



> CERTIFICATION

# CSTBat certification system administrative management appendix Polyethylene pipe systems for water drainage

Identification No.: RT 15-2

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*The English version is provided for information. In case of doubt or dispute, the French version only is valid.*

## **CSTB**

84 avenue Jean Jaurès – Champs-sur-Marne

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## Partie 1 Obtaining the certification

Before making its request, the applicant must make sure that it satisfies the conditions defined in this certification reference system, for its product and for the sites concerned. It is the applicant's responsibility to make sure that the regulations applicable to its product are respected.

It must undertake to meet the same conditions during the whole duration of the use of the CSTBat mark.

Failure to comply with all of these commitments may lead to examination of the applicant's application being interrupted or suspended.

### 1.1 LODGING AN INITIAL ADMISSION APPLICATION

#### Submission of the application dossier

The application shall be submitted in compliance with the conditions and templates provided in part 3 (paragraph 3.1).

If the product comes from a manufacturing plant located outside the European Economic Area, the applicant shall designate a representative within the EEA as a joint signatory to the application.

When the application is received, the following procedure is initiated:

- an administrative and technical review of the request is undertaken;
- the assessment (audits and tests) is carried out;
- the assessment is reviewed;
- the decision is made.

#### Administrative and technical review of the application

When the application dossier is received, CSTB verifies that:

- all documents requested in the application dossier are included
- elements contained in the technical file respect the requirements in the certification reference system.

The request is only receivable if:

- the application letter is complete, signed and accompanied by the signed quote where applicable;
- the applicant manages and assumes responsibility for the following stages: design, production, assembly, quality control, marking, packaging and marketing, and specifies the critical points of the various steps;
- any aspect not carried out by the applicant shall be covered by a contract defining the respective responsibilities with the service provider. The applicant shall remain responsible for all the operations and for ensuring they are consistent;
- the products covered by the application comply with the reference standards and technical specifications set in part 2 of this certification reference system;
- the inspections and tests for the products covered by the application and specified in this certification reference system and technical document 1 are implemented;
- all requested documents are enclosed with the application, in particular the contractual documents between the applicant/representative and the applicant/distributor, if applicable.

CSTB also makes sure that it has all the ways and means to reply to the application and it may be led to request additional information necessary for the receivability of the dossier if it is incomplete.

Once the application is admissible, CSTB plans for the assessment and informs the applicant of the organisational procedures (auditor, audit duration, sites to be audited, laboratories, products to be sampled, etc.).

### **Evaluation methods**

The verifications performed within the framework of the CSTBAT mark are generally of two types:

- audits carried out at the production site;
- the tests on the products.

### **Evaluation review and decision**

CSTB assesses the test and audit reports that are prepared and sent to the applicant (evaluation review).

The reports are accompanied, as the case may be, by deviation sheets, including a request for a corrective action proposal by the applicant within a prescribed time span.

In certain cases, a complementary inspection operation may be requested by CSTB, based on its analysis of the report.

For each irregularity, the applicant shall describe the actions implemented or planned with the time span for their application consistent with the deviation observed. The persons responsible for the actions to be implemented shall be mentioned too.

CSTB analyses the relevance of the reply and may ask for an additional test to be carried out to check that corrective actions have been set up (partial or complete audit and/or tests/documentation verification).

CSTB may present an anonymous summary of all evaluation results to the Specific Committee for its opinion.

Depending on the results of the entire assessment, CSTB will make one of the following decisions:

- certification agreement with or without comments;
- certification refusal, giving reasons for the refusal.

In case of a positive certification decision, CSTB shall send the CSTBAT certificate to the applicant which then becomes the holder of the right to use the CSTBAT mark.

The certificates are issued without a validity date.

The applicant can contest the decision made by sending a request in accordance with the General Requirements of the CSTBAT mark. The applicant is entitled to present its case formally.

The granting of the right of use can in no way substitute CSTB's responsibility for the legal responsibility on the company which holds the CSTBAT mark usage right.

The holder can then provide information about his certification using the methods defined in part 2 of the certification reference system.

## **1.2 EXTENSION APPLICATION**

The steps described in Paragraph 1.1, above, apply.

