Guide to the completion of the WRAS Product Approval Application Form – WRAS.Appr-202F2 “F2”

WRAS
WATER REGULATIONS APPROVAL SCHEME

WRAS Product Approval Application Form

Overview of changes:

- Introduction of question regarding back flow protection arrangements
- Updating of checklist for supporting documents
- Clarification on BS6920 test report requirements on declaration

Implementation:

- All new applications registered with the laboratories or submitted directly to WRAS from 1/11/2022 to use new form
- Products already being testing in the recognised Test Laboratories, using the old application form (Ver 2) will be accepted by WRAS for a period of 2 months, following notification of the last sample number for September 2022 issued by the laboratory. Older versions of the form (Revision dates earlier than 2021) will not be accepted.

WRAS
WATER REGULATIONS APPROVAL SCHEME

Page 1 Check list

All applications for a WRAS Product Approval must be made on a competed copy of this F2 application form. Ensure all sections are completed, indicating 'not applicable' if appropriate. See guidance document "F2 Guidance on completion (WRAS.Pub-901)" for advice on completing the form.

Please select the boxes below to indicate that you have included all of the information required:

- ☐ Technical drawings of the product including any backflow arrangements
- ☐ General assembly drawings of the product showing complete arrangement of technical components. (*Note this may be included in the technical drawing*)
- ☐ Itemised schematic of full water pathway (*if this is not clear from other drawings provided*)
- ☐ Installation manuals, where applicable, for all items relating to the application.
  (Installation manuals are applicable if they include technical specifications, safety and performance information)
- ☐ A photograph, technical drawing or image of the product identification mark
- ☐ Representative photograph of the products included in the application*:

  Do you wish this to be placed in the public domain on the WRAS website? YES ☐ or NO ☐

Please only tick the boxes where you have provided information.

Drawings & schematics

- The level of drawing is dependant upon the complexity of the product being supplied.
- WRAS require drawings of products to identify all components & materials in the water pathway from the inlet to the outlet.
- Drawings are also required to confirm the correct testing has been applied for all aspects of the products submitted.
- Certification requires factory production control. Drawings must be controlled, therefore WRAS expects to see evidence of control of drawings. This can be demonstrated if technical drawings include a drawing and revision number and issue date.
- The drawings provided need to provide information on the product to enable the assessor to understand the product.
- Where multiple drawings are provided for an assembly, an assembly drawing is needed to provide information on how the products are arranged.
- Drawing provided need to be clear and readable.
- It may be possible to provide all information in one drawing or multiple drawings may be required. This is dependant upon the complexity of the product and if all information required can be clearly demonstrated.
- Schematics can be, but do not need to be controlled drawings.
- WRAS may require dimensional drawing for certain products (e.g. where there is an airgap arrangement or where there are multiple designs and sample selection is dependant upon dimensions).

WRAS
WATER REGULATIONS APPROVAL SCHEME

Page 1 Check list

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- ☐ A photograph, technical drawing or image of the product identification mark
- ☐ Representative photograph of the products included in the application*:

  Do you wish this to be placed in the public domain on the WRAS website? YES ☐ or NO ☐

Installation Manuals, Photographs & Images

- Installation manuals assist with the assessment of the product. In most circumstances they are not essential, but WRAS may ask for a copy of the manual during the review.
- Manuals do need to be provided where technical information related to safety information for the water circuit is a legal requirement.
- Where the identification mark is not in plain text such as stylised letters or a logo, the provision of an images that shows the mark assists in the assessment and can reduce delays.
- Representative photographs of the product are not required, however provision of a photograph of the product may assist in the assessment of the product an remove the potential for specific delays.
- Where a photograph of the product is provided applicants can opt to have the image displayed with the approval listing on the website.

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WATER REGULATIONS APPROVAL SCHEME

Section A

A.	APPLICATION CATEGORY *(Please select one of the boxes below)*			
	First application	☐		
	Re-approval	☐	Re-approval of Approval number	
	Addition to range	☐	Current Approval number	
	Modification	☐	Current Approval number	

Section A of the F2 is for identifying which category you are seeking an approval for.

