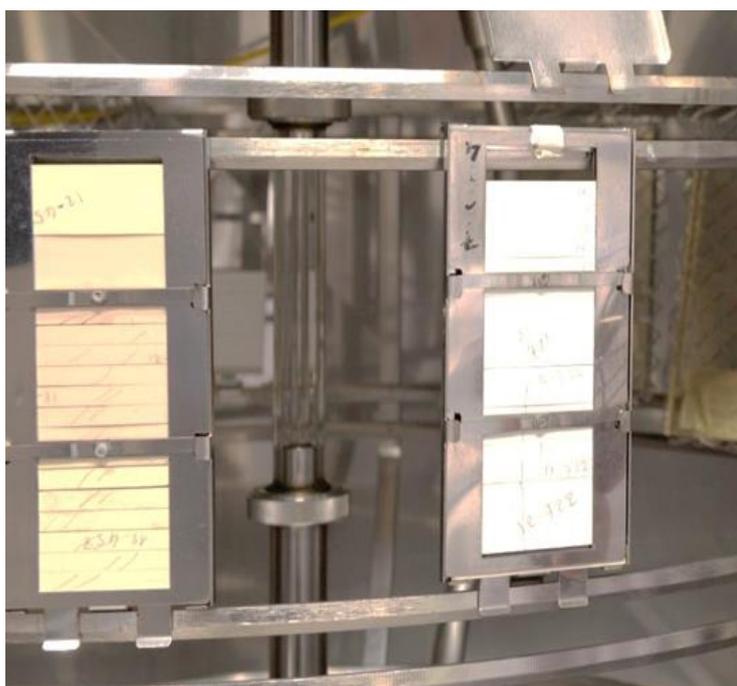




CERTIFICATION

QB:34 Certification System Administrative Management Appendix Vinyl Compounds and Their Manufacture for PVC Window Profiles



Identification no.: QB 34
Revision no.: 01
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Partie 1

Obtaining the Certification

1.1 Lodging an initial admission application

1.1.1 SUBMISSION OF THE APPLICATION DOSSIER

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

This arrangement, including the financial aspect, must be confirmed in the standard letter and the information about the representative must also be specified therein.

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

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

1.1.2 ADMINISTRATIVE AND TECHNICAL REVIEW OF THE APPLICATION

When the application dossier is received, CSTB verifies that:

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

The request is only admissible if:

- the application letter is complete, signed and accompanied by the signed quote where applicable;
- the applicant manages and assumes responsibility for the following stages: design, production, quality control, marking, packaging and marketing and specifies the critical points of the various steps;
- any aspect not carried out by the applicant shall be covered by a contract defining the respective responsibilities with the service provider. The applicant shall remain responsible for all the operations and for ensuring they are consistent;
- the products covered by the application comply with the reference standards and technical specifications set out in Part 2 of this certification reference system;
- the inspections and tests for the products covered by the application and specified in this certification reference system and technical document 34.02 have been in place for at least three (3) months (this period may be adjusted on a case by case basis after validation by the certifying body);
- all requested documents are enclosed with the application, in particular, the contractual documents between the applicant/representative.



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

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

1.1.3 EVALUATION METHODS

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

- audits carried out at the production site;
- tests on the products.
- They may be supplemented with further evaluations, for instance, the analysis of the control registers following the audit, an assessment of the expertise of the holder's technical support, etc.
- A report is to be drafted following those evaluations: audit report, test report, etc.
- Should a requirement of the reference system not be met, then the reports are to be 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.
- The reports may mention weak points. Those points indicate departures from the optimal product/service performance. They do not require any corrective actions. However, they are to be analysed within the framework of the next evaluation and may be converted into deviations in the event of departures leading to non-respect of the reference system's requirements.

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

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

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

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

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

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

In case of a positive certification decision, CSTB shall remit the QB certificate to the applicant, which, on that occasion, will become the holder of the right to use the QB mark.



The certificates are issued without a validity date.

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

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

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

1.2 Complementary admission application

The steps described in paragraph 1.1 above apply.

1.3 Extension application

The steps described in paragraph 1.1 above apply.



Partie 2

Maintaining Certification: Terms and Conditions for Follow-Up

Throughout the certification period, the holder shall:

- Comply with the requirements and marking procedures described in Part 2 of the certification reference system;
- Update their certification file using the templates supplied in Part 3 of this Appendix;
- Systematically inform CSTB of any modification to one of the characteristics of the certified product and/or of their organisation that is likely to have an impact on the certification.

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

- a modification affecting the certified product or the quality organisation of manufacturing entities;
- complaints, disputes, legal actions, etc. about which it becomes aware and related to the use of the QB mark.

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

2.1 Conditions for follow-up inspection

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

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

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

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

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

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

2.2 Evaluation review and decision



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

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

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

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

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

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

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

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

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

The holders are 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 withdrawal of the right to use the QB mark results in 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 the documentation (technical and sales documents, labels, notices, advertising, websites, etc.) shall no longer mention the QB mark for the product subjected to a suspension or a withdrawal (erratum and/or reprinting).

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



Partie 3

Certification Files

Certification dossier for vinyl compounds designed for extruding non-UV-resistant $L^* \geq 82$, $L^* < 82$, $L^* < 82$ for materials designed to be film – coated, overseas departments and territories PVC windows.

The application is prepared by the owner of the formula for each vinyl compound, as per the cases and models defined below. One original of this request shall be made on the applicant's letterhead paper in French and the entire application shall be sent to CSTB.

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

The compound's product reference must be specified. A vinyl compound is defined by a given formulation and colour. The various components in the formulation (reference, quantity, supplier) are confidentially provided to the certifying body.

Any product supplied by a distributor cannot be validated in the qualified compounds. References for component elements are those of the manufacturer and not those of the distributor.

Any modification made to the vinyl compound's characteristics or the other various components in relation to those defined in the initial certification file must be indicated to the certified body, which will carry out examinations if there is a need for additional testing to take place (see § 2.3.4 of the reference system).

Note: Electronic versions of the letter and information sheet templates can be obtained from CSTB.

Certification dossier for the manufacture of a certified vinyl compound or a reprocessed/recycled material

For admission applications

Applicants prepare an application dossier including:

- an application and commitment letter from the applicant in accordance with standard letter 5 or 6;
- a general information sheet about the applicant, as per standard sheet 5 or 6;

The following information must be included with this dossier:

1. Manufacturing definition/description

- product constituents
- production conditions:

General production organisation;

Means of production;

Diagrammatic description of the production process (with description of the different production work stations);

Description of packaging and storage conditions;

Description of marking.

2. General characteristics of the production site

General organisation chart for the factory and the department responsible for quality, separate from the production departments;



List of products manufactured on the site;

Annual production.

3. Inspection methods

Description of the inspection plan and methods;

Description of how inspections are organised with the factory in accordance with technical document 34.02 of the certification reference system.

4. Appended documents

Certificate of calibration or of metrological verification of the equipment used;

Written procedures;

Technical documents.

3.1 Application for certification of a vinyl compound ($L^* \geq 82$, overseas departments and territories)

Applicants prepare a dossier to include:

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

3.2 Certification application for a non-UV-resistant vinyl compound

Holders prepare a dossier to include:

- an application and commitment letter in accordance with standard letter 2.
- a general information sheet about the applicant, as per standard sheet 2;
- a data sheet for each product according to standard sheet 2b.

3.3 Certification application for a vinyl compound where $L^* < 82$

Applicants prepare a dossier to include:

- an application and commitment letter in accordance with standard letter 3.
- a general information sheet on the applicant, as per standard sheet 3;
- a data sheet for each product according to standard sheet 3b.



3.4 Certification application for a vinyl compound where $L^* < 82$, with material designed to be film-coated

Applicants prepare a dossier to include:

- an application and commitment letter from the holder in accordance with standard letter 4;
- a general information sheet on the applicant as per standard sheet 4;
- a data sheet for each product according to standard sheet 4b.

3.5 Certification application for the manufacture of a certified vinyl compound

Applicants prepare a dossier to include:

- an application and commitment letter from the holder in accordance with standard letter 5;
- a general information sheet on the applicant, as per standard sheet 5;
- a data sheet for each product according to standard sheet 5b.

3.6 Certification application for the manufacture of a reprocessed or recycled compound designed for non-visible parts of window profiles

Applicants prepare a dossier to include:

- an application and commitment letter from the holder in accordance with standard letter 6;
- a general information sheet about the applicant, as per standard sheet 6;



STANDARD LETTER 1

QB MARK – Vinyl Compounds and Their Manufacture for Window Profiles

CERTIFICATION APPLICATION FORM FOR A VINYL COMPOUND

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

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

Subject: **Certification application for a vinyl compound designed for extruding window profiles**

Dear Sir,

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

- to certify the vinyl compound where $L^* \geq 82$ /designed for overseas departments and territories
- and for the following trade name: (brand name and/or specific retail product name).

