



GGM Gütegemeinschaft Mineralwolle e. V.

Rackwitz, July 1, 2025

Rules of procedure for the quality control committee of the GGM

1. Initial test

The initial test in accordance with Section 4.1 of the Quality and Testing Regulations checks the requirements for awarding the quality mark to new plants and members.

An update of the manufacturer's declaration is necessary for changes in the number of melting units and lines of already certified plants. All applicable rules and regulations for self-monitoring and external monitoring in accordance with Sections 4.2 and 4.3 of the Quality and Testing Regulations must be complied with.

2. Self-monitoring

2.1 Continuity of the self-monitoring

The continuous self-monitoring for quality mark users in accordance with 3.1.1 of the Association Statutes and according to Section 4.2.1 of the Quality and Testing Regulations has to be carried out at least every 7 days (exception is the temporary production, see § 3.7).

Quality mark users in accordance with Section 3.1.2 of the Association Statutes have to ensure that documentation is provided in accordance with Section 4.1.6 of the Quality and Testing Regulations.

2.2 Proof of the continuous self-monitoring

2.2.1

The GGM member must have confirmed the continuous execution of the self-monitoring by the sampling institute in the sampling protocol with the external monitoring. The use of the valid standard sampling protocol is mandatory. If the confirmation of the properly conducted self-monitoring is missing in the sampling protocol, the quality control committee will request the member in writing to submit this confirmation to the GGM office within a period of 4 weeks after receipt of the request. If the member does not observe this deadline either the quality control committee will propose penalty measures to the Board of the Quality Association.

2.2.2

In case of repeat tests a confirmation of the self-monitoring by the sampling institute is not necessary.

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2.2.3

In case of self-monitoring is performed by an external institute it is unacceptable that this institute will also perform the external tests of conformity according to point 3.

3. General rules of procedure for external tests of conformity

The external tests of conformity include the initial test within the framework of the admission monitoring, the standard test within the framework of the external monitoring and the repeat test. The following general rules of procedure apply to these tests:

3.1 Approved sampling and analysis institutes

Measures for determining the conformity (sampling, chemical analysis for determining the chemical composition) may only be carried out by sampling and analysis institutes accepted by GGM. An actual list of approved sampling and analysis institutes is available from GGM office.

3.2 Authorization by the sampling institute

If the sampling is carried out by another institute or another person by order of the approved sampling institute, the sampling protocol is to be signed by this institute or this person. This institute or this person has to be authorized in writing by the sampling institute.

The authorisation has to be submitted to the GGM office together with the sampling protocol after completion of the sampling.

Otherwise the sampling is considered as not properly conducted and therefore as not carried out at all.

3.3 Procedure to take a sample

One of the two samplings to be carried out in a given year for the external conformity test can be performed as video surveillance. Two consecutive video inspections are not permitted. Furthermore, all sampling for initial and repeat tests as well as sampling after a change of sampling institute have to be carried out in presence.

The sample should routinely be taken from the running line, preferably prior to the addition of the binder. Taking a sample from a different location, e. g. from the production stock, requires justification. The sampling institute has to arrange for the sampling protocol to be sent to the GGM office promptly, at the latest after 5 working days.

A retained sample has to be stored at the sampling institute for 6 months.

3.4 Rounding rule for assessing the chemical analysis

The stated weight percentages are rounded up to one digit after the decimal point and compared with the original analysis of the proof of exemption. Even if the comparable analysis

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of a particular oxide is only by 0.1 wt.% outside of the admissible chemical range of the composition (defined in the annex to Section 4.1.2 and 4.3.3 of the Quality and Test Regulations) the test will be seen as not passed.

The measurement uncertainty is taken into account for elements below 0.1 wt.% in determining the range limits.

3.5 Conversion FeO / Fe₂O₃

In case the iron oxide content is disclosed as FeO in the fiber documentation, the proceeding is as follows:

The FeO content reported in the documents is converted to Fe₂O₃ (by multiplication with the factor 1.11). Subsequently the value measured by the analysis institute is compared to the converted value.

