

Application

for the issue of a certificate of qualification for operation according to TL A-0023,
for the production or repair of products for the Bundeswehr

Sent to:

TechnologieCentrum Kleben GmbH
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Company:
Road, no.:
Postcode, town:

Enquiries to:
Email:

Telephone:
Fax no.:

The application is made for the location (only to be filled in if different from above)

Road, no.:
Postcode, town:

Component class applied for:

- BK 1 (includes Classes BK2, BK3)
- BK 2 (includes Classes BK3)
- BK 3

Application for the following operative qualification:

- | | | |
|--|--|--|
| <input type="checkbox"/> Production H1 | <input type="checkbox"/> Production H2 | <input type="checkbox"/> Production H3 |
| <input type="checkbox"/> Repair I1 | <input type="checkbox"/> Repair I2 | <input type="checkbox"/> Repair I3 |

Application:

- first
- repeated, date of expiry:
- due to changes to the following requirements:

Have you already been issued with certification in acc. w. TL A-0023 from another certification body?

- Yes (please state authority):
- No

Supervisor in Charge (SIC) of Adhesive Bonding Work:

First name, surname:

Date of Birth:

Mail and telephone contact of SIC:

Technical bonding qualification level:

- European Adhesive Engineer (EAE)
 - European Adhesive Specialist (EAS)
 - European Adhesive Bonder (EAB)
 - none/in training/training application pending (underline)
- the supervisor in charge is the responsible supervisor in charge of adhesive bonding

Deputy of the supervisor in charge of adhesive bonding work:

First name, surname:

Date of Birth:

Mail and telephone contact of representative:

Technical bonding qualification level:

- European Adhesive Engineer (EAE)
- European Adhesive Specialist (EAS)
- European Adhesive Bonder (EAB)
- none/in training/training application pending (underline)

The company,

- undertakes to observe the provisions in TL A-0023 and other applicable regulations (e.g. DVS 3311)
- agrees that the information may be recorded in a register (holding, class, information regarding the SIC [name, date of birth, qualification], comments)
- agrees that the audit reports of the supervisory authority WIWeB are made available by the recognised authority.
- accepts the possibility of monitoring by the recognised authority for the duration of the period of validity

(Place, date)

(Stamp, name and signature of applicant)

Binding declaration of the applicant

Upon submission of the fully signed and stamped application form to the certification body, the application becomes contractually binding towards the certification body. From this point on, the certification body is deemed to have been instructed by the applicant to carry out all the steps and processes necessary to issue a certificate of operational qualification in accordance with TL A-0023.

Please enclose:

- General description of operations
- Organigram (in which the position of the supervisor in charge is evident)
- Description of adhesive bonding work with references to component classes and operative qualification
- List of further bonding supervisors including distribution of tasks and responsibilities

Information for companies certified by TC-Kleben

As a company that will be certified by a certification body, we hereby inform you about the following important explanations in connection with the certification of operative qualifications according to TL A-0023.

Data Protection

As a certification body, we are granted access to confidential information about your company. This information is necessary and is used to adequately assess conformity in accordance with certification requirements and to allow it to be tracked over the monitoring period. This data is collected, stored and processed by us in accordance with the statutory provisions. All information is kept strictly confidential. No persons outside of the certification body and its employees, or the supervisory authority, which in turn guarantees confidentiality, have access to this data.

We assure you that we will not disclose your personal data to third parties unless we are legally required to do so, or you have previously given your express consent. Insofar as we make use of third-party services for the performance and handling of processing operations, the provisions in the Federal Data Protection Act shall be observed. The personal data you submit to us during an assignment or by email (e.g. name, contact data) will only be used for correspondence with you and only for the purposes for which you provided us with the data. The confidentiality of emails cannot be guaranteed due to the means of transmission.

If you no longer agree to us storing your personal data or should it have become incorrect, we will initiate the erasure, correction or blocking of your data in accordance with the relevant statutory provisions. You may, however, lose your certification in the event of an objection to data storage.

Upon request, you will receive information free of charge about all personal data we have stored about you. If you have any questions regarding the collection, processing or use of your personal data, or if you require information, correction, blocking or erasure of data, please contact the head of the certification body.

Complaints and Objections

If you have any objections to the certification body's activities, the certification procedure or to a certification decision, we ask you to submit these in writing, with appropriate justifications, to the certification body. An objection has no suspensory effect. The facts of the case shall then be jointly discussed with the aim of positive clarification.

Validity of Certification

The authority issuing the certification can revoke it if:

- there are serious defects in the agreed performance of adhesive bonding work or in the supervision of adhesive bonding according to these technical terms of delivery,
- a recognized supervisor in charge is no longer available,
- no valid verification of qualifications for technical bonding personnel, pursuant to these technical terms of delivery, are submitted,
- other requirements under these technical terms of delivery are no longer fulfilled,
- the certification has expired,
- the operating company waives the certification,

The company must confirm in writing to the certification body that it has taken note of the revocation.

Company Obligations

The certified company is obliged to inform the certification body of all changes to the scope of approval of the certificate. In the case of the following intended changes, the certification body must be informed, which shall assess the new circumstances

- Component class
- Product class
- Change from service to manufacture
- Legal or organizational form
- Supervisor in charge
- Contact address and location
- Major changes to the management system and processes
- Changes to the location in which classified adhesive bonding is performed

The company undertakes:

- to retain records of all complaints made known to the company with regard to compliance with certification requirements; to take suitable measures with regard to such complaints, as well as any defects discovered in the products and which influence compliance with certification requirements; to document the measures taken and to make these records available to the certification body on request.
- To provide access to their location to all persons who are active in the certification assessment.
- To only put components into circulation which comply with the certified process.
- Use the certificate exclusively to identify processes specified in the certificate.
- To check for changes in the register which affect the company.

Handling of Certification

The company is obliged:

- not to use product certification in a manner which could discredit the certification body, and not to make any statements whatsoever about their product certification which the certification body could consider to be misleading or unjustified;
- to cease the use of any advertising material which refers to the certification if the certification is suspended, withdrawn or terminated;
- to only make duplicates of documents pertaining to the audit, and in particular the certificate, in their entirety.

The certification body reserves the right to withdraw certification if misuse of the certification continues.

Responsibility for Conformity

The certified company is responsible for conformity with the requirements contained in the certification. Every audit is a random check of an organization's management system and is therefore no guarantee for 100% conformity with the requirements. The certification body has the responsibility to assess sufficient objective evidence on the basis of which a certification decision is based.

The company is obliged to know the state of the art to the extent necessary for the area of application and to inform itself about changes, e.g. to technical delivery regulations, standards and guidelines (TL A-0023, DIN 2304-1, DVS Directives) to implement these when necessary.