For that purpose, I declare that I am familiar with and accept the General Rules of the QB mark and the certification reference system of the QB mark Vinyl compounds and their manufacture for window profiles, and I undertake to comply with them and to inform my commercial network of them 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 Rules of the QB mark and with the certification reference system of the QB mark Vinyl compounds and their manufacture for window profiles.

- **DELETE INAPPLICABLE ITEMS**

(2) <Optional>: <And furthermore, I delegate to the Company (company name), (company legal form), (registered office), represented by (Mr/Ms)* (name of the legal representative) in that person's capacity as (position) to represent me in the European Economic Area for all questions relative to the use of the QB mark Vinyl compounds and their manufacture for window profiles.

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

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

Yours faithfully,

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

(2) Date and signature of the representative 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).

STANDARD SHEET 1

QB MARK - Vinyl Compounds and Their Manufacture for Window Profiles

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: _____

- (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 1b
QB MARK - Vinyl Compounds and Their Manufacture for Window Profiles

CHARACTERISTICS OF THE VINYL COMPOUND

IDENTIFICATION OF THE VINYL COMPOUND

The identification characteristics of the compound defined according to the conditions in technical document no.1 of the reference system are declared by the manufacturer and subject to admission verifications.

The values indicated must correspond to the nominal values established according to statistical analysis of the applicant's quality control system.

Trade reference: <trade reference>

Density (g/cm⁻³): <density>

Ash content (%): <ash content>

DHC (min): <DHC>

Temperature of the oil bath (°C): 190 200

Vicat needle test point temperature (°C): <Vicat temperature>

Modulus of elasticity under bending stress (MPa): <modulus>

Colorimetry (2°):
 $L^* = \langle L^* \rangle \pm 1$
 $a^* = \langle a^* \rangle \pm 0.5$
 $b^* = \langle b^* \rangle \pm 0.8$

COMPONENT ELEMENTS OF THE VINYL COMPOUND

NATURE	REFERENCE	SUPPLIER	QUANTITY



STANDARD LETTER 2

QB MARK - Vinyl Compounds and Their Manufacture for Window Profiles

CERTIFICATION APPLICATION FORM FOR A VINYL COMPOUND

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

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

Subject: **Certification application for a non-UV-resistant vinyl compound intended for non-visible parts of window profiles**

Dear Sir,

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

- to certify the vinyl compound indicated in the subject
- and for the following trade name: (brand name and/or specific retail product name).

For that purpose, I declare that I am familiar with and accept the General Rules of the QB mark and the certification reference system of the QB mark Vinyl compounds and their manufacture for window profiles, and I undertake to comply with them and to inform my commercial network of them 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 Rules of the QB mark and with the certification reference system of the QB mark Vinyl compounds and their manufacture for window profiles.

(2) <Optional>: <And furthermore, I delegate to the Company (company name), (company legal form), (registered office), represented by (Mr/Ms) (name of the legal representative) in that person's capacity as (position) to represent me in the European Economic Area for all questions relative to the use of the QB mark – Vinyl compounds and their manufacture for window profiles.*

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

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

Yours faithfully,

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

(2) Date and signature of the representative 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).

STANDARD SHEET 2

QB MARK - Vinyl Compounds and Their Manufacture for Window Profiles

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: _____

(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 2b
QB MARK - Vinyl Compounds and Their Manufacture for Window Profiles

CHARACTERISTICS OF THE VINYL COMPOUND

IDENTIFICATION OF THE VINYL COMPOUND

The identification characteristics of the compound defined according to the conditions in technical document no.5 of the reference system are declared by the manufacturer and subject to admission verifications.

The values indicated must correspond to the nominal values established according to statistical analysis of the applicant's quality control system.

Trade reference: <trade reference>

Density (g/cm⁻³): <density>

Vicat needle test point temperature (°C): <Vicat temperature>

Modulus of elasticity under bending stress (MPa): <modulus>

COMPONENT ELEMENTS OF THE VINYL COMPOUND

NATURE	REFERENCE	SUPPLIER	QUANTITY



STANDARD LETTER 3

QB MARK Vinyl Compounds and Their Manufacture for Window Profiles

CERTIFICATION APPLICATION FORM FOR A VINYL COMPOUND

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

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

Subject: **Certification application for a vinyl compound designed for extruding window profiles**

Dear Sir,

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

- to certify the vinyl compound where $L^* < 82$,
- and for the following trade name: (brand name and/or specific retail product name).

