EUROPEAN COIL COATING ASSOCIATION A.I.S.B.L

**ECCA PREMIUM® QUALITY AND SUSTAINABILITY LABEL**

 **PROCEDURAL REGULATIONS**

1. Quality and Sustainability basis
	1. The basis for the Quality and Sustainability Label is represented by the ECCA Premium® Specifications for prepainted metal (aluminium and steel) primarily, but not exclusively, destined for different outdoor applications for construction industry. The Specifications are extended and further developed to respond to the technical progress and changing demands in the industry. Update and development of the Specifications belongs to the ECCA Premium® Advisory Committee.
2. Application and award
	1. The European Coil Coating Association awards, under contract, the ECCA Premium® licence to companies that manufacture prepainted metal and which maintain the quality, sustainability and test requirements in accordance with the ECCA Premium® Specifications and Procedural Regulations.
		1. ECCA Premium® Label is specific to a Product and Production Site that are defined as follows:
			1. Product
				1. is defined by its brand name and/or technical specifications.
				2. may vary on any properties except for paint type and nominal thickness. Film thickness variation of ±10 μm from nominal thickness due to colour matching needs is accepted. No variation may result in non-conformity with the ECCA Premium® Specifications.
			2. Production Site
				1. Production Site may comprise one or several coil coating lines that are located on the same area and accessible by a single entry. Sites that are situated in the same city, but requiring separate entries are considered two Production Sites. The Applicant may freely choose the number of lines to be included in the Label Scheme. Any combinations with other process steps are accepted (e.g. combilines), but the Specifications and Requirements relate to the coil coating process part of the line only.
	2. The application for the ECCA Premium® licence has to be made in writing to the registered office of the European Coil Coating Association using a specific application form. All the required attachments listed in the application form need to be provided with a filled-in, signed, and legally binding application form.
	3. The application is examined by the ECCA Premium® Organisation on the basis of the Specifications and Procedural Regulations. The ECCA Premium® Organisation is bound to secrecy with regard to all information gained in carrying out its tasks.
	4. Initial Inspections are used to establish whether the Applicant has set in place the prerequisites for quality control, in particular whether he has provided the assurance through his production equipment and his specialist personnel, that he will be able to fulfil the Specifications and Regulations.
		1. The costs for acquiring the necessary test certificates, any other additional tests performed and the Inspections are borne by the Applicant.
	5. The Inspector issues a report of the Initial inspection in two copies. One copy, paper or electronic copy, is passed on to the Applicant and another to the ECCA Premium® Certification Committee.
	6. In the case of positive results the Applicant is awarded the ECCA Premium® label according to the Specifications.
	7. If the Initial Inspection is unsuccessful, the Certification Committee does not grant the label and must provide in writing the list of non-conformities on which the negative decision is based. The Applicant can apply for a repetition of the Initial Inspection within 6 months of the negative decision. If the results of the second initial inspection are successful, the Applicant will be granted the ECCA Premium® label. If the second Initial Inspection is unsuccessful, the Applicant must wait for one year before re-application.
		1. If during the initial inspection, one or several of the products covered by the application do not fulfil the requirements for getting ECCA Premium® or if the applicant is unable to provide sufficient proof of conformity, the applicant may be granted the label for this/these product(s) at a later stage, during the licence validity time, by providing evidence of conformity to the ECCA Premium Certification Committee. This will not require a new Initial Inspection or application fee.
	8. The ECCA Premium® Label is granted for 3 years at a time, during which time random inspections are performed at least once, but not more than twice. Random inspections are unannounced and will be called for by the ECCA Premium® Certification Committee and performed by the Inspector with whom the Applicant has decided to collaborate with.
		1. The Applicant shall inform the ECCA Premium® Certification Committee of the choice of the Inspector and Inspecting Organisation they have decided to work with. A list of Approved Inspectors is made available on the website of ECCA Premium® ([www.eccapremium.com](http://www.eccapremium.com)).
		As random inspection(s) costs will be borne by the Applicant, it is strongly recommended that the Applicant negociates the cost of random inspection(s) on the same occasion than negotiating the cost of the initial inspection with the inspecting organisations.
		2. The Applicant or Label Holder may change the Inspector and/or Inspecting Organisation of choice at any time by informing, and justifying this decision, the ECCA Premium® Certification Committee in writing (letter, electronic mail, or any other means of (tele)communication that can be materialised in a written document).
		3. ECCA Premium® organisation will determine the most appropriate time for a random inspection and will then inform the Applicant. The random inspection will take place during the following week at the earliest and no later than four weeks later.
	9. At the end of the validity of ECCA Premium® licence, unless terminated or suspended in accordance with the terms of the Licence Holder Agreement, renewal inspection will be performed and if successful, the licence is renewed for another 3 year-period.
	10. If the Applicant desires to add another product to the ECCA Premium® Label scheme, the appropriate Application form shall be sent to the ECCA Premium® Certification Committee with proof of performance level as defined in the Specifications (or higher). Adding a new product to the Label Scheme does not require a new Initial Inspection or application fee, but leads to a respectively higher Annual Licence Fee.
	11. If the Applicant desires to add another production site to the ECCA Premium® Label scheme, the appropriate Application form shall be sent to the ECCA Premium® Certification Committee. Adding a new production site to the Label scheme will be treated as new application, requiring an Initial Inspection and payment of an application fee.
3. Use
	1. ECCA Premium® Label users may only use the Label for products which comply with the Specifications and for which the Label has been awarded.
	2. The ECCA Premium® Certification Committee alone has the right to allow a means of identification of the ECCA Premium® label to be produced and supplied to the user of the Label or to allow the Label to be handed out and the use of it to be set out in greater detail.
	3. If the right to the use of the Label is withdrawn, the award document for the ECCA Premium® Label has to be returned. The same applies if the right to the use of the Label has expired for any other reason.
4. Penalties for deficiencies
	1. If deficiencies in complying with these Procedural Regulations are noted by the Certification Committee, it will propose penalties to the Board of Directors of ECCA. These depend on the severity of the deficiency. Possible penalties include:
		1. Additional inspection
		2. Additional testing of labelled products
		3. Warning
		4. Time-limited or permanent withdrawal of the Label
	2. The measures stated under section 4.1 can be linked together.
	3. The ECCA Premium® Label users who have violated the conditions of section 3 can be warned. A second warning leads automatically to a time-limited of permanent withdrawal of the licence.
	4. The party concerned will be given a hearing in all cases.
	5. In urgent cases the Managing Director of the ECCA can provisionally withdraw the ECCA Premium® licence with immediate effect. This must be confirmed within 14 days by the Board of Directors of ECCA.
5. Complaints
	1. ECCA Premium® Label Applicants and Users may appeal to the ECCA Premium® Advisory Committee against a) a decision by the Certification Committee to not grant the ECCA Premium® Label and b) a penalty decision within 4 weeks of issue.
	2. The appeal must be replied in the next scheduled meeting of the Advisory Committee (dates published on www.eccapremium.com) under condition it arrives 4 weeks before this meeting.
	3. If the Advisory Committee rejects the appeal, the applicant can make a final appeal to the Board of Directors of ECCA whose decision will be definitive.
6. Re-award
	1. If the right to the use of the Label can be reinstated following a successful re-examination that may be solicited by the applicant after a pre-defined time following the withdrawal.
7. Changes
	1. These Procedural Regulations and changes come into force after they have been ratified by the Board of Directors of ECCA.