iPROJEX – Keymark data

Data file structure and contents (XLS format)

Version	Date	Author	Modifications description
1.0	2012-05-22	EDP/CC	Initial version

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1   Purpose

This document is intended to complement the [iPROJEX General User Guide](#) which explains:
- how to use the iPROJEX tool
- the different steps to perform when using iPROJEX (common to all modules)

The aim of this documentation is to give you detailed information on the Keymark Data module (XLS format):
- detailed information on the XLS file structure (field names, description…)
- explanation of all error and warning messages (displayed on the screen or included in the log files)

2   Introduction to the business area

Data concerning Keymark certificates (and related product and production site information) and certified companies (manufacturers, suppliers) are maintained by the Certification Bodies[1] and delivered to CCMC via datafiles using iPROJEX.

3   XLS file structure

Take a copy of the template and save it under a different name.

The XLS file is composed of one sheet named **CERTIFICATE**.

Important notices:
- Do not rename, move or remove any sheet or field!
- The file type has to be .xls not .xlsx

3.1   Data fields

3.1.1 Header info

The header is composed of the following fields:

Field name	Type	Data	Description	Obligation
CBID	Integer	Certification Body ID	Certification body ID as assigned by CCMC. Example: 2, 006, 012	Compulsory

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[1] Bodies empowered by CEN (CCB) to deliver Keymark certificates for one or several European Standards

Field name	Type	Data	Description	Obligation
DATE	Date	Date of file	Date on which the file was generated (in format YYYY-MM-DD). Example: 2011-04-29	Compulsory
SUBJECT	Integer	Fixed value '6'	Indicates data area = Keymark certificate	Compulsory
VERSION	Integer	Version number	= 1	Compulsory
EURKEY	Integer	Indicates which field will be used to identify the European standard	<u>Values:</u> 1 = Work Item surrogate (WIID) 2 = Work item number 3 = Standard reference	Compulsory

Note: the fields SUBJECT and VERSION are already filled in in the template.

Example:

	A	B	C	D	E
1	CBID	2			
2	DATE	2011-05-03			
3	SUBJECT	6			
4	VERSION	1			
5	EURKEY	1			

3.1.2 Keymark Certificates information ('CERTIFICATE' sheet)

This sheet contains the information on the Keymark Certificate(s).

Field name	Type	Data	Description	Obligation
European standard reference	String	European Standard reference	Example: EN 3368:2008	European standard reference compulsory if EURKEY = '3'
W.I. number	String	Work Item number	Example: 00054013, CSH07001	W.I. number compulsory if EURKEY = '2'
W.I. surrogate	Integer	Work Item surrogate (Project ID)	Unique surrogate of the Work Item (provided in PROJEXDATA files to CEN members)	W.I. surrogate compulsory if EURKEY = '1'
Certificate no.	String	Certificate number	Example: 001 - BK- 511- 003 – 0065 – R068	Compulsory
Certificate name	String	Certificate name	Example: Taurox	Compulsory
Start date	Date	Certificate start date	In format YYYY-MM-DD Example: 2011-04-20	Compulsory

Field name	Type	Data	Description	Obligation
End date	Date	Certificate end date	In format YYYY-MM-DD Example: 2012-06-30	Optional
Status	String	Certificate current status	Values: A = Active S = Suspended W = Withdrawn	Compulsory
Comment	String	Comment		Optional
URL	String	URL	Valid URL to certificate details	Optional
Certified company name	String	Certified company name	Manufacturer's name	Compulsory
Certified company acronym	String	Certified company acronym	Manufacturer's acronym	Optional
Tel	String	Certified company telephone number	Manufacturer's telephone number	Compulsory
E-mail	String	Certified company e-mail	Manufacturer's e-mail	Compulsory
Fax	String	Certified company fax	Manufacturer's fax	Optional
Web-site	String	Certified company web site	Manufacturer's web site	Optional
Street name 1	String	Certified company address	Manufacturer's address	Compulsory
Street name 2	String	Certified company address	Manufacturer's address	Optional
Street name 3	String	Certified company address	Manufacturer's address	Optional
Street no.	String	Certified company street number	Manufacturer's street number	Optional
City	String	Certified company town/city	Manufacturer's town/city	Compulsory
Postcode	String	Certified company postcode	Manufacturer's postcode	Compulsory
Country	String	Certified company country code	Manufacturer's countrycode Cf ISO 3166-1 (country codes)	Compulsory
Product type	String	Product type	Example: Thermostatventile mit Fernfühler	Compulsory
No. product sub-type	Integer	Number of product sub-type(s)		Optional
No. production site	Integer	Number of production site(s)		Compulsory

