



# Certifire AU scheme – rules for the certification of fire protection products – ATS00

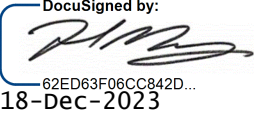
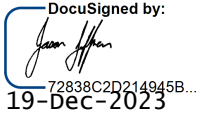
Warringtonfire Certification

Date: 18 December 2023 Revision: 1.3

## Approval

These are the ATS00 Certifire AU scheme rules for the certification of fire protection products.

The certification scheme is operated by Warringtonfire Certification, part of Warringtonfire Australia Pty Ltd – ABN 81 050 241 524.

Date	The contents of this <b>technical schedule</b> have been reviewed and approved against ISO/IEC 17007 for suitability as standards for use as normative documents in product certification by:		
18/12/2023	Reason for issue	<ul style="list-style-type: none"> <li>• 5.11.3 Access to conduct FPC audits – updated to include JASANZ accreditation manual conditions of service.</li> <li>• Updated text and logos to reflect brand change back to Certifire AU.</li> <li>• Updated company ownership to Jensen Hughes Australia Holdings Pty Ltd.</li> </ul>	
	Approved by:		
	Name	Chad McLean Certification manager – Australia	Jason Jeffress Divisional director – Australia
	Signature	 <p>DocuSigned by: 62ED63F06CC842D... 18-Dec-2023</p>	 <p>DocuSigned by: 72838C2D214945B... 19-Dec-2023</p>

## This is a controlled document

Document controller: Certification manager – Australia

## Preliminary

### Issue status and amendments

This is a controlled copy of the technical schedule. Scheme members will be provided with details of any changes to the schedule in accordance with the amendment procedure below.

From here on, references to Warringtonfire Certification will be shown as Warringtonfire.

Each page of the document is identified by a page number and date. If an amendment is made, the revised page will have a new date of amendment.

Any amendment to this document will be identified in the amendment history section. This will be reissued to holders of controlled copies with the amended sections / pages. Revised pages must be inserted in place of existing pages or between existing pages and superseded pages must be discarded. If a significant number of amendments are made, the entire document will be reissued under a new issue number. In these cases, holders of the document must destroy the previous issue.

The amendment history section – section 9 – and the relevant revised pages will be produced by Warringtonfire after agreement with the Warringtonfire sector liaison panel and issued to the holders of each controlled copy of the document. After receiving the documentation, an acknowledgment must be provided to Warringtonfire within 7 days to confirm that the document has been received and amended as required. It is the responsibility of the nominated representative of the organisation to ensure that the document is maintained in an 'up to date' condition at all times.

To ensure that a permanent record is available of all amendments, Warringtonfire maintains a file of all superseded pages marked with the date of withdrawal. The record is held on file indefinitely to allow Warringtonfire to determine the past requirements of the scheme at any time.

### Acknowledgement

Much of the content of this document has been derived from Warringtonfire Testing and Certification Ltd UK.

### Legal responsibility

Users of Warringtonfire documents are reminded that copyright exists in all Certifire AU publications and vests with Warringtonfire. No part of this publication may be reproduced in any form without prior permission in writing from Warringtonfire.

Permission to copy this document for internal use and promotional purposes only is automatically granted to companies holding Certifire AU scheme product certification. Such copies are uncontrolled, and this status should be identified on each copy.

© Copyright Warringtonfire Certification

### Company information

Warringtonfire Certification as part of Warringtonfire Australia Pty Ltd, is a wholly owned subsidiary of Jensen Hughes Australia Holdings Pty Ltd.

## Contents

Preliminary.....	3
1. Introduction .....	7
1.1 Certifire AU scheme register .....	7
1.2 Own brand .....	8
1.3 Separately published documents .....	8
1.4 Industry liaison .....	8
1.5 Fees .....	8
1.6 Warringtonfire Certification – scheme owner and certification body – responsibilities .....	8
1.7 Certificate holder – responsibilities .....	9
1.8 Process for Certifire AU scheme responsibilities – Figure 1 .....	11
1.9 Process for Certifire AU scheme certification – Figure 2 .....	12
2. References.....	13
3. Definitions .....	13
3.1 Acronyms .....	15
4. Scheme general requirements .....	15
4.1 General .....	15
4.1.1 Fire test evidence .....	15
4.1.2 Non-fire test evidence.....	15
4.1.3 Installation instructions .....	15
4.1.4 Technical support .....	15
4.1.5 Location of manufacture / origin of product .....	15
4.1.6 ISO 9001 quality management system.....	15
4.1.7 Classification – fire test data .....	16
5. Scheme technical requirements.....	16
5.1 Application, review, and fee proposal stage .....	16
5.1.1 Applications for certification .....	16
5.1.2 Compliance to ATS.....	16
5.1.3 Additional testing requirements.....	16
5.1.4 Notice of tests being conducted .....	16
5.1.5 Fee proposal.....	17
5.2 Evaluation stage .....	17
5.2.1 Initial evaluation.....	17
5.2.2 Sampling of products for ITT testing.....	17
5.2.3 Rudimentary FPC inspection .....	17
5.3 Test evidence requirements.....	18
5.3.1 Submitting fire test evidence .....	18
5.3.2 Fire resistance test program .....	18
5.3.3 Testing separating elements.....	18
5.3.4 Production samples .....	18
5.3.5 Testing laboratory .....	18
5.3.6 Historic test data .....	18
5.3.7 Confirmatory testing .....	18
5.3.8 Audit test regime.....	18
5.3.9 No performance determined (NPD) .....	18
5.4 Non-fire performance requirements.....	19
5.4.1 Testing of non-fire characteristics .....	19
5.4.2 Acceptance of test evidence .....	19
5.4.3 Identification of characteristics for NPD claim .....	19
5.5 Assessment principles.....	19
5.5.1 Competency to conduct assessment.....	19
5.5.2 Assessment guide .....	19
5.5.3 Assessment report.....	19
5.5.4 Direct application of test evidence .....	19
5.6 Factory production control audit / ISO 9001 certification verification .....	19
5.6.1 FPC / QMS verification audit.....	19
5.6.2 Compliance of the FPC .....	20

5.6.3	FPC regime .....	21
5.6.4	Scope of audits .....	21
5.6.5	Auditing FPC procedures .....	21
5.6.6	Marking / labelling .....	21
5.6.7	Audit frequency .....	21
5.6.8	FPC audit report information .....	22
5.7	Issue of Certifire AU scheme product certification / Certifire AU register entry .....	24
5.7.1	Outcome of application .....	24
5.7.2	Scope of certification for the product .....	25
5.7.3	Design variations .....	25
5.7.4	Multiple products .....	25
5.7.5	Same product family .....	25
5.8	Labelling, marking and conformity .....	25
5.8.1	Labelling requirements .....	25
5.9	Audit procedures / ongoing surveillance .....	25
5.9.1	Audit procedures .....	25
5.9.2	Audit of factory .....	25
5.9.3	Surveillance audits .....	25
5.9.4	Specific audit / test inspection requirements .....	26
5.10	Consequences of surveillance audit test failure .....	26
5.10.1	Audit test failures .....	26
5.11	Non-compliance with Certifire AU requirements .....	26
5.11.1	Non-compliance reports and remedial / corrective actions .....	26
5.11.2	Failure to address corrective action .....	26
5.11.3	Access to conduct FPC audits .....	26
5.12	Sanctions for failing to comply with Certifire AU scheme rules .....	26
5.12.1	Failure to comply with marking and labelling requirements .....	26
5.12.2	Misuse of Certifire AU mark / logo .....	26
5.12.3	Uncertified supplier companies .....	26
5.12.4	Marking of uncertified products .....	27
5.12.5	Litigation .....	27
5.13	Declaration of changes to certificated products .....	27
5.13.1	Notification of changes to products .....	27
6.	Scheme regulations – Certification issued from Australia only .....	27
6.1	Technical requirements .....	27
6.2	Nominated representative .....	27
6.3	Free access to facilities .....	27
6.4	Changes to certified products .....	27
6.5	Use of Certifire AU mark .....	27
6.6	Unsubstantiated performance claims .....	27
6.7	'Good faith' manufacturing and marketing .....	28
6.8	Termination, suspension, withdrawal or scope reduction of certification .....	28
6.9	Revoke, amend, refuse to grant, renew or extend certification .....	28
6.10	Annual reassessment of certification .....	28
6.11	Fees .....	28
6.12	Complaints from a third party .....	28
6.13	Your cooperation during the certification process .....	28
6.14	Certification outputs and limitations .....	29
6.15	Use of certification marks and accreditation symbols .....	29
6.16	Certification status and misuse of marks and symbols .....	29
6.17	Changes to certification scheme requirements .....	29
6.18	Confidentiality .....	29
6.19	Intellectual property .....	30
6.20	Changes to client sites and offices .....	30
6.21	Notification of significant events .....	30
6.22	Postponement or cancellation of audit .....	30
6.23	Termination of certification agreement .....	30
6.24	Suspension or withdrawal .....	30
6.24.1	Why could my certification be suspended? .....	30
6.24.2	How can my certification be reinstated? .....	31
6.24.3	Why could my certification be withdrawn? .....	31
6.25	Certification scheme conditions - period of validity .....	31
6.26	Our insurance .....	31

6.27	Our liability .....	31
6.28	Legal jurisdiction .....	31
<b>7.</b>	<b>Complaints .....</b>	<b>32</b>
7.1	Complaints procedure – Warringtonfire .....	32
7.1.1	Directing a complaint .....	32
7.1.2	Receiving a complaint .....	32
7.1.3	Investigating a complaint .....	32
7.1.4	Validity / justification of complaint .....	32
7.1.5	Valid complaints .....	32
7.1.6	Invalid complaints .....	32
7.2	Appeals procedure .....	32
7.2.1	Notice of appeal .....	32
7.2.2	Review of appeal .....	33
7.2.3	Resolution of appeal .....	33
7.2.4	Agreed resolution of appeal .....	33
7.2.5	Failure to resolve an appeal .....	33
7.2.6	Appeals panel .....	33
7.2.7	Appeals involving technical matters .....	33
7.2.8	Appeal hearing .....	33
7.2.9	Challenges .....	34
7.2.10	Appellant's representative .....	34
7.2.11	Decision of appeals panel .....	34
7.2.12	Timing and location of appeal hearing .....	34
7.2.13	Implementation of panel's decision .....	34
7.2.14	Correspondence .....	34
7.2.15	International appeals .....	34
<b>8.</b>	<b>Legal compliance .....</b>	<b>35</b>
8.1	Information disclosure .....	35
8.2	Indemnity against financial loss .....	35
8.3	Compliance with scheme requirements .....	35
8.4	Duty of care .....	35
8.5	Copyright .....	35
<b>9.</b>	<b>Amendment history .....</b>	<b>36</b>
<b>Appendix A</b>	<b>Using the Certifire AU scheme product certification mark and logo .....</b>	<b>37</b>
A.1	Conditions for the use of the Certifire AU mark .....	37
A.2	Conditions for the use of the Certifire AU logo .....	38
<b>Appendix B</b>	<b>Certifire AU fee schedule .....</b>	<b>40</b>
B.1	Initial fees .....	40
B.2	Subsequent fees .....	41
<b>Appendix C</b>	<b>Participating organisations .....</b>	<b>42</b>

# 1. Introduction

These requirements relate to the Certifire AU scheme for the independent certification of fire protection products, for sale in Australia. They form part of all agreements entered into with any party under the Certifire AU scheme.