3.6 Complaint about a chemical analysis by a GGM member

If a GGM member - based on own analytical tests – complains of the results of a chemical analysis in the event of an external test of conformity which was not passed (initial, standard or repeat test), it will be arranged that the analysis institute will carry out a second full analysis. This second analysis will be performed on the homogenised sample of the original one of the sampling institute which was processed by the analysis institute. If this second analysis confirms the first results of the analysis institute, the external test of conformity will be seen as not passed. In the event of a deviation which would lead to an assessment as "passed" the analysis institute will carry out a third analysis, which will decide about "passed" or "not passed" for the external test of conformity. This third analysis will be carried out on the retained samples of the sampling institute. At the request of the GGM member, a change of analysis institute is permitted for this analysis.

3.7 Temporary production

3.7.1

Where approved fibres are produced on the basis of temporary production by a GGM member at one or more plants or lines, the "Temporary production" form must be completed and sent to the GGM office immediately after the end of each semester (received at the GGM office by 31st July or 31st January at the latest). If the form containing the required data for temporary production (date of start and end of temporary production and chemical analysis for each production campaign) is not sent, the external test of conformity for that semester will be deemed not to have been passed.

The "Temporary production" form is provided by the GGM office and can be downloaded at <https://www.ral-mineralwolle.de/quality-control-committee-rules-of-procedure/temporary-production.html>

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3.7.2

The provisions of the Quality and Testing Regulations shall apply to self-monitoring even in the case of temporary production. Each production campaign starts with the **time of sampling at the beginning (date and time)** and ends with the **time of sampling at the end (date and time)**.

In case of a temporary production of less than one week, only one chemical analysis has to be carried out at the beginning and at the end of the production within the scope of self-monitoring.

3.7.3

For both the beginning and the end of the temporary production, the chemical analysis of a sample of fibres must be carried out for each production campaign as part of the self-monitoring procedure and sent to the GGM office in due time using the "Temporary production" form (see 3.7.1).

3.7.4

If one or more production campaigns take place during the 6-month period, an external conformity check must be carried out as part of one of the campaigns.

3.7.5

The 4-month period referred to in 4.1 of these rules of procedure as the minimum interval between two samples for external test of conformity does not apply to temporary production

3.7.6

Products that have been manufactured within the scope of a production campaign may only be delivered after the self-monitoring has been passed. The manufacturer has to confirm compliance with this requirement on the form "Temporary production".

3.7.7

It is not necessary to produce approved fibres only for external test of conformity. The relevant note must be entered on the "Temporary production" form. If a member reports "no production" for a line listed in the manufacturer's declaration for four consecutive 6-month periods, the manufacturer's declaration must be updated and sent to the GGM office.

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4. Rules of procedure for the external monitoring / standard test

4.1 4-month deadline

4.1.1

The minimum interval between two successive samplings must be at least 4 calendar months. The date upon which the first sampling is carried out will also be counted for fixing the deadline (see examples). The second sampling may be performed at the earliest on the date of the fourth month that corresponds by its number with the date of the first sampling. If such a date is missing in the last (fourth) month then the second sampling may be carried out at the earliest on the last day of this month.

Examples:

Date of the first sampling:	2024-04-10
Next sampling at the earliest from:	2024-08-10

Date of the first sampling:	2024-10-31
Next sampling no earlier than from:	2025-02-28

4.1.2

When the samples are not taken at the production line but exceptionally from the production stock, which is only justified if there is no production of exonerated fibers, the production date of the product from which the sample was taken is decisive for calculating the 4-month deadline. In this case the production date is always to be noted in the sampling protocol. Otherwise the relevant sampling is not considered to have been properly conducted and therefore is considered not to have been carried out.

