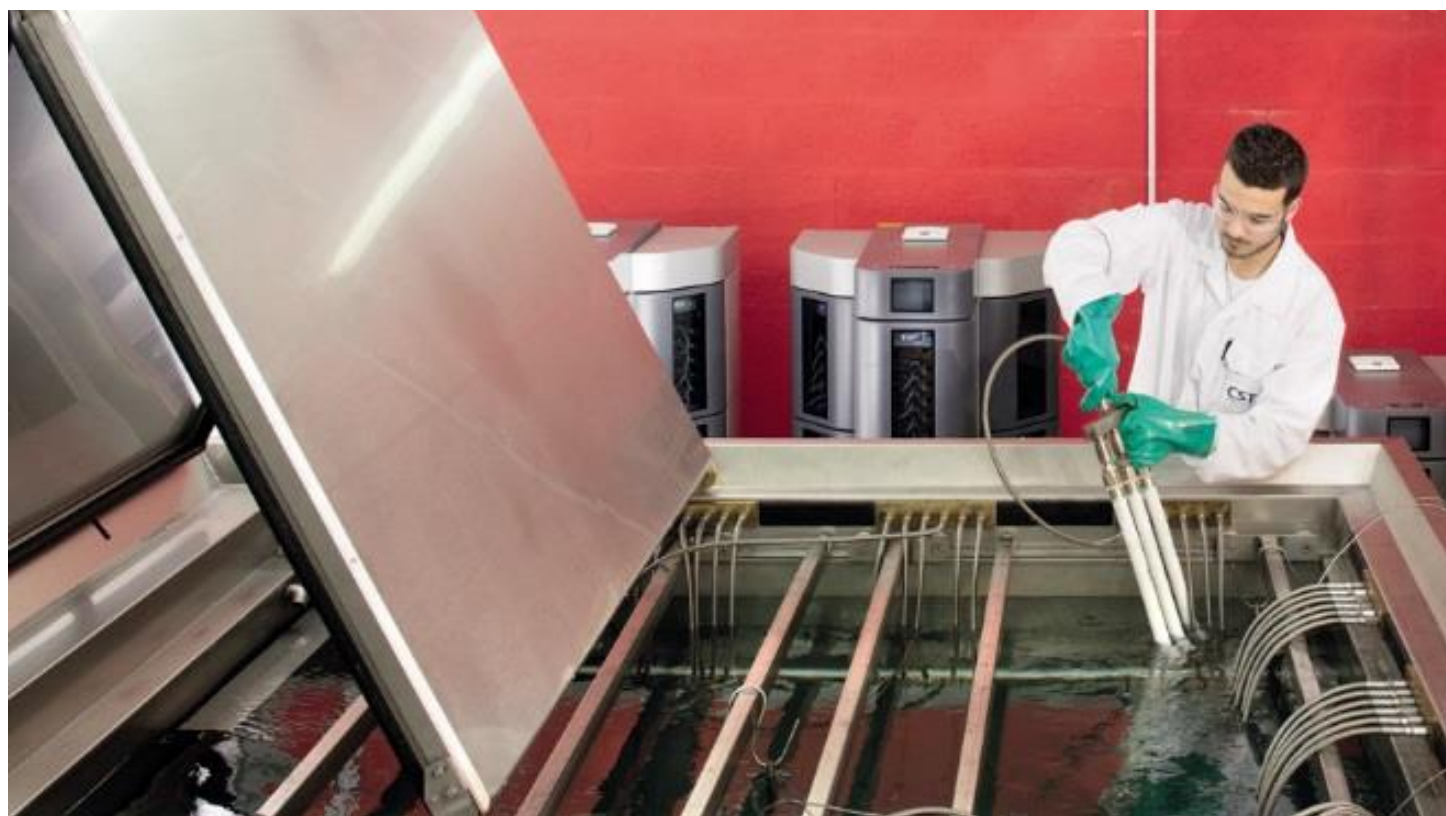


CERTIFICATION

QB certification system administrative management appendix: Water distribution or drainage pipes



Identification No.: 08

Revision No.: Draft no. 00

Effective date: 16/11/2018

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 certification

Part 1 concerns only traditional products, certified according to a product standards-based certification process

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 (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 performed;
- 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 application 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 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 technical documents “08-1 Traditional” to “08-5 Traditional” 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.

