

CMI Fee Structure

for

CodeMark New Zealand Certification

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INITIAL CODEMARK 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 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 Audit	<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 standards or Building Codes. All Technical Opinions must be provided by 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 New Zealand 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>
New Zealand Expert Review	<p>It is a requirement that a New Zealand Expert evaluate and sign off on the audit process and the clauses of compliance as detailed on the certificate.</p>
Certificate Decision & 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>
Certificate Registration	<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 Ministry of Building, Innovation & Employment (MBIE) Registers.</p>
On-going Client Administration	<p>Includes ongoing administration of your certification throughout the year, basic support and access to your Client Manager. CMI do not specifically bill for this. The cost is incorporated into the Surveillance and Renewal fees.</p>

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

ONGOING CODEMARK CERTIFICATION STAGES

Stage	Description
Surveillance Audit	<p>Surveillance Audits are a mandatory requirement for each certification. This audit is a routine annual Surveillance Audit, whereby we 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 NZBC 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>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 required to be undertaken within 3 years of the date of issue of the Certificate of Conformity.</p> <p>In line with Appendix 1; 4.1.2. of The CodeMark Scheme Rules Version 2009.1, for the purpose of the renewal, a full review is required inclusive of the following:</p> <ol style="list-style-type: none"> an 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 NZBC and how these effect the Product or Certified Product; and considering any past or current non-conformities of the Product or Certified Product. <p>Renewal Audits may result in the requirement for a Post Manufacture or Supply Chain Surveillance Audit.</p>
Post Manufacture or Supply Chain	<p>Post Manufacture or Supply Chain Surveillance is a requirement of CMI. 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 complaints received or following your annual Surveillance or Renewal Audits.</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>

NEW CERTIFICATION

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	Typical certification: 1, 2, 3(a),5 & 6 \$17,300*
4. Onsite Installation Audit for new & innovative product(s)/system(s) [^]	
5. NZ Expert 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 time required to complete works are billable as per the Hourly Rates Schedule listed below.

#Fee includes One review. Subsequent reviews due to any changes in the Scope are billable as per the Hourly Rates Schedule listed below.

Note: All Audits are subject to expenses

ON-GOING AUDIT REQUIREMENTS

On-going Requirement – Per Certification	Price (AUD) ex GST
1. Annual Surveillance Audit	\$3,500*
- Onsite Compliance Audit	<u>Includes</u> Annual License Fee and <u>excludes</u> costs associated with Certificate Reissuance.
- Desktop Technical Audit	
- Annual License Fee	
2. Renewal Audit	\$6,000*
- Onsite Compliance Audit	<u>Includes</u> Annual License Fee and Costs associated with Certificate Reissuance. NZ Expert Fees to be billed as actual.
- Desktop Technical Audit	
- Annual License Fee	
- Certificate Reissuance Fee	
3. Post Manufacture or Supply Chain Audit	TBD 3 months prior to requirement*

**Where certification activities are conducted together and a single PQP covers multiple products, the Audit Fee for subsequent Certificates will be reduced. All Audits are subject to expenses.*

Note:

- 1. Post Manufacture, Supply Chain Audits and Surveillance Audits may result in the revision of the Certificate. If so, each Revision will require a NZ Expert Review and Certificate Reissuance. Renewal Audits include One (1) Certificate Reissuance.*
- 2. Annual Surveillance and Renewals include a maximum allowance of One (1) day for the completion of the Technical Audit and One (1) day for the PQP Compliance Audit, additional time required to conduct these Audits is billable as per the Hourly Rates Schedule listed below.*
- 3. Rectification of any Non-Conformities raised as a result of these audit are not included in the audit and are subsequently billable following the closing out of the Non-Conformities. Time billed is as actual. Refer below for CMI's Hourly Rates Schedule.*

NON-SCHEDULED WORKS

On-going Requirement	Price (AUD) ex GST
1. Certificate Changes & Reissuance Fees (Per Certificate)	\$500 <i>Refer Hourly Rate Schedule for applicable Admin and Technical Fees.</i>
2. Non-Conformities	<i>Refer Hourly Rate Schedule for Admin, Technical & Compliance Fees</i>
3. Miscellaneous Tasks	<i>Refer Hourly Rate Schedule for indication of tasks and associated fees</i>

Note:

- Rectification of any Non-Conformities raised as a result of these audit are not included in the audits and are subsequently billable following the closing out of the Non-Conformities. Time billed is as actual. Refer below for CMI's Hourly Rates Schedule.*
- Additional Audits, Such as Administration and/or Manufacturing may be required prior to the completion of the requested/required works, Clients will be notified if this is applicable.*

HOURLY RATES SCHEDULE

Activity	Price (AUD) ex GST
1. Administrative & Data Entry Includes works such as processing Certificate Changes, updating client details, organising additional Audits, Processing Non-Conformities, Complaints and any other works deemed to be administrative in nature.	\$185/Hour
2. Compliance Review Includes works required to close out PQP Compliance Non-Conformities and additional time required to complete the PQP Compliance aspect of Initial, Surveillance and Renewal Audits.	\$250/Hour
3. Management Review Review and action of Complaints, Appeals and escalations resultant from certification activities.	\$250/Hour
4. Technical Reviews & Opinions Includes completion of Certificate Changes, close out Technical Non-Conformities, additional time required to complete the Technical aspects of Initial certifications, Surveillance and Renewal Audits and any other works required for completion.	\$350/Hour
5. NZ Expert Review Review of all changes to certifications prior to Certificate Reissuance.	\$350/Hour

Where possible, CMI endeavour to provide an estimate of anticipated time and the applicable hourly rates for required works; however, due to the nature of the works required, these are estimates only and additional time may be needed to complete works on a Do & Charge basis.