

Qualification of construction enterprises

ICS 03.120.01, 91.010.01

National foreword

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- aid enquirers to understand the text;
- present to the responsible international/European committee any enquiries on the interpretation, or proposals for change, and keep UK interests informed;
- monitor related international and European developments and promulgate them in the UK.

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This document comprises a front cover, an inside front cover, the CEN/TR title page, pages 2 to 555 and a back cover.

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English version

Qualification of construction enterprises

Qualification des entreprises de construction

Qualifizierung von Bauunternehmen

This Technical Report was approved by CEN on 2 October 2003. It has been drawn up by the Technical Committee CEN/TC 330.

CEN members are the national standards bodies of Austria, Belgium, Czech Republic, Denmark, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Luxembourg, Malta, Netherlands, Norway, Portugal, Slovakia, Spain, Sweden, Switzerland and United Kingdom.



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Foreword

This document (CEN/TR 13833:2003) has been prepared by Technical Committee CEN/TC 330 "Qualification of construction enterprises", the secretariat of which is held by AFNOR.

This document produced by CEN/TC 330 is the conclusion of seven years of intensive work summarized as follows:

- ³/₄ 05/1995: Mandate M/084 of the European Commission "Standardization Mandate to CEN and CENELEC for the Development of European Standards for the Qualification of Construction Enterprises";
- ³/₄ 01/1996-09/1999: CEN working document drafting; result: CEN Enquiry document (January 2000, see Chapter 1);
- ³/₄ 01/2000-07/2000: CEN 6 months Enquiry; result: 47% in favour, 53% against, national comments (800, see Chapter 2);
- ³/₄ 08/2000-09/2001: CEN Enquiry comments resolution (15 Editing Committee meetings); results: detailed comments resolution, principle of an alternate solution (the "profile solution");
- ³/₄ 10/2001-09/2002: drafting of this alternate solution; result: revised project (dated June 2002, see Chapter 3), national comments on this revised project (see Chapter 4), still insufficient consensus.

In September 2002, CEN/TC 330 decided to finalize its work by publishing as CEN Technical Report a document composed of the CEN Enquiry document (of January 2000), the revised project implementing the alternate compromise solution (of June 2002), and the national comments on each of these two drafts. (This decision was then validated by the CEN Technical Board in January 2003.)

It can be noted that several parts reached a sufficient level of consensus: the requirements for the qualification bodies, the application, assessment, review and appeal procedures, and the administrative and legal requirements for qualification.

The decision to publish a CEN/TR was taken in order to allow access to an important standardization work.

According to the CEN/CENELEC Internal Regulations, the national standards organizations of the following countries are bound to announce this Technical Report: Austria, Belgium, Czech Republic, Denmark, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Luxembourg, Malta, Netherlands, Norway, Portugal, Slovakia, Spain, Sweden, Switzerland and the United Kingdom.

CHAPTER 1

CEN Enquiry document

(January 2000)

Qualification of construction enterprises

Qualifizierung von Bauunternehmen

Qualification des entreprises de construction

ICS :

Descriptors :

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Foreword

This document has been prepared by CEN/CENELEC/TC 330 "Qualification of construction enterprises".

This document is currently submitted to the CEN Enquiry.

This document has been prepared under a mandate M/084 given to CEN by the European Commission and the European Free Trade Association.

Clauses 4 and 9 have been prepared according to the drafts submitted by Working Group 1 of CEN/TC 330 "Technical aspects" (Secretariat BSI).

Clauses 5 and 6 have been prepared according to the drafts submitted by Working Group 3 of CEN/TC 330 "Application and assessment procedures" (Secretariat UNI).

Clauses 7 and 8 have been prepared according to the drafts submitted by Working Group 2 of CEN/TC 330 "Administrative, legal and financial aspects" (Secretariat DIN).

An Editing Committee has been responsible for the coherence and correct presentation of the drafts submitted by the three Working Groups of CEN/TC 330. The Editing Committee's work included the gathering of the drafts into a single document.

These drafts were initially registered as individual work items ; they were later merged into a single work item. Their titles were :

WI 330-001, *Qualification of construction enterprises — Definitions, qualification criteria, procedures of qualification — Part 1 : Terminology and nomenclature of activities (clauses 3 and 4).*

WI 330-002, *Qualification of construction enterprises — Definitions, qualification criteria, procedures of qualification — Part 2 : Technical criteria and proven experience for qualification (clause 9).*

WI 330-003, *Qualification of construction enterprises — Definitions, qualification criteria, procedures of qualification — Part 3 : Administrative and legal criteria for qualification (clause 7).*

WI 330-004, *Qualification of construction enterprises — Definitions, qualification criteria, procedures of qualification — Part 4 : Financial criteria for qualification (clause 8).*

WI 330-005, *Qualification of construction enterprises — Definitions, qualification criteria, procedures of qualification — Part 5 : Classification according to technical criteria (clause 9).*

WI 330-006, *Qualification of construction enterprises — Definitions, qualification criteria, procedures of qualification — Part 6 : Classification according to financial criteria (clause 8).*

WI 330-007, *Qualification of construction enterprises — Definitions, qualification criteria, procedures of qualification — Part 7 : Application and assessment procedures (clause 6).*

WI 330-008, *Qualification of construction enterprises — Definitions, qualification criteria, procedures of qualification — Part 8 : General criteria for qualification bodies and procedure for recording and providing information (clause 5).*

This draft European Standard will be subject to further negotiations with CENELEC for the final publication of a common CEN/CENELEC standard for the qualification of construction enterprises.

1 Scope

This European Standard specifies the definitions, procedures, criteria and their assessment as well as the respective documentation related to a system of qualification of construction enterprises.

2 Normative references

This European Standard incorporates by dated or undated reference, provisions from other publications. These normative references are cited at the appropriate places in the text and the publications are listed hereafter. For dated references, subsequent amendments to or revisions of any of these publications apply to this European Standard only when incorporated in it by amendment or revision. For undated references the latest edition of the publication referred to applies (including amendments).

Commission of the European Communities : Common Procurement Vocabulary (CPV).

3 Terms and definitions

For the purposes of this European Standard, **the following terms and definitions apply.**

3.1

annual accounts

documents reflecting the financial standing of an applicant at the end of the financial year. According to European/national legislation, the annual accounts usually comprise the balance sheet, the profit and loss account and the notes on the accounts

3.2

appeal committee

a committee which is responsible for the consideration of appeals against the decisions taken by the qualification body, including delay, inactivity or refusal to start or continue the qualification process

3.3

applicant

physical person(s)/legal entity(ies), however organized, being capable of performing construction works contracts by whatever means, seeking to obtain/retain a qualification certificate from a qualification body

3.4

certificate validity period

the period within which the qualification certificate is valid

3.5

competent body

a private or public body recognizing the competence and reliability of a qualification body

3.6

current assets

current assets are those assets which are intended for short-term use. They include stocks, debtors, investments and cash at bank and in hand

3.7

current liabilities

current liabilities (short-term liabilities) are the financial obligations of the applicant which become due and payable within one year

3.8

general contractor

a construction enterprise which is contractually responsible to deliver a comprehensive work. It provides a single point of contact to the client, notwithstanding the contractual relationships, which may be required with other providers of goods and services

General contractors may have all the skills in their organization to carry out the whole of the works themselves, but normally they will call on specialist contractors to carry out at least some of the works. In this context a general contractor manages and co-ordinates the activities of one or more specialist contractors whilst having the ability to carry out some parts of the work.

3.9

indirectly employed

personnel under the supervision of an applicant who may be direct employees of sub-contractors or labour suppliers or self employed

3.10

legal representative

physical person who, according to national legislation, represents the applicant

3.11

net capital

net capital (equity) comprises all the financial means put into the applicant by its owners, including undistributed profits. It is the amount of capital not obtained from third parties

Concerning applicants with limited financial liability, the net capital comprises the "subscribed capital", the "share premium account", "reserves" and the "profit or loss".

3.12

notified body

a qualification body which a national government has notified to the European Commission

3.13

qualification

procedure based on a set of rules leading to the formal assessment of an applicant by a qualification body against set criteria, including administrative, legal, financial, human resources and technical skills

3.14

qualification body

a private or public body recognized as being competent and reliable to undertake the qualification

3.15

qualification certificate

evidence of qualification provided by the qualification body

3.16

qualification committee

a committee within the qualification body which is responsible for the performance of qualification

3.17

qualification period

the period within which the qualification body examines and decides upon an application for qualification and notifies the applicant

3.18

qualification register

a register in which the qualification body records applications for qualification and issued qualification certificates

3.19**qualification system**

a system having rules of procedure and management for evaluating applicants according to the criteria set out in this European Standard

3.20**qualified enterprise**

a construction enterprise that has been qualified according to this European Standard

3.21**recognition**

the procedure according to which a competent body recognizes a qualification body as competent and reliable to carry out qualification

3.22**selection**

process by which contracting authorities select tenderers/candidates for a specific procurement

3.23**specialist contractor**

a construction enterprise which is contractually responsible to carry out specific activities

3.24**types of performance**

"execution" includes all processes to enable the construction enterprise to complete the work(s) described on drawings or documents produced by others

"Design and execution" comprises the construction enterprise's responsibility for the design and subsequent execution of the work(s) according to a programme, which has been agreed upon with the client.

3.25**work**

the outcome of building or civil engineering works taken as a whole that is sufficient of itself to fulfil an economic and technical function

4 Nomenclature of activities

An applicant shall be qualified according to the sections of Table 1.