For that purpose, I declare that I am familiar with and accept the General Rules of the QB mark and the certification reference system of the QB mark Vinyl compounds and their manufacture for window profiles, and I undertake to comply with them and to inform my commercial network of them 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 Rules of the QB mark and with the certification reference system of the QB mark Vinyl compounds and their manufacture for window profiles.

(2) <Optional>: <And furthermore, I delegate to the Company (company name), (company legal form), (registered office), represented by (Mr/Ms) (name of the legal representative) in that person's capacity as (position) to represent me in the European Economic Area for all questions relative to the use of the QB mark – Vinyl compounds and their manufacture for window profiles.*

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

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

Yours faithfully,

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

**(2) Date and signature of the
representative 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).

STANDARD SHEET 3

QB MARK - Vinyl Compounds and Their Manufacture for Window Profiles

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: _____

(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 3b
QB MARK - Vinyl Compounds and Their Manufacture for Window Profiles

CHARACTERISTICS OF THE VINYL COMPOUND

IDENTIFICATION OF THE VINYL COMPOUND

The identification characteristics of the compound defined according to the conditions in technical document no.6 of the reference system are declared by the manufacturer and subject to admission verifications.

The values indicated must correspond to the nominal values established according to statistical analysis of the applicant's quality control system.

Trade reference: <trade reference>

Density (g/cm⁻³): <density>

Ash content (%): <ash content>

DHC (min): <DHC>

Temperature of the oil bath (°C): 190 200

Vicat needle test point temperature (°C): <Vicat temperature>

Modulus of elasticity under bending stress (MPa): <modulus>

Colorimetry (2°):
L* = <L*> ± 1
a* = <a*> ± 0.5
b* = <b*> ± 0.8

COMPONENT ELEMENTS OF THE VINYL COMPOUND

NATURE	REFERENCE	SUPPLIER	QUANTITY



STANDARD LETTER 4

QB MARK - Vinyl Compounds and Their Manufacture for Window Profiles

CERTIFICATION APPLICATION FORM FOR A VINYL COMPOUND DESIGNED TO BE FILM-COATED

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

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

Subject: **Certification application for a vinyl compound designed for extruding window profiles**

Dear Sir,

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

- to certify the vinyl compound where $L^* < 82$, with material designed to be film-coated
- and for the following trade name: (brand name and/or specific retail product name).

For that purpose, I declare that I am familiar with and accept the General Rules of the QB mark and the certification reference system of the QB mark Vinyl compounds and their manufacture for window profiles, and I undertake to comply with them and to inform my commercial network of them 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 Rules of the QB mark and with the certification reference system of the QB mark Vinyl compounds and their manufacture for window profiles.

(2) <Optional>: <And furthermore, I delegate to the Company (company name) (company legal form), (registered office), represented by (Mr/Ms) (name of the legal representative) in that person's capacity as (position) to represent me in the European Economic Area for all questions relative to the use of the QB mark – Vinyl compounds and their manufacture for window profiles.*

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

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

Yours faithfully,

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

**(2) Date and signature of the
representative 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).

STANDARD SHEET 4

QB MARK - Vinyl Compounds and Their Manufacture for Window Profiles

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: _____

(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 4b
QB MARK - Vinyl Compounds and Their Manufacture for Window Profiles

CHARACTERISTICS OF THE VINYL COMPOUND

IDENTIFICATION OF THE VINYL COMPOUND

The identification characteristics of the compound defined according to the conditions in technical document no.6 of the reference system are declared by the manufacturer and subject to admission verifications.

The values indicated must correspond to the nominal values established according to statistical analysis of the applicant's quality control system.

Trade reference: <trade reference>

Density (g/cm⁻³): <density>

Vicat needle test point temperature (°C): <Vicat temperature>

Colorimetry (2°): L* = <L*> ± 2

 a* = <a*> ± 1

 b* = <b*> ± 1.5

modulus of elasticity under bending stress (MPa):

COMPONENT ELEMENTS OF THE VINYL COMPOUND

NATURE	REFERENCE	SUPPLIER	QUANTITY



STANDARD LETTER 5

QB MARK - Vinyl Compounds and Their Manufacture for Window Profiles

CERTIFICATION APPLICATION FORM FOR THE MANUFACTURE OF A CERTIFIED VINYL COMPOUND

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

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

Subject: Certification application for the manufacture of a certified vinyl compound designed for extruding window profiles

Dear Sir,

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

- To be produced in the following unit: (company name) (address) of the vinyl compound with the following trade name:..... (brand name and/or specific retail product name).

