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| application for a VEHICLE system & componentAPPROVAL FROM Element Materials Technology***Please read the guidance notes before completing this application form*** |

## PART A - CUSTOMER’S DETAILS

**Must be completed by all new customers or if any of the details have changed since your last application**

**1.** a) VCA job number (to be allocated by Element - can be reserved by phone): \_ \_ \_ \_ \_ \_ \_ \_ \_

b) Element Materials Technology Project ID (to be allocated by Element): \_ \_ \_ \_ \_ \_ \_ \_

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| **2.** Manufacturer’s name and address (owner of the approval who controls the product specification & has responsibility for CoP at the plants listed in item 6 below):Contact name:Telephone number:Fax number: e-mail address:VCA manufacturer’s reference number:(check with VCA if you are uncertain of your reference number) | **3.** Applicants name and address (if not the manufacturer):Contact name:Telephone number:Fax number:e-mail address:VCA applicant’s reference number:(check with VCA if you are uncertain of your reference number) |

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| **4.** Address for invoicing:Contact name:Telephone number:Fax number:e-mail address: | **5.** Address for CoP communication: (e.g. Quality Department)Contact name:Telephone number:Fax number:e-mail address: |

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| **6.** List of plants at which the products are manufactured and their VCA Conformity of Production (CoP) clearance reference: |
| To be completed by Element Materials Technology |
| COP Status: | COP Pack sent by: e-mail/post/fax(if new customer) | Date sent: |
| COP Pack sent by: | COP pack sent to: |

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***PART B - APPROVAL APPLICATION DETAILS***

**1.** a) VCA job number (to be allocated by Element - can be reserved by phone): \_ \_ \_ \_ \_ \_ \_ \_ \_

b) Element Materials Technology Project ID (to be allocated by Element): \_ \_ \_ \_ \_ \_ \_ \_

**2.** Manufacturer’s name: **3.** VCA manufacturer’s reference number:

**4.** Applicant’s name: **5.** VCA applicants reference number:

**6.** Manufacturer’s or applicants own reference or order number (if applicable):

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| **7.** Details of the vehicle/system/ESA/component for which approval is required, including vehicle category where applicable (if you are applying for extension to existing approvals, please state the approval numbers and last extension number):(If you require a new approval number in advance of certification, please make a formal request and provide your justification.) |

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| **8.** Type of work to be carried out, i.e. test job or paperwork assessment?If you believe that the approval can be granted or extended on a paperwork assessment basis, please provide justification and evidence to support this view. For test jobs, please supply the information requested at Items 9~12 below. |
| **9.** Proposed worst case meeting date: | **10.** Proposed test date: |
| **11.** Element lab: Malvern, Skelmersdale, Wimborne | **12.** Test facility accepted by VCA: yes |

**13.** Approval standards and quantity of approvals required:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **EC Directive** | **ECE Regulation** | **NTA GB/GVGB** | **C&U** | **Other** |
| **Approval level** |  |  |  |  |  |
| **No. of new approvals** |  |  |  |  |  |
| **No. of extensions** |  |  |  |  |  |
| **No. of index revisions** |  |  |  |  |  |
| **No. of corrections** |  |  |  |  |  |
| **Test reports only** |  |  |  |  |  |
| **Letter of no concern** |  |  |  |  |  |
| **14.** Target approval issue date: | **15.** Status of supplied technical information documents: draft/final |
| **16.** On the behalf of the manufacturer/applicant. \*I confirm that none of our company details have changed and no manufacturing plants have been added since Part A of this form was last submitted/\*Part A attached.Signature:Name (in block capitals):Position:Date of application: | **17 Element Materials Technology agrees to provide the approval service requested, based upon the information supplied.**Signature:Name (in block capitals):Date:**Please note that Element’s *terms & conditions of supply of type approval services* apply to all work performed by Element.** |

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| ***RECORD OF WORST CASE AGREEMENT /*** ***EXTENSION AUTHORISATION*** |

To be completed by Element Materials Technology

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| --- | --- | --- | --- |
| VCA Job Number: |  | Directive / Reg Number |  |
| Element Project ID: |  |  |
|
| Manufacturer: |  |
|
| Make / Model: |  |
|
| Model Variants to be covered and number of approval/extension certificates required: |
|  |
|
|
| Model variants to be tested and number of tests: |
|  |
|
|
| Justification for variant / test selection: |
|  |
| Test date: |  |
| Signed: |  |
| Name (in capitals): |  | Position: |  |
| Date: |  |
| Quotation attached: | [ y ] |  | [ n ] |  |

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| GUIDANCE NOTES***COMPLETING THE APPLICATION FOR VEHICLE SYSTEM & COMPONENT APPROVAL FROM ELEMENT MATERIALS TECHNOLOGY*** |

*Please read these guidance notes before filling out the application form. If you need assistance, please do not hesitate to ring Element Materials Technology on 01684 571700 (Malvern), 01695 556666 (Pendle Place) or 0*1202 811700 (Three Legged Cross)*, we will complete the form on your behalf and send it to you for signature.*

