



CERTIFICATION

Appendix No.1

QB certification system administrative management:

Built-up cladding products,
vetures, cladding products and
soffit products



Identification no.: QB 15
Revision no.: 05
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The English version is provided for information. In case of doubt or dispute, the French version only is valid.



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Part 1

Obtaining the Certification

1.1 Lodging an initial admission application

1.1.1 SUBMISSION OF THE APPLICATION DOSSIER

The application shall be submitted in compliance with the conditions and templates provided in Part 3 (Cf. *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.

Upon receipt of the application, the following process begins:

- 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 taken.

1.1.2 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 admissible 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 out 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 in the technical documents 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 admissibility 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.).

1.1.3 ASSESSMENT PROCEDURES

The inspections performed in the context of QB marking are generally of two types:

- audits carried out at the production site including supervision of tests conducted on certified characteristics;
- tests on products carried out in the laboratory of the mark.

A report is drawn up following the assessments: audit report.

In case of a deviation, the applicant must:

- 1 - propose an action plan to CSTB within 15 days following notification of the deviation,
- 2 - implement an action plan within:
 - ➔ 3 months in the event of a critical deviation,
 - ➔ 6 months in the event of a non-critical deviation.

The audit reports may mention weak points. Those points indicate departures from the optimal product/service performance. They do not require any corrective actions. However, they are analysed within the framework of the next assessment and may be reclassified as deviations in the event of departures leading to non-respect of the reference system requirements.

They may be supplemented with further assessments, for instance, the analysis of the control registers following the audit, an assessment of the expertise of the holder's technical support, etc.

1.1.4 ASSESSMENT REVIEW AND DECISION

CSTB assesses the test and audit reports that are prepared and sent to the applicant (assessment 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 some cases, a complementary inspection operation may be requested by CSTB once it has analysed the reports.

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 testing/document verification).

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

Depending on the results of the entire assessment, CSTB will take 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 remit the QB certificate to the applicant, which, on that occasion, will become the holder of the right to use the QB mark.

The certificates are issued without a validity date.

The applicant can contest the decision taken by sending a request in conformity with the General Requirements of the QB mark. They are entitled to present their case formally.

Granting the right of use in no way substitutes CSTB's responsibility for the legal responsibility of the company that holds the right to use the QB mark.

The holder can therefore provide information about their certification using the methods defined in Part 2 of the certification reference system.

1.2 Complementary admission 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 (Cf. *Paragraph 3.2*).

1.3 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 (Cf. *Paragraph 3.3*).

1.4 Maintenance application

The application shall be submitted in compliance with the conditions and templates provided in Part 3 (Cf. *Paragraph 3.4*).

For distribution under other trademarks, it is acceptable to make certain presentation modifications to the relevant products that have no functional effect. The holder shall then specify in their maintenance application the list of modifications made to the products in question.

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

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The Specific Committee is notified when CSTB issues decisions to maintain the right of use.

The company that distributes the certified products must provide CSTB with all the sales documents (catalogues, brochures, websites, etc.) that refer to these products and send updated documents for each new version.

CSTB may carry out inspections at the retail site (merchants, DIY superstores, etc.) for products that are the subject of a maintenance application.

Part 2

Maintaining Certification: Terms and Conditions for Follow-Up

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 to their 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 and related to the use of the QB mark;
- checks (including sampling) may be made in trade outlets.

In case of disputes with users, the verifications may include sample-taking or testing 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 of 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 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.

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 Assessment review and decision

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

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 some cases, a complementary inspection operation may be requested by CSTB once it has analysed the reports.

For each deviation, the holder shall present the actions implemented or envisaged with a relevant time span for bringing them 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.

The CSTB may anonymously submit to the Specific Committee, for approval, a summary of all the assessment results or submit the assessment conclusions.

Depending on the results of all the checks, CSTB comes to a conclusion about the assessment and notifies the holder of the conclusion, which may be:

- a decision to maintain the certificate, or
- a decision to sanction in accordance with the General Requirements of the QB mark.

