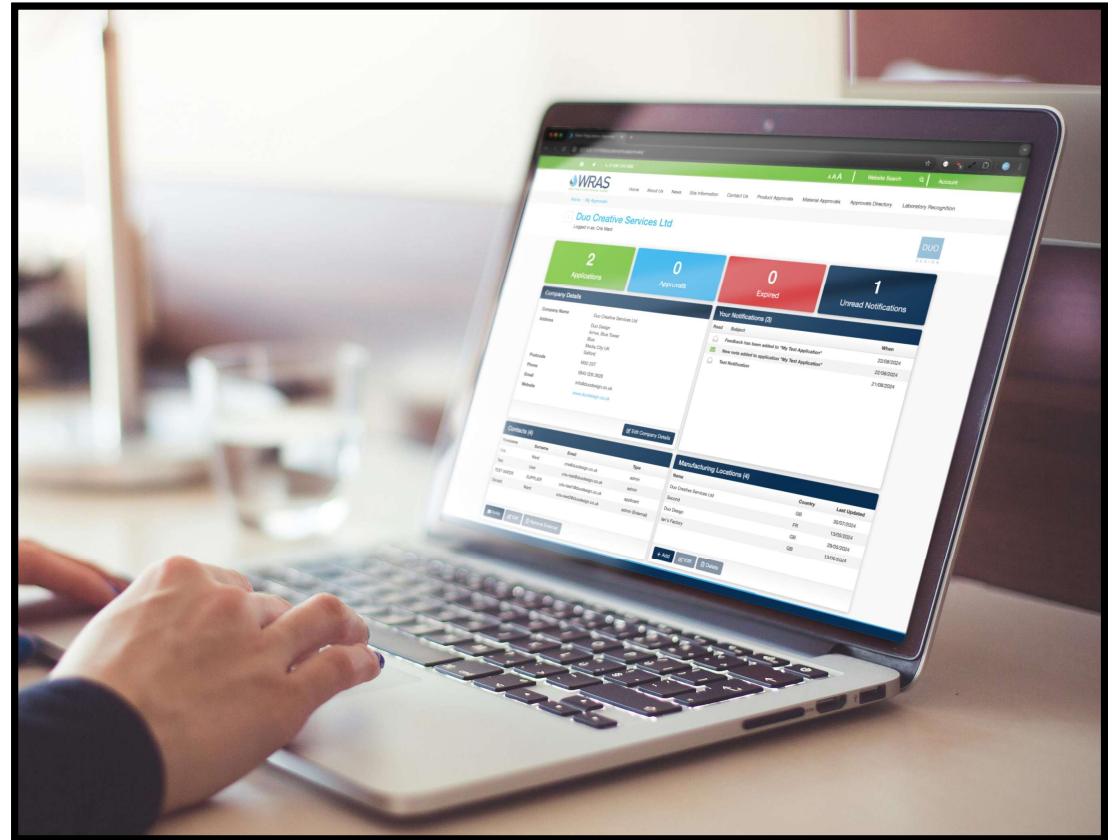


Online Portal & Submitting an Application



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The Online Portal – Accessing Your Dashboard

EMAIL EXAMPLE

We detected an attempt to access your Water Regulations Approval Scheme Ltd account (J.doe@email.co.uk) from a new location,

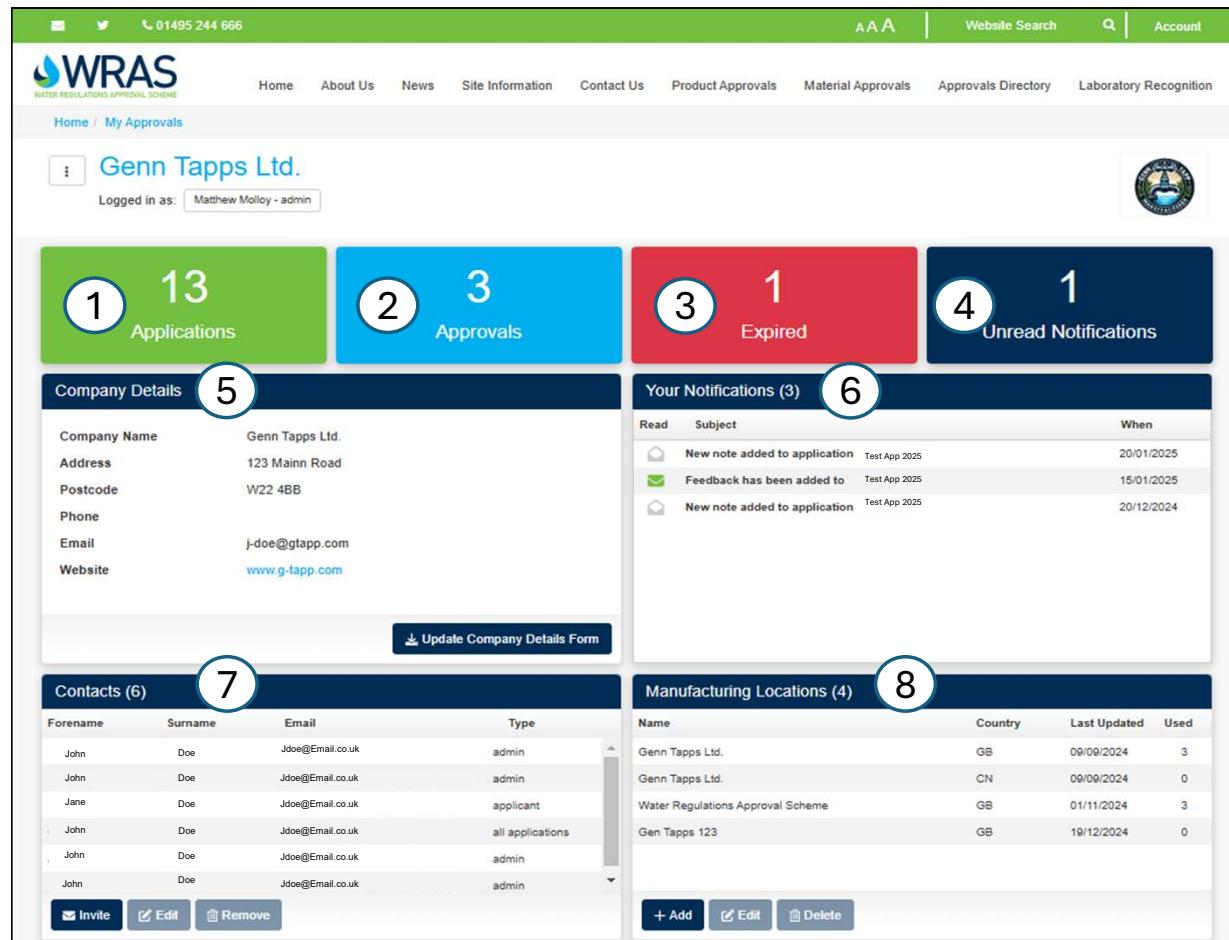
If this was you, please provide the below number as part of the login:

8573976

If this was not you, you should update your password on the Water Regulations Approval Scheme Ltd website.

- 1. Log In** – Click 'Sign In' at the top of the page and enter your credentials.
- 2. Two-Factor Authentication** – If logging in for the first time or from a new location, enter the code sent to your registered email.
- 3. Access Your Account** – Click the 'Account' button at the top of the page.
- 4. Open Approvals Area** – In the drop-down menu, select Approvals Area to access your Approvals Dashboard.

Approvals Dashboard



The screenshot shows the WRAS Approvals Dashboard for Genn Tapps Ltd. The top navigation bar includes links for Home, About Us, News, Site Information, Contact Us, Product Approvals, Material Approvals, Approvals Directory, and Laboratory Recognition. The main content area features a grid of four summary boxes: 13 Applications (green), 3 Approvals (blue), 3 Expired (red), and 1 Unread Notifications (dark blue). Below these are sections for Company Details, Your Notifications, Contacts, and Manufacturing Locations, each with a circled number (5, 6, 7, 8) corresponding to the numbered key below.

WRAS WATER REGULATIONS APPROVAL SCHEME

01495 244 666

AAA | Website Search | Account

Home / My Approvals

Genn Tapps Ltd.

Logged in as: Matthew Molloy - admin

13 Applications

3 Approvals

3 Expired

1 Unread Notifications

Company Details (5)

Company Name: Genn Tapps Ltd.

Address: 123 Mainn Road

Postcode: W22 4BB

Phone:

Email: j-doe@gtapp.com

Website: www.g-tapp.com

Update Company Details Form

Your Notifications (3) (6)

Read	Subject	When
✉	New note added to application	Test App 2025
✉	Feedback has been added to	Test App 2025
✉	New note added to application	Test App 2025

Contacts (6) (7)

Forename	Surname	Email	Type
John	Doe	Jdoe@Email.co.uk	admin
John	Doe	Jdoe@Email.co.uk	admin
Jane	Doe	Jdoe@Email.co.uk	applicant
John	Doe	Jdoe@Email.co.uk	all applications
John	Doe	Jdoe@Email.co.uk	admin
John	Doe	Jdoe@Email.co.uk	admin

+ Add | Edit | Remove

Manufacturing Locations (4) (8)

Name	Country	Last Updated	Used
Genn Tapps Ltd.	GB	09/09/2024	3
Genn Tapps Ltd.	CN	09/09/2024	0
Water Regulations Approval Scheme	GB	01/11/2024	3
Gen Tapps 123	GB	19/12/2024	0

+ Add | Edit | Delete

Key

- Applications** - View all applications (Primary and Secondary)
- Approvals** - Access all the live approvals and approval documentation
- Expired** - View approvals that have expired in the previous six months
- Unread Notifications** - Count of unread notifications
- Company Details** - Details of company who will appear on the approval as approval holder.
- Your Notifications** - All messages from the approval system, including application comments and notifications regarding expiring approvals.
- Contacts** – all people who have access to the online portal for your company, Admins can edit this at any time.
- Manufacturing Locations** – All the manufacturing location the company uses on their approvals, click +Add button to add a new manufacturer.

My Applications

The screenshot shows the WRAS 'My Applications' dashboard. At the top, there is a navigation bar with links: Home, About Us, News, Site Information, Contact Us, Product Approvals, Material Approvals, Approvals Directory, and Laboratory Recognition. Below the navigation bar, the page title is 'Genn Tapps Ltd.' and the user is logged in as 'Jamie Lynch - admin'. The main content area is titled 'My Applications' and contains a table of application details. The table has columns: Ref No, Applicant reference, Applicant, Last Updated, Status, Submission Date, and Recent Feedback. The table contains several rows of application data. At the bottom of the table, it says 'Code Updated: 15/12/2025, 10:57 am'. Below the table is a 'Return to Dashboard' button.