The Certifire AU scheme is an independent third-party certification scheme for fire protection products, principally – but not exclusively – related to the construction industry. The scheme is devised / operated by Warringtonfire in accordance with the requirements of ISO/IEC 17065 for product certification bodies.

The Certifire AU scheme is based on the 'System 5' requirements identified in ISO/IEC 17067 'Conformity assessment – Fundamentals of product certification'.

All companies who manufacture, modify or supply fire protection products that are within the scope of these requirements may apply for certification.

To achieve product certification in accordance with these requirements, a client must:

1. demonstrate that their product satisfies the specific technical requirements identified in the applicable Australian technical schedule
2. demonstrate compliance with the general certification requirements set out in this document.

Australian technical schedules (ATS) are the technical specifications against which products are assessed / tested. They are based on Australian or other relevant national or international standards to meet the certification requirements of products for sale in Australia.

The main features of the scheme are:

3. Any product submitted for certification must be assessed / tested in accordance with the specific requirements detailed in the applicable ATS.
4. Testing must be conducted at a laboratory recognised by Warringtonfire. This recognition is based on the laboratory holding accreditation for the relevant tests to ISO/IEC 17025 by the National Association of Testing Authorities (NATA) or recognised under the International Laboratory Accreditation Cooperation (ILAC), or the nationally recognised accreditation body for that country.

These criteria apply to all initial type testing (ITT) fire tests. However, by agreement with Warringtonfire, some other audit test procedures, scope extension or non-critical testing may be able to be conducted at other facilities including the manufacturer's premises. Warringtonfire must however be satisfied that similar testing carried out at an accredited facility proves the capability of the manufacturer's test facilities. Warringtonfire also reserves the right to refuse recognition of any laboratory.

The manufacture of the product must be controlled in accordance with factory production control (FPC) requirements as identified in the applicable ATS.

Periodic audit tests / examinations will be conducted on typical production samples of the product for which certification is held. This testing or examination will be conducted in accordance with the specific requirements identified in the applicable ATS and at the stated frequency.

The client to be named on the Certifire AU certificate and the manufacturer – if different from the client – must operate a quality management system (QMS) based on the requirements of ISO 9001 and incorporate FPC procedures / routines to verify traceability and conformity of product manufacture. See section 5.6 of this document.

The certificated product must be marked / labelled and specifically identified by the applicable ATS to facilitate traceability.

The initial audit of FPC procedures and controls and the verification of the implementation of the ISO 9001 based QMS will be followed by surveillance visits at an applicable frequency for all Certifire AU certificated companies. See section 5.6 of this document.

## 1.1 Certifire AU scheme register

Once they have demonstrated compliance with the scheme requirements set out in this document, manufacturers will be awarded certification for the product and will be added to the Certifire AU scheme

register. This is a central register of all Certificates of Product Conformity that have been issued by Warringtonfire Certification.

Please note that various industry sectors covered by the Certifire AU scheme may require additional criteria to be satisfied. These are detailed in the various ATS documents.

## 1.2 Own brand

Companies supplying products that they have not manufactured may, with the manufacturer's permission, apply for certification in their own name – 'own brand' – provided that:

- the products meet the above criteria
- the client and the manufacturer operate a QMS based on the requirements of ISO 9001 and incorporating FPC procedures / routines to verify traceability and conformity of product manufacture for the products
- the client supplying the products maintains adequate documentation governing the arrangements between the client and the manufacturer of the products.

## 1.3 Separately published documents

A list of current product areas and their associated technical schedules and other Certifire AU scheme related documents are published separately. Any revisions to these documents will be notified to holders of controlled copies and they will be required to demonstrate continuing compliance within the timescale identified at the time the document is issued.

## 1.4 Industry liaison

Warringtonfire will liaise with industry groups through appropriate sector liaison panels. The general terms of reference of these panels will be to:

- continually develop and update the scheme
- coordinate the views of industry
- promote the scheme and its benefits to industry.

## 1.5 Fees

The fee structure for this scheme is available in Appendix B.

## 1.6 Warringtonfire Certification – scheme owner and certification body – responsibilities

Warringtonfire is responsible for:

1. Complying with relevant State or Territory legislation.
2. Maintaining the registration of the Mark of Product Conformity in accordance with the Trademark Act 1995 (Cth).
3. Protecting the Mark of Product Conformity against unsolicited use.
4. Monitoring the use of the Mark of Product Conformity by all certificate holders.
5. Administering the Certifire AU scheme.
6. Reviewing the scheme from time to time.
7. Amending the rules as required.
8. Monitoring and auditing the performance and function of the scheme.
9. Advising the certificate holders of any changes to the rules.



10. Drafting and approving the Certifire AU scheme rules – ATS00 – and resistance to fire product testing schedules (ATS) for assessing products against the National Construction Code (NCC) performance requirements.
11. Responding to complaint appeals in accordance with the Warringtonfire product certification quality manual and ATS00.
12. Granting, maintaining, renewing, reducing, terminating, suspending, and withdrawing a certificate holder's certificate of product conformity.
13. Verifying that a certificate holder maintains compliance with Certifire AU scheme rules.
14. Investigating the actions of a certificate holder as appropriate when requested by the accrediting authority.
15. Documenting any action taken, or the status of a certificate of product conformity, when requested by the accrediting authority.
16. Providing an annual report on the Certifire AU scheme certification activity to the accrediting authority.

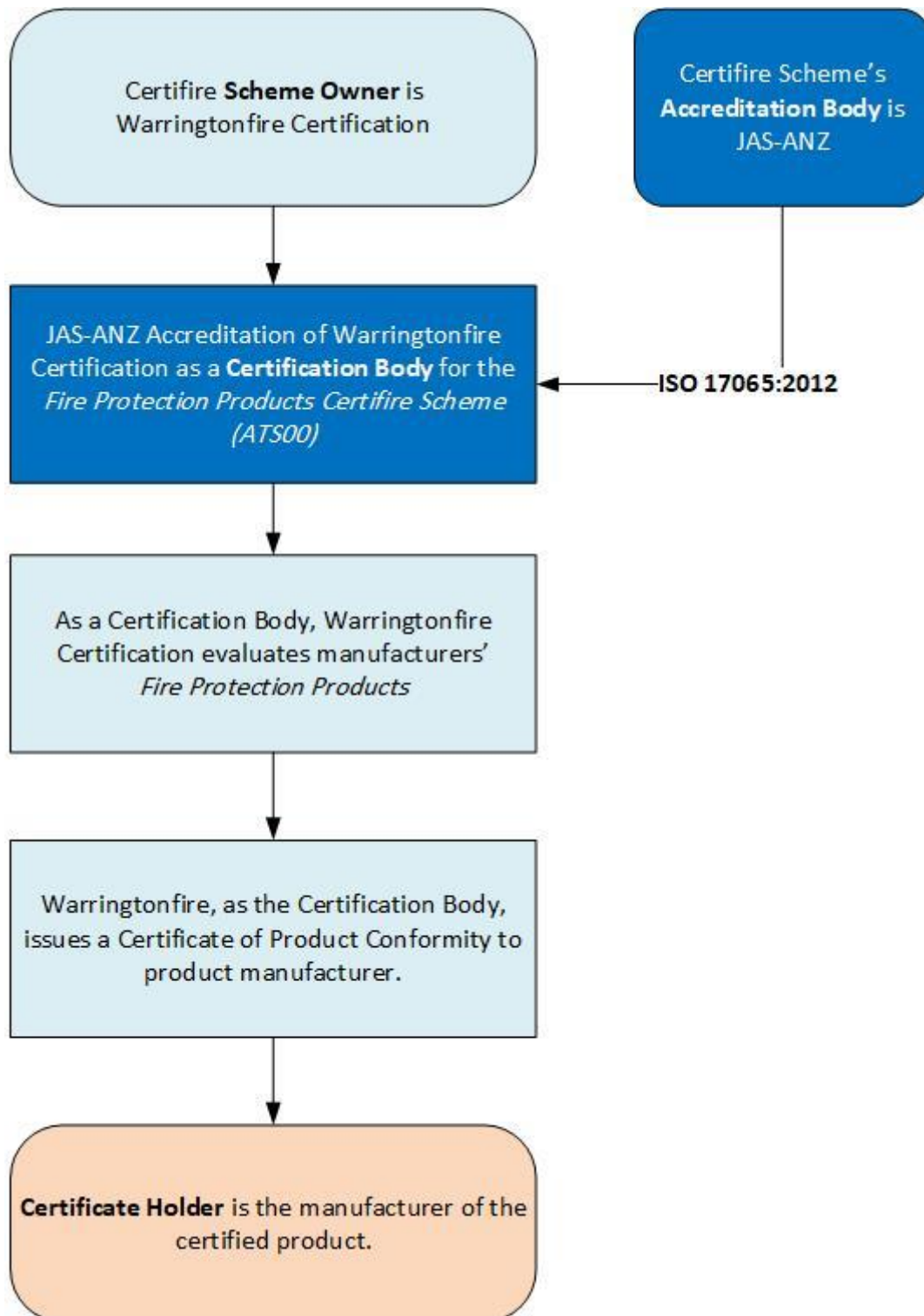
## 1.7 Certificate holder – responsibilities

A certificate holder must:

1. Comply with the Certifire AU scheme rules – ATS00.
2. Comply with any procedures required by Warringtonfire Certification.
3. Prepare and maintain a product quality plan for the product that is certified under the Certifire AU scheme.
4. Ensure a certified product is:
  - a. manufactured in accordance with the product quality plan and any conditions associated with the certificate of product conformity
  - b. materially consistent and the same as any sample that was evaluated by Warringtonfire.
5. Notify Warringtonfire in writing of any:
  - a. intended change, modification or alteration to the certified product, its technical specifications, method of manufacture, product quality plan, raw materials used in its manufacture, or installation instructions
  - b. reason to suspect the certified product may not comply with the NCC
  - c. intended change to the name, address or contact details of the certificate holder's place of certified product manufacture as detailed within the certificate of conformity.
6. If a certified product is found not to be compliant with the NCC or with the claims stated on the certificate of product conformity, the certificate holder must:
  - a. activate the recall procedures of the product quality plan relating to the certified product
  - b. notify Warringtonfire of the non-compliance within five working days
  - c. report to the Warringtonfire CM on the recall actions activated.
7. If the certification of a product is suspended, withdrawn, or terminated, the certificate holder must:
  - a. notify existing customers of this suspension within five working days, and withdraw and immediately stop using the certificate of product conformity, Certifire AU scheme mark of conformity and certificate of product conformity number
  - b. stop using all advertising matter that contains any reference to the certification and take action as required by the Certifire AU scheme.
8. When using the certificate of conformity, ensure it is reproduced only as set out in these scheme rules – ATS00 – and in its entirety.
9. Ensure that the certified product is identified as such by applying the Certifire AU scheme mark of conformity to the certified product or its packaging.