In the event of a sanction, this will be operative dating from its notification. The choice of sanction depends on the severity of the observed deviation. The sanction notifications that affect the usage right are signed by CSTB Management.

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

The holders and their distributors that benefit from maintenance of the right of use are each responsible for the right to use the QB mark in relation to the product under consideration and undertake to apply the measures resulting from the penalties, decided upon in conformity with the certification reference system.

Any suspension or withdrawal of the right to use the QB mark results in the prohibition to use the QB mark or to make reference to it. This obligation is valid not only for the holder but also for the whole sales network of their company, as well as for the dealers responsible for distributing the company's products.

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

Holders can contest the decision taken by submitting a request in conformity with the General Requirements of the QB mark. They are entitled to present their case formally.

Part 3

Certification Files

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 the event that the product comes from a manufacturing unit located outside the European Economic Area, the applicant may designate a representative within the European Economic Area who co-signs the application.

An application concerning a product which benefits from a foreign conformity mark or from a test certificate issued by a foreign laboratory is processed, taking into account any existing recognition agreements, in conformity with the General Requirements of the QB mark.

Note: Electronic versions of template letters and sheets may be obtained from CSTB.

3.1 Case of an initial admission application

Applicants prepare a dossier to include:

- an application and commitment letter from the applicant in accordance with standard letter 1 or 1b;
- a general information sheet about the applicant, as per standard sheet 3;
- a data sheet per product according to standard sheet 4.

3.2 Case of a complementary admission application

Holders prepare a dossier to include:

- a holder application and commitment letter in accordance with standard letter 1;
- a general information sheet about the applicant, as per standard sheet 3;
- a data sheet per product according to standard sheet 4.

3.3 Case of an extension application

Holders prepare a dossier to include:

- an application and commitment letter from the holder in accordance with standard letter 2A;
- a data sheet per product according to standard sheet 4.

3.4 Case of a maintenance application

Holders prepare a dossier to include:

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

3.5 Case of a new admission application following withdrawal of the right to use the QB mark

Holders prepare a dossier to include:

- an application and commitment letter from the applicant in accordance with standard letter 1;
- a general information sheet about the applicant, as per standard sheet 3;
- a data sheet per product as per standard sheet 4;
- specific items all applicants must submit as part of a new admission application where the usage right has been withdrawn as a result of a sanction in accordance with standard sheet 5.



QB certification system administrative management appendix
Built-up cladding products, vetures, cladding products and soffit products
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STANDARD LETTER 1
QB MARK – Built-up cladding products, vetures, cladding products and soffit products

APPLICATION FORM FOR THE RIGHT TO USE THE QB MARK OR FOR EXTENDING THIS RIGHT TO A NEW PRODUCT (COMPLEMENTARY ADMISSION)

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

Direction Enveloppe, Isolation et Sols
 Division Certification et Evaluation de l'Enveloppe du
 Bâtiment (C2EB)
 84, avenue Jean Jaurès
 Champs sur Marne
 F-77447 MARNE LA VALLEE CEDEX 2
 ☎ : 01 64 68 82 74 - QB_15_bardages@cstb.fr
<http://www.evaluation.cstb.fr/> -

Subject: **Admission application for the right to use the QB mark - Built-up cladding products, vetures, cladding products and soffit products/Complementary admission application for the right to use the QB mark - Built-up cladding products, vetures, cladding products and soffit products⁽¹⁾**

To whom it may concern,

I am writing to apply for the right to use the QB mark:

- for the following product/range of products:..... (detailed list of the product/range of products or specify 'as set out in the list included with this application');
- produced at the following production unit: (company name, address);
- and for the following trade name: (trademark and/or specific trade reference, which may be on the list included with this application).

For that purpose, I declare that I am familiar with and accept the General Requirements of the QB mark and the certification reference system for the QB mark – Built-up cladding products, vetures, cladding products and soffit products, and I undertake to conform to them and to inform my commercial network throughout the duration of usage of the QB mark and, in particular, to comply with the decisions made, without any restriction or reservation, in accordance with the General Requirements of the QB mark and with the certification reference system for the QB mark – Built-up cladding products, vetures, cladding products and soffit products.