The above image from the F2 shows the 4 categories from which you will need to select the correct category for your approval.

1. First application, this category is for a customer who has not had an approval for their product before.
2. Re-approval category is for a customer who has an approval which is coming up to its expiry date. If this is selected please provide the current approval number.
3. Addition to range, this category is for a customer who has an approval but wishes to add new models to the current approval. If selected please provide the approval number to which the addition is being made.
4. Modification, this category is for an approval holder that wishes to make a modification to a product that is currently approved. If selected please provide the approval number to which you wish to make the modifications.

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WATER REGULATIONS APPROVAL SCHEME

Section B

B.	CURRENT MANUFACTURING STATUS OF THE FITTING	Production ☐	Pre-production ☐	Prototype ☐
		Please note pre-production and prototype samples may require additional testing of the production sample before approval is given.		

Section B is for the customer to state the current status of the product/s they are seeking an approval for.

The are 3 categories to select from in section B of the F2. Selecting the correct category for your approval is very important.

The **Production** category is for an approval for 'The final, approved version of the water fitting manufactured and sampled from the production line' . NOTE Only production samples can be submitted for a full approval.

The **Pre-production** category is for products that have been produced that are not the final production sample. These can only be submitted for 'approval in principle' which means the product may need testing on the production sample before an approval is granted.

The **Prototype** category is for products that are incomplete and not ready for production. These can only be submitted for 'approval in principle' this means it may need testing on the production sample before an approval in granted.

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WATER REGULATIONS APPROVAL SCHEME

Section C & D

C.	**NAME AND ADDRESS OF APPLICANT** *(Note: unless advised otherwise the company name provided here will be that published on the certificate)* **Company name:** **Contact Name:** **Address:** **Company website:** **Email address:** **Telephone number:** **Mobile number:**

D.	**CONTACT DETAILS OF THE PERSON APPOINTED BY THE APPLICANT TO BE RESPONSIBLE FOR THIS APPLICATION ("AGENT"), IF DIFFERENT FROM SECTION C.** **Name:** **Company name:** **Address:** **Email address:** **Telephone number:** **Mobile number:**

Section C of the F2 must contain all the details of the applicant. The applicant is: *'any person, company or other organisation / entity that applies for WRAS Approval in respect of a Product'.*

Section D: If an Agent is employed by the applicant to present the application to WRAS, this section must be completed by the appointed person as stated. All the information must be completed.

NOTE: If there is no change from section C, do not leave blank. Please state '*Same as section C*'

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WATER REGULATIONS APPROVAL SCHEME

Section E

E. NAME AND ADDRESS OF PRODUCT MANUFACTURER

Where approval is sought for products that are manufactured or assembled at more than one site, please list all of the manufacturing sites or assembly plant addresses.

	Site 1	Site 2 (if applicable)	Site 3 (if applicable)
Company name: **Address:**			

Should the manufacturer(s) be included on approval? Please indicate: YES ☐ or NO ☐

Section E must include the relevant information regarding the manufacturer and assembly of the product that is being sought for approval.

If more than one site may be used in the products manufacture the alternative sites must also be listed.

You will need to confirm if you want the manufacturer(s) details to be listed on the approval certificate. Please tick Yes or No in the boxes provided.

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WATER REGULATIONS APPROVAL SCHEME

Section F

F. CONTACTS FOR CORRESPONDENCE

Pre-approval application stage
All contact and/or correspondence should be directed toward the person named in:

Please tick as appropriate Section C ☐ or section D ☐ or section E ☐
(Select one box only)

Approval Decision
All communication regarding the Approval Decision should be sent for the attention of the person named at the address given, in:

Please tick as appropriate Section C ☐ or section D ☐
(Select one box only)

Any other correspondence after the approval will be directed to the 'Applicant' named in section C.

Section F informs WRAS of who you wish to be contacted during the application process.

Indicate which of the contacts (previously given) WRAS should contact to address any questions that may come up during the assessment of the application, and who you wish to be informed of the approval decision.

Please select who should be contacted at each key stage of the process by using the tick boxes provided.

