



CE marking is less than three months away, and joinery firms need to have everything in place to legally sell windows and external doorsets from 1 July 2013. We explore what you need to do and dispel some of the myths.

What needs to be CE Marked from 1 July 2013?

Windows and external doorsets—this guidance will focus on these products only. CE marking is not required for internal doorsets or staircases. If you produce wood flooring, garage doors, shutters, gates, cladding or panelling these may also be affected by CE marking—contact us for more information.

What do I need to do for CE Marking?

There are three main things firms will need to do to comply:

- Set up a factory production control (FPC) system
- Provide a declaration of performance (DoP) for each product
- Place the CE mark as a label on each product or on the packaging

How do I set up Factory Production Control?

The BWF provides a **free template document** that you will just need to tweak to your company. FPC is intended to ensure there is consistency in your production method—you'll probably be doing this already, you just need to right it down using the template.

If you want additional assistance, we provide a **FPC consultancy service** where an expert will help you implement your system in your workshop. Visit the ToolKit+ section of the BWF website for details.

Your FPC system does not need to be audited by the BWF or any other organisation.

Do I need FPC if I have ISO 9001?

No. The ISO 9001 standard is more comprehensive than FPC, so as long as the certification covers your window and external doorset production, you will not need a separate FPC system.

What do I need for the Declaration of Performance?

We provide a **free template** for this too, and you will need to fill out the 'essential characteristics' (8 for windows and 11 for doorsets).

The bare minimum that you must declare is three of these (as decreed by Building Regulations: thermal transmittance (U-value), dangerous substances and load bearing capacity of safety devices, but consumers will use the DoP to compare the performance of your product against your competitors, so it's important that you start thinking about how you prove the performance of

your products to avoid losing potential sales.

The other characteristics can be seen on our template DoP available on the BWF website.

What is required for labelling?

You must display the CE mark on or with your product, and it can be done in one of the following ways:

- **On the window/doorset**—this could be on the glass, or hidden in the close of the window or on the frame of a doorset.
- **Visible on the packaging**—place the CE mark information on the wrapping/packaging of each product

You also have the option of providing a link to your website with the full DoP information.

The **BWF will be offering a range of labelling options** for your windows and external doorsets. Visit the bwf.org.uk for more information.

I do bespoke work, do I need to CE Mark?

In most cases, your products will not fall within the definition of 'bespoke'. Only the case where products are either made to bespoke, 'non-series' specifications or made in a traditional, non-industrial way for heritage and restoration projects is CE marking not required. Contact the BWF technical helpline if you're unsure.

Do micro businesses get any simplification in the CE Marking rules?

Yes. If your company has fewer than 10 employees AND has a turnover of €2m or less, you are considered a 'micro-enterprise' and can apply simplified rules.

Micro-enterprises will not need to have their U-value calculations or other characteristics accredited by a 'notified body' (an organisation approved for the determination of product characteristics for CE marking).

Are there any changes to what U-value I must declare?

The current U-value requirements are 1.6 W/m²K for windows and 1.8 W/m²K for external doorsets, although may become tighter when the Building Regulations change later this year.

However, if your business has 10 or more employees OR your turnover is over €2m per annum, your U-value calculation must be accredited by a 'notified body'. If you're unsure if your U-value calculations are accredited, contact the BWF technical helpline.

Do fire doors need to be CE Marked?

If the fire doors are an external doorset, it will need to be CE marked. If it is a door leaf or an internal fire door, they do not need to be CE marked at this stage.

When do I need to start implementing CE Marking?

Immediately. While we have a number of resources to help you with the leg work, any products you produce before 1 July that will be sold from this date will need the new procedures and markings.

If you're ready early, you can CE mark your products ahead of the deadline, and market this fact too! Not leave it to the 11th hour, **failure to comply could result in prosecution.**

Your next steps for CE Marking

- ☑ **Download the FPC Template Manual and adapt to your firm**
 - ☑ **Download the template DoP and complete for your products**
 - ☑ **Decide on a labelling system, purchase labels and apply**
- Need more help? Visit bwf.org.uk for more info or call 0844 209 2615**



CE Marking for Windows and External Doorsets Guide - applicable from 1st July 2013

Choose your type of company	Factory Production Control system required (not audited)	Information for Declaration of Performance Available to Customers					CE Marking on product or packaging
		Thermal Transmittance (U-value)	Dangerous Substances	Load Bearing Capacity of Safety Devices	Other Essential Characteristics (see Note 2)	Notified Body approved Declared Values (see Note 3)	
Micro-enterprise (see Note 1)	Yes	Yes	Yes	Yes	Optional	No	Yes
Small/Medium	Yes	Yes	Yes	Yes	Optional	Yes	Yes
Help & Resources for BWF Members	Free FPC Manual Template / Consultancy Assistance	U-value Calculation Service	Free DoP Template	Free DoP Template	Free DoP Template	Contact BWF Technical Helpline	Company / Product - Specific Labels
Where can members get more details?	Log in to the BWF website Members Area and visit the CE Marking page to download your FPC and DoP templates, access the FPC consultancy and U-value calculation services, order CE labels, or find out more detailed member-only information on CE Marking						

Note 1	A 'micro-enterprise' is defined as a company which employs fewer than 10 persons AND whose turnover and/or annual balance sheet total does not exceed EUR 2 million.
Note 2	If you intend to declare the performance of an essential characteristic anywhere in the product documentation it MUST be on the DoP.
Note 3	A list of notified bodies is available from the BWF. It should be noted that external doorsets on an escape route provided with 'ability to release' hardware will need to meet the requirements of a higher Assessment and Verification of Constancy of Performance (AVCP) than general products - this places more stringent requirements on the information provision via the Declaration of Performance.

Note: Whilst every effort has been made to ensure the accuracy of advice given, the BWF cannot accept liability for loss or damage arising from the use of the information supplied