



The pathway to BBA Certification

PRODUCT CERTIFICATION

AUDIT & INSPECTION

TEST SERVICES





Your journey begins here...

We are delighted that you have chosen the British Board of Agrément (BBA) to help you realise the potential of your product or system. The BBA brand and Certification are recognised globally and are highly sought after by specifiers and building authorities because they know that BBA certified products are:

- Safe
- Compliant with regulations and where relevant, best practice guidelines
- Fit-for-purpose

In addition to this, association with the BBA strengthens your product brand, helping to build your reputation in the market place.

To start your journey with us, you will need to fill in our Product Assessment Certification Form, after which we will prepare all the contract documents which will enable us to assess your product.

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The Application form

Getting started

Included with this document is an Application Form for you to complete. This tells us all we initially need to know about your company and the product or system you would like us to assess for certification, so it's imperative that you complete the form in full.

There are a number of ways we can help clients and the information that you provide on your application form will enable us to tailor our processes to best meet your individual needs.

Should you need any assistance at any time, please call our client services on: 01923 665300 who will be glad to help you. Alternatively, you can email our client services team at clientservices@bbacerts.co.uk. You might also like to review our sample when completing your Application Form at www.bbacerts.co.uk/pac/application.

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Assessment of your application

Getting to know you

When we have received your completed application form, it will be submitted to our BBA technical department for an initial review.

The initial assessment we undertake for you requires us to evaluate all the information in your application form. It is a significant task undertaken and reviewed by our product experts and carries a charge. This cost will be deducted from the total cost of all the works we finally undertake on your behalf.

We will want to meet you in person to make sure that we fully understand your requirements and aspirations. All meetings will either be via Skype (or equivalent) or at the BBA premises in Watford.

Once we have concluded the assessment of your data we will be in a position to provide you with a fully detailed contract, which sets out all the work we intend to undertake. You will need to agree this document before we can proceed to the next part of the assessment.

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Your contract

Getting to work on your behalf

When your product or system assessment has been completed* and your contract has been signed with agreed payment terms, we will typically undertake the following activities:

Tasks	Executed by:
Testing	BBA Test Services
Factory inspection	BBA Audit and Inspection
Site inspection.....	BBA Audit and Inspection/ Product Approval and Certification
Computer modelling	Product Approval and Certification
Assessment of the above.....	Product Approval and Certification
Certificate writing	Product Approval and Certification/ Publications
Certificate publicity.....	BBA Marketing

If you have any queries at this point, please contact your BBA sales manager.

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*When the final contract specification has been agreed, any variation may attract an additional charge.

Your assessment charges clarified

Charges clarification summary

1. Application received and reviewed.
2. The data in your application is assessed and used to inform the requirements of the final contract - there is a cost for this assessment.
3. The information that we glean from the assessment of your data will be used by us to define all the activities we will specify in the contract that will be presented to you. Contract prices will vary, but the initial assessment charge will be deducted from the price once our assessment has been carried out.

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Maintaining your certification

BBA Certification is highly valued because it provides assurance to your clients, specifiers and designers that the product supplied is the product assessed and described by the BBA. In order to maintain this degree of confidence in your product, the BBA will need to visit your head office and production facilities usually twice a year to review your documentation and processes.

In addition, every three years we review your certification to ensure that it remains up to date (this time period may change if new regulations are introduced). There is an ongoing charge for this service which can be paid for on a 'pay as you go' basis or via our Annual Maintenance Fee (which is an easier option and allows you to spread these costs over three years).

For more information please contact BBA Client Services, at clientservices@bbacerts.co.uk alternatively you can call us on: 01923 665300 for further details.

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BBA leads the way

Expert testing and certification gives new innovations the best start in life

The British Board of Agrément (BBA) is the UK's leading construction certification body, offering approval, certification, extensive auditing and inspection activities and expert test services to manufacturers of products and systems.

We set the standard for excellence in construction products and systems. We offer technical expertise, are independent with an unrivalled track record and provide more than certification through our audit and inspection and test services

Our **Core Values** reflect our unwavering commitment to support the outstanding work of our clients and ultimately the welfare of the general public:

- **Courage** - to challenge and speak up when needed;
- **Integrity** - to act without fear or favour, to be fair and true;
- **Rigour** - we strive for excellence and will never compromise on our standards;
- **Collaboration** - with each other, our clients and the industry;

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British Board of Agrément
www.bbacerts.co.uk