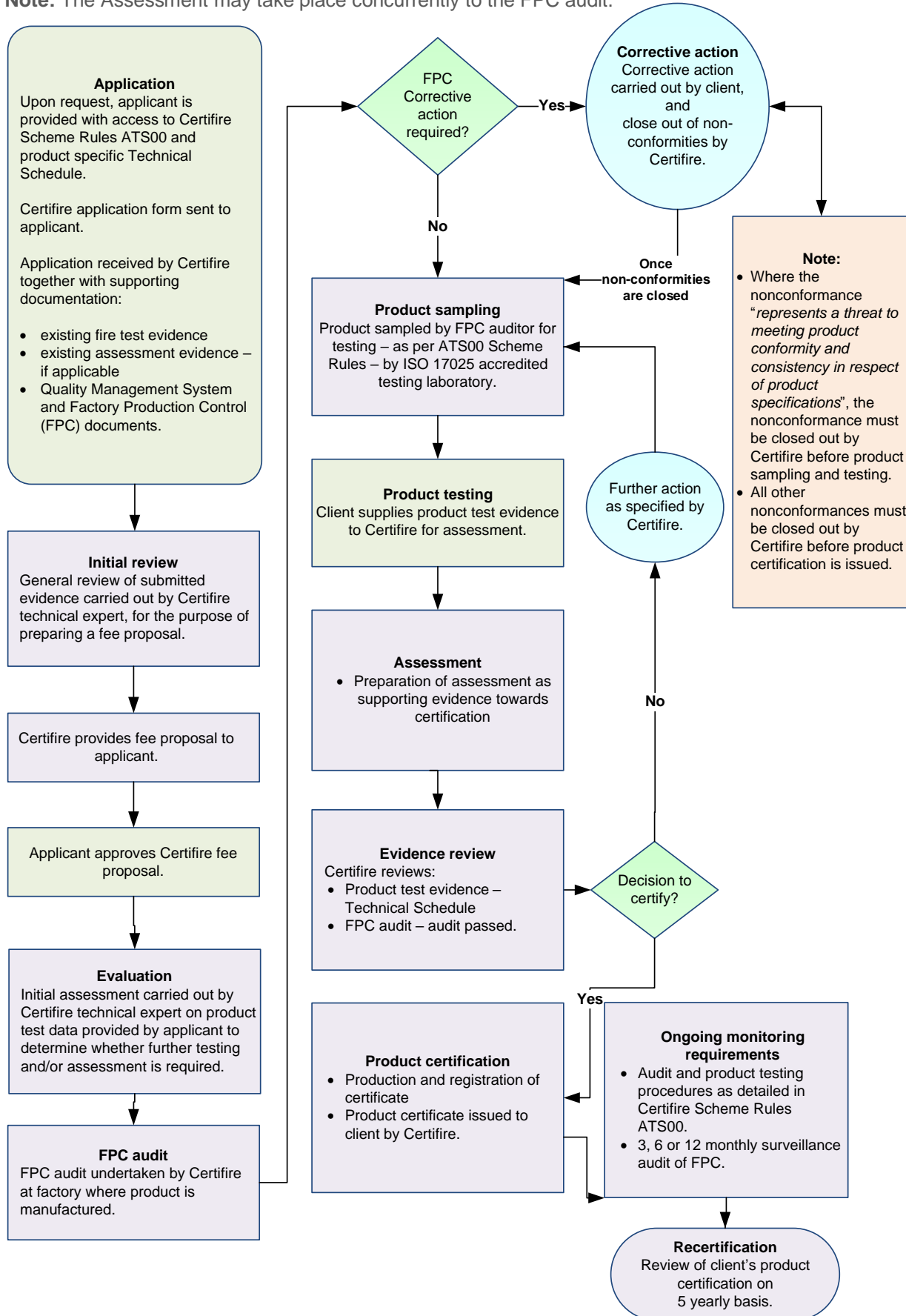
10. Use the Certifire AU scheme mark of conformity in accordance with these scheme rules – ATS00.
11. Ensure the certified product meets, and continues to meet, the requirements on which the certification is based.
12. Comply with Warringtonfire's Certifire AU scheme product re-certification / renewal process.
13. Have, and be able to demonstrate, effective control over the manufacture, quality inspection, testing, packaging, branding, and delivery of a certified product.
14. Always fulfil the product certification requirements – including implementing appropriate changes when they are communicated by Warringtonfire.
15. Make all necessary arrangements for:
  - a. conducting product evaluation and ongoing surveillance – if required
  - b. investigating complaints
  - c. the participation of observers – if applicable.
16. Only make claims about product certification that are consistent with the scope of certification.
17. Not use their product certification in a way that brings Warringtonfire into disrepute and not make any statement about their product certification that Warringtonfire Certification may consider misleading or unauthorised.
18. If providing copies of the product certification to others, reproduce the product certification in its entirety or as specified in the Certifire AU scheme.
19. When making reference to their product certification in communication media, comply with the requirements of Warringtonfire Certification and the Certifire AU scheme.
20. Keep a record of all complaints received about compliance with certification requirements and make these records available to Warringtonfire Certification when requested.
21. Take appropriate action in response to any complaints and any deficiencies found in products that affect compliance with the requirements for product certification, and document the actions taken.
22. Inform Warringtonfire Certification within five working days of any changes that may affect their ability to conform to the certification requirements.

## 1.8 Process for Certifire AU scheme responsibilities – Figure 1



## 1.9 Process for Certifire AU scheme certification – Figure 2

**Note:** The Assessment may take place concurrently to the FPC audit.



## 2. References

<b>BS EN ISO/IEC 17065</b>	General requirements for bodies operating product certification systems.
<b>BS EN ISO/IEC 17067</b>	Conformity assessment. Fundamentals of product certification.
<b>ISO/IEC 17025</b>	General requirements for the competence of testing and calibration laboratories.
<b>ISO 9001</b>	Quality management systems – Requirements.
<b>AS 1530.4</b>	Methods for fire tests on building materials, components and structures. Fire-resistance tests for elements of construction.

## 3. Definitions

<b>Applicant</b>	The organisation – company, partnership, sole trader etc – that is seeking certification within the scheme.
<b>Assessment</b>	The evaluation of data for the purpose of increasing product scope, in accordance with requirements of this document and applicable product specific technical schedules.
<b>Australian technical schedule (ATS)</b>	This is the specification against which products are assessed / tested. They are based on relevant national or international standards to meet the requirements of the jurisdiction in which the product will be used.
<b>Client</b>	<p>Organisation or person responsible to a certification body for ensuring that certification requirements – 4, including product requirements – 5.3, are fulfilled.</p> <p><b>Note:</b> Whenever the term ‘client’ is used in this document, it applies to both the ‘applicant’ and the ‘client’, unless otherwise specified.</p>
<b>Converter / modifier</b>	An organisation – company, partnership, sole trader etc – who takes a Certifire AU certificated product and modifies it within strict guidelines set out by the manufacturer. For example, an ‘aperture and frame’ company that takes a certified door leaf and installs a vision panel into the door leaf in strict accordance with the manufacturer’s test evidence. Such an organisation can hold Certifire AU scheme product certification for modifying door leaves of specified manufacture with the agreement of the manufacturer.
<b>Complaints</b>	<p>Written, electronic or oral communication that alleges:</p> <ul style="list-style-type: none"> <li>Deficiencies related to the identity, quality, durability, reliability, usability, safety or performance of a fire-resistant product that has been released from a manufacturer who has product certification from Warringtonfire Certification.</li> </ul> <p>Any unsatisfactory issues, unprofessional behaviour, and/or lack of objectivity and impartiality concerning product certification activities.</p>

<b>Fire test evidence</b>	Fire test/s conducted at an accredited laboratory – ITT tests – to establish the performance of the product or system.
<b>Independent fire performance assessment</b>	An evaluation of a product or system in accordance with the relevant standards or other relevant documentation performed by an appropriately qualified engineer. The evaluation – in accordance with the assessment principles laid out in any relevant Certifire AU scheme technical schedule – of the proposed changes to the tested specimen will establish that such modifications can with a reasonable degree of certainty be considered to give a fire resistance performance equivalent to that required by the technical schedule when installed.
<b>Initial type test (ITT)</b>	Fire tests – and any other form of testing such as mechanical testing applicable to the particular product as identified in the specific technical schedule – performed on products or materials which have been independently sampled from production or stock and can be linked to an FPC audit to confirm traceability and conformity of manufacture.
<b>Manufacturer</b>	The organisation – company, partnership, sole trader etc – who is responsible for the actual manufacture of the product for which certification is sought.
<b>Pre-production prototype</b>	A product offered for certification by a manufacturer / supplier which is not manufactured under ‘normal production processes’ but has been manufactured as a sample of a product intended to be mass manufactured subject to satisfactory ITT test results and a perceived market need for the product.
<b>Sector liaison panel</b>	A group made up of industry representatives – certificated manufacturers / suppliers, and trade association representatives related to the particular business sector and territory – and Warringtonfire staff.
<b>Supplier</b>	If the supplier is not the manufacturer, the supplier is totally responsible for the control of product conformity and traceability for those certificated products that are placed in the market under the supplier’s name.
<b>The scheme</b>	The Certifire AU scheme covering the certification of fire protection products and systems as described in the scheme’s ATS00 requirements.
<b>Warringtonfire Certification</b>	Warringtonfire Certification as part of Warringtonfire Australia Pty Ltd, is a wholly owned subsidiary of Jensen Hughes Australia Holdings Pty Ltd.
<b>Warringtonfire Australia Pty Ltd</b>	Referred to throughout this manual as Warringtonfire Australia or Warringtonfire.

## 3.1 Acronyms

<b>ATS</b>	Australian technical schedule.
<b>NCC</b>	National Construction Code Volumes One and Two – Building Code of Australia (BCA)
<b>FPC</b>	Factory production control in compliance with ISO 9001.
<b>ITT</b>	Initial type test
<b>NPD</b>	No performance determined
<b>QMS</b>	Quality management system.
<b>Warringtonfire CM</b>	Warringtonfire Certification manager – Australia.

## 4. Scheme general requirements

### 4.1 General

For the certification of a product in accordance with this scheme to be considered, the client organisation must comply with the following requirements.

#### 4.1.1 Fire test evidence

The client must liaise with Warringtonfire to determine the suitable fire test evidence required by the relevant ATS for their product.

#### 4.1.2 Non-fire test evidence

The client must provide any suitable non-fire test evidence that may be required by the ATS. This could be the mechanical or functional performance of the product, unless already identified as part of the ITT requirements for the product.

#### 4.1.3 Installation instructions

The client must provide clear installation instructions about how the product should be used in service.

#### 4.1.4 Technical support

The client must demonstrate the ability to provide technical support for the product – appropriate to the product's purpose and method of use in service – during the FPC audit of the client's facility.

#### 4.1.5 Location of manufacture / origin of product

The client must disclose the location of manufacture of the product and declare whether the product is manufactured by the client or a third party.

#### 4.1.6 ISO 9001 quality management system

The client must provide evidence of their ISO 9001 based QMS, incorporating FPC procedures / routines operating in the manufacturing facility from which the products are manufactured or supplied.

If the client holds ISO 9001 certification issued by a provider who holds NATA or another national accreditation, this should be provided to Warringtonfire. The scope of the ISO 9001 certification must address controls on the manufacture of the product for which Certifire AU scheme certification is sought.

A client's lack of independently awarded ISO 9001 certification will not in itself prevent a client from achieving Certifire AU scheme product certification – provided the client can comply with the requirements set out in section 5.6 of this document.

#### **4.1.7 Classification – fire test data**

##### **Basis of product certification**

Certifire AU scheme product certification is based on AS 1530.4, other relevant Australian test standards and other relevant technical standards. This can result in different classifications. The individual product specific ATS will differentiate between these systems. It is important that manufacturers understand the differences between these systems and generate the appropriate test data to support the approval.

