

## What to Supply

### 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.

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.

### So how do you know what to provide?

We are here to help, if you are unsure of what to provide one of our Team Members can assist you. Here is a typical list of requirements that are needed for a certification to be completed:

#### CodeMark:

- A dated, version controlled, Technical and Installation Manual;
- A Product Quality Manual written in line with ISO 10005;
- Manufacturing information;
- All relevant technical and trade literature covering all components and suppliers;
- Batch release testing regime detailing your ongoing testing schedule;
- Copies of any third-party Quality Management Documentation (if applicable);
- Copies of Test Reports from NATA/IANZ/ILAC accredited laboratories (note any report that is over 5 years old must be accompanied by a letter of currency from the issuing laboratory);
- Where required, Expert Reports and/or Opinions obtained in regard to the product and its expected performance (note any report that is over 5 years old must be accompanied by a letter of currency from the issuing laboratory).

#### WaterMark & Product Certification

- documents as required by the relevant standard, e.g. technical details brochure, installation guide etc.
- A Product Quality Manual written in line with ISO 10005;
- Manufacturing information;
- All relevant technical and trade literature covering all components and suppliers;
- Batch release testing regime detailing your ongoing testing schedule;

- Copies of any third-party Quality Management Documentation (if applicable);
- Copies of Test Reports from NATA or ILAC accredited laboratories (note any report that is over 5 years old must be accompanied by a letter of currency from the issuing laboratory);
- All relevant technical and trade literature covering all components and suppliers.

### **How long will the Certification take?**

Assuming there are no issues with supporting data and no Non-Conformities have been issued, you are able to use the below as a guide:

- Type Test Certification – Approximately 3-6 weeks;
- WaterMark Certification – Approximately 3-6 weeks.
- CodeMark Australia Certification – Between 8-12 weeks;
- CodeMark New Zealand Certification – Between 8-12 weeks;

### **What if I don't know what Standards/Clauses apply or what testing needs to be conducted?**

CMI suggest contacting a suitably qualified person(s) to conduct an evaluation of your product to determine what is relevant for your product and/or what testing is required. CMI may be able to assist in guiding you toward some options; however, as we are in essence an auditing firm, CMI are unable to direct you to what your company 'should' do.

### **What if testing was completed on the Product by a different Company?**

If there has been previous testing conducted on the Product you wish to certify, you can use this testing, given you have gained written notification from the owner of the testing providing permission to use the testing data. For an example of this please refer to Appendix A.

### **What format does CertMark require my Documents in?**

As you can appreciate we receive numerous data and information daily. To increase the efficiency of this process we would appreciate you following the naming format of your documents provided to CertMark:

Client Name – Product – Report/Name of Document

e.g. CertMark International Pty Ltd – AAC Panel – Installation Manual V3.0

## Appendix A

### ON YOUR COMPANY LETTERHEAD

Date

CertMark International Pty Ltd  
PO Box 7144,  
Sippy Downs QLD 4556  
Australia

To CertMark Team Member,

**RE: Letter of Authorisation**

This letter serves to Authorise \_\_\_\_\_ with full rights to access and utilise technical data and test reports of our products for the purpose of certification with CertMark International Pty Ltd.

This letter shall always be subject to the above purpose and intention only. We shall not be responsible for any and all claims, liabilities, damages, losses, demands, suits, actions, judgements, orders, costs, expenses, penalties, interests and legal fees arising from this letter being used otherwise.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Name*

\_\_\_\_\_  
*Date*