

Procedure Submission of (New) Materials for CINI Manual	
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### Introduction & Purpose

The CINI Manual consists of different material and system specifications, which are widely used in the thermal insulation industry. The use of the different materials and system specifications are based on proven track records (field experiences) and test certificates (by independent laboratory/test bodies), based on national and international standards.

All materials as specified in the CINI Manual are based on generic descriptions without any brand name included. The same is applicable for all properties, e.g. properties are as such included that similar materials from different suppliers can be used. The procedure of submission is compiled to give manufactures/suppliers of (new) materials the opportunity to submit their materials to CINI for admission in the CINI Manual.

In case a material is unique in the market supplied by one manufacturer only, it cannot be included in the CINI Manual.

Therefore the purpose of this procedure is to outline CINI's methodology for submission and admission of (new) materials that are in compliance with CINI specification requirements before admitted and recorded into the CINI Manual.

Submission will not always be granted or warranted, e.g. in case that brand names are the only manner to submit the material. CINI specifies the minimum requirements for materials and strives to the policy that clients have more than one option to achieve their dedicated specification requirements.

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### Submission (Re-submission) Requirements

In the tables 1 and 2 hereof descriptions and guidelines are given of how to propose (new) material for submission to the CINI Manual. The information for submission shall be reviewed and scrutinised by CINI Revision and working committees. Relevant test certificates shall be by independent laboratories or test bodies. If submitted before the first of July and correct, than the submission can be processed in the revision of next year, otherwise it will be the year hereafter. If rejected due to missing documentation & information the submission will be delayed.

*Table 1: Installation Requirements Submission (new) Material\**

<b>SUBMISSION FOR TAB 1</b>	<b>INSTALLATION INSTRUCTIONS FOR THE INSULATION OF PIPELINES AND EQUIPMENT</b>
Material	<p><b>Generic description</b> and type of material and purpose of use.            Temperature range in which material can be used.            Indication of main application (hot, cold, both or acoustic insulation systems). Additional application areas, such as in combination with PFP.            Indicate also restriction on the use of the material.</p>
General installation	<p>General requirements for installation.            How to apply material around pipes and equipment.            How to apply material in combination with other materials.            Restrictions on the use of the material in combination with other materials or piping and equipment materials.            Indicate design requirements.            Indicate health and safety aspects during application.</p>
Support of the material	<p>Support of material (if applicable).            Indicate if material needs support and give instructions or design requirements if applicable.</p>
Fastening	<p>Indicate methods fastening of the material, including the fastening materials to be used.</p>
Finishing	<p>Indicate finishing requirements and finishing materials to be used.            E.g. finishing at flange connection, valve boxes, etc.</p>
Additions	<p>Include any addition which are not covered in above subjects.</p>

*Note \*: This table is for guidance only, more detailed guidance should be obtained from the existing material specifications in Tab 1.*

Table 2: Submission Requirements Insulation Materials\*

SUBMISSION FOR TAB 2	INSULATION MATERIALS
General	Provide generic description of the material.
Composition of the material	Provide generic description of the composition of the material. Examples can be found in the CINI Manual.
Health & Safety Aspects	SMDS certificate. Provide information regarding handling and storage. Provide information regarding how to handle delagging during maintenance.
Material Properties	Provide information regarding density, temperature range, maximum & minimum service temperature, and thermal conductivity over range of temperatures, water absorption. Information regarding cell structure or other composition. Include evident by means of independent test results (certificates) according ASTM, EN or ISO standards.
Mechanical Properties	Provide information regarding compressive and tensile strength. Include any other information, like e.g. dimensional stability, thermal expansion coefficient, poisson's ration, etc. Include evident by means of independent test results (certificates) according ASTM, EN or ISO standards.
Chemical Properties	Information regarding leachable chlorides, UV resistance, pH-value, etc. Other information like absorption or separation of any substances. Vulnerability of mild dew or rot. Include evidence by means of independent test results (certificates) according ASTM, EN or ISO standards.
Combustibility	Provide all fire test results and certificates. Include evident by means of independent test results (certificates) according ASTM, EN or ISO standards.
Dimensional Tolerances	Provide information in accordance with applicable standards of ASTM or EN.
Packaging	Provide packaging requirements and information regarding manufacture, material, type, production date, dimensions, and quantity.
Product Information & Standard Dimensions	Provide information of available dimensions of sections, segments or slabs or other forms.

Note \*: This table is for guidance only, more detailed guidance should be obtained from the existing material specifications in Tab 2

### Procedure Submission (Re-submission) Process\*