Ref No	Applicant reference	Applicant	Last Updated	Status	Submission Date	Recent Feedback
WA000410	Visuals New Primary	Jamie Lynch	16/12/2025, 11:39	Draft	08/12/2025, 11:39	(0)
WA000409	No Description	Jamie Lynch	16/12/2025, 10:29	Draft	08/12/2025, 11:39	(0)
WS000400	Copy of test secondary (online new)	Jamie Lynch	10/12/2025, 14:48	Primary Permission Granted	08/12/2025, 11:39	(0)
WS000402	Copy of	Stuart Burnett	09/12/2025, 10:14	Editing Application	09/12/2025, 10:14	(0)
WS000401	Copy of Copy of test secondary (online new)	Jamie Lynch	09/12/2025, 10:13	Application Processing	09/12/2025, 10:13	(0)
WS000336	No Description	Stuart Burnett	08/12/2025, 14:30	Primary Permission Granted	26/11/2025, 08:54	(0)
WS000394	Test 04/12	Jamie Lynch	04/12/2025, 11:30	Approved	04/12/2025, 09:47	(2)
WA000393	No Description	Jamie Lynch	04/12/2025, 09:24	Draft	04/12/2025, 09:47	(0)
WS000303	test secondary (online new)	Jamie Lynch	27/11/2025, 09:33	Application Processing	19/09/2025, 10:16	(0)

Code Updated: 15/12/2025, 10:57 am

[Return to Dashboard](#)

- Start New Primary Product Application** - Start a new direct primary product application.
- Start New Secondary Product Application** - Start a new direct secondary product application.
- View** - View the selected application.
- Duplicate** - Make a copy of the selected application.
- Delete** - Delete a 'Draft' version of a selected application. Once an application is submitted you will be unable to delete.
- Ref No** - The unique auto generated number to be used on all communication and documentation when discussing the application.
- Applicant reference** – Applicants internal identification which will be entered during application submission.
- Recent Feedback** – The green bell highlights messages in the application.
- Status** - The status of the application
 - 'Draft'** – Application has not been submitted.
 - 'Application Processing'** – WRAS is processing the application.
 - 'Editing Application'** – Comments made on the submission, applicant to review and re-submit once updated
 - 'Awaiting Sample'** – Applicant to supply requested samples.
 - 'Issue with Sample'** – Issue with sample supplied
 - 'Awaiting Primary Permission'** – Primary approval holder has been contacted for approval of use of their approval.
 - 'Primary Permission Granted'** – Primary approval holder granted permission to use approval
 - 'Primary Permission Rejected'** - Primary approval holder has rejected the use of their approval in your secondary application.
 - 'Final Review'** – Your application has been submitted for Final review
 - 'Approved'** – Application has been approved and linked to the approval.
- Filter Buttons** - Applicants can filter between applicants and the status of applications
- Help** – Link to the 'Application Help' the guide to completing the fields in the application.

Secondary Application – Product Overview

Application Status ~ WS000411

Creating Application Application Processing Awaiting Primary Holder Permission Primary Holder Permission Granted Application Approved

Product Overview

Product Overview 7

1 Applicant reference 2 Approval on behalf of 7 Genn Tapps Ltd.

Primary Approval Details

3 Primary Approval Number 251214307 4 Check

5 Models TEST TAP 01 TEST TAP 03

6 Approval Holder WRAS

Your Contact for Primary Approval Jamie.lynch@wrasapprovals.co.uk

← All Applications Save Help

Complete the Following:

1. **Applicant reference** - Enter your unique application identification number. This can be your customer reference number, job number, or work order.
2. **Approval on Behalf of** – This will automatically populate with the company you are logged in as. If you are submitting the application on behalf of another company, please enter the company you are representing and upload a letter of authorisation.
3. **Primary Approval Number** – Enter the approval number for which you are seeking a secondary approval.
4. **Check** – This button will confirm that your primary approval is valid for secondary applications and will automatically populate the models and approval holder.
5. **Models & Approval Holder** – Auto populated when check button is pressed
6. **Your Contact for Primary Approval** – Enter the contact details you have for the primary approval holder to obtain approval.
7. [? – Hyperlink to the online 'Help Guide'](#).

Product Details – Online Primary Approval

Product Overview Product Details Documents Complete Application

Product Details

Duplicate Product Remove Product

WRAS product ref.	New Product Identification	New Marking	New Marking Location	Product Identification	Drawing No	Surface Finish / Colour	Dimension	Max Working Pressure (bar)
1	TIN TAP 002	WRAS	Body	TEST TAP 03	1597611	Chrome	15mm Compression	5
2	TIN TAP 004	WRAS	Body	TEST TAP 01	1597613	Chrome	15mm Compression	5

Notes & Further Information

Please add any additional information here which applies to all product models within the application.

Product Details

- The table will be pre-filled with information from the primary approval.
- You will need to complete the additional fields listed below.
- Products can be added following the instructions provided.

Key

- Duplicate Product** – Duplicate the product details of the selected product.
- Remove Product** – Delete any unwanted products added to the listing.
- New Product Identification** – Please input each model name or code. Each product in the model range(s), should have a unique, non-generic model name or model code (sometimes known as product code or Stock Keeping Unit [SKU] code). The Product code could have a suffix that relates to a variable property (for example a 3-digit code that represents colour or finish), in this instance it is permitted to replace the various codes with XXX where XXX is a colour reference. The detail for this should be recorded in the 'Notes & Further Information' located below the product details table.
- New Marking** – Every product seeking WRAS approval must be marked in an appropriate manner, to allow the product to be identified after installation. Please provide details of how the marking(s) look(s).
- New Marking Location** - Please provide details of where the product identification marking(s) are located on the product. For example, 'body of tap' or 'operating member'. You can detail multiple locations if appropriate.
- Surface Finish / Colour** - If the model has a choice of surface finishes, such as chromium, matt black and so on, please detail this here. If various please write various and add more details in the notes and further information section below the table.
- View Options** – Toggle between horizontal and vertical view of the product details.

