

Application

to issue a certificate pursuant DIN 2304-1 as proof of meeting the
quality requirements for bonding processes

To be sent to:

TechnologieCentrum Kleben GmbH
Mr. Thomas Richter
Carlstr. 54
D-52531 Übach-Palenberg, Germany

Tel.: 0049 (0) 2451 / 48444-0
Fax: 0049 (0) 2451 / 48444-50
Email: t.richter@tc-kleben.de

Company:

Address:

Postal code, City:

Inquiries to:

Phone:

Email:

Fax no.:

The application will be filed for the location (to fill out only if different from above)

Street, no.:

ZIP code, town, state:

Application for certification for the following scopes:

- Design of bonded parts of class
- Process planning of bonded parts of class
- Production of bonded parts of class
- Repair of bonded parts of class
- Purchase, trade and assembling of bonded parts of class
- Delegating of adhesive bonding work of class to third parties

Application:

first application

repeated, expiry of valid time on:

due to change of the following requirements:

Have you already been issued a certificate in accordance with DIN 6701 by another certification body?

Yes (please state the certification body):

No

Adhesive/bonding/gluing supervisor (KAP):

1. First name, last name:

Date of birth:

KAP email address & telephone no.:

Adhesive technical qualification:

European adhesive engineer (EAE)

European adhesive specialist (EAS)

European adhesive bonder (EAB)

none / in training / training registration is extant

The adhesive/bonding supervisor is the responsible adhesion supervisor vKAP

If the adhesive/bonding supervisor is “external,” then

the following operations are also supervised by the external inspector:

2. First name, last name:

Date of birth:

Deputy email address & telephone no.:

Adhesive technical qualification:

European adhesive engineer (EAE)

European adhesive specialist (EAS)

European adhesive bonder (EAB)

none / in training / training registration is extant

The adhesive/bonding supervisor is the responsible adhesion supervisor vKAP

If the adhesive/bonding supervisor is “external,”

the following operations are also supervised by the external inspector:

Certificates / sign

The German version of the certificate is **free of charge** and send to the company.

Further certificates, short form of the certificates and signs can be created
(see also information in the appendix of this application).

Please tick the documents you require:

certificate English version

short form of the certificate (English)

short form of the certificate (German)

sign “certified bonding company”

The processing fees per certificate is 100€. The processing fees of the sign "Certified Bonding Company" amount once € 100 for the monitoring period.

Total cost certificates / certificates / signs: _____ €

The enterprise/company:

- Declares that it will comply with the DIN 2304-1 series and the applicable regulations (e.g. DVS 3311)
- Agrees that the information is to be recorded and published in the DIN 2304 online register (company, class, information on the KAP [name, date of birth, qualification], comments)
- Accepts the regulations of the DIN 2304 gluing working group
- Accepts the necessary monitoring by the certification body for the period of validity

(Location, date)

(Stamp, name and signature of the applicant)

Declaration of liability by the applicant

By submitting the fully signed and stamped application form to the certification body, the application becomes legally binding. From this point forward, the certification authority is authorised by the applicant to carry out all the steps and processes required to issue a certificate in accordance with DIN 2304.

Please attach:

- General operations description
- Organigram (from which the position of the adhesive/bonding supervisor is depicted)
- Description of the adhesive work, with references to assemblies and classes
- List of further adhesive supervisors, including the distribution of tasks and responsibilities

Information for companies certified by TC Kleben

As a company certified by the certification body, we provide you with the following important explanations in connection with the certificate and the monitoring

Data Protection

As a certification body, we gain access to confidential information about your business. This is needed and used to adequately assess compliance with the certification requirements and to track it throughout the monitoring period. We collect, store and process this data within the framework of legal regulations. All information is strictly confidential. No persons outside the certification body and its employees or the supervisory authority, which in turn guarantees confidentiality, receive access to this data.

We hereby assure that we do not pass on your personal data to third parties, unless we are legally obliged to do so or you have expressly given your prior consent. To the extent that we use third-party services for the execution and processing of implementation processes, the provisions of the Federal Data Protection Act are complied with. The personal data that you provide to us by e-mail or when you are commissioned to do so (e.g. name, contact details) are processed only for correspondence with you and only for the purpose for which you provided us with the data. Confidentiality of emails cannot be guaranteed due to the transmission paths.

Should you no longer agree to the storage of your personal data, or if this information has become incorrect, we shall, in accordance with the relevant regulations, undertake the deletion, correction or blocking of your data. The possibly may arise, however, that you will lose your certification in the event of a contradiction with the stored data.

Upon request, you will receive information free of charge about all personal data that we have stored about you. For questions concerning the collection, processing or use of your personal data, for information, rectification, blocking or deletion of data, please contact the head of the certification body.

Complaints and Objections

If, on the part of the company, complaints regarding the activities of the certification body, objections to the procedure of the certification or objections to a certification decision exist, we ask you to report them to the certification body in writing. An objection has no suspensory effect. The facts are then discussed together with the aim of positive clarification.

Validity of the Certificate

The issuer of this certificate can revoke this certificate if:

- Serious deficiencies exist in the execution of adhesive bonding or in the adhesives inspection pursuant to this standard,
- There is no longer an approved adhesive/bonding supervisor,
- There are no valid qualification certifications of the adhesive technicians according to this standard,
- Other requirements pursuant to this standard are no longer fulfilled,
- The period of validity has expired,
- The applicant's operations forego the certificate.

The acknowledgment of the revocation must be confirmed by the company to the certification body in writing.

Obligations of the Company

The certified company is obliged to inform the certification body of any changes to the scope of the certificate. The certification body must be informed of the following intended changes and is obliged to examine the new situation:

- Class
- Scope
- Legal or organisational form
- Adhesive/bonding supervisor
- Contact address and location
- Significant changes in the management system and processes
- Changes to the space in which the classified gluing is performed

The company is obligated to:

- Keep records of all complaints made known to it regarding compliance with the certification requirements; take appropriate measures with regard to such complaints and any deficiencies discovered in the products which affect compliance with the certification requirements; document the measures taken and to make these records available to the certification body on request.
- Grant access to all persons who are active in the certification body's assessment.
- Bring only components using the certificate onto the market / into use that meet the standards of the tested process.
- Use the certificate to identify processes solely for processes specified in the certificate.
- Check the changes relating to the company on the website of the online register (<https://www.din2304.de>).

Conduct with the Certificate

The company is obligated:

- Not to use the product certification in a manner which could discredit the certification body and not to make any statements about its product certification that the certification body might consider misleading or unjustified.
- Suspend the use of all advertising materials that contain any reference to the certification in case of suspension, withdrawal or termination of the certification.
- To copy all documents relating to the audit and, in particular, the certificate, only in their entirety.

The certification authority reserves the right to revoke the certificate if the certificate is continuously abused.

Responsibility for Conformity

The certified company is responsible for compliance and conformity with the requirements for certification. Each audit is a sample of an organisation's management system and is therefore not a guarantee of 100% compliance with the requirements. The certification body is responsible for examining sufficient objective evidence upon which a certification decision is based.

The company is obliged to know the state of the art in the extent necessary for the scope of application and to be aware of changes in, e.g. standards and directives (DIN 2304-1, DVS guidelines) in order to implement them if necessary.

Information about certificates and signs

Complete certificate in English:

short form of the certificate in English:



short form of the certificate in German:

sign „certified bonding company“:

