Application Form for Third (3rd) Party Certification or Attestation of Conformity for UKCA Marking of Construction Products

1. Company Details

|  |  |
| --- | --- |
| Company Name |  |
| Address | Invoice Address *(if different)* |
|  |  |
| Telephone Number |  |
| Email Address |  |
| Contact Name |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Main Business Activity of Company | |  | | |
| Legal Status | | Private Limited Company (PLC) | |  |
| Private Company Limited by Shares (LTD) | |  |
| Company Limited by Guarantee | |  |
| Unlimited Company | |  |
| Limited Liability Partnership (LLP) | |  |
| Other (please specify below): | |  |
| Company Registration Number *(if applicable)* |  | Company VAT Number *(if applicable)* |  | |
| Is the product in full production? |  | If no, when do you expect to start full production? |  | |

2. Scope of Certification

|  |  |  |  |
| --- | --- | --- | --- |
| Location Address *(Please list all the locations from which either all or elements of products to be certified will be managed and/or controlled).* | Product Name(s)/ Description(s) | Relevant UKTC Third (3rd) Party scheme or Designated European Standards [EN(s)] or European Assessment Documents [EAD(s)] | Does this location hold accreditation or certification? (*Please specify and provide copies)* |
|  | *e.g., Fire and smoke resisting pedestrian door set* | *e.g., EN 16034: 2014* | *e.g., BS EN ISO 9001: 2015* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |

3. Supporting Documentation

For your application to be progressed by UKTC, the following documentation must, as a minimum, be supplied where it is applicable. Applications submitted with no supporting documentation will not be accepted.

|  |  |  |
| --- | --- | --- |
| Documentation | ‘Check’ if supplied | Justification for non-submission |
| Signed copy of the Customer Agreement |  |  |
| Evidence of the legal status of the company *(i.e. Articles of association, Certificate of Incorporation, etc.)* |  |  |
| Evidence of accreditation or certification *(copies of ISO Certification etc.).* |  |  |
| Evidence of your Factory Production Control (FPC) systems *(Quality Manual and/or equivalent FPC management system documentation)* |  |  |
| Test/Classification Report(s), EXAPs, FOA’s |  |  |
| Sampling Reports related to applicable test reports, where appropriate. |  |  |
| Documented evidence of employee qualifications and competencies in relation to the personnel performing work affecting product conformity. *(i.e. education, skills and experience etc.).* *(examples include records of degrees, professional qualifications and internal training, training matrix, etc.).* |  |  |
| List of the manufacturing equipment used in the production of products *(i.e. CNC)* |  |  |
| Have any products relating to this Application been previously declined for product certification, failed a test pursuant to a designated standard or been subject to a product recall? If so, please provide documented details. |  |  |
| Are any of the products or their components relating to this Application manufactured in a location other than those stated in section 2 (e.g. subcontracted)? If so, please specify. |  |  |

4. Declaration

I enclose the documentation prescribed in section three (3) with this application or have justified non-submission.

I declare that I am authorised on behalf of the company, to submit this application, and that the information contained herein is both correct and accurate to the best of my knowledge and belief.

If this application related to a modification/ renewal, I understand that an assessment fee will normally be charged, and it may be necessary to revise our annual fees upon grant of the modification/ renewal.

By submitting this application, I acknowledge that I have read, understood, and accepted the contents of the Customer Agreement and the Terms and Conditions of Sale of United Kingdom Testing & Certification Ltd.

|  |  |
| --- | --- |
| Signature: |  |
| Name: |  |
| Position: |  |
| Date: | Click or tap to enter a date. |

Applications to be submitted to [**info@uktestcert.com**](mailto:info@uktestcert.com)along with electronic bank transfer for the application fee to the following account:

|  |  |
| --- | --- |
| Account Name: | United Kingdom Testing & Certification Limited |
| Account Number: | 11209664 |
| Sort Code: | 80-11-80 |

\*Please be aware that applications cannot be progressed until payment of the application fee has been received.