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

- are not subject to an environmental declaration;
- <are subject to an environmental declaration> <are subject to an EPD/PEP/other environmental declaration (specify) > <individual> <collective> <self-declared> <that has been verified by (name/date):> ⁽¹⁾

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

⁽²⁾ <Optional>: <And furthermore, I delegate to the Company (company name) (company legal form), (head office), represented by (Mr/Ms)* (name of the legal representative) in that person's capacity as (position) to represent me in the European Economic Area for all questions relative to the use of the QB mark – Built-up cladding products, vetures, cladding products and soffit products.

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 the representative. He/she 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,

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

**⁽²⁾ Date and signature of the
 in the European Economic Area
 Preceded by the handwritten words
 'Fit for acceptance of representation'**

⁽¹⁾ Delete as appropriate

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



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Built-up cladding products, vetures, cladding products and soffit products
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STANDARD LETTER 1A
QB MARK - Built-up cladding products, vetures, cladding products and soffit products

TRANSFORMER APPLICATION FORM FOR THE RIGHT TO USE THE QB MARK OR FOR EXTENDING THIS RIGHT TO A NEW PRODUCT (COMPLEMENTARY ADMISSION)

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

Direction Enveloppe, Isolation et Sols
 Division Certification et Evaluation de l'Enveloppe du
 Bâtiment (C2EB)
 84, avenue Jean Jaurès
 Champs sur Marne
 F-77447 MARNE LA VALLEE CEDEX 2
 ☎ : 01 64 68 82 74 - QB_15_bardages@cstb.fr
<http://www.evaluation.cstb.fr/> -

Subject: Admission application for the right to use the QB mark - as transformer of Built-up cladding products, vetures, cladding products and soffit products/Complementary admission application for the right to use the QB mark - Built-up cladding products, vetures, cladding products and soffit products⁽¹⁾

To whom it may concern,

I am writing to apply for the right to use the QB mark as a reprocessor for products manufactured in the following unit (company name) (address)

.....

- for the following product(s):

Brand name	Technical Appraisal reference	Holder of the Technical Appraisal

Please find attached the Technical Appraisal holder(s)' authorisation for me to apply, as reprocessor, for certification.

For that purpose, I declare that I have read, understood and accept the General Requirements of the QB mark, the Special requirements of the QB mark – Built-up cladding, vetures, cladding and soffits, and I commit to conform to said requirements throughout the duration of use of the QB mark.

I undertake to immediately notify CSTB of any new company name or of any new appointment of the representative designated below¹.

I appoint Mr/Ms..... as my representative for all that is related to processing my application.

Yours faithfully,

Date and signature of the applicant's legal representative

< OPTION: Date and signature of the applicant's legal representative, preceded by the handwritten mention 'Fit for Representation'>

<OPTION¹ Date and signature of the representative in the European Economic Area, preceded by the handwritten mention 'Fit for acceptance of representation'>

STANDARD LETTER 2A
QB MARK – Built-up cladding products, vetures, cladding products and soffit products

APPLICATION FORM FOR THE EXTENSION OF THE RIGHT TO USE THE QB MARK FOR A MODIFIED PRODUCT

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

Direction Enveloppe, Isolation et Sols
Division Certification et Evaluation de l'Enveloppe du
Bâtiment (C2EB)
84, avenue Jean Jaurès
Champs sur Marne
F-77447 MARNE LA VALLEE CEDEX 2
☎ : 01 64 68 82 74 - QB_15_bardages@cstb.fr
<http://www.evaluation.cstb.fr/> -

Subject: **Application for an extension of the right to use the QB mark - Built-up cladding products, vetures, cladding products and soffit products for a modified product**

To whom it may concern,

As the holder of the QB mark – <name of the application> for the product of my manufacture, identified under the following references:

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

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

The product/range of products 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 Requirements of the QB mark and the certification reference system for the QB mark – Built-up cladding products, vetures, cladding products and soffit products, and I undertake to conform to them and to inform my commercial network throughout the duration of usage of the QB mark and, in particular, to comply with the decisions made, without any restriction or reservation, in accordance with the General Requirements of the QB mark and with the certification reference system for the QB mark – Built-up cladding products, vetures, cladding products and soffit products.