The following types of performance, construction activities and construction projects have been grouped together in a list general enough so that the number of sections remains reasonable and can be applied in all countries concerned.

The sections grouped under main sections 1 - 16 of Table 1 (B) are a nomenclature of construction activities.

The sections grouped under main sections 17 and 18 of Table 1 (C) relate to types of construction projects which are normally performed by a general contractor.

The sections of Table 1 (B) and Table 1 (C) correspond to the Common Procurement Vocabulary (CPV) of the Commission of the European Communities.

Definitions of the main sections are given in Annex P.

Table 1 — Nomenclature of type of performance, construction activities and construction projects

Main section	Section	CPV-Code
A – Type of performance		
0 Type of performance	0.A Execution	Not applicable
	0.B Design and execution	Not applicable
B – Construction activities		
Building works		
1 Building structure		CPV 45 250 Other construction work involving special trades
	1.1 In situ concrete construction	CPV 45 253 01 Concrete work for buildings (addition CPV)
	1.2 Precast concrete structures	CPV 45 253 01 Concrete work for buildings (addition CPV)
	1.3 Steel structures	CPV 45 254 1 Structural steel erection work for buildings
	1.4 Timber structures	CPV 45 25 Timber structures (addition CPV)
	1.5 Masonry and brickwork	CPV 45 255 Masonry and bricklaying work
2 Building external and internal finishes		CPV 45 400 Building completion work
	2.1 Roofing	CPV 45 220 Erection work of roof covering
	2.2 Waterproofing	CPV 45 222 Waterproofing
	2.3 Cladding	CPV 45 412 Cladding work (addition CPV)
	2.4 Curtain walling	CPV 45 413 Curtain walling (addition CPV)
	2.5 Windows	CPV 45 421 Installation of doors and window frames
	2.6 Concrete repair	CPV 45 414 Concrete repair (addition CPV)
	2.7 Tiling	CPV 45 431 Floor and tiling work
	2.8 Stonework	CPV 45 255 Stonework
	2.9 Painting	CPV 45 442 0 Painting work and application work of protective coatings.
	2.10 Glazing	CPV 45 441 Glazing work
	2.11 Rendering, plastering and dry walling	CPV 45 410 Plastering work (addition CPV)
	2.12 Partitions	CPV 45 420 Joinery installation work
	2.13 Ceilings	CPV 45 420 Joinery installation work
<i>"to be continued"</i>		

Table 1 (continued)

Main section	Section	CPV-Code
	2.14 Floor covering	CPV 45 430 Floor and wall covering work
	2.15 Wall covering	CPV 45 430 Floor and wall covering work
	2.16 Framework carpentry and joinery	CPV 45 420 Joinery installation work
	2.17 Acoustic and thermal insulation	CPV 45 321 29 Sound and other insulation work
	2.18 Architectural metalwork	CPV 45 451 1 Ornamentation fitting work (addition CPV)
3 Restoration and renovation of historic monuments		CPV 45 451 0 Restoration and renovation of historic monuments (addition CPV)
	3.1 Masonry and stone works	CPV 45 451 01 Masonry and stone work (addition CPV)
	3.2 Roofing	CPV 45 451 02 Roofing (addition CPV)
	3.3 Framework carpentry and joinery	CPV 45 451 03 Framework, carpentry and joinery (addition CPV)
	3.4 Plastering and stucco	CPV 45 451 04 Plastering and stucco (addition CPV)
	3.5 Painting	CPV 45 451 05 Painting (addition CPV)
4 Mechanical installations		CPV 45 300 Building installation work
	4.1 Plumbing	CPV 45 330 Plumbing work
	4.2 Heating and cooling systems	CPV 45 331 1 Central-heating installation work and CPV 45 331 120 Cooling systems (addition CPV)
	4.3 Ventilating and air-conditioning	CPV 45 331 2 Ventilation and air-conditioning work
	4.4 Fire fighting systems	CPV 45 321 2 Fireproofing work and CPV 45 312 0 Fire and burglar-alarm-system and residential antenna installation work
	4.5 Incineration, furnace and industrial chimneys	CPV 45 258 1 Erection work of industrial chimneys (and alteration – incineration, furnace and industrial chimneys)
	4.6 Thermal insulation	CPV 45 321 1 Thermal insulation and CPV 45 320 Insulation work ("in general")
	<i>"to be continued"</i>	

Table 1 (continued)

Main section	Section	CPV-Code
	4.7 Lifts, escalators and passenger conveyors	CPV 45 313 Lift and escalator installation work (+ add passenger conveyors)
	4.8 Waste treatment	CPV 45 340 Other building installation work and CPV 45 343 Other installation work
	4.9 Water treatment	CPV 45 340 Other building installation work and CPV 45 343 Other installation work
Civil engineering and infrastructure works		
5 Civil engineering construction		
	5.1 Mass concrete	CPV 45 253 02 Concrete work for civil engineering and infrastructure work (addition CPV)
	5.2 Fabrication of reinforced or precast concrete structures	CPV 45 253 02 Concrete work for civil engineering and infrastructure work (addition CPV)
	5.3 Fabrication of post tensioned reinforced concrete structures	CPV 45 253 02 Concrete work for civil engineering and infrastructure work (addition CPV)
	5.4 Constructional steelworks	CPV 45 254 2 Structural steel erection work for other structures
	5.5 Fabrication of timber structures	CPV 45 25 Timber structures for other structures (addition CPV)
	5.6 Masonry and brickwork structures	CPV 45 255 Masonry and bricklaying work
	5.7 Waterproofing	CPV 45 222 Waterproofing work
6 Pavement construction		CPV 45 256 120 PAVEMENT CONSTRUCTION (ADDITION CPV)
	6.1 Road foundation and pavement base	CPV 45 256 121 Road foundation and pavement base (addition CPV)
	6.2 Flexible paving	CPV 45 256 122 Flexible paving (addition CPV)
	6.3 Rigid paving	CPV 45 256 123 Rigid paving (addition CPV)
	6.4 Block paving	CPV 45 256 124 Block paving (addition CPV)
	6.5 Pavement furniture	CPV 45 256 125 Pavement furniture (addition CPV)
<i>"to be continued"</i>		

Table 1 (continued)

Main section	Section	CPV-Code
7 Railway construction		CPV 45 254 291 Railway construction (addition CPV)
	7.1 Tracklaying	CPV 45 254 291-2 Tracklaying (addition CPV)
	7.2 Repair works	CPV 45 254 291-2 Tracklaying (addition CPV)
8 Tunnelling and underground construction		CPV 45 212 29 Tunnels, shafts and subways
	8.1 With tunnel boring machine	CPV 45 212 29 Tunnels, shafts and subways
	8.2 Without tunnel boring machine	CPV 45 212 29 Tunnels, shafts and subways
	8.3 Shafts	CPV 45 212 Shafts
	8.4 With explosives	CPV 45 212 Shafts
	8.5 Compressed air working	CPV 45 212 29 Tunnels, shafts and subways
9 Marine and river construction		CPV 45 241 General construction work for waterways, harbours, dams and other waterworks
	9.1 Offshore dredging	CPV 45 241 421 Offshore dredging (addition CPV)
	9.2 Inland and coastal dredging	CPV 45 241 422 Inland and coastal dredging (addition CPV)
	9.3 Hydraulic fill and reclamation	CPV 45 241 491 Hydraulic fill and reclamation (addition CPV)
	9.4 Erosion protection (waterways, riverbanks, coastal zones etc.)	CPV 45 241 13 Coastal defence works
	9.5 Submarine pipework (outfalls, pipes, submerges tubes etc. including trenching for cables)	CPV 45 241 221 Submarine pipework (addition CPV)
	9.6 Underwater blasting	CPV 45 241 492 Underwater blasting (addition CPV)
10 Drainage pipelines		
	10.1 Wells for water supply	CPV 45 214 199 Water towers and other water distribution ancillary works
	10.2 Mains and distribution of water	CPV 45 213 2 Long-distance water pipeline and CPV 45 214 1 Drinking-water supply piping
<i>"to be continued"</i>		

Table 1 (continued)

Main section	Section	CPV-Code
	10.3 Gas and oil pipelines and distribution	CPV 45 213 1 General construction work for long-distance pipelines for oil and gas and CPV 45 214 2 General construction work for local power pipelines other than electricity
	10.4 Drainage and sewerage pipework	CPV 45 214 14 Sewers, sewage outfalls and other foul-water piping
	10.5 Micro tunnelling and pipejacking	
Other construction works including site preparation		
11 Demolition		CPV 45 111 1 Demolition work
	11.1 General	CPV 45 111 10 Dismantling work general (addition CPV)
	11.2 Industrial dismantling	CPV 45 111 12 Industrial dismantling (addition CPV)
	11.3 Demolition including hazardous materials	CPV 45 111 13 Demolition including hazardous materials (addition CPV)
	11.4 Use of explosives	CPV 45 111 14 Demolition including use of explosives (addition CPV)
	11.5 Concrete boring and sawing	CPV 45 111 15 Concrete boring and sawing (addition CPV)
12 Earthworks		CPV 45 112 0 Excavating and earth moving work
	12.1 Earth moving	CPV 45 112 0 Excavating and earthmoving work
	12.2 Land reclamation	CPV 45 112 3 Infill and other land reclamation work
	12.3 Land remediation	CPV 45
	12.4 Rock blasting	CPV 45 111 21 Blasting and associated rock-removal work
13 Geotechnical works		
	13.1 Site investigation and testing	CPV 45 252 3 Site investigation and testing (addition CPV)
	13.2 Piles	CPV 45 252 1 Pile driving and other foundation work
	13.3 Retaining wall	CPV 45 252 11 Retaining wall (addition CPV)
	13.4 Anchors	CPV 45 252 12 Anchors (addition CPV)
<i>"to be continued"</i>		

Table 1 (continued)

Main section	Section	CPV-Code
	13.5 Ground improvement	CPV 45 111 23 Ground stabilization work
	13.6 Dewatering	CPV 45 111 24 Ground drainage work
	13.7 Underpinning	CPV 45 252 13 Underpinning (addition CPV)
14 Landscape, sports facilities and playgrounds		
	14.1 Sports and playgrounds	CPV 45 232 Flatwork for sport and recreation installations
	14.2 Landscaping	CPV 45 112 43 Landscaping work and CPV 45 112 44 Terracing of hillsides
	14.3 Fencing	CPV 45 252 4 Fencing (addition CPV)
15 Temporary works		
	15.1 Heavy erection works	CPV 45 252 5 Heavy erection works (addition CPV)
	15.2 Scaffolding	CPV 45 251 Scaffolding work
	15.3 On site lift-hoists	CPV 45 252 6 On site lift-hoists (addition CPV)
	15.4 Platforms, stands, podium	CPV 45 252 7 Platforms, stands and podiums (addition CPV)
	15.5 Falsework and shoring	CPV 45 252 8 Falsework and shoring (addition CPV)
16 Electrical installation and communication installations	See ES 59004	
C – Construction projects		
17 General construction work - building		
	17.1 General construction work for buildings : new work, addition, alterations and renovation work	CPV 45 211 General construction work for buildings : new work, addition, alterations and renovation work and CPV Assembly and erection of prefabricated construction
	17.2 General construction work for mechanical installations	CPV 45 300 General construction work for building installation (addition CPV)
18 General construction work - civil engineering and infrastructure		
	18.1 General construction work for bridges, elevated highways, tunnels, shafts and subways	CPV 45 212 General construction work for bridges, elevated highways, tunnels, shafts and subways
<i>"to be continued"</i>		

Table 1 (end)

Main section	Section	CPV-Code
	18.2 General construction work for long-distance pipelines and cables, including water pipeline, communication and power lines and general construction for local pipelines and cables, ancillary works	CPV 45 213 + CPV 45 214 General construction work for long distance pipelines and cables, including water pipeline, communication and power lines and general construction work for local pipelines and cables, ancillary works
	18.3 General construction work for power plant, mining and manufacturing	CPV 45 215 General construction work for power plant, mining and manufacturing
	18.4 General construction work for other structures and for engineering works and flatwork for sport and recreation installations	CPV 45 216 + CPV 45 232 General construction work for other structures and for engineering works and flatwork for support and recreation installations
	18.5 General construction work for highways, roads, railways and airfield runways	CPV 45 231 General construction work for highways, roads, railways and airfield runways
	18.6 General construction work for ports, waterways, harbours, dams and other waterworks	CPV 45 241 General construction work for waterways, harbours, dams and other waterworks

5 Criteria for qualification bodies

5.1 General

Clause 5 specifies the criteria that a qualification body shall fulfil in order to be recognized as competent and reliable in the operation of a qualification system for construction enterprises. It also specifies the procedures according to which the qualification body is recognized and notified.

5.2 General requirements

5.2.1 Every qualification body shall grant equal access to all applicants. There shall not be any undue financial or other conditions. The procedures under which the qualification body operates shall be administered in a transparent and non-discriminatory manner.

5.2.2 If an applicant chooses to apply in a country other than the country of its establishment, it shall provide an authorized translation of the application documents and bear any additional costs associated with its application.

5.3 Administrative structure

The qualification body shall be impartial and shall :

- have an efficient and cost-saving structure which safeguards impartiality and demonstrates true transparency and confidence in its qualification activities ;
- have a qualification committee with the task of awarding, rejecting, maintaining, upgrading, downgrading, suspending or cancelling a qualification certificate. Its members shall be competent. They are chosen to safeguard impartiality and enable equal participation of the parties concerned, regarding the contents and functioning of the qualification procedure, without any single interest predominating. Clients and construction enterprises shall be equally represented ;

No person having a self interest in the outcome of a specific qualification procedure may participate in such a decision.

- c) have a senior executive responsible for day-to-day operations in such a way as to be free from pressures which could unfairly influence the outcome of the qualification process ;
- d) establish a clear separation of tasks if the qualification personnel is also charged with activities other than qualification (including organizational identification and reporting methods within the qualification body) ;
- e) have an appeal committee to whom the appellant can address complaints against the final decisions of the qualification committee as well as the decisions taken during the qualification procedure, including delay, inactivity or refusal to start or continue the qualification process. Its members are chosen to safeguard impartiality and enable equal participation of the parties concerned according to the rules set out under b) for the qualification committee.

No person having a self interest in the outcome of the specific appeal may participate in the appeal committee's decisions. No members of the qualification body involved in the qualification process shall take part in the appeal committee's decisions.

5.4 Organizational structure

The qualification body shall have and make available on request :

- a) a brief description of the legal status of the qualification body ;
- b) documented procedures describing the operation of the system, including the relationship between the function of assessment, classification and issuing of the certificate as well as the rules of the qualification and appeal procedures ;
- c) a description of the means by which the organization obtains financial support ;
- d) names, qualifications, experience and terms of reference of the senior executive, with a description of all his/her other tasks, and of the other qualification personnel ;
- e) an organization chart showing lines of authority, responsibility and allocation of functions within the qualification body.

5.5 Qualification personnel

The personnel of the qualification body shall be competent for the functions they undertake. Records of training and experience shall be maintained.

Personnel shall have available to them clearly documented instructions pertaining to their duties and responsibilities. These instructions shall be maintained up-to-date.

5.6 Use of external resources

A qualification body shall not use external resources for the performance of its tasks except for the verification of the information presented by the applicant.

The qualification body shall remain legally responsible for the services which are undertaken by the external resources.

5.7 Documentation / records

The qualification body shall maintain a system for the control of all documentation relating to the qualification system.

All records shall be safely stored for an adequate period of time, held secure and in confidence to the applicant, unless otherwise required by national legislation.

5.8 Access to documentation / records

Upon request, every applicant/qualified enterprise shall have access to all the documentation/records pertaining to its application/qualification.

5.9 Confidentiality

The qualification body shall have adequate arrangements to ensure confidentiality of the information obtained in the course of its qualification activities at all levels of its organization, including the qualification and appeal committees, unless otherwise required by national legislation. Any commercial use by the qualification body of documents or related information provided by applicants/qualified enterprises is forbidden. Where the law requires information to be disclosed to a third party, the applicant/qualified enterprise shall be informed of the information provided, as permitted by national legislation.

5.10 Publications

The qualification body shall publish in an official manner and update at least annually a list of the qualified enterprises with an outline of the scope of the qualification granted.

5.11 Appeals

Appropriate procedures for appeals against decisions of the qualification body (including inactivity or refusal to start or to continue the qualification process) shall be established. The applicant's/qualified enterprise's recourse to European/national courts is not excluded.

5.12 Misuse of documents

In the case of incorrect references to the qualification certificate, falsifications or any other misleading use coming to the knowledge of the qualification body, it shall immediately intervene with suitable actions.

5.13 Review of documentation

The qualification body shall have documented procedures for maintaining, upgrading, downgrading, suspending or cancelling the qualification certificate.

5.14 Recognition

5.14.1 A competent body shall recognize the qualification body as competent and reliable to carry out qualification according to this European Standard, if the qualification body complies with the procedures and the criteria set out in clauses 5 and 6 of this European Standard.

5.14.2 Where recognition is not directly established by national legislation, then the competent body shall comply with 5.2.1, 5.3a) and 5.4 to 5.13. It shall be impartial. Clients and construction enterprises shall be equally represented. No person being involved in the activities of a qualification body may be a member of the competent body. No person having a direct or indirect financial interest in the outcome of a specific recognition procedure shall participate in the competent body's decision.

The recognition procedure shall be based on 6.2 and 6.3.2 sentence 2. A regular review of the recognition shall be carried out every three years. In the case of irregularities (e.g. an infringement of 5.9 concerning confidentiality), an immediate extraordinary review shall be carried out.

If corrective actions are not taken within 20 working days after the competent body has addressed a formal request to the qualification body, the recognition shall be cancelled.

5.15 Notification

A qualification body which has been recognized as competent and reliable to carry out qualification according to this European Standard shall be notified to the European Commission. The names of the notified bodies shall officially be published at European level.

6 Application and assessment procedures

6.1 General

Clause 6 specifies the application, assessment, review and appeal procedures to be followed for the qualification of a construction enterprise.

6.2 Application procedure

6.2.1 Request of the application documents

The applicant shall address the qualification body in writing (including telefax, mail or e-mail), and request the documents which are necessary to apply for qualification.

6.2.2 Supply of the application documents

Upon request, the qualification body shall send, within 10 working days, the application documents (i.e. the application form and further documents set out in Annex A) to the applicant.

6.2.3 Formal requirement for qualification

The application (see Annex A or D) shall be signed by a person duly authorized to commit the applicant.

6.2.4 Registration of application

Upon receipt of the application, the qualification body shall immediately record the application in the qualification register.

6.2.5 Completeness of application

Upon receipt of the application, the qualification body shall check its completeness. If the application is incomplete, the qualification body shall, within 15 working days from receipt of the application, ask for the missing information/documentation required for qualification.

