

*Joint Accreditation System of Australia and New Zealand*

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Specific criteria for conformity assessment bodies operating audit and certification of systems against the requirements of the  
Civil Contractors Federation (CCF)  
Civil Construction Management Code

Authority to Issue

A handwritten signature in black ink, appearing to read 'A M Craven', is positioned above the printed name.

A M CRAVEN  
Chief Executive Officer  
With Authority of The Governing Board

Procedure No 27	<i>Joint Accreditation System of Australia and New Zealand</i>	Copy No.
	Specific criteria for certification bodies operating audit and certification of systems against the requirements of the Civil Contractors Federation (CCF) Civil Construction Management Code	

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## **0. Background**

The Civil Contractors Federation (CCF) is the peak industry body for civil construction contractors in Australia. The CCF developed the CCF Civil Construction Management Code in 1997, in response to the requirements of various authorities and clients in the civil construction industry. The Code draws together elements of quality, occupational health and safety, and environmental management in one system for civil construction contractors.

Since the development of the code, the CCF has approved conformity assessment bodies (CABs) based on the accreditation of their QMS certification programme by JAS-ANZ. The CCF has requested that JAS-ANZ formalise this process, by having JAS-ANZ recognise the programme as a management system programme.

## **1. Object and field of application**

The accreditation criteria that JAS-ANZ will apply to accreditation agencies are expressed in ISO/IEC Guide 62 and JAS-ANZ Procedure 10. However, in order to make that document more specific to the CCF program, and particularly contractors, JAS-ANZ Procedure 27 was developed. This procedure specifies different and additional criteria that apply in 2 areas, auditor competence and audit procedures. If not otherwise stated within this document, the requirements of ISO/IEC Guide 62 and JAS-ANZ Procedure 10 shall be addressed by the CAB.

## **2. References**

2.1 The following reference documents are referred to within this document.

- a) ISO/IEC Guide 62 – General requirements for bodies operating assessment and certification/registration of quality systems.
- b) JAS-ANZ Procedure 10 – General requirements for bodies operating assessment and certification/registration of quality systems.
- c) CCF Civil Construction Management Code for the Civil Construction Industry.
- d) CCF audit checklist.
- e) CCF certificate template (Guide 3.1).
- f) Guidelines Document for the Civil Construction Management Code

## **3. Audit team competencies**

### **ISO/IEC Guide 62 Clause 2.2 – Certification/Registration body personnel**

3.1 The following requirements are in addition to those specified in ISO/IEC Guide 62 Clause 2.2.3.2 and JAS-ANZ Procedure 10 Clause G.2.2.9. The audit team shall possess the following qualifications and competencies:

- a) Provide evidence of registration by RAB QSA, or an equivalent registration, as:
  - i. a lead auditor in either QMS, OH&S or EMS,
  - ii. at least auditor status in the remaining disciplines.
- b) Provide evidence of civil construction industry experience, over at least five years. This experience must have been gained within the last ten years and may have been gained whilst working as a qualified auditor through direct involvement in the civil construction industry.

3.2 Each auditor on an audit team must have the following knowledge and experience:

- a) Understand the code and its applications and implementation processes.
- b) Understanding and experience in the application of relevant legislative requirements and obligations in the industry.

3.3 Where the audit team comprises one person, that person shall meet the requirements of Clause 3.1a) i. above, but need only be an auditor in the remaining disciplines (see 3.1a) ii. e.g. Assuming the auditor is a lead auditor in Quality, they must also be at least an auditor in OH&S and EMS).

3.4 The CAB shall provide evidence to substantiate that auditors are utilised in a manner that ensures that the audit tasks are assigned to the appropriately qualified auditor.

#### **4. Audit procedures**

##### **ISO/IEC Guide 62 Clause 3.1 – Application for certification**

4.1 The CAB shall direct enquiries to the CCF office in the relevant state or territories. The CAB does not need to have program specific material to provide to customers (reference ISO/IEC Guide 62 Clause 2.1.7.1), as this is available to the applicant from the CCF website at [www.civilcontractors.com](http://www.civilcontractors.com). However they are able to market their accreditation to provide certification under the program.

4.2 The CAB is not required to have a separate application form in addition to the CCF application form (Guide 3.1). That is, the CAB does not need a separate application that meets with the requirements of ISO/IEC Guide 62 Clause 3.1.2.1. The contractor shall make application to the CCF for certification, using the CCF application form. CCF shall review the application form and provide a copy to the selected CAB for audit planning purposes. If additional information is required by the CAB in order to plan the audit process, this shall be sourced from the contractor directly.

4.3 JAS-ANZ Note 2 of Procedure 10 requires the scope of certification to be identified using four digit ANZSIC codes. For the CCF program the scope of certification shall be identified using the CCF codes included in Table 1 below. Similarly, JAS-ANZ Note 1 of Procedure 10 requires auditors to be coded using four digit ANZSIC codes, to facilitate the matching of auditors and contractors. Under the CCF program, auditors shall be coded using the CCF codes included in Table 1 below.

