

for issuance of a certificate for adhesive bonding in accordance with DIN 2304

Please send to:

TBBCert
Certification Body
Wiener Straße 12
28359 Bremen, Germany

Phone: +49 421/69606792
E-Mail: pape@tbbcert.de

Company applying for certification:

Company:
 Street, Number:
 City, Post Code:
 Country:

Contact Person: Phone:
 E-Mail:

The application is being made for the company plant site at: **(please complete only if different from above):**

Company:
 Street, Number.:
 City, Post Code:
 Country:

Please mark highest class and validity:

Validity	Class of accreditation being applied for		
	S1(incl. S2, S3)	S2 (incl. S3)	S3
Construction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Process engineering	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manufacture	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintainance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Purchase, trading and assembly of bonded parts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contracting third parties	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Application:

- ☐ Pre-audit
☐ First audit and application
☐ Re-certification after expiry of current certificate

Additional audit due to a changes in the following circumstances:

Have you already been awarded a certificate in accordance with DIN 2304 by another certification body?

- ☐ Yes (please name the certification body):
☐ No

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Supervisor in charge of adhesive bonding activities (SiC):First name, Surname: Date of birth: Contact data SiC: E-Mail SiC:

Is the SiC classified as "external"? yes: no:

If yes: Does the SiC also supervise other companies/company plant sites?

☐ European Adhesive Engineer (EAE)☐ European Adhesive Specialist (EAS)☐ European Adhesive Bonder (EAB)☐ Currently in training to become:☐ Registered for training:

Others

Begin of training: TT/MM/JJJJ

End of training: TT/MM/JJJJ

Begin of training: TT/MM/JJJJ

End of training: TT/MM/JJJJ

Deputy supervisor:First name, Surname Date of birth: Contact data deputy SiC: E-Mail deputy SiC:

Is the deputy SiC classified as "external"?

Yes: ☐No: ☐

If yes: Does the deputy SiC also supervise other companies/company plant sites?

Equally authorized deputy of the SiC?

Yes: ☐No: ☐

Level of qualification in adhesive bonding:

☐ European Adhesive Engineer (EAE)☐ European Adhesive Specialist (EAS)☐ European Adhesive Bonder (EAB)☐ Currently in training to become:☐ Registered for training:☐ Others(please specify):

Begin of training: TT/MM/JJJJ

End of training: TT/MM/JJJJ

Begin of training: TT/MM/JJJJ

End of training: TT/MM/JJJJ

Please enclose the following:

- General description of the company
- Organization chart (from which the position of the SiC is also apparent)
- List of adhesive bonding activities with information about for example: assemblies (e.g. window modules, front masks, floor coverings, interior walls), materials/surfaces to be bonded (e.g. metal, GFRP, glass)
- List of personnel carrying out the adhesive bonding work (name, qualifications, tasks undertaken)
- Description of the adhesive bonding work according to DIN 2304 with information about parts, class of bond, materials/surfaces and expected amount

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Information obligation by the certified company

The certified company is obliged to the certification body immediately about all changes which will affect the scope and the area of validity of the certificate. This applies particularly for the following issues:

- Class
- Scope
- Supervisors in Charge for bonding and Deputies
- Legal form and organization of the company
- Contact address of the company
- Change of company areas where adhesive bonding work is carried out
- Essential changes in major processes related to DIN 2304

Declaration of obligation of the applying company

The applying company

- declares to observe the standard series DIN 2304 and associated regulations,
- commits to provide all necessary records, documents and further information to the certification body which are necessary to carry out the certification process,
- declares to fulfil all measures and remarks which are announced in the certification process within the agreed time limit,
- accepts the documented "Certification Procedure DIN 2304" of the certification body TBB Cert,
- agrees that details will be entered and published in the online register for DIN 2304 (production facility, class, area of validity, supervisor details [name, date of birth, qualification], remarks),
- accepts the regulations of the work group on "Adhesive Bonding DIN 2304",
- agrees to the necessary monitoring by the certification body TBB Cert for the period of validity,
- accepts the necessary monitoring audit by the certification body TBB Cert within the period of validity,
- agrees to keep record of complaints about the certified processes which have been brought to the company and provide these information to the certification body upon request,
- accepts the participation of observers of the German Accreditation Agency (DAkkS) in case witness audits are necessary,
- accepts the terms of usage of certification signs/symbols of the certification Body TBB Cert in case our signs/symbols are used, necessary,
- declares not to use the certificate in an improper or misleading way,
- declares to inform itself about news and changes regarding the certification rules.

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Impartiality and Confidentiality

As accredited certification body we are aware of our responsibilities regarding the handling of client's information like documents, business data and process data.

Therefore the certification body TBB Cert must practice impartiality in all its activities, treat all clients equally and handle any information relevant to its business confidentially.

All information which are directly or indirectly related to certification activities have to be treated confidential by all employees of the certification body TBB Cert.

This applies especially for data achieved during the certification process, business data and personal data. The circulation of such data requires the written approval of the client and the administration of the certification body or must be approved by German law.

Complaints, Claims and Notes

Complaints, claims and notes which are related to the certification process will be subject to the documented process of handling complaints, claims and notes. In first instance a written statement needs to be handed to the administration of the certification body TBB Cert.

In case there is no mutual agreement between the certification body and the presenting party the second instance of the process of handling complaints, claims and notes will be inured.

In the second instance the case will be forwarded to the workgroup DIN 2304. The decision of the board of complaints of the work group DIN 2304 needs to be respected by both parties unless an official court renders a different judgement.

Declaration of commitment of the applicant company

The submission of the signed application form to the certification body makes the application contractually binding. From this moment in time the certification body TBB Cert is deemed to have been contracted by the company to carry out all necessary steps and processes for awarding a certificate in accordance with DIN 2304.

(Place, Date)

(Stamp and Authorized signature)

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