For that purpose, I declare that I am familiar with and accept the General Rules of the QB mark and the certification reference system of the QB mark Vinyl compounds and their manufacture for window profiles, and I undertake to comply with them and to inform my commercial network of them 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 Rules of the QB mark and with the certification reference system of the QB mark Vinyl compounds and their manufacture for window profiles.

(2) <Optional>: <And furthermore, I delegate to the Company (company name) (company legal form), (registered office), represented by (Mr/Ms) (name of the legal representative) in that person's capacity as (position) to represent me in the European Economic Area for all questions relative to the use of the QB mark – Vinyl compounds and their manufacture for window profiles.*

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

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

Yours faithfully,

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

(2) Date and signature of the representative 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).

STANDARD SHEET 5

QB MARK - Vinyl Compounds and Their Manufacture for Window Profiles

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: _____

(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 5b

QB MARK - Vinyl Compounds and Their Manufacture for Window Profiles

CHARACTERISTICS OF THE VINYL COMPOUND

IDENTIFICATION OF THE VINYL COMPOUND

The identification characteristics of the compound defined according to the conditions in technical document no.1 of the reference system are declared by the manufacturer and subject to admission verifications.

The values indicated must correspond to the nominal values established according to statistical analysis of the applicant's quality control system.

Trade reference: <trade reference>

Density (g/cm⁻³): <density>

Ash content (%): <ash content>

DHC (min): <DHC>

Temperature of the oil bath (°C): 190 200

Vicat needle test point temperature (°C): <Vicat temperature>

Modulus of elasticity under bending stress (MPa): <modulus>

Colorimetry (2°):
L* = <L*> ± 1
a* = <a*> ± 0.5
b* = <b*> ± 0.8

COMPONENT ELEMENTS of the certified vinyl compound are to be provided (*must be identical to those submitted by the possessor of the certified vinyl compound*)

A Letter of Agreement is to be provided should the application concern a manufacturer that is not the possessor of the certified vinyl compound.



STANDARD LETTER 6

QB MARK - Vinyl Compounds and Their Manufacture for Window Profiles

**CERTIFICATION APPLICATION FORM FOR THE MANUFACTURE OF A REPROCESSED OR RECYCLED
COMPOUND DESIGNED FOR NON-VISIBLE PARTS OF WINDOW PROFILES**

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

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

Subject: **Certification application for the manufacture of a reprocessed or recycled compound designed for non-visible parts of window profiles**

Dear Sir,

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

- To be produced in the following unit: (company name, address);
- and for the compound with the following reference: ERMa/ERMb/RMa *

For that purpose, I declare that I am familiar with and accept the General Rules of the QB mark and the certification reference system of the QB mark Vinyl compounds and their manufacture for window profiles, and I undertake to comply with them and to inform my commercial network of them 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 Rules of the QB mark and with the certification reference system of the QB mark Vinyl compounds and their manufacture for window profiles.

- Delete inapplicable items

(2) <Optional>: <And furthermore, I delegate to the Company (company name), (company legal form), (registered office), represented by (Mr/Ms) (name of the legal representative) in that person's capacity as (position) to represent me in the European Economic Area for all questions relative to the use of the QB mark – Vinyl compounds and their manufacture for window profiles.*

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

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

Yours faithfully,

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

**(2) Date and signature of the
representative 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).

STANDARD SHEET 6

QB MARK – Vinyl Compounds and Their Manufacture for Window Profiles

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: _____

(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 7

QB MARK - Vinyl Compounds and Their Manufacture for Window Profiles

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 L 121-5 of the French Consumer Code (issuance of a false attestation and/or a false certificate indicating that the products are CSTB-certified when they are not).

Failure to meet commitments as regards the correct usage of the certification mark.

