

WHAT TO SUPPLY FOR CMI PRODUCT CERTIFICATION

What do I need to supply for Certification?

Applying for Certification can be a lengthy process however, there are a few ways you can make sure the stages progress smoothly and efficiently. One of these, and perhaps the most important is the Application where all your supporting data is supplied.

The Certification Process is a methodology of demonstrating compliance with the relevant Standard and/or Building Code. The importance of the information being supplied for assessments must be robust, accurate, repeatable and from a reputable source.

In order to achieve certification, the subject *product* needs to—

1. be tested by an *accredited testing laboratory*;
2. comply with an *applicable specification*;
3. be manufactured in accordance with an approved *quality management system*; and
4. clearly state its intended *scope of use*.

It is important that you, as the Client, provide CMI with all relevant information for your product. We say relevant, because a Technical Auditor will be assessing the information provided by you. If this information is not applicable, it can consume precious time, and as such you may incur additional charges for the Technical Auditor's time to go through unnecessary information or closing out Non-Conformities for failing to supply the required data initially.

How long will the Certification take?

Assuming there are no issues with supporting data and no Non-Conformities have been issued, approximately 3-6 weeks.

What if I don't know what standards apply or what testing needs to be conducted?

CMI will conduct a routine investigation to determine the relevant standard. Where your product is a new and innovative product, CMI will work with you in determining the next steps.

Am I a Manufacturer or Distributor?

For the purposes of defining whether a Certificate Holder is a Manufacturer or Distributor/Importer, the following applies:

- i. **Manufacturer** of the product is deemed to be a **Certificate Holder** where the product/system is assembled into its final form as described on the CoC.
- ii. **Distributor** of the product is deemed to be a **Certificate Holder** who purchases the product or components of the system from a Manufacturer and distributes to Market. Where the Manufacturer distributes direct to market on behalf of the Certificate Holder, the Certificate Holder is still considered to be the Distributor.

- iii. Where a **Certificate Holder** manufactures a primary part and distributes the remainder of the components, they are considered a **combination** of the above.

You will require written authority from the product owner/manufacturer confirming their permission for you to re-sell the product under your own company. You will also need to obtain from the Manufacturer, a Declaration of Technical Specifications, inclusive of the testing to support the Specification(s).

What if I am importing product from another manufacturer?

You will require written authority from the product owner/manufacturer confirming their permission for you to re-sell the product under your own company.

What if this product already has testing but it is owned by the manufacturer?

If you have permission to on-sell the product by the product owner/manufacturer, you will also need their permission to use their testing; however, if the testing is conducted on a product and you are changing the name of the product, the supply chain becomes blurry. In this instance you will require material composition testing to verify the product you intend to sell is the same as what is already tested. Usually this can only occur if there is existing material composition testing conducted by the product owner/manufacturer which you can compare new testing to. If there is nothing to compare the product to, then other pathways will need to be discussed with you.

What format does CertMark require my Documents in?

Version controlled PDFs are a mandatory requirement. Word documents, excel spreadsheets will likely not be accepted.

So how do you know what to provide?

Here is a list of the minimum requirements that are needed for a certification to be completed:

Any report that is over 5 years old may be subject to validation and any inconsistencies between product names, company names, testing results etc may result in the report being deemed unreliable.

- Documents **as required by the relevant standard** e.g. technical details brochure, installation guide etc.
- A **manufacturing** Quality Plan written in line with CMIs Guidance Document '*Product Quality Plan and Onsite Audit Requirements*'; please note: your manufacturing locations will be subject to an onsite audit to verify compliance;
- A **Product Quality Plan (PQP)** written in line with CMIs Guidance Document '*Product Quality Plan and Onsite Audit Requirements*';
- All relevant technical and trade literature (Certificate of Analysis', Material Safety Data Sheets, Testing etc) covering all components and suppliers;
- Marking Proposal detailing how and where your product is marked with the Product Certification Logo, License No., Scope of Use and other specific requirements of the Standard;

- Batch Release Test Regime detailing the batch testing conducted to your product during its manufacture, where you have multiple manufacturers, a declaration from each plant is required. This can be included in your PQP;
- Type Test Schedule detailing your on-going testing requirements (i.e. AS 6669 – conducted every 2 years etc) as required by the standards and/or your organisation. This can be included in your PQP;
- Copies of Test Reports from NATA or ILAC accredited laboratories (note any report that is over 5 years old may be subject to validation);

Declarations

All Declarations must be signed by a duly authorised representative, on the company letterhead, inclusive of the date and shall be PDFd.

- A declaration confirming your product’s manufacturing locations. (inclusive of raw material & component suppliers, toll manufacturers etc);
- You will also need to obtain from the Manufacturer, a Declaration of Technical Specifications, inclusive of the testing to support the Specification(s).

For further information, please contact CMI.