The qualification body may set out an adequate time limit for completion of the application. The time limit shall be no shorter than 20 working days starting upon the applicant's receipt of the qualification body's request. The applicant may ask for an extension.

If the applicant does not fulfil the request to complete the application within due time, the application is no longer valid and shall be cancelled in the qualification register. A new application may be submitted.

6.2.6 Attestation of correctness

If evidence of contradiction and/or incorrectness arises, the qualification body shall, without delay, ask the applicant to produce due attestation of correctness by a nationally recognized authority/body. In such a case 6.2.5 points 2 and 3 apply.

6.2.7 Qualification period

The qualification period starts as soon as the qualification body has received a complete application. The qualification period shall not exceed three months.

6.3 Assessment procedure

6.3.1 Recommendation for decision

The qualification body shall examine the application's conformity with the criteria set out in clauses 7 to 9 of this European Standard. The examination shall result in a recommendation for decision, which will be submitted to the qualification committee.

6.3.2 Assessment of application

On the basis of the recommendation referred to in 6.3.1 the qualification committee shall, without delay, investigate the application. The applicant shall in advance be informed about the intended decision (see Annex E) and shall have the opportunity of giving, within 10 working days upon receipt of the notification, its comment before the decision is taken. The previous sentence does not apply, if the qualification committee intends to comply with the application.

6.3.3 Award of certificate / rejection

If the application is approved, the qualification body shall immediately issue the qualification certificate (see Annex B) and record the qualification in the qualification register.

If the application is rejected, the qualification body (see annex F) shall immediately notify the applicant in writing of the decision. The respective notification shall give the reasons for the decision and inform the applicant about the appeal procedure.

A new application may be submitted.

6.3.4 Authorization of senior executive

The qualification committee may authorize the qualification body's senior executive to take the decision on behalf of the qualification committee.

6.3.5 Certificate validity period

The qualification has an unlimited validity. The qualification certificate, once issued, is subject to an annual review of the documentation set out in 7.5.7 and 8.5.2. The technical competence shall be reviewed every five years. One month before expiry of the one or five year period, the qualified enterprise shall send the documents allowing the qualification body to review qualification in accordance with 6.4.1. Further reviews shall be carried out in accordance with 6.4.2 and 6.4.3.

6.3.6 Probationary qualification

An applicant which cannot fulfil all the criteria to be qualified, can ask for a probationary qualification if it meets :

- a) the administrative and legal criteria, as set out in 7.4 ;
- b) the financial criteria, as set out in 8.4 ;
- c) the required number of competent technical management staff, as set out in 9.5, Table 4.

The initial validity period of the probationary qualification shall be three years. The period shall be extended by a further two years if one satisfactory reference is provided.

6.4 Review procedure

6.4.1 General provisions

In accordance with clause 6 of this European Standard, the qualification body shall review the certificate and shall hereby decide :

- a) to maintain the qualification ;
- b) to upgrade the qualification ;
- c) to downgrade the qualification ;
- d) to suspend the qualification ;
- e) to cancel the qualification.

In accordance with the procedure set out in 6.2 and 6.3, the decision is taken by the qualification body.

6.4.2 Change of relevant circumstances

Within the validity period of the certificate, the qualified enterprise shall notify (see Annex C) the qualification body within 20 working days, if :

- a) the situation concerning 7.5.1 and 7.5.5 changes ;
- b) it gives up construction activities for which qualification has been granted ;
- c) it becomes bankrupt.

Upon notification of a), the qualification body shall review qualification and take one of the decisions referred to in 6.4.1.

Upon notification of b) and c), the qualification shall be cancelled.

6.4.3 Infringements relating to qualification

6.4.3.1 An application shall be rejected or a qualification be cancelled, if it can be proved that an applicant/qualified enterprise is guilty of one of the following infringements :

- a) fraudulent behaviour during the qualification process ;
- b) false evidence concerning fulfilment of the qualification criteria ;
- c) falsification of the certificate.

The cancellation shall be revoked after a period of three months following the removal from the qualified enterprise of the individual who has been proved guilty of the above mentioned infringements, provided that incorrect information concerning the qualified enterprise has been corrected.

6.4.3.2 The qualification shall be suspended in the following two cases :

- a) if the qualified enterprise does not pay its subscription fees for qualification within three months of invoice ;
- b) if the qualified enterprise does not notify the change of relevant circumstances as provided in 6.4.2.

The suspension is a temporary sanction and shall not exceed three months. It cannot be applied more often than twice a year.

6.5 Appeal procedure

The applicant/qualified enterprise may appeal against any decision taken by the qualification body within two months upon receipt of notification of the decision.

The appeal shall give reasons and shall be submitted in writing (by telefax or mail) to the appeal committee (see Annex G). The appeal committee shall take its decision following a procedure in which both sides are given the opportunity of being heard.

Decisions which are unfavourable to the applicant/qualified enterprise shall not take effect before the appeal period of two months expires. If the applicant/qualified enterprise appeals within this period, the appeal automatically prolongs this period until the final decision of the appeal committee has been notified to the applicant/qualified enterprise.

The prolongation referred to in clause 3 does not apply to the rejection of an application or the charge of fees for qualification.

The appeal committee shall take its decision within three months upon receipt of the appeal request. In the case of an application for qualification, the decision shall be taken within two months. The appeal committee's decision shall be given in writing and shall contain the reasons for the appeal committee's final decision (see Annex H). The applicant's/qualified enterprise's recourse to the ordinary courts is not excluded.

6.6 Confidentiality

All documents and related information submitted for the purpose of qualification or for an appeal procedure shall remain inside the qualification body. They shall be treated as confidential, unless national legislation grants exemption from this rule. Any commercial use of documents or related information is strictly forbidden.

If an application is rejected or if a qualification is cancelled, all documents relating to the applicant/qualified enterprise shall immediately be returned to the applicant/qualified enterprise unless national legislation requires otherwise.

6.7 Access to documentation / records

Upon request, every applicant/qualified enterprise shall have access to all the documentation/records pertaining to its application/qualification.

Upon request, the qualification body shall provide the applicant/qualified enterprise with a copy of their respective documentation/records. The related costs shall be reimbursed.

7 Administrative and legal criteria for qualification

7.1 General

Clause 7 specifies the administrative and legal identification data required for the purpose of qualification. It also specifies the administrative and legal criteria against which the applicant is assessed for the purpose of qualification and the documentation to be supplied by the applicant.

7.2 Administrative and legal identification data

The applicant shall provide the qualification body with the following information :

7.2.1 Name of the enterprise for which qualification is sought.

7.2.2 Address of the head office¹⁾.

7.2.3 Telephone, fax number(s) and e-mail address of the head office²⁾.

7.2.4 Legal status of the applicant and year it was founded.

7.2.5 Professional or trade registration number (see annex I).

1) Registered office for applicants established in Ireland or the United Kingdom.

2) Registered office for applicants established in Ireland or the United Kingdom.

7.2.6 VAT registration or national fiscal number, according to the legal provisions of the country(ies) in which the applicant is established.

7.2.7 Voluntary membership of professional or trade association(s) (non-mandatory information for qualification).

7.2.8 Information concerning the legal representative(s) :

- a) full name ;
- b) business address, telephone number, telefax number and e-mail address ;
- c) position in the enterprise.

7.2.9 A short description of the applicant's organization and name(s) of the technical and senior management, including directors, together with their duties and responsibilities.

7.3 Administrative and legal assessment criteria

7.3.1 Criteria related to the applicant

In order to be qualified, the applicant shall comply with the following criteria :

7.3.1.1 It is enrolled in the professional or trade register, according to the legal provisions of the country(ies) in which the applicant is established (see Annex I).

7.3.1.2 It has not suspended its business activities.

7.3.1.3 It is not the subject of national insolvency proceedings (see Annex J).

7.3.1.4 It is not bankrupt or in an analogous situation, arising from national insolvency proceedings (see Annex J).

7.3.1.5 It has fulfilled its obligations relating to the payment of social security contributions, according to the legal provisions of the country(ies) in which the applicant is established.

7.3.1.6 It has fulfilled its obligations relating to the payment of taxes, according to the legal provisions of the country(ies) in which the applicant is established.

7.3.2 Criteria related to the legal representative(s) of the applicant

The legal representative(s) of the applicant shall comply with the following criteria :

7.3.2.1 During the last five years, he/she has (they have) not been convicted of an offence concerning his/her (their) professional conduct by a judgement which has the force of "res judicata". A judgement or a decision has the force of "res judicata", if it cannot be changed by ordinary remedies according to European/national legislation.

7.3.2.2 He/she is (they are) not guilty of serious misrepresentation in supplying the information and/or documentation required to be qualified.

7.4 Probationary qualification

An applicant can ask for a probationary qualification as set out in 6.3.6, if it meets the requirements set out in clause 7 of this European Standard, except for 7.5.3 and 7.5.4 during the first financial year after being established.

7.5 Documentation

The applicant shall provide the qualification body with the following documentation :

7.5.1 A copy or an extract of the professional or trade register relating to the applicant (see Annex I). Changes shall be notified to the qualification body in accordance with 6.4.2.

7.5.2 A document issued by the competent national authority stating that the applicant complies with 7.3.1.2, 7.3.1.3 and 7.3.1.4.

7.5.3 A document of compliance with the payment of social security contributions, given by the social security organization of the country(ies) in which the applicant is established. The competent organizations are listed in Annex K.

7.5.4 A document of compliance with the payment of taxes, given by the competent authority of the country(ies) in which the applicant is established. The competent authorities are listed in Annex L.