Product Details – Traditional Primary Approval

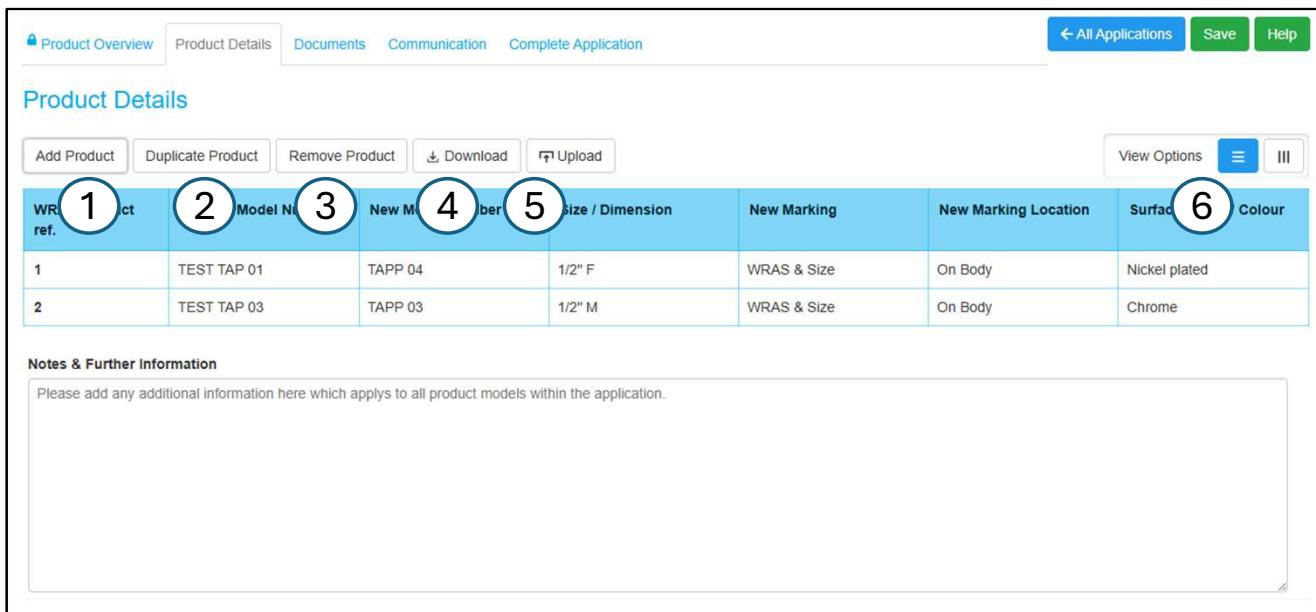
Product Overview Product Details Documents Communication Complete Application [← All Applications](#) Save Help

Product Details

Add Product Duplicate Product Remove Product [Download](#) [Upload](#) View Options

WR ref.	Product	Model No	New M Number	Size / Dimension	New Marking	New Marking Location	Surface	Colour
1	TEST TAP 01	TAPP 04	4	1/2" F	WRAS & Size	On Body	Nickel plated	
2	TEST TAP 03	TAPP 03	5	1/2" M	WRAS & Size	On Body	Chrome	

Notes & Further Information
Please add any additional information here which applies to all product models within the application.



Key

- Add Product** – Generates a new column to add the products to be listed on the approval.
- Duplicate Product** – Duplicate the product details of the adjacent product.
- Remove Product** – Delete any unwanted products added to the listing.
- Download** – Download an excel file to complete product details
- Upload** – Upload the excel file with completed product details, ensure the formatting stays the same or the file will be rejected.
- View Options** – Toggle between horizontal and vertical view of the product details.

Product Details – Traditional Primary Approval

Product Overview Product Details Documents Communication Complete Application [← All Applications](#) Save Help

Product Details

Add Product Duplicate Product Remove Product [Download](#) [Upload](#) View Options [☰](#) [☰](#)

WRAS product ref.	Primary Model Number	New Model Number	Size / Dimension	New Marking	New Marking Location	Surface Finish / Colour	
1	TEST TAP 01	1 1	TAPP 04 2	1/2" F 3	WRAS & Size 4	On Body 5	Nickel plated 6
2	TEST TAP 03	TAPP 03	1/2" M	WRAS & Size	On Body	Chrome	

Notes & Further Information
Please add any additional information here which applies to all product models within the application.

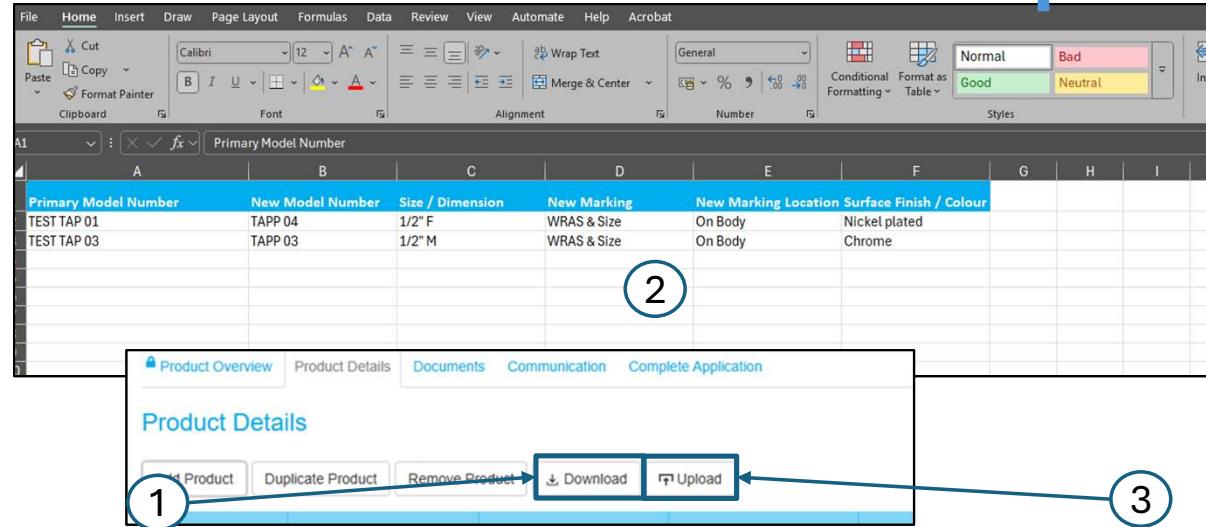
Top Tip

If products are similar, complete the details of the first product and then use the duplicate button.