The applicant undertakes to submit the verified environmental declaration where applicable, or details of where it is available.

CSTB also ensures that it has all the resources needed to reply to the application, and it may request additional information needed to ensure the admissibility of the dossier if it is incomplete.

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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 METHODS

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

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

1.1.4 ASSESSMENT 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 may be requested by CSTB, based on its analysis of the reports.

For each irregularity, the applicant shall describe the actions implemented or planned, along with a schedule for their application that is consistent with the deviation observed. The persons responsible for the actions to be implemented must also be specified here.

CSTB analyses the relevance of the reply and may ask for an additional inspection to be carried out in order to verify that corrective actions have been taken (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.

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

The holder can then communicate 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 (paragraph 3.2).

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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 (paragraph 3.3).

1.4 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 with no functional effect to the affected products. In this case, the holder shall 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.

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

Part 2 concerns all products certified in this reference system

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 templates supplied in Part 3 of this Appendix;
- always 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 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 inspections may include sampling or testing at the usage sites (in this case, the holder is invited to be represented in order to observe 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 monitoring of the use 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 ISO 9001 certification, in compliance with Part 2 of this certification reference system;
- decisions made as a result of previous inspections (audits and tests);
- any applicable simplifications.

Before initiating the follow-up process, CSTB completes an administrative and technical review of the certification dossier to ensure that 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 certain cases, a complementary inspection may be requested by CSTB, based on its analysis of the reports.

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For each irregularity, the holder shall describe the actions implemented or planned, along with a schedule for their application that is consistent with the deviation observed. The persons responsible for the actions to be implemented must also be specified here.

CSTB analyses the relevance of the reply and can request the implementation of an additional inspection.

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

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

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

In the event of a penalty, this penalty will be operative as of the notification date. The choice of sanction depends on the severity of the observed deviation. Sanction notifications that affect the right of use are signed by CSTB Management.

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

The holders and their distributors that benefit from usage right maintenance are each of them responsible for the right to use the QB mark, relative to the product considered, and commit to applying the measures resulting from the penalties, decided upon in conformity with the certification reference system.

Any suspension or any withdrawal of the right to use the QB mark entails the prohibition to use the QB mark and 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 called upon to distribute the company's products.

All 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

Part 3 concerns only traditional products, certified according to a product standards-based certification process

The application for the right to use the mark must be prepared by the applicant/holder in one copy in accordance with the examples and templates set out below. **One original of this request shall be prepared 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 shall 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 For an initial admission application

The applicant shall prepare a dossier which includes:

- an application and commitment letter from the applicant based on standard letter 1 A, B, C, D or E, depending on the option selected;
- a general information sheet about the applicant, based on standard sheet 3;
- one data sheet per product based on standard sheet 4.

3.2 For a complementary admission application

The holder shall prepare a file containing the following:

- an application and commitment letter based on standard letter 1.
- a general information sheet about the applicant, based on standard sheet 3;
- one data sheet per product based on standard sheet 4.

3.3 For an extension application

The holder shall prepare a file containing the following:

- an application and commitment letter from the holder based on standard letter 2A;
- one data sheet per product based on standard sheet 4.



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3.4 For a maintenance application or commercial extension application

The holder shall prepare a file containing the following:

- an application and commitment letter from the holder based on standard letter 1F (commercial extension application);
- an application and commitment letter from the holder based on standard letter 2B (maintenance application);
- a distributor’s commitment sheet (signed) on their Company’s letterhead paper, in accordance with standard letter 2B (cont’d).

3.5 For a new admission application subsequent to withdrawal of the right to use the QB mark

The holder shall prepare a file containing the following:

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



STANDARD LETTER 1A
QB MARK – Water distribution or drainage pipes

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)

Centre Scientifique et Technique du Bâtiment
Direction **HES**
Division **CANALISATIONS**
84, avenue Jean Jaurès
Champs sur Marne
F-77447 Marne La Vallée Cedex 2

Subject: **Admission application for the right to use the QB mark – Water distribution or drainage pipes /**
Additional admission application for the right to use the QB mark – Water distribution or drainage pipes
(1)

Dear Sir, Madam,

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

(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).....

in accordance with Technical Appraisal no. / -, request a QB CERTIFICATE from CSTB

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

.....