The application shall be submitted in compliance with the conditions and templates provided in part 3 (paragraph 3.3).

## **1.3 MAINTENANCE APPLICATION**

The application shall be submitted in compliance with the conditions and templates provided in part 3 (paragraph 3.4).

For distribution under other trademarks, it is acceptable to make certain presentation modifications to the products in question that have no functional effect. In this case, the holder must specify in the maintenance application the list of modifications made to the products in question.

CSTB then makes sure that these modifications have no functional effect.

## **1.4 NEW ADMISSION APPLICATION SUBSEQUENT TO WITHDRAWAL OF THE RIGHT TO USE THE CSTBAT MARK**

The steps described in paragraph 1.1, above, apply.

The application shall be submitted in compliance with the conditions and templates provided in part 3 (paragraph 3.5).

The new application for admission applies to applicants submitting a product that has been subject to withdrawal of the right to use the CSTBAT mark as a result of a sanction in the specific case of deceptive marketing practices in application of Articles L 121-1 and subsequent articles of the Consumer Code, and of deception in application of Article L 155-30 of the Consumer Code.

## Partie 2

### **MAINTAINING CERTIFICATION: terms and conditions for follow-up**

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Throughout the certification period, the holder shall:

- comply with the requirements and marking procedures described in part 2 of the certification reference system;
- update their certification file using the models supplied in part 3 of this Appendix;
- systematically inform CSTB of any modification to one of the characteristics of the certified product and/or of its organisation that is likely to have an impact on the certification.

In addition, CSTB reserves the right to carry out any controls (visits, tests, verifications, etc.) it deems necessary as a result of:

- a modification affecting the certified product or the quality organisation of the manufacturing entities (manufacturing plant, production workshops, subcontractors' plants, etc.)
- complaints, disputes, legal actions, etc. about which it becomes aware related to use of the CSTBat mark;
- checks (including sampling) may be made in trade outlets.

In case of disputes with users, the verifications may include samplings or tests on the utilisation premises (in that case, the holder is invited to be represented so as to witness the operations).

#### **2.1 CONDITIONS FOR FOLLOW-UP INSPECTION**

The monitoring of the certified products includes follow-up audits to the production unit and tests on the products.

It also involves surveillance of the usage of the mark and the logos on the products, packaging and any communication materials.

The follow-up conditions (for audits and tests) depend upon the following:

- whether or not the holder holds the ISO 9001 certification, in compliance with Part 2 of this certification reference system;
- decisions made following previous controls (audits and tests);
- any applicable reductions.

Before initiating the follow-up process, CSTB completes an administrative and technical review of the certification dossier to make sure no modifications affecting certification need to be taken into account.

## 2.2 EVALUATION REVIEW AND DECISION

CSTB assesses the test and audit reports prepared and sent to the holder in accordance with current procedures.

The reports are accompanied, where appropriate, by deviation sheets, including a request for a proposal of corrective action by the holder, within a prescribed time span.

In certain cases, a complementary inspection operation may be requested by CSTB, based on its analysis of the report.

For each irregularity, the holder shall present the actions implemented or envisaged with a relevant time span for bringing into application with regard to the deviation observed. The persons responsible for the actions to be implemented shall be mentioned too.

CSTB analyses the pertinence of the reply and can request the implementation of a complementary check.

CSTB may submit to the Specific Committee, for approval, **a summary of all the assessment results in an anonymous way or the assessment conclusions.**

Depending on the results of all these controls, CSTB issues a decision on the assessment and notifies the holder of its findings, which might be:

- Decision to maintain the certificate (for certificates with no validity date ), or
- Decision to renew the certificate (for certificates with a validity date ), or
- Decision to sanction in accordance with the General Requirements of the CSTBat mark.

In the event of a penalty, this will be operative dating from its notification. The choice of penalty depends on the severity of the observed deviation. Sanction notifications affecting the right of use are signed by the legal representative, the decision maker of the certifying body.

The cost of additional verifications due to the penalties or after analysing the reports is to be borne by the holder.