For each product, the following **MUST** be completed:

- Primary Model Number** – Enter Model number from the primary approval
- New Model Number** – Please input each model name or code. Each product in the model range(s), should have a unique, non-generic model name or model code (sometimes known as product code or Stock Keeping Unit [SKU] code). The Product code could have a suffix that relates to a variable property (for example a 3-digit code that represents colour or finish), in this instance it is permitted to replace the various codes with XXX where XXX is a colour reference. The detail for this should be recorded in the 'Notes & Further Information' located below the product details table.
- Size / Dimension** – Please detail the one of the following: inlet dimension and connection type for each model here. For example, 1/2" BSP (M), 15mm compression, 12mm push-fit or Specific model size for connection.
- New Marking** – Every product seeking WRAS approval must be marked in an appropriate manner, to allow the product to be identified after installation. Please provide details of how the marking(s) look(s).
- New Marking Location** - Please provide details of where the product identification marking(s) are located on the product. For example, 'body of tap' or 'operating member'. You can detail multiple locations if appropriate.
- Surface Finish / Colour** - If the model has a choice of surface finishes, such as chromium, matt black and so on, please detail this here. If various please write various and add more details in the notes and further information section below the table.

Product Details – Offline Upload



The screenshot shows the 'Product Details' section of a software interface. At the top, there is a navigation bar with tabs: 'Product Overview', 'Product Details', 'Documents', 'Communication', and 'Complete Application'. Below the navigation bar, there is a toolbar with buttons for 'Product', 'Duplicate Product', 'Remove Product', 'Download' (highlighted with a blue circle), and 'Upload'. The main area displays a table with the following data:

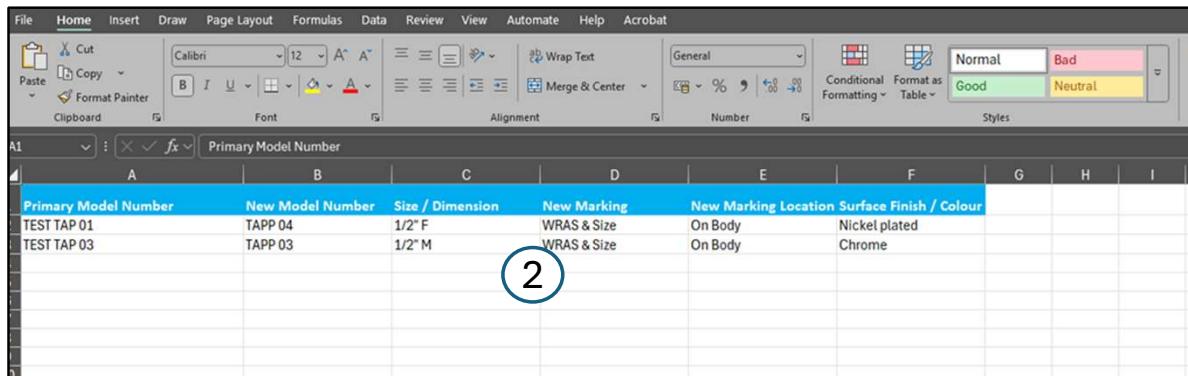
Primary Model Number	New Model Number	Size / Dimension	New Marking	New Marking Location	Surface Finish / Colour
TEST TAP 01	TAPP 04	1/2" F	WRAS & Size	On Body	Nickel plated
TEST TAP 03	TAPP 03	1/2" M	WRAS & Size	On Body	Chrome

Two numbered circles are present: '2' is positioned above the table, and '3' is positioned below the 'Download' and 'Upload' buttons.

Follow the steps

1. **Download the Excel spreadsheet**
2. **Complete excel spreadsheet**

Ensure the Excel sheet matches the structure and content of the manual entry version 'Traditional Primary Approval' Version as a Reference on page 9.
All required fields must be completed as they would be in the manual system.
Ensure Data Completeness, every required field must have a value. Double-check that no mandatory fields are left empty unless specified.
3. **Upload the excel spreadsheet.**



The screenshot shows an Excel spreadsheet with the following data:

Primary Model Number	New Model Number	Size / Dimension	New Marking	New Marking Location	Surface Finish / Colour
TEST TAP 01	TAPP 04	1/2" F	WRAS & Size	On Body	Nickel plated
TEST TAP 03	TAPP 03	1/2" M	WRAS & Size	On Body	Chrome

A numbered circle '2' is positioned above the table.

Documents

File	Created Date	Checked	Accepted
installation manuals (0)	16/12/2025, 14:18		
marking photos (0)	16/12/2025, 14:18		
photos (0)	16/12/2025, 14:18		
supporting documents (0)	16/12/2025, 14:18		

Documents

The document page contains multiple folders. Some documents are mandatory for submission, while optional ones may assist the assessor in processing your application.

Mandatory Documentation

- Photos** – Product photos, must show all items included 'in the box'.
- Marking Photos** – Clear images or drawings of product markings and location.
(accepted formats: JPEG, PNG, PDF).