WRAS
WATER REGULATIONS APPROVAL SCHEME

Section G

G.	TYPE OF WATER FITTING FOR WHICH APPROVAL IS SOUGHT *Please state the generic product type e.g. Tap, WC, Water meter, pump, Washing Machine, Gate Valve etc.* **Does the design incorporate a backflow prevention device / arrangement?** YES ☐ NO ☐ If yes, indicate all levels of protection that apply: Fluid category 2 ☐ Fluid category 3 ☐ Fluid category 4 ☐ Fluid category 5 ☐ Description of backflow prevention arrangement:

Section G is for the applicant to give a generic description of the product that the approval is being sought for.

Examples are provided in the section as you can see on the image on the left.

WRAS
WATER REGULATIONS APPROVAL SCHEME

Section G

G.	TYPE OF WATER FITTING FOR WHICH APPROVAL IS SOUGHT
	Please state the generic product type e.g. Tap, WC, Water meter, pump, Washing Machine, Gate Valve etc.
	Does the design incorporate a backflow prevention device / arrangement? YES ☐ NO ☐
	If yes, indicate all levels of protection that apply:
	Fluid category 2 ☐ Fluid category 3 ☐ Fluid category 4 ☐ Fluid category 5 ☐
	Description of backflow prevention arrangement:

The question on designs incorporating backflow arrangements is to identify if you wish to claim backflow in the design.

If you incorporate a component in your design and its arrangement appears to form of backflow protection WRAS will expect it to be tested unless you select NO

Products that are not tested or that fail tests may be subject to additional Installation Requirement Notes (IRNs) or in case of most failures, approvals will not be granted

Backflow is defined as *the flow upstream, that is in a direction contrary to the intended normal direction of flow, within or from a water fitting.*

A backflow protection device is a device used to prevent backflow appropriate to the highest applicable fluid category to which the fitting is subject downstream before the next such device.

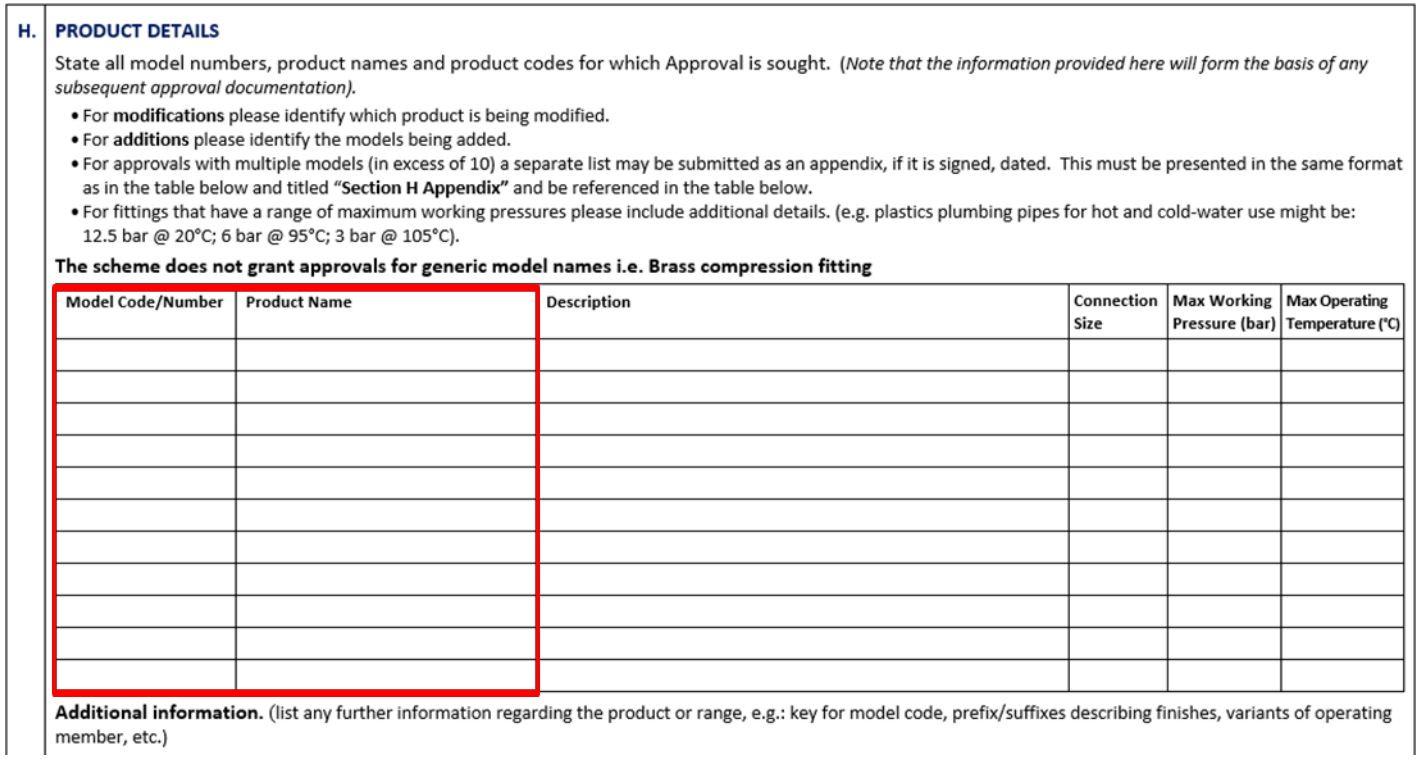
To be considered a backflow device the product must meet the definitions and requirements detailed in the regulators' specification for backflow prevention arrangements and devices.

