



Rules for the Quality Certification of Buildings

Effective from 01 November 2006

RINA S.p.A.
Via Corsica, 12 – 16128 Genova – Italy
Tel. +39 01053851 – Fax: + 39 0105351000
www.rina.org

Technical rules

CONTENTS

CHAPTER 1 - GENERAL / DEFINITIONS 1

CHAPTER 2 – REGULATORY DOCUMENTS / CERTIFICATION REQUIREMENT..... 2

CHAPTER 3 – ISSUE OF THE CERTIFICATE..... 7

CHAPTER 4 – PERIOD OF VALIDITY OF THE CERTIFICATION 8

CHAPTER 5 – MODIFICATION OF CERTIFICATION..... 9

CHAPTER 6 – SUSPENSION AND REVOCATION OF THE CERTIFICATION 10

CHAPTER 7 – RENUNCIATION OF THE CERTIFICATE 10

ENCLOSURES

Enclosure 1 Questionnaire about the Building.....A1.1

Enclosure 2 Application Form for Certification of the BuildingA2.1

Enclosure 3 Facsimile of Quality Certificate for the Building.....A3.1

CHAPTER 1 - GENERAL / DEFINITIONS

1.1- General

These Rules set out the procedures applied by RINA for the issue of the Quality Certificate for buildings located in the territory of the Italian Republic, as well as the procedures to be followed by Organisations in order to apply for, obtain and maintain such certification.

The technical standards and requirements as well as the assessment criteria applicable to the various categories of buildings for their certification are defined by RINA in specific regulations RINA - CONFEDILIZIA referred to hereafter as guidelines. The guidelines take into account both the historical status (new or existing building) and the intended use of the building.

Access to certification is open to all Organisations regardless of whether or not they belong to a particular Association or Group. RINA will charge fees for its certification activity in accordance with its established fee schedules in force, which are applied fairly and consistently.

The certification issued by RINA refers to the building indicated on the Quality Certificate owned or legally managed by the applicant Organisation.

All information obtained in the course of certification activity is considered confidential and will be treated accordingly.

The terms used in these Rules are the same as those in the Standards UNI CEI EN 17020, 45011, 45012 and UNI CEI EN 17000.

The contractual conditions are governed by the current edition of the RINA Rules "General contract conditions for System, Product and Personnel certification".

2.2. - Definitions

Certification characteristics: set of codified notations defining the terms forming the basis of the certification of the building, referable to the requirements and laws which must be complied with for the assignment of such notations. More specifically, the notations are assigned as a function of the conformity of the building with these Rules, of its intended use, of its management criteria and of other parameters provided by the applicant

Organisation when it submits the application for certification.

Declaration of conformity: document issued by RINA, at the request of the applicant Organisation, concerning one or more conformity aspects specified in these Rules. The declaration will be issued following the positive outcome of the above described evaluation process.

Technical-Warrant File: systematic set of data, information, papers, documents, analysis and reports providing a suitable overall picture of the layout, planning permissions, design, structures and plant engineering of the building. The format and specific contents of the file are set out by RINA in the guidelines for certification.

Building: for the purposes of these Rules a building is a purpose-built and designed stand-alone structure; freestanding and provided with its own set of installations; containing areas which may be permanently occupied by people and are intended for use as dwellings or for the production of goods or services, with any associated fixtures and fittings; bounded by continuous perimeter walls or partitions, and by a roof; provided with at least one means of independent access. Where possible based on the requirements referred to in the application guidelines, a single unit within a building (hereafter referred to as a building unit) or group of such units may also be regarded as a building for the purposes of certification.

Building installations: the installations of a building with technical equipment pursuant to Art. 107 of Law 380/2001.

Building Manual: systematic set of documents including the Technical-Warrant File and the documentation regarding the management of the building.

Applicant Organisation: the public or private firm, business entity, body or association, which may or may not be legally incorporated, with its own function and administration or, alternatively, an individual that submits the application for the certification of the building to RINA.

Quality of the building: for the purposes of the certification dealt with in these Rules, the quality of the building is defined as its global conformity with the requirements of the application guidelines.

Building Register: a record accessible to the public listing the buildings that have been certified in accordance with these Rules and their certification characteristics.

Structure of the building: the set of construction components of the building performing a static function within it.

Building unit: a portion of a building with its own cadastral classification, registration with the same cadastral organisation.

Use: the purpose for which the building is actually intended.

CHAPTER 2 – REGULATORY DOCUMENTS / CERTIFICATION REQUIREMENT

2.1. - Regulatory documents

Regulatory documents, i.e. the specific technical requirements applicable for the purposes of the Quality Certification of buildings, are those referred to in the guidelines for the building to be certified.

The certification of a building does not exempt the interested parties from their obligation to comply with the law and with any applicable regulations issued by the Italian Administration. Details of the main legal instruments containing requirements applicable to buildings are given in the aforementioned guidelines for applicant Organisations for ready reference and without any claim to be exhaustive.