(address of the factory)

4 - I declare that I have read the "General Requirements of the QB certificates for building products" and its appendix, and the "Specific Requirements" specific to "Water distribution or drainage pipes" QB 08.

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)

9 – Have you benefited from advice services from CSTB during the last two years:

YES (6) NO

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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)

⁽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 – Water distribution or drainage pipes.*

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

In this regard, 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 legal representative

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

⁽²⁾ 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) Delete as appropriate

(5) Last name, first name, title and position in the company, telephone, fax

(6) If yes: give details



STANDARD LETTER 1B
QB MARK – Water distribution or drainage pipes

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)

Centre Scientifique et Technique du Bâtiment
Direction HES
Division CANALISATIONS
84, avenue Jean Jaurès
Champs sur Marne
F-77447 Marne La Vallée Cedex 2

Subject: **Admission application for the right to use the QB mark – Water distribution or drainage pipes /**
Additional admission application for the right to use the QB mark – Water distribution or drainage pipes
(⁽¹⁾ associated with the Durability “D” option)

Dear Sir, Madam,

I am pleased to apply for the right to use the QB mark associated with the Durability “D” option:

(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).....

in accordance with Technical Appraisal no. / -, request a QB CERTIFICATE from CSTB

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

.....

(address of the factory)

4 - I declare that I have read the “General Requirements of the QB certificates for building products” and its appendix and the “Specific Requirements” specific to “Water distribution or drainage pipes” QB 08.

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)

9 – Have you benefited from advice services from CSTB during the last two years:

YES (6) NO

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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)

(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 – Water distribution or drainage pipes associated with the Durability "D" option*

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

In this regard, 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 legal representative

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

(2) 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) Delete as appropriate

(5) Last name, first name, title and position in the company, telephone, fax

(6) If yes: give details



STANDARD LETTER 1C
QB MARK – Water distribution or drainage pipes

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)

Centre Scientifique et Technique du Bâtiment
Direction HES
Division CANALISATIONS
84, avenue Jean Jaurès
Champs sur Marne
F-77447 Marne La Vallée Cedex 2

Subject: **Admission application for the right to use the QB mark – Water distribution or drainage pipes /**
Additional admission application for the right to use the QB mark – Water distribution or drainage pipes
(¹ associated with the Functionality “F” option)

Dear Sir, Madam,

I am pleased to apply for the right to use the QB mark associated with the Functionality “F” option:

(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).....

in accordance with Technical Appraisal no. / -, request a QB CERTIFICATE from CSTB

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

.....

(address of the factory)

4 - I declare that I have read the “General Requirements of the QB certificates for building products” and its appendix and the “Specific Requirements” specific to “Water distribution or drainage pipes” QB 08.

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)

9 – Have you benefited from advice services from CSTB during the last two years:

YES (6) NO

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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)

⁽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 – Water distribution or drainage pipes associated with the Functionality "F" option*

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

In this regard, 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 legal representative

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

⁽²⁾ 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) Delete as appropriate

(5) Last name, first name, title and position in the company, telephone, fax

(6) If yes: give details



STANDARD LETTER 1D
QB MARK – Water distribution or drainage pipes

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)

Centre Scientifique et Technique du Bâtiment
Direction HES
Division CANALISATIONS
84, avenue Jean Jaurès
Champs sur Marne
F-77447 Marne La Vallée Cedex 2

Subject: **Admission application for the right to use the QB mark – Water distribution or drainage pipes /**
Additional admission application for the right to use the QB mark – Water distribution or drainage pipes
(¹ associated with the Durability and Functionality options, “DF”)

Dear Sir, Madam,

I am pleased to apply for the right to use the QB mark associated with the Durability and Functionality (“DF”) options:

(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).....

in accordance with Technical Appraisal no. / -, request a QB CERTIFICATE from CSTB

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

.....

(address of the factory)

4 - I declare that I have read the “General Requirements of the QB certificates for building products” and its appendix and the “Specific Requirements” specific to “Water distribution or drainage pipes” QB 08.