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

- are not subject to an environmental declaration;
- < are subject to an environmental declaration > < are subject to an EPD/PEP/other environmental declaration (please specify) > < individual > < collective > < self-declared > < subject to an environmental declaration which has been verified by (name/date):> ⁽¹⁾

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

Yours faithfully,

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

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

⁽¹⁾ Delete as appropriate

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

STANDARD LETTER 2B
QB MARK – Built-up cladding products, vetures, cladding products and soffit products

MAINTENANCE APPLICATION FORM FOR THE RIGHT TO USE THE QB MARK

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

Direction Enveloppe, Isolation et Sols
 Division Certification et Evaluation de l'Enveloppe du
 Bâtiment (C2EB)
 84, avenue Jean Jaurès
 Champs sur Marne
 F-77447 MARNE LA VALLEE CEDEX 2
 ☎ : 01 64 68 82 74 - QB_15_bardages@cstb.fr
<http://www.evaluation.cstb.fr/> -

Subject: **Maintenance application for the right to use the QB mark - Built-up cladding products, vetures, cladding products and soffit products**

To whom it may concern,

I am writing to apply to maintain the right to use the QB mark on products that are no different from those already covered by the mark other than by their trademarks and/or their specific trade references affixed thereto and, where applicable, by design changes that do not alter their certified features in any way whatsoever.

Identification of the products admitted to the QB mark		Trademark and/or specific trade reference requested by the distributor	Manufacturing unit(s)
Certificate no.	Name and reference of the holder's product		

The following company at the address below will distribute these products (distributor) under the above-mentioned trade names:

Name:

Address:

I agree to supply to the distributor named above the certification reference system for the QB mark - Built-up cladding products, vetures, cladding products and soffit products and the marking provisions specified in § 2.6 of the said certification reference system.

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

For that purpose, I declare that I am familiar with and accept the General Requirements of the QB mark and the certification reference system for the QB mark – Built-up cladding products, vetures, cladding products and soffit products, and I undertake to conform to them and to inform my commercial network throughout the duration of usage of the QB mark and, in particular, to comply with the decisions made, without any restriction or reservation, in accordance with the General Requirements of the QB mark and with the certification reference system for the QB mark – Built-up cladding products, vetures, cladding products and soffit products.

I authorise CSTB to inform the distributor named above of any sanctions imposed in accordance with the certification reference system of the QB mark that pertain to the certified products covered by this letter.

Please find attached a copy of the distributor's agreement to distribute under the trademark and/or specific retail product name only the certified products that I have delivered to the said company.

Yours faithfully,

Date and signature of the holder's legal representative (maintenance applicant)



STANDARD LETTER 2B (Cont'd)
QB MARK- Built-up cladding products, vetures, cladding products and soffit products

DISTRIBUTOR'S COMMITMENT SHEET (SIGNATURE)

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

I, the undersigned
 acting in my capacity as: (MD, Chairperson, CEO, etc.)
 with headquarters at:
 SIRET No.:.....

hereby agree:

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

Identification of the products admitted to the QB mark		Trademark and/or specific trade reference requested by the distributor	Manufacturing unit(s)
Certificate no.	Name and reference of the holder's product		

- to make no alterations likely to modify the certified features of the products manufactured by the following company, <holder>, such as <specify alterations>. Any subsequent alteration must be reported beforehand to CSTB for approval and the holder must also have agreed;
- not to change the above-mentioned trademarks and/or specific trade references, unless agreed with the holder of the right to use the QB mark and after having previously notified CSTB by registered letter with acknowledgement of receipt;
- to distribute <under the above-mentioned trademarks> and/or the specific <trade references> only those products delivered by <holder>;
- not to make any changes to the marking on the products in accordance with the provisions in the certification reference system of the QB mark - Built-up cladding products, vetures, cladding products and soffit products;
- to cooperate with CSTB in all verifications relating to the products covered by this document and to the sale of said products and to provide CSTB with all documentation that refers to these products;
- to apply the measures resulting from the sanctions imposed in accordance with the certification reference system for the QB mark Built-up cladding products, vetures, cladding products and soffit products;
- to pay the fees provided for in the QB mark price list and to carry out all subsequent payments required from me in accordance with the certification reference system of the QB mark - Built-up cladding products, vetures, cladding products and soffit products;
- to inform the holder of any complaint received pertaining to the certified products.