Direct verification of compliance with the specific legal requirements contained in the foregoing instruments is not normally part of the building certification activities carried out by RINA in accordance with these Rules, in line with the principles and limitations on responsibility laid down in this chapter and the rules “General contract conditions governing system, product and personnel certification”.

Where the previously mentioned RINA guidelines refer to or include all or parts of the above legal instruments, this will be specified as will the regulatory reference documents.

In the event of disagreement, the original text of the law published in the official gazettes will prevail.

In the event of discrepancy between the provisions of applicable national laws and those of these Rules and/or the RINA guidelines, the domestic legislation takes precedence.

Where there are no legally binding requirements in the Italian or community legislation, RINA may, at the request of the applicant Organisation, undertake specific

certification activities on the basis of other recognised national or international standards.

2.2 - Object and meaning of certification

These Rules provide the principles for the assignment and maintenance of the certification of buildings located in the territory of the Italian Republic.

When certification is assigned to a building this represents RINA's discretionary opinion that such building, with respect to its stated uses and for the period specified, complies with the Rules at the time the service is delivered, i.e. the building has the objectively verified global quality level defined in the Rules.

For the purposes of these Rules a building is deemed certifiable when the following main aspects can be verified by means of objective evidence, surveys, audits, inspections and testing:

- 1) the legal and administrative conformity of the building in respect of its initial construction and intended use (planning permissions, testing, building registration, fitness for use, Fire Prevention Certificate, initial testing of installations etc).
- 2) the availability, comprehensiveness and adequacy, of technical documents pertaining to first construction such as drawings, diagrams, plans, calculation reports, expert analysis etc.
- 3) the legal and administrative conformity of the building in its current state in respect of changes to structures or installations (licences, amnesties for infringement of building regulations, building registration variations etc).
- 4) the availability and comprehensiveness of technical documents pertaining to changes, such as drawings, diagrams, plans, calculation reports, expert analysis etc.
- 5) the satisfactory current state of repair of the structures of the building as described in the documents specified in 2) and 4), without any changes, damage, deterioration or technical problems that could have a significant impact on the safe use of the building; this aspect is considered verifiable on the basis of the findings of specific checks conducted by qualified organisations or professionals.
- 6) the satisfactory current state of repair of the installations in the building as described in the documents in 2) and 4) and their documented

compliance with the applicable requirements and laws without any changes, damage, deterioration, malfunctions or other technical problems that could have a significant impact on the safe use of the building; this aspect is considered verifiable on the basis of the findings of specific checks conducted by qualified bodies, organisations or professionals.

- 7) the capacity to correctly manage the maintenance of the building by means of a plan adopted and implemented for the purpose
- 8) the complete and correct administrative management of the building by an individual, professional or company appointed for this purpose by the Owners (accounts, contracts, fiscal and insurance obligations etc)
- 9) the capacity to correctly administer the management and extraordinary maintenance of the building, aimed at improving the building, by means of predefined planning criteria/methods and evidence of their application
- 10) the capacity to maintain over time the global quality characteristics described in 1) to 9) above, by means of suitable checks, surveys or periodical inspections.

The aspects in 1) to 6) above are always taken into account for the purposes of certification of any type of building irrespective of its status (age) and intended use.

The aspects from 7) to 9) are taken into account by RINA as a function of the request submitted by the Organisation together with the application for certification.

RINA can, moreover, issue a declaration of conformity for requirements from 1) to 6); for points 7), 8), 9) a separate declaration should be issued on request.

2.3 - Certification requirements

The certification requirements are defined in detail in the RINA – Confedilizia (Federation of Italian Real Estate Owners) application guidelines for the Quality Certification of Buildings.

For the purposes of the assessment of the aspects of certification referred to in 2.2.1 to 2.2.6, the guidelines provide specific requirements with regard to

- building documentation subject to examination by RINA
- scope of the inspections and surveys
- certification requirements for the structure of the building

- certification requirements for the installations in the building

with any distinctions or exemptions arising from the use of the building.

For the purposes of the assessment of the aspects of certification referred to in 2.2.7 to 2.2.9 concerning the management and maintenance of the building, the guidelines provide additional requirements whose application is bound by the request of the Organisation submitted together with the application for certification.

The reference guidelines may also specify optional additional certification requirements for the building concerning special constructional characteristics, use of unconventional techniques and/or materials, high technology equipment and installations. The applicability of such requirements is bound by the request of the Organisation submitted together with the application for certification.

2.4 - Certification activities

The certification of the building consists of the following activities:

- development of guidelines applicable to the building or to the category of buildings to which it belongs
- verification of the comprehensiveness, accuracy, exhaustiveness, congruity, clarity of the technical specifications, planning permission and management documents for the building.
- performance of surveys, inspections, audits and any tests designed to check that the building complies with the applicable guidelines
- assignment of the certification characteristics and issue of the Quality Certificate, subject to compliance with the above-mentioned guidelines
- performance of periodical, extraordinary and renewal surveys for certification for the purpose of verifying that the building meets the conditions for maintenance of the certification (see Ch. 4).

