

© 2020 British Board of Agrément. All Rights reserved. 18-06-01, Issue 18.

Section 1 - Applicant Details

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

1.1 Company details (as should appear on the issued Certificate)

Registered Company name	
Trading as	
Address	
Town/City	
County	
Postcode	
Country	
Company email	
Website	
Main telephone number	
Fax number	

Registered address if different	
---------------------------------	--

Number of employees	
Annual turnover (£s)	
Company Registration Number	
VAT Number (UK clients only)	

1.2 Contact details

	Title (Ms, Mr/Mrs/Dr)	Name	Email	Tel numbers (work/mobile)
Chief Executive/ Managing Director/ decision maker				
Marketing/Sales				
Accounts				
Technical				
Project Manager ⁽¹⁾				

(1) It is recommended that the Applicant appoints a competent person who will be responsible and empowered to act as the contact during the approval process and give conclusive answers to any technical and procedural questions from the BBA.

Section 2 - Product/System Specification

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

2.1 Application type

Please select the type of application you are submitting (select one).

BBA Agrément assessment <input type="checkbox"/>	BBA Product Assessment and Certification Successful testing and approval of a manufacturing product or system results in a BBA Agrément Certificate that proclaims it to be fit for purpose. This is recognised by the industry as a mark of quality and reliability and sought after by architects, specifiers and decision makers during the construction planning process.
BBA HAPAS assessment <input type="checkbox"/>	Highways Authorities' Product Approval Scheme (HAPAS) HAPAS is a nationally recognised approval scheme for innovative products and systems used in highway works. It exists to ensure levels of quality and safety compliance are in full alignment with Road Authority performance requirements, so that manufacturers and installers operating on the highways can rely on a dependable degree of consistency. Successful HAPAS assessment results in the issue of a Certificate or Report which provides highway engineers with product performance, design and installation data which are invaluable to the product choice and project planning processes.

2.2 Describing your product and its use

We need you to tell us as much as possible about your product and its intended use:

- Product name (name of product that will be on the certificate)
- Description
- How it is manufactured
- How it is intended to be installed
- Scope of use to be covered by the assessment.

Please attach any relevant technical details, construction drawings and appropriate technical marketing literature.

2.3 Product/System range for assessment

Define the sizes, colours, grade, finishes, materials and weights in which the product/system is supplied. Technical literature and data sheets should be attached and web hyperlinks made to product specifications/other relevant technical information where available.

Do you need an example of a completed application form? We have included one in your pack.

2.4 Ancillary products

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

Provide details of ancillary items that are used to assemble the product/system or during the installation of the product/system. These items will be referenced, but not assessed within the assessment.

2.5 Performance claims

Specify any performance claims made for the product/system, e.g. expected durability, thermal conductivity, fire resistance.

Please note that we will require evidence to support performance claims or carry out test and/or assessment work to verify the claims.

Test results will need to come from an independent laboratory which is a UKAS or equivalent accredited body. Please talk to us if you are not sure if your test results qualify.

2.6 CE Marking

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

Is the product/system subject to CE marking? If so, please indicate the relevant harmonised standard(s)/European Technical Assessment (ETA) and provide the supporting documentation e.g. Declaration of Performance, Factory Production Control (FPC) Certificate.

2.7 Health and safety data sheets

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

Are there any Health and Safety considerations to allow for when handling, installing or using this product/system?

Please provide the relevant Safety Data Sheets.

Section 3 - Available Assessment, Calculation and Test Data

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

The BBA has very exacting requirements for data which must be recent, traceable to the product under assessment and conducted by an accredited UKAS laboratory or equivalent. If you have data that you propose to rely on, please declare this on the application and we will allow time to assess the source's suitability within the Assessment Phase. **Please do not submit the actual data at this stage.** We only require the type of data; actual data will be required at the Assessment Phase of the contract process.

If the data prove not to be suitable, or only cover a part of the product/system range, you may be requested to obtain new data in the Implementation Phase.

Characteristic / Standard e.g. Fire, Thermal, Acoustic, Structural, Durability to EN 1234	Type of data e.g. Existing Approval or Prod- uct Certification, Test Report, Simulation or Calculation	Issuing Organisation	Date of issue

Sources of data may include the following:

- CE marking under the Construction Products Regulation (compulsory where existing harmonised standards exist)
- Other national and international technical specifications
- British Standards
- Independent certification schemes
- Test and calculations (3rd party accredited)

Please note that this is not an exhaustive list.