The holders and their distributors whose right to use the mark is maintained are each responsible with regard to themselves for the right to use the CSTBat mark, relative to the product in question and undertake to apply the measures which result from the penalties, decided upon in accordance with the certification reference system.

Any suspension or any withdrawal of the right to use the CSTBat mark leads to use of the CSTBat mark and making reference to it being prohibited. This obligation is valid not only for the holder but also for the entire sales network of its company, as well as for the dealers called upon to distribute its products.

All the documentation (technical and sales documents, labels, notices, advertising, websites, etc.) must no longer mention the CSTBat mark for the product subject to a suspension or a withdrawal (erratum and/or reprinting).

Holders can contest the decision made by submitting a request in accordance with the General Requirements of the CSTBat mark.

## **Partie 3**

### **CERTIFICATION FILES**

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The application for the right to use the mark must be drawn up by the applicant/holder in one copy in accordance with the examples and templates set out below. One original of this request shall be made on the applicant's letterhead paper in French and the entire application shall be sent to CSTB.

In case the product comes from a manufacturing unit located outside the European Economic Area, the applicant designates a delegate within the European Economic Area who co-signs the application.

N.B.: Electronic versions of model letters and sheets may be obtained from CSTB.

#### **3.1 CASE OF AN INITIAL ADMISSION APPLICATION**

Applicants prepare a dossier including:

- An application and commitment letter in accordance with standard letter 1;
- A general information sheet concerning the applicant, using standard sheet 3;
- An information sheet concerning the product/product family/product range in accordance with the definition given in part 1 of the certification reference system and established using standard sheet 004;
- Additional elements set out in sheet 005 (specific to the application).

#### **3.2 CASE OF AN EXTENSION APPLICATION**

Holders prepare a dossier including:

- an application and commitment letter from the holder in accordance with standard letter 2A;
- An information sheet concerning the product/product family/product range in accordance with the definition given in part 1 of the certification reference system and established using standard sheet 004.

#### **3.3 CASE OF A MAINTENANCE APPLICATION**

Holders prepare a dossier including:

- an application and commitment letter from the holder in accordance with standard letter 2B;
- a distributor's commitment sheet (signature) on its Company letterhead paper, in accordance with standard letter 2B (cont'd).



**STANDARD LETTER 1**  
**CSTBat MARK - Polyethylene pipe systems for water drainage**

**APPLICATION FORM FOR THE RIGHT TO USE THE CSTBat MARK**

(to be drawn up on the applicant/holder's letterhead paper)

Centre Scientifique et Technique du Bâtiment

Direction HES

84, avenue Jean Jaurès

Champs sur Marne

F-77447 Marne La Vallée Cedex 2

Subject: **Admission application for the right to use the CSTBat MARK - Polyethylene pipe systems for water drainage**

Dear Sir,

(Application to be drawn up for each production centre on the applicant's letterhead paper and returned to CSTB, to the application secretariat\*)

1 - I, the undersigned (1) Mr/Ms.....

representing the Company (2).....

manufacturer of (3).....

2 - The manufacture of this product or system (4) is carried out in the following factory:

.....

(address of the factory)

3 - This procedure (for family d) is implemented by the following company or companies:

.....  
.....

(Name and address of the company or companies)

4 - I declare that I have read the "General Requirements of the CSTBat certificates" and its appendix and the "Specific requirements" specific to "Water distribution or drainage pipes" RT 15-1.

5 - I undertake to comply with the requirements of these documents.

7 - I appoint (5) Mr/Ms.....

As my representative for everything concerning the examination of my application.

8 - I undertake to settle all subsequent payment requests in accordance with the Technical Regulation.

9 - I give permission to display the full version of the certificates issued by CSTB regarding this application:

YES (4)

NO (4)

10 - Have you benefited from advice services from CSTB during the last two years:

YES (6)

NO

I declare that the products/product range covered by this application <sup>(1)</sup>:

- are not subject to an environmental declaration
- are subject to an Environmental and Health Declaration Sheet (FDES)
- are subject to an EPD/OEO or other (please specify) < individual > < collective > < self-declared > environmental declaration or an environmental declaration < which has been verified by (name/date): .....> <sup>(1)</sup>

This declaration can be viewed at: .....(attach the declaration)

<sup>(2)</sup> <Optional>: <And furthermore, I delegate to the Company (company name) (company legal form), (registered office), represented by (Mr/Ms) (name of the legal representative) in that person's capacity (position) to represent me in the European Economic Area for all questions relative to the use of the CSTBat mark - *Water distribution or drainage pipes*.