Example:

1	CBID	2												
2	DATE	2010-09-08												
3	SUBJECT	6												
4	VERSION	1												
5	EURKEY	1												
6	European standard reference	W.I. number	W.I. surrogate	Certificate no.		Certificate name		Start date	End date	Status	Comment	URL		
7	EN 12975-1:2006	00312009	23060	7CD-87U-OL		Solar collector		2009-12-06		A				
8	EN 215:2004	CSH07001	18404	001 - BK - 511 - 0003 - 0085 - R068		Taurox		2006-11-03	04-11-2012	S				
9														

1														
2														
3														
4														
5														
6	Certified company name	Certified company acronym	Tel	E-mail	Fax	Web-site	Street name1	Street name2	Street name3	Street no.	City	Postcode	Country	
7	Ao Sol - Energias Renovaveis	Ao Sol		info@aosol		www.aosol.pt							ES	
8	Theodor Heimeier Metallwerk GmbH	Theodor Heimeier Metallwerk GmbH	49542367										DE	
9														

Product type	No. product sub-type	No. production site
Solar collector		1
Thermostatventile mit eingebautem Fühler	5	2

4 Errors and Warnings

Reminder:

An **Error** is a problem which will prevent the data record from being loaded into the CCMC database.

A **Warning** does not prevent the data record from being loaded but should be noted and possibly investigated by the user.

4.1 Error messages

Error message	Explanation	Action to be taken
There is a problem with the structure of your file. Please contact CCMC for assistance.	Incorrect file structure.	Re-check your file (with the template) and contact CCMC at projex@cencenelec.eu if needed.

Error message	Explanation	Action to be taken
Incorrect or missing Certification Body ID code. Please check your file and contact CCMC if you require assistance.	Missing or incorrect compulsory information	Re-check your Certification ID code and contact CCMC at projex@cencenelec.eu if needed.
This Certification Body (CBID) has multiple occurrences in the CCMC central database. Please contact dataservice@cencenelec.eu.	There is a data issue in the CCMC central database.	Contact the CCMC Data Unit at dataservice@cencenelec.eu.
The EURKEY field is empty. Please give the information.	Missing compulsory information: EURKEY	You need to provide this key. Complete this data and reload the file.
Incorrect value in the EURKEY field. Valid values are 1, 2 or 3.	Incorrect key value	Correct the value (1, 2 or 3) and reload the file.
The WI surrogate is missing. Please give the information.	Missing compulsory information: W.I. surrogate (for EURKEY = 1)	You need to provide the 'W.I. surrogate' as this is your selected key (EURKEY = 1). Complete this data and reload the file.
This WI surrogate does not exist in the CEN Work Programme. Please give correct WI surrogate.	Incorrect Work Item surrogate (EURKEY = 1)	Correct the contents of the 'W.I. surrogate' field before uploading your file.
The WI number is missing. Please give the information.	Missing compulsory information: W.I. number (for EURKEY = 2)	You need to provide the 'W.I. number' as this is your selected key (EURKEY = 2). Complete this data and reload the file.
This WI number does not exist in the CEN Work Programme. Please give correct WI number.	Incorrect Work Item number (EURKEY = 2)	Correct the contents of the 'W.I. number' field before uploading your file.
The European standard reference is missing. Please give the information.	Missing compulsory information: European Standard reference (for EURKEY = 3)	You need to provide the 'European standard reference' as this is your selected key (EURKEY = 3). Complete this data and reload the file.
This European standard reference does not exist in the CEN Work Programme. Please give exact reference.	Incorrect European standard reference (EURKEY = 3)	Correct the contents of the 'European standard reference' field before uploading your file.