Links to the Regulations for England and Wales, Scotland and Northern Ireland can be found here

The Water Regulations Guide outlines what devices are appropriate and recognised and the level of protection they provide. See S15-2 and S15-3. Information on where to buy the guide can be found here

WRAS
WATER REGULATIONS APPROVAL SCHEME

Section H



H. PRODUCT DETAILS

State all model numbers, product names and product codes for which Approval is sought. (*Note that the information provided here will form the basis of any subsequent approval documentation).*

- For **modifications** please identify which product is being modified.
- For **additions** please identify the models being added.
- For approvals with multiple models (in excess of 10) a separate list may be submitted as an appendix, if it is signed, dated. This must be presented in the same format as in the table below and titled **"Section H Appendix"** and be referenced in the table below.
- For fittings that have a range of maximum working pressures please include additional details. (e.g. plastics plumbing pipes for hot and cold-water use might be: 12.5 bar @ 20°C; 6 bar @ 95°C; 3 bar @ 105°C).

The scheme does not grant approvals for generic model names i.e. Brass compression fitting

Model Code/Number	Product Name	Description	Connection Size	Max Working Pressure (bar)	Max Operating Temperature (°C)

Additional information. (list any further information regarding the product or range, e.g.: key for model code, prefix/suffixes describing finishes, variants of operating member, etc.)

Section H of the F2 is for detailing all the products to be included in the approval and providing specific information of each model.

The information given here will be used for the approval Certificate and Directory Listing

- Provide all relevant information to the product(s) for which approval is sought.
- The first column (Model code/number) details your product code. This should be the specific code you and customers use to identify the product and model.
- If the application is to modify an existing approval, the specific model(s) to be amended must be indicated. This can be done by highlighting the entry in bold or colour.
- If a new model(s) is to be added to an existing approval, the new model details should be added in the same format as given in the original approval. Highlight the models add
- Provide the name of the product in the second column. For example, the name used on packaging and advertising.

  Note this must not be a generic product name.

WRAS
WATER REGULATIONS APPROVAL SCHEME

Section H (continued)

H. PRODUCT DETAILS

State all model numbers, product names and product codes for which Approval is sought. (*Note that the information provided here will form the basis of any subsequent approval documentation).*

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Section H of the F2 is for detailing all the products to be included in the approval and providing specific information of each model.

- In the third column, give a description of what the product is. Include all aspects that differ between the models
- The fourth, column, fill in where required. For the inlet and outlet connection provide sizes and type of connection.