*I undertake to immediately notify CSTB of any new appointment of the representative designated above.*

*For this purpose, I request that the expenses that are to be borne by me be invoiced directly to him, who will make the payments on my behalf and in my name as soon as the invoices are received, as he/she agreed upon accepting the role of representative.>*

Yours faithfully,

Signed at

Add the handwritten statement

Date

*"Read and approved"*

**Date and signature of the representative applicant's/holder's legal representative**

**<sup>(2)</sup> Date and signature of the in the European Economic Area**

Preceded by the handwritten words

"Fit for acceptance of representation"

<sup>(2)</sup> Only applies to applicants or holders located outside the European Economic Area (EEA).

- (1) Last name, first name, address, telephone
- (2) Commercial name and address, telephone
- (3) Nature and trade name of the component or system
- (4) Line out the inapplicable item
- (5) Last name, first name, title and role in the company, telephone, fax
- (6) If yes: give details

**STANDARD LETTER 2A**  
**CSTBat MARK - Polyethylene pipe systems for water drainage**

**APPLICATION FORM FOR THE RIGHT TO USE THE CSTBat MARK**

(to be drawn up on the applicant/holder's letterhead paper)

Centre Scientifique et Technique du Bâtiment

Direction HES

84, avenue Jean Jaurès

Champs sur Marne

F-77447 Marne La Vallée Cedex 2

Subject: **Application for the extension of the right to use the CSTBat MARK - Polyethylene pipe systems for water drainage**

Dear Sir,

As the holder of the CSTBat mark – Polyethylene pipe systems for water drainage for the product we manufacture, identified under the following references:

- name of the product/range of products:
  - production unit:
  - brand name:
  - specific retail product name:
  - right of use granted on (date) and bearing the following number:

I am writing to apply for the right to use the CSTBat mark for the product/product range I manufacture, derived from the certified product/product range with the following modifications: <description of the modifications>.

The product/product range for which I am seeking an extension will replace the certified product listed above:

- NO (1);
- YES (1).

I declare that the products/product range covered by this application are, with relation to the other characteristics, strictly in conformity with the products/product range already certified and manufactured under the same conditions.

For that purpose, I declare that I am familiar with and accept the General Rules of the CSTBat mark and the certification reference system of the CSTBat mark and I undertake to comply with them and to inform my commercial network of them throughout the duration of usage of the CSTBat mark, and in particular to comply with the decisions made, without any restriction or reservation, in accordance with the General Rules of the CSTBat mark and with the certification reference system of the CSTBat mark.

I declare that the products/product range covered by this application (1):

- are not subject to an environmental declaration;
  - are subject to an Environmental and Health Declaration Sheet (FDES);
- are subject to an EPD/OEO or other (please specify) "individual" "collective" "self-declared" environmental declaration or an environmental declaration "which has been verified by (name/date) (1)

This declaration can be viewed at: .....(attach the declaration)

*<sup>(2)</sup> <Optional>: <And furthermore, I delegate to the Company (company name) (company legal form), (registered office), represented by (Mr/Ms) (name of the legal representative) in that person's capacity (position) to represent me in the European Economic Area for all questions relative to the use of the CSTBat mark – Water distribution or drainage pipes.*

*I undertake to immediately notify CSTB of any new appointment of the representative designated above.  
For this purpose, I request that the expenses that are to be borne by me be invoiced directly to him, who will make the payments on my behalf and in my name as soon as the invoices are received, as he/she agreed upon accepting the role of representative.>*

Yours faithfully,

Signed at

Add the handwritten statement

Date

*"Read and approved"*

**Date and signature of the representative  
applicant's/holder's legal representative**

**(2) Date and signature of the  
in the European Economic Area**

Preceded by the handwritten words

"Fit for acceptance of representation"

(1) Line out the inapplicable item

(2) Only applies to applicants or holders located outside the European Economic Area (EEA).