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

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

ACTIONS	AS A MINIMUM, PROOF TO BE SUPPLIED BY THE CSTB APPLICANT SHOWING THE ACTIONS THEY HAVE UNDERTAKEN TO FULLY ADDRESS AND REMEDY THE CAUSES AND CONSEQUENCES	VALIDITY OF THE PROOF RECEIVED
CORRECTIVE ACTIONS	<ul style="list-style-type: none"> • Proof that all the personnel in the company have been informed/made aware of the deceptive marketing practices (e.g. signed attendance record, informative media, etc.). 	<input type="checkbox"/> Proof relevant <input type="checkbox"/> Proof not relevant <i>Comments:</i>
	<ul style="list-style-type: none"> • Ethical rules. 	<input type="checkbox"/> Defined <input type="checkbox"/> Not defined <i>Comments:</i>
	<ul style="list-style-type: none"> • Commitment by all 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 diffusion of the ethical charter in the company's subsidiaries. 	<input type="checkbox"/> proof relevant <input type="checkbox"/> proof not relevant <i>Comments:</i>

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

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

DATE: __ / __ / ____

SIGNATURE:

VALIDATED BY THE OPERATIONS DIRECTOR (name):

DATE: __ / __ / ____

SIGNATURE:



Partie 4 Prices

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

QB certification includes the following services:

- Management (development and implementation of an application, examination of the certification application, processing of the certification application);
- Right to use the QB mark;
- Testing; Sampling;
- Audits;
- Complementary or supplementary checks;
- Travel expenses.

4.1 Services relating to QB certification

Nature of the service	Definition of the service	Paying for the services
<p><u>Management:</u> Development and implementation of an application, examination of the certification application;</p>	<p>Participation in the implementation of the QB mark, including preparation of the certification reference system.</p> <p>Services including the examination of the application dossiers, the relationships with the applicants, the laboratories and the auditors as well as assessment of the results of the checks.</p>	<p>➤ <i>Initial application/extension application: See § 4.2.1.</i></p>
<p><u>Management:</u> Processing of the certification application</p>	<p>Services including processing the dossiers of certified products, the relationships with the holders, the laboratories and the auditors, the publication of certified data, certificates, the assessment of the results of the verifications and the sectoral communication actions</p>	<p><i>Surveillance: See § 4.2.2.</i></p>
<p>Right to use the QB mark</p>	<p>This usage fee contributes to:</p> <ul style="list-style-type: none"> - protection of the QB mark: <ul style="list-style-type: none"> ➔ registration and protection of the mark, legal counsel, appeals process and dealing with wrongful usage (legal costs); - the generic promotion of the QB mark; - general operation of the QB mark (governance, etc.). 	<p>➤ <i>Initial application/extension application: See § 4.2.1.</i></p> <p>➤ <i>Surveillance: See § 4.2.2.</i></p>



Nature of the service	Definition of the service	General terms and conditions
Testing	Laboratories' testing services. Services including preparation and the sampling itself.	<p>The laboratories' price lists are provided upon request.</p> <p>The minimum amount invoiced will be a half day if the sampling is carried out outside the ambit of the audit.</p> <p>The applicant/holder supplies samples free of charge and makes them available at the laboratory's address.</p> <p>The costs related to the import duties and taxes are to be borne by the test applicant; the applicant shall pay all the duties and taxes before dispatching the samples.</p> <ul style="list-style-type: none"> ➤ <i>Initial application/extension application: See § 4.2.1.</i> ➤ <i>Surveillance: See § 4.2.2.</i>
Audit	Services including preparation for the audit, the audit itself as well as the report and, if applicable, follow-up on corrective actions mentioned in the deviation sheets.	<ul style="list-style-type: none"> ➤ <i>Initial application/extension application: See § 4.2.1.</i> <p><i>Surveillance: See § 4.2.2.</i></p>
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. The fees for complementary/supplementary checks are invoiced and paid prior to provision of the services
Travel expenses		If they are not included in the "audit" service, the travel expenses are to be invoiced after the performance of each audit.

4.2 Paying for the services

4.2.1 INITIAL APPLICATION/EXTENSION APPLICATION

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 mark are payable in a single payment, at the time the application is submitted, for its official registration.

These fees shall be retained even if the usage right is not awarded or extended.

If they are not included in the "audit" service, the travel expenses are to be invoiced after the performance of each audit.

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



4.2.2 SURVEILLANCE

The fees for the annual services pertaining to management, auditing, testing and sampling 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 withdrawn, is cancelled or is suspended during the year.

If they are not included in the “audit” service, the travel expenses are to be invoiced after the performance of each audit.

4.2.3 NON-PAYMENT OF AMOUNTS DUE

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

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

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

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

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

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

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

4.4 Prices

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