##### **Tests**

For certification to satisfy classifications based on AS 1530.4 or other relevant Australian test standards, tests must normally be conducted in accordance with standards referenced in the appropriate ATS.

##### **Related standards**

Tests conducted in accordance with other standards may also be used to support certification to satisfy Australian classifications. This evidence will be used directly to provide a classification.

## **5. Scheme technical requirements**

### **5.1 Application, review, and fee proposal stage**

#### **5.1.1 Applications for certification**

An application for certification must be made on the Certifire AU application form and will only be considered when formally requested by the completion and submission of this form.

The client must specify, if known, the relevant ATS / technical standard against which certification is sought and the jurisdictions in which the product will be used – the client is to determine acceptability of the certificate in regions other than Australia. If the client is not aware of the relevant ATS / technical standard, they should contact Warringtonfire.

Companies will be required to complete the Certifire AU scheme product certification for the requested product scope within 12 months of submitting their application. Warringtonfire reserves the right to terminate the application of any client that does not progress the certification process within this timescale.

#### **5.1.2 Compliance to ATS**

Compliance with the applicable ATS will be determined by assessing the documentation submitted. The Certification engineer will determine the limits of applicability of the data submitted and identify any additional evidence required.

#### **5.1.3 Additional testing requirements**

Depending on the scope of certification sought – whether a single product or a range of products of differing sizes / configurations – the Certification engineer may discuss additional testing requirements with the client to ensure that the test evidence complies with the specific ITT requirements of the applicable ATS.

#### **5.1.4 Notice of tests being conducted**

Warringtonfire must be informed by the client in advance of any test being conducted that is to be used for certification purposes.



### 5.1.5 Fee proposal

A general review of the submitted evidence will be carried out by a Certifire AU technical expert. This will be carried out in line with the general requirements of the Certifire AU scheme rules, the relevant ATS, the relevant Australian test standard requirements and the desired scope of applicability for the product.

Initial feedback will be provided to the client based on any further documentation required, along with the fee proposal for the desired scope of works. This review is not a comprehensive review of the product towards certification, this will occur at the Initial evaluation stage once project is accepted.

## 5.2 Evaluation stage

### 5.2.1 Initial evaluation

This is the initial evaluation carried out by a Certifire AU technical expert on product test evidence provided by the client. This is carried out to determine whether further sampling, testing and/or technical assessment is required. If further testing is required, this is communicated to the client and a sample of the manufactured product is tested, with the test report provided to Certifire AU for review and included as part of the supporting evidence towards the scope of certification.

### 5.2.2 Sampling of products for ITT testing

When ITTs are conducted, the products will be sampled directly from the production line or from either the manufacturer's or supplier's stock or from a stockist within the market.

Products sampled from stock will only be accepted if documented evidence provided by the client's FPC procedures can confirm the manufacturing details and traceability of the manufactured product in stock to the satisfaction of the Warringtonfire representative.

Preferably, the products will be sampled directly from the production line by Warringtonfire or our appointed independent agent. They will witness the manufacture of the actual samples, where possible, and the manufacturer will provide the internal FPC data for the batch to be tested – ie the tested product must be traceable back to its manufacture. Pre-production sample products may also be subject to this type of sampling where normal production processes are used for manufacturing.

#### Sampling of pre-production prototypes

If the ITT samples supplied by the client are pre-production prototypes that are not produced using normal production processes – ie R & D laboratory or tool room produced – they must be provided with full traceability as to material specification used in the manufacture of the pre-production items. Subject to satisfactory ITT test results, no Certifire AU scheme product certification will be issued until the product is in full production and is readily available in the market.

**Note:** At this time, the manufacturer / supplier will have an FPC visit by Warringtonfire. Provided the FPC visit proves satisfactory and Warringtonfire can verify the compliance of the production materials with those specified as used in the pre-production items, Certifire AU scheme product certification will be issued.

At an agreed period after Certifire AU scheme product certification is granted, the certificated product must be sampled from the market and subjected to a repeat of the original ITT test program at the client's cost. This is to verify that production processes have not affected the prototype product's performance. Unsatisfactory repeat ITT testing results or a failure to comply with this requirement will result in the Certifire AU certificate for the product being suspended until compliance is achieved.

### 5.2.3 Rudimentary FPC inspection

If sampling is done at the production line for a pre-production sample, unless the formal QMS / FPC system assessment audit inspection is completed at the same time as the sampling process, the Warringtonfire representative will undertake a rudimentary FPC inspection related only to the actual product samples. This is to verify that the FPC procedures are effective and address the critical elements of the product's fire resistance and any other critical properties.

## 5.3 Test evidence requirements

### 5.3.1 Submitting fire test evidence

Sufficient fire test evidence must be submitted to cover each application for certification in accordance with the applicable ATS and as determined by the Certification engineer.

### 5.3.2 Fire resistance test program

There is normally no prescribed fire resistance test program to gain certification. For certification covering a wide field of application, it will be necessary to test each specific application required. If it is possible to extrapolate from one application to another, this will be stated within the assessment principles given in the product specific ATS.

### 5.3.3 Testing separating elements

If separating elements are required to be fire resisting from both sides, normally two specimens will be tested – one from each direction – unless the element is fully symmetrical.

### 5.3.4 Production samples

Samples of production products for test must be sampled by Warringtonfire or our appointed agent and an initial FPC inspection will be conducted by Warringtonfire or our appointed agent. Samples for test may be selected during the initial FPC inspection – see sections 5.2 and 5.6 of this document. For pre-production prototype items for test – see sections 5.2 and 5.6 of this document.

### 5.3.5 Testing laboratory

Tests must be carried out at a laboratory recognised by Warringtonfire.

### 5.3.6 Historic test data

Historic test data – ie fire test data produced before the application for certification – may be accepted for certification purposes at the discretion of Warringtonfire. Acceptance by Warringtonfire of such historic data will consider:

1. how the product was initially sampled – eg from production / stock or as a pre-production item
2. how the FPC inspection was carried out
3. the laboratory used – see Introduction item 4 for the definition of an acceptable laboratory
4. the validity date of the test report.

### 5.3.7 Confirmatory testing

In accepting historic data, Warringtonfire may require confirmatory testing to be carried out.

### 5.3.8 Audit test regime

The audit test regime will be determined by the product specific ATS. The certification engineer will take account of the product range variation covered by certification when confirming an audit test program with the certificate holder.

### 5.3.9 No performance determined (NPD)

A claim of no performance determined (NPD) for fire resistance characteristics is not possible for the Certifire AU scheme product certification of a product with a fire-resistant purpose.

## 5.4 Non-fire performance requirements

### 5.4.1 Testing of non-fire characteristics

In addition to requirements for fire testing, individual ATSs prescribe testing of non-fire characteristics. These are not only those that affect fire performance but any that affect a product's fitness for purpose for its end use. This may include some or all the following characteristics:

1. hygiene health and the environment
2. safety in use
3. protection against noise
4. energy economy and heat retention
5. serviceability, including durability.

### 5.4.2 Acceptance of test evidence

Test evidence must be sufficient to cover the required applications and exposure conditions. Acceptance of test evidence is at the discretion of Warringtonfire, and we will take into account the criticality of each of the characteristics in relation to the fire performance of the product.

### 5.4.3 Identification of characteristics for NPD claim

The applicable ATS will identify the characteristics for which an NPD claim is permitted.

## 5.5 Assessment principles

### 5.5.1 Competency to conduct assessment

Only personnel appointed by Warringtonfire as competent to conduct such work and listed in the Warringtonfire competency matrix will be able to conduct the assessment.

### 5.5.2 Assessment guide

Assessment of the product will be in accordance with the assessment principles laid out in the relevant product specific Certifire AU technical schedule and will be based on information derived from relevant tests. Appropriately qualified engineers will also be able to expand the scope of the technical schedules based on their relevant experience and expertise with the product being assessed.

### 5.5.3 Assessment report

The assessment report will determine the scope of acceptability of the product in line with the specific technical requirements of the applicable ATS based on available test evidence.

### 5.5.4 Direct application of test evidence

Direct application of the test evidence – via assessment – to other products within the same 'family' is permitted within the scope of the applicable ATS.

## 5.6 Factory production control audit / ISO 9001 certification verification

### 5.6.1 FPC / QMS verification audit

In parallel with the evaluation / testing activities detailed in sections 5.2 and 5.3, Warringtonfire will also conduct an FPC / QMS verification audit of the client supplier's / manufacturer's facilities. This is to establish that there are adequate controls on the manufacture of the product to maintain traceability and conformity of manufacture. The details of the manufacturing process will be covered by an independent audit and surveillance of the FPC operated by the manufacturer.

Product certification under the requirements of the Certifire AU scheme is conditional on the client having a QMS that satisfies the requirements of ISO 9001. It must incorporate FPC processes / procedures that ensure product traceability and conformity or at least have an effective FPC system that will ensure product conformity before certification – see requirement details below.

Any client holding an ISO 9001 QMS certification to the latest standard with a relevant accredited certification body will be accepted by Warringtonfire as meeting the Certifire AU quality system requirements. It will only be the client's FPC that will be assessed by Warringtonfire to verify its effectiveness. After successful certification, the client will be subject to annual surveillance visits of their FPC.

If a client operates a QMS complying with ISO 9001 – but not independently certificated by an accredited certification body – Warringtonfire will assess its effectiveness as well as the client's FPC. After successful certification, the client will be subject to more frequent and more comprehensive surveillance visits – typically each 6 months.

In addition to FPC requirements, the system must address the following requirements:

1. internal audits
2. formal management reviews
3. customer complaints
4. customer satisfaction
5. corrective / preventive actions
6. continuous improvement procedures.

## 5.6.2 Compliance of the FPC

Warringtonfire has produced product family specific FPC checklists which are provided as appendices to the applicable ATS. They focus on the control of manufacture of the actual product and concentrate on critical features of the product and how the manufacturing controls ensure that these features are maintained by consistent manufacture.

Typically, an FPC system should include the following elements:

1. Control of purchasing – including supplier assessment and purchase order details.
2. Control of raw material and component inspection, storage and identification and traceability through the production process – as may be applicable.
3. Control of documentation related to the production process, including formulation sheets, design drawings, production specifications – as may be applicable, manufacturing / production work instructions / procedures, inspection criteria including final inspection and labelling / packaging, assembly / installation instructions etc.
4. Identification and traceability throughout the manufacturing process – batch numbering, product identification numbering as applicable – up to first point of sale.
5. Inspection and testing of the product throughout the manufacturing process as appropriate to confirm critical features of the product with pre-determined criteria and to ensure product conformity, including the maintenance of records of such inspections up to and including product release.
6. Calibration of monitoring, measuring and inspection equipment, including records of same.
7. Maintenance of production equipment to ensure product conformity, including records of same.
8. Training records for staff involved in the development, manufacture, inspection and packaging of the product under certification.

The product specific ATS may also include specific requirements related to a client's FPC system which are known by Warringtonfire to be critical to the conformity and fire-resistant properties of certain types of products. These should be taken into account in addition to the generic requirements set out in this document.

These FPC audits will be done by Warringtonfire approved personnel or by agents of Warringtonfire who have been deemed competent by Warringtonfire to do such audits.

### 5.6.3 FPC regime

If the requirements outlined in 5.6.1 are not available, the FPC regime will be agreed between Warringtonfire and the manufacturer to ensure consistency of production and supply with traceability – so that confidence in the continuing performance of the certificated product is maintained. The FPC will be audited as detailed in section 5.6.2.

### 5.6.4 Scope of audits

#### 5.6.4.1 Verification of ISO 9001 certification

For clients complying with section 5.6.1, during the FPC audit Warringtonfire will verify that the ISO 9001 certification is valid, covers the scope of the products being assessed, and is fully implemented and maintained by the provider. Warringtonfire will highlight in the FPC audit reports any situation where the ISO 9001 certification provider has suspended or withdrawn certification from the client. This may affect the issue of and maintenance of Certifire AU scheme product certification if the reasons for the withdrawal relate to failings in FPC related aspects of the client's QMS.

#### 5.6.4.2 Verification of uncertified ISO 9001 management systems

For clients complying with section 5.6.1, during the FPC audit Warringtonfire will extend the scope of the audit beyond the FPC activities to assess the effectiveness of the client's QMS – as by not holding ISO 9001 certification of their QMS the client does not have an independent certification body to do this.

### 5.6.5 Auditing FPC procedures

The FPC procedures at each location manufacturing the product must be audited by Warringtonfire before any certification is awarded. Note that if an additional product is to be manufactured at a location where the manufacturing of products is already certificated, this may not be required.

### 5.6.6 Marking / labelling

The FPC audit will focus on the correct marking and labelling of the product. Requirements for marking and labelling Certifire AU certificated products are detailed within the applicable ATS. Compliance with these specific requirements will be checked as will the traceability of marked and labelled products through records.

### 5.6.7 Audit frequency

After the initial audit, surveillance of the FPC will be done in accordance with the frequency set out below.

#### 5.6.7.1 Surveillance frequency – ISO 9001 certified organisation

If the client operates an FPC system supported by a certificated ISO 9001 QMS complying with section 5.6.1, they will have FPC surveillance visits from Warringtonfire on a 12 monthly basis.

#### 5.6.7.2 Surveillance frequency – ISO 9001 non-certified organisation

If the client operates a non-certificated ISO 9001 based QMS in addition to an FPC system and as Warringtonfire are the only auditors who externally assess the clients FPC and QMS, the surveillance visits will be on a 6 monthly basis from the award of Certifire AU scheme product certification – unless otherwise specified by Warringtonfire.

#### 5.6.7.3 Surveillance frequency – organisation with no ISO 9001 QMS

If the client operates an FPC system without the support of an ISO 9001 QMS – and provided the FPC system is assessed by Warringtonfire as effective and comprehensive enough to verify the conformity of product in accordance with those sampled for initial type testing – the surveillance visits will be on a 3 or 4 monthly basis.

#### 5.6.7.4 Increased / decreased duration of FPC audits

Warringtonfire reserves the right to increase or decrease the duration of FPC audits depending on any expansion in the scope of certification – such as Certifire AU scheme product certification being obtained for more products – or any reduction in scope such as the client withdrawing products from the certificated range.

For companies described in 5.6.7.2 and 5.6.7.3, the actual ongoing frequency for QMS / FPC surveillance – 6 months and 3 or 4 months respectively – may be reduced after a number of visits have confirmed satisfactory results. In these cases, Warringtonfire will agree a revised frequency with the client and will confirm this in writing. If unsatisfactory findings are recorded in later surveillance visits, Warringtonfire reserves the right to increase the frequency of surveillance visits as a result.

#### 5.6.7.5 Witnessing FPC audits by accreditation body

The Certifire AU scheme accrediting body requires that Warringtonfire has arrangements in place with the client, making it a condition of service that:

1. Accrediting body assessors are entitled to attend FPC audits to witness the application of FPC audit procedures by Certifire AU scheme auditors.
2. Accrediting body assessors are entitled to conduct validation visits of the client's system if Warringtonfire fails to show cause if challenged over our performance against relevant accreditation criteria.

Clients must accept these arrangements if they proceed to engage Warringtonfire for the certification of fire protection products under the Certifire AU scheme.

#### 5.6.7.6 Supplier certification for products manufactured by others

If product suppliers hold Certifire AU scheme product certification for products they supply to the market which are manufactured by others, the extent and frequency of the FPC visits will be determined by Warringtonfire and the actual input of the supplier to the product. For example:

1. A supplier who assembles the end product from components / materials manufactured by others and packages and marks the product in their 'own brand' will be treated as a manufacturer.
2. A supplier who repackages / re-labels products under an 'own branding' agreement will be treated as a manufacturer.
3. A supplier who merely stocks products but does not re-label them will be treated as a stockist, and the FPC inspection will purely focus on traceability and the manufacturer's storage and supply conditions being observed.

#### 5.6.8 FPC audit report information

The following definitions, disclaimers, qualifications, etc is included within the FPC audit report template, and accordingly is made available to clients each time they are audited.

##### 5.6.8.1 Compliance – qualification and disclaimer statement

The organisation being audited should note that this Audit Report is a result of the Factory production control (FPC) audit observations and the information provided by the persons interviewed during the audit. It must be seen as conveying a 'snapshot' of the operation, as observed by, and related to, the auditor on the day/s of audit. Consequently, the information documented in this FPC audit report may not necessarily be fully representative of the product manufacturing practices and procedures implemented by the organisation in all areas / jurisdictions. The auditor does not guarantee that this FPC audit report identifies all potential product compliance risks and all measures which may be required to eliminate, or manage, those risks in the context of the Production certification quality manual.

##### 5.6.8.2 Confidentiality

Warringtonfire Certification agrees to maintain strict arrangements to safeguard the confidentiality of the information obtained, or created, during the performance of audit activities at all levels of its structure, including committees and external bodies or individuals acting on its behalf. Information about any organisation or individual will not be disclosed to a third party without the written consent of the client or individual concerned. Where Warringtonfire Certification is required by law to release confidential information to a third party, the client or individual concerned shall, unless regulated by law or requested by the accreditation body, be notified in advance of the information provided. Warringtonfire Certification maintains a Confidentiality Policy and appropriate procedures to ensure the confidentiality of all client information.

### 5.6.8.3 Non-compliance / non-conformance

As a result of the assessment of the Factory production control (FPC) audit and the Warringtonfire Certification – Product certification quality manual, non-compliance / non-conformance issues may be raised, as deemed appropriate by the auditor. A non-compliance / non-conformance includes, but is not necessarily limited to:

1. deficiencies that represent a threat to meeting product conformity and consistency in respect of product specifications, product process/es, Certifire AU scheme rules and/or Certifire AU technical schedule/s requirements.
2. loss of key personnel affecting the production management, supervision, or quality control capability of the organisation.
3. large increases in the volume of production activity, which is not well managed affecting product conformity and consistency in respect of product specifications.
4. complaints against the organisation concerning product non-compliance / non-conformity with specifications.
5. failure to resolve complaints regarding product conformity.
6. failure to provide records of complaints or access to the organisation's complaints manager.
7. fails to maintain a complaints system, suppresses, or conceals records of complaints, or fails to abide by any direction from Warringtonfire Certification regarding a valid complaint.
8. failure to resolve non-compliance / non-conformity corrective action.
9. failure to provide access to organisational records, including internal and external audit reports of the organisations QMS, and/or
10. any deceptive or misleading marketing or advertising claims regarding a product.

Non-compliance / non-conformities are classified as either:

Audit classification	Description	Risk significance
Major non-conformity	A quality system failure	Calls into question the credibility of the organisation to operate within its product production quality – consistency and conformity – process and procedures. Timely corrective action by the client is required – see below for timeframe for taking and close-out of corrective action.
Minor non-conformity	A single isolated lapse against an element of the relevant quality system criteria	Calls into question the level of effort applied by a client to the maintenance of its product production quality – consistency and conformity – process and procedures. Corrective action by the client is required – see below for timeframe for taking and close-out of corrective action.

### 5.6.8.4 Management of corrective action

The organisation audited is expected to take prompt action, to the satisfaction of Warringtonfire Certification, to correct any non-compliance / non-conformity identified by the audit activities undertaken by Warringtonfire Certification, or established through any complaint made to Warringtonfire Certification, or JASANZ.

The corrections and corrective actions in response to non-compliance / non-conformity are the sole responsibility of the organisation that was audited, not Warringtonfire Certification. Warringtonfire Certification will not prescribe solutions for any non-compliance / non-conformity. As a matter of course Warringtonfire Certification expects that any corrective action will address:

1. the immediate cause of the non-conformity
2. root cause of any non-conformity
3. corrective action to limit the risk of recurrence.

Warringtonfire Certification will provide a detailed non-conformance report and request the client to complete a detailed correction and corrective action plan, including proposed timeframes for effective implementation of the actions. Warringtonfire Certification will notify the client in writing that the product certification is suspended until all non-conformances can be successfully closed.

For any minor non-compliances raised during the FPC audit, the client must submit the corrective action plan to Warringtonfire Certification scheme administration within 14 days of receipt of the FPC audit report, with close-out verified at the next surveillance audit.

For all major non-compliances / non-conformities, the client has a maximum of 30 days from the last day of the FPC audit to provide evidence of effective corrective action having been taken. Verification by Certifire AU scheme administration may require an on-site visit, or a desktop review of client submitted documents, depending on the seriousness / risk of the non-conformance. Until successful verification that effective corrective actions have been taken, the status of the organisation's certification will remain as suspended.

During the initial product certification, failure to effectively close-out a non-conformance, within 30 days from the last day of the FPC audit, will trigger a repeat FPC Audit. Follow-up activities will incur additional fees.

If, following on-going surveillance audits and/or recertification, Warringtonfire Certification cannot effectively verify the actions within 30 days from the last day of the FPC audit, the client's existing product certification will be withdrawn / cancelled, and JASANZ notified.

#### **5.6.8.5 Observations and improvement opportunities**

Observations and improvement opportunities may be identified where compliance to the requirements of the quality criteria may be at risk, and where the organisation is required to investigate potential for improvement action and in some cases implement improved risk controls and preventative actions.

Any observations or improvement opportunities raised during FPC audits will be verified at the next surveillance audit.

#### **5.6.8.6 Conflict of interest**

In preparing this report the Warringtonfire Certification FPC auditor confirms that they do not have a conflict of interest with the organisation being assessed. Impartiality policy and procedures are documented in the Warringtonfire Certification – Product certification quality manual, and a [Declaration register](#) is also maintained, which is signed by all FPC auditors representing Warringtonfire Certification.

#### **5.6.8.7 Complaints and appeals**

Warringtonfire Certification has in place a documented complaints and appeals process. Where there is any disagreement with the content of the FPC audit report, the conduct of the assessor, or the assessment process in general, clients are encouraged to contact the Certification manager or Certifire AU scheme administration by email, or by telephone.

#### **5.6.8.8 Notice of changes**

Warringtonfire Certification requires that clients inform Certifire AU scheme administration by email, and without delay, of any significant changes to or events affecting the certified product, or a product to be certified. Warringtonfire Certification also requires that clients inform the FPC auditor, at the time of the initial FPC audit, or surveillance, or recertification assessment visits, of any product complaints by their customers or by third parties.

## **5.7 Issue of Certifire AU scheme product certification / Certifire AU register entry**

### **5.7.1 Outcome of application**

After completing the assessment, Warringtonfire will advise the client of the outcome of their application. If this has been successful, a certificate will be issued clearly stating the scope and limitations of the certification. The Certifire AU certificate will be issued to be valid for 5 years from the date of issue – assuming Certifire AU scheme requirements are maintained by the client.



If Warringtonfire assesses that certification is inappropriate, we will inform the client giving the reasons for this non-acceptance.

### 5.7.2 Scope of certification for the product

The scope of certification for the product will be in the Certifire AU certificate of approval and associated documents and will be entered into the Certifire AU register of approved products. The certificate will indicate the acceptable applications of the product, the fire resistance period and the duty of use. It will also state, as applicable, the maximum sizes of product for the different configurations by an appropriate description or code or a matrix given in the relevant appendix of the applicable ATS.

### 5.7.3 Design variations

The certificate will identify any variations to the design of the product detailed. It will also identify the field of application and the basis of the certification being granted, together with any limitations on use of the product.

### 5.7.4 Multiple products

A Certifire AU certificate will not be issued with multiple products identified on it that are from different product families. One product family = one certificate.

### 5.7.5 Same product family

Certifire AU certificates may be issued for products that are covered by different Certifire AU ATs provided the products are all of the same product family. One product family = one certificate.

## 5.8 Labelling, marking and conformity

### 5.8.1 Labelling requirements

The requirements for labelling and marking the product and the conformity of its manufacture are in the product specific ATS. These must be strictly adhered to for Certifire AU scheme product certification to be granted and maintained.

## 5.9 Audit procedures / ongoing surveillance

### 5.9.1 Audit procedures

It is a principle of the Certifire AU scheme that audit procedures are in place to evaluate finished product in the market. The specific requirements for each product type are given in the applicable product specific ATS. These may include periodic testing of products sampled by Warringtonfire from the market or from the factory. Sampling procedures for ongoing surveillance testing will be in full accordance with those set out in section 5.2.

### 5.9.2 Audit of factory

The factory where the certificated product is made will be subjected to an FPC audit conducted by Warringtonfire – as detailed in section 5.6.7.

The FPC surveillance audit will focus on the controls that ensure the conformity of the manufacture of the product as presented to Warringtonfire for initial certification. If a Certifire AU technical specification exists, the surveillance will include the requirements from that specification.

### 5.9.3 Surveillance audits

Surveillance audit tests will be conducted in accordance with the same standards as those used for the ITT tests during the product's initial certification. The precise design, size and configuration will be as agreed by Warringtonfire but related to the original test program. Fire resistance tests conducted for other purposes may be accepted in lieu of audit tests at Warringtonfire's discretion. Failure to comply with the surveillance audit test requirements for the certificated product will result in the immediate suspension of certification until the testing has been successfully carried out.

## 5.9.4 Specific audit / test inspection requirements

The specific audit test / inspection requirements for the specific product are given in the product specific ATS.

## 5.10 Consequences of surveillance audit test failure

### 5.10.1 Audit test failures

Any audit test failures must be investigated immediately by the manufacturer and corrective action agreed with Warringtonfire. Depending on the scale of failure, certification may be suspended. Product recalls or press announcements may also be appropriate. The action necessary will be determined by Warringtonfire in consultation with the client – certificate holder – and will be appropriate to the specific situation.

## 5.11 Non-compliance with Certifire AU requirements

### 5.11.1 Non-compliance reports and remedial / corrective actions

The consequences of deficiencies discovered during FPC audits will normally result in the issue of non-compliance reports – as detailed in section 5.6.8. Remedial / corrective actions will be agreed, appropriate to the severity of the non-compliance.

### 5.11.2 Failure to address corrective action

Failure to address corrective action on a major non-compliance within the agreed timescale will result in the certification being suspended until such corrective action has been taken and verified by Warringtonfire. Unless the corrective action is then addressed, the suspended certificate will be withdrawn.

### 5.11.3 Access to conduct FPC audits

Failure to facilitate the access of Warringtonfire to conduct FPC audits at the manufacturing facility at the required frequency will result in the suspension or withdrawal of certification.

It is also a condition of service that:

- JASANZ assessors are entitled to attend audits for the purpose of witnessing the application of Warringtonfire Certification's procedures by its auditors
- JASANZ assessors are entitled to conduct validation visits of the client's system in the event that Warringtonfire Certification fails to show cause if challenged over its performance against the accreditation criteria.

## 5.12 Sanctions for failing to comply with Certifire AU scheme rules

### 5.12.1 Failure to comply with marking and labelling requirements

Failure to comply with the marking and labelling requirements set out in Appendix A will result in suspension of the certification until the product labelling, literature, catalogue and web site pages are corrected.

### 5.12.2 Misuse of Certifire AU mark / logo

Persistent misuse of the Certifire AU mark / logo will result in a suspension of certification for a period of time set by Warringtonfire. We will take into account previous misuses in determining the period of suspension up to a maximum period of 12 months.

### 5.12.3 Uncertified supplier companies

Certificated companies found sourcing products from a manufacturing location unknown to Warringtonfire while continuing to claim Certifire AU scheme product certification – without notifying Warringtonfire of the change in manufacturer – will result in the immediate suspension of all certifications held by the client. This suspension may be applied for up to 36 months or the certification may be terminated. It will also affect any certificate holder who relies on the suspended certificated client to provide their certificated product.

#### 5.12.4 Marking of uncertified products

Certifire AU certificated companies who are found to be marking products that have not been subject to the Certifire AU scheme product certification process will be subject to the immediate suspension of all certifications held by the manufacturer / supplier. This suspension may be applied for up to 36 months.

#### 5.12.5 Litigation

Companies found to be marking products with Certifire AU markings who are not known to Warringtonfire and whose products have not been the subject of Certifire AU scheme product certification will be subject to legal action implemented by Warringtonfire on the basis of 'passing off'.

### 5.13 Declaration of changes to certificated products

#### 5.13.1 Notification of changes to products

The client holding the Certifire AU scheme product certification is responsible for formally notifying Warringtonfire of any changes made to certified products. This is so that Warringtonfire may review the changes and decide on any re-evaluation or re-test requirements to establish if the changes have affected the product's performance. The client must notify Warringtonfire immediately if any such changes are implemented.

## 6. Scheme regulations – Certification issued from Australia only

### 6.1 Technical requirements

The technical requirements of the scheme are given in section 4 of this document.

### 6.2 Nominated representative

Clients and certificated companies must nominate a representative – and, if appropriate, one or more deputies authorised to act in the main nominee's absence – who will be responsible for all matters relating to their Certifire AU scheme product certification. All communications between Warringtonfire and the client will be sent to this representative.

### 6.3 Free access to facilities

Clients and certificated companies are responsible for allowing Warringtonfire free access to their offices and factories during normal working hours to conduct initial, surveillance and annual audits and inspections. They must also provide information and facilities as may reasonably be required by Warringtonfire.

### 6.4 Changes to certified products

The client will be responsible for notifying Warringtonfire of any changes to the certified product – as detailed in section 5.13.

### 6.5 Use of Certifire AU mark

Certificated companies will be permitted to use the Certifire AU mark in accordance with the requirements given in Appendix A of this document. Any promotional material using the Certifire AU mark must first be submitted to Warringtonfire for approval. If Warringtonfire considers the wording or illustration to be misleading in any way, the certificated client must amend the material to the satisfaction of Warringtonfire. The certificated client's right to use the mark is not transferable.

### 6.6 Unsubstantiated performance claims

A certificated client must not make performance claims for their certificated products which cannot be substantiated by the product certification process.

## 6.7 ‘Good faith’ manufacturing and marketing

A client with certificated products must conduct their business in ‘good faith’ in respect of the manufacturing and marketing for the products for which they hold Certifire AU scheme product certification. They must also comply with the requirements of the Certifire AU scheme as described in this document and any future revisions.

## 6.8 Termination, suspension, withdrawal or scope reduction of certification

A certificated client may terminate the certification of its products by notifying Warringtonfire in writing. A minimum of three months’ notice of termination must be given. After termination by the certificated client or by Warringtonfire, the client must discontinue the use of both the Certifire AU mark and all claims of certification under the scheme. No further fees will be due from the date of termination, except for any unpaid fees accruing from before the date of termination. No fees already paid will be refunded. During the period of notice of termination, the client must continue to comply fully with the scheme requirements.

If certification is terminated, suspended or withdrawn, Warringtonfire Certification will make all necessary modifications to formal certification documents, public information, authorisations for use of marks, etc, in order to ensure it provides no indication that the product continues to be certified.

If a scope of certification is reduced, Warringtonfire Certification will make all necessary modifications to formal certification documents, public information, authorisations for use of marks, etc, in order to ensure the reduced scope of certification is clearly communicated to the client and clearly specified in certification documentation and public information.

## 6.9 Revoke, amend, refuse to grant, renew or extend certification

Warringtonfire may – at our discretion – revoke, amend, refuse to grant, renew or extend certification if a certificated client fails to comply with the provisions of these requirements, becomes subject to the bankruptcy laws, enters into liquidation, or is convicted of any offence tending to discredit its bona fides. Warringtonfire will communicate this decision and the grounds for it to the certificated client in writing.

## 6.10 Annual reassessment of certification

Certifire AU scheme product certification will be re-assessed on an annual ongoing basis via the FPC audit, with certificates valid for 5 years from the date of issue.

## 6.11 Fees

The Certifire AU scheme fee schedule is outlined in Appendix B of this document. Specific fee proposals related to the client’s certification requirements are available on request. Failure to pay fees within the specified time will render a certificated client liable to having their certification revoked.

## 6.12 Complaints from a third party

Warringtonfire will investigate any complaint against a certificated client, or its certificated products received from a third party about the certificated client’s performance in respect of the scheme requirements. Warringtonfire will, at our discretion, notify the certificated client of these complaints so that corrective actions can be agreed and implemented.

## 6.13 Your cooperation during the certification process

In order for us to complete our work effectively:

1. you will need to supply the necessary information about your business upon request, such as your organisational structure and scope of your management system
2. we require close cooperation with you and your team to enable our auditor to meet the requirements of certification

3. you will allow access to an accreditation body's representative/s, upon request, to witness how we perform the certification assessment.

## 6.14 Certification outputs and limitations

You will receive a certification audit report and a recommendation by the auditor on whether certification should be granted or maintained. A certificate for each ISO standard audited will be issued once all nonconformances are rectified by you and accepted by Warringtonfire Certification.

The audit report content and any information provided by us is based on the best efforts, experience and knowledge of our auditor/s.

The deliverables and advice provided by us is not a legal opinion. We don't employ lawyers and will not provide a legal opinion or anything that should be considered as a legal opinion.

## 6.15 Use of certification marks and accreditation symbols

Warringtonfire Certification's certification marks must only be used in a way that accurately reflects the Scope of Certification, such as sites and locations covered by the certification and management systems certified. You must not use our certification mark or an accreditation symbol in a way that could be misinterpreted as endorsing a product (such as inferring a product Certification), or validating laboratory tests, calibration or inspection reports, or in any other way that suggests a JASANZ or government authorisation or endorsement. Also, accreditation symbols must not be used in the absence of Warringtonfire Certification's logo and yours, or in any other misleading or ambiguous way.

## 6.16 Certification status and misuse of marks and symbols

You agree:

1. to not make any misleading or ambiguous statements with regard to your certification status, nor imply that your management system Certification endorses or certifies a product or service, through any medium such as communications, advertising or marketing.
2. to amend, or withdraw advertising, or marketing material as required, if your certification scope is reduced, or your certificate is withdrawn, or suspended.
3. not to use your Certification in such a manner that would bring Warringtonfire Certification and/or the certification system into disrepute and lose public trust.

## 6.17 Changes to certification scheme requirements

We agree to give no less than 90 days' notice of changes to our requirements for Certification that affect you, including changes to these Warringtonfire Certification ISO management system scheme requirements.

You agree to comply with Warringtonfire Certification's ISO management system scheme requirement, including changes to certification requirements and to allow Warringtonfire Certification access to verify your compliance.

## 6.18 Confidentiality

All information accessed during a project will remain confidential and only be disclosed to authorised parties with your approval.

All certification outputs will remain confidential and will only be disclosed to authorised parties with your approval, except where accreditation obligations require information to be shared with JASANZ or made publicly available as required by law.

We expect you to afford us the same confidentiality, particularly with respect to certification methodology and other trade secrets.

## 6.19 Intellectual property

All information, documentation, methodology and other resources used in the certification process shall remain our property and cannot be used by any party other than you as our client. Intellectual property cannot be resold, traded or passed on by you to any other party without our written consent.

## 6.20 Changes to client sites and offices

Warringtonfire Certification will maintain a record of your certified sites and offices. You must inform us of any site or office closures or changes that are within the scope of your certification as soon as is practicable. Failure to do so is considered a misuse of certification and may result in suspension or withdrawal of your certification.

The certification agreement extends to all sites and subsidiaries included within the Scope of your Certification and all sites and subsidiaries that apply for certification.

## 6.21 Notification of significant events

You must inform Warringtonfire Certification without delay of any significant events. This includes, but is not limited to:

1. changes to legal, commercial or ownership status of your business
2. change of address for any site
3. change of scope of operations under management system certified
4. major changes to the management system or to managerial roles.

Warringtonfire Certification may conduct an additional audit at your expense or take any other action it deems necessary in such a case, including suspension or cancellation of a certificate.

## 6.22 Postponement or cancellation of audit

All postponements must be agreed by both parties. Any postponement occurring within ten (10) working days of a scheduled audit date will incur a cost of up to 50% of the total audit cost. Any non-refundable or transferrable travel and accommodation costs will be payable by you, in full.

## 6.23 Termination of certification agreement

Written notice is required for either party to terminate this agreement. In addition, should the termination occur within ten (10) working days of a scheduled audit, the cancellation of audit provisions of shall apply.

## 6.24 Suspension or withdrawal

Warringtonfire Certification holds the certification process in the highest regard, but with the privilege of awarding certification comes the responsibility of suspending and/or withdrawing it when the required certification standards and conditions are not complied with. Decisions to do so are not taken lightly and we have provided the following information to clearly explain the processes and procedures involved.

### 6.24.1 Why could my certification be suspended?

Under accreditation rules, there are various circumstances that could lead to the suspension of your Certification, such as the following:

1. your management system has persistently, or seriously failed to meet the requirements of the standard and/or Warringtonfire Certification scheme requirements
2. you commit a serious breach of the Warringtonfire Certification's certification conditions and/or scheme requirements, that is not remedied in a timely manner
3. you do not allow audits to be conducted at the required frequencies
4. you request a voluntarily suspension of your certification

5. a major nonconformance is raised.

If a major nonconformance is raised, you have a 30 day window to address the nonconformance and have the corrective actions verified and closed out. Until the nonconformance is closed, the status of the certification will remain as 'suspended' – assuming the nonconformance has resulted in temporary suspension of the certification in the first place. Please note that a major nonconformance may be raised if Warringtonfire Certification receives external evidence that a major failure in compliance has occurred. This may occur at any time, not just during a scheduled audit.

Failure to correct the cause of suspension within 6 months shall result in Warringtonfire Certification withdrawing or reducing the scope of your certification or taking any further action it deems necessary.

### 6.24.2 How can my certification be reinstated?

In the case of a major nonconformance, when we are satisfied that a major nonconformance has been addressed, the major nonconformance can be closed or downgraded. When this happens, the status of the certification immediately goes back to normal, meaning any temporary suspension is removed (assuming the nonconformance resulted in temporary suspension of the certification in the first place).

### 6.24.3 Why could my certification be withdrawn?

As a certified organisation, you may withdraw or have your certification withdrawn, in these two circumstances:

1. Voluntary withdrawal – you may decide that your organisation no longer requires certification, in which case you can make a formal request for withdrawal of the certification.
2. Withdrawal by the certification body – Warringtonfire Certification withdraws your certification for justifiable reasons such as:
  - a. failure to arrange an audit in the appropriate timeframe
  - b. non-payment of invoices
  - c. failure to address major nonconformances in a timely manner.

## 6.25 Certification scheme conditions - period of validity

These Certification guidelines are subject to change with 90 days' notice by Warringtonfire Certification.

## 6.26 Our insurance

Warringtonfire Certification Pty Limited maintains both Public Liability Insurance and Professional Indemnity Insurance policies, for which copies of certificates of currency can be provided to you upon request.

## 6.27 Our liability

To the maximum extent permitted by law our liability, in aggregate, any claims made against Warringtonfire Certification Pty Limited will be limited to the fees payable within the quotation/proposal/agreement.

We will not be liable for consequential losses.

If we are not able to limit our liability to the fees payable within the quotation/proposal/agreement, our liability to you will be limited to re-supply of services.

You will release us, our employees, agents, auditors and servants, from all liability to you one year after the cessation of any Certification made to you by Warringtonfire Certification.

You will indemnify us from any claim by, or liability to, a third party associated with the delivery of Certification services, including the costs of defending or settling such a claim.

## 6.28 Legal jurisdiction

This Agreement shall be assessed and interpreted under the laws of Victoria, Australia. Both parties submit entirely to the jurisdiction of the Victorian courts of law and non-exclusive jurisdiction.

## 7. Complaints

### 7.1 Complaints procedure – Warringtonfire

This clause covers the case of a client with certificated products complaining about the conduct of Warringtonfire staff or the decisions taken by Warringtonfire related to the client's activities covered by this document, and complaints related to the operation of the Certifire AU scheme.

#### 7.1.1 Directing a complaint

Complaints should be made in writing and sent to the Warringtonfire CM, Warringtonfire Certification, Unit 1 409-411 Hammond Road, Dandenong South, Victoria 3175, Australia. Alternatively, complaints can be sent via email to the Warringtonfire CM. All complaints received by Warringtonfire will be investigated and actions taken where appropriate.

#### 7.1.2 Receiving a complaint

After receiving a complaint, it will be logged on the date of receipt and reviewed by Warringtonfire at the earliest opportunity.

#### 7.1.3 Investigating a complaint

The Warringtonfire CM will investigate the complaint. This may involve discussions with relevant Warringtonfire Certification staff or a third party to establish the basis for and background to the complaint. If the complaint is not confidential – one that can be aired in the presence of others who may have similar concerns – it may be discussed at a Warringtonfire sector liaison meeting. In this case, the complainant will be advised of the complaint's inclusion on the agenda of the next liaison meeting and the proposed date of that meeting.

#### 7.1.4 Validity / justification of complaint

After investigating a complaint, the Warringtonfire CM will be responsible for deciding whether or not the complaint is valid or justified.

#### 7.1.5 Valid complaints

If the complaint is valid, the Warringtonfire CM will initiate corrective action to address the complaint and notify the complainant in writing of the action taken or to be implemented. The Warringtonfire CM is also responsible for reviewing the action taken to ensure it is working to prevent a recurrence of the issue complained about.

#### 7.1.6 Invalid complaints

If the complaint is not justified, the Warringtonfire CM will notify the complainant in writing of this decision. The complainant will be offered the option to appeal against the decision. The appeals procedure would then be followed if the complainant decided to appeal the decision.

## 7.2 Appeals procedure

Clients and certificated manufacturers have the right of appeal against any decision made by Warringtonfire about their application for certification or the termination of their product certification.

### 7.2.1 Notice of appeal

Notice of an appeal must be made in writing and addressed to the Warringtonfire CM, Warringtonfire Certification, 409-411 Hammond Road, Dandenong South, Victoria 3175, Australia within 14 days of the official notification of a decision. The appellant must clearly set out the grounds for the appeal and must pay an amount of \$3,500 in advance to Warringtonfire to cover the costs of the appeal. This amount will be refunded if the appeals panel finds in favour of the appellant.



### 7.2.2 Review of appeal

The appeal will be reviewed by the Warringtonfire CM – who may consult the chair of the Warringtonfire impartiality committee. They may contact the appellant to discuss the grounds for the appeal and may request further details if there is insufficient information on which to make a judgement.

### 7.2.3 Resolution of appeal

The Warringtonfire CM must attempt to resolve the appeal within one month of receiving the written appeal. If the situation can be resolved to the satisfaction of both the appellant and Warringtonfire within one month and it does not progress beyond this point, the fee will be refunded. This may be as a result of certification being reinstated or by the appellant accepting the Warringtonfire CM's decision made to terminate their certification based on the grounds surrounding the incident.

### 7.2.4 Agreed resolution of appeal

If the appeal is resolved in favour of the appellant, the Warringtonfire CM will write to the appellant confirming the agreed resolution of the appeal and will return the appellant's payment of \$3,500. If the appeal can be resolved as detailed above, no appeals panel will be set up.

### 7.2.5 Failure to resolve an appeal

If the Warringtonfire CM's review fails to resolve the appeal, the Warringtonfire CM will contact the Warringtonfire impartiality committee chair and ask for an appeals panel to be set up. Warringtonfire will try to organise for the appeals panel to hear the appeal within 3 months of receiving the written grounds for appeal.

### 7.2.6 Appeals panel

An appeal panel specifically constituted to hear an appeal that cannot be resolved by the Warringtonfire CM will consist of three members of the Warringtonfire impartiality committee selected by the chair. They will be selected so that no member has any direct or indirect commercial interest in the appeal. The chair of the Warringtonfire impartiality committee will not be a member of the appeals panel but will nominate one of the 3 members as the chair of the appeals panel.

An appeals panel convened from members of the Warringtonfire impartiality committee is a wholly independent body not employed by Warringtonfire. The members:

1. are not employed by Warringtonfire
2. are not paid by Warringtonfire
3. act independently of Warringtonfire's day to day business activities
4. give their time voluntarily to monitor the activities of Warringtonfire as an independent body of individuals representing various interests overseeing Warringtonfire's activities.

The Warringtonfire impartiality committee is formed from a group of enforcers, regulators, manufacturers, insurers, users and specifiers who act as a voluntary committee to oversee the activities of Warringtonfire.

### 7.2.7 Appeals involving technical matters

If the subject of the appeal involves technical matters, the chair of the Warringtonfire impartiality committee may arrange for one or more people with suitable technical expertise to be available for consultation by the appeals panel. The chair of the Warringtonfire impartiality committee will ensure that the people nominated have no previous involvement with the certification issue in question.

### 7.2.8 Appeal hearing

At least 14 days before the date of the hearing, the appellant will be notified of the proposed date of the appeal hearing, the composition of the appeals panel, and any technical advisors to be made available to the panel. The appellant may challenge the composition of the panel and/or the technical advisors within two days of being informed of the composition and must provide written reasons for any challenge.

## 7.2.9 Challenges

The chair of the appeals panel will consider the reasons for any challenge and decide whether the composition of the panel or technical advisors will be changed. In choosing any replacements, the chair of the appeals panel will take into account the reasons for the challenge to ensure that as far as possible the same objections will not apply to the replacements. No further challenges will be considered.

### 7.2.10 Appellant's representative

The appellant has the right to be supported at the hearing of the appeals panel by a representative of their choice. The chair of the appeals panel must be notified about this representative 14 days before the hearing. The chair has the right, on behalf of the appeals panel, to challenge any such nomination.

### 7.2.11 Decision of appeals panel

The decision of the appeals panel will be decided by a simple majority and the decision will be final.

### 7.2.12 Timing and location of appeal hearing

The Warringtonfire CM will be responsible for arranging the timing and location of the hearing by the appeals panel. This will be advised to the appellant at least 7 days in advance.

### 7.2.13 Implementation of panel's decision

The original decision will remain in force pending the meeting of the appeal panel. At the meeting, the appellant, the Warringtonfire CM and any other relevant member of Warringtonfire will be entitled to be heard in confidence. The Warringtonfire CM or any other person nominated by the appeals panel will be responsible for implementing the panel's decision. The chair of the appeals panel will ensure that the appropriate action is correctly implemented.

### 7.2.14 Correspondence

All correspondence related to the appeals procedure must be sent recorded delivery.

### 7.2.15 International appeals

The appeals procedure above covers an appellant who is resident in Australia. If an appeal needs to be heard for an appellant who lives elsewhere, the appeal may be heard locally if a more convenient representative office of Warringtonfire is available. If this happens, it will be at the discretion of the chair of the Warringtonfire impartiality committee. The appellant will also be advised of the procedure and timescales.

## 8. Legal compliance

### 8.1 Information disclosure

Warringtonfire will use all reasonable endeavours not to disclose to any third party any confidential, commercial in confidence or personal information about a client or their products – gained as a result of carrying out certification of the client's products – without the client's consent. This restriction will not apply to information required by bona fide accreditation bodies as part of the accreditation, provided that the information is given to them on a confidential basis. Restrictions will not apply to information which is considered to be in the public domain or required at law, and as such may be available on request to any interested party.

### 8.2 Indemnity against financial loss

The client indemnifies Warringtonfire against all loss or damage, whether direct, indirect or consequential, and arising a result of participation in the scheme or from the certification of products. The client indemnifies Warringtonfire against any financial losses that Warringtonfire may incur as a result of the certificated client's failure to comply with these scheme requirements. Warringtonfire will maintain all insurances required by law to cover the scheme.

The interpretation of these requirements and the terms of the insurance cover will be governed and construed in accordance with the law of Victoria, Australia. If there is any dispute, parties must submit to the jurisdiction of the Victorian courts.

### 8.3 Compliance with scheme requirements

Certificated companies must comply with the scheme requirements currently in force. These requirements may from time to time be amended at the discretion of Warringtonfire. Certified companies will be notified of any amendments affecting the scheme requirements in writing within the three month period of the amendment being implemented – if applicable.

### 8.4 Duty of care

A client holding Certifire AU product certification has a duty of care to bring to the attention of any client, principal contractor, building owner or operator that they provide products to information about any products provided by others that are known to be non-compliant with building regulations or incorrectly or inappropriately used to satisfy a particular fire protection requirement.

### 8.5 Copyright

Copyright of this document is held by Warringtonfire. No part of this document may be reproduced in any form without written permission from Warringtonfire Certification. Permission to copy this document for internal use is automatically given to clients and certificated contractors. Such copies are uncontrolled, and this status must be identified on each copy.

## 9. Amendment history

Amendment date	Revision number	Section number	Change details	Reason
22/02/21	1.0	All	Finalised draft	First release of the ATS00 Certifire AU scheme rules
8/12/2022	1.1	All	<ul style="list-style-type: none"> <li>1.9 flowchart updated to reflect current process</li> <li>4.3 updated title</li> <li>4.3.2 updated title</li> <li>4.4 created level 2 heading and updated title</li> <li>Appendix A – Logos updated to remove Certifire AU AU</li> <li>Appendix B – Fee schedule updated to reflect revised process</li> </ul>	Updated to incorporate amendments from 2022 internal audit.
6/11/2023	1.2	All	<ul style="list-style-type: none"> <li>1 Introduction – clarified certification is for products for sale in Australia</li> <li>1.9 Process for Certifire AU scheme certification – Figure 2 updated to include the stage names and provide more clarity of the process.</li> <li>5.1.1 Applications for certification updated to include jurisdiction.</li> <li>5.2.1 Initial evaluation section included.</li> <li>5.6.8 FPC audit report information added from Appendix E of the Warringtonfire Certification – Product certification quality manual.</li> </ul>	Incorporating improvement opportunities identified in the 2023 ISO 17065 internal audit:

## Appendix A Using the Certifire AU scheme product certification mark and logo



### A.1 Conditions for the use of the Certifire AU mark

1. The Certifire AU scheme product certification mark – 'the mark' – is a registered certification mark and may be used by certificated manufacturers or certificated suppliers of certificated products.
2. There are three versions of the mark as shown on page 39. The appropriate mark must only be used on:
  - a. Products – design A.
  - b. Packaging and product literature – design B.
  - c. Letterheads, display or promotional material – design C – provided the full product range is certificated.
3. The mark must only be used in its entirety and without amendment.
4. The mark must only be used for products certificated by Warringtonfire in accordance with Certifire AU scheme requirements. It must not be used on any product or used in any manner to imply certification of a product that is not certificated.
5. If the Certifire AU mark or logo is displayed on literature, in a catalogue or on web site pages that show a number of different products, the Certifire AU mark or logo should only be used to clearly identify the individual product that is actually certificated by its reference number.
6. If a product can be used in a number of different configurations, unless all possible configurations have been subjected to Certifire AU scheme product certification, only those that are certificated can be claimed by the manufacturer / supplier in their literature, catalogue or web pages.
7. The mark, when used in association with the relevant accreditation mark, must be used as detailed as per dot point 2 above.
8. The mark – design C as shown on page 34 – may also be used on vehicles, buildings, and flags but not in association with an accreditation mark.
9. The mark can be used at any size considered appropriate for the application but must only be used to show the manufacturer's involvement in fire protection systems. The relative proportions must always be retained.
10. The mark must be printed in a single colour, the default reference for which is Pantone ref. 2945C. Alternatively the mark may be produced in black.
11. The manufacturer must, at the request of Warringtonfire, cease to use the Certifire AU mark if Warringtonfire deem the application inappropriate.
12. A manufacturer must, upon suspension of certification, immediately discontinue the issue of documents that display the mark or contain reference to Certifire AU scheme product certification.
13. A manufacturer must, upon termination of certification, immediately cease distribution of all items on which the mark is displayed. They must also remove it from any other form of display or promotional application. Failure to comply with this requirement may lead to legal action being taken by Warringtonfire to enforce this requirement.
14. Certifire AU certificates issued within the scope of accreditation will carry a combined Certifire AU and accreditation body mark.

15. The mark must not be used in any printed advertisements or printed publicity matter directed primarily to the market in Australia or in retail point of sale display cards distributed by the registered proprietor for use within Australia without indicating that it is a certification mark.
16. Failure to comply with these requirements for the mark may result in the withdrawal of certification and legal action under appropriate legislation.
17. Procedures for dealing with the abuse and misuse of certification marks is available from Warringtonfire on request.

## A.2 Conditions for the use of the Certifire AU logo



The logo, design D, may be used more generally than the mark. Both manufacturers and distributors of certificated products who wish to use the logo and who do not hold Certifire AU product certification for their full product range must apply to Warringtonfire with their proposals. These proposals must describe how they wish to use the logo and will be considered by Warringtonfire.

In general, the logo must not be used in such a way that it implies certification of products, services or activities for which certification has not been awarded. However, provided that reference is made to the products certificated by Warringtonfire, consent to use the logo will not unreasonably be withheld. An example of such referencing may be a hyperlink from a web page to the Certifire AU register of certificated products. Any reference must include the specific certificate reference (AC) number/s below the logo.

Details of the colour and colour gradation of the logo may be obtained on request.

Failure to comply with these requirements for the logo may result in withdrawal of certification and legal action under appropriate legislation.

Design A



Approved

AC xxxx

Design B



Approved product

AC xxxx

Design C



Design D

certifireAU

## Appendix B Certifire AU fee schedule

### B.1 Initial fees

Unless otherwise indicated, all fees will be payable on completion of each stage.

#### Application

Applies to each certificate on each new application for certification of a product.

The fee will be payable on acceptance of fee proposal.

#### Evaluation of evidence

Applies to each product submitted for certification. The fee includes a preliminary analysis of submitted test / assessment data and a product evaluation in line with this document, and the relevant product specific technical schedule.

Subject to this confirmation, the outcome of the evaluation will be documented in a justification report, which will also include the development of a program - including any testing requirements - to ensure a comprehensive program is developed.

#### Factory production control (FPC) audit

This is the initial evaluation of the manufacturing plant's quality management system (QMS), where inspection of the factory process controls, the consistency of manufacture, and the component / product traceability is audited.

#### Travel time

If excessive travel is required due to the location of the site to be audited, time will be charged to cover the auditor's time.

#### Product sampling

To satisfy traceability requirements of the Certifire AU scheme as defined in this document, independent sampling of the product for the fire resistance testing program will be undertaken.

#### Assessment technical review

This will establish that the tested results can be used to assess the specific scope requirements in accordance with the relevant test standard. The outcome of the evaluation will define the proposed scope of approval for the products to be certified.

#### Assessment report preparation

Preparation of assessment as supporting evidence towards certification. This will be used as a basis for the information to be included in the certificate of approval.

#### Evidence review and decision to certify

This includes an analysis of all supporting evidence from the certification process, in line with the relevant technical schedules and product test standards. A 'decision to certify' will be determined, that will allow for production of the certificate of approval.

#### Production and registration of certificate

Preparation of a final product certificate based on the agreed scope of works. This includes uploading the certificate to the online Certifire AU product register.



## B.2 Subsequent fees

### Annual fee

This is payable each year on the anniversary of the issue date of the certificate.

### Surveillance FPC audits

Surveillance audit will evaluate the ongoing quality of the process controls and QMS of the manufacturing facility, and a decision to recertify the product is made.

### Site visit

This visit will be in addition to the initial or surveillance audits, where the fees will vary depending on the hours involved. The purpose of this stage is for product sampling, re-evaluating FPC if non-conformances have been raised or witness testing.

### Yearly review and revalidation

This includes a review of existing technical data and certificates. The reissue of the certificate will depend on satisfactory compliance with the recertification process.

### Audit testing

This will be charged where applicable and depending on the product and testing required.

### Contract

Within the contract for services, the ongoing annual FPC audit and annual fee components will be included as part of the scope of contract for all initial product certification projects. This will cover the validity period of the certificate of 5 years.

Fees will be payable on an annual basis.

## Appendix C Participating organisations

### Bodies authorised to operate certification to the provisions of this schedule

Warringtonfire Certification as part of Warringtonfire Australia Pty Ltd – a wholly owned subsidiary of Jensen Hughes Australia Holdings Pty Ltd.

### This schedule is ratified by:

1. Members of the Warringtonfire impartiality committee
2. Warringtonfire Australia Pty Ltd
3. Warringtonfire Certification.