Error message	Explanation	Action to be taken
Your Certification body is not empowered to issue certificates for that European standard. Please check the information or contact projex@cencenelec.eu.		Please check the information or contact projex@cencenelec.eu if needed.
Compulsory field Certificate no. missing. No data will be loaded.	Missing compulsory information: Certificate number	You need to provide the Certificate number otherwise the record will not be loaded. Complete this data and reload the file.
Compulsory field Certificate name missing. No data will be loaded.	Missing compulsory information: Certificate name	You need to provide the Certificate name otherwise the record will not be loaded. Complete this data and reload the file.
Compulsory field Certificate Start date missing or not a valid date. No data will be loaded.	Missing compulsory information: Certificate start date	You need to provide the Certificate start date otherwise the record will not be loaded. Complete this data and reload the file.
Compulsory field Certificate Status missing. No data will be loaded.	Missing compulsory information: Certificate status	You need to provide the Certificate status otherwise the record will not be loaded. Complete this data and reload the file.
This Certificate status is incorrect. Please give correct information.	Incorrect value. Should be one of the following values: - A Active - S Suspended - W Withdrawn	You need to provide a correct Certificate status otherwise the record will not be loaded. Complete this data and reload the file.
Compulsory field Certified company name missing. No data will be loaded.	Missing compulsory information: Certified company name	You need to provide the Certified company name otherwise the record will not be loaded. Complete this data and reload the file.
Compulsory field Certified company country missing. No data will be loaded.	Missing compulsory information: Certified company country	You need to provide the Certified company country otherwise the record will not be loaded. Complete this data and reload the file.

Error message	Explanation	Action to be taken
Incorrect country code given. No data will be loaded.	The country code provided does not correspond to the standard country code (ISO 3166-1).	You need to provide an existing country code, according to ISO 3166-1). Complete this data and reload the file.
Compulsory field Certified company Tel missing. No data will be loaded.	Missing compulsory information: Certified company phone number	You need to provide the Certified company phone number otherwise the record will not be loaded. Complete this data and reload the file.
Compulsory field Certified company E-mail missing. No data will be loaded.	Missing compulsory information: Certified company e-mail	You need to provide the Certified company e-mail address otherwise the record will not be loaded. Complete this data and reload the file.
Compulsory field Certified company Street name 1 missing. No data will be loaded.	Missing compulsory information: Certified company address	You need to provide the Certified company address otherwise the record will not be loaded. Complete this data and reload the file.
Compulsory field Certified company City missing. No data will be loaded.	Missing compulsory information: Certified company city	You need to provide the Certified company city otherwise the record will not be loaded. Complete this data and reload the file.
Compulsory field Postcode missing. No data will be loaded.	Missing compulsory information: Certified company postcode	You need to provide the Certified company postcode otherwise the record will not be loaded. Complete this data and reload the file.
Compulsory field Product type missing. No data will be loaded.	Missing compulsory information: Product type	You need to provide the Product type otherwise the record will not be loaded. Complete this data and reload the file.
Compulsory field Production site missing. No data will be loaded.	Missing compulsory information.	You need to provide the number of Production site(s) otherwise the record will not be loaded. Complete this data and reload the file.

4.2   Warning messages

Warning message	Explanation	Action to be taken
This European Standard has not yet been published or has been withdrawn.	This European Standard is still not published or is withdrawn in the CCMC central database.	Re-check your WI number, European Standard reference or WI surrogate and otherwise contact the CCMC Database Unit (dataservice@cencenelec.eu)
This Certified Company already exists in the CCMC central database. The existing Certified Company data will be overwritten and replaced by the data of this file.		No action needed. The current Certified Company data will be automatically replaced by the data in the file.
This Certified Company already exists in the CCMC central database. No data update will be performed.		No action needed. The current Certified Company data will be automatically replaced by the data in the file.
This Certificate already exists in the CCMC central database. The existing Certificate data will be overwritten and replaced by the data of this file.		No action needed. The current Certificate data will be automatically replaced by the data in the file.

ANNEX I – iPROJEX documentation per modules

Specific documentations are available for all the modules (per format):

National Implementation	iPROJEX - National Implementation - Data file structure and contents (XML format)
	iPROJEX - National Implementation - Data file structure and contents (XLS format)
ICS	iPROJEX - ICS - Data file structure and contents (XML format)
National Titles	iPROJEX - National Titles - Data file structure and contents (XML format)
	iPROJEX - National Titles - Data file structure and contents (XLS format)
Technical Body Titles and Scopes	iPROJEX - TB Titles and Scopes - Data file structure and contents (XML format)
Infopro	iPROJEX - Infopro - Data file structure and contents (XML format)
	iPROJEX - Infopro - Data file structure and contents (XLS format)
Keymark Certificates	iPROJEX - Keymark - Data file structure and contents (XLS format)