



# Application for BBA Management System Certification

Need help filling out this form?  
Please contact us on:  
01923 665300  
[clientservices@bbacerts.co.uk](mailto:clientservices@bbacerts.co.uk)

## Applicant Details

Company details (as should appear on any issued Certificate)

Registered Company name	
Trading as	
Address	
Town/City	
County	
Postcode	
Country	
Company email	
Website	
Main telephone number	
Registered address if different	
Number of employees	
Annual turnover (£s)	
Company Registration Number	
VAT Number (UK clients only)	

## Main Contact details

Name	
Position	
Email	
Contact number	

## Section 2 - General Information

Do you have any BBA approved products?	Yes	No
Certificate number(s)		
What percentage of overall total production do the BBA approved products represent?		
Please provide a description of the products, processes and/or services of your organisation.		
Please indicate the proposed scope for the management system certificate(s), and any exclusions.		
What is the main language spoken?		
Are there any unusual processes? If so please detail below:		
Do you operate an integrated management system?	Yes	No
If Yes, please provide details.		

## IAF Codes

BBA's accreditation covers the following IAF codes.

Please tick each row that is relevant to your required scope of Certification.

	Code	Description	Scope	Covered in Limited Scope
	IAF 4	Textiles and textile products	Limited	Preparation and spinning of textile fibres, Textile weaving. Finishing of textiles, Manufacture of man-made textile articles, except apparel.
	IAF 6	Wood and Wood Products	Full	
	IAF 12	Chemicals, chemical products and fibres	Limited	Manufacture of basic chemicals, Manufacture of paints, varnishes and similar coatings, printing inks and mastics, Manufacture of other chemical products, Manufacture of man-made fibres.
	IAF 14	Rubber and plastic products	Limited	Manufacture of rubber products except tyres and rebuilding tyres, Manufacture of plastic products.
	IAF 15	Non-metallic mineral	Full	
	IAF 16	Concrete, cement, lime,	Full	
	IAF 17	Basic metal and fabricated metal products	Limited	Manufacture of tubes, Other first processing of iron and steel production of non-ECSC ferro-alloys, Casting of metals, Manufacture of fabricated metal products, except machinery and equipment.
	IAF 28	Construction	Limited	Construction of commercial buildings, Construction of domestic buildings, Erection of roof covering and frames, Construction of highways, roads, airfields and sport facilities, Other construction

*Note on the above table:*

*For ISO 45001, BBA is not yet accredited in all possible IAF codes. To receive an accredited ISO 45001 certificate, you may need to permit a UKAS assessor to observe the audit. This is to observe the BBA assessor, not to assess your site.*

Are there other IAF codes which you need Management System Certification to cover? If so, please specify the code and a brief description of the process(es) involved:

*For ISO 9001 Certification, please complete Section 3.*

*For ISO 14001 Certification, please complete Section 4.*

*For ISO 45001 Certification, please complete Section 5.*

*All applicants should complete Section 6.*

## Section 3 - For ISO 9001 Certification

Applying for new Certification:		Applying for transfer:	
If you have existing Certification, please provide:			
Current Certification Body:			
Expiry Date:			
Scope:			
How was your Quality Management System (QMS) prepared?			
In-House Consultant Other			
If 'Other', please describe			
How long has the QMS been functioning?			
Have internal audits been undertaken?		Yes	No
Has a Management Review been conducted each year?		Yes	No

