

Procedure for granting licenses and approvals

1. Introduction

This document describes the procedure to grant licenses ¹ and approvals ².

Any interested coater or powder supplier has to contact the QMEA Secretariat and inform about its interest. If the first contact has been established through some of the QUALICOAT approved laboratories, the laboratory has to instruct the applicant to contact QMEA Secretariat.

2. Official application

The applicant has to contact QMEA and receives the "application form" and the latest "Scale of Contributions". The application form has to be sent back to QMEA.

The applicant has to become a member of QMEA to proceed further for the certification.

3. Preliminary visits

Coaters

If requested by the applicant, QUALICOAT's approved laboratory 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 licenses and approvals.

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

The findings of the visit are reported in the form of visit report 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 license 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 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.

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*

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. Granting and withdrawal of licenses and approved systems

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

Coaters

Chapter 5 of QUALICOAT Specifications is about granting a license to coating plants.

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

Approved systems

Chapter 4 of QUALICOAT Specifications is about granting an approval to coating systems.