



Procedure

for granting licences and approvals in countries without General Licensees

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1. Introduction

This document describes the procedure to grant licences¹ and approvals² in countries without General Licensees.

Any interested coater or powder supplier has to contact the QUALICOAT Secretariat and inform about its interest. If the applicant is from a country with a national association the Secretariat will forward the request to the respective national association. If the first contact has been established through some of the QUALICOAT approved laboratories, the laboratory has to instruct the applicant to contact QUALICOAT Secretariat independently from already existing contacts between the applicant and the laboratory.

2. Official application

The applicant has to contact QUALICOAT and receives the “application form” and the latest “Scale of Contributions”. The application form has to be sent back to QUALICOAT.

3. Preliminary visits

Coaters

If requested by the applicant, QUALICOAT carries out preliminary visits in coating plants and in plants of coatings suppliers. These visits are considered as non committal for both parties and serve as a preparation for granting licences and approvals. The visits are normally carried out by the head of the QUALICOAT Secretariat (Managing Director) but other persons namely the Technical Director or exceptionally the future laboratory in charge can also be mandated by QUALICOAT.

The visits are organised by appointment. The applicant has to pay the expenses for such a visit.

The findings of the visit are reported in the form (*document XY*) and the responsible persons are fully informed about the outcome of the visit.

The results of the preliminary visit are indicative and cannot replace any official inspections carried out for granting a licence or a system.

After the preliminary visit the applicator on the basis of the results can decide to stop the application process, to postpone it until all amendments in the plant have

¹ Permission to use the quality label

² Confirmation that a specific product (powder coating, liquid coating or chemical product) meets the requirements of the Specifications



been made if such were necessary or to continue the procedure for granting if the results are in conformity with the specifications.

If a coater considers his plant being well prepared the preliminary visit can be skipped and the first official announced inspection can be carried out.

Suppliers

Visits are mandatory for powder suppliers as QUALICOAT has to check in accordance with 4.1.2 of the QUALICOAT Specifications whether there is a production site and the minimum laboratory equipment available.

The applicant has to pay the expenses for such a visit.

No preliminary inspections are necessary at suppliers of alternative pretreatment products.

4. Allotments of inspections to a laboratory

The General Secretary is responsible for informing the applicant about the approved inspectors (laboratories) who are ready to make inspections in his country.

Licences

Coaters can also choose one of the QUALICOAT approved laboratories. However before the preliminary visit the coater will be informed which laboratory has already been active in the specific country or region and which laboratories are offering inspection in this country and region. This information is given to the coater for whom it might be important to cooperate with a laboratory and be inspected by an inspector with the same language background.

QUALICOAT should be informed once a laboratory has been chosen. QUALICOAT has to be informed if there is a change of inspectors and/or laboratory and has to agree such a change.

Approvals

Powder suppliers and suppliers of alternative chemical pretreatment systems can choose any of the QUALICOAT approved laboratories who are offering the full range of the requested tests to have their products tested. After having signed the application form they can ask for a quotation. QUALICOAT should be informed once a laboratory has been chosen.

QUALICOAT makes from time to time a survey amongst the approved laboratories to check the countries and regions where they are offering inspections.

QUALICOAT has to be informed if there is a change of inspectors and/or laboratory and has to agree such a change.



5. Granting and withdrawal of licences and approved systems

The procedure for granting, renewal and withdrawal a licence is the same for all the coaters, as specified in QUALICOAT Specifications.

A licensed coater can withdraw from his licence by the end of a calendar year with prior notice by 30 November of the calendar year.

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