  For component parts designed fit within products provide critical dimension (e.g. bore size)
- For the fifth and sixth column provide the pressure and temperature.
  If it is not applicable (N/A), explain why, e.g. (Open outlet use only) or (cold water use only)

WRAS
WATER REGULATIONS APPROVAL SCHEME

Section J

J.	**DESCRIPTION OF PERMANENT MARKINGS PRESENT ON FITTING, E.G. COMPANY LOGO** Include a photograph (JPEG) or technical drawing of marking (PDF format) as an attachment. If this is your company Trademark /logo, do you give permission for this to be placed in the public domain on the WRAS website? YES ☐ or NO ☐ **Location of marking, e.g. on valve body, laser etched on cover:** **Indicate whether any of the marking is likely to change during the lifetime of the approval, e.g. date of manufacture or cast or ID numbers:**

In section J give a description of the markings present on your product. You will also need to supply a location of the marking on the sample.

As you can see, you can also input a JPEG of the marking into this section - you will need to confirm if the image can be placed in the public domain. Do this by using the tick boxes supplied.

Indicate if there is a possibility that the markings may change over the lifetime of the approval.

WRAS
WATER REGULATIONS APPROVAL SCHEME

Section K

K.	**QUALITY ASSURANCE** It is a requirement of the WRAS Terms and Conditions of an approval that the Applicant implement suitable quality assurance methods / Factory Production Control (FPC). Please include a copy of your ISO 9001 certificate. If you do not have this certification (or equivalent) detail the mechanism used to ensure the continued quality of production is ensured.

Section K reminds applicants that the WRAS Terms and Conditions (section 2.3) require that applicants implement and maintain suitable quality assurance processes, in order to ensure that the characteristics of the approved product remain of the same quality throughout the period of approval.

Ideally this would be in the form of a formal quality certification to ISO 9001 or other suitably recognised Factory Process Control. However, this may also be ensured through direct self-monitoring measures and CE marking procedures. But these must be described. (see Alternative methods of demonstration)

Assurance records shall be presented to WRAS on request.

Alternative methods of demonstration

Where an applicant does not hold third-party certification for ISO 9001, or one of the named equivalent standards, assurance of appropriate production control may be provided in the form of a documented Quality Plan for the manufacturing process of the identified product. This plan must be written in English and include:

- Details of the scheduling of production monitoring
- Details of the mechanisms employed to ensure the consistent compliance with the design specification
- Quality Assurance mechanisms used in the procurement and use of components and supplies.
- Sampling gauges and frequency of product sampling.

WRAS may requests details of the results of the implementation of the quality plan and assurance records as part of the application process. This will also be required by WRAS as part of the annual self-declaration / surveillance of granted approvals.

WRAS
WATER REGULATIONS APPROVAL SCHEME

Section L

L.	**AUTOMATIC OPERATIONAL FLUSHING FUNCTION** An automatic operational flushing function is a programmable function of a device (excluding urinal flushing) which is solely provided for the purpose of maintaining water quality by automatically flushing the fitting at pre-set intervals, without the need for an operator to be present. For the purposes of WRAS approvals, products which incorporate an operational flushing function may be granted. However, installers, building owners and manufacturers must be aware that any proposed installation of these products in non-household premises must be notified. A WRAS approval, does not guarantee consent to install will be granted. Water companies retain absolute discretion in assessing whether a product is compliant with the Regulations and may consider products which incorporate an operational flush function as being not suitable for the circumstances used [see regulation 4 (1) (b)]. Products meeting the requirements of the scheme that incorporate an operational flush function, may be granted with an IRN and note applied to the approval with the following wording: "*This product may not comply with the requirements of regulation 4(1)(b). Consult your local water undertaker prior to installation*" **Do any of the products listed in this application include an operational flushing function?** Please select as appropriate: Yes ☐ or No ☐ If yes, an additional form F7 must also be completed and submitted with this application. Copies of this form can be downloaded from the WRAS Approvals website

Section K is to identify if your product has a programmable flushing function.

If your product includes this function, tick yes. You will then need to fill out an additional form F7 which is available from the WRAS Approvals website.