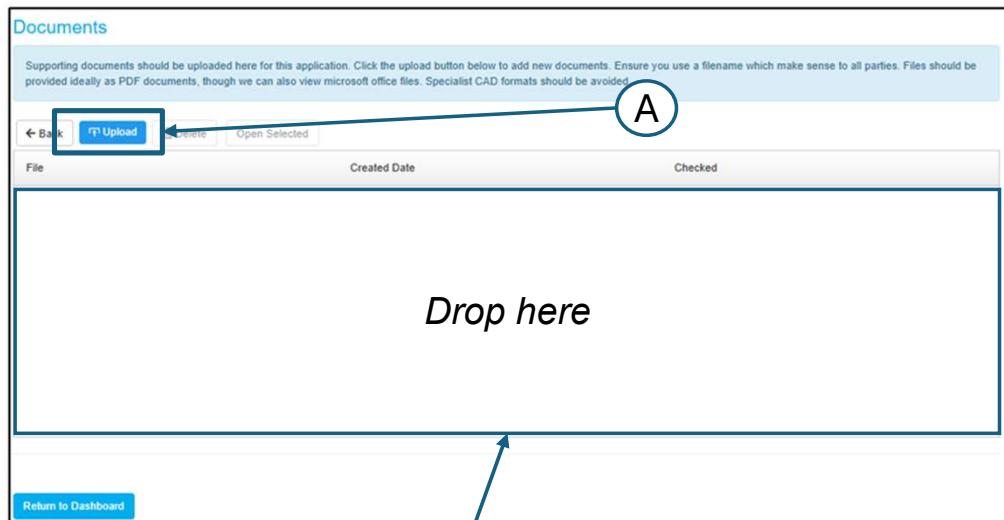
Additional Documentation

- Supporting Documents** – Any files that help with the assessment. This is where you would upload authorisation to represent an approval holder
- Installation Manuals** – Must be specific to the models in the application.

Confidential Information

If you require your component manufacturer to submit confidential information, it must be sent directly to info@wrasapprovals.co.uk, clearly quoting the relevant WRAS application reference number (WA*****) once the application has been submitted.

Documents - Uploading files



Uploading Documents

1. Open the required Folder
2. Before uploading, navigate to and open the folder where you want to store the documents.
3. Uploading is only possible once the correct folder has been selected and opened.

Uploading Methods

Once your folder is open, you have two options to upload your files:

- A. Upload Button**
 - Click the Upload button.
 - This will open your file explorer.
 - Locate and select the files you wish to upload.
 - Click Upload to add them to the folder.
- B. Drag & Drop**
 - Simply drag the files from your computer.
 - Drop them into the designated upload area.
 - The files will be added to the folder automatically.

Complete Application

Complete Application

Complete the declaration below to proceed with your application. [?](#)

DECLARATION

I, Jamie Lynch on behalf of Genn Tapps Ltd., the organisation, declare as follows:

1. I have read and understand and accept the terms applicable to applications for WRAS Approval as set out in the [Standard Terms of Approval](#).
2. If our product(s) seeking approval should fall under the scope of the following legislation: GB Biocidal Products Regulation, I 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 understand that WRAS may draw attention to the fact that the product(s) fall under the GB Biocidal Products Regulation within the approval listing.
3. I warrant the accuracy and completeness of all information contained in this application and any other information now or subsequently provided to support this application to WRAS confirm that none of this information is or may be construed as misleading in any way.
4. I, as the applicant, is duly authorised to represent and answer all queries on behalf of the Applicant company in relation to this application.
5. I the Applicant, agree to ratify all acts and omissions 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).
6. I as the applicant are responsible for carrying out activities to ensure the product in this application is identical to the product identified in the primary approval, with the exception of marking.
7. By pressing "submit application," I agree the application organisation shall be invoiced for [the cost of the application fee](#). The date the application is submitted will be used in the generation of the invoice.
8. By submitting this application, I am aware this approval is only for the Regulation 4.1a of the UK Water Fittings Regulations.
9. I as the applicant acknowledge that the applicant is responsible for ensuring that product or components meet all other relevant legislations and regulations.

I agree with the above declaration

[Submit Application](#)

2

Completing the Application

- 1. Review & Agree** – Tick the box to confirm your agreement with the declaration.
- 2. Submit Application** – Click the "Submit" button to finalise your application.
- 3. Error Message** – If any issues are detected before submission, they must be corrected before the application can be successfully submitted.

You must supply a primary approvals number - see "Product Overview" tab above

You must have at least one Photo uploaded to submit this application - see "Documents" tab above

You must supply product details to submit this application - see "Product Details" tab above

You must have at least one Marking Photo uploaded to submit this application - see "Documents" tab above

3

Application Review - Notifications

The screenshot shows the Approvals Dashboard for 'Genn Tapps Ltd.' with the following statistics:

- 11 Applications
- 1 Approvals
- 1 Expired
- 1 Unread Notifications

Under 'Company Details', the following information is listed:

Company Name	Genn Tapps Ltd.
Address	123 Main Road
Postcode	W22 4BB
Phone	
Email	
Website	

The 'Your Notifications (2)' section shows two unread notifications:

Read	Subject	When
✉	New note added to application "Test Application - 01/2025"	14/01/2025
✉	New note added to application "sasasa"	07/01/2025

A modal window is open, titled 'New note added to application "Test Application - 01/2025"'. It contains the following text:

3 notes have been added to your "Test Application - 01/2025" application (#109).
Please review these notes and resubmit your application once the information has been updated.

[View Application](#) (circled with number 2)

[Close](#)

Reviewed Application

Once the application has been reviewed, any queries or issues will be highlighted for your attention.

- 1. Your Notifications** – Available on your **Approvals Dashboard**, notifications related to your application will appear.
- 2. New Note** - Selecting a notification will open a New Note window, which includes a link to the application for further review and action.

Application Review - Assessor Feedback

WRAS
WATER REGULATIONS APPROVAL SCHEME

Home About Us News Site Information Contact Us Product Approvals Material Approvals Approvals Directory Laboratory Recognition

Home / My Approvals / Applications

Genn Tapps Ltd.

Logged in as: Jamie Lynch - admin

Application Status ~ WA000122

Creating Application Application Processing Awaiting Sample & Test Report Samples Received Test Report Review Application Approved

Product Overview Product Details Manufacturing Locations **Documents** Schedule of Materials Communication Complete Application ← All Applications Save Help

Choose Manufacturing Locations

More locations can be added via your [Applications Dashboard](#) ?