**STANDARD LETTER 2B**  
**CSTBat MARK - Polyethylene pipe systems for water drainage**

**APPLICATION FORM FOR THE RIGHT TO USE THE CSTBat MARK**

(to be drawn up on the applicant/holder's letterhead paper)

Centre Scientifique et Technique du Bâtiment

Direction HES

84, avenue Jean Jaurès

Champs sur Marne

F-77447 Marne La Vallée Cedex 2

**Subject: Application for maintaining the right to use the CSTBat mark - Polyethylene pipe systems for water drainage**

Dear Sir,

I would like to apply for the right to use the CSTBat mark to be maintained on products that are no different from those already covered by the mark other than by their brand names and/or their specific retail product names affixed thereto, and where applicable by design changes that do not alter their certified features in any way whatsoever.

Identification of the products covered by the CSTBat mark		Brand name and/or specific retail product name requested by the distributor
Certificate no.	Name and reference of the holder's product	

The company which will distribute these products (distributor) under the following brand name <nouvelle marque commerciale demandée> has the following contact information:

Name:

Address:

I undertake to provide the above-mentioned distributor with the certification reference system for the CSTBat mark - **Polyethylene pipe systems for water drainage**, and in particular with the marking provisions laid down in § 2.6 of this certification reference system.

I undertake to immediately inform CSTB of any changes made to the distribution of these products, and in particular in the event of any discontinuation of supply to the above-mentioned distributor.

For that purpose, I declare that I am familiar with and accept the General Rules of the CSTBat mark and the certification reference system of the CSTBat mark and I undertake to comply with them and to inform my commercial network of them throughout the duration of usage of the CSTBat mark, and in particular to comply with the decisions made, without any restriction or reservation, in accordance with the General Rules of the CSTBat mark and with the certification reference system of the CSTBat mark.

I authorise CSTB to inform the above-mentioned distributor of any sanctions applied in accordance with the certification reference system of the CSTBat mark - **Polyethylene pipe systems for water drainage** pertaining to the certified products covered by this document.

Please find attached a copy of the commitment sheet signed by the distributor <nom de la Société> to distribute under the brand name and/or the specific retail product name only certified products that I have delivered to him.

Yours faithfully,

**Date and signature of the legal representative of the holder,  
the maintenance applicant**

**STANDARD LETTER 2B (cont'd)**  
**CSTBat MARK - Polyethylene pipe systems for water drainage**

**DISTRIBUTOR'S COMMITMENT SHEET (SIGNATURE)**

(to be drawn up on the distributor's letterhead)

I, the undersigned .....  
 acting in my capacity as: ..... (MD, Chairman, CEO, etc.)  
 the registered office of which is located at: .....  
 SIRET no. ....

hereby agree:

- to make no technical changes, in particular affecting the nature and/or operational features of the certified products named below:

Identification of the products covered by the CSTBat mark		Brand name and/or specific retail product name requested by the distributor
Certificate no.	Name and reference of the holder's product	

- to carry out no other modifications that would alter the certified characteristics of the products manufactured by <holder> such as <details of the modifications>. Any subsequent alteration must be reported beforehand to CSTB for approval, and it must also be agreed with the holder;
- not to change the above-mentioned brand names and/or specific retail product names unless agreed with the holder of the right to use the CSTBat mark and after having previously notified CSTB by registered letter with acknowledgement of receipt;
- to distribute under the above-mentioned brand names and/or the specific retail product names only the products delivered by <holder>;
- not to make any modification to the marking of the products implemented by the holder in accordance with the provisions of the CSTBat mark certification reference system - **Polyethylene pipe systems for water drainage**;
- to lend CSTB my assistance for any verification pertaining to the products hereby covered by this document and their marketing and to send CSTB all documentation referring to these products;
- to apply the measures resulting from sanctions imposed in accordance with the certification reference system of the CSTBat mark - **Polyethylene pipe systems for water drainage**;
- to pay the admission fees provided for in the CSTBat mark price list, and to effect all subsequent payments demanded from me in accordance with the certification reference system of the CSTBat mark - **Polyethylene pipe systems for water drainage**;
- to inform the holder of any complaint received pertaining to the certified products.

