

Acceptance Criteria

for

Evidence in Support of Certifications

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PREFACE

Product Certifications and Evaluation Reports issued by CMI are based upon the specific requirements of either the relevant Standard or Building Code, which provides a specific approach to determine the minimum criteria for determining the product meets the minimum performance or material requirements.

In accordance with Section 7.4 of ISO/IEC 17065:2012, CMI must evaluate products against the requirements covered by scope of the certification and other requirements specified in the Certification Scheme.

As part of each certification, CMI must conduct a thorough review of all supplied data which is supplied in support of the application. CMI have generated this document to outline the criteria for such acceptance.

Further to the above, CMI have included into this document, the requirements of regulatory bodies as relevant to the scheme.

1. INTRODUCTION

1.1 Purpose: The purpose of this acceptance criteria is to establish general requirements for laboratory tests submitted to CMI in support of applications for CMI Certifications and reports.

1.2 Scope: This criteria includes requirements for test reports and testing laboratories, and for sampling of specimens used in tests to qualify products for recognition in Certifications and reports.

1.3 Acknowledgement: For the purpose of this Acceptance Criteria, test reports also extend to calculations conducted in accordance with the relevant standard.

1.4 Referenced Documents:

1.4.1 ISO/IEC Standard 17025:2017, General Requirements for the Competence of Testing and Calibration Laboratories.

1.4.2 NCC Evidence of Suitability Handbook 2018.

1.4.3 CodeMark Scheme Rules Version 2016.1.

1.4.4 WaterMark Scheme Rules Version 2016.

2. DEFINITIONS

Accredited Testing Laboratory means—

- a. an organisation accredited by the National Association of Testing Authorities (NATA) to undertake the relevant tests; or
- b. an organisation outside Australia accredited to undertake the relevant tests by an authority recognised by NATA through a mutual recognition agreement; or
- c. an organisation recognised as being an Accredited Testing Laboratory under legislation at the time the test was undertaken.

Insurance Council of Australia Recognised Testing means an organisation recognised as a 'Testing Organisation' by the Insurance Council of Australia to undertake the relevant tests.

Appropriately qualified person means a person recognised by the appropriate authority as having qualifications and/or experience in the relevant discipline in question.

Appropriate authority means the relevant authority with the statutory responsibility to determine the particular matter.

Certificate of Accreditation means a certificate issued by a State or Territory accreditation authority stating that the properties and performance of a building material or method of construction or design fulfil specific requirements of the BCA.

Certification body means a person or organisation operating in the field of material, product, form of construction or design certification that has been accredited by the Joint Accreditation System of Australia and New Zealand (JAZ-ANZ), and is accredited for a purpose other than as part of the CodeMark Australia Certification Scheme or WaterMark Certification Scheme.

NATA/ILAC means NATA and organisations that have a mutual recognition agreement with NATA. NATA is part of the International Laboratory Accreditation Co-operation Mutual Recognition Arrangement (ILAC MRA). Other accreditation bodies that are signatories to the ILAC MRA are responsible for maintaining a list of testing laboratories that they have accredited.

The ILAC MRA Signatory Search provides the contact details for all the accreditation bodies that are signatories to the ILAC MRA. Using the ILAC MRA Signatory Search can assist the appropriate authority in determining if a particular testing laboratory has a mutual recognition agreement with NATA. NATA maintains a register on its website of current accredited testing facilities and laboratories.

Non-Mandated Testing means any testing that is not mandated under the NCC but can be used to demonstrate compliance to particular features of a product. It may also refer to testing that has no specific standard called up in the NCC.

Testing must be conducted by a suitably qualified (NATA/ILAC) Laboratories, accredited for similar testing in the relevant field, and the report from the Laboratory must be of a standard that demonstrates the testing was conducted to appropriate technical rigour.

Product Technical Statement means a form of documentary evidence stating that the properties and performance of a building material, product or form of construction fulfil specific requirements of the NCC, and describes—

- a. the application and intended use of the building material, product or form of construction: and
- b. how the use of the building material, product or form of construction complies with the requirements of the NCC Volume One and Volume Two; and
- c. any limitations and conditions of the use of the building material, product or form of construction relevant to (b).

Professional engineer means a person who is—

- a. if legislation is applicable — a registered professional engineer in the relevant discipline who has appropriate experience and competence in the relevant field; or
- b. if legislation is not applicable—
 - i. registered in the relevant discipline on the National Engineering Register (NER) of the Institution of Engineers Australia (which trades as 'Engineers Australia'); or
 - ii. eligible to become registered on the Institution of Engineers Australia's NER and has appropriate experience and competence in the relevant field.

Recognised Testing Laboratory means a laboratory which is: accredited under ISO/IEC 17025:2017 as an Accredited Testing Laboratory.

3. SCHEME SPECIFIC REQUIREMENTS

3.1 CodeMark Australia Scheme & CMI Evaluation Reports - NCC

The NCC has provided the following list of various forms of documentary evidence that can be used to support a claim that a material, product, form of construction or design meets a Performance Requirement or a Deemed-to-Satisfy Provision.

