

## CERTIFICATE TRAVELLER LOG

## Part A. APPROVALS

## 0 Product Details

08/4582 1st  
us, PSI 1st

45L

Product Name: Leamington KIS Rain screen insulation board  
 Client/Certificate Holder: Leamington Insulation Ltd Contact Name: Joseph Mills  
 Address for Certificate: Leamington Contact E-mail: Joseph.Mills@leamington.com  
Leamington Project Manager: Joseph Mills  
Herfordshire Technical Writer: Richard Ball  
HRB 96A File Location: Jobcon FS: Job Physical M1 M134562 9.1 draft  
ID 116692

## 1 Certificate Details

1.1 Certificate Series:  
(Circle)

Standard

HAPAS

Roads &amp; Bridges

ETA

1.2 Type of Certificate (Circle)

1PS

| (Standard/<br>Detailed) | Confirmation | Replacement         | Additional<br>Product Sheet | Reissue   | Reproduction <sup>(1)</sup> |
|-------------------------|--------------|---------------------|-----------------------------|-----------|-----------------------------|
|                         |              | Replacing Cert. No. | Cert. No.                   | Cert. No. | Master Cert. No.            |

1.3 Number of Product Sheets 11.4 Circulation Type:  
(delete as applicable)

Leader - Head of Approvals define circulation under 3.2

Follower (Designated Leader Certificate No. 08/4549)

Issue of

M1/40184

Head of Approvals' authorisation

Date

19/6/08

## 2 Technical completion of Assessment

Declarations that Certificate is technically complete (Initials and date):

Project Manager

Date 11.7.08

Technical Writer

Date 14.7.08

Head of Approvals

Date 14.7.08

Technical Writer 'cleans up' draft

Date 14.7.08

Project Manager changes Jobcon status to DT

Date 14.7.08

## Part B. PUBLISHING - Comments

## 3 Circulation - DT Draft passed to Publishing

3.1 Circulation to Client<sup>(1)</sup> onlyPublishing Circulate<sup>(2)</sup> draft to client with cover letter, and change Jobcon status to DR

Confirm action

31.10.08

Date

M1/40184

Comments received and placed in Jobcon FS Folder

31.7.08

(return to Project Manager)

Notes: (1) Reproduction Certificates are also circulated to the master Certificate holder for Information only.  
 (2) Circulation by secure PDF by Administrator only.

Project Manager considers comments and updates draft with Technical Writer, resubmit to Publishing

Project Manager LA Date 31.7.08 Technical Writer RB Date 31.7.08

## 3.2 Circulation to commentators

For Follower Certificates, Reissues and Reproductions go to section 6

For Leader Certificates, Publishing send for external comment

Head of Approvals - for Leader Certificates define circulation from Intranet list of commentators.

☐ BBA Tech Manager☐

(Note for ETAs - circulation of Draft ETA and Evaluation Report to EOTA and EOTA Members, plus BBA Overseas Business Manager).

# **Publishing**

Formal circulation to commentators  
End date for comments  
Confirm all required comments received

Confirm..... Date .....

Confirm..... Date .....

Confirm..... Date .....

## **4 Comments**

Publishing Filescan comments pack on Jobconfs  
Pass to Project Manager

Confirm..... Date .....

## **5 Consideration of comments**

Project Manager consider comments updates draft with Technical Writer to confirm suitability for publishing

Confirm..... Date .....

Note: (3) For Leaders Project Manager should discuss comments with BBA Technical Manager

## **Part C. PUBLISHING - Issue**

### **6 Certificate decision**

Head of Approvals<sup>(4)</sup> authorise issue of Certificate Number

Confirm..... Date 21/8/08

Note: (4) Head of Approvals must be satisfied that the technical assessment and technical dossier is complete including an Evaluation Report, Agreed Quality Plan and a trail of audit.

### **7 Allocation**

Publishing allocate Certificate number or Additional Product sheet (not applicable for reissues)

Certificate Number 08/4562

Confirm..... Date 21/8/08

Desk Top Publishing convert into Print ready form.

Confirm..... Date 26/8/08

### **8 Technical Confirmation**

Project Manager and Technical Writer confirm that Certificate is acceptable for issue

Project Manager..... Date 1-9-08..... Technical Writer..... Mr F..... Date 22-9-08

### **9 Client Acceptance**

Publishing send to client for final sign off 23/9/08 BM

+ 14/10/08 (FAO XL)  
Confirm..... Date 14/10/08

Publishing Confirm client acceptance has been received

### **10 BBA Approval**

Publishing print Certificate and obtain authority from Head of Approvals

Signed..... Date 22/10/08

Chief Executive

Signed..... Date 27/10/08

Congratulatory pack sent to client<sup>(5)</sup>

Confirm..... Date 28/10/08

Note: (5) Any special instructions regarding destination of pack must be emailed to Publishing

05/11/08

### **11 Web Abstract and Surveillance**

Technical Writer liaises with Project Manager to write abstract

Confirm..... Date 3.11.08

Project Manager sends Agreed Quality Plan and Surveillance request form to BBA Inspection

Confirm..... Date 3.11.08

### **12 Job Closure**

Approvals Administration close job and check validity<sup>(6)</sup> date 31-06-2011

Confirm..... Date 6 Nov 08

E-Certificate placed on Jobcon FS file.

IT requested to amend Cert details on Jobcon

Note: (6) Standard and R&B Series Certificates are valid for 3 years, HAPAS Certificates and ETAs are valid for 5 years

### **13 Website updated**

Computing update Website with Certificate and Abstract

Confirm..... Date 18 Nov 08

PCCombs Correct on Jobcon

Leaders - for Certificates circulated as Leaders, a copy of the issued Certificate is forwarded to the BBA Technical Manager by the Project Manager for Designation.

Signed Original documents (Signed Certificate and Traveller Log) are sent to the Project Manager and filed on the Certificate Technical Dossier.