th January 2030.</p> <p>(3) Those essential characteristics are mandatory to be dealt with in an ETA and DoPC (NULL option is not allowed) as from the 9th January 2032.</p> <p>(4) Additional environmental essential characteristics not listed in Annex II of CPR 2024/3110.</p> <p>(5) Also related to BRCW 6: Energy efficiency and thermal performance.</p> <p>(6) Also related to BRCW 3: Protection against adverse hygiene and health impacts.</p> <p>(7) Also related to BRCW 7: Emissions into the outdoor environment of construction works.</p> <p>(8) EN 15804:2012+A2:2019 and EN15804:2012+A2:2019/AC:2021.</p>							

5. Execution Plan for EAD DP (schedule for execution in accordance with Annex VI)

The separate Excel File provides an example of the schedule for execution (Execution Plan) for completing the EAD DP in accordance with Annex VI. They list several key tasks in the EAD drafting stage; however, other approaches may also be possible. The number and description of tasks will depend on the RTAB management and the specific EAD DP. Each WP shall include an Execution Plan with a specific timing related to the specific EAD development.

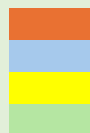
Please, be aware that when the RTAB anticipates delays regarding the six-month timeline for EAD drafting given in Annex VI, point 4 (stage 4), the reasons for these delays shall be provided. For this purpose, justifications may be added, for example, under each task or by means of footnotes.

Please see the separate Excel file, once filled by the RTAB, the table will be copied to the next page by EOTA Secretariat.

See next page, considering the following legend of colours

Dependent tasks from:

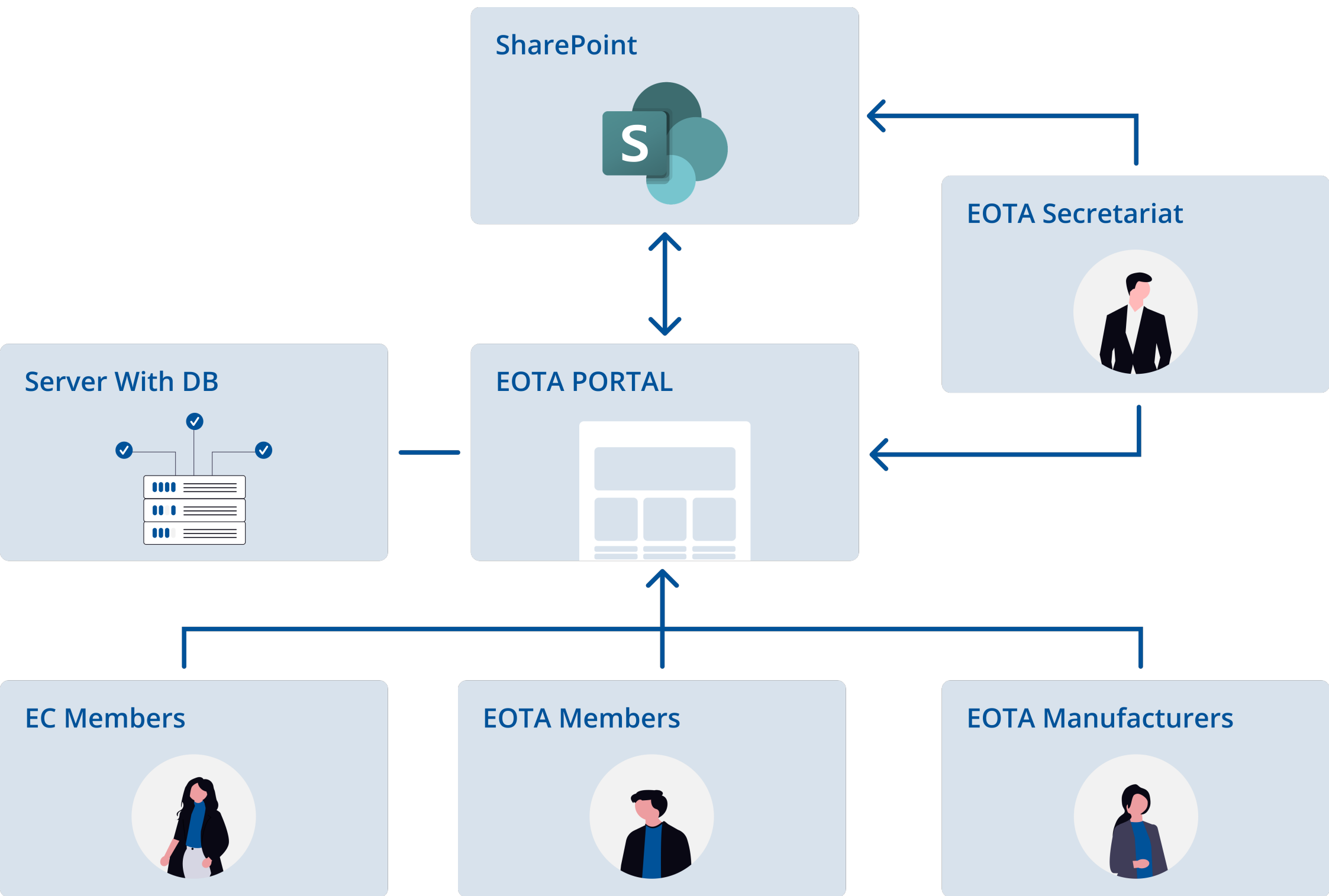
- Manufacturer or Group/Association
- RTAB (including the EAD DP project team)
- EOTA WG of designated TABs for the PFC
- Commission