Manufacturing locations should be visible in the public listing

<input checked="" type="checkbox"/> Genn Tapps Ltd. 123 Main Road, W22 4BB, GB	<small>Where approval is sought for fittings that are manufactured or assembled at more than one site, please tick all of the manufacturing sites or assembly point addresses.</small>
<input checked="" type="checkbox"/> Genn Tapps Ltd. tap building district, CN	

Application Processing Awaiting Sample & Test Report Samples Received

Manufacturing Locations **Documents** Schedule of Materials Communication Complete Application

Note
test

Reviewing Assessor Feedback

After clicking the link in the 'New Note' box, you will be directed to the relevant approval.

Throughout the application, you will see **coloured shapes** indicating different statuses:

- ***Red Box** – A query or issue has been raised by the assessor.
- ***Amber Triangle** – You have responded to the query or issue.
- ***Green Circle** – The assessor has reviewed your response and marked the issue as resolved.
- Lock** – No issues were found in this section, and it is locked from editing.

Wherever you see a **Red Box**, there is a comment from the assessor.

1. Clicking on the asterisk will open a 'sticky note' style message.
2. If you need further clarification or wish to respond, you can do so via the communication window.
3. Once you've addressed all comments and made the necessary updates, you must resubmit your application using the 'Complete Application' tab. Your assessor will not be notified to review your changes unless you do this.

If you make changes to a section where a note was placed, the **Red Box** will change to an **Amber Triangle**.

Application Review - Communication

The screenshot shows the WRAS application review interface for Genn Taps Ltd. The top navigation bar includes 'Application Status ~ WA000122' and a progress bar with six stages: 'Creating Application', 'Application Processing', 'Awaiting Sample & Test Report', 'Samples Received', 'Test Report Review', and 'Application Approved'. Below the progress bar are tabs for 'Product Overview', 'Product Details', 'Manufacturing Locations', 'Documents' (with a green checkmark), 'Schedule of Materials' (with a yellow triangle), 'Communication' (circled with 'A'), 'Complete Application', 'All Applications', 'Save', and 'Help'. The 'Communication' tab is active, showing a message box for 'New Question'. The message box has a subject 'Schedule of Materials' (circled with '2'), a message body 'Do you need further information around the Schedule of material?' (circled with '3'), and a 'Send Question' button. A blue arrow points from the 'Send Question' button to a 'Send' icon in the list of messages on the right. The list shows two messages from 'Jamie Lynch' with the same timestamp '23/07/2025, 15:32'. The first message is 'Jamie Lynch' and the second is 'Jamie L'. The top right of the message box has a 'Show Open' and 'Show Closed' button. The bottom right of the message box has 'Cancel' and 'Send Question' buttons.

