

Guide“: Approval of manufacturers for EPAL CP-pallets

1. **You** send an informal request to us for approval as EPAL manufacturer of EPAL CP-pallets (e.g. by e-mail)
2. **We** send out various documents to you.
3. **You** are asked to sign the enclosed commitment after studying these documents and to send it back jointly with a copy of your business registration.
4. **You** are asked at the same time to transfer a *one-off* processing fee of **€ 550** (excl. VAT) to our account n° IBAN: DE05 3056 0548 0415 2020 16, BIC: GENODED1NLD at the VR Bank eG.
5. **We** process your application and instruct our **international inspection company** to carry out an evaluation visit.
The costs for this evaluation visit amount to 600 € per day (excl. VAT) which we would like you to pay after having received the corresponding invoice.
After we will have received the amount for the evaluation visit on our account, our international inspection company will get in touch with you and you will agree upon a date for inspection visit with them.
6. At the date of inspection you shall prove that you possess of the following:
 - a. organised production site
 - b. various tools (saws etc.)
 - c. various machinery, if not integrated in an assembly line:
 - cross cutting machine for boards (alternatively: purchase cut size)
 - cross cutting machine for blocks (alternatively: purchase of composition blocks)
 - planer (not mandatory)
 - nail machine for assembly
 - nail machine for decks
 - chamfer equipment for bottom deck boards
 - branding facility with branding plates
 - corner cutter

ATTENTION:

As an alternative to automated production, manual production may be possible. Therefore, the following is mandatory:

Accurate construction templates for the production of runners
Accurate construction templates for pallet deck
Accurate construction template for assembly
Accurate templates for the nail pattern
Nail equipment

The following applies basically for both types of production:

- d) gauged material
- e) nails approved to EPAL approval list
- f) one copy of the *Technical Regulations* of EPAL respectively
- g) calibrated gauge (min. - max.) for thickness of boards
- h) calibrated gauge (min. - max.) for width of boards
- i) calibrated gauge (min. – max.) for total length and total width
- j) calibrated gauge (min. – max.) for inner dimensions (inner deck boards)
- k) calibrated gauge (min. – max.) for inner dimensions (among others centre bottom runner)
- l) calibrated gauge (min. – max.) for height of entry
- m) stapler (not mandatory, but advisable)

ATTENTION. If no stapler is available our international inspection company will charge extra for the supervision of stapling!

- n) wood moisture probe
- o) one hundred newly produced EPAL CP-pallets as construction samples

7. Our **international inspection company** sends its inspection report to us. When the inspection is positive, we send to you the mark licensing agreement with your registration number in duplicate.
8. **You** sign both copies and send them back to us.
9. **We** send one countersigned copy as well as your certificate of approval back to you.
10. **You** may commence the production of EPAL CP-pallets immediately upon receipt of the EPAL certificate.
11. **You** report to EPAL the respective number of manufactured EPAL CP-pallets. Then our **international inspection company** gets in touch with you and you agree upon a date for inspection visit concerning the EPAL CP-pallets you have manufactured. This inspection is *subjected to a charge*.

When the inspection result is positive, you receive from our **inspection company** EPAL-approved quality staples equivalent to the number of pallets submitted in the audit batch.

When the inspection result is negative, it has to be decided if the rejected EPAL CP-pallets shall be corrected or if the marking shall be removed.

12. **EPAL** charges graduated inspection fees based of the accredited level of manufacture. To obtain more information on these fees, please contact EPAL directly.

13. **You** have the possibility to apply for approval of level 2 (internal control) after six months, provided that you can prove a record of continual production according to the standards and that there are no serious defects being stated in the inspection reports of our international inspection company during this period.

We charge an annual licence fee totaling. This permits the lawful use of the protected trademarks.

European Pallet Association e.V.,