I hereby declare that I am familiar with the certification reference system of the CSTBat mark - **Polyethylene pipe systems for water drainage** and undertake to comply with it for the entire duration of use of the CSTBat mark.

For that purpose, I declare that I am familiar with and accept the General Rules of the CSTBat mark and the certification reference system of the CSTBat mark and I undertake to comply with them and to inform my commercial network of them throughout the duration of usage of the CSTBat mark, and in particular to comply with the decisions made, without any restriction or reservation, in accordance with the General Rules of the CSTBat mark and with the certification reference system of the CSTBat mark.

Yours faithfully,

**Date and signature of the legal representative  
of the distributor (maintenance beneficiary)**

**STANDARD SHEET 3**  
**CSTBat MARK - Polyethylene pipe systems for water drainage**

**APPLICANT GENERAL INFORMATION SHEET**

**PRODUCTION UNIT:**

- Company name: \_\_\_\_\_
- Address: \_\_\_\_\_
- Country: \_\_\_\_\_
- Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_
- SIRET No. (1): \_\_\_\_\_ NAF Code (1): \_\_\_\_\_
- Name and capacity of the legal representative (2): \_\_\_\_\_
- Name and capacity of the contact person (if different): \_\_\_\_\_
- VAT identification number (3): \_\_\_\_\_
- Email address: \_\_\_\_\_
- Web site: \_\_\_\_\_
- Certified quality management system (4):  ISO 9001:2008

**MANUFACTURER (if different from the production unit):**

- Company name: \_\_\_\_\_
- Address: \_\_\_\_\_
- Country: \_\_\_\_\_
- Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_
- SIRET No. (1): \_\_\_\_\_ NAF Code (1): \_\_\_\_\_
- Name and capacity of the legal representative (2): \_\_\_\_\_
- Name and capacity of the contact person (if different): \_\_\_\_\_
- VAT identification number (3): \_\_\_\_\_
- Email address: \_\_\_\_\_
- Web site: \_\_\_\_\_

**DELEGATE (if requested):**

- Company name: \_\_\_\_\_
- Address: \_\_\_\_\_
- Country: \_\_\_\_\_
- Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_
- SIRET No. (1): \_\_\_\_\_ NAF Code (1): \_\_\_\_\_
- Name and capacity of the legal representative (2): \_\_\_\_\_
- Name and capacity of the contact person (if different): \_\_\_\_\_
- VAT identification number (3): \_\_\_\_\_
- Email address: \_\_\_\_\_
- Web site: \_\_\_\_\_

(1) Only for French companies.  
(2) The legal representative is the individual who is legally responsible.  
(3) Applies to European manufacturers.  
(4) Include a copy of the certificate.

**SHEET 004**

**CSTBat MARK - Polyethylene pipe systems for water drainage  
PRODUCT INFORMATION SHEET  
PIPES SUBMITTED FOR ADMISSION**

Name of pipe extruder:

Relevant family:

Trademark:

Nominal thickness (mm)	Nominal external diameter DN (mm)	Nominal pressure (if applicable)	Type of assembly (sealing ring)

**Date**  
**Stamp and signature**



**SHEET 004**  
**CSTBat MARK - Polyethylene pipe systems for water drainage**  
**PRODUCT INFORMATION SHEET**

**FITTINGS SUBMITTED FOR ADMISSION**

Name of the holder:

Relevant family:

Trademark:

Designation	Angle	Orifice: M = Male F = Female	Dimensions	Type of assembly (sealing ring or ring for welding)

**Date**  
**Stamp and signature**

**SHEET 005****CSTBat MARK - Polyethylene pipe systems for water drainage****TEMPLATE HOLDER'S TECHNICAL FILE**

The application for authorisation to affix the CSTBat mark can only be validly taken into account if all the information below has been supplied by the applicant.

**1 - PRODUCTS PRESENTED**

Refer to the PRODUCTS sheet (sheet 004).