3.1.1 Certificate of Accreditation

A Certificate of Accreditation is issued by a State or Territory accreditation authority under the applicable State or Territory building legislation. A State or Territory accreditation authority will assess a building component for compliance with the NCC.

The definition of a Certificate of Accreditation requires the certificate to state that the properties and performance of a building component fulfil specific requirements of the NCC. The certificate will also contain any conditions and limitations on the use of the building component and any other relevant information that is required to ensure compliance.

A Certificate of Accreditation issued by a State or Territory accreditation authority may be used as evidence of suitability in another jurisdiction for the purpose of demonstrating compliance with the NCC, if the appropriate authority deems it appropriate to do so. The appropriate authority would need to be confident that the criteria used in the appraisal which the certificate is based upon is appropriate for the particular State or Territory in which the building component is to be used.

3.1.2 Certificate issued by a certification body

A certificate issued by a certification body provides independent confirmation that a building component complies with the NCC.

JAS-ANZ can accredit certification bodies, commonly referred to as Conformity Assessment Bodies (CABs), under an industry-operated building product certification scheme. The certificate issued by a CAB under an industry-operated scheme is required by A2.2(a)(iii) to state that the properties and performance of a building component fulfil specific requirements of the NCC. Key details such as the issue date of the certificate, how long it is valid for, a signature of the issuing body and other relevant information should be included on the certificate.

Industry-operated schemes that utilise a certification body are voluntary, and can work well for families of products. Manufacturers who participate in such a scheme are responsible for ensuring their products comply with the requirements of the scheme.

Attributes of an effective scheme are:

- Publicly available rules that outline the framework of the scheme and the activities/functions of the scheme for the CAB to operate under.
- A regular schedule of independent audits of compliance.
- A governance framework that has a continuing role of ensuring the scheme's ongoing integrity.

3.1.3 Report issued by an Accredited Testing Laboratory

A report is issued by an Accredited Testing Laboratory to show that a building component has been subjected to particular tests, and sets out the results of those tests including any other relevant information that demonstrates its suitability for use in the building. An Accredited Testing

Laboratory can also issue test certificates to certify that a particular product or system satisfies specified requirements.

The report issued by the Accredited Testing Laboratory should list how the building component complies with the relevant requirements of the NCC and set out the tests it has been submitted to, the results of those tests and any other relevant information that has been relied upon to demonstrate suitability.

3.1.4 Non-Mandated Testing

A report issued by a suitably qualified (NATA/ILAC) Laboratory that demonstrates the compliance of a product or system, to an agreed industry accepted method of testing or standard, that results in a particular property or performance characteristic being verified.

Non-Mandated testing may be used to provide confirmation of a particular property or performance characteristic that is not specifically called up under the NCC, however, may be a requirement of CMI or suitably qualified person(s), Licensed Professional Engineers etc, engaged by CMI or, where approved by CMI, the Client. Another example of where this testing may be required is during Post Manufacture/Supply Chain Surveillance where the certified product may be required to undergo Characteristic Type Testing.

A certificate or report from a professional engineer or other appropriately qualified person

A professional engineer or appropriately qualified person may issue a certificate or report verifying the suitability of a building component, form or construction or design so long as the certificate or report:

- provides the basis on which verification of suitability has been made in a form that can be subjected to scrutiny; and
- references any standards, specifications, software or other publications or documents relied upon in verifying suitability.

A professional engineer or appropriately qualified person is a person recognised by an appropriate authority to provide documentary evidence. When assessing the suitability of a certificate or report under this evidence option, an appropriate authority will need to verify that the report author has experience and competence commensurate with the subject of the report.

3.1.5 Another form of documentary evidence

This evidence option is another form of technical documentation, other than a document already covered by A5.2(1)(b)-(e), which demonstrates compliance with the NCC.

This evidence option is included on the basis that the other options are not an exhaustive list and there may be other forms of documentary evidence that are appropriate for some circumstances. This may include, but is not limited to, information provided by a product manufacturer.

Evidence submitted under this option should:

- suitably describe the subject of the document;
- set out any conditions that the statement of verification relies upon;
- describe limitations to the statement of verification where applicable;
- contain or refer to construction or installation standards where necessary; and
- reference any standards, test reports, specifications, or other publications relied upon for verifying suitability.

In many instances, documentary evidence submitted under this option may need to be supported by other documentation such as an appraisal or opinion from a recognised industry body or qualified professional. The appropriate authority should consider if this form of evidence is suitable for determining compliance with the NCC.

As previously mentioned, this form of documentary evidence may be more appropriate for building components that have historically demonstrated successful performance in the built environment and where the consequences of failure have been assessed as low.

A Product Technical Statement is one type of other documentary evidence that is specifically mentioned in A5.2(1)(f). Further information on Product Technical Statements is provided in section 4 of the Evidence of Suitability Handbook, available on request.

3.1.6 Insurance Council of Australia Recognised Testing:

CMI may accept testing conducted by laboratories recognised by the Insurance Council of Australia as being Accredited for the purpose of conducting specific testing, namely surrounding the identification of combustible fibres within specific products. It should be noted that this testing is not a specific requirement of the NCC, but rather an extraordinary requirement to satisfy state and territory bodies.

