

CMI Fee Structure

for

CodeMark Australia

T: 1800 CertMark (237 862)

E: office@CertMark.org

P: +61 (07) 5445 2199

W: www.CertMark.org



DISCLAIMER OF LIABILITY

This document has been produced by the Administration Department of CertMark International (CMI).

The fees indicated in this document are current as at its writing. This document is provided for the sole use of the recipient and no reliance should be placed on the information by any other person. CertMark International Pty Ltd accepts no liability for any loss or damage incurred by actions undertaken by others.

CMI should be contacted if there are queries in regards to the content. CMI takes no responsibility for the misinterpretation by others.

Copyright © CMI - All rights reserved.

No part of the contents of this document may be reproduced or transmitted in any form, by any means without the written permission of CertMark International Pty Ltd (CMI) ABN: 80 111 217 568.

Published by:

CertMark International Pty Ltd

14/76 Wisers Rd
Buderim QLD 4556

PO Box 7144
Sippy Downs QLD 4556

Phone: 1800 CertMark (237 862)

Phone: (07) 5445 2199

Email: office@CertMark.org

Website: www.CertMark.org

Issue 7.0 Date: November 2018

INITIAL CERTIFICATION STAGES

Stage	Description
Pre-Application Evaluation	<p>During this stage, you are allocated a Client Liaison Officer as well as a suitable technical expert.</p> <p>A review is completed of your product and a risk level is established in accordance with the CodeMark Australia Scheme Rules. Following this evaluation you will be provided with the Certification Agreement detailing the proposed scope of certification applicable to your product.</p>
Application and Technical Review	<p>This stage is a full-scale audit of your supporting technical data to ensure all claims of compliance are supported by evidence.</p> <p>Note: CMI are not Engineers and as such do not provide technical assessments or Performance Solutions for products/systems. CMI do not conduct Gap Analysis' between international standards or for testing data against the relevant standard or Building Code. All Technical Opinions must be provided by independent entities, qualified to do so.</p>
Installation Manual Review	<p>This stage is a basic review of your installation manual to examine the installation process and whether same is in line with industry norms. The Installation Manual must be accompanied by a confirmation from a structural engineer confirming its compliance with the Building Code. The Manual will be checked to ensure correct usage of logos etc relative to the CodeMark Scheme.</p>
Installation Audit (discretionary)	<p>This Audit based on installation manual(s) and other technical documentation supplied. The key focus is ensuring the installation process complies with Australian building norms and the interaction of the product with other building materials.</p> <p>This audit is normally applicable to new and innovative products which may not have been used in the market place before.</p>
(Distributor) Administrative Audit	<p>This audit is based on your Product Quality Plan and is to confirm how you intend to manage the manufacture/distribution of the product/system, including raw materials and finalised product. This audit is conducted on site and subject to expenses, billable as actual.</p>
(Distributor) Manufacturing Audit	<p>This audit is a mandatory component of the scheme. CMI conducts this audit on site and subject to expenses, billable as actual. During this audit CMI review the procedures for the manufacture of your product.</p>
(Manufacturer) Combined Administrative & Manufacturing Onsite Audit	<p>Should the applicant be the manufacturer of the product, you are audited to show evidence of a manufacturing quality management system and production process (i.e. factory/factories have and follow manufacturing Quality Assurance and the relevant requirements of the Scheme and/or applicable Standard). This audit is conducted on site and subject to expenses, billable as actual.</p> <p>In addition to the Manufacturing process, this audit also reviews your Product Quality Plan.</p>
Unrestricted Building Certifier Review / Decision	<p>It is a requirement of the CodeMark Scheme that an Unrestricted Building Certifier evaluate and sign off on the audit process and the clauses of compliance as detailed on the certificate.</p>
Certificate License	<p>This is the final stage of the audit and certification process. This stage includes the decision of certification, finalisation of reports and the issuance of the Certificate of Conformity.</p> <p>You will also be required to submit a Marking Proposal for acceptance by CMI.</p> <p>Once Certified, your Certificate of Conformity is uploaded onto the CMI, JAS-ANZ and Australian Building Codes Board (ABCB) Registers.</p>
Certificate Registration	
On-going Client Administration	<p>Includes ongoing administration of your certification throughout the year, basic technical support and access to your Client Manager. CMI do not specifically bill for this. The cost is incorporated into the Surveillance and re-certification fees.</p>

Note: Technical support does not include costs associated with changes to certifications, additional technical reviews, evaluations and opinions.