**2. MANUFACTURING DEFINITION****2.1 Raw materials**

- nature, origin and designation of the raw materials used,
- nature, origin and type of seals used,
- nature of controls performed on raw materials.

**2.2 Manufacturing conditions**

- description of the main phases of manufacture.

**3 - GENERAL CHARACTERISTICS OF THE MANUFACTURING UNIT**

- other production and parts represented by the products covered by the CSTBat mark and/or which are the subject of the application,
- Any other quality marks on the products which are the subject of the application,
- manufacturing unit organisation chart.

**4. QUALITY CONTROL AND ORGANISATION**

If the quality assurance system is certified by a third party for the product chain in question, the certificate must be included in the technical file.

## Partie 4 FEES

The purpose of this part is to define the total CSTBat certification-related services due and to describe the terms of payment.

The CSTBat certification includes the following services:

- Development and implementation of an application;
- Examination of the certification application;
- Processing of certification application;
- Testing;
- Audits;
- **Sampling;**
- **Right to use the CSTBat mark;**
- Complementary or supplementary checks;
- Promotion.

### 4.1 SERVICES RELATING TO CSTBAT CERTIFICATION

Nature of the service	Definition of the service	General terms and conditions
Development and implementation of an application.	Participation in the implementation of the CSTBat mark, including the preparation of the certification reference system.	This service is paid for by the applicant when it makes its initial application for the right to use the CSTBat mark. The fee for this service will not be refunded even if the right to use the CSTBat mark is not awarded or if the application is abandoned during examination.
Examination of the certification application.	Services including examination of the application dossiers, the relations with the applicants, the laboratories, the auditors, and the assessment of the results of the checks.	These services are invoiced when the application is received. It is a single flat amount. The fee for these services will not be refunded even if the right to use the CSTBat mark is not awarded or if the application is abandoned during examination.
Processing of certification application.	Services of processing the dossiers of certified products and of their holders, preparation of lists of certified products, assessment of the results of the verifications.	The annual fee for using the CSTBat mark is invoiced to the holder after certification of a product. Whenever the CSTBat mark is granted during the year, the amount of the usage fee is calculated pro-rata of the number of months following the decision to grant the right of use.
Tests	Laboratories' testing services.	The laboratories' price lists are provided upon request. The fee for these services will not be refunded even if the right to use the CSTBat mark is not awarded or if the application is abandoned during examination.

Nature of the service	Definition of the service	General terms and conditions
Audit	Services including preparation for the audit, the audit itself as well as the report. Travel expenses are to be added to these services.	The fee for these services will not be refunded even if the right to use the CSTBat mark is not awarded or renewed.
Sampling	Services including preparation and sampling itself.	The minimum amount invoiced will be a half day if the sampling is carried out outside the ambit of the audit.
Fee for the right to use the CSTBat mark	This usage right contributes to: - protection of the CSTBat mark: registration and protection of the mark, legal counsel, appeals process and dealing with wrongful usage (justice costs); - the generic promotion of the CSTBat mark; - the general operation of the CSTBat mark (management of the CSTBat mark governing bodies, quality system, etc.).	The annual fee for using the CSTBat mark is invoiced to the holder after certification of a product. Whenever the CSTBat mark is granted during the year, the amount of the usage fee is calculated pro-rata of the number of months following the decision to grant the right of use. The fee for using the CSTBat mark will not be refunded even if the right to use the CSTBat mark is withdrawn or suspended during the year.
Complementary / supplementary checks.	Services required by the additional checks or complementary verification tests which may prove necessary following insufficiencies or anomalies detected by the current verifications.	These services are to be borne by the applicant/holder according to the prices in force, provided upon request.
Promotion.	Sectoral promotion operations for the CSTBat mark.	The fee for this service is determined each year and invoiced in addition to the other services.

#### 4.2 PAYING FOR THE SERVICES

The registration fee and the costs relative to the examination and audit services invoiced as part of an application for admission or extension of the right to use the CSTBat mark are payable in a single payment at the time the application is submitted in view of its official registration.

These fees will not be refunded even if the right to use the CSTBat mark is not awarded or renewed.

