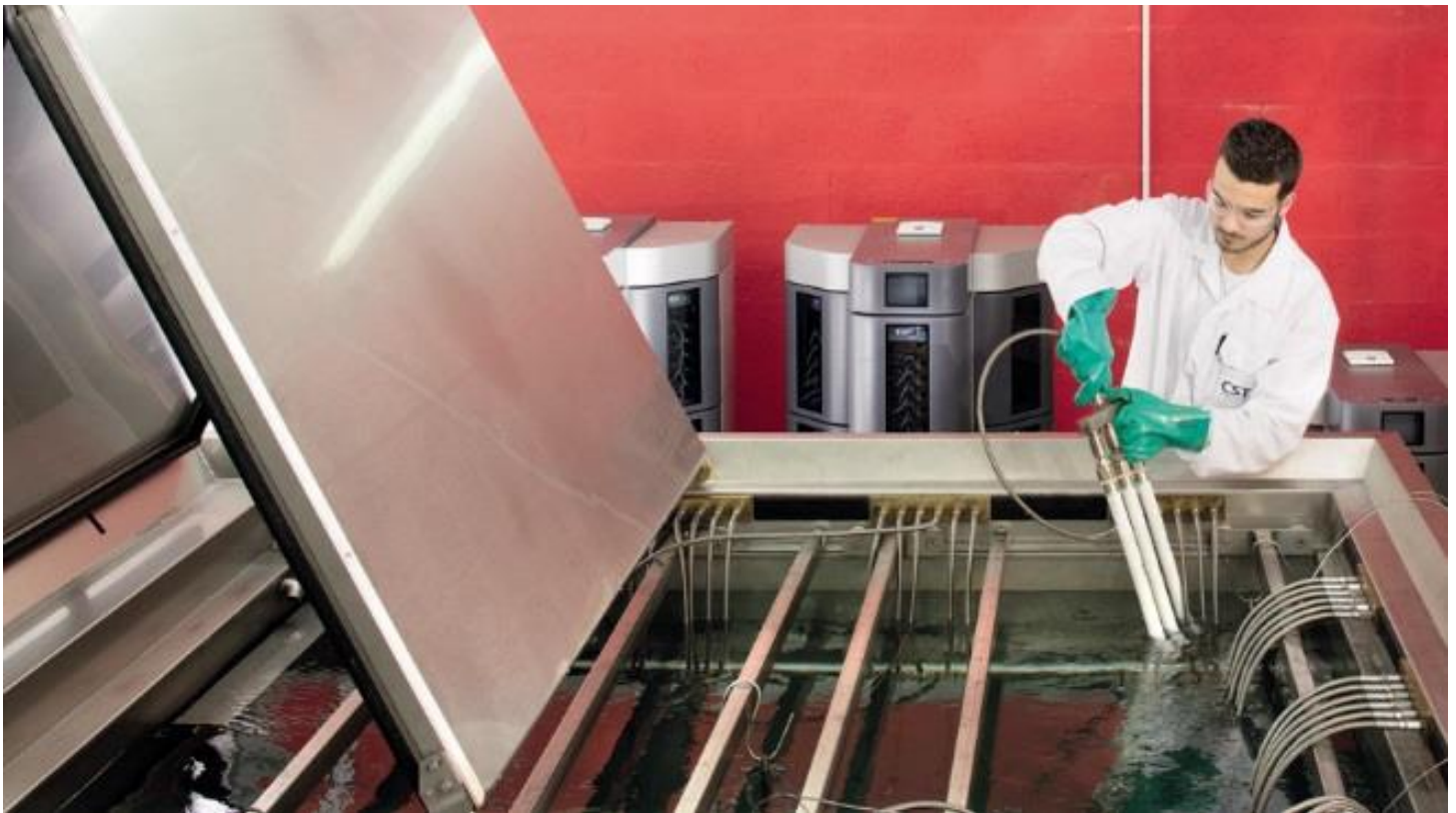


CERTIFICATION

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



Identification No.: 08

Revision No.: Draft no. 01

Effective date: 01/07/2020

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

Administrative management appendix to QB certification
QB Certification Reference System – Water Distribution or Drainage Pipes
Revision no.: revision 01



Administrative management appendix to QB certification
QB Certification Reference System – Water Distribution or Drainage Pipes
Revision no.: revision 01

work in which they figure (article L.122-5 of the Intellectual Property Code). This document has been drawn up under the initiative and direction of the CSTB, which has brought together the opinions of all interested parties.