2.5 - Exclusions

Unless otherwise stated, these Rules and the associated guidelines do not cover structures, installations or items of equipment that are not permanently fitted inside the building, except insofar as they have a bearing on aspects related to the certification, as declared by the interested parties, for example portable fire-fighting equipment.

Similarly, the field of application of these Rules and the associated guidelines does not cover industrial installations apart from those defined in Chapter 1, even when they are permanently fitted in a building; such industrial installations may be voluntarily assessed by RINA only at the specific request of the Organisation and provided that this is foreseen in the applicable guidelines.

Subject to the authorisation of the Italian Administration, RINA may act on its behalf within set limits for the purpose of carrying out certain surveys or inspections of the building, with particular regard to its installations (e.g. lifts, hoists, electrical earthing systems, atmospheric discharge protection systems etc).

As a rule, such surveys do not form part of the building certification process, even though objective evidence of their proper performance may comprise the documentation requested for the assignment or maintenance of the certification.

2.6 - Validity of the Rules

The effective date of entry into force of any amendment to the Rules is shown on the title page.

In general, the applicable Rules for the assignment of certification to a building are those in force at the date the contract is signed by the applicant Organisation.

RINA may take into special account the application of new or modified requirements that enter into force after the date of the contract, either at its own discretion or subject to the submission of a justified request to this effect by the Organisation.

The foregoing procedures for the application of the Rules are generally also applicable to existing buildings in the event of changes of intended use, or major alterations to structures or installations (extraordinary maintenance).

2.7 - Certification characteristics assignable to the building

The certification characteristics assignable to the building are codified by means of a set of conventional notations summarising the terms on which the certification of the building is based. Specifically, the notations are assigned as a function of the conformity of the building with these Rules and with the application guidelines, of its intended use, of its management criteria and of other parameters provided by the applicant Organisation when it submits the application for certification.

The certification notations assigned to a building are indicated on the Quality Certificate (see facsimile in Enclosure 3); they are also listed in the Building Register, which is arranged according to the classification procedures provided for in Chapter 9 of these Rules.

The types of certification notations assignable to a building are:

a) Principal certification notation

The principal certification notation expresses the degree to which a building complies with these requirements as far concerns its construction, management and maintenance. The principal certification notation may be of three types:

- **BUILD CERT Class:** the principal certification notation **BUILD CERT** is assigned to buildings which conform to the applicable requirements provided in the guidelines for items from 2.2.1 to 2.2.6 + 2.2.10 following examination of the Technical-Warrant File for the building and the specific technical survey conducted by RINA

- **BUILD MAN Class:** the principal certification notation **BUILD MAN** is assigned to buildings which conform to the applicable requirements provided in the guidelines for items from 2.2.1 to 2.2.8 + 2.2.10 following examination of the Building Manual, the specific technical survey and the management audit conducted by RINA

- **BUILD PLAN Class:** the principal certification notation **BUILD PLAN** is assigned to buildings which conform to the applicable requirements provided in the guidelines for items from 2.2.1 to 2.2.9 + 2.2.10 following examination of the Building Manual, the specific technical survey and the management/financial audit conducted by RINA.

b) Code of intended use of the building

The code of intended use of a building identifies the type of use considered for the assignment of the certification, in accordance with the request of the Organisation at the time of submission of the application for certification. Every building is to be assigned at least one code of intended use.

The assignment of a code of intended use to a building is subject to compliance with the requirements set out in the application guidelines.

A building may be assigned several codes of intended use. In such case all the specific requirements applicable to each code of intended use are to be complied with.

The codes of intended use that may be assigned to a building are as follows:

- **A:** Building intended for private residential purposes and premises intended for complementary functions;
- **B:** Public building or building of public interest;
- **C:** Building intended for business purposes in the tertiary sector;
- **D:** Building intended for special purposes.

A mixed use building will be assigned a code of intended use consisting of the relevant letters separated by a slash, the first letter corresponding to the predominant category of use: e.g. a building primarily intended for domestic use but also arranged for business activity = A/C.

c) Additional certification notations (optional)

As well as the principal certification notation and the code of intended use, a building may also be assigned one or more additional notations, where this is expressly requested by the Organisation at the time of submission of its application for certification.

The additional certification notation identifies one or more constructional characteristics of the building (design solutions, choice of materials, special installations or equipment, environmental characteristics etc) which may constitute added value for those using the building.

An additional certification notation is issued subject to specific inspections, reviews of documentation, surveys, measurements or checks in accordance with the provisions set out in the application guidelines for each type of notation.

The applicant Organisation can request, at its discretion, the issue of a Declaration of conformity for one or more additional certification notations, regardless of the principal certification notations specified in point 2.7a.

The various certification notations and the relevant conditions of assignment are summarised in Table 1 below.