The fees for the annual services pertaining to follow-up and the right to use the CSTBat mark will be invoiced during the first half of each year and will not be refunded if the right to use the CSTBat mark is not renewed, is withdrawn, cancelled or suspended during the year.

The applicant or holder of the right to use the CSTBat mark must pay all their fees in accordance with the stipulated terms of payment. Any failure on their part constitutes an obstacle to the performance by CSTB of the responsibilities of verification and corrective action that are incumbent upon them under this certification reference system.

If initial notice served by registered letter with acknowledgement of receipt should not result in the payment of all the sums due within one month, all penalties provided for in the General Requirements of the CSTBat mark may be applied for all the products accepted for that holder.

#### **4.3 PRICES**

Prices are reviewed annually, in the form of a price list drawn up by CSTB. This revision is decided on after consultation with the **Specific** Committee.

If holders refuse to recognise the annual price review, they will be deemed to have voluntarily terminated the right to use the CSTBat mark for their certified products.

It includes the fees described below.

#### **4.4 FEES FOR EXAMINATION OF THE CERTIFICATION APPLICATION**

These fees are to be paid in a single payment when the application is submitted and will not be refunded if the application is withdrawn or refused by the Specific Committee.

These fees are common to all types of product under CSTBat certification.

#### **4.5 ANNUAL CONTRIBUTION**

This is the contribution towards the general costs of the certification and right to use the CSTBat mark.

These fees are common to all types of product under CSTBat certification.

#### **4.6 ANNUAL FOLLOW-UP FEES**

These fees are payable in advance each year and will not be refunded if the certificate is suspended or withdrawn.

In the event of notification during the year, the annual verification fees are calculated based on the number of verifications to be made.

It includes:

- management fees,
- fees for visit(s),
- test fees,
- promotion fees,

The amount invoiced each year is calculated according to the measures in article 4.3 of these Specific Requirements which determine the verification frequency.

### **Management fee**

The management fee is a fixed amount per certificate. It corresponds to one manager day.

From the 2nd certificate for the same holder (other site, other product, etc.), this amount is reduced and corresponds to 1/2 a day per certificate.

### **Audit fee**

The fee for the audit visit includes a part covering time spent which varies according to the distance to travel to the production site, and a part covering the travelling expenses which is a fixed rate per country.

If several certified products are manufactured on the same site, the audit fees are globalised for the audit of this site and then equally distributed over all the different products/certificates checked during this audit.

### **Test fees**

Test fees are calculated based on the current scale according to the number of tests to be performed to check the characteristics specified in Appendix B.

## **4.7 ADDITIONAL EXPENSES**

In the event of a malfunction caused by the holder and hindering verification (e.g. failure to comply with the dates for sending samples and requiring several reminders and/or changes to the laboratory schedule), additional management expenses will be calculated pro-rata based on the time spent by the manager (or other person) and invoiced to the holder.

If additional audits or tests prove necessary due to shortcomings or anomalies detected by the routine checks, or due to changes to the manufacturing process, these visits or tests are at the manufacturer's expense. The amount is calculated in the same way as for a routine inspection, according to the service performed.

## **4.8 RE-ISSUING A CERTIFICATE**

If a new certificate needs to be issued during the year following commercial or administrative changes (new commercial name, change of corporate name, change in holder's address, etc.) management fees will be invoiced.

These fees are invoiced after the event as part of the annual invoice for verification or follow-up services.

## **4.9 COORDINATED CERTIFICATION**

If the services relative to this certification are part of a coordinated certification application, the invoice for these services is integrated into a global invoice for all the certifications in question and is calculated on a case-by-case basis.

#### **4.10 CONTRIBUTION TO THE DEVELOPMENT AND PROMOTION OF THE MARK**

The cost of these fees is a fixed price per holder (for one or more certificates). It includes costs related to work linked to developments of these Specific Requirements, in particular following European work, new conditions for implementation of pipe systems and promotion of the CSTBat mark with installers, dealers, wholesalers and audit offices. It is invoiced annually to certificate holders.

#### **4.11 COMMERCIAL EXTENSIONS**

Certificates established in the name of distributors are subject to initial and then annual invoicing, including management fees of an amount and the annual contribution defined in § 2 above.