You should tick yes if the design incorporates a flush function, even if it is disabled at the factory, but it is possible to enable it once installed.

If the design has the function disabled and it cannot be turned on in the UK then No should be ticked.

If this isn't appropriate for your application, tick no and move on to the next section.

WRAS
WATER REGULATIONS APPROVAL SCHEME

F2 Declaration

F2 DECLARATION

I / we, the Applicant named in section C of this F2 Form, declare as follows:

1. I/we have read and understand and accept the terms applicable to applications for WRAS Approval as set out in the Standard Terms of Approval and agree to comply with the Requirements and Code of Practice for WRAS Approvals;
2. I/we confirm that where a WRAS Material Approval number or BS6920 test report is included in this application, the material used in the product remains identical to the material tested or the currently approved WRAS material. No ingredients have been added, directly or indirectly during the manufacturing process and the material has not been modified in any way.
3. I/we confirm, that where any BS6920 test report submitted is over two years old, that no changes to recipe, site or method of manufacture or supplier of raw ingredients/material have been made.
4. Unless otherwise indicated in the Schedule of Materials submitted with this application, I/we confirm that where a component is manufactured from Polyphenyleneoxide (PPO), Polyphenylene Ether (PPE) or Polyoxymethylene (POM), the component has a wetted surface area of less than 3,000mm².
5. If our product(s) seeking approval should fall under the scope of the following legislation: *GB Biocidal Products Regulation,* I/we acknowledge that it is our sole responsibility to ensure that compliance with this has been met and that WRAS are not responsible for confirming this. Where our product(s) fall under this legislation we will declare this within the application. I/we understand that WRAS may draw attention to the fact that the product(s) fall under the *GB Biocidal Products Regulation* within the approval listing.
6. I/we warrant the accuracy and completeness of all information contained in this Form F2 and any other information now or subsequently provided by me/us and/or our Agents to WRAS and/or the relevant test facility in pursuance of this application and confirm that none of this information is or may be construed as misleading in any way.
7. The Agent whose details are set out in section D of this Form F2 is duly authorised to represent and answer all queries on behalf of the Applicant in relation to this application. I/we, the Applicant, agree to ratify all acts and omissions of the Agent in connection with this application and to indemnify WRAS for any losses incurred as a result of any breach of the Standard Terms of Approval by the Applicant and/or our Agent(s).

Signed: _____

Name: _____

Position in company: _____

Date: _____

Important Note: *This declaration should be signed by a director or an authorised permanent employee of the Applicant.*
An agent appointed by the applicant may sign on behalf of the Applicant ***only*** *if a separate declaration is provided by the applicant on company headed paper. The declaration must be signed by a director, or authorised employee of the Applicant, and state:*

"I/we declare that the signatory on the F2 form, (agents name and company), is an individual who is authorised to execute a binding document on behalf of the applicant, i.e. an authorised signatory. I/we understand that if there are any errors/omissions/inaccuracies contained within the application signed by 'agents name and company', then the approval granted will be invalidated"

Note: additional copies of this form can be downloaded from the WRAS website.

The F2 declaration must be read, signed and dated by a *director or other authorised permanent employee of the Applicant.*