I declare that I am familiar with and accept the General Requirements of the QB mark and the certification reference system for the QB mark – Built-up cladding products, vetures, cladding products and soffit products, and I undertake to conform to them and to inform my commercial network throughout the duration of usage of the QB mark and, in particular, to comply with the decisions made, without any restriction or reservation, in accordance with the General Requirements of the QB mark and with the certification reference system for the QB mark – Built-up cladding products, vetures, cladding products and soffit products.

Yours faithfully,

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

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STANDARD SHEET 3
QB MARK - Built-up cladding products, vetures, cladding products and soffit products

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 correspondent (if other):

- VAT identification number ⁽³⁾: _____
- Email address: _____
- Website: _____
- Certified quality management system⁽⁴⁾: ISO 9001

MANUFACTURER (if different from the manufacturing plant):

- 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 correspondent (if other):

- VAT identification number ⁽³⁾: _____
- Email address: _____
- Website: _____

REPRESENTATIVE (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 correspondent (if other):

- VAT identification number ⁽³⁾: _____
- Email address: _____
- Website: _____

CONSULTANCY SERVICES:

If CSTB has undertaken any consultancy work for your company in the 2 years prior to this admission application, please specify:

- The designation of the consultancy service:
- The name of your contact at CSTB:

⁽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.

STANDARD SHEET 4
QB MARK - Built-up cladding products, vetures, cladding products and soffit products

TECHNICAL FILE
(to be prepared per system)

GENERAL INFORMATION

- Name of the applicant/holder;
- Kbis extract or equivalent;
- Production unit for system products;
- Trade name of system products;
- Suitability for Use Assessment reference (ATEC, DTA, ATEEx);
- Certificate of the ISO 9001:2000 production quality assurance system (if production is certified);
- Date of establishment of the in-factory production quality assurance system;
- Names and addresses of the contact persons in charge of the certification file at the factory (Site Manager, Quality Manager, Production Manager – tel., fax, email);
- For reprocessors: letter from the holder of the system's suitability for use assessment (ATEC, DTA) authorising them to apply for reprocessor certification for their system.

PRODUCT DESCRIPTION

- The ranges of dimensions to be certified (lengths, widths and thicknesses);
- Production tolerances on the ranges of dimensions to be certified;
- The dimensioned drawings of the products in the ranges to be certified with the tolerances indicated (the drawings in the Technical File from the CSTB assessment applicant are to be used);
- The list of patterns and of finishes to be certified;
- The list of colours to be certified;
- The list of treatments applied on the products to be certified;
- Declaration of performance and possibly the CE certificate of conformity issued by a notified body;
- Total annual quantity produced and quantity produced for the French market during admission.

INFORMATION CONCERNING PRODUCTION OF THE PRODUCT

- **Description or flow diagram of the production process;**
- **If a part of the process is subcontracted and under the responsibility of the applicant, provide the specifications (laboratory, finish, processing, etc.);**
- Quality Assurance Manual and/or corroboration of the reference system requirements concerning the factory production control system for the product to be certified;
- The confidential list of raw materials (recall that the composition is certified, the certifying body must be informed of any changes);
- Any special provisions concerning the production and quality assurance of the product;
- Plan for acceptance and raw material quality assurance operations;
- Plan for quality assurance operations during production;
- Plan for quality assurance operations on finished products;
- For quality assurance plans, provide: acceptance inspection procedure for the raw materials, sampling procedure, frequency of sampling, test procedures, test frequencies, acceptance ranges;
- Method for utilising the results of the quality assurance operations (statistical analyses);
- Procedure for handling customer complaints and handling non-compliant products.

