



e-mail address .....

Individual in the company responsible for this application and who can be contacted for information

Name ..... Position in company .....

Telephone no ..... Cell no ..... Fax no .....

If this application is being handled by an agent, please give:

Name of agent .....

Name of company .....

Telephone no ..... Cell no ..... Fax no .....

e-mail address .....

**INFORMATION REQUIRED ABOUT THE SUBJECT OF THIS APPLICATION**  
 (Please refer to page 4 when completing this section)

1. A brief description of the building system

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2. The occupancy classes for which the building system is intended

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3. Regions of South Africa where the subject will be erected

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4. Who will manufacture the subject (where relevant)?

The applicant ..... Franchise holder / licensee ..... Other (please specify) .....

If manufactured by franchise holder / licensee will technical support be available? Yes ..... No .....

5. Who will erect the building system?

The applicant ..... Franchise holder / licensee ..... Other (please specify) .....

If by franchise holder / licensee will erection manuals be available? Yes ..... No .....

6. At what stage of development is the building system??

Being developed ..... Market being tested ..... In full production .....

7. Addresses (local and overseas) where the subject is manufactured

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8. Sites (local and overseas) where the subject has been used or erected. If only some sites are available for inspection, indicate which sites are available.

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## **GUIDELINES ON REQUIRED DOCUMENTATION** (see front pages)

One set of supporting documentation must be submitted with each application. If the application is accepted, further sets of documentation may be required.

- A. **Description of subject.** A technical description is required, fully describing the non-standard aspects and giving dimensions, where applicable. Any limitations must be specified. A brief description of conventional components and elements is required and where these are in accordance with standard specifications or codes of practice, this reference must be given. (**Note:** aesthetic and cost advantages are not assessed or required by Agrément South Africa.)
- B. **Technical specifications of materials.** Full specification of all the materials used in the manufacturing and finishing processes must be specified. Give references where materials comply with standard specifications. What procedures are implemented to ensure maintenance of quality of imported products? The formulation and composition (mix ratios are not required) of non-standard materials is required: these will be kept confidential to Agrément South Africa **unless the applicant agrees to their publication.**
- C. **Description of manufacturing process.** A brief description of all manufacturing processes are required as well as recycling procedures, if any. Special measures taken to monitor quality at all stages should be mentioned. Manufacturing tolerance must be specified, where applicable. A detailed description of precautions taken during storage and transportation of the product, material or component to ensure the protection of the subject and the safety of personnel should be given.
- D. **Description of the application / installation process.** Give a description of the on-site storage requirements. A sequential, detailed description of the application or installation procedure is required. Grades of accuracy, where applicable, must be specified. A description of any special application or installation requirements (eg compaction, jointing, protective coatings, curing, etc) is required. A detailed description of the maintenance required, including the frequency of such maintenance to ensure fitness-for-purpose of the subject during its expected service life must be given.
- E. **Technical drawings.** Fully annotated and dimensioned drawings, where applicable, are required. The drawing should preferably be of A4 size and not larger than A3.
- F. **Quality system applied to the subject.** The quality assurance procedures should specify the controls applied in the factory and on site, as applicable. A quality scheme based on SANS 9001 must be prepared to the satisfaction of Agrément South Africa. The finalisation of this scheme can take place during the evaluation process.
- G. **Test reports and / or approvals from other organisations.** Any available test reports or approvals by other testing bodies or authorities which cover the subject should be submitted. Reports must be applicable for the use of the subject as envisaged in South Africa. Documents in foreign languages should be submitted in English. (**Note:** The Division of Building and Construction Technology of the CSIR is able to assist with the preparation of technical documentation and drawings if required.)

## **GUIDELINES ON THE INFORMATION REQUIRED ABOUT THE SUBJECT** (see page 2)

- 1. A “thumbnail’ description of the subject is required which covers the non-standard features of the subject and stating whether it is to be evaluated as a material, product or component.
- 2. The specific use that the applicant wants covered by the envisaged Agrément certificate should be given.
- 3. Specify the geographic regions and, in particular, whether the coastal regions are included.
- 4. Franchise holder / licensee: any person or company appointed by the certificate holder and authorised by him to be responsible for work that is carried out under the aegis of the certificate.