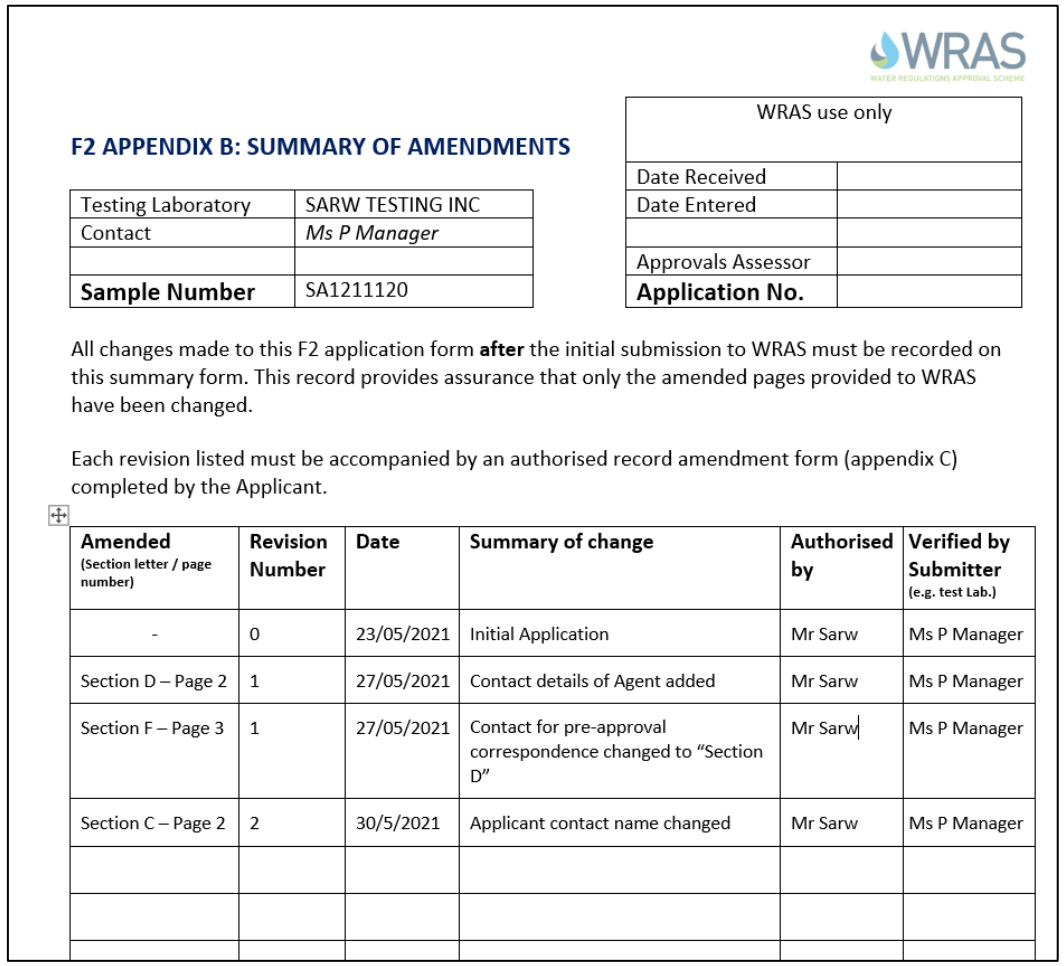
However, **if an agent is acting on behalf of the applicant, the appointed agent (as defined in section D) may sign this on behalf of the Applicant, but this MUST be accompanied by a separate declaration from the Applicant authorising this. This must be provided on company headed paper and signed by a director or other authorised employee of the Applicant. The declaration must state:**

"I/we declare that the signatory on the F2 form, (agents name and company), is an individual who is authorised to execute a binding document on behalf of the applicant, i.e. an authorised signatory.

I/we understand that if there are any errors/omissions/inaccuracies contained within the application signed by 'agents name and company', then the approval granted will be invalidated"

WRAS
WATER REGULATIONS APPROVAL SCHEME

F2 Appendix B: Summary of amendments



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WATER REGULATIONS APPROVAL SCHEME

F2 APPENDIX B: SUMMARY OF AMENDMENTS

WRAS use only	
Date Received	
Date Entered	
Approvals Assessor	
Application No.	

Testing Laboratory	SARW TESTING INC
Contact	*Ms P Manager*
Sample Number	SA1211120

All changes made to this F2 application form **after** the initial submission to WRAS must be recorded on this summary form. This record provides assurance that only the amended pages provided to WRAS have been changed.

Each revision listed must be accompanied by an authorised record amendment form (appendix C) completed by the Applicant.