PRODUCT QUALITY ASSURANCE RECORD

- Record of internal quality assurance operations on certified characteristics over a period of at least 2 months before submission to the Application Committee, specifying the inspection start date;
- Statistical analysis of results for certified characteristics.

OTHER INFORMATION

- Reports of audits/certificates completed by other third-party organisations.
- The initial tests provided for in the product standards and in the technical file of this reference system for the relevant family

The technical file will be accompanied by any other information likely to enable completion of the file.

STANDARD SHEET 5
QB MARK - Built-up cladding products, vetures, cladding products and soffit products

SPECIFIC ITEMS THAT ALL APPLICANTS (INDUSTRIALISTS, IMPORTERS, DISTRIBUTORS, ETC.) MUST PRODUCE AS PART OF A NEW ADMISSION APPLICATION WHEN THE USAGE RIGHT HAS BEEN WITHDRAWN AS A RESULT OF A SANCTION

1. Deceptive marketing practices in application of Articles L 121-2 to L121-5 from the Consumer Code (Issuance of a false attestation and/or a false certificate indicating that the products are CSTB-certified when they are not).
 Failure to meet commitments as regards the correct usage of the certification mark.

The applicant is responsible for determining and carrying out a course of action that will fully address and remedy the causes and consequences of their commitments as regards the correct usage of the certification mark.

ACTIONS	AS A MINIMUM, PROOF TO BE SUPPLIED BY THE CSTB APPLICANT SHOWING THE ACTIONS THEY HAVE UNDERTAKEN TO FULLY ADDRESS AND REMEDY THE CAUSES AND CONSEQUENCES	VALIDITY OF THE PROOF RECEIVED
CURATIVE ACTIONS	<ul style="list-style-type: none"> • A list of those affected, including full contact details (customers, prospects, technical controllers, etc.), who have received false attestations/false certificates; failing that, a list of those affected (customers, prospects, technical controllers, etc.) who have been contacted over the preceding 24 months. 	<input type="checkbox"/> List sent <input type="checkbox"/> List not sent <i>Comments:</i>
	<ul style="list-style-type: none"> • A list of customers, including full contact details, who have taken delivery of inappropriately marked products or who have been presented with the certification mark(s); failing that, a list of customers during the preceding 24 months. 	<input type="checkbox"/> List sent <input type="checkbox"/> List not sent <i>Comments:</i>
	<ul style="list-style-type: none"> • Letter written by the Applicant's manager informing those affected of the invalidity of the false attestations/false certificates they were sent. 	<i>CSTB will verify that this action has been carried out by contacting 5% of those affected or at least 5 customers and technical controllers.</i> <input type="checkbox"/> Letter of information duly implemented and corroborated by those affected <input type="checkbox"/> Letter of information not implemented or partially implemented <i>Comments:</i>
	<ul style="list-style-type: none"> • Letter written by the Applicant's manager informing the customers of products that are inappropriately marked or products bearing the certification mark(s). 	<i>CSTB will verify that this action has been carried out by contacting 5% of the customers or at least 5 customers.</i> <input type="checkbox"/> Letter of information duly implemented, corroborated by those affected <input type="checkbox"/> Letter of information not implemented or partially implemented <i>Comments:</i>
	<ul style="list-style-type: none"> • Action undertaken against the person or persons responsible for approving and issuing the false attestations/false certificates and/or delivering inappropriately marked products. 	<input type="checkbox"/> Action relevant <input type="checkbox"/> Action not relevant <i>Comments:</i>