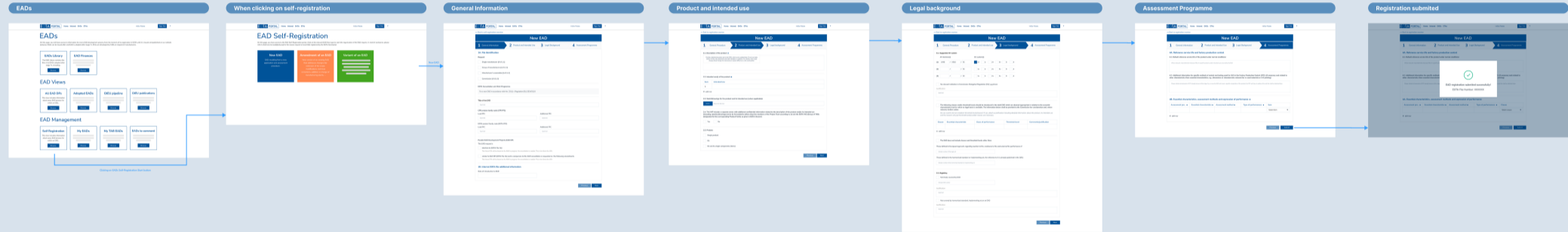
Summary of tasks

- Stages
- Subtasks
- Current time line

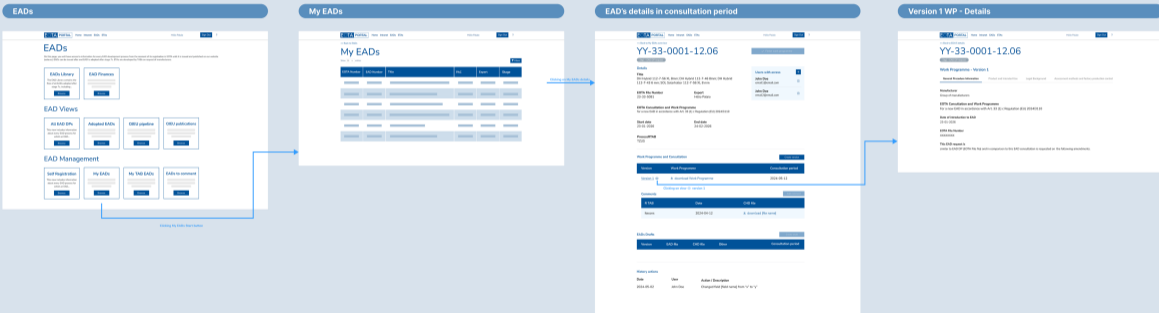




Responsible TAB - New EAD Process



Responsible TAB - My EADs



Other TABs - EADs to Comment

EADs

The dashboard includes sections for EADs Library, EAD Views (All EADs, Adapted EADs, OEU papers, OEU publications), and EAD Management (Self Registration, My EADs, My TAB EADs, EADs to comment). A blue arrow points from the 'EADs to comment' button to the next screen.

EADs to comment

The page displays a table with columns: EADs Number, EADs Title, EADs Status, EADs Action, EADs Comment, and EADs Filter. A blue arrow points from the table to the details page.

EAD's details with Work Programme in draft

The details page for EAD YY-33-0001-12.06 shows a 'Work Programme and Qualification' table with columns: Version, Work Programme, and Qualification period. A blue arrow points from the 'Work Programme' cell to the next screen.

Version's Details

This page provides detailed information for the selected work programme, including its title, EADs Number, EADs Qualification and Work Programme, and a list of comments.

EAD's details with Work Programme approved

The details page shows the 'Work Programme and Qualification' table with the 'Work Programme' column now marked as 'Approved'. The 'Comments' section is also visible.

Clicking on EADs for comment leads to this screen

Clicking on EADs

Clicking on Work Programme