7.5.5 A personal declaration by the legal representative(s) concerning the requirement of 7.3.2.1. Changes shall be notified to the qualification body in accordance with 6.4.2.

7.5.6 If the country in which the applicant is established does not issue the documents referred to in 7.5.2, 7.5.3 and 7.5.4, these documents shall be replaced by a declaration on oath or, in countries where there is no provision for a declaration on oath, by a solemn declaration made by the legal representative(s) of the applicant concerned before a judicial or administrative authority, a notary or a competent professional or trade body.

7.5.7 The documentation under 7.5.2, 7.5.3, 7.5.4 and, where applicable, 7.5.6 shall be updated annually.

8 Financial criteria for qualification

8.1 General

Clause 8 specifies the financial criteria against which the applicant is assessed for the purpose of qualification as well as the respective documentation to be supplied by the applicant.

8.2 Financial qualification criteria

For the purpose of qualification, the applicant's financial standing shall be assessed against the following two criteria :

- a) net capital value ;
- b) liquidity :

$$\text{ratio} = \frac{\text{current assets}}{\text{current liabilities}}$$

The liquidity ratio (current ratio) describes the applicant's capacity to meet its short-term financial obligations.

8.3 Financial assessment

8.3.1 In order to be qualified, the applicant shall have :

- a) a positive net capital value ;
- b) a liquidity ratio (see 8.2 b)) 0,5.

8.3.2 If a physical person(s) / legal entity has unconditional legal liability for the financial obligations of the applicant, their external financial resources may be taken into consideration to meet the requirements of 8.3.1. The financial resources shall actually be available for the purpose of qualification.

8.4 Probationary qualification

An applicant, which is a newly started enterprise, can ask for a probationary qualification as set out in 6.3.6, if it meets all the requirements set out in clause 8 of this European Standard.

8.5 Documentation

8.5.1 For the purpose of qualification, the applicant shall choose one of the following alternatives to prove its financial standing :

- a) submit the financial statement of an authorized / approved accountant that the financial resources at the end of the previous financial year are sufficient to meet the requirements of 8.3 ; or
- b) submit its annual accounts for the previous financial year, as well as the opinion of the authorized/approved accountant on these accounts.

8.5.2 The documentation under 8.5.1 shall be updated annually.

9 Technical qualification by section(s) and related classifications

9.1 General

Clause 9 specifies the qualification by section(s) and the related classifications of an applicant by type of performance, technical ability and size of contract to be tendered. It also specifies the respective documentation to be supplied by the applicant.

9.2 Qualification by section(s)

The applicant shall be qualified in one or more of the sections defined in clause 4 of this European Standard. The applicant shall specify the type of performance, construction activity(ies) and/or construction project(s) for which qualification is sought (see Table 1 (A), (B) and (C) of clause 4 of this European Standard).

9.3 Classification by type of performance

Based on three references for each section (see Table 1 (B) and (C) of clause 4 of this European Standard), the applicant shall be classified by type of performance according to the following Table 2.

Table 2 — Classification by type of performance

Class	Type of performance	Type of technical reference by section
0a	Execution	Three references demonstrating that the applicant has properly completed the execution of work relating to the section(s) for which qualification is sought, during the previous five years.
0b	Design and execution ^a	Three references demonstrating that the applicant has properly completed the design and execution of work relating to the section(s) for which qualification is sought, during the previous five years.
^a There are some countries where the legal system requires an architect or engineer to be employed as the designer.		

9.4 Classification by technical ability

UNDER CONSIDERATION.

NOTE WG 1 of CEN/TC 330 is consulting European construction federations and clients about the contents of this paragraph ; comments have been invited to be addressed to WG 1 (copy attached).

9.5 Classification by size of contract

In addition to the classification by type of performance (see Table 2) and technical ability (see Table 3), the applicant is considered suitable for tendering for construction works contracts of a certain size according to the following four criteria :

- a) the average annual construction turnover for the previous three financial years ;
- b) the total value of the same three references as referred to under 9.3 for work(s) completed during the previous five years ;
- c) the average annual manpower directly or indirectly employed during the previous three years ;
- d) the average annual number of technical staff employed during the previous three years in competence levels 3 to 5 (see Annex M).

Based on these criteria, the applicant shall be classified according to Table 3.

Table 3 — Classification by size of contract

Class	Size of contract ^a (x 1 000 SDRs ^b)	Average annual construction turnover for the previous three financial years (x 1 000 SDRs ^b)	Total value of three references per section for the previous five years (x 1 000 SDRs ^b)	Average annual manpower directly or indirectly employed during the previous three years		Average annual number of technical management staff in competence levels 3 to 5 employed during the previous three years
				Specialist sections (1-16)	General sections (17-18)	
A	0 to 500	0 to 500	500	2	1	1
B	0 to 1 000	501 to 1 000	1 000	4	3	1
C	0 to 2 500	1 001 to 2 500	2 500	8	6	2
D	0 to 5 000	2 501 to 5 000	5 000	12	9	2
E	0 to 10 000	5 001 to 10 000	10 000	18	12	3
F	0 to 15 000	10 001 to 15 000	15 000	36	24	6
G	0 to > 15 000	> 15 000	20 000	75	50	> 6

^a If the contract is scheduled to last for more than one year, the contract value is divided by the number of years (= equivalent annual size).

Classification in a higher class includes a classification in a lower class, e.g. classification B comprises classification A, i.e. enterprises are qualified to tender for sizes of contract values of up to 500 000 SDR as well as up to 1,0 million SDR.

^b SDR : Special Drawing Rights.

9.6 Temporary groups of enterprises

The evaluation of temporary groups of enterprises tendering for a specific project depends on the classification of the most highly classified of its members. Where two or more members are classified in the same way, the temporary group of enterprises is regarded as classified in the next highest class according to Table 4.

9.7 Probationary qualification

An applicant which cannot fulfil all the criteria to be qualified, can ask for a probationary qualification as set out in 6.3.6, if it meets the required number of competent technical management staff, as set out in Table 4.

9.8 Documentation

9.8.1 Corresponding to the section(s) for which qualification is sought, the applicant shall provide three reference forms according to annex N for work(s) completed during the previous five years as well as the corresponding letters of acceptance or declarations of completion or attestations of satisfactory execution. Where letters of acceptance, declarations of completion or attestations of satisfactory execution are not available, the reference forms shall be signed by the client / general contractor.

Where the letters of acceptance, declarations of completion or attestations of satisfactory execution are not presented by the applicant, the qualification body may directly request them from the client or another authorized person.

For very rare/complicated projects (e.g. sections 18.3 and 18.6 of Table 1 (C) of clause 4 of this European Standard), only one reference shall be required.

9.8.2 The applicant shall provide the construction turnover for each of the previous three financial years either :

- a) by the formal statement of an authorized/approved accountant ; or
- b) by submitting the relevant parts of the annual accounts for the previous three financial years as well as the authorized/approved accountant's opinion.

9.8.3 The applicant shall provide a formal statement of the average annual manpower directly or indirectly employed as well as of the average annual number of technical staff in competence levels 3 to 5 of Annex M, depending on the classification by size of contract for which qualification is sought.

This formal statement shall be given according to Annex O.

Annex A (normative)

Application for qualification

**EC QUALIFICATION
LOGO**

**LOGO OF THE QUALIFICATION
BODY, ADDRESS AND
NOTIFICATION NUMBER**

APPLICATION FOR QUALIFICATION
according to prEN 330
(printed in capital letters)

(1) Name of the applicant : _____

(2) Head office address³⁾ : _____

Telephone n° : _____ Telefax n° : _____ e-mail : _____

(3) A short description of the organization of the applicant and the name of the technical and senior management, including directors, together with their duties and responsibilities, shall be enclosed.

(4) Qualification applied for (see clauses 4 and 9 of prEN 330) :

N°	Section as per Table 1 (B) and (C) of clause 4 of prEN 330	CPV-code	Probationary qualification	Classification by		
				Type of performance	Level of technical ability	Size of contract
1						
2						
3						
4						
5						
6						

(5) Where an applicant is already qualified, please state :

Qualification body and certificate number	Section as per Table 1 (B) and (C) of clause 4 of prEN 330	CPV- code	Probationary qualification	Classification by		
				Type of performance	Level of technical ability	Size of contract

3) For applicants established in Ireland or the United Kingdom, address of registered office.

(6) APPLICATION DOCUMENTS (enclosed) :

<i>Contents</i>	<i>Enclosures</i>	<i>N° of pages</i>
Legal	A/1	
Financial	A/2	
Technical	A/3	
Short description of applicant's organization (enclosed)		

(7) REPRESENTATIVE OF THE APPLICANT FOR THE APPLICATION PROCEDURE :

Name : _____

Business address : _____

Telephone n° : _____ Telefax n° : _____ e-mail : _____

Relationship with the applicant : _____

I confirm the authenticity of the documents enclosed and that the information given in this form and the enclosures is true and accurate. I declare that I have the power to commit the applicant and enclose my authorization to do so.

