

CMI Fee Structure

for

WaterMark

T: 1800 CertMark (237 862)

E: office@CertMark.org

P: +61 (07) 5445 2199

W: www.CertMark.org



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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

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INITIAL CERTIFICATION STAGES

Stage	Description
Application & Technical Audit	<p>This stage is a full-scale audit of your supporting technical data including its relation to the requirements of the WaterMark Scheme Rules.</p> <p>A review will also be conducted on the supplied Product Quality Plan (ISO 10005), Type Test Plan, Batch Release Test Regime & Marking Proposal.</p>
Manufacturing Audit (On-site assessment of all Manufacturers)	<p>Your Manufacturer(s) will be required to supply evidence of Quality Manufacture. This is normally done by 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).</p> <p>If you are both the Manufacturer and Distributor, this audit will be conducted at your premises.</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>Before the Certificate of Conformity is issued, you will be required to enter into an Approved User Agreement. This Agreement is to authorise your use of the Mark of Conformity and claim conformance under the WaterMark Scheme.</p> <p>Once Certified your Certificate of Conformity is uploaded onto the CMI and Australian Building Codes Board (ABCB) Registers.</p>
Certificate Registration	

ONGOING CERTIFICATION STAGES

Stage	Description
Surveillance Audit	<p>Surveillance Audits are a requirement for each certification and are completed in accordance with the WaterMark Scheme Rules. 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, the Approved Certifier shall conduct annual product conformity surveillance including:</p> <ol 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, product inspection of product samples from, or intended for, the Australian market: <ol style="list-style-type: none"> i. samples for product inspection shall be selected by the Approved Certifier from the factory/factories, warehouse or from the market; ii. samples shall be representative of the range of products / families of products included on the WMCC; iii. the scope of inspection shall not be less than that defined in the applicable specification for product inspection or, where not specified, a scope developed by the Approved Certifier; iv. examination shall include reviewing the product markings, claims associated with a product; installation instructions and WaterMark Scope of Use included with the product; v. characteristics/critical attributes of the product against specifications and drawings; individually certified integral components against Licence details; and any other aspects identified by the Approved Certifier; vi. dis-assembling the product if required; and c. as a minimum annually, a desktop review of: <ol style="list-style-type: none"> i. batch release test results; ii. any complaints; iii. any non-conformities;

	<ul style="list-style-type: none"> iv. consistency with applicable specifications; v. certification currency of individually certified integral components; and vi. the Approved User’s declaration of conformity with the WaterMark Licence; and vii. Manual for the WaterMark Certification Scheme <p>d. ensuring the Approved User’s declaration includes 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</p> <p>e. if the Approved Certifier has concerns arising from the annual review, those concerns shall be investigated and resolved by the Approved Certifier prior to re-issuing of the WaterMark Licence. This may require follow up activities including but not limited to factory inspection and re-testing.</p> <p>The annual Surveillance Audit is initially conducted as a desktop review of the items detailed above.</p> <p>If no non-conformities are raised as a consequence of the desktop review, then no site visit will be required. Should it be determined that a site visit is required there will be additional costs levied to cover this visit. Further, Surveillance Audits may result in the requirement for a Post Manufacture or Supply Chain Surveillance Audit.</p>
Recertification Audit	<p>A Recertification for a Certified Product is required to commence 3 months prior to the date of expiry of the Certificate of Conformity.</p> <p>For the purpose of the recertification, a full review is required inclusive of the requirements for the Annual Surveillance Audit as details in the above section.</p> <p>Re-evaluation shall comprise product testing and factory assessment as follows:</p> <ul style="list-style-type: none"> i. samples for product testing shall be selected by the Approved Certifier from the factory/factories, warehouse or from the market; ii. samples shall be representative of the range of products / families of products included on the WMCC; iii. for products that have been added to the WMCC after initial certification, re-evaluation testing shall commence within three months of the fifth anniversary of the certification decision; iv. the scope of testing shall not be less than that defined in the applicable specification for re-evaluation testing or, where not specified, for batch release testing or, where not specified, a scope developed by the Approved Certifier; and v. re-evaluation testing shall be conducted by an accredited testing laboratory; vi. 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>
Post Manufacture or Supply Chain	<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>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>

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.

WaterMark Certification	Price (AUD) ex GST
1. Certification Agreement	
2. Application & Technical Audit ^	
3. Manufacturing Audit (per site) ^	\$5,500
4. Certification and License	

^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 (1 certificate)	\$2,500**
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. Certificate Re-issue fee – As required	\$500
6. ABCB Annual License Fee	<i>\$500 Billable on top of the relevant certification activity.</i>

**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 may result in the re-issue of the Certificate. If so, Certificate Re-issue 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.*
- 3. Product Selection & Sampling will incur additional charges where CMI are required to purchase a sample from the market. This is at the discretion of CMI. If the product is not available in the market, CMI will be required to conduct an onsite audit to conduct this requirement. These costs will be billed as actual following the completion of this audit, however must be paid prior to report issue.*
- 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.*