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)

9 – Have you benefited from advice services from CSTB during the last two years:

YES (6) NO



STANDARD LETTER 1E
QB MARK – Water distribution or drainage pipes

APPLICATION FORM FOR THE RIGHT TO USE THE QB MARK
Admission related to the transition from the non-traditional domain (Atec) to the traditional domain

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

Centre Scientifique et Technique du Bâtiment
 Direction HES
 Division CANALISATIONS
 84, avenue Jean Jaurès
 Champs sur Marne
 F-77447 Marne La Vallée Cedex 2

Subject: **Admission application for the right to use the QB mark – Water distribution or drainage pipes /**
Additional admission application for the right to use the QB mark – Water distribution or drainage pipes
 (1)

Dear Sir, Madam,

I am pleased to apply for the right to use the QB mark associated with the Durability and Functionality (“DF”) options:

(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).....

Technical Appraisal no. /-....., request a QB CERTIFICATE from CSTB for the traditional product

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

.....

(address of the factory)

4 - I declare that I have read the “General Requirements of the QB certificates for building products” and its appendix and the “Specific Requirements” specific to “Water distribution or drainage pipes” QB 08.

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)

9 – Have you benefited from advice services from CSTB during the last two years:

YES (6) NO

10- I ask I am asking for the following options:

No option

YES (4)

NO (4)

the Durability “D” option

YES (4)

NO (4)

the Functionality “F” option

YES (4)

NO (4)

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the Durability and Functionality options, “DF”

YES (4)

NO (4)

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)

⁽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 – Water distribution or drainage pipes.

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

In this regard, 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 legal representative

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

Preceded by the handwritten words
 “Fit for acceptance of representation”

⁽²⁾ 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) Delete as appropriate

(5) Last name, first name, title and position in the company, telephone, fax

(6) If yes: give details

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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)

⁽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 – Water distribution or drainage pipes associated with the Durability and Functionality ("DF") options.

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

In this regard, 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 legal representative

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

Preceded by the handwritten words
"Fit for acceptance of representation"

⁽²⁾ 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) Delete as appropriate

(5) Last name, first name, title and position in the company, telephone, fax

(6) If yes: give details



STANDARD LETTER 1F
QB MARK – Water distribution or drainage pipes

APPLICATION FORM FOR THE RIGHT TO USE THE QB MARK
FOR A COMMERCIAL EXTENSION

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

Centre Scientifique et Technique du Bâtiment
Direction HES
Division CANALISATIONS
84, avenue Jean Jaurès
Champs sur Marne
F-77447 Marne La Vallée Cedex 2

Subject: **Application for right of use for a commercial extension of the QB mark Water distribution or drainage pipes (1)**

Dear Sir, Madam,

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

(First part – to be drawn up 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).....

distributor of the component or system (3).....

.....

holder of Technical Appraisal no. .../...-....,

request a QB CERTIFICATE from CSTB for the trade name.....

.....

2 - The manufacture of this component or system is carried out in the following factory:

.....

.....

(address of the factory)

By the company (4).....

3 - I declare that I have read the "General Requirements of the QB certificates for building products" and the "Specific Requirements" for "Water distribution or drainage pipes" QB 08.

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

5 - I appoint (5) Mr/Ms

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

6 - I undertake:

not to make any technical modifications to the product that affect its characteristics,

not to change the trade name specified above, except in agreement with the manufacturer-holder,

not to distribute any product under this trade name other than the product delivered by this company,

not to make any modifications to the marking,

to pay all sums which may be required of me in accordance with the Specific Requirements (6).

(1) Last name, first name, address, telephone

(2) Commercial name and address, telephone

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- (3) Nature and trademark of the product
- (4) Name and address of the manufacturer
- (5) Last name, first name, title and position in the company, telephone, fax
- (6) If the costs are borne by the manufacturer: cross out this item.

Signed at

On

Add the handwritten statement

“Read and approved”

Yours faithfully,

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

Administrative management appendix to QB certification
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Subject: **Application for right of use for a commercial extension of the QB mark Water distribution or drainage pipes** ⁽¹⁾

Dear Sir, Madam,

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

(Second part – to be drawn up on the manufacturer’s letterhead paper and returned to CSTB, to the application secretariat*)

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

- representing the Company (2).....
- manufacturer of the component or system (3).....