Place : _____

Date : _____

day / month / year

Signature : _____

**DATE OF RECEIPT
OF THE APPLICATION :**
*To be completed by the
qualification body*
**APPLICATION
REGISTRATION NUMBER :**
*To be completed by the
qualification body*
**DATE OF COMPLETENESS
OF APPLICATION :**
*To be completed by the
qualification body*

Enclosure A/1 : Documentation concerning legal standing

EC QUALIFICATION
LOGO

LOGO OF THE QUALIFICATION
BODY, ADDRESS AND
NOTIFICATION NUMBER

DOCUMENTATION CONCERNING LEGAL STANDING
according to prEN 330
(printed in capital letters)

- (1) Name of the applicant : _____
- (2) Head office address⁴⁾ : _____
Telephone n° : _____ Telefax n° : _____ e-mail : _____
- (3) Date of application : _____
- (4) Legal status : _____
- (5) Date of foundation (established) : _____
- (6) Professional/trade/company registration number (if applicable) : _____
- (7) National VAT registration / fiscal number (if applicable) : _____
- (8) Legal representative(s)⁵⁾ : Name : _____
Business address : _____
Telephone n° : _____ Telefax n° : _____ e-mail : _____
Relationship with the applicant : _____
- (9) Mandatory enclosures :
- Copy or extract of the professional, trade or company register (see annex I of prEN 330).
 - National authority document stating that business activities have not been suspended, the applicant is not bankrupt nor subject to national insolvency proceedings⁶⁾.
 - National social security organization document stating compliance with the payments of social security contribution (see annex K of prEN 330)³⁾.
 - National tax administration document stating compliance with the payment of taxes (see annex L of prEN 330)³⁾.
 - Declaration by the legal representative(s) that he/she (they) has (have) not been convicted in the last five years of an offence concerning professional conduct by a judgement which has the force of "*res judicata*".
- (10) Non-mandatory enclosures :
- Voluntary membership of professional or trade association(s) _____

name of the association – address

name of the association – address

4) For applicants established in Ireland or the United Kingdom, address of registered office.

5) Where necessary, an additional list of persons shall be attached to this form.

6) If the country in which the applicant is established does not issue this certificate, it can be replaced by a declaration on oath or, in countries where there is not provision for declaration on oath, by a solemn declaration, made by the legal representative before a judicial or administrative authority or notary or a competent professional or trade body.

Enclosure A/2 : Documentation concerning financial criteria

EC QUALIFICATION LOGO

LOGO OF THE QUALIFICATION BODY, ADDRESS AND NOTIFICATION NUMBER

DOCUMENTATION CONCERNING FINANCIAL CRITERIA
according to prEN 330
(printed in capital letters)

(1) Name of the applicant : _____

(2) Head office address⁷⁾ : _____

Telephone n° : _____ Telefax n° : _____ e-mail : _____

(3) Date of application : _____

(4) Enclosed with this enclosure is :

Either :

- ☐ the authorized/approved accountant's statement of construction turnover of the previous three financial years (see clause 9 of prEN 330) and a declaration that the applicant's financial resources at the end of the previous financial year are sufficient to meet the financial requirement for qualification (see clause 8 of prEN 330).

or

- ☐ the applicant's annual accounts for the previous three financial years as well as the opinion of the authorized/approved accountant on these accounts.

and (if applicable)

- ☐ evidence of the existence and actual availability of external financial resources to meet the financial requirements for qualification (see clause 8 of prEN 330).

7) For applicants established in Ireland or the United Kingdom, address of registered office.

Enclosure A/3 : Documentation concerning technical criteria

EC QUALIFICATION LOGO

LOGO OF THE QUALIFICATION BODY, ADDRESS AND NOTIFICATION NUMBER
--

DOCUMENTATION CONCERNING TECHNICAL CRITERIA
according to prEN 330
(printed in capital letters)

(1) Name of the applicant : _____

(2) Head office address⁸⁾ : _____

Telephone n° : _____ Telefax n° : _____ e-mail : _____

(3) Date of application : _____

(4) Enclosed with this enclosure is :

- ☐ three completed reference forms for each section according to clause 4 of prEN 330 for which qualification is sought (see annex M of prEN 330).
- ☐ formal statement concerning average annual manpower and number of competent technical staff during the previous 3 years (see annex O of prEN 330).

8) For applicants established in Ireland or the United Kingdom, address of registered office.

Annex B (normative)

Qualification certificate

**EC QUALIFICATION
LOGO**

**LOGO OF THE QUALIFICATION
BODY, ADDRESS AND
NOTIFICATION NUMBER**

QUALIFICATION CERTIFICATE according to prEN 330

N° of certificate _____

(1) Name of the qualified construction enterprise : _____

(2) Head office address⁹⁾ : _____

Telephone n° : _____ Telefax n° : _____ e-mail : _____

(3) Legal status : _____

(4) Date of foundation (established) : _____

(5) Professional/trade/company registration number (if applicable) : _____

(6) Voluntary membership of professional or trade association(s) : _____

name of the association – address

name of the association – address

(7) QUALIFICATION(S) AWARDED¹⁰⁾ :

N°	Section as per Table 1 (B) and (C) of clause 4 of prEN 330	CPV-code	Probationary qualification	Classification by		
				Type of performance	Level of technical ability	Size of contract
1						
2						
3						
4						
5						
6						

Date of issue : _____

Signature of the legal representative of the qualification body : _____

and stamp of the qualification body : _____

9) For applicants established in Ireland or the United Kingdom, address of registered office.

10) Classification codes used in point 7 are listed on the following page.

Type of performance

Class	Type of performance	Type of technical reference by section
0a	Execution	Three references demonstrating that the enterprise has properly completed the execution of work relating to the section(s) for which qualification is sought, during the previous five years.
0b	Design and execution ^a	Three references demonstrating that the enterprise has properly completed the design and execution of work relating to the section(s) for which qualification is sought, during the previous five years.
^a There are some countries where the legal system requires an architect or engineer to be employed as the designer.		

Levels of technical ability

UNDER CONSIDERATION.

NOTE WG 1 of CEN/TC 330 is consulting European construction federations and clients about the contents of this paragraph ; comments have been invited to be addressed to WG 1 (copy attached).

Classification by size of contract

Class	Size of contract ^a (x 1 000 SDRs ^b)	Average annual construction turnover for the previous three financial years (x 1 000 SDRs ^b)	Total value of three references per section for the previous five years (x 1 000 SDRs ^b)	Average annual manpower directly or indirectly employed during the previous three years		Average annual number of technical management staff in competence levels 3 to 5 employed during the previous three years
				Specialist sections (1-16)	General sections (17-18)	
A	0-500	0-500	500-999	2 - 3	1 - 2	1
B	0-1 000	501-1 000	1 000-2 499	4 - 7	3 - 5	1
C	0-2 500	1 001-2 500	2 500-4 999	8 - 11	6 - 8	2
D	0-5 000	2 501-5 000	5 000-9 999	12 - 17	9 - 11	2
E	0-10 000	5 001-10 000	10 000-14 999	18 - 33	12 - 23	3 - 5
F	0-15 000	10 001-15 000	15 000-19 999	36 - 74	24 - 49	6
G	0->15 000	>15 000	20 000	75	50	> 6

^a If the contract is scheduled to last for more than one year, the contract value is divided by the number of years (= equivalent annual size).

Classification in a higher class includes a classification in a lower class, e.g. classification B comprises classification A, i.e. enterprises are qualified to tender for sizes of contract values of up to 500 000 SDR as well as up to 1,0 million SDR.

^b SDR : Special Drawing Rights.

Annex C (normative)

Notification of change of relevant circumstances

**EC QUALIFICATION
LOGO**

**LOGO OF THE QUALIFICATION
BODY, ADDRESS AND
NOTIFICATION NUMBER**

NOTIFICATION OF CHANGE OF RELEVANT CIRCUMSTANCES according to prEN 330 (printed in capital letters)

- (1) Name of the qualified construction enterprise : _____
- (2) Head office address¹¹⁾ : _____
- Telephone n° : _____ Telefax n° : _____ e-mail : _____
- (3) Certificate n° : _____
- (4) Date of issue : _____
- (5) Change(s) to be considered (including date of change)¹²⁾ : _____

(6) Change notification documents as relevant (enclosed) :

<i>Contents</i>	<i>Enclosures</i>	<i>N° of pages</i>
Legal	A/1	_____
Financial	A/2	_____
Technical	A/3	_____

(7) Representative of the qualified enterprise for the review procedure :

Name : _____

Business address : _____

Telephone n° : _____ Telefax n° : _____ e-mail : _____

Relationship with the applicant : _____

I confirm the authenticity of the documents enclosed and that the information given in this form and the enclosures is true and accurate. I declare that I have the power to commit the applicant and enclose my authorization to do so.

Place : _____ Date : _____

day / month / year

Signature : _____

11) For applicants established in Ireland or the United Kingdom, address of registered office.

12) To be communicated within 20 working days of date of change.

Annex D (normative)

Application for upgrading of the qualification

**EC QUALIFICATION
LOGO**

**LOGO OF THE QUALIFICATION
BODY, ADDRESS AND
NOTIFICATION NUMBER**

APPLICATION FOR UPGRADING OF THE QUALIFICATION according to prEN 330 (printed in capital letters)

- (1) Name of the qualified construction enterprise : _____
- (2) Head office address¹³⁾ : _____
 Telephone n° : _____ Telefax n° : _____ E-mail : _____
- (3) Certificate n° : _____
- (4) Date of issue : _____
- (5) Upgrading to be considered : _____

(6) Upgrading documents as relevant (enclosed) :

<i>Contents</i>	<i>Enclosures</i>	<i>N° of pages</i>
Legal	A/1	_____
Financial	A/2	_____
Technical	A/3	_____

(7) Representative of the qualified enterprise for the upgrading procedure :

Name : _____

Business address : _____
 Telephone n° : _____ Telefax n° : _____ E-mail : _____

Relationship with the enterprise : _____

I confirm the authenticity of the documents enclosed and that the information given in this form and the enclosures is true and accurate. I declare that I have the power to commit the applicant and enclose my authorization to do so.

