



## Section 1 - Applicant Details

### 1.1 Company details

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

### Guidance Notes

This guidance notes section aims to provide support in completing the application form

#### Company Details:

This should be the company name that will appear on the certificate only (i.e this should not be the details of any 3rd party company working with the manufacturer).

It is recommended that the applicant appoints a competent person who will be responsible and empowered to act as the main point of contact during the approval process, and give conclusive answers to any technical and procedural questions from the BBA.

### 1.2 Main point of contact's details

Title (Ms, Mr/Mrs/Dr)	Name	Email	Tel numbers (work/mobile)

## Section 2 - Product/System

### 2.1 Application

<b>BBA Agrément certificate scheme</b>	<input type="checkbox"/>	Successful testing and approval of a construction 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.
<b>BBA HAPAS certification scheme</b>	<input type="checkbox"/>	The Highways Authorities' Product Approval Scheme (HAPAS) is a nationally recognised approval scheme for products and systems used in highway works. It exists to ensure levels of quality and safety compliance are in full alignment with National Highways 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.
<b>Is your application in relation to an existing certificate?</b>	<input type="checkbox"/>	

### Application

Please select the type of application you are submitting.

If you already have a BBA certificate undergoing any work, please reference the job/quotation offer related.

## 2.2 Describing your product and its use

We need you to tell us as much as possible about your product

- 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.

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#### Product:

If this is a product family with multiple similar products/ components or different applications, please confirm this and provide a succinct description for each.

#### Description:

Please provide a brief description and the product range/sizes/variations you wish to have assessed towards certification.

Not all products from a family range may be required to be certified. Only provide the details about the products you are applying for.

#### Scope of use

It is relevant to know if the product requires specific installation methods, ancillary components that are either provided by the applicant or whether these are off-the-shelf components, but that are absolutely necessary for the product to function for the intended use.

#### Define sizes & grade finishes

When there are multiple ranges of products, please define the product range for each of those which you would like us to include in the certification quotation.

Example:

Product A- ranges from 22mm-50mm, in stainless steel and galvanised.

Product B- a range of paints for external applications colour range to RAL 20 versions; comes in smooth and other finishes.

Product C- underground PVC pipes in size range from 100mm to 350 mm diameter, ribbed and smooth. Weights- you can include a matrix table to provide the characteristics summary of each size/ material/ weight/ lengths etc.

Any technical data sheets can be attached separately. Please declare if any products fall under CLP, COSHH or REACH.

## Section 3 - Available Assessment, Calculation and Test Data

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

The BBA has very exacting requirements for data which must be recent, traceable to the product underassessment 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

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#### Characteristic / standard

Please provide full details as per the following examples:

Fire, thermal, acoustic, structural, durability, EN 1234 etc.

#### Type of data

Please provide full details as per the following examples:

Existing approval or product certification, test report, simulation, calculation etc.

#### Issuing organisation

Please provide full name and address of issuing organisation.

#### Date of Issue

Suitable test reports must be no older than 4 years.

\*\*\*Please also note if reports are not from accredited labs or are older than 4 years, it is likely the BBA will not be able to accept them. However, these should not be dismissed completely.\*\*\*

#### Options

Please select the most suitable option.

#### 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 Agrément 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)

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

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

### Guidance Notes

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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 other certification? If yes please indicate certification bodies if known.	
I would like a no obligation quote for ISO certification. <input type="checkbox"/>	
Please tick here if you have additional manufacturing locations. If so, how many? <input type="checkbox"/>	

If you have more than two manufacturing locations, please provide as additional information when submitting this form.

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](mailto:clientservices@bbacerts.co.uk) or post to: **British Board of Agrément, Buiding 3, Hatters Lane, Croxley Park, Herts, WD18 8YG**