Product Characteristics Database – Product Listing Application Process

Stage 1 – Application forms
Manufacturer completes *'Application for Recognition of a Product under an Existing Technology Category within SAP'* application form or PCDB Portal forms as applicable

Stage 2 – Initial review
BRE reviews application to establish if form and accompanying data have been provided. If not, advice is given and applicant will resolve and resubmit
(no fee)

Proceed?

No → **Application is cancelled**

Yes

Stage 3 – Proposal issued
Based upon standardised costing for technology type, a proposal for SAP listing works is issued to applicant

APPLICATION SUSPENSION
Design/Specification Changes
The application can be suspended at any time during the application process until any planned design changes are complete or if it becomes apparent that certain specification aspects are inadequately defined. The applicant must confirm in writing that the design has been frozen, supplying proof of satisfactory design version controls.
Design changes will have a cost implication if they occur during or after Stage 4, with costs determined on an individual project basis

Proceed?

Yes

Stage 4 – Technical review and test data processing
Third-party test data and any accompanying data is checked against provided certification and documentation and is then processed

APPLICATION PAUSED
Testing by UKAS accredited or appropriate test centre (WP200) – see WBS diagram
If product testing has not already occurred, has occurred in a way that does not meet PCDB requirements or if declarations do not match test certificates, the application will be paused and testing/retesting will be required. Any testing activities and associated timeframes are outside the scope of the application process.

Proceed?

No

Yes

Stage 5 – Final review and PCDB listing
If applicable, calculated results are reviewed before being entered into the database

APPLICATION COMPLETE
Product listed within SAP Product Characteristics Database (PCDB) and/or Appendix Q database