TABLE OF CONTENTS

Part 1.	Obtaining certification.....	5
1.1	Lodging an initial admission application	5
1.2	Complementary admission application	6
1.3	Extension application	7
1.4	Maintenance application.....	7
Part 2.	Maintaining certification: terms and conditions for follow-up	8
2.1	Conditions for follow-up inspection	8
2.2	Assessment review and decision	8
Part 3.	Certification files	10
3.1	For an initial admission application concerning only traditional products, certified according to a self-supporting certification process.....	10
3.2	For a complementary admission application concerning only traditional products, certified according to a self-supporting certification process	10
3.3	For an extension application concerning only traditional products, certified according to a self-supporting certification process.....	10
3.4	For a maintenance application concerning only traditional products, certified according to a self-supporting certification process.....	11
3.5	For a new admission application subsequent to withdrawal of the right to use the QB mark concerning only traditional products, certified according to a self-supporting certification process	11
3.6	For an initial admission application concerning only non traditional products, certified according subject to assessment, certified according to a non-product standards-based certification process linked to Technical Appraisals (ATEC),.....	11
Part 4.	Prices	32
4.1	Services relating to QB certification	32
4.2	Paying for the services	33
4.3	Cancellation of an audit or a test by the applicant / holder	35
4.4	Tariffs	35

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.

Administrative management appendix to QB certification
QB Certification Reference System – Water Distribution or Drainage Pipes
Revision no.: revision 01

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.

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).

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

Administrative management appendix to QB certification
QB Certification Reference System – Water Distribution or Drainage Pipes
Revision no.: revision 01

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).

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 reports are accompanied, where appropriate, by deviation sheets, with a request, within a prescribed period, for a proposal for corrective action by the holder. Deviations are treated in accordance with the provisions defined in § 1.1.3.

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

Administrative management appendix to QB certification
QB Certification Reference System – Water Distribution or Drainage Pipes
Revision no.: revision 01

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

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

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

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 concerning only traditional products, certified according to a self-supporting certification process

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 concerning only traditional products, certified according to a self-supporting certification process

The holder shall prepare a file containing the following:

- an application and commitment letter based on standard letter 1 **A, B, C, D or E depending on the option chosen;**
- 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 concerning only traditional products, certified according to a self-supporting certification process

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.

3.4 For a maintenance application concerning only traditional products, certified according to a self-supporting certification process

The holder shall prepare a file containing the following:

- 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 concerning only traditional products, certified according to a self-supporting certification process

The holder shall prepare a file containing the following:

- an application and commitment letter from the applicant in accordance with standard letter 1 **A, B, C, D or E depending on the option chosen**;
- ;
- 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.

3.6 For an initial admission application concerning only non traditional products, certified according subject to assessment, certified according to a non-product standards-based certification process linked to Technical Appraisals (ATEC),

The request for the right of use must be established by the applicant / holder in one copy according to the cases and models defined below. This request must be made in 1 original on the applicant's letterhead in French and all must be sent to CSTB.

Administrative management appendix to QB certification
QB Certification Reference System – Water Distribution or Drainage Pipes
Revision no.: revision 01

In the event that the product comes from a manufacturing unit located outside the European Economic Area, the applicant appoints a representative in the European Economic Area who co-signs the request.

A request for a product which has a foreign conformity mark or a test certificate issued by a foreign laboratory is processed taking into account existing recognition agreements, in accordance with the General Requirements of the QB mark.

Note: Electronic versions of the model letters and cards can be obtained from CSTB.

Each request relates to:

- a component or system named by name, manufactured in a production center also named by name,
- a named process, implemented by one or more companies also named.

In the case of revision of a Technical Appraisals, which does not entail any modification of the holder's commitment, the filing of a new request is not necessary, the initial request being renewed naturally.

The request template is on pages 17 and 18.

Administrative management appendix to QB certification
QB Certification Reference System – Water Distribution or Drainage Pipes
Revision no.: revision 01

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,

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

- for the following product/range of products:..... (detailed list pertaining to the product/range of products or specify "as set out in the list included with this application");
- produced at the following manufacturing plant: (company name, address);
- and for the following trade name:..... (brand name and/or specific retail product name, that may be included in the list attached to this application).

