



Application for BBA Product Assessment and Certification (Agrément and HAPAS Application Form)



Section 1 - Applicant Details

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

Registered Company name	
Trading as	
Address	
Company Registration number	
Town/City	
County	
Postcode	
Country	
Website	
Main telephone number	
VAT number	
Registered address if different	

1.2 Contact details

	Title (Ms, Mr/Mrs/Dr)	Name	Email	Tel numbers (work/mobile)
Main point of contacts details				

(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

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.



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.

Section 3 - Available Assessment, Calculation and Test Data

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.

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

Option 1:
 I have no current tests for this product so please provide an indication of costs on the quotation

Option 2:
 I have existing testing included in the table above. I understand the test reports need to be:

- from facilities approved by the BBA, UKAS or,
- a mutually recognised accreditation scheme or,
- a maximum of four years old

if not, the BBA will issue a Contract Variation quotation to cover the required tests.

Option 3:
 I believe that I have all the necessary tests for a full Agreement Certificate assessment and as described in Option 2. I understand that if there are missing, and/or non-compliant Test Reports, the BBA will issue a Contract Variation quotation to cover the required tests and significant delays to the assessment process could occur.

Section 4 - Manufacturing Location(s)

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"/>	

I have provided all the correct information to the best of my knowledge.

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

Return the application form by email to clientservices@bbacerts.co.uk or post to: **British Board of Agrément, Buiding 3, Hatters Lane, Croxley Park, Herts, WD18 8YG**