PREPARING FOR VERIFICATION

The Code for Construction Product Information (CCPI), launched by CPI Ltd, will help manufacturers drive higher standards in the presentation of construction product information, prioritising building safety.

Whether written in a brochure, a presentation, on a website or social media, the CCPI collective licenced mark provides assurance that product information can be relied on to be Clear, Accurate, Up-to-date, Accessible and Unambiguous.

The Code has been developed as a direct response to Dame Judith Hackitt's independent review of Building Regulations and Fire Safety in the wake of the Grenfell Tower disaster. The Code promotes urgent positive culture and behaviour change in the approach and management of product information by the construction product manufacturing industry.

HOW CAN MANUFACTURERS PREPARE FOR THE VERIFICATION PROCESSS?

1

READ OUR 'PREPARING FOR THE CODE' GUIDANCE DOCUMENT.

Alongside our 'Code for Construction Product Information', CPI Ltd has also published a 'Preparing for the Code' information pack to help manufacturers gain a deeper understanding of the Code and prepare for the verification journey. The best way to prepare for verification is by reading this document.

2

ORGANISATIONS SHOULD START TO CONSIDER WHO THEY WILL ELECT AS THEIR CODE LEAD.

CPI Ltd will use a specially developed online CCPI Verification Portal to gather responses from participating organisations to demonstrate how they meet the requirements of the verification framework. Each organisation will nominate a Code Lead, this is usually the competent person who manages sign off of product information (this is anticipated to be a senior marketing or technical manager).

3

ORGANISATIONS SHOULD START TO CONSIDER WHETHER THEIR PRODUCT INFORMATION IS UP TO DATE AND ALIGNED WITH CPI'S 11 CLAUSE CODE.

The Code for Construction Product Information has been built on the principle that product information must be Clear, Accurate, Up-to-date, Accessible and Unambiguous. Organisations can therefore prepare for the Code by internally reviewing whether their current product information mirrors the Code's 11 clauses. Please read the 'Code for Construction Product Information' and the 'Code Guidance' documents for further details.

4 ORGANISATIONS CAN START TO COLLATE THE NECESSARY DETAILS FOR VERIFCATION.

The verification process will require organisations to upload the necessary information, data, and evidence that shows how the organisation's leadership and culture, management systems, and product set(s) meet all 11 clauses of the CCPI. The Code Lead must complete a set of preliminary questions to tailor the survey and questionnaires for your organisation.

To prepare for this first step organisations should begin to organise the following information:

- **Standard organisation information** – company name, company number, invoice details, company turnover.

- **Organisation detail** - number of employees, key organisational departments, organisation structure, etc.

- **Email addresses for the survey** – surveys will be sent to respondents by the Code Lead within each organisation. Minimum valid survey response levels are set automatically in the portal depending on the size of your organisation. Responses will come back to the CCPI Verification Portal so respondents remain anonymous within the organisation.

- **Management systems** – what systems you have in place for managing product information, the communication channels, the people responsible for product information, etc.

- **Products** – total number of product sets and products, how many product sets you will be registering, whether any products in the set are safety critical*, and evidence of certifications and declarations of performance.

In addition, when organisations register on the CCPI Verification Portal they will be required to declare their acceptance of conformance with Code for Construction Product Information, construction product regulations, the sale of goods act and consumer rights act, and CPI Ltd terms and conditions.

'Safety critical' construction products are those that could cause death or serious injury if they were to fail.

5 IF YOU HAVEN'T ALREADY, REGISTER YOUR INTEREST TODAY.

Registration for verification will open early in 2022, supported by detailed guidance. However, organisations should register their interest now to receive updates ahead of the launch.