*The form is in two parts: PART A - CUSTOMER’S DETAILS and PART B - APPROVAL APPLICATION DETAILS and each is a self contained form. When you make your first application, it essential that you complete both Part A and Part B. Once we have your details on our computer records, it is only necessary to complete Part B for each subsequent application, unless your details change in any way. Please use Part A of the form as a check list when making an application and record any changes to enable us to update our customer records. This is particularly important for applicants who may represent a number of manufacturers, or if additional manufacturing plants are to be included on an approval.*

*Please ensure you quote your VCA reference number when applying for approvals using Part B only and quote the* Element Materials Technology *Project ID number on all correspondence or when making telephone enquiries related to a particular application.*

*For your convenience, the application form may be retyped as a standard letter, fax or e-mail to your own format, on your headed paper. We would simply ask you to provide all the information on the form.*

*Completing PART A - CUSTOMER’S DETAILS*

1. a)VCA job number - this number is allocated by Element Materials Technology on behalf of the VCA. An example would be 98/99 2345, whereby the first four digits indicate the financial year and the final four digits are a consecutive number. You may reserve this number in advance by telephoning our technical service on 01684 571700, but please send in this form by fax, post or e-mail as confirmation.
2. Element Materials Technology Project ID - The Project ID must always be quoted on all correspondence related to the job. Ideally the Project ID number should also appear on the technical information documents, so please obtain the number in advance if you intend to submit the technical information documents with the application form.
3. Manufacturer’s name and address - this is the name and address of the part of the manufacturer’s organisation which is the “owner” of the approval and this name and address will normally appear on the approval certificate. This organisation, by definition, takes responsibility for the contents of the technical information document, the specification and integrity of the product covered by the approval, maintains the approval and has a responsibility for conformity of production at all the manufacturing plants. If this location moves or the company name changes, you must inform us immediately. For large manufacturers, this is typically a headquarters address or the main manufacturing location, or possibly the European technical centre of a multi-national organisation. It is very important at the outset to establish the part of the manufacturing organisation which carries the above responsibilities, its relationships with any local representative and any subsidiary manufacturing plants.

VCA manufacturer’s reference number - a unique reference number is allocated to each manufacturer when they first apply for UK approval by the VCA. It is used to link job numbers, approvals and customer contacts and is a fundamental part of VCA customer records system.

1. Name and address of the applicant - if you are a representative or importer making the application on the behalf of a manufacturer, then we need your personal and company details. Please note that the manufacturer remains the legal owner of the approval and we will require a letter from the manufacturer officially appointing you as their representative. We also need to establish your relationship with the manufacturer and the extent of your responsibilities, when you first open a job with Element Materials Technology. Under normal circumstances the VCA job register will indicate the manufacturer’s reference, providing the links between the job number, the approval and the customer, but your name and address will appear as contact point.

VCA applicant’s reference number - applicants will be allocated their own unique VCA customer reference number, which will link applicants with their respective client manufacturers.

1. Address for invoicing - please confirm where and to whom we should send invoices.
2. Address for communications relating to CoP - please confirm the name and address of the individual who has overall responsibility for co-ordinating CoP activities at all of the manufacturing plants and who will become the VCA contact for CoP matters.
3. List of plants (with addresses) at which the products are manufactured and their Conformity of Production (CoP) clearance reference - before an approval can be granted, the manufacturing plants for the products covered by the approval need to obtain CoP clearance from VCA’s CoP branch. The CoP clearance process is triggered automatically when you apply for your first job. Once CoP clearance has been granted, you will be notified by letter of the plants concerned. By quoting the letter date and reference on subsequent applications, you avoid the potential delays caused by the verification of CoP status. Conversely, the unintentional granting by VCA of an approval to a product manufactured at a plant with no CoP clearance could result in serious consequences, including the withdrawal of the approval.

*Completing PART B - APPROVAL APPLICATION DETAILS*

1. a) VCA job number (to be allocated by Element Materials Technology - can be reserved by phone) - refer to No 1 for Part A

b) Element Materials Technology Project ID. The Project ID must always be quoted on all correspondence related to the job

1. Manufacturer’s name - please quote your company name as recorded in our customer records.
2. VCA manufacturer’s reference number - please quote the reference number which was allocated to you when you first applied for an approval from Element Materials Technology (or VCA). If your company details have changed in any way, please fill out the relevant item of the Part A form.
3. Applicant’s name - if you are applying for an approval on the behalf of a manufacturer, please quote your company name as it is recorded in our customer records.
4. VCA applicant’s reference number - please quote the reference number which was allocated to you when you first applied for an approval from VCA or Element Materials Technology. If your company details have changed in any way, please fill out the relevant item of the Part A form.
5. Manufacturer’s or applicant’s own reference or order number - the manufacturer or applicant requesting the approval may wish to quote a reference number or order number on the application. Element Materials Technology needs an order number and this information is purely for your own convenience, or to facilitate your organisation’s internal administration.
6. Details of the vehicle/system/component for which approval is required, including the vehicle category where applicable (if you are applying for extension to existing approvals, please state the approval numbers and the last extension number) - we need at least a general description of the product and its make, commercial model name, type number etc. and a brief description of the reasons for any extensions, listing at least those items which will determine whether a test is needed or not. If you wish, you may supply the full technical information document at this stage. It is also useful if you can give the vehicle category, for example, for a light van which could be used as a commercial vehicle or people carrier;