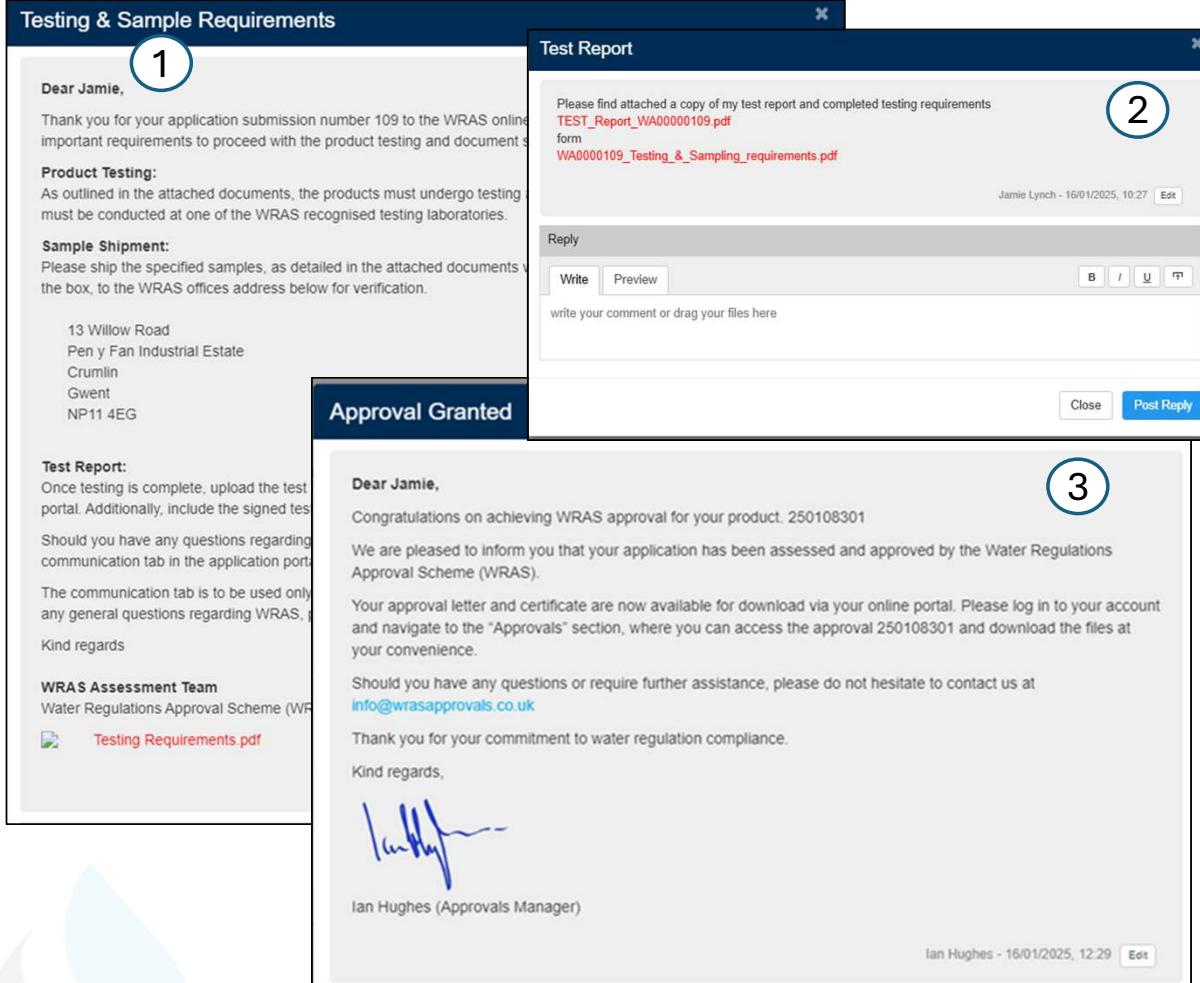
Communication

- A. Communications Tab** - will only become available once the application has been assigned to an assessor.

Contacting the Assessor

- Ask a Question** – can be used to contact the WRAS assessor responsible for your application.
- Subject** - messages are required to have a title to enable sending a communication.
- Message** - the subject must be relevant to the application and comply with WRAS impartiality guidelines.
- Upload** – documents can be uploaded when you ask a question

Application Review - Communication



1. Testing & Sample Requirements

Dear Jamie,

Thank you for your application submission number 109 to the WRAS online portal. Please attach the required documents and send us your important requirements to proceed with the product testing and documentation.

Product Testing:

As outlined in the attached documents, the products must undergo testing. Testing must be conducted at one of the WRAS recognised testing laboratories.

Sample Shipment:

Please ship the specified samples, as detailed in the attached documents, to the WRAS offices address below for verification.

13 Willow Road
Pen y Fan Industrial Estate
Crumlin
Gwent
NP11 4EG

Test Report:

Once testing is complete, upload the test report. Additionally, include the signed test report. Should you have any questions regarding the communication tab in the application portal, please contact the WRAS Assessment Team.

The communication tab is to be used only for any general questions regarding WRAS. Kind regards,

WRAS Assessment Team
Water Regulations Approval Scheme (WRAS)

[Testing Requirements.pdf](#)

2. Test Report

Please find attached a copy of my test report and completed testing requirements.

TEST_Report_WA00000109.pdf
form
WA0000109_Testing_&_Sampling_requirements.pdf

Reply

Write Preview

write your comment or drag your files here

Close Post Reply

3. Approval Granted

Dear Jamie,

Congratulations on achieving WRAS approval for your product. 250108301

We are pleased to inform you that your application has been assessed and approved by the Water Regulations Approval Scheme (WRAS).

Your approval letter and certificate are now available for download via your online portal. Please log in to your account and navigate to the "Approvals" section, where you can access the approval 250108301 and download the files at your convenience.

Should you have any questions or require further assistance, please do not hesitate to contact us at info@wrasapprovals.co.uk

Thank you for your commitment to water regulation compliance.

Kind regards,


Ian Hughes (Approvals Manager)

Ian Hughes - 16/01/2025, 12:29 Edit

Important Communication

Throughout the WRAS application process, several key types of communication will be used to keep you informed and guide you through each stage:

1. Testing & Sample Requirements

- a) Once your application has been reviewed and any queries resolved, you will receive communication detailing the testing and sample requirements.
- b) The document outline sample to be tested at a WRAS recognised laboratory.
- c) You must send requested samples to WRAS.
- d) A response is required to confirm whether you will collect the samples after approval or if WRAS should dispose of them on your behalf.

2. Submitting Test Reports

- a) After testing is complete at your chosen recognised laboratory, you must communicate your results by uploading the test report via the communication function.
- b) Once reviewed, the assessor will confirm completion and move the report to the test report folder.

3. Decision & Approval Notification

- a) Once the test report has been reviewed, the assessor will identify the next steps and submit the application to a decision maker if appropriate.
- b) You will receive a final approval notification once the decision maker confirms that all WRAS criteria have been met.
- c) You will be able to view and download your approval documents in my approvals section on the portal.

My Approvals

Home / My Approvals / Approvals

Genn Taps Ltd.

Logged in as: Jamie Lynch - admin

The screenshot shows a list of approvals for Genn Taps Ltd. The columns are Approval #, Description, Expiry Date, and two download buttons (Letter and Certificate). The Approvals list is color-coded by expiry date: Red (30/09/2029), Amber (31/01/2030), and Green (28/02/2030, 31/03/2030). A blue callout box points to the 'Download List' button with number 1. Another blue callout box points to the Approval # column with number 2. A third blue callout box points to the Description column with number 3. A fourth blue callout box points to the Expiry Date column with number 4. A fifth blue callout box points to the 'Letter' download button with number 5. A sixth blue callout box points to the 'Certificate' download button with number 6.

Approval #	Description	Expiry Date	Letter	Certificate
240904101	CD 222 XXX Recessed shower control	30/09/2029		
250108303	TAPP 1234 C, TAPP 1234 BLK	31/01/2030		
250202301	012000699, 012120699, 012300699, 012310699, 021680699, 021690699, 021720699, 021720613, 021730699, 021730613, 012930699, 012940699	28/02/2030		
250314301	df	31/03/2030		

Key

1. **Download List** - Export all approval into an Excel document.
2. **Approval #** - list of all your approval numbers, click on the number to take you to the online listing.
3. **Description** – the model number as displayed on the certificate.
4. **Expiry date** – the date which the approvals expire, colour coded
 - Red** – Expires within 3 months
 - Amber** – Expires with 9 months
 - Green** – All other valid approvals
5. **Letter** – Download your approval letter
6. **Certificate** – Download your certificate