**Table 1 – List of CCF codes**

E1	Earthworks	U1	Underground Power Reticulation
E2	Agricultural Earthworks	U2	Telecommunication Reticulation
E3	Dams and Tailing Dams	U3	Trenchless or Directional Boring
R1	Minor Road Reconstruction	L1	Landscaping / Tree Management
R2	Major Road Reconstruction	L2	Retaining Walls
R3	Subdivisional Road Works	P1	Asphalt or Sealing
R4	Freeway Construction	KP1	Kerbing and Concrete Paving
RM1	Road Maintenance	KP2	Block and other Paving
D1	Stormwater and Outfall Drainage	PH1	Plant Hire
W1	Water Reticulation and renewal	M1	Mining
S1	Sewer Reticulation and renewal	Q1	Quarrying
G1	Gas Reticulation	W1	Waste Disposal
PL1	Large Pipeline Construction	DM1	Demolition
B1	Bridge and Non Building Construction	A1	Construction Authority or Client

### ISO/IEC Guide 62 Clause 3.2 – Preparation for assessment

4.4 No additional guidance required.

### ISO/IEC Guide 62 Clause 3.3 – Assessment

4.5 Clause G.3.3.1 of JAS-ANZ Procedure 10 refers to Annex 2 of that document for guidance on audit durations, and how these could be calculated. Table 2 below is to replace the table in that Annex, for the CCF program. Table 2 indicates the minimum audit on-site duration, including report writing. All other requirements of Annex 2 remain, including the requirement for the CAB to justify any divergence from these minimum durations.

4.6 Table 2 also includes the minimum number of temporary sites to be visited during an audit. This is based on the number of employees. Where these minimums are not met the CAB must justify the number of sites visited. These are minimum figures only; the CAB may look at more sites if the CAB believes that this minimum number does not allow for a representative sample to be assessed.

**Table 2 – Minimum audit durations and number of temporary sites**

<i>No of employees (FTEs) note 1</i>	<i>Audit duration (days on site, including reporting)</i>	<i>Temporary sites to be audited (minimum) note 2</i>
1-45	1	1
46-65	1.5	2
66-125	2	3
126 and over	3	3

Note 1: Full-time-equivalents (FTEs) include sub-contractors. See further guidance under note 1 to the audit duration table in Annex 2 of JAS-ANZ Procedure 10.

Note 2: When determining the temporary sites to be audited the CAB shall select sites based on the level of completion of the project, i.e. select sites at varying stages of completion, not all at the same stage.

4.7 Those organisations operating a number of permanent sites shall be audited in accordance with Annex 3 of procedure 10.

4.8 Annex 4 of procedure 10 is not applicable.

4.9 Auditors shall complete the current version of the CCF audit checklist during the audit. The checklist is available on the CCF website ([www.civilcontractors.com](http://www.civilcontractors.com)).

4.10 Where a contractor is certified as complying with the CCF Management Code the CAB shall ensure that the contractor has given full consideration to the guidance contained in the Guidelines Document for the Civil Construction Management Code.

### **ISO/IEC Guide 62 Clause 3.4 – Assessment report**

4.11 In addition to the requirements of Clause 3.4 of ISO/IEC Guide 62, the audit report shall include a completed CCF audit checklist. A copy of the report and checklist shall be forwarded to the CCF CMS Unit together with the draft certificate of certification.

### **ISO/IEC Guide 62 Clause 3.5 – Decision on certification**

4.12 The CAB is responsible for the certification decision, as per the requirements of this clause of ISO/IEC Guide 62. Certificates issued under the programme shall be prepared using the CCF provided template, and shall be endorsed by the CCF National Executive Director. The CCF Registration No will be provided by CCF, and made known to the CAB.

### **ISO/IEC Guide 62 Clause 3.6 – Surveillance and reassessment procedures**

4.13 The requirements of ISO/IEC Guide 62 clause 3.6 and JAS-ANZ Procedure 10 clauses G.3.6.1 to G.3.6.14 are not applicable, as the CCF program requires a complete reassessment of each contractor annually. The procedures for reassessment shall meet the requirements of ISO/IEC Guide 62 clauses 3.1 to 3.5 as guided by this document and Procedure 10.

NOTE: Contractors are required to re-apply to the CCF for recertification each year, and therefore the application will be submitted to CCF, who in turn will provide a copy to the CAB for processing. The certification must not proceed until the CAB has verified the renewal application has been received by CCF.

### **ISO/IEC Guide 62 Clause 3.7 – Use of certificates and logos**

4.14 The requirements of ISO/IEC Guide 62 clause 3.7 and JAS-ANZ Procedure 10 clauses G.3.7.1 to G.3.7.5 refer to the control of the use of the certificates and certification marks, symbols and logos. The CAB may only use the CCF Contractor Management Systems Program mark on letterhead and advertising material or brochures referring to the CCF programme. The CAB shall not misuse the CCF mark.

4.15 The CAB shall monitor the use of the CCF Contractor Management Systems Program mark by contractors, to ensure that the use of the mark complies with the associated CCF rules (see CCF website - [www.civilcontractors.com](http://www.civilcontractors.com)).