

### UKCA marking manufacturers' checklist

- 1. Identify the possible intended uses of your adhesive/sealant/membrane/screed
- 2. Search for adhesive/sealant/membrane/screed in the [list of designated standards](#).

HINT



Download the consolidated list to excel so you can search by a term to find applicable standards

HINT



Also check the scope of the designated standard

If a designated standard exists, you must use this to affix UKCA marking before you place your product on the GB market

- 3. In Annex ZA of the designated standard, identify the list of essential characteristics and the AVCP system for each of them if they are different

HINT



The same essential characteristic may be under a different system depending on the intended use.

- 4. Check that there are no GB building regulations giving specific minimum performance requirements

ADVICE



Develop your own list of characteristics to declare

- 5. Carry out the tasks according to the AVCP systems including contracting Approved Bodies if required

HINT



Find the Approved Bodies available in the [list of UK Market Conformity Assessment Bodies](#)

- 6. Collect all the background documents in a file
  - Initial testing of the product including the list of essential characteristics and the results of the assessment (testing, tabulated values, etc.)
  - Documented factory production control procedure
  - Certificate or certificates from the Approved Body or Bodies, if required
  - Appropriate technical documentation, where necessary

ADVICE



Keep this information stored safely but easily accessible

*Disclaimer: The information contained in this document is intended for guidance only and whilst the information is provided in utmost good faith and has been based on the best information currently available, it is to be relied upon at the user's own risk. No representations or warranties are made with regards to its completeness or accuracy and no liability will be accepted by BASA or any of its members for damages of any nature whatsoever resulting from the use of this information.*

7. Upload the declaration of performance to your website (optional).

HINT

[BASA Template available on the members area of the website](#)

8. Create and affix the UKCA marking

9. Draw up the instructions and safety information for the product

10. Check if any substances in the product are included in the scope of the [UK REACH regulation](#) and complete the tasks to fulfil its requirements.

HINT

[BASA Guide to UK REACH](#) is available to explain how UK REACH affects most BASA Member companies

11. Store the background documents and a copy of the declaration of performance for 10 years from the last time this kind of product was sold.

12. Place the product on the market together with the required documents

13. Continue the tasks relating to the assessment and verification of constancy (AVCP) of the declared performance (factory production control and testing).

14. If the performance, the raw materials or the manufacturing processes change, or the designated standard is significantly revised then go back to point 5.

ADVICE

Regularly check the list of [designated standards](#) to verify whether the standards have been updated

#### NOTE: IMPORTANT DEFINITIONS (UK CPR article 2.16 and 2.17)

**'Making available on the market'** means any supply of a construction product for distribution or use on the market of Great Britain in the course of a commercial activity, whether in return for payment or free of charge

**'Placing on the market' means**

The first making available of a construction product on the market of Great Britain.

Each batch of sealant or adhesive is placed on the market individually.

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**Version Control**

Version	Date of Issue	Updated by	Reason
1.0	29/07/2021	LBW	First Issue
2.0	16/05/2023	LBW	BASA UK REACH Guide link added
2.1	20/05/2023	LBW	Bullet numbering corrected and changed to new format and numbered

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