

Please send the completed form via email to [zertifizierung@lga.de](mailto:zertifizierung@lga.de)

## Enquiry/application certification of construction products

### Enquiry / application

Manufacturer (= Distributor)	
Street, No.	
Postal Code, City	
Country	
Contact Person	Phone No.
Website	
E-Mail	
Manufacturing Plant(s) with Address (If there are multiple plants, please attach as an annex)	<input type="checkbox"/> See above <input type="checkbox"/> Different / Deviating
Contact Person at LGA (if known)	
Certification Program	
Regulatory Framework	

### Type of Inquiry / Assignment

- Initial inspection of the plant and the in-house production control (FPC)
- Ongoing surveillance and assessment of the FPC
- Special inspection due to changes in conditions or in the event of serious deficiencies
- Change of Certification Body

### For hEN under System 1/1+

- Product type determination is required and has been completed
- Product type determination is required and must be carried out

### General Information

The assignment for certification and inspection is carried out in accordance with the scope defined in the respective certification program, potentially including product type determination or spot checks.

In the event of a change in the certification body, the manufacturer hereby expressly agrees that all documents relevant to certification activities (such as initial inspection reports, certificates, product type determinations, etc.) may be transferred from the previous certification body to the certification body of LGA Bautechnik GmbH. The company agrees that the data from this inquiry/assignment will be recorded electronically. In the case of an assignment, a surveillance and certification agreement will be concluded between the manufacturer and the notified body of LGA Bautechnik GmbH.

- We kindly request a non-binding offer for inspection and certification.
- We kindly request further information regarding the requested service.

The information requested below regarding the manufacturer (distributor) and the manufacturing site serves the purpose of application evaluation, offer preparation, and inspection planning at the manufacturing site.

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### Additional information about the manufacturer and the production site

Is the company certified according to ISO 9001?	<input type="checkbox"/> Yes – please attach a copy of the current certificate <input type="checkbox"/> no		
How many employees does the company or the manufacturing site employ?	Total: Administration:	of which in Production:	Quality Assurance:
What product range does the company offer? If available, please attach a company brochure.			
What types of construction products or kits does the manufacturing site produce?			
Which raw materials are used?			
Which key manufacturing processes are carried out at the site (scope of production)?			
At which location(s) is production carried out? (Manufacturing site/s)			
To be answered only in case of a change in the certification body: If another certification body identified non-conformities related to the requested process: What non-conformities were identified in relation to the requested process? (Please provide supporting documentation as evidence)			

### Certification Notes

1. After reviewing the application and prior to carrying out the certification activities, a written surveillance and certification agreement must be concluded.
2. The validity period of the certificate is generally five years. If the conditions for ongoing surveillance are met without significant objections by the end of the validity period, the certificate may be renewed for an additional five years. Upon customer request or if the applicable regulatory framework specifies a shorter validity, the certificate may be issued for a shorter duration.
3. The certification body is obligated to declare certificates invalid if the conditions under which they were issued are no longer met. In such cases, the original certificate will be reclaimed by the certification body from the manufacturer/distributor and marked as invalid.
4. Certificates may only be reproduced or published in full and without alteration. The content of promotional materials must not contradict the information contained in the certificates.

Place, Date

Signature

Company Stamp

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### Application Evaluation by the Certification Body

Akkreditierung und Notifizierung bzw. Anerkennung liegen vor:

ja  nein

Erforderliche Ressourcen vorhanden:

ja  nein

Aktuelles Regelwerk liegt vor:

ja  nein

Wechsel der Zertifizierungsstelle:

Liegen Berichte der Erstinspektion, der letzten Überwachung, Zertifikate und im System 1/1+eine Feststellung des Produkttyps usw.) von der vorherigen Zertifizierungsstelle vor?

ja  nein

Gründe für den Wechsel:

Liegen Nicht-Konformitäten vor?

ja  nein

Welche sind dies?:

### Bewertung durch die Zertifizierungsstelle:

Weitere Maßnahmen, die separat dokumentiert werden

Freigegeben zur Bearbeitung

ja  nein

Absage, wegen

Nürnberg, \_\_\_\_\_

\_\_\_\_\_  
Name /Kürzel, Funktion

Weiterleitung an Fachbereich: FB \_\_\_\_\_ am: \_\_\_\_\_

**Nach Beauftragung erfolgt Rückmeldung an die Zertifizierungsstelle zur Vertragserstellung.**