.....

holder of Technical Appraisal no. .../...-...,

- agree to immediately inform CSTB of any changes made to the distribution of these products and, in particular, in the event of supply discontinuation to the designated distribution company,
- authorise CSTB to inform the above-named Company of any penalties, applied in conformity with the General and Specific Requirements, relating to the products covered by this document.

2 - I appoint (5) Mr/Ms

as my representative for everything relating to the further monitoring of this matter.

3 – I undertake to pay all sums which may be required of me in accordance with the Specific Requirements (6).

Signed at

On

Add the handwritten statement

“Read and approved”

(1) Last name, first name, address, telephone

(2) Commercial name and address, telephone

(3) Nature and trademark of the product

(4) Name and address of the manufacturer

(5) Last name, first name, title and position in the company, telephone, fax

(6) If the costs are borne by the distributor: cross out this item.

Signed at

On

Add the handwritten statement

“Read and approved”

Yours faithfully,

Date and signature of the applicant’s/holder’s legal representative

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QB Certification Reference System – Water Distribution or Drainage Pipes
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STANDARD LETTER 2A
QB MARK – Water distribution or drainage pipes

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)

Centre Scientifique et Technique du Bâtiment
Direction HES
Division CANALISATIONS
84, avenue Jean Jaurès
Champs sur Marne
F-77447 Marne La Vallée Cedex 2

Subject: **Extension application for the right to use the QB mark – Water distribution or drainage pipes for a modified product** <specify the option if claimed (“D”, “F” or “DF”)>

Dear Sir, Madam,

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 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 – Water distribution or drainage pipes, 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 – Water distribution or drainage pipes.

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 or are subject to an EPD/OEO/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)

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.

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STANDARD LETTER 2B
QB MARK – Water distribution or drainage pipes

MAINTENANCE APPLICATION FORM FOR THE RIGHT TO USE THE QB MARK

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

Centre Scientifique et Technique du Bâtiment
 Direction **HES**
 Division **CANALISATIONS**
 84, avenue Jean Jaurès
 Champs sur Marne
 F-77447 Marne La Vallée Cedex 2

Subject: **Maintenance application for the continued right to use the QB mark – Water distribution or drainage pipes**
 <specify the option if claimed (“D”, “F” or “DF”)>

Dear Sir, Madam,

I would like 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 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 admitted to the QB mark		Trademark and/or specific trade reference requested by the distributor
Certificate No.	Name and reference of the holder’s product	

The company that will distribute these products (distributor) under the trademark <new trademark requested> has the following contact information:

Name:

Address:

I undertake to provide the above-mentioned distributor with the certification reference system for the QB mark – Water drainage or distribution pipes <specify the option if claimed (“D”, “F” or “DF”)> and, in particular, with the marking provisions set forth in §2.6 of that 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 Requirements of the QB mark and the certification reference system for the QB mark – Water distribution or drainage pipes <specify the option if claimed (“D”, “F” or “DF”)>, 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 mark – Water distribution or drainage pipes <specify the option if claimed (“D”, “F” or “DF”)>.

I authorise CSTB to inform the above-mentioned distributor of any penalties applied in accordance with the certification reference system of the QB mark – Water distribution or drainage pipes <specify the option if claimed (“D”, “F” or “DF”)>, pertaining to the certified products covered by this document.

Please find attached a copy of the commitment sheet signed by the distributor, <name of Company>, to distribute under the trademark and/or the specific trade reference only those certified products that I have delivered to them.

Yours faithfully,

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

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STANDARD LETTER 2B (cont'd)
QB MARK – Water distribution or drainage pipes

DISTRIBUTOR’S COMMITMENT SHEET (SIGN)

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

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

- to make no technical changes, and in particular, any such changes 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
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 abovementioned brand names and/or specific retail product names unless agreed with the holder of the right to use the QB mark and after having previously notified the 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 modification to the marking of the products, in accordance with the provisions of the certification reference system for the QB mark –Water distribution or drainage pipes <specify the option if claimed (“D”, “F” or “DF”)>;
- 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 any penalties imposed, in accordance with the certification reference system for the QB mark –Water distribution or drainage pipes <specify the option if claimed (“D”, “F” or “DF”)>;
- to pay the fees provided for in the QB mark price list, and to make all subsequent payments demanded from me in accordance with the certification reference system for the QB mark – Water distribution or drainage pipes <specify the option if claimed (“D”, “F” or “DF”)>;
- - to inform the holder of any complaint received with regard 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 – Water distribution or drainage pipes <specify the option if claimed (“D”, “F” or “DF”)>, 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 without any restriction or reservation with the decisions made in accordance with the General Requirements of the QB mark and with the certification reference system for the QB mark – Water distribution or drainage pipes <specify the option if claimed (“D”, “F” or “DF”)>.

