

Joint Accreditation System of Australia and New Zealand

POLICY NUMBER 01/10



Changes to the CodeMark Scheme Rules

1. OBJECT AND FIELD OF APPLICATION

- 1.1 This document contains changes and guidance to Reference A.
- 1.2 This policy applies to the CodeMark product certification scheme.
- 1.3 This policy shall remain current until otherwise advised.

2. REFERENCES

- A. The CodeMark scheme rules version 2009.1, dated 27 March 2009

3. BACKGROUND

- 3.1 The CodeMark product certification scheme rules version 2007.1 dated 14 May 2007 were reviewed, updated and republished as version 2009.1 on the 27 March 2009. Certification bodies whose accreditation scope included CodeMark were to be compliant with the latest version of the scheme rules by 1 July 2009 (5.6.2 Scheme Rules).
- 3.2 Since operating with the latest version of the scheme rules, the following issues have been raised with the CodeMark scheme committee:
 - a. Clarification of the term Unrestricted Building Certifier (UBC) (Australian and New Zealand context),
 - b. The number and use of UBC's in the certification process, and
 - c. Certification number changing every three years.
- 3.3 The scheme committee discussed the issues at a meeting held on the 29 October 2009 where it was decided that there was a need to amend the scheme rules to ensure a harmonised understanding among interested parties. This policy introduces changes to the scheme rules.

4. CHANGE IN REQUIREMENTS AND GUIDANCE

- 4.1 Unrestricted Building Certifier (UBC)
 - 4.1.1 The current version of the CodeMark scheme rules introduced the mandatory involvement of an Unrestricted Building Certifier in the certification process. A UBC is considered to be:
 - a. In Australia, a UBC is a licensed Building Certifier in the relevant State or Territory who is accredited and licensed to apply the BCA to all classes of buildings without any restrictions or limitations.

Note: The requirement to practice as a Building Certifier including accreditation, registration and licensing is a responsibility of each of the six states and two territory jurisdictions. Under section 51 of the Australian Constitution building control is a function and power provided to the States and

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Territories. Each State and Territory has certifiers who practice at the top level (unrestricted) of Building Surveying for the complete BCA application to all the classes of buildings and structures.

- b. In New Zealand a UBC is considered to be: a person with at least three years experience in the New Zealand Building Code in the form of design, building inspection and certification, product testing or appraisal. Ideally the person should be a licensed building practitioner, chartered professional engineer or registered architect.

4.2 UBC involvement in the certification process

4.2.1 There has been some uncertainty about how many independent UBC's are required to comply with Version 2 of the scheme rules. To overcome this uncertainty, the following clauses have been changed and shall replace those existing clauses in the scheme rules:

5.3.3 Certificates of Conformity shall be:

- a. issued using the template provided by the ABCB;
- b. signed by both a responsible manager of the certification body and the person responsible for the activity at Appendix 1, Clause 2.6.3;
- c. valid for 3 years unless withdrawn or suspended; and
- d. reproduced only in their entirety.

Appendix 1

2.2.1 The CodeMark certification body shall develop an evaluation methodology and evaluation plan that is in accordance with 2.3. The evaluation methodology shall be prepared by a person or persons, deemed by the CodeMark certification body to be competent in the CodeMark Scheme Rules, BCA and applicable manufacturing and installation practices.

2.2.3 The evaluation methodology and evaluation plan shall be reviewed and approved by a person who:

- a. meets the requirements of clause 4.2.1A; and
- b. have not previously been involved in the development of the evaluation methodology or evaluation plan or in evaluation in accordance with that methodology or plan.

2.6.3 The evaluation report shall be reviewed and approved by a person who meets the requirements of clause 4.2.1A to ensure that the evaluation process and report adequately addresses the relevant requirements of the CodeMark Scheme Rules and BCA. The individual can be involved in the activity at Clause 2.2.3 Appendix 1, provided they have not been involved in the evaluation (ISO/IEC Guide 65 Clause 10).

4.2.2 The use of the UBC is demonstrated diagrammatically at Figure 1.

4.3 Certificate numbering

4.3.1 The CodeMark scheme rules, Appendix 3, Clause 2.2 requires the following configuration to be included under the CodeMark mark when used in accordance with Appendix 3; (CB#)-(Yr)-(Certificate#). Requiring the year (Yr) to accompany the CodeMark mark, requires the configuration to change every three years in line with recertification, which is impractical and inefficient. As a consequence, the following amendment to Appendix 3, Clauses 2.2 has been made; the following Clause replaces Appendix 3, Clause 2.2 in the scheme rules.

2.2 The Mark of Conformity shall be used only in association with a Certificate number. An acceptable example is shown below:



5. IMPLEMENTATION

- 5.1 This policy becomes effective immediately.
- 5.2 All existing accredited bodies shall be assessed for compliance with this policy at the first surveillance visit after this policy is published.
- 5.3 All new applications shall comply with this policy before accreditation is granted.

Dr James Galloway
Chief Executive
With The Authority Of The Governing Board

Figure 1 – Use of Unrestricted Building Certifier