For that purpose, I declare that I am familiar with and accept the General Requirements of the QB mark, the certification reference system of the QB mark **Water distribution or drainage pipes** and I commit myself 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 taken, without any restriction or reservation, in accordance with the General Requirements of the QB mark and with the certification reference system of the QB mark **Water distribution or drainage pipes**

OPTION (where appropriate): <I declare that the products/range of products covered by this application⁽¹⁾:

- are not subject to an environmental declaration;
- <are subject to an environmental declaration> <are subject to an EPD/OEO/other environmental declaration (à préciser)> <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 – 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
representative
applicant's/holder's legal representative**

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

⁽¹⁾ Delete as appropriate.

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

Administrative management appendix to QB certification
QB Certification Reference System – Water Distribution or Drainage Pipes
Revision no.: revision 01

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,

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

- for the following product/range of products:..... (detailed list pertaining to the product/range of products or specify "as set out in the list included with this application");
- produced at the following manufacturing plant: (company name, address);
- and for the following trade name:..... (brand name and/or specific retail product name, that may be included in the list attached to this application).

For that purpose, I declare that I am familiar with and accept the General Requirements of the QB mark, the certification reference system of the QB mark **Water distribution or drainage pipes** and I commit myself 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 taken, without any restriction or reservation, in accordance with the General Requirements of the QB mark and with the certification reference system of the QB mark **Water distribution or drainage pipes**

OPTION (where appropriate): <I declare that the products/range of products covered by this application⁽¹⁾:

- are not subject to an environmental declaration;
- <are subject to an environmental declaration> <are subject to an EPD/OEO/other environmental declaration (à préciser)> <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 – 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 representative applicant's/holder's legal representative

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

⁽¹⁾ Rayer la(les) mention(s) inutile(s)

Administrative management appendix to QB certification
QB Certification Reference System – Water Distribution or Drainage Pipes
Revision no.: revision 01

⁽²⁾ Ne concerne que les demandeurs ou titulaires situés hors de l'Espace Économique Européen (EEE).

Administrative management appendix to QB certification
QB Certification Reference System – Water Distribution or Drainage Pipes
Revision no.: revision 01

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,

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

- for the following product/range of products:..... (detailed list pertaining to the product/range of products or specify "as set out in the list included with this application");
- produced at the following manufacturing plant: (company name, address);
- and for the following trade name:..... (brand name and/or specific retail product name, that may be included in the list attached to this application).

For that purpose, I declare that I am familiar with and accept the General Requirements of the QB mark, the certification reference system of the QB mark **Water distribution or drainage pipes** and I commit myself 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 taken, without any restriction or reservation, in accordance with the General Requirements of the QB mark and with the certification reference system of the QB mark **Water distribution or drainage pipes**

OPTION (where appropriate): <I declare that the products/range of products covered by this application⁽¹⁾:

- are not subject to an environmental declaration;
- <are subject to an environmental declaration> <are subject to an EPD/OEO/other environmental declaration (à préciser)> <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 – 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 representative
applicant's/holder's legal representative

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

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

Administrative management appendix to QB certification
QB Certification Reference System – Water Distribution or Drainage Pipes
Revision no.: revision 01

⁽¹⁾ Rayer la(les) mention(s) inutile(s)

⁽²⁾ Ne concerne que les demandeurs ou titulaires situés hors de l'Espace Économique Européen (EEE).

Administrative management appendix to QB certification
QB Certification Reference System – Water Distribution or Drainage Pipes
Revision no.: revision 01

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,

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

- for the following product/range of products:..... (detailed list pertaining to the product/range of products or specify "as set out in the list included with this application");
- produced at the following manufacturing plant: (company name, address);
- and for the following trade name:..... (brand name and/or specific retail product name, that may be included in the list attached to this application).

For that purpose, I declare that I am familiar with and accept the General Requirements of the QB mark, the certification reference system of the QB mark **Water distribution or drainage pipes** and I commit myself 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 taken, without any restriction or reservation, in accordance with the General Requirements of the QB mark and with the certification reference system of the QB mark **Water distribution or drainage pipes**

OPTION (where appropriate): <I declare that the products/range of products covered by this application⁽¹⁾:

- are not subject to an environmental declaration;
- <are subject to an environmental declaration> <are subject to an EPD/OEO/other environmental declaration (à préciser)> <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 – 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 representative
applicant's/holder's legal representative

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

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

Administrative management appendix to QB certification
QB Certification Reference System – Water Distribution or Drainage Pipes
Revision no.: revision 01

⁽¹⁾ Rayer la(les) mention(s) inutile(s)

⁽²⁾ Ne concerne que les demandeurs ou titulaires situés hors de l'Espace Économique Européen (EEE).