Amended (Section letter / page number)	**Revision Number**	**Date**	**Summary of change**	**Authorised by**	**Verified by Submitter** (e.g. test Lab.)
-	0	23/05/2021	Initial Application	Mr Sarw	Ms P Manager
Section D – Page 2	1	27/05/2021	Contact details of Agent added	Mr Sarw	Ms P Manager
Section F – Page 3	1	27/05/2021	Contact for pre-approval correspondence changed to "Section D"	Mr Sarw	Ms P Manager
Section C – Page 2	2	30/5/2021	Applicant contact name changed	Mr Sarw	Ms P Manager

This appendix is only required if amendments/ corrections have been made to a previously submitted application form. This amendment page will record ALL changes made to the application form during the approval submission, and must be updated for every change.

Complete the Laboratory details to identify the product/sample.

Each column of the table should be completed to detail all changes made after the initial F2 submission.

In the "Amended" column, please detail the page number and/or section that has been changed.

Every time an F2 page is amended and submitted to WRAS it must be given a successive revision number to allow it to be distinguished from previously submitted versions. This revision number must be added to the amended page and recorded in the "Revision Number" column. The date that the amendment is submitted to WRAS will be recorded in the next column.

See the example to the left to see how successive changes would be recorded:

- The first row details the date and authorisation of the original F2 submission
- First change to page 2 recorded and annotated as Revision no 1
- The "summary of change" column gives a brief description of the amendment made.
- The "authorised by column" must be signed by the authorised applicant or agent of the initial application to confirm the amendment is valid and sanctioned.
- The verified by submitter will also need to be signed by the Lab or other appropriate person who submitted the application to WRAS.
- Subsequent changes to previously amended pages must be marked with incremental revision numbers and recorded on the form to provide a complete summary of amendments.

NOTE: Any change made will need to also be recorded on the corresponding Record amendment form (appendix C).

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WATER REGULATIONS APPROVAL SCHEME

F2 Appendix C: Record Amendment Form

F2 APPENDIX C: RECORD AMENDMENT FORM

To be used for correcting and recording changes to the F2 Application Form.

This shall be signed by the Applicant or authorised Agent for the application and presented with the amended pages. The amended pages must indicate the Revision number in the appropriate column and the Revision Summary (appendix B) must be updated to reflect this amendment.

Application Number: _____

Original Document with record to be changed: _____

Revision number of the changed pages: _____

Reason for Change(s): _____

_____

_____

Change(s) Made: _____

_____

_____

_____

Change(s) Made by (sign): _____

Change(s) Made by (print): _____

Date: _____/_____/_____

Every F2 amendment submitted after the initial submission must be accompanied with a record amendment form that details the change and reasons for the change being required. This form must be signed and dated by the Applicant or authorised Agent for the application.

This form must correspond with the information given in the appropriate entry on the Summary of Amendment (appendix B).

WRAS
WATER REGULATIONS APPROVAL SCHEME

F2 Appendix D: INVOICING INFORMATION

F2 APPENDIX D: INVOICING INFORMATION

Indicate if the application will be submitted:

☐ Directly to WRAS or

☐ By Test Laboratory / Agent

APPLICANT'S ACCOUNTS INFORMATION MUST BE PROVIDED IN THIS SECTION	
NOTE: Completion of this section does not guarantee an approval will be granted. An invoice will be issued when the application has been processed. NOTE: When making payments please include the WRAS invoice number as a reference against the payment to ensure our accounts department can allocate the payment correctly	Terms: 1. Payment to be within 30 days from date of invoice 2. All payments should be made in great British Pounds Sterling 3. Any bank charges incurred (including currency conversion) must be paid by the applicant. WRAS will not accept charges. FAILURE TO ADHERE TO THESE TERMS WILL RESULT IN WITHDRAWAL OF THE APPROVAL
ACCOUNTS DEPARTMENT CONTACT NAME: (if the invoice is to be issued to a different person to the contact named in section C)	
Email ADDRESS:	
TELEPHONE:	
Company Name & Address to appear on Invoice	
PURCHASE ORDER NUMBER (where applicable):	
COMPANY VAT NUMBER (where applicable):	

- All applicants must indicate how the application will be submitted to WRAS
- WRAS will use the information to invoice applicants for direct applications.
- Laboratories or agents may use this information for their invoicing purposes.

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End slide