4.1.3

If the execution of the sampling is missed in a 6-month period or if a sampling is considered to have not been carried out in a 6-month period according to these rules of procedure the 4-month deadline for the next regular sampling will begin on the last day of the 6-month period (30 June or 31 December). The next sampling within the framework of the standard test may in this case be carried out at the earliest on 30 October or on 30 April of the following 6-month period. If on the other hand the standard test is not passed, because the proof of conformity is not successful with the sample taken, the standard case will continue to apply for calculating the 4-month deadline, i. e. the deadline begins with the date of the sampling or production (4.1.1 or 4.1.2 of the rules of procedure).

4.1.4

If a production line is shut down for a period of at least 12 months or permanently- according to Section 4.3.3 of the Quality and Testing Regulations - within the 4-month deadline, no standard test is to be carried out by the GGM member for the relevant 6-month period. Otherwise, i. e. with a shutdown outside of the 4-month deadline, the standard test is absolutely necessary.

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4.1.5

GGM has to be informed immediately of any production stoppages of at least 2 months.

4.2 Deadline for sending the samples of the standard test to the analysis institute and for sending the results of the analysis to the GGM office

The sample is to be sent as soon as possible after the sampling to the analysis institute together with the sampling protocol. The deadline for the receipt of the documents by the analysis institute is set 4 weeks after the date noted in the sampling protocol. If the documents are received by the analysis institute after this deadline without a plausible reason, the sampling will be considered as having not taken place. The GGM member will be informed thereof. Likewise the sampling will be considered as having not taken place if the results of the analysis have not been sent to the GGM office within 6 weeks. An extension of the deadline has to be requested informally at the GGM office.

4.3 Samplings that were not conducted properly and therefore are considered not to have taken place

4.3.1

A conducted sampling is considered as **not to have taken place** in the following cases:

- Execution of the sampling by a non-approved sampling institute or an institute or a person, that/who was not properly authorized by an approved sampling institute (violation of rules of procedure 3.1 or 3.2).
- The sampling protocol has not been properly signed.
- The date of the sampling is not noted in the sampling protocol nor can it be proven otherwise without doubt by the GGM member.
- The production date is not noted in the sampling protocol in the event of a sampling from the stock nor can it be proven otherwise without doubt by the GGM member.
- The date of the sampling and the production date do not originate of the same 6-month period in the event of a sampling from the stock (example: sampling after the 30 June, production date from the first 6-month period).
- The 4-month deadline as a minimum interval to the last sampling which was carried out within the framework of the external monitoring has not been observed (4.1 of the rules of procedure).
- The 4-week deadline for sending of the sample and the sampling protocol has not been observed (4.2 of the rules of procedure).
- The 6-week deadline for the transmission of the analysis result by the analysis institute to the GGM office is not met without good reason.

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4.3.2

A sampling, which according to these rules of procedure is considered as not to have taken place, cannot be taken into account with the standard test. The GGM member will be informed thereof by the quality control committee. So far as the deadline for carrying out the standard test (30 June or 31 December) has not yet passed the member has the possibility to arrange a sampling according to the rules. Otherwise the rules of procedure 4.4 and 4.5 shall apply.

4.4 Failed standard test

4.4.1

The standard test will be assessed as failed by the quality control committee, if the necessary sampling has not been carried out by the GGM member in time by the end of a 6-month period (30 June or 31 December) or is considered as not having taken place according to these rules of procedure so that a proper sample is missing on the whole for the relevant calendar 6-month period which can be subjected to a test of conformity by the analysis institute.

4.4.2

The standard test will be assessed as failed by the quality control committee, if according to the results of the analysis of the analysis institute the proof of conformity cannot be provided by the GGM member.

4.5 Procedure after failed standard test

4.5.1

In the event of a failed standard test according to 4.4.1 the quality control committee will inform the GGM member in writing about the sampling not having been performed. In the current 6-month period an extraordinary sampling has to be carried out in short-term. This extraordinary sampling is considered as repeat test for the period lapsed. The proof of conformity for the current 6-month period must be carried out in accordance with 4.1.3.. Additionally, the internal documentation of self-monitoring has to be provided to the GGM office for the past 6-month period to be evaluated by the chemical expert.

