

CMI Fee Structure

for

Product Evaluation Report (ER) Scheme

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 it's 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 1.0 Date: October 2018

Issue 2.0 Date: October 2018

INITIAL CERTIFICATION STAGES

Stage	Description
Application & Technical Audit	This stage is a full-scale audit of your supporting technical data including its relation to the requirements of the CMI Product Evaluation Report Scheme Rules. A review will also be conducted on the supplied Product Quality Plan (ISO 10005), Test Plan, Batch Release & Test Regime.
Installation Methodology Review	This stage is a review of your installation manual/drawings to examine the installation process and whether same is in line with industry norms.
Manufacturing Audit (On-site assessment of all Manufacturers) – Where required	Your Manufacturer(s) will be required to supply evidence of Quality Manufacture. Where required, this may be via an audit in line with ISO9001. Where relevant, we require a copy of the factory's initial and most recent ISO9001 audit reports (in full). If you are both the Manufacturer and Distributor, this audit will be conducted at your premises.
Unrestricted Building Certifier Review	This is the final stage of the audit and certification process. This stage includes the decision of certification, review by the Unrestricted Building Certifier (UBC), finalisation of reports and the issuance of the Evaluation Report.
Certificate Registration	Once finalised, your Evaluation Report is uploaded onto the CMI Register.
On-going Client Administration	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. 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 requirement for each certification. This audit is a routine desktop annual Surveillance Audit, whereby we are required to complete the following:</p> <p>throughout the term of the certificate, CMI shall conduct annual product conformity surveillance including:</p> <ul style="list-style-type: none"> a. request and/or review type testing as per the product specification and when one or more of the following occurs: a change in specification, design, material, manufacturing process or location; and b. as a minimum annually, a desktop review of: <ul style="list-style-type: none"> i. batch release test results; ii. any complaints; iii. any non-conformities; iv. consistency with applicable specifications; and v. certification currency of individually certified integral components; c. ensuring that there is no change to design, material, manufacturing process or location, integral products with individual certification, etc. or to provide details where there is a change; and d. if CMI has concerns arising from the annual review, those concerns shall be investigated and resolved by CMI prior to re-issuing of the Licence. This may require follow up activities including but not limited to factory inspection and re-testing. <p>Should it be determined that a site visit is required there will be additional costs levied to cover this visit.</p> <p>CMI may at its discretion choose to conduct an inspection of product samples from, or intended for, the Australian market:</p> <ul style="list-style-type: none"> i. samples for product inspection may be selected by CMI from the factory/factories, warehouse, from the market or by a CMI authorised person; ii. samples shall be representative of the range of products; and iii. testing of the product's properties will be undertaken to ensure the product is as per initially evaluated.

Re Certification Audit	<p>A Re certification for a Certified Product is required to commence 3 months prior to the date of expiry of the Evaluation Report.</p> <p>For the purpose of the re-certification, a full review is required inclusive of the requirements for the Annual Surveillance Audit as detailed in the above section.</p> <p>At the discretion of CMI, Re-certification may also comprise of the following:</p> <ol style="list-style-type: none"> a. Product Testing <ol style="list-style-type: none"> i. samples for product testing shall be selected by CMI from the factory/factories, warehouse, from the market or by a CMI approved person; ii. samples shall be representative of the range of products; and iii. re-evaluation testing shall be conducted by an accredited testing laboratory; b. on-site assessment of manufacturing quality management system and production process at each location. The scope shall be as per the initial assessment. <p>This audit is conducted in lieu of a Surveillance Audit.</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.

Product Certification Scheme Stages	Price (AUD) ex GST
1. Certification Agreement	
2. Application & Technical Audit ^	
3. Installation Methodology Review ^	
4. Manufacturing Audit (per site) ^ If required	\$6,500
5. Unrestricted Building Certifier Review and Decision	
6. Certification and Issue	

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

Where it is determined that an onsite Administrative Audit is required, additional fees will be incurred to cover this requirement.

ON-GOING FEE STRUCTURE

On-going Requirement	Price (AUD) ex GST
1. Annual Surveillance Audit	\$3,000*
2. Renewal Audit	\$4,500*
3. Post Manufacture or Supply Chain Audit	<i>TBD 3 months prior to requirement*</i>
4. Report Changes	<i>Provided as received.</i>
5. Report Re-issue fee – As required	\$500

**Post Manufacture or Supply Chain Audits, Surveillance Audits and Renewals may result in the re-issue of the Report. If so, Report Re-issue fees 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.
3. Product Selection & Sampling may incur additional charges where CMI are required to purchase a sample from the market. This is at the discretion of CMI.
4. Where CMI are not able to conduct a desktop PQP Audit for either the Surveillance or Renewal, additional fees will be incurred to cover the cost of an on-site audit.
5. Renewal Audit fee excludes re-certification testing, which is TBD closer to the certification expiry date.