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ACTIONS	AS A MINIMUM, PROOF TO BE SUPPLIED BY THE CSTB APPLICANT SHOWING THE ACTIONS THEY HAVE UNDERTAKEN TO FULLY ADDRESS AND REMEDY THE CAUSES AND CONSEQUENCES	VALIDITY OF THE PROOF RECEIVED
CORRECTIVE ACTIONS	<ul style="list-style-type: none"> • Proof that all the personnel in the company have been informed/made aware of the deceptive marketing practices (e.g. signed attendance record, informative media, etc.). 	<input type="checkbox"/> Proof relevant <input type="checkbox"/> Proof not relevant <i>Comments:</i>
	<ul style="list-style-type: none"> • Ethical rules. 	<input type="checkbox"/> Defined <input type="checkbox"/> Not defined <i>Comments:</i>
	<ul style="list-style-type: none"> • Commitment by all personnel in the company to abide by the ethical rules (e.g. employment contract, individual commitments, etc.). 	<input type="checkbox"/> Commitments available <input type="checkbox"/> Commitments not available <i>Comments:</i>
	<ul style="list-style-type: none"> • Scheduling of internal audits on the observance of the ethical rules: <ul style="list-style-type: none"> ○ first internal audit to be scheduled within three months of the date of the CSTB admission application at the latest, ○ internal audits to be scheduled once a year. 	<input type="checkbox"/> Scheduling compliant <input type="checkbox"/> Scheduling non-compliant <i>Comments:</i>
	<ul style="list-style-type: none"> • Letter from the company manager committing to: <ul style="list-style-type: none"> ○ grant the CSTB auditor access to the contact details of all proposal recipients for a period of two years so that a sample of the items received can be examined by CSTB, ○ agree to being invoiced for two additional auditing days over the course of the year at the applicable rate. <p>Note: the purpose of this audit is to verify the effective implementation of the actions on a documentary and <i>in situ</i> basis.</p>	<input type="checkbox"/> Letter of commitment available <input type="checkbox"/> Letter of commitment not available <i>Comments:</i>
PREVENTIVE ACTIONS	<ul style="list-style-type: none"> • Where applicable, proof of diffusion of the ethical charter in the company's subsidiaries. 	<input type="checkbox"/> Proof relevant <input type="checkbox"/> Proof not relevant <i>Comments:</i>

- All the actions required are available, defined, relevant or in compliance. The admission application can proceed.
- Not all the required actions are available. The admission application cannot proceed.

ANALYSIS CARRIED OUT BY (name of the manager and/or application manager):

DATE: __ / __ / __

SIGNATURE:

VALIDATED BY THE OPERATIONS DIRECTOR (name):

DATE: __ / __ / __

SIGNATURE:

Part 4

Prices

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

QB certification includes the following services:

- Management (development and implementation of an application, examination of the certification application, processing of the certification application)
- Right to use the QB mark;
- Testing;
- Audits;
- Complementary or supplementary checks;
- Travel expenses;
- Transfer of information to another third-party body;
- Analysis of the suitability for use assessment (other than ATEC, DTA or ATEX).

4.1 Services relating to QB certification

Nature of the service	Definition of the service	Paying for the services
<u>Management:</u> Development and implementation of an application, examination of the certification application	Participation in the implementation of the QB mark, including preparation of the certification reference system. Services including the examination of the application dossiers, the relationships with the applicants, the laboratories and the auditors as well as assessment of the results of the checks.	➤ <i>Initial application/extension application: See § 4.2.1.</i>
<u>Management:</u> Processing of the certification application	Services including the processing of the dossiers of certified products, the relations with the holders, the laboratories and the auditors, the publication of certified data, certificates, the assessment of the results of the verifications and the sectorial communication actions.	➤ <i>Monitoring: See § 4.2.2.</i>
Right to use the QB mark	This usage fee contributes to: - protection of the QB mark: registration and protection of the mark, legal counsel, appeals process and dealing with wrongful usage (justice costs);	➤ <i>Initial application/extension application: See § 4.2.1.</i> ➤ <i>Monitoring: See § 4.2.2</i>

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	<ul style="list-style-type: none"> - the generic promotion of the QB mark; - general operation of the QB mark (governance, etc.). 	
Nature of the service	Definition of the service	General terms and conditions
<p><u>Management:</u> Development and implementation of an application, examination of the certification application</p>	<p>Participation in the implementation of the QB mark, including preparation of the certification reference system.</p> <p>Services including the examination of the application dossiers, the relationships with the applicants, the laboratories and the auditors as well as assessment of the results of the checks.</p>	<ul style="list-style-type: none"> ➤ <i>Initial application/extension application: See § 4.2.1.</i>
<p><u>Management:</u> Processing of the certification application</p>	<p>Services including the processing of the dossiers of certified products, the relations with the holders, the laboratories and the auditors, the publication of certified data, certificates, the assessment of the results of the verifications and the sectorial communication actions.</p>	<ul style="list-style-type: none"> ➤ <i>Monitoring: See § 4.2.2.</i>
<p>Right to use the QB mark</p>	<p>This usage fee contributes to:</p> <ul style="list-style-type: none"> - protection of the QB mark: registration and protection of the mark, legal counsel, appeals process and dealing with wrongful usage (justice costs); - the generic promotion of the QB mark; - general operation of the QB mark (governance, etc.). 	<ul style="list-style-type: none"> ➤ <i>Initial application/extension application: See § 4.2.1.</i> ➤ <i>Monitoring: See § 4.2.2</i>
<p>Testing</p>	<p>Laboratories' testing services.</p>	<p>The shipping and import duty and tax costs are to be borne by the test applicant; the applicant shall pay all the duties and taxes before dispatching the samples.</p> <ul style="list-style-type: none"> ➤ <i>Initial application/extension application: See § 4.2.1.</i> ➤ <i>Monitoring: See § 4.2.2.</i>
<p>Audit</p>	<p>Services including preparation for the audit, the audit itself as well as the report</p>	<ul style="list-style-type: none"> ➤ <i>Initial application/extension application: See § 4.2.1.</i> ➤ <i>Monitoring: See § 4.2.2.</i>

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	and, if applicable, follow-up on corrective actions mentioned in the deviation sheets.	
Complementary/supplementary checks.	Services required by the additional checks (audit or complementary verification tests) which may turn out to be necessary following insufficiencies or anomalies detected by the routine verifications.	These services are to be borne by the applicant/holder according to the prices in force, provided upon request. The fees for complementary/supplementary checks are invoiced and paid prior to the provision of the services.
Travel expenses		If they are not included in the 'audit' service, the travel expenses are to be invoiced after the performance of each audit.

4.2 Paying for the services

4.2.1 INITIAL APPLICATION/EXTENSION APPLICATION

Together with their Certification Application (initial or extension application), the Applicant makes an advance payment equivalent to 50% of the fees for management, testing and auditing services.

These services are invoiced at the Admission stage (granting of right of use). It is a single flat amount. If they are not included in the 'audit' service, the travel expenses are to be invoiced after the performance of each audit.

These fees remain payable even if the right to use the QB mark is not awarded or extended or if the application is abandoned during the examination.

Whenever the QB mark is granted during the year, the amount of the usage fee is calculated on a pro rata basis, based on the number of months following the decision to grant the right of use.

4.2.2 MONITORING

The fees for the annual services pertaining to management, audits, testing and the right to use the QB mark will be invoiced during the first quarter of each year and remain payable if the right to use the QB mark is not renewed, is cancelled or is suspended during the year. If they are not included in the 'audit' service, the travel expenses are to be invoiced after the performance of each audit.

4.2.3 NON-PAYMENT OF AMOUNTS DUE

The applicant or holder of the right to use the QB 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 it under this certification reference system.

Should an initial notification by registered letter, with receipt acknowledgement, not result, within one month, in the payment of all the sums due, all penalties provided for in the General Requirements of the QB mark may be applied for all the products accepted for that holder.

4.3 Cancellation by the applicant/holder of an audit or a test

As regards any audit cancelled by the applicant/holder less than 30 days prior to the date of the audit, CSTB may charge a lump sum by way of damages:

- 25% of the audit invoice if cancelled 1 month prior to the audit;
- 50% of the audit invoice if cancelled from 1 month to 15 days prior to the audit;
- 75% of the audit invoice if cancelled less than 15 days prior to the audit.

If the CSTB travel and accommodation expenses are not subject to a fixed rate, they will also be invoiced if those expenses cannot be fully refunded.

Applicants/holders do not have to pay this lump sum provided that they can demonstrate that the cancellation directly results from a case of *force majeure* as specified under French Law.

4.4 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 certification contract and the right to use the QB mark for their certified products.