4.5.2

In the event of a failed standard test according to 4.4.1 the quality control committee will inform the GGM member in writing about the negative result. The reasons for not passing the standard test are to be stated in the letter. The quality control committee will point out to the GGM member that a repeat test is necessary. Additionally, the internal documentation of self-monitoring has to be provided to the GGM office for the past 6-month period to be evaluated by the chemical expert.

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5. Rules of procedure for the repeat test

5.1 Deadline for repeat tests

The deadline for the sampling which is to be carried out for a repeat test amounts to 4 weeks. The member must prove to the GGM office the executed sampling within this deadline. The deadline will begin with the receipt of the letter of the quality control committee, by which the member is informed of not having passed the standard test and of the requirement of a repeat test.

The 4-month deadline (4.1 of the rules of procedure) does not apply to repeat tests.

5.2 Samplings that were not conducted properly and therefore are considered as not having taken place

The rules of procedure 4.2 and 4.3.1 shall also apply accordingly to the repeat test. This means that in the cases stated in Section 4.3.1 – with the exception of the 4-month deadline, which is not valid for the repeat test – the executed, however not properly conducted sampling will therefore be considered as not having taken place.

5.3 Failed repeat test

A repeat test will be assessed as failed by the quality control committee in the following cases:

- The necessary sampling is not carried out by the GGM member in time within the 4-week deadline according to Section 5.1 or is considered as not having taken place in accordance with Section 5.2, so that a proper sample is missing for the repeat test which can be subjected to a test of conformity by the analysis institute.
- According to the results of the analysis of the analysis institute the proof of conformity cannot be provided once again.

In the event of a failed repeat test the external monitoring is considered not having been passed on the whole (cf. Section 4.4 of the Quality and Testing Regulations).



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5.4 Procedure after failed repeat test

If a repeat test is not passed, i. e. external control is overall considered as not passed, the quality control committee will propose penalty measures to the Board of the Quality Association.

Example:

The chemical analysis of the repeat test showed a deviation from the admissible tolerance range. For the event of a further failed repeat test over the course of the next 3 years the member's right to use the RAL quality mark will be revoked. The revocation will be carried out for the GGM member.

6. Other rules of procedure

6.1 Confirmation for an approved fibre of another GGM member

If a GGM member submits documents for an exonerated fibre which is to be newly included in the manufacturer's declaration and refers in this respect to the exonerated fibre of another company, all documents which are required according to the statutes are to be submitted. The requirement to provide an animal test report shall be deemed satisfied if the requesting GGM member submits a certificate issued to itself credential of the other company, for example, a license agreement.

6.2 Automatic deletion of a plant from the list of supervised plant

If a member announces "no production" for a plant listed in the manufacturer's declaration for four consecutive half-years in accordance with 3.7.7 of the rules of procedure, this plant shall be deemed to deletion from the list of supervised plant at the end of the fourth half-year.

In the case of a renewed declaration of the plant, the requirements of a declaration of a new plant must be fulfilled, i. e. in particular an initial conformity analysis.

6.3 Brand names in the manufacturer's declaration

All brand names of quality-assured products have to be listed in the manufacturer's declaration. The inclusion of other companies' own brands is also permitted if complete traceability to a line of the member company is possible. This proof has to be provided to the office of the GGM by means of a label. Publication of the brand names on the homepage of the GGM legitimises the use of the quality mark externally.



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7. Severability clause

The GGM statutes, in particular the Quality and Testing Regulations, shall be applied in their current valid version.

In the event of contradictions between the Quality and Testing Regulations and the rules of procedure, the Quality and Testing Regulations shall invalidate the sections affected of the rules of procedure.