Section 4 - Manufacturing Location(s)

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

Please define all locations at which the product/system or its critical components are manufactured

Note: If the product/system is manufactured at more than one site for the UK market, please give full details of all locations. Please note that the BBA can combine ISO certification with your Agrément certification.

Product name(s)		
Manufacturer's name		
Address		
Town/City		
County		
Postcode		
Country		
ISO 9001, ISO 14001, ISO 45001 or OHSAS 18001 / other certification? If yes please indicate certification bodies if known.		
I would like a no obligation quote for ISO certification. <input type="checkbox"/>		

Product name(s)		
Manufacturer's name		
Address		
Town/City		
County		
Postcode		
Country		
ISO 9001, ISO 14001, ISO 45001 or OHSAS 18001 / other certification? If yes please indicate certification bodies if known.		
I would like a no obligation quote for ISO certification. <input type="checkbox"/>		

Product name(s)		
Manufacturer's name		
Address		
Town/City		
County		
Postcode		
Country		
ISO 9001, ISO 14001, ISO 45001 or OHSAS 18001 / other certification? If yes please indicate certification bodies if known.		
I would like a no obligation quote for ISO certification. <input type="checkbox"/>		

Section 4 - Manufacturing Location(s) continued

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

Product name(s)		
Manufacturer's name		
Address		
Town/City		
County		
Postcode		
Country		
ISO 9001, ISO 14001, ISO 45001 or OHSAS 18001 / other certification? If yes please indicate certification bodies if known.		
I would like a no obligation quote for ISO certification. <input type="checkbox"/>		

Product name(s)		
Manufacturer's name		
Address		
Town/City		
County		
Postcode		
Country		
ISO 9001, ISO 14001, ISO 45001 or OHSAS 18001 / other certification? If yes please indicate certification bodies if known.		
I would like a no obligation quote for ISO certification. <input type="checkbox"/>		

Product name(s)		
Manufacturer's name		
Address		
Town/City		
County		
Postcode		
Country		
ISO 9001, ISO 14001, ISO 45001 or OHSAS 18001 / other certification? If yes please indicate certification bodies if known.		
I would like a no obligation quote for ISO certification. <input type="checkbox"/>		

Section 5 - Installation

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

Is the product already in use?	If yes, please state how long for and in which countries.
Who installs the product?	Please tick as applicable: • General builder <input type="checkbox"/> • Own staff <input type="checkbox"/> • Other (please state) <input type="checkbox"/> • Specialised trades <input type="checkbox"/> • Approved installers <input type="checkbox"/>
Do you provide specialist training for installers?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are there any Codes of Practice or equivalents relating to the installation of this product/system?	If yes, please state

Section 6 - Existing Approvals

6.1 BBA Approvals

Does your company hold any other current approvals, assessment reports or test reports issued by the BBA?
If so please indicate the product/system name(s) and Certificate/Approval/Assessment Report/Test Report number in the table below.

BBA Certificate/Approval/Assessment report/Test report reference number	Installer Registration Number (If applicable)	Details

6.2 Other Approvals

Does your company hold any approvals from body(ies) other than the BBA?
Please use the table below to add information about current approvals and/or any other relevant details.

Body Issuing Approval & Country	Approval No.	Details

6.3 Approved Installer Scheme

The BBA recommends an Approved Installer Scheme to ensure consistent results when your product is being installed within the market. Please provide the contact details for the person(s) responsible for installation.
Please note that the BBA will not need your details if you already have an Approved Installer or Training scheme which does not require on-site inspections.

Contact name	Position	Telephone	Email

Section 7 - Any other information

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

Please use this space to add anything else you consider relevant to this application.

Please confirm that your company and all manufacturing locations have adequate insurance cover:

- Professional indemnity insurance
- Public liability insurance
- Product liability insurance

The BBA recommends that all certificate holders and manufacturing locations have a clear whistleblowing policy for employees to report concerns. Is a policy in place at all relevant sites.

- Yes
- Don't know
- No

Return the application form by email to clientservices@bbacerts.co.uk or post to: **British Board of Agrément, Bucknalls Lane, Watford, Hertfordshire, WD25 9BA.**

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

SM Comments

OM/TEt