

BBA MANAGEMENT SYSTEM CERTIFICATION GUIDE

(17-06-127 Iss1)



Note: This document may be revised from time to time, for example to take account of improvements and amendments to test and assessment methods and material innovations.

Readers are advised to contact the British Board of Agrément to check the latest edition via the following contact methods:

Tel: 01923 665300

e-mail: clientservices@bbacerts.co.uk

This application is relevant to:

- BS EN ISO 9001 Quality Management System
- BS EN ISO 14001 Environmental Management System
- BS EN ISO 45001 Occupational Health and Safety Management System

The BBA will prepare a contract for a Certificate on the basis of the information set out in this short Application Form. It is important that your requirements are fully and precisely defined within this document as a failure to do so could result in errors or omissions in the contract.

If there is insufficient space for any of your entries on the form please add extra pages. If you consider that any of the questions do not apply to your product, mark as 'not applicable'. Please do not leave any sections blank.

Information supplied by you will be treated in confidence and will not be disclosed, other than as required: to any third party that the BBA instructs or consults or in connection with your application; under statute; or by English law.

Please contact your BBA Client Account Manager or Client Services if you have any queries clientservices@bbacerts.co.uk

The flow chart below indicates the BBA's work process, from receipt of initial enquiry to issue of a Certificate. Enquiry Application submitted Discuss with client Contract Documents prepared and given to client No Contract accepted and Stop fee paid by client? Programme of work implemented Progress is dependent on audit findings and organisation's Stage 1 & Stage 2 ability to implement corrective Auditor allocated and reports actions submitted for review with any corrective actions Internal ratification procedures. No Discuss with client Assessment successful? Certificate issued Carry out surveillance Recertification assessment every 3 years