Principal notation	Definition of notation	Def. (Rule)	Compliance with the Rules
BUILD – CERT Class	BUILD Certification Quality Class	4.6 a)	Ch. 4 items 4.1. 1-6 +10
BUILD – MAN Class	BUILD - Maintenance Class	4.6 a)	BUILD - CERT Class + 4.1.7-8
BUILD – PLAN Class	BUILD - Planning Class	4.6 a)	BUILD - MAN Class + 4.1.9

Intended use	Definition of notation	Def. (Rule)	Cadastral categories concerned	Notes
A	Building intended for private residential purposes and premises intended for complementary functions	4.6 b)	A1 - A11	(**)
B	Public building or building of public interest	4.6 b)	B1 - B8	
C	Building intended for business purposes in the tertiary sector	4.6 b)	C1 - C7	
D	Building intended for special purposes	4.6 b)	D1(*) - D9	

(*) For intended use D1, only the technical installations provided for in Law 380/2001 are considered for the purposes of certification.

(**) For a mixed use building, the alphanumeric code of intended use will consist of the relevant letters and numbers, the first letter corresponding to the predominant category of use.

Additional notation	Definition of additional notation	Sub-notation	Definition of sub-notation
A B I	Internal environmental quality	ISM	Hygiene and sanitation requirements: potentially toxic materials
		IAI	Abatement of internal noise pollution
		ABA	Avoidance of physical features limiting access for the disabled
		RE	Energy saving
		CAE	Wiring of the building
A B E	External environmental quality	IAA	Environmental context: air
		GRI	Use and management of water resources
		ASS	Ground and underground environment
		IAE	Abatement of external noise pollution
		IET	Abatement of electromagnetic pollution

Table 1

CHAPTER 3 – ISSUE OF THE CERTIFICATE

3.1 - Submission of the Questionnaire about the Building

Organisations wishing to obtain certification of a building (existing or under construction) according to these Rules prepare, fill in and send to RINA a Questionnaire about the Building (Form QI-IMM, see Enclosure 1).

The questionnaire is designed to provide RINA with the necessary data and information concerning the nature of the building so that a building certification offer can be prepared.

The questionnaire is arranged in six sections dealing with essential administrative, technical and management details of the building, which are to be supplied by the applicant Organisation together with the characteristics of the certification requested:

- general information about the building and its Owners (or ownership of construction permit);
- type of certification requested;
- intended use and number of building units;
- structural typology and technical installations;
- existing technical and administrative documentation;
- information about the management of the building.

In particular the applicant Organisation is requested in the questionnaire to provide a preliminary indication of the existence of the certification prerequisites (availability of the essential technical-administrative documentation) for the type of building in question.

The questionnaire is also to include notes concerning any peculiarities arising from the geographical location of the building as well as any specific architectural, cultural, landscaping or environmental constraints or special regulations to which the building is subject on account of the presence or proximity of particularly hazardous industrial zones.

The questionnaire is also to indicate any requests for other certificates or statements to be issued by RINA for

presentation to third parties during the building certification process with a view to enabling the applicant Organisation to obtain rebates on subsidies for investments and/or any other type of benefit in accordance with the prevailing law.

3.2 - Assessment of the Questionnaire about the Building and presentation of the certification offer

RINA examines the Questionnaire about the Building, checks that all essential information has been provided, requests any missing details and formulates a certification offer based on the request submitted by the Organisation concerned.

The applicant Organisation is sent the certification offer together with:

- the Application Form for Certification (Form DOM-IMM, see Enclosure 2) prepared for the building in question, including the list of specific documentation to be submitted with the application
- a copy of the RINA guidelines applicable to the specific category of buildings in question.

3.3 - Presentation of the application for certification and acceptance of the job by RINA

Following direct approval or the passing of a resolution in favour of RINA's offer and the associated cost of certification, the applicant Organisation or the Owner of the building or the Owner's legal representative or legally delegated administrative agent is to fill in the application for certification and submit it together with the documentation requested.

The application for certification is to be signed by the Owner of the building or by the Owner's legal representative or legally delegated administrative agent, or, for buildings under construction, the owner of the construction permit.

The application for certification includes a declaration to be signed by the applicant accepting all the terms and conditions laid down in RINA's offer and in these Rules.

In addition, the applicant is also required to state that, to the best of her/his knowledge, s/he has complied with all applicable national, regional and local building

regulations governing architecture, planning and the environment.

On receipt of the completed application form for certification, the applicant Organisation is to demonstrate the availability of the documentation required by the building manual relating to the notation/s requested.

Upon receipt of the application for certification, RINA will confirm its acceptance to undertake certification notifying the name(s) of the surveyor(s) appointed to carry out the certification activity. The Organisation may object to these appointments provided that it submits justified reasons.

RINA will check that the available documentation corresponds to that requested.

Where the available documentation enclosed with the application for certification is incomplete, i.e. not all documents necessary for verifying compliance with the building certification requirements have been submitted, RINA will notify the applicant Organisation of the additional documentation needed before continuing the certification process.

Where 60 days have elapsed since the date of the notification without submission of the missing documentation, RINA will consider the application for certification lapsed as specified in the offer.

3.4 - First building certification activities

The activities necessary for the purposes of the issue of the first certification to a building are described in the application guidelines applicable to the specific category of buildings in question.

