

CERTIFIRE



AUSTRALIA

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PROCEDURES AND REGULATIONS

1. OPERATING STRUCTURE

- 1.1 Certifire Australia is an independent third party certification and technical approvals body operating schemes for passive fire protection systems and services including installation and maintenance in Australia.
- 1.2 Certifire operates by agreement with Warrington Fire Research (Aust.) Pty. Ltd (WFRA). WFRA elects a Management Committee which has overall responsibility for the management of the Certifire Australia Scheme.
- 1.3 Certifire Pty. Ltd. manages and administers the scheme on behalf of the WFRA. The Certifire Management Committee is the sole authority by which a Certifire certificate can be issued.
- 1.4 Certifire will maintain a Certifire Advisory Panel (CAP) whose membership will comprise representatives from the building industry, regulatory authorities, and fire services. An independent Chair will be appointed by WFRA. Certifire will provide the secretarial support for the CAP.
The role of the