ONGOING CERTIFICATION STAGES

Stage	Description
Surveillance Audit	<p>Surveillance Audits are a mandatory requirement for each certification and are completed in accordance with the CodeMark Australia Scheme Rules section 7.9.4. This audit is a routine annual Surveillance Audit, whereby we are required to complete the following:</p> <ol style="list-style-type: none"> Onsite review of the Product Quality Plan for the Certified Product; assessment of any changes to the BCA that may impact the certification of the Certified Product; assessment of the content on the Certificate of Conformity, for ongoing accuracy and completeness; and ensuring the Certificate of Conformity is correctly displayed on the Register of Certificates of Conformity. <p>The annual Surveillance Audit is split into two audits; the onsite Administrative Audit and the desktop Technical Audit. The onsite audit is subject to expenses, billable as actual.</p> <p>Surveillance Audits may result in the requirement for a Post Manufacture or Supply Chain Surveillance Audit.</p>
Renewal Audit	<p>A Renewal for a Certified Product is a mandatory requirement which must be undertaken prior to the date of expiry of the Certificate of Conformity.</p> <p>In line with Section 7.9.5 of the CodeMark Australia Scheme Rules, for the purpose of the renewal, a full review is required inclusive of the following:</p> <ol style="list-style-type: none"> an onsite onsite review of the Product Quality Plan; an assessment of the content of the Certificate of Conformity for ongoing accuracy and completeness; considering any complaints or feedback on the Product or Certified Product; considering any Product or Certified Product alterations; considering any changes to the BCA and how these effect the Product or Certified Product; and considering any past or current non-conformities of the Product or Certified Product.
Post Manufacture or Supply Chain	<p>Post Manufacture or Supply Chain Surveillance is a requirement of the CodeMark Australia Scheme Rules clause C7.9.1.5. The audit must be carried out <u>at least</u> once in the three-year cycle of the Certificate of Conformity for each Certified Product.</p> <p>This stage includes the routine selection and evaluation of a Certified Product, or claims associated with a Product, at any stage in the wholesale or retail distribution, storage, transportation or use in construction of the Product, in order to gather information and evidence confirming compliance or non-compliance with the Scheme Rules.</p> <p>The nature and extent of Post Manufacture or Supply Chain Surveillance is to be determined by the results of the initial certification and any previous surveillance of the Certified Product.</p> <p>An extraordinary Post Manufacture or Supply Chain Surveillance Audit may be conducted during the course of a certification as a result of product/system complaint received or following your annual Surveillance Audit.</p> <p>Due to the nature of the audit, the scope of the audit will not be known until closer to the audit date and as such cannot be quantified in advance.</p>

INITIAL FEE STRUCTURE

All fees are indicative and exclude expenses.

Expenses are billed 'as actual' and are required to be paid before the issue of the relevant report.

CodeMark Certification Stages	Price (AUD) ex GST
1. Product Evaluation and Certification Agreement	
2. Application and Technical Review [^]	
3. (a) Combined Administrative & Manufacturing Onsite Audit [^] ; or (b) Manufacturing Onsite Audit and Administrative Onsite Audit [^] ; or	<i>Typical certification: 1, 2, 3(a),5 & 6</i> \$17,300*
4. Onsite Installation Audit for new & innovative product(s)/system(s) [^]	
5. Unrestricted Building Certifier Review and Certification Decision	
6. Certification and License	

**Typical certification involves 1, 2, 3(a),5 & 6. However, may vary dependant on the auditing requirements of 3 & 4 listed above.*

[^]Fee includes one full day, additional days are billable at \$1,500 per day.

ON-GOING FEE STRUCTURE

On-going Requirement	Price (AUD) ex GST
1. Annual Surveillance Audit (1 certificate)	\$3,000*#
2. Renewal Audit	\$5,000*#
3. Post Manufacture or Supply Chain Audit	<i>TBD 3 months prior to requirement*</i>
4. Certificate Changes	<i>To be charged at hourly rate plus \$500 certificate resubmission fee.</i>
5. Annual License Fee (per certificate)	\$500 <i>Billable on top of the relevant certification activity.</i>
6. UBC & License fees – per certificate re-issue	\$830

**Where certification activities are conducted together, the initial fee will cover the cost of the PQP audit, therefore subsequent certificates will be at a reduced cost where the PQP covers each product certified.*

**Post Manufacture or Supply Chain Audits, Surveillance Audits and Renewals are subject to expenses and may also result in the re-issue of the Certificate. If so, a UBC & License fee will be invoiced per certificate.*

Note:

- 1. Annual Surveillance and Renewals include a maximum time allowance of 1 day. Should the audit require additional time, this will be billable at either (excluding GST) \$250/hr or \$1,500 per day, whichever is lesser.*
- 2. Surveillance Audits may result in the requirement for a Post Manufacture or Supply Chain Surveillance Audit.*