Place : _____ Date : _____
day / month / year

Signature : _____

**DATE OF RECEIPT
OF THE APPLICATION :**

*To be completed by the
qualification body*

**APPLICATION
REGISTRATION NUMBER :**

*To be completed by the
qualification body*

**DATE OF COMPLETENESS
OF APPLICATION :**

*To be completed by the
qualification body*

13) For applicants established in Ireland or the United Kingdom, address of registered office.

Annex E (normative)

Notification of intended decision

**EC QUALIFICATION
LOGO**

**LOGO OF THE QUALIFICATION
BODY, ADDRESS AND
NOTIFICATION NUMBER**

NOTIFICATION OF INTENDED DECISION according to prEN 330

(1) Name of the applicant / qualified construction enterprise : _____

(2) Head office address¹⁴⁾ : _____

Telephone n° : _____ Telefax n° : _____ e-mail : _____

(3) In the case of an application for qualification, application registration number

--

(4) In the case of a qualified construction enterprise, qualification certificate number

--

(5) Intended decision : _____

(6) Reasons :

(7) Date decision will be taken : _____

(8) The applicant / qualified construction enterprise may, within 10 working days of receipt of this notification, give its comments in writing to the qualification body.

Place : _____ Date : _____

day / month / year

Signature of the legal representative of the qualification body : _____

and stamp of the qualification body : _____

14) For applicants established in Ireland or the United Kingdom, address of registered office.

Annex F (normative)

Notification of decision

**EC QUALIFICATION
LOGO**

**LOGO OF THE QUALIFICATION
BODY, ADDRESS AND
NOTIFICATION NUMBER**

NOTIFICATION OF DECISION according to prEN 330

(1) Name of the applicant / qualified construction enterprise : _____

(2) Head office address¹⁵⁾ : _____

Telephone n° : _____ Telefax n° : _____ e-mail : _____

(3) In the case of an application for qualification, application registration number

(4) In the case of a qualified construction enterprise, qualification certificate number

(5) Decision :

(6) Reasons :

(7) Date of decision :

(8) Appeal procedure

- The decision may be appealed within two months of receipt of this notification.
- The appeal shall be sent in writing (by telefax or mail) and should use the appeal form (annex G), to the "appeal committee" at the following address :

- The decision of the appeal committee will be taken within three months of the receipt of the appeal.
- In the case of an application for qualification, the decision of the appeal committee will be taken within two months of the receipt of the appeal.

Place : _____ Date : _____

day / month / year

Signature of the legal representative of the qualification body : _____

and stamp of the qualification body : _____

15) For applicants established in Ireland or the United Kingdom, address of registered office.

Annex G (normative)

Appeal form

**EC QUALIFICATION
LOGO**

**LOGO OF THE QUALIFICATION
BODY, ADDRESS AND
NOTIFICATION NUMBER**

**APPEAL COMMITTEE
ADDRESS, IF DIFFERENT FROM
THE QUALIFICATION BODY**

APPEAL FORM¹⁶⁾ according to prEN 330 (printed in capital letters)

(1) Name of the applicant / qualified construction enterprise : _____

(2) Head office address¹⁷⁾ : _____

Telephone n° : _____ Telefax n° : _____ e-mail : _____

(3) In the case of an application for qualification, application registration number

(4) In the case of a qualified construction enterprise, qualification certificate number

(5) Appealed decision : _____

(6) Date of decision : _____

(7) Reference number of decision (when available) : _____

(8) Appeal documents (enclosed) :

<i>Contents</i>	<i>Enclosures</i>	<i>N° of pages</i>
Reasons for appeal	_____	_____
Legal documents	_____	_____
Financial documents	_____	_____
Technical documents	_____	_____
Other documents	_____	_____

(9) Representative of the applicant / qualified enterprise for the appeal procedure :

Name : _____

Business address : _____

Telephone n° : _____ Telefax n° : _____ e-mail : _____

Relationship with the applicant / qualified enterprise :

I confirm the authenticity of the documents enclosed and that the information given in this form and the enclosures is true and accurate. I declare that I have the power to commit the applicant and enclose my authorization to do so.

Place : _____ Date : _____

day / month / year

Signature : _____

16) To be submitted within two months from the receipt of the notification of the decision.

17) For applicants established in Ireland or the United Kingdom, address of registered office.

Annex H (normative)

Notification of appeal decision

EC QUALIFICATION LOGO

LOGO OF THE QUALIFICATION BODY, ADDRESS AND NOTIFICATION NUMBER
--

APPEAL COMMITTEE ADDRESS, IF DIFFERENT FROM THE QUALIFICATION BODY

NOTIFICATION OF APPEAL DECISION according to prEN 330 (printed in capital letters)

(1) Name of the applicant / qualified construction enterprise : _____

(2) Head office address¹⁸⁾ : _____

Telephone n° : _____ Telefax n° : _____ e-mail : _____

(3) In the case of an application for qualification, application registration number

(4) In the case of a qualified construction enterprise, qualification certificate number

(5) Appealed decision : _____

(6) Date of decision : _____

(7) Reference number of decision (when available) : _____

(8) Decision : _____

(9) Reasons : _____

(10) Date of decision : _____

Place : _____ Date : _____

day / month / year

Signature of the chairman of the appeal committee : _____

and stamp of the appeal committee : _____

18) For applicants established in Ireland or the United Kingdom, address of registered office.

Annex I (normative)

Professional or trade registers

Professional or trade registers in which the applicant shall be enrolled :

^{3/4} **Austria** : "Handelsregister" ;

^{3/4} **Belgium** : "Registre du Commerce - Handelsregister" or "Registre de l'Artisanat - Ambachtsregister" and, if required "Chambre de métiers et négoce : attestation d'activité - Kamer van Ambachten en Neringen : vestigingsgebuigschrift" ;

^{3/4} **Czech Republic** (to be completed) ;

^{3/4} **Denmark** : "Handelsregistret, Aktielskabesregistret" and the "Erhvervsregistret" ;

^{3/4} **Finland** : "Kaupparekisteri/Handelsregistret" ;

^{3/4} **France** : "Registre du Commerce" and the "Répertoire des métiers" ;

^{3/4} **Germany** : "Handelsregister", "Handwerksrolle" or "Gewerberegister" ;

^{3/4} **Greece** : Registrar of contractors' enterprises of the Ministry for Environment, Town and Country Planning and Public Works" ;

^{3/4} **Iceland** : (to be completed) ;

^{3/4} **Ireland** : "Registrar of Companies" or "Registrar of Friendly Societies" or, if this is not the case, a certificate stating that the person concerned has declared on oath that he/she is engaged in the profession in question in the country in which he/she is established, in a specific place and under a given business name ;

^{3/4} **Italy** : Registro della Camera di commercio, industria, agricoltura e artigianato" ;

^{3/4} **Luxemburg** : "Registre aux firmes" and the "Role de la Chambre des métiers" ;

^{3/4} **The Netherlands** : "Handelsregister" ;

^{3/4} **Norway** : "Foretaksregisteret" ;

^{3/4} **Portugal** : "Comissao de Alvaras de Empresas de Obras Publicas e Particulares (CAEOPP) ;

^{3/4} **Spain** : "Registro Oficial de Contratistas del Ministerio de Economia y Hacienda" ;

^{3/4} **Sweden** : "Aktiebolagsregistret" and "Handelsregistret" ;

^{3/4} **Switzerland** : "Handelsregister",

^{3/4} **United Kingdom** : "Registrar of Companies" or "Registrar of Friendly Societies" or, if this is not the case, a certificate stating that the person concerned has declared on oath that he/she is engaged in the profession in question in the country in which he/she is established, in a specific place and under a given business name.

Annex J (normative)

Insolvency proceedings

Insolvency proceedings :

^{3/4} **Austria** : "Konkursverfahren", "Ausgleichsverfahren", "Vorverfahren" ;

^{3/4} **Belgium** : "La faillite/Het faillissement" and the "Concordat judiciaire/Het gerechtelijk akkoord" ;

^{3/4} **Czech Republic** : (to be completed) ;

^{3/4} **Denmark** : "Konkurs", "Tvangsakkord", "Betalingsstandsning", "Insolvensbehandling" ;

^{3/4} **Finland** : "Konkurssi/Konkurs", "Yrityssaneeraus/företagssanering" ;

^{3/4} **France** : "Liquidation judiciaire", "Redressement judiciaire avec nomination d'un administrateur" ;

^{3/4} **Germany** : "Konkursverfahren", "gerichtliches Vergleichsverfahren", "Gesamtvollstreckungsverfahren", "Insolvenzverfahren" ;

^{3/4} **Greece** : bankruptcy, special insolvency, temporary company gestion, administration and creditors gestion and nomination of an administrator of the company in order to sign an agreement with the creditors ;

^{3/4} **Iceland** : (to be completed) ;

^{3/4} **Ireland** : "compulsory winding up", "bankruptcy", "administration in bankruptcy of the estate of persons dying insolvent", "winding-up in bankruptcy of partnerships", "creditor's voluntary winding-up (with confirmation of a court)", "arrangements under the control of the court, which involve the vesting of all or part the property of the debtor in the Official Assignee for realization and distribution", "company examinorship" ;

^{3/4} **Italy** : "fallimento", "concordato preventivo", "liquidazione coatta amministrativa", "amministrazione straordinaria", "amministrazione controllata" ;

^{3/4} **Luxemburg** : "faillite", "gestion contrôlée", "concordat préventif de faillite (par abandon d'actif)", régime spécial de liquidation du notariat" ;

^{3/4} **The Netherlands** : "De surséance van betaling", "Het faillissement" ;

^{3/4} **Norway** : "Konkurs", "Tvangsakkord", "Gjeldsforhandling" ;

^{3/4} **Portugal** : "o processo de falencia", os processos especiais de recuperacao de empresa, ou seja : a concordata, o acordo de credores, a reestruturacao financeira, a gestao controlada" ;

^{3/4} **Spain** : "Concurso de acreedores", "Quiebra", "Suspension de pagos" ;

^{3/4} **Sweden** : "Konkurs", "Offentligt ackord", "Företagskonstruktion" ;

^{3/4} **Switzerland** : "Betreibungs-, Nachlaß- oder Konkursverfahren" ;

^{3/4} **United Kingdom** : "winding-up by the court (compulsory winding-up)", "bankruptcy" (England and Wales, Northern Ireland), "administration of the insolvent estate of a deceased person" (England and Wales, Northern Ireland), "administration by a judicial factor of the insolvent estate of a deceased person" (Scotland), "sequestration" (Scotland), "creditor's voluntary winding-up (with consent of the court)", "administration", "voluntary arrangements under the Insolvency Act 1986 or the Insolvent Patnerships Order 1994".

