



Certificate of Conformity for Secured by Design (SBD)

Part of Police Crime Prevention initiatives

PRODUCT CERTIFICATION

AUDIT & INSPECTION

TEST SERVICES



Welcome to the Scheme

We are delighted that you have chosen to have your fenestration product certified for the Secured by Design initiative, demonstrating its ability meet the requirements of PAS 24 and so contribute to satisfying Part Q of the Building Regulations 2010 (England and Wales) (as amended) and the Building regulations Approved document is Standard 4.13 Security (Scotland).



The Secured by Design initiative is a police-owned scheme which promotes windows and doors that are designed in such a way

as to ensure they are secure against theft and burglaries. This scheme focuses on crime prevention in homes and commercial premises and promotes the use of security standards for a wide range of applications and products.

By becoming a Secured by Design member, your products are more likely to be chosen by specifiers and it will enhance your brand's reputation in the market place.

Fabricators who already hold BBA Certification can apply for Secured by Design registration using their BBA certificate, provided the system has an Enhanced Security Product Sheet (ES sheet) included within the scope of the Certificate.

How Secured by Design works

Within police forces there are Designing Out Crime Officers (DOCO) and staff who work closely with architects, developers and local authority planners on new-build developments and refurbishments to "design out crime", using the principles of Crime Prevention Through Environmental Design (CPTED) and physical security measures.

Secured by Design and certification bodies such as the BBA, working closely with manufacturers, focus on the provision of robust, quality products that can achieve the

Police Preferred Specification award, which recognises that the Secured by Design standard has been met to help keep buildings secure.

Membership of Secured by Design requires certification from a United Kingdom Accreditation Service (UKAS) accredited, independent third-party certification body. This involves regular production audits and annual testing to ensure consistent quality over time, and goes beyond the one-off testing required by the Building Regulations.

Ready to begin?

Included within this document is an Application Form for you to complete. The completed form tells us what we initially need to know about your company and the product(s) that you would like us to assess for certification.

We will prepare a Certificate of Conformity contract based on the information provided. It is important that your requirements are fully and precisely defined within this document, as a failure to do so could result in errors or omissions in the contract.

The information you supply will be treated in confidence and will not be disclosed, other than as required under statute or by English law.

Should you need assistance at any time, please call or [email](#) our client services team on 01923 665300 who will be glad to help you.

Section 1: Applicant Details

Company Name:	
Registered Address:	Correspondence Address (if different from Registered):
Postcode:	Postcode:

Telephone number:	
Web address:	
Company Email address:	
Number of Employees:	
Company Registration Number:	
VAT number (non-UK clients only)	
Chief Executive:	Title (Miss/Mr/Mrs/Dr/Other):
Email address:	Contact Number:
Head of Marketing:	Title (Miss/Mr/Mrs/Dr/Other):
Email address:	Contact Number:

Contact Name:	Title (Miss/Mr/Mrs/Dr/Other):
Contact Job Title:	
Direct telephone number:	
Mobile number:	
Contact Email address:	

Section 2 Certificate(s) required

Please provide a description of the window and door product(s), including brand name and style, that your organisation manufactures and wants to have registered.

Brand Name	Type	Style	Material (PVC-U, Timber, Aluminium, Other)	Description

Section 3.1 - Product specification

Brand Name	Product Style (e.g. casement, tilt/turn, reversible, single-leaf, double-leaf, sliding patio, sash)

Section 3.2 - Hardware specification

Indicate the range of hardware to be included in the assessment. Define the colours, grades, finishes, materials in which the hardware is supplied. Data sheets may be attached.

Windows	Manufacturer	Other details	Doors	Manufacturer	Other details
Friction hinges			Hinges		
Espagnolette/ shootbolts			Multipoint lock		
Handles			Handles		
Tilt/turn gear			Cylinder		
Hinge protectors			Escutcheon		
Cavity wedges			Hinge protector		

Windows	Manufacturer	Other details	Doors	Manufacturer	Other details
Glazing clips/ tape			Glazing clips/ tape		
Run-up blocks			Run-up blocks		
Other			Letterplate		
			Other		

Section 3.3 - Health and Safety

Are there any Health and Safety considerations needed when handling, installing or using any of these products?

Section 4 - Available assessments, calculations and test data

The BBA requires data to be recent, traceable to the product under assessment and from testing conducted by a UKAS-accredited laboratory. **Be aware that PAS 24 requires that products must be tested first to the appropriate material-specific standard** (for example BS 7412 for PVC-U windows and doors). If you have data that can be used please declare this on the application and we will allow time to assess its validity within the contract but, please **do not submit the data at this stage**. If the data prove to be unsuitable, or only cover a part of the product range, then you may be required to obtain additional data, for which a contract variation may be applied.

Please indicate any existing test reports you have (must be latest version and less than 5 years old).

- | | |
|------------|-------------------|
| PAS 24 | BS 6375-3 |
| BS 644 | BS 7412 |
| EN 1627 | BS 8529 |
| BS EN 1670 | BS EN ISO 10077-2 |
| BS 4873 | BS EN 12608-1 |
| BS 6375-1 | BS EN 14351-1 |
| BS 6375-2 | Other |

Others (please specify):



Section 5 - Manufacturing Location(s)

Please define all locations at which the window/door is manufactured (names, addresses and contact details).

Note: If the product is manufactured at more than one site for the UK market, please give full details of all locations.

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Signed for the Applicant:
Name:
Job title:
Date:

Please send your completed application form and supporting documents to clientservices@bbacerts.co.uk

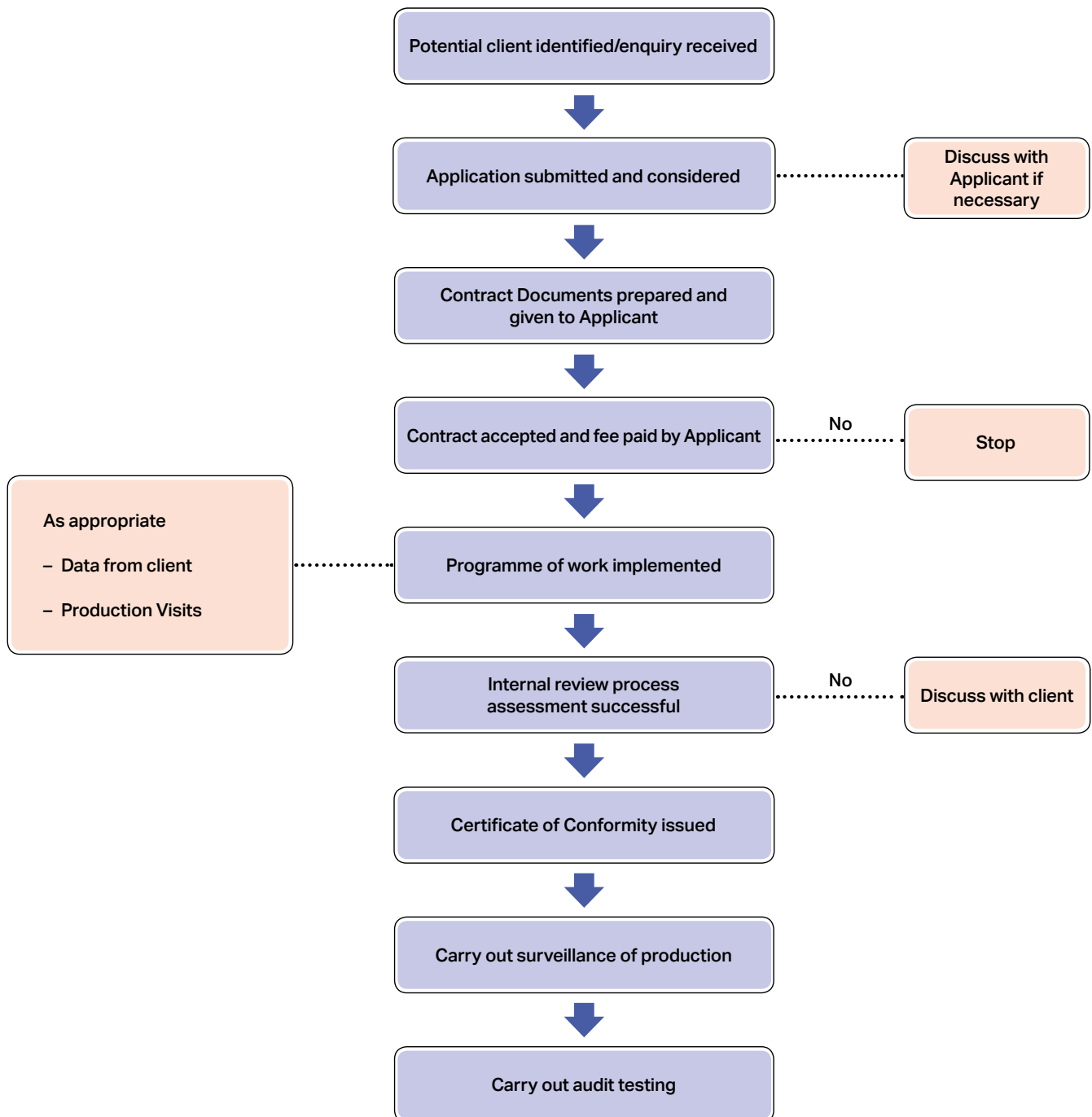
Application for Certificate of Conformity for Secured by Design (SBD)

This flow chart shows the BBA's assessment process from receipt of initial enquiry to issue of the Certificate of Conformity.

Completing the application form allows us to provide you with a valid contract.

Please complete all applicable sections of this Application Form. If any questions do not apply to you, please mark them as "not applicable".

If you have any questions, please contact our client services team on 01923 665300 or clientservices@bbacerts.co.uk who will be happy to assist.



Note that any information supplied by you will be treated in confidence and will not be disclosed other than as required: to any third-party that the BBA instructs or consults in connection with your application; under statute; or by English law.



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