Yours faithfully,

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



STANDARD SHEET 3
QB MARK – Water distribution or drainage pipes

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: _____

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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 – Water distribution or drainage pipes

PRODUCT DATA SHEET

NAME OF THE APPLICANT/HOLDER:

PRODUCTION UNIT:

TRADE NAME OF THE PRODUCT

- **BRAND NAME:**
- **SPECIFIC RETAIL PRODUCT NAME (WHERE APPLICABLE):**
- **BUSINESS NAME (OPTIONAL):**

Is there an Environmental Declaration? YES NO

- If yes: sheet attached to certification application
 location at which this sheet can be viewed:

- **PRODUCTS (DETAILS, RANGE, DN, THICKNESS, SERIES, ETC.) :**

OPTION (IF CLAIMED): “D”, “F” or “DF”

Date and signature of the applicant/holder



STANDARD SHEET 5
QB MARK – Water distribution or drainage pipes

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

- Deceptive marketing practices in application of Articles L 121-2 to L121-5 and subsequent articles from the Consumer Code, and of deception in application of Article L 433-9 of 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	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	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 the 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: * 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 in compliance <input type="checkbox"/> Scheduling not in compliance <i>Comments:</i>
	<ul style="list-style-type: none"> • Letter from the company manager committing to: * grant the CSTB auditor access to the contact details of all those in receipt of proposals so that a sample of the items received can be examined by CSTB for a period of two years; * agree to being invoiced for two additional auditing days over the course of the year at the applicable rate; Note: the purpose of this audit is to verify the effective implementation of the actions on a documentary and <i>in situ</i> basis. 	<input type="checkbox"/> Letter of commitment available <input type="checkbox"/> Letter of commitment not available <i>Comments:</i>
	<ul style="list-style-type: none"> • grant the CSTB auditor access to the full contact details of all those having received proposals so that a sample of the items received can be examined by CSTB for a period of two years. 	<i>CSTB will make enquiries with 5% of the recipients of proposals or at least 5 recipients for a period of two years from the date of the CSTB admission application.</i>
PREVENTIVE ACTIONS	<ul style="list-style-type: none"> • Where applicable, proof of distribution 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 required actions 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. Certification files

Part 4 concerns only non-traditional products, certified according to a certification process linked to Technical Appraisals

The application for the right to use the mark must be prepared by the applicant/holder in one copy in accordance with the examples and templates set out below. **One original of this request shall be prepared 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 shall 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.

Each application covers the following:

- a named component or a system manufactured in a production centre which is also named,
- a named procedure implemented by one or more companies which is/are also named.

In the case of a review of a Technical Appraisal that does not lead to the modification of the holder's commitment, it is not necessary to submit a new application, the initial application being naturally renewed.

4.1 For an initial admission application

The applicant shall prepare a dossier which includes:

- The QB certificate application;

The QB certificate application form is sent to the applicant at the same time as the Technical Appraisal application form and must be returned at the same time as the Technical Appraisal application.

The application template is given on pages 23 and 24



APPLICATION FOR A QB CERTIFICATE

WATER DISTRIBUTION OR DRAINAGE PIPES SUBJECT TO A TECHNICAL APPRAISAL

(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 (2).....

in accordance with Technical Appraisal no./.....-....., request a QB CERTIFICATE from CSTB for the product family covered by TD “08-1 Non-traditional”, TD “08-2 Non-traditional”, TD “08-3 Non-traditional”, TD “08-4 Non-traditional”, TD “08-5 Non-traditional” or TD “08-6 Non-traditional” (cross out any that do not apply).

2 - The manufacture of this component or system (3) is carried out in the following factory:

.....
(address of the factory)

3 - This procedure (for the family from TD “08-4 Non-traditional”) 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 QB (QB) certificates for building products” and its appendix and the “Specific Requirements” specific to “Water distribution or drainage pipes” QB 08 (RT 15-1).

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

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

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

7 - I undertake to pay all sums which may subsequently be required of me in accordance with the Technical Regulation.

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

YES (4) NO (4)

9 – Have you benefited from advice services from CSTB during the last two years:

YES (6) NO

- (1) Last name, first name, address, telephone
- (2) Commercial name and address, telephone
- (3) Nature and trade name of the component or system
- (4) Delete as appropriate
- (5) Last name, first name, title and position in the company, telephone, fax
- (6) If yes: give details



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

- 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)

(* <Option>: <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 (QB) mark – Water distribution or drainage pipes.

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

In this regard, 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,

Signed at

Add the handwritten statement

On (date)

“Read and approved”

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

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

Preceded by the handwritten words
“Fit for acceptance of representation”

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



Direction Hydraulique et Equipements Sanitaires

Division Canalisations Fluides et Matériaux

Centre Scientifique et Technique du Bâtiment

84, avenue Jean Jaurès - CHAMPS SUR MARNE

FR-77447 MARNE-LA-VALLEE Cedex 2



Part 5. Prices

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

QB certification includes the following services:

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

5.1 Services relating to QB 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 QB mark, including the preparation of the certification reference system.	This service is paid for by applicants when they make their initial application for the right to use the QB mark. The fee for this service remains due even if the right to use the QB mark is not awarded or if the application is abandoned during the examination.
Examination of the certification application.	Services including examination of the application dossiers, the relationships with the applicants, laboratories and 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 remains due even if the right to use the QB mark is not awarded or if the application is abandoned during the examination.
Processing of the certification application.	Services involving processing the dossiers of certified products and of their holders, preparing lists of certified products, assessing the results of the verifications.	The fee for using the QB mark is invoiced to the holder after certification of a product. Whenever the QB 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.

Nature of the service	Definition of the service	General terms and conditions
Tests	Laboratories' testing services.	The laboratories' price lists are provided upon request. The fee for these services remains due even if the right to use the QB mark is not awarded or if the application is abandoned during the examination.
Audit	Services including preparation for the audit, the audit itself as well as the report.	The fee for these services remains due even if the right to use the QB mark is not awarded or renewed.



	Travel expenses are to be added to these services.	
Sampling	Services including preparation and sampling itself.	The minimum amount invoiced will be a half day if the sampling is performed outside of the audit.
Fee for the right to use the QB mark	This usage right contributes to: <ul style="list-style-type: none"> - the 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; - the general operation of the QB mark (management of the QB mark bodies, quality system, etc.). 	The annual fee for using the QB mark is invoiced to the holder after certification of a product. Whenever the QB 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 QB mark is considered earned even if the right to use the QB mark is withdrawn or suspended during the year.
Complementary/supplementary checks.	Services required by the additional checks or complementary verification tests that 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.	Sector promotion actions to promote the QB mark.	The fee for this service is specified each year and invoiced in addition to the other services.

5.2 Paying for the services

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

These fees remain payable even if the right to use the QB mark is not awarded or renewed.

The fees for the annual services pertaining to follow-up and 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.

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.

In case an initial notification by registered letter, with receipt acknowledgement, should 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.



5.3 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 QB mark for their certified products.

It includes the fees described below.

5.4 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.

If the application is submitted at the same time as the application for the Technical Appraisal and can therefore be processed at the same time, the fees are reduced to the management fees.

These fees are common to all types of products under QB certification.

5.5 Annual contribution

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

These fees are common to all types of products under QB certification.

5.6 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.

They include:

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

The amount invoiced each year is calculated, on the one hand, according to the measures in article 4.4 of these Specific Requirements, which determine the verification frequency, and, on the other hand, according to the requirements in the Technical Appraisals, which determine the nature and number of tests to be performed.

Administration fees

Administration fees are set at a fixed amount per certificate. This 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 fees

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.

5.7 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.

5.8 Re-issuance of 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.

5.9 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, the development of the Technical Appraisal, new conditions for implementation of pipe systems and promotion of the QB mark with installers, dealers, wholesalers and audit offices, etc. It is invoiced annually to certificate holders.

5.10 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.

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

For 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 absolute necessity as specified in the French Law.