Annex K (normative)

Social security organizations

Confirmation of payment of social security contributions shall be obtained from the following national organizations :

$\frac{3}{4}$ **Austria** : regional "Gebietskrankenkasse" and the national "Bauarbeiterurlaubs- und Abfertigungskasse" ;

$\frac{3}{4}$ **Belgium** : "Office National de Sécurité Sociale - Rijksdienst voor Sociale Zekerheid" and "Fonds de Sécurité d'Existence - Fonds voor Bestaanszekerheid" ;

$\frac{3}{4}$ **Czech Republik** : (to be completed) ;

$\frac{3}{4}$ **Denmark** : (to be completed) ;

$\frac{3}{4}$ **Finland** : "LEL Työeläkekassa/LEL Arbetspensionskassan" ;

$\frac{3}{4}$ **France** : "Etat annuel des certificats reçus" (Modèle obligatoire DC 7 ; CERFA N° 30-3691) du Trésorier Payeur Général compétent ou du Receveur Général des Finances ;

$\frac{3}{4}$ **Germany** : "Gemeinsame Einrichtungen der Tarifvertragsparteien (z. B. Zusatzversorgungskasse des Baugewerbes (ZVK - Bau, Wiesbaden)" ;

$\frac{3}{4}$ **Greece** : (to be completed) ;

$\frac{3}{4}$ **Iceland** : (to be completed) ;

$\frac{3}{4}$ **Ireland** : (to be completed) ;

$\frac{3}{4}$ **Italy** : "Inps, Inail et Cassa Edile" ;

$\frac{3}{4}$ **Luxemburg** : (to be completed) ;

$\frac{3}{4}$ **The Netherlands** : "Landelijk instituut sociale verzekeringen" ;

$\frac{3}{4}$ **Norway** : "Fylkesskattkontor" ;

$\frac{3}{4}$ **Portugal** : "Instituto de Gestao Financeira da Seguranca Social" (mainland), the Centro de Seguranca Social da Madeira (Madeira) and the "Instituto de Gestao de Regimes de Seguranca Social" (Acores) ;

$\frac{3}{4}$ **Spain** : "Instituto Nacional de la Seguridad Social" ;

$\frac{3}{4}$ **Sweden** : "Skattemyndigheten" ;

$\frac{3}{4}$ **Switzerland** : "AHV, EO, IV, ALV, JUVA, Ausbildungs- und Vollzugsbeiträge, FAK, Krankenversicherung, Paritfonds Bau" ;

$\frac{3}{4}$ **United Kingdom** : (to be completed).

Annex L
(normative)

Tax administrations

Confirmation of payment of taxes shall be obtained from the following national authorities :

¾ **Austria** : the local "Finanzamt" (treasury) or the regional "Finanzamt für Körperschaften" (treasury for legal entities) depending on the legal nature and the location of the residence or headoffice of the taxpayer ;

¾ **Belgium** : "Administration des Contributions Directes - Administratie van de Directe Belastingen" and "Recette TVA - Ontvangskantoor BTW" ;

¾ **Czech Republik** : (to be completed) ;

¾ **Denmark** : (to be completed) ;

¾ **Finland** : "Lääninverovirasto/Länsskatteverket" ;

¾ **France** : "Etat annuel des certificats reçus" (Modèle obligatoire DC 7 ; CERFA N° 30-3691) du Trésorier Payeur Général compétent ou du Receveur Général des Finances pour les impôts sur le revenu, l'impôt sur les sociétés et la Taxe sur la Valeur Ajoutée (T.V.A.) ;

Déclaration sur l'honneur pour la taxe professionnelle, la taxe foncière et les éventuels droits d'enregistrement".

¾ **Germany** : "örtlich zuständiges Finanzamt" ;

¾ **Greece** : (to be completed) ;

¾ **Iceland** : (to be completed) ;

¾ **Ireland** : (to be completed) ;

¾ **Italy** : (to be completed) ;

¾ **Luxemburg** : (to be completed) ;

¾ **The Netherlands** : "Inspecteur des rijksbelastingen, die bevoegd is tot de heffing van Loon-en inkomstenlasting van de gegadigde" ;

¾ **Norway** : "Fylkerskattkontoret" ;

¾ **Portugal** : "Reparticao de Financas" (Finance bureau : treasury) of the residence or head-office of the taxpayer ;

¾ **Spain** : "Agencia Estatal de Administracion Tributaria" and "Diputaciones Forales de Alava, Guipuzcoa, Viscaya y Navarra" ;

¾ **Sweden** : "Skattemyndigheten" ;

¾ **Switzerland** : "Gemeinde-, Kantons- und Bundessteuer, Mehrwertsteuer" ;

¾ **United Kingdom** : (to be completed).

Annex M (normative)

Criteria for personnel competence - Structure of competence levels

Level 1 (Foundation training.1)

Foundation or introductory level.

Competence which involves the application of knowledge in the performance of a range of varied work activities, most of which may be routine or predictable

Level 2 (Level of skilled worker)

Competence which involves the application of knowledge in a significant range of work activities, performed in a variety of contexts. Some of the activities are complex and non-routine and there is some individual responsibility and autonomy. Collaboration with others, perhaps through membership of a work group or team, may often be a requirement.

Level 3 (Level of professional well developed employees)

Supervisory crafts persons at the top end of trades, operatives and/or technicians beginning their progression through the professional and managerial occupations.

Competence which involves the application of knowledge in a broad range of varied work activities performed in a wide variety of contexts, most of which are complex and non-routine. There is considerable responsibility and autonomy and control or guidance of others is often required.

Level 4 (Level of higher technicians and intermediate management)

Competence which involves the application of knowledge in a broad range of complex technical or professional work activities performed in a wide variety of contexts and with a substantial degree of personal responsibility and autonomy. Responsibility for the work of others and the allocation of resources is often present. (Such capabilities and knowledge make it possible in a generally autonomous or in an independent way to assume design and/or administrative responsibilities).

Level 5 (Level of qualified engineer)

Those who have attained degree or equivalent level.

Competence which involves the application of a significant range of fundamental principles across a wide and often unpredictable variety of contexts. Very substantial personal autonomy and often significant responsibility for the work of others and for the allocation of substantial resources feature strongly, as do personal accountabilities for analysis and diagnosis, design, planning, execution and evaluation.

Annex N (normative)

Standard form for project references

EC QUALIFICATION LOGO

**STANDARD FORM
FOR PROJECT REFERENCES**
according to clause 9 of prEN 330
(printed in capital letters)

LOGO OF THE QUALIFICATION BODY, ADDRESS AND NOTIFICATION NUMBER
--

(1) Name of the applicant :

(2) Head office address ¹⁹⁾ :

Telephone n° : Telefax n° : E-mail :

(3) Date of application :

REF N° :	Project name :	Project location :	Country : :
Client's name and address			
Consultant's name and address ^a			
Architect's name and address ^a			
General contractor's name and address ^a			
Was the applying enterprise employed by the : ☐ Client ☐ General contractor (Tick appropriate box)			
Section(s) for which qualification is sought			
Type of technical performance (Tick appropriate box)	☐ Execution ☐ Design and Execution	☐ Execution ☐ Design and Execution	☐ Execution ☐ Design and Execution
Contract value(s) in section(s) for which qualification is sought	SDR	SDR	SDR
Percentage of work sub-let in each section for which qualification is sought.			
Starting date(s) :		Completion date (s) :	
Project description per section(s) for which qualification is sought, specifying the technical complexity of the work(s), including the corresponding volume/quantity of work, if no copy of the contract is attached to this form ^b			
Letter of acceptance / Declaration of completion / Attestation by the client of satisfactory execution. (If not attached to this form the qualification body may directly request these documents from the client)			
Declaration by the applicant / client ^c / general contractor ^c (delete as applicable) : Name : Signature : Date and location :			
^a To be indicated only if relevant for the project. ^b If necessary, no more than an A4 paper, double sided, may be attached to this form. ^c Client's/ general contractor's signature only, if no letter of acceptance, declaration of completion or attestation of satisfactory execution is available.			

19) For applicants established in Ireland or the United Kingdom, address of registered office.