

CMI Fee Structure

for

WaterMark

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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 Type Test Plan, Batch Release Test Regime & Marking Proposal.</p> <p><i>Note: CMI do not conduct Gap Analysis' between standards.</i></p>
Manufacturing Audit (On-site assessment of all Manufacturers)	<p>Your Manufacturer(s) will be required to supply evidence of Quality Manufacture. CMI require Documentation addressing, as a minimum, all of the matters specified in the Requirements for a Quality Plan (refer Appendix 5 of the WaterMark Scheme Rules) setting out the specific quality practices, resources and sequence of activities relevant to a particular product and its manufacture.</p> <p><i>NOTE: The Quality Plan may stand alone, for example in a small company making one simple product. In larger companies it may be part of the company's quality management system. For further information on Quality Plans refer to AS/NZS ISO 10005 and CMI's PQP Guidance Document, available upon request.</i></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 you 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	
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 Recertification fees.</p> <p><i>Note: Technical support does not include costs associated with changes to certifications, additional technical reviews, evaluations and opinions.</i></p>

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 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;

	<ul style="list-style-type: none"> 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 <p>c. as a minimum annually, a desktop review of:</p> <ul style="list-style-type: none"> i. batch release test results; ii. any complaints; iii. any non-conformities; 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>Should it be determined that a site visit is required there will be additional costs levied to cover this visit.</p>
<p>Recertification Audit</p>	<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.

NEW CERTIFICATION

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 and may be subject to expenses. Additional time required to complete works are billable as per the Hourly Rates Schedule listed below.

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

ON-GOING AUDIT REQUIREMENTS

On-going Requirement – Per Certification	Price (AUD) ex GST
1. Annual Surveillance Audit	\$3,500
- Desktop Technical Audit	<i>Includes ABCB Annual License Fee and excludes costs associated with Certificate Reissuance.</i>
- ABCB Annual License Fee	
2. Recertification Audit	\$6,000
- Recertification Testing	<i>Excludes testing costs, Includes ABCB Annual License Fee and Costs associated with Certificate Reissuance.</i>
- Desktop Technical Audit	
- ABCB Annual License Fee	
- Certificate Reissuance Fee	
3. Product Selection and Sampling	\$1,500

Note:

- Audits are subject to expenses.*
- Surveillance Audits may also result in the revision of the Certificate. If so, each Revision will be subject to Certificate Reissuance Fees.*
- Product Selection & Sampling is subject to expenses. These charges will be billed as actual following the completion of this audit.*
- Annual Surveillance Audits include a maximum allowance of One (1) day, additional time required to conduct these Audits is billable.*
- Annual Surveillance Audits may result in the requirement for an Onsite Audit(s) for a number of reasons and is at the discretion of CMI. Eg. to close out Major Non-Conformities, where substantial changes have occurred to the organisation or product, where CMI determine this is a requirement etc.*
- Rectification of any Non-Conformities raised as a result of these audits are not included in the audit time and are subsequently billable following the closing out of the Non-Conformities.*
- At the discretion of CMI or where CMI are not able to conduct any portions of the audit as a desktop Audit, additional fees will be incurred to cover the cost of an on-site audit.*
- Recertification Audit fee excludes re-certification testing, which is TBD closer to the certification expiry date.*

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:

1. *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.*
2. *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 Non-Conformities and additional time required to complete 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 Recertification Audits and any other works required for completion.	\$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.