Administrative management appendix to QB certification
QB Certification Reference System – Water Distribution or Drainage Pipes
Revision no.: revision 01

STANDARD LETTER 1E

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)
Admission linked 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⁾ associated with the Durability "D", Functionality "F" or Durability and Functionality "DF"**

Dear Sir,

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

- for the following product/range of products:..... (detailed list pertaining to the product/range of products or specify "as set out in the list included with this application");
- produced at the following manufacturing plant: (company name, address);
- and for the following trade name:..... (brand name and/or specific retail product name, that may be included in the list attached to this application).

For that purpose, I declare that I am familiar with and accept the General Requirements of the QB mark, the certification reference system of the QB mark **Water distribution or drainage pipes** and I commit myself 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 taken, without any restriction or reservation, in accordance with the General Requirements of the QB mark and with the certification reference system of the QB mark **Water distribution or drainage pipes**

OPTION (where appropriate): <I declare that the products/range of products covered by this application⁽¹⁾:

- are not subject to an environmental declaration;
- <are subject to an environmental declaration> <are subject to an EPD/OEO/other environmental declaration (à préciser)> <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 – 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 representative applicant's/holder's legal representative

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

Administrative management appendix to QB certification
QB Certification Reference System – Water Distribution or Drainage Pipes
Revision no.: revision 01

⁽¹⁾ Rayer la(les) mention(s) inutile(s)

⁽²⁾ Ne concerne que les demandeurs ou titulaires situés hors de l'Espace Économique Européen (EEE).

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

Administrative management appendix to QB certification
QB Certification Reference System – Water Distribution or Drainage Pipes
Revision no.: revision 01

(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



Administrative management appendix to QB certification
QB Certification Reference System – Water Distribution or Drainage Pipes
Revision no.: revision 01

Administrative management appendix to QB certification
QB Certification Reference System – Water Distribution or Drainage Pipes
Revision no.: revision 01

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

Administrative management appendix to QB certification
QB Certification Reference System – Water Distribution or Drainage Pipes
Revision no.: revision 01

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

Administrative management appendix to QB certification
QB Certification Reference System – Water Distribution or Drainage Pipes
Revision no.: revision 01

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, 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 , 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.

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, 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)

Administrative management appendix to QB certification
QB Certification Reference System – Water Distribution or Drainage Pipes
Revision no.: revision 01

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	

- not to modify the specific trademarks and / or commercial references referred to above except in agreement with the holder of the right to use the QB mark and after having previously notified CSTB by registered letter with acknowledgment of receipt;
 - to distribute <under the specific trade marks> and / or <commercial references> referred to above only the products delivered by the company <holder>;
 - not to make any modification to the marking on the products in accordance with the provisions of the QB brand certification reference system - Water distribution or drainage pipes;
 - to lend CSTB my assistance for any verification relating to the products covered by this as well as their marketing, and to communicate to it any documentation referring to these same products;
 - to apply the measures resulting from the sanctions taken in accordance with the QB brand certification reference system - Water distribution or drainage pipes;
 - to inform the holder of any complaint received relating to certified products,
 - Select the option selected:
- If payment is paid by the distributor: <to pay the amount of the costs provided for in the QB brand tariffs and to make any subsequent payments which will be claimed from me in accordance with the QB brand certification reference system - Distribution channels or drainage>
- or if payment is made by the holder requesting maintenance: <to ensure payment of the amount of the costs provided for in the QB brand tariffs and subsequent payments which will be claimed in accordance with the QB brand certification reference system - Water distribution or drainage pipes>.

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.

Yours faithfully,

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

Administrative management appendix to QB certification
QB Certification Reference System – Water Distribution or Drainage Pipes
Revision no.: revision 01

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: **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

1. 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. 	<p><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></p> <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). 	<p><i>CSTB will verify that this action has been carried out by contacting 5% of the customers or at least 5 customers.</i></p> <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>



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 Comments:
	<ul style="list-style-type: none"> • Ethical rules. 	<input type="checkbox"/> Defined <input type="checkbox"/> Not defined Comments:
	<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 Comments:
	<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 Comments:
	<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 Comments:
	<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 Comments:

- 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. 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

- Management (development and implementation of an application, instruction of the request, operation of certification application);
- Right to use the QB mark;
- Tests; Sample ;
- Audits;
- Complementary or additional controls;
- Travel expenses