3.2 WaterMark Certification Scheme

The WaterMark Scheme Rules specifies that to achieve WaterMark certification, products shall be certified as fully complying with an applicable specification through type testing. Full type testing shall be certified by an Approved Certifier as having been carried out in an ***Accredited Testing Laboratory***.

The organisation must have a scope of accreditation covering the testing requirements of the applicable specification.

3.3 CertMark Product Certification Scheme

3.3.1 Accredited Laboratories:

Test reports should be via an International Laboratory Accreditation Cooperation (ILAC) or National Association of Testing Authorities, Australia (NATA) accredited testing laboratory; however, CMI can consider test reports from other ***Recognised Testing Laboratory(s)*** which are accredited as complying with ISO/IEC 17025:2017.

4. TESTING OF REPRESENTATIVE PRODUCTS

- 4.1** The tested product shall be identical for which recognition is being sought. The test sample must also be identical to the manufactured product. A declaration must be provided confirming that the samples tested are identical to those to be certified and also they are identical to those that will be manufactured.
- 4.2** If the test specimen is an assembly, laboratory personnel shall witness or verify the proper construction of the assembly.
- 4.3** Identical products that are manufactured at multiple facilities utilising the same bill of materials, component/raw material suppliers and manufacturing processes may be considered as part of the correlated samples on which the initial qualifying tests were conducted. Where this information cannot be validated, the product from each different manufacturing facility must be tested.

5. ACCEPTANCE OF REPORTS – ADDITIONAL REQUIREMENTS

5.1 Reports shall be submitted in their entirety and shall include the following as relevant:

- 5.1.1** Written in English originally; or
- 5.1.2** Any document in a language other than English must be accompanied by a certified English translation. Note: A translator in Australia must be accredited by the National Accreditation Authority for Translators and Interpreters. Translators from other countries must hold the relevant equivalent certification.
- 5.1.3** Retain their acceptance by the issuing body/report writer.
- 5.1.4** In the case of Reports from Engineers, Appropriately Qualified Persons, Certification Bodies, or 'another form of documentary evidence', the Report Writer shall maintain have current and up to date qualifications and insurances etc.
- 5.1.5** Where accredited testing has been completed, the report must be in strict accordance with the requirements of their accreditation, which should include the following:
 - 5.1.5.1** Name, address, and telephone number of the laboratory including the laboratory ILAC or NATA laboratory recognition number as well as the appropriate ILAC/NATA logos. Where this laboratory has been Recognised by CMI, the appropriate CMI Recognition Identification.
 - 5.1.5.2** Unique identification number of the test report. Each page of the report should include the identifier to ensure that each page is part of the same test report.
 - 5.1.5.3** The report shall be paginated and the total number of pages indicated.
 - 5.1.5.4** Date of testing and date of the report as applicable.
 - 5.1.5.5** The test standard with date of issue, and an explanation of any deviation from the standard.
 - 5.1.5.6** Signatures (dated) and titles (or equivalent identification) of persons authorizing the test report.
 - 5.1.5.7** Description of the product tested, and the source of the test samples.
 - 5.1.5.8** If assemblies are tested (structural assemblies, fire-rated assemblies, etc.), there shall be a description of the assemblies, preferably with illustrations. The report shall identify the parties constructing the assemblies and shall also address witnessing and/or verifying the construction.
 - 5.1.5.9** Description of the test procedure, if necessary, for interpretation of the test results.
 - 5.1.5.10** Any specifics required by the test standard or applicable acceptance criteria or evaluation guideline, such as ambient conditions, graphs, calculations, drawings, photographs, and interpretation of results, if required.
 - 5.1.5.11** Location where the testing was conducted, if different from the address of the testing laboratory.
 - 5.1.5.12** Failure mode, with a description of the failure.
 - 5.1.5.13** Conclusions or summary statements, including, when applicable, a statement indicating whether the product passed or failed the test.

6. AGE OF REPORTS

- 6.1** Reports in the first instance should be dated within 5 years. Reports older than 5 years may also be considered as long as they are still representative of the product being certified. CMI may also request additional data in support of the report, i.e. a conforming letter of currency from the report writer. Where CMI accept or refuse this report, justification will be provided to the Applicant/Certificate Holder.
- 6.2** It is the responsibility of the Certificate Holder to ensure that all data is current and applicable to the requirements of the current NCC and/or Standard.

7. ONGOING BATCH TESTING

- 7.1** Manufacturing and/or Distribution facilities shall also have in place a method of determining the ongoing testing of products produced by batches. This testing will be limited to critical tests that need to be checked as part of the ongoing compliance of the product.
- 7.2** This testing must be carried out at the manufacturing facility, as well as the Distributors facility (where the Applicant/Certificate Holder is a Distributor) if they have the equipment to undertake the required tests.
- 7.3** All Applicants must supply to CMI a Batch Release Test Regime in accordance with the CMI Policy & Procedure Verification of Product Technical Compliance - CMI-VPTC. This capability will be checked as part of the CMI manufacturing audit.
- 7.4** Where the manufacturing facility does not have the capability to undertake ongoing batch testing, then this testing may be outsourced.