## Section 4 - For ISO 14001 Certification

Applying for new Certification:	Applying for transfer:																																																
If you have existing Certification, please provide:																																																	
Current Certification Body:																																																	
Expiry Date:																																																	
Scope:																																																	
How was your Environmental Management System (EMS) prepared?																																																	
In-House																																																	
Consultant																																																	
Other																																																	
If 'Other', please describe																																																	
How long has the EMS been functioning?																																																	
Have internal audits been undertaken?	<div style="display: flex; justify-content: space-around;"> <span>Yes</span> <span>No</span> </div>																																																
Has a Management Review been conducted each year?	<div style="display: flex; justify-content: space-around;"> <span>Yes</span> <span>No</span> </div>																																																
Describe the factory location:	<div style="display: flex; justify-content: space-around;"> <span>Urban</span> <span>Rural</span> <span>Commercial</span> </div>																																																
Please indicate your usage <sup>(1)</sup> of the following:																																																	
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Gas</td><td>H</td><td>M</td><td>L</td></tr> <tr><td>Oil</td><td>H</td><td>M</td><td>L</td></tr> <tr><td>Chemicals</td><td>H</td><td>M</td><td>L</td></tr> <tr><td>Water</td><td>H</td><td>M</td><td>L</td></tr> <tr><td>Packaging Materials</td><td>H</td><td>M</td><td>L</td></tr> <tr><td>Metals</td><td>H</td><td>M</td><td>L</td></tr> </table>	Gas	H	M	L	Oil	H	M	L	Chemicals	H	M	L	Water	H	M	L	Packaging Materials	H	M	L	Metals	H	M	L	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Paints or solvents</td><td>H</td><td>M</td><td>L</td></tr> <tr><td>Electricity</td><td>H</td><td>M</td><td>L</td></tr> <tr><td>Paper</td><td>H</td><td>M</td><td>L</td></tr> <tr><td>Rubber</td><td>H</td><td>M</td><td>L</td></tr> <tr><td>Wood</td><td>H</td><td>M</td><td>L</td></tr> <tr><td>Plastics</td><td>H</td><td>M</td><td>L</td></tr> </table>	Paints or solvents	H	M	L	Electricity	H	M	L	Paper	H	M	L	Rubber	H	M	L	Wood	H	M	L	Plastics	H	M	L
Gas	H	M	L																																														
Oil	H	M	L																																														
Chemicals	H	M	L																																														
Water	H	M	L																																														
Packaging Materials	H	M	L																																														
Metals	H	M	L																																														
Paints or solvents	H	M	L																																														
Electricity	H	M	L																																														
Paper	H	M	L																																														
Rubber	H	M	L																																														
Wood	H	M	L																																														
Plastics	H	M	L																																														
(1) High / Medium / Low																																																	
Any others? If so, please detail:																																																	

Are you subject to any specific regulatory aspects or permits? (Such as)

Producer of "Special Wastes"	Yes	No
Registered waste carrier	Yes	No
Discharge consent	Yes	No

Other (Please describe)

Environmental agency licences

Yes

No

Licence number:

Other (Please detail)

Is your site located near to a Site of Special Scientific Interest (SSSI):

Yes

No

Do you measure any emissions to the air?

Yes

No

If so, what for?

Do you monitor any other type of emissions?

Yes

No

If so, what for?

Please indicate the quantity of waste you produce

H

M

L

Please detail:

Do you reuse any of your materials?	Yes	No
-------------------------------------	-----	----

Please detail:

## Section 5 - For ISO 45001 Certification

Applying for new Certification:		Applying for transfer:	
If you have existing Certification, please provide:			
Current Certification Body:			
Expiry Date:			
Scope:			
How was your OHSMS prepared?			
In-House			
Consultant (please name)			
Other			
If 'Other', please describe			
How long has the OHSMS been functioning?			
Have internal audits been undertaken?	Yes	No	
Has a Management Review been conducted each year?	Yes	No	
Describe the factory location:	Urban	Rural	Commercial

Please provide details on all key regulations, including authorisations, consents and licences relating to your site and operations:

--	--	--	--



Please describe the significant. health and safety hazards and risks of your operation below:

Do staff carry any form of Safety Passport?	Yes	No
If so, please detail:		
Is there a site induction for first time visitors?	Yes	No
Are any staff subject to pre-employment or routine medical examination?	Yes	No
Is your site covered by legal requirements for hazardous installations e.g. COMAH?	Yes	No
Has a safety management review been carried out?	Yes	No
Do you have an occupational health and safety policy?	Yes	No
Have you identified occupational health and safety risks?	Yes	No
Have you identified applicable safety regulations?	Yes	No
Have you set health and safety objectives and targets?	Yes	No
Has a programme been put in place to achieve the objectives?	Yes	No
Have you prepared a documented system description?	Yes	No
Have all staff been made aware of the management system?	Yes	No
Has an internal audit programme started?	Yes	No
Has a management review been carried out?	Yes	No
Are emergency plans and procedures in place?	Yes	No

## Section 6 - Locations(s)

Please define all locations to be covered under the Certificate(s)

For each location please list the name of the local contact, activities and processes covered, and number of personnel at each location (ISO 45001 applicants should list all but the number of personnel at each location; this information should be added in the second table).

For ISO 45001 applications, please indicate the number of personnel, including contractors and sub-contractors, working at each of the locations identified above.

Location	Number of employees	Number of contractors / sub-contractors

Signed for the Applicant	
Name (BLOCK CAPITALS)	
Company Name	
Job title	
Date	
Scan or insert e-signature	

Return the application form by email to [clientservices@bbacerts.co.uk](mailto:clientservices@bbacerts.co.uk) or post to: **British Board of Agrément, 1st floor, Building 3, Hatters Lane, Croxley Park, Watford, WD18 8YG**