Grover Motors Lugger, Type XP56T, 97 model year, changes to the foundation braking system and extension of the existing approval e11\*71/320\*91/542\*3456.03 to cover M1, M2 and N1 categories (previously only covered category N1).

If you require a new approval number in advance of certification, please make a formal request and provide your justification.

1. Type of work to be carried out, i.e. test job or paperwork assessment? - if you believe a test is necessary, i.e. for a new product or to cover a major change, then please supply the information required under Items 9~12. For simple jobs a formal worst case meeting may not be necessary and either sufficient information could be provided with the job application, or a telephone call may suffice. Please contact the EMC Section Leader at the Element Materials Technology lab which will conduct the test. If you believe that the approval or extension can be granted on the basis of a paperwork assessment, then please provide justification and evidence to substantiate this view. For instance;

Turbo-charger part number has changed because its mounting bracket is modified, but this does not effect the performance of the turbo-charger with respect to the approval subject.

In this case we would need before and after drawings to prove that from a performance point of view, the part number change is irrelevant.

1. Proposed worst case meeting date - the EMC Section Leader (or deputy) will contact you to confirm the appointment or to arrange an alternative date if necessary. The Section Leader may conduct the worst case meeting or delegate this task to a suitably experienced engineer, preferably the engineer who will eventually perform the test. We do not normally have a formal meeting to discuss paperwork assessments, but you are welcome to telephone or visit our office to discuss such jobs if you are uncertain whether tests maybe necessary, or if any other aspects are causing you concern.
2. Proposed test date - we will enter your proposed test date into our planning system.
3. Test facility accepted by VCA – as Element Materials Technology are a Technical Service, the VCA has performed an assessment of our facilities and therefore you can be assured that the testing will be performed to a level acceptable to the VCA.
4. Element Materials Technology lab to perform the test - you are free to choose which Element Materials Technology lab you wish to perform the test.
5. Approval standards and quantity of approvals required - enter the number for the standard required in the relevant column in the approval level box and the quantity of approvals or extensions etc., underneath. For instance, you may require brake approvals to ECE Regulation 10.04 (enter in the ECE Regulation - Approval level box) with the quantities of each approval in the appropriate box below. Normally we require a separate job number for each approval subject, but in special circumstances subjects can be combined (diesel power, smoke & emissions - one job number, vehicle emissions & fuel consumption - one job number), then please modify the application form to suit.
6. Target approval issue date - please state the date by which you wish to receive the approval. You must leave sufficient time between the test date and this target issue date for us to process the approval, not forgetting that we cannot complete the approval process until we have received your final corrected information documents and CoP clearance has been granted. Our standard maximum turn round time for the processing of approvals, from receipt of the final document package, is six weeks. This applies to both test jobs and paperwork jobs and should be taken into account when you make the application. Quicker turn round times can be negotiated on a case by case basis in special circumstances.
7. Status of supplied technical information documents - please confirm the status (draft or final) of any technical information documents which you have submitted with the job number application.
8. Signature - the person responsible for making the application must sign the form.
9. Element Materials Technology - we will sign the form and return a copy to signify agreement to the terms of the application. The Test Manager will contact you to negotiate any changes to the application. If there are any major problems, for instance, you have applied for a paperwork assessment, but we believe a test is necessary, then you will be informed of our opinions in writing. Our standard terms and conditions of supply of type approval services apply to all approval work performed by VCA.

Please return your completed application form to the appropriate address below:

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| The VCA Co-ordinator Element Materials Technology100 Frobisher Business ParkLeigh Sinton RoadMalvernWorcestershireWR14 1BXPhone: +44 (0)1684 571700Fax: +44 (0)1684 571701e-mail: test@tracglobal.com | The VCA Co-ordinatorElement Materials TechnologyUnit 1Pendle PlaceSkelmersdaleLancashireWN8 9PNPhone: +44 (0)1695 556666Fax: +44 (0) 1695 557077e-mail: test@tracglobal.com | The VCA Co-ordinatorElement Materials Technology74-78 Condor CloseWoolsbridge Business ParkThree Legged CrossWimborneDorsetBH21 6SUPhone: +44 (0)1202 811700Fax: +44 (0) 1202 811701e-mail: test@tracglobal.com |

If you have any comments on the application form or these guidance notes, or on any other aspects of Element Materials Technology service, please contact one of the offices above.