4.1 Services relating to QB certification

Nature of the service	Definition of the service	General terms and conditions
Management: Development and implementation of an application, instruction of the certification request.	Participation in the establishment of the QB brand including the development of the certification reference system. Services including examination of application files, relations with applicants, laboratories, auditors and evaluation of control results	Initial request / extension request: See § 4.2.1.
Management: How the certification application works	Services including management of files for certified products, relations with holders, laboratories, auditors, publication of certified data, certificates, evaluation of control results, sectoral communication actions.	Monitoring: See § 4.2.2.
Right to use the QB mark	This right of use contributes to: - in defense of the QB brand: (trademark registration and protection, legal advice, handling of appeals and misuse (justice services); - generic promotion of the QB brand; - the general functioning of the QB brand (governance, etc.)	→ Initial request / extension request: See § 4.2.1. → Monitoring: See § 4.2.2



Nature of the service	Definition of the service	General terms and conditions
Tests	Laboratories' testing services. Services including preparation and direct debit	Laboratory prices are published on request. No less than half a day will be invoiced if the sample is taken outside the audit. The applicant / holder provides the samples free of charge and makes them available to the laboratory. The costs relating to import duties and taxes are the responsibility of the applicant for the test; the applicant pays all duties and taxes before the samples are dispatched. – Initial request / extension request: See § 4.2.1. – Monitoring: See § 4.2.2.
Audit	Services including preparation of the audit, the audit itself, the report, and, if necessary, the follow-up of the corrective actions mentioned in the deviation sheets.	– Initial request / extension request: See § 4.2.1. – Monitoring: See § 4.2.2.
Complementary/supplementary checks.	Services entailed by additional controls (audit or additional verification tests) which may prove necessary as a result of deficiencies or anomalies detected by current controls.	These services are the responsibility of the applicant / holder according to the rates in force, disseminated on request. The costs of additional / additional checks are invoiced and paid before the services are provided.
Travelling expenses		If they are not included in the "audit" service, travel costs are invoiced after the completion of each audit.

4.2 Paying for the services

4.2.1 INITIAL REQUEST / EXTENSION REQUEST

With his request for certification (initial request or extension), the Applicant submits an advance in the amount of 50% of the costs relating to the management, testing, sampling and audit services.

These services are invoiced upon admission (Right of Use Agreement). This is a lump sum.

If they are not included in the "audit" service, travel costs are invoiced after the completion of each audit.

These costs remain acquired even in the event that the right to use the QB mark is not granted, extended or in the event that the request is abandoned during the course of the investigation.

When the QB mark is granted during the year, the amount of the usage right is calculated in proportion to the months following the decision to grant the usage right.

4.2.2 MONITORING



The costs relating to the annual services of management, audit, testing, sampling and the right to use the QB brand are invoiced during the first quarter of each year and remain acquired in the event of non-renewal, withdrawal, cancellation or suspension of the right to use the QB mark during the year.

If they are not included in the "audit" service, travel costs are invoiced after the completion of each audit.



4.2.3 NON-PAYMENT OF SUMS DUE

The applicant or holder of the right to use the QB mark must pay all costs under the prescribed conditions. Any failure on its part effectively hinders the exercise by CSTB of the control and intervention responsibilities incumbent on it under this certification reference system.

In the event that a first formal notice notified by registered letter with acknowledgment of receipt does not determine, within one month, the payment of the full amount due, any penalty provided for in the General Requirements of the QB mark can be taken for all of the holder's admitted products.

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

For any audit canceled by the applicant / holder, less than 30 days before the date of the audit, CSTB may invoice a lump sum as damages:

- invoice for 25% of the audit if canceled 1 month before the audit;
- invoice for 50% of the audit if cancellation between 1 month and 15 days before the audit;
- invoice for 75% of the audit if cancellation less than 15 days before the audit.

In the event that the travel and accommodation costs incurred by CSTB are not subject to a package, they will also be invoiced if CSTB cannot be reimbursed.

The applicant / holder is not required to pay this lump sum in the event that he can provide proof that this cancellation is the direct consequence of a case of force majeure as defined in French law.

4.4 Tariffs

The prices are subject to an annual review, in the form of a scale published by CSTB. This revision is decided after consulting the Special Committee.

The refusal by a holder of the annual revision of the tariffs entails, in fact, a voluntary termination on his part of the certification contract and the right to use the QB mark for his certified products.