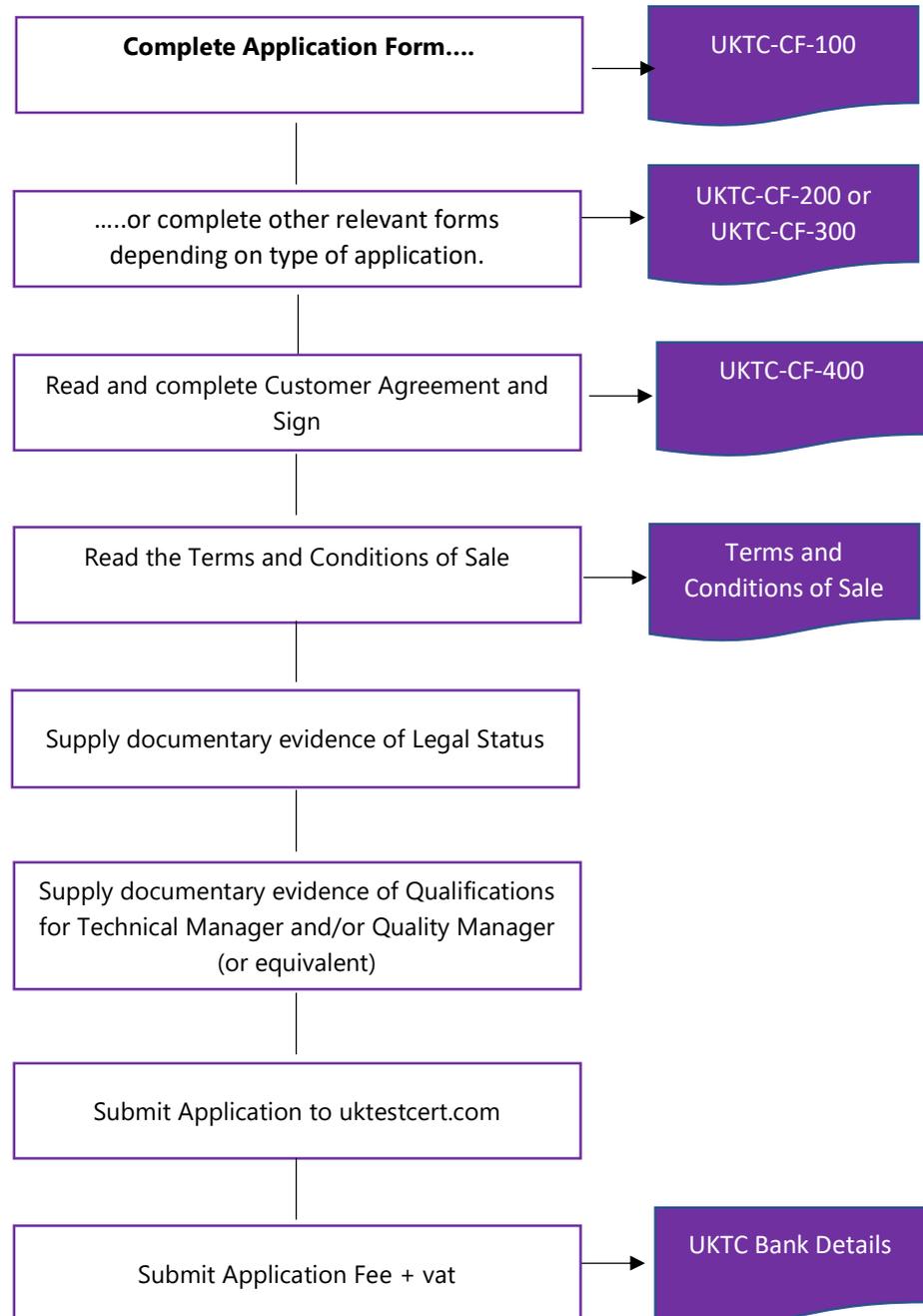


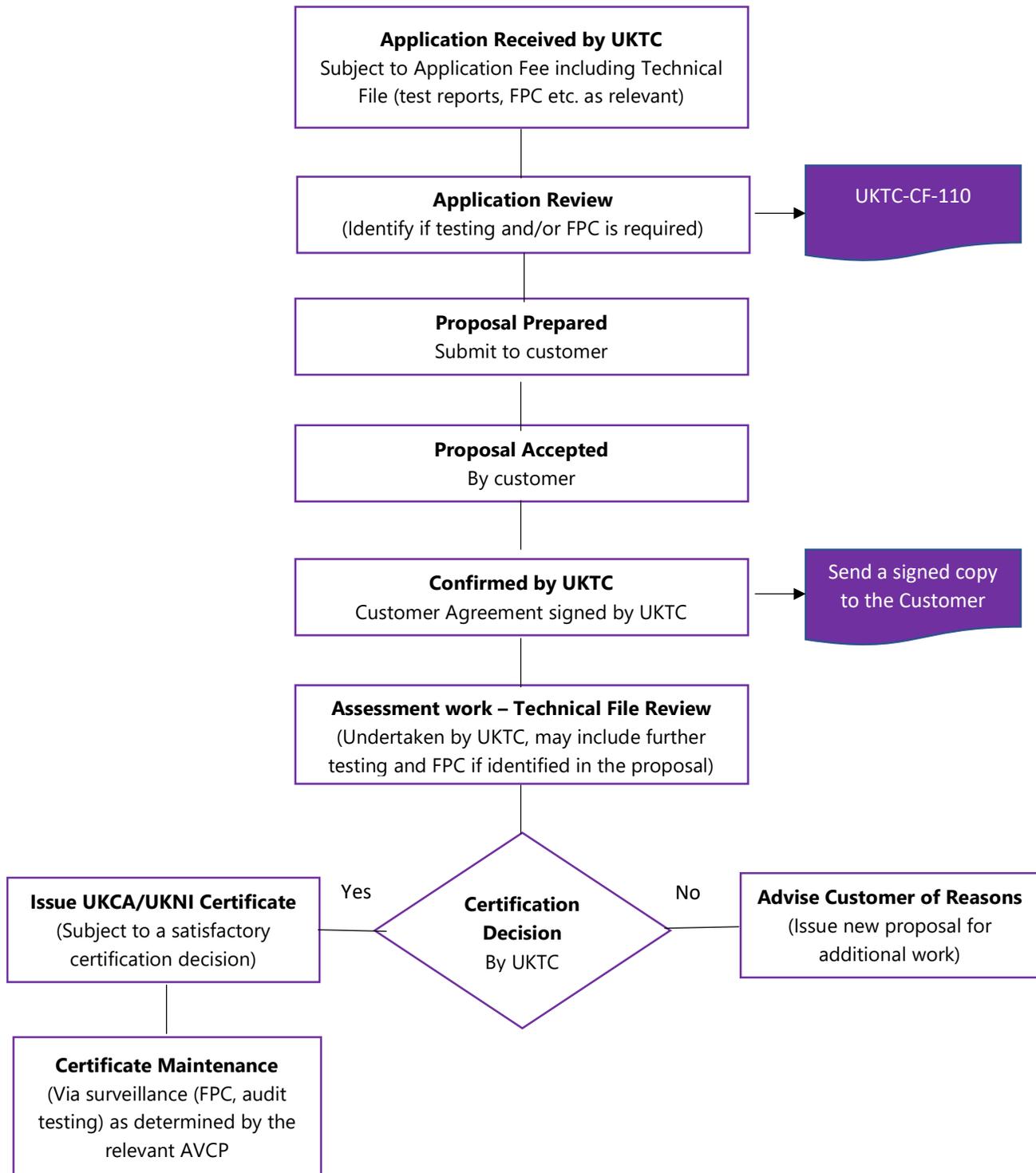
UKCA Applicant Guide

Application for System 1 Attestation of Conformity for UKCA Marking Construction Products

Initial Application Process:



Overview of Application Process:



Return of Forms:

Once you have completed and signed the Application Form and/or relevant UKTC forms, completed and signed the Customer Agreement and attached all the additional information required (as indicated in the forms), please return electronically to: info@uktestcert.com, or alternatively in hard copy to the following address:

United Kingdom Testing & Certification Ltd
Cairnmuir House
Cairnmuir Road
East Kilbride
G74 4GY

Telephone: 01355 433122

E-mail for all correspondence: applications, invoices etc.: info@uktestcert.com

Please ensure that you have read all the appropriate standards and publications relevant to your application and understood and acted upon the relevant guidelines and UK regulations. (this material will be available from the relevant competent authority). All relevant UKTC publications and forms are available to download from our website. Refer to www.uktestcert.com.

Factory Production Control Audits

UKTC will require access to your documented management system during the application and assessment process and in scheduled surveillance visits.

The company/organisation has read and accepts the UKTC Privacy Policy, as published on the UKTC website. www.uktestcert.com

The following information is enclosed:

1. Completed Application Form and signed Declaration with the associated attachments required.
2. Completed signed Customer Agreement. *Note the Agreement will only be signed by UKTC once the proposal has been accepted by the customer and confirmed by UKTC.*
3. Quality Manual (or equivalent management system documentation).
4. Supporting Evidence of Organisational Status attached (*Articles of Association/ Certificate of Incorporation, as applicable*):
5. Supporting Evidence of Employee Qualifications and Professional Membership attached.
6. One signed copy of the *Application Fee + VAT. I understand this is non-refundable. Refer to Appendix 1 of this document.

We accept payment by electronic bank transfer. Name on Account: United Kingdom Testing & Certification Ltd | Account Number: 11209664 | Sort Code: 80-11-80 |

Appendix 1:

Fee Structure

This price list is effective from 01-08-23 and is at the end of this appendix 1.

Application Fee

The first step when applying for product certification is to submit a completed application form and the application fee so that we can review and consider the applicants readiness for product certification. Once the product is certified, no further application fee is payable for subsequent factory production control audits required for the maintenance of certification.

The fee is payable in advance of the application review process and is non – refundable if the applicant withdraws.

Additional Resources

Where a customer's product or other circumstances require the use specialist assessors or experts with a day rate of above £600 per person per day, we reserve the right to pass on the customer any excess charges we incur.

Units of Time

Rates for our services will be calculated in days, half days or quarter days per person. If the working day is unduly prolonged, an additional quarter of half day per person may be charged.

Travel Rechargeable Time

Total travel time will be charged at the relevant day rate in days, half days or quarter days per person. UKTC reserves the right to charge for travel time for an audit resource to travel from outside the UK, where that resource is specifically required by the customer.

Annual Certification Fee

Apart from the fees for product certification work, some organisations will be subject to an annual certification fee.

Re-instatement Fee

Where a customer's product certification is suspended for financial reasons, e.g. late payment of invoices, a fee will be charged for re-instating the product certification when the debt has been settled.

Expenses

Refer to details on the price list.

Cancellation Policy

Refer to Terms and Conditions of Sale.

Late Submission of Evidence against non-conformities

The date for submitting evidence will be agreed with the customer and the FPC auditor during the closing meeting of an audit. The cancellation policy will apply where a customer submits evidence in relation to non-conformities later than the agreed dates.

Refer to Terms and Conditions of Sale and Customer Agreement.

UKTC Price List from 01-08-23

All prices are subject to Value Added Tax (VAT) at the applicable rate.

Application Fee for new customers	£500.00
Standard Assessment Day Rate	£1000.00 per person day
Travel and Subsistence	£214.00 Per site and billable travel per day per person
<i>Domestic Flights</i>	<i>Charged at actual cost</i>
<i>Technical Supplement where third party auditor fees exceed £600 per day</i>	<i>Excess will be charged</i>
Cancellation Charges	Refer to Terms and Conditions of Sale
Sampling of Product	POA
Testing of Product	POA
Fee for Re-instatement of Product following Financial Suspension	£1000.00
Ancillary Expenses	Charged at actual cost.