The activities are carried out by RINA surveyors for the purpose of verifying the existence and comprehensiveness with the specific requirements related to the intended use and to the issue of any special notations requested.

3.5 - Issue of the Certificate

Upon completion of the activities foreseen and subject to their satisfactory outcome, following confirmation by the special RINA Technical Committee, a Quality Certificate will be issued declaring that, in respect of its stated uses and for the period specified, the building examined was found to be in compliance with the Rules at the time the service was delivered (see Enclosure 3, facsimile of the

Certificate) for the requested and applicable certification notations.

In the case of unsatisfactory outcome, RINA will notify the Organisation, through an audit report, of the result of the verifications made.

In the same context, RINA and the Organisation will make arrangements to repeat the necessary checks and inspections, once the causes or deficiencies that caused the unsatisfactory outcome of the first round of activities have been removed.

3.6 - Register of certified buildings

RINA makes available to the public and regularly updates a list of buildings that have obtained certification; this list is kept in the form of a computerised database known as the Building Register.

The Building Register contains:

- the corporate name of the applicant Organisation;
- the details of the certified building;
- the certification characteristics assigned to the building;
- the date of expiry of the Certificate.

CHAPTER 4 – PERIOD OF VALIDITY OF THE CERTIFICATION

4.1 - Period of validity of the certification

The Quality Certificate for a building is valid for ten years provided that the following conditions are complied with:

- the building is subjected to a two-yearly maintenance survey in accordance with the provisions of next paragraph.
- neither the building as a whole nor its single building units are subjected to unauthorised extraordinary maintenance work, restoration or renovation during the period of validity of the Certificate
- there are no particular technical reasons or associated conditions which might affect or impair

the validity of the Certificate (geological instability, construction of installations or structures above or below ground in close proximity to the building etc).

4.2 - Maintenance of the validity and renewal of the certification

The validity of a Quality Certificate or Declaration of conformity issued for a building is subject to the satisfactory outcome of the two-yearly surveys described in the guidelines applicable to the specific category of buildings in question and to compliance with the conditions in p. 4.1.

In the event that one or more of the conditions of validity in 4.1 are no longer satisfied, RINA may arrange with the applicant Organisation to carry out extraordinary surveys, inspections, audits, checks or tests in order to confirm the validity of the Certificate issued; where necessary, details of the latter or any enclosures may be amended.

4.3 - Renewal of the Certification

A Quality Certificate for a building expires ten years after the date of issue.

Where the original applicant Organisation or another entity intends to renew the certification following expiry, it is to submit an application for renewal using Form DOM-IMM; RINA will prepare an offer for the renewal activities and the subsequent ten-year contractual period.

CHAPTER 5 – MODIFICATION OF CERTIFICATION

5.1 - Modification of certification

During the period of validity of the certificate, the organisation is to promptly inform RINA of any significant changes concerning:

- company organisation;
- any other significant change which may have an impact on the Building.

Depending on the type of modifications made, RINA reserves the right to make an additional audit to assess the effect of the variations about appraisal object of the building. When the modifications made by the organisation involve more extensive auditing, RINA may

ask to review the contractual conditions for future auditing activities. If the organisation refuses, RINA may rescind the contract giving thirty days' notice.

The organisation may request a modification (to the field of application, to exclusions of requirements of the standard, integration with other certification).

RINA reserves the right to examine the requests on a case by case basis and decide the assessment method to issue a new certificate or extend the current one. When the modifications made by the organisation involve more extensive auditing, RINA may ask to review the contractual conditions for future auditing activities. If the organisation refuses, RINA may rescind the contract giving thirty days' notice.

During the audits, RINA may request, for filing purposes, an extract of the above documentation to have evidence of the documental structure of the building in force at the time of the audit.

Each modification made by RINA to its rules to obtain and maintain certification, for example following the issue of new national or international standards, is notified to all organisations certified by RINA, which must comply with the new provisions where obligatory.

RINA will inform the above organisations of the modifications made to its rules and allow them to make their comments.

Organisations are to keep the documents sent by RINA updated and eliminate all obsolete versions.

5.2 - Transfer of the certificate – change of ownership and/or management of the building

RINA may transfer a Building Certificate to an Organisation other than that which first applied for and obtained the certification of the building in question (e.g. in the event of change of ownership), provided that written authorisation to this effect is given by the original Organisation.

In the event of (total or partial) change of ownership of the certified building or (in the case of buildings of BUILD MAN and BUILD PLAN Class) of change of the organisation delegated by the Owner to manage the building, RINA reserves the right to assess with the Organisation holding the Certificate the impact of such change on the certification and/or any need for

extraordinary verification for the purposes of its retention (e.g. an audit at the new management company for buildings certified in BUILD MAN or BUILD PLAN Class).

CHAPTER 6 – SUSPENSION AND REVOCATION OF THE CERTIFICATION

6.1 - Modification of certification

The validity of the Certificate of Conformity may be suspended in the following cases:

- serious non-conformities which have not been corrected within the time limits established by RINA;
- the organisation has not complied with the time limits established to communicate corrective action following non-conformities indicated in the audit report;
- modifications of buildings elements/aspects object of appraisal which have not been accepted by RINA or without informing RINA;
- the organisation refuses or obstructs the audits;
- the organisation does not pay RINA for its services;
- justified and serious complaints received by RINA are confirmed;
- the organisation has made improper use of the RINA certification logo and certificate of conformity and has not taken the measures required by RINA;
- any other circumstance that RINA considers has a negative influence on the Quality Management System.

The organisation may also make a justified request to suspend certification, normally for not more than six months.

The suspension will be notified to the organisation by registered letter, stating the conditions for re-establishing certification and the date by which the new conditions are to be complied with.

The suspension of validity of the Certificate may be made public by RINA.

6.2 - Reinstatement of the certification

Certification will be restored once it has been found that the shortcomings responsible for suspension have been eliminated. This will be done through a thorough audit to check the Quality Management System complies with all the requirements of the reference standard.

RINA will notify the organisation of reinstatement in writing by registered letter and make it public if the notice of suspension was also made public.

6.3 - Revocation of the certification

Failure to fulfil the conditions as par 6.2 above by the established date will lead to revocation of the Certificate of Conformity.

The Certificate of Conformity may also be revoked in the following cases:

- when there are circumstances such as those indicated in 6.1 for suspension, which are held to be particularly serious;
- upon formal request by the organisation, including the case in which the organisation does not want or cannot comply with the new instructions issued by RINA (see Chapter 5);
- for persistent arrears in payments to RINA for its services;
- the organisation does not accept the new economic conditions established by RINA due to a modification in the contract;
- for any other reason that RINA deems to be serious.

Revocation of the Certificate of Conformity will be notified in writing by registered letter to the organization unless the organisation asks for revocation, and made public by RINA.

The organisation whose certificate has been revoked must return it to RINA. Any organisation which, following revocation of its Certificate, wishes to be re-certified, is to submit a new application and follow the entire procedure again.

The Organisation may not use the RINA Certificate or certification logo if certification has expired, been suspended or revoked.

CHAPTER 7 – RENUNCIATION OF THE CERTIFICATE

The Organisation may submit a request to RINA to renounce quality certification of building for some or all certification notation assigned to the building.

In the case of partial renunciation, RINA will update the certificate issued, excluding the certification notation which have been renounced, prescribing, if applicable, also the actions the Organisation is to take for.

If renunciation covers all products certified, what is stated in the previous paragraph applies 6.3.

QUESTIONNAIRE ABOUT THE BUILDING FOR THE PURPOSES OF QUALITY CERTIFICATION	
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DETAILS¹ TO BE PROVIDED BY THE APPLICANT²

Information about applicant Organisation

Applicant Organisation				Fiscal code/ VAT			
Address		Town				Post code	
Reference person				Address			
Phone		Fax		Mobile -phone		e-mail	

INFORMATION ABOUT PROPERTY AND BUILDING

BUILDING LOCATION (Address)							
Building under construction <input type="checkbox"/>				Existing building <input type="checkbox"/>			
Property				Fiscal code/ VAT			
Address		Town				Post code	
Year of construction		Use:		Volume ³		(mc)	
Cadastral details of the building ⁴ :		Map		Sheet		Parcel	
Cadastral Value (I.C.I.)		(k€)		Building mortgaged		Yes <input type="checkbox"/> No <input type="checkbox"/> Norm:	

BUILDING CERTIFICATION REQUEST (see Tab. 1 - Rules for the Quality Certification of Buildings)

Pre-screening service⁵:		Principal certification notation:				Code of intended use:		Additional notations:	
Yes <input type="checkbox"/>	NO <input type="checkbox"/>	Build CERT	<input type="checkbox"/>	Build MAN	<input type="checkbox"/>	Build PLAN	<input type="checkbox"/>		
Declaration of conformity		Activity		Man⁶ <input type="checkbox"/>	Gest⁷ <input type="checkbox"/>	Plan⁸ <input type="checkbox"/>			

INFORMATION ABOUT BUILDING MANAGEMENT⁹

The building is managed:

a) Directly by the owner Yes No in part

b) Other

If the management activity is not carried out entirely by the owner, specify the services attributed to other parties, identify the figures responsible for the respective delegated activities

DOCUMENTATION¹⁰ AVAILABLE ABOUT THE BUILDING

Is an organic collection of the documentation needed for certification activities, with reference to the building manual, available/consultable? (*Building manual – see Enclosure A – Guidelines*) Yes No In part

At _____

MAIN DOCUMENTS AVAILABLE

Building license/planning permission	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Habitability/fitness for use	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Property document	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Cadastral plans	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Building plan	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Tests, controls	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Certificates of installation conformity	n.a. <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Fire Prevention Certificate	n.a. <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
Other:					

OTHER INFORMATION OR IMPORTANT NOTES¹¹

OTHER CERTIFICATES or STATEMENTS requested from RINA¹²

Applicant's Stamp and Signature

_____ on _____

ENCLOSURE 1	
GENERAL LIST OF BUILDING CATEGORIES	N° of Bldg Units.
I. BUILDINGS FOR ORDINARY USE	
GROUP A	
A/1 Dwellings of exclusive type	
A/2 Dwellings of standard type	
A/3 Dwelling of low-cost type	
A/4 Dwelling of council housing type	
A/5 Dwelling of low-cost council housing type (no longer used)	
A/6 Dwellings of rural type (no longer used)	
A/7 Dwellings in small detached houses	
A/8 Dwellings in large detached houses	
A/9 Castles, stately homes and heritage-listed buildings	
A/10 Offices and premises for private practices	
A/11 Dwellings typical of a particular place (mountain refuges,"trulli")	
GROUP B	
B/1 Halls of residence and boarding schools, convent schools, shelters, orphanages, old people's homes, convents, etc	
B/2 Nursing homes and hospitals	
B/3 Prisons and institutions for young offenders	
B/4 Public offices	
B/5 Schools, scientific laboratories	
B/6 Libraries, art galleries, museums and academies excluding those located in buildings in category A/9, social clubs	
B/7 Chapels and oratories not intended for public worship	
B/8 Underground warehouses for storage of goods	
GROUP C	
C/1 Shops, including restaurants, trattorias, bars and the premises of traders such as hairdressers, jewellers etc	
C/2 Warehouses and storage areas, non-agricultural barns, attics and cellars separate from the dwelling and buildings arranged for the storage of goods, manufactured goods, products, commodities etc, but not for their display to the public	
C/3 Laboratories for arts and crafts, car wash basic facilities as well as, more generally, premises where artisans turn semi-finished goods into finished products	
C/4 Sports clubs and facilities	
C/5 Private beachfront concessions and spas	
C/6 Stables, ranches, depots, coach-houses, garages	
C/7 Sheds or lean-tos	
II.- BUILDINGS FOR SPECIFIC BUSINESS PURPOSES	
GROUP D	
D/1 Factories, electricity substations and multi-storey car parks equipped with hoisting appliances for vehicles	
D/2 Hotels, B&Bs and holiday villages	
D/3 Theatres, cinemas, arenas, discos, funfairs, concert halls and other entertainment venues	
D/4 Private nursing homes and hospitals	
D/5 Banks, bureaux de change and insurance offices	
D/6 Sports clubs and facilities for profit-making organisations	
D/7 Buildings constructed or arranged for the specific demands of an industrial activity and unsuitable for other use without major alterations, such as automatic car wash facilities with dedicated equipment, urban solid waste processing facilities managed as a profit-making business and sports grounds without buildings or with basic stands	
D/8 Buildings constructed or arranged for the specific demands of a commercial activity and unsuitable for other use without major alterations, such as multi-storey car parks not equipped with hoisting appliances for vehicles, private car parks, camping sites and caravan parks, hypermarkets with natural overhead light, dairies	
D/9 Floating or suspended buildings anchored to the ground, private toll bridges	
III.- BUILDINGS FOR SPECIAL USE	
GROUP E	
E/1 Service stations for transport overland, by sea and by air	
E/2 Municipal toll bridges	
E/3 Buildings for special public needs, Newsstands or similar, kiosks for bars, service station buildings, waiting rooms for trams etc, public weighbridges etc	
E/4 Enclosures for special public needs for markets, livestock paddocks etc	
E/5 Fortifications and their outbuildings	
E/6 Lighthouses, motorway traffic lights, municipal clock towers	
E/7 Buildings intended as places of public worship	
E/8 Cemetery buildings, excluding burial niches, tombs and family vaults	
E/9 Buildings for special use not covered by the previous categories in Group E, including urban solid waste processing facilities managed as non-profit-making organisations	

CLARIFICATION NOTES FOR THE COMPILATION OF THE INFORMATIVE QUESTIONNAIRE

-
- ¹ In order to be able to formulate an offer, it is mandatory to fill in the fields below, the additional information required is necessary to formulate an offer appropriate to the requirements of the customer by optimising the time and resources needed for certification; all the data must necessarily be supplied or made available by the Organisation during the certification activities.
 - ² The Owner or the Owner's legal representative; for blocks of flats, the applicant is to be the Manager of the Body Corporate.
 - ³ Volume in cu.m coinciding with the defined solid figure from the plan/volume shape including any basements.
 - ⁴ Insert the main cadastral data and, if appropriate, attach a detailed description to the questionnaire.
 - ⁵ The additional pre-screening service is optional and foresees the following activities:
 - Building characterisation, determined on the basis of the acquisition of historical information;
 - organic collection and search of available authorisation, license documentation, metric, technical and management data, related to the requested certification notations;
 - search of all applicable national, regional and local building regulations governing architecture, planning and the environment;
 - drafting of a report on the service rendered.
 - ⁶ The conformity declaration foresees the verification of the requirements related exclusively to the aspects identified in paragraph 4.1, point 7 of the Rules.
 - ⁷ The conformity declaration foresees the verification of the requirements related exclusively to the aspects identified in paragraph 4.1, point 8 of the Rules.
 - ⁸ The conformity declaration foresees the verification of the requirements related exclusively to the aspects identified in paragraph 4.1, point 9 of the Rules.
 - ⁹ Management means all the activities connected with the running of the building, from the point of view of both fulfilment of the mandatory obligations and all the activities aimed at the enhancement and maintenance with reference to the aspects indicated in the RINA Rules and relative Guidelines.
 - ¹⁰ See enclosure A of the Guidelines.
 - ¹¹ Concerning any peculiarities arising from the geographical location of the building as well as any specific architectural, cultural, landscaping or environmental constraints or special regulations to which the building is subject on account of the presence or proximity of particularly hazardous industrial zones.
 - ¹² For presentation to third parties during the building certification process with a view to enabling the applicant Organisation to obtain rebates on subsidies for investments and/or any other type of benefit in accordance with the laws in force.

**APPLICATION FORM FOR THE QUALITY CERTIFICATION OF BUILDINGS
TO BE SUBMITTED TO RINA**

GENERAL INFORMATION ABOUT THE BUILDING AND ITS OWNERS

Location of the building (Street, Postcode, City)							
Year of construction		Use:		Volume		(cu.m)	
Cadastral details of the building:		Map		Sheet		Parcel	
Cadastral Value (I.C.I.)	(k€)	Building mortgaged	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Norm:		
Name of the Owner					Fiscal code/ VAT		
Address		Town		Prov.		Postcode	

Applicant Organisation					Fiscal code/ VAT		
Address		Town		Prov.		Postcode	

Reference person					Address		
Phone		Fax		Mobile-phone		e-mail	

INFORMATION ABOUT BUILDING MANAGEMENT

The building is managed:							
a) directly by the Owner							<input type="checkbox"/>
b) Other							<input type="checkbox"/>

BUILDING CERTIFICATION REQUEST (see Tab. 1 - Rules for the Quality Certification of Buildings)

Pre-screening service:		Principal certification notation:					Code of intended use:	Additional notations:
Yes <input type="checkbox"/>	NO <input type="checkbox"/>	Build CERT	<input type="checkbox"/>	Build MAN	<input type="checkbox"/>	Build PLAN	<input type="checkbox"/>	
Declaration of conformity		Activity	Man <input type="checkbox"/>	Gest <input type="checkbox"/>	Plan <input type="checkbox"/>			

Economic conditions	RINA reference offer:
	Agreed price in euros:..... (.....) + VAT Payment will be made by the Applicant in accordance with the terms and conditions set out in the aforementioned offer.

The applicant is subject to the following VAT regime:

- Ordinary Declaration of intent Exemption (Art.....)

Enclosures: _____

The applicant undertakes to:

- comply with the requirements contained in the RINA Rules for the Quality Certification of Buildings and in the Guidelines SC-QBI-EDI-01;
- provide the necessary assistance to RINA surveyors and auditors during certification surveys and supervision;
- comply with the terms and conditions contained in the RINA offer and RINA Rules "General contract conditions for System, Product and Personnel certification";
- the conditions stated in the above-mentioned reference offer also apply in the event that certification is not granted;

BANK: _____

ABI: _____ CAB: _____

Applicant's Stamp and Signature

_____ on _____

In relation to the provisions of Italian Law no. "D.lvo 196/2003", the applicant authorises RINA, to the extent that this may be necessary, to process the Company's data as per Ch. 23 RINA Rules "General contract conditions for System, Product and Personnel certification"

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_____ on _____

In relation and owing to Art. 1341 – 1342 of the Italian Civil Code, the applicant accepts the following chapters of the "Rules" "General contract conditions for System, Product and Personnel certification": 7) Requirement to maintain System requirements and modifications thereto; 9) Modifications to the certification process; 13) Suspension of the system/product certificate 14) Withdrawal of the certificate; 15) Limits to the certificate and responsibility ;16) Limits to responsibility 17) Sunset clause 18) Use of the mark; 22) Relinquishment, suspension, withdrawal of accreditation (where applicable)24) Court of jurisdiction/arbitration.

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_____ on _____

**BUILDING
QUALITY CERTIFICATE**

No. QBI/___/___

It is hereby certified
that the following building

***Name and
address:***

Owner:

Year of construction:

Intended use:

Management company:

has been found to be in compliance with the requirements specified in the
RINA Rules for the Quality Certification of Buildings and in the Guidelines
SC-QBI-EDI-01

and has therefore been classified with the following notations:

Principal notation:

Intended use:

Additional notations:

The validity of this Certificate is subject to compliance with the aforementioned RINA Rules
and the proper performance of the scheduled maintenance surveys.

First issue	<input type="text"/>		
Current issue	<input type="text"/>		
Date of expiry	<input type="text"/>		

RINA S.p.A.
Via Corsica 12 - Genoa

This Certificate consists of pages

Publication: RC/C. 9
English Edition

RINA S.p.A.
Via Corsica, 12 – 16128 Genova – Italy
Tel. +39 01053851 – Fax: + 39 0105351000
www.rina.org

Technical Rules