

"Guide": Approval of manufacture EPAL box pallets

1. **You** send an informal request to us for approval as EPAL manufacturer of EPAL box 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** (exc. 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 **Bureau Veritas** 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, Bureau Veritas 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) A certificate of qualification similar to the *Small Proof of Aptitude* pursuant to DIN 18800-7
 - b) Machinery and production installations as per appendix
 - c) Requirements for painting GIBO as per appendix
 - d) Gauges as per appendix
 - e) Thickness tester for paint (0 to 100 µm)
 - f) Material true to gauge
 - g) Test certificate for the material as per EN 10204-2.2
 - h) A dynamometric key (0 to 50 Nm) with ratchets
 - i) A copy of UIC 435-3
 - j) Twenty new EPAL box pallets as design samples
7. **Bureau Veritas** 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 with the production of EPAL box pallets immediately upon receipt of this certificate.

You will report to EPAL the respective number of EPAL box pallets you produced. Then Bureau Veritas will get in touch with you and agree upon a date of inspection visit with you. Such inspection, as a rule, is subjected to a charge.

In the event of a positive outcome of the inspection you will receive from Bureau Veritas the EPAL quality seal for the number of presented inspection lots.

In the event of a negative outcome of the inspection, a decision will be made whether the rejected EPAL box pallets can be reworked or if the identification has to be removed.

11. **EPAL** will invoice the graded inspection fees to you based on the presented inspection lot. We will inform you of the scale of fees applicable to your country.

12. **We** charge an annual licence fee totalling

€ 2.500 (excl. VAT) for countries with National Committee

€ 650 (excl. VAT) for countries without National Committee.

This permits you lawful use of the protected trademarks. In the first year the fee will be charged proportionally with effect from the date of the licensing.

In all member countries of EPAL, the manufacture of EPAL box pallets without EPAL licence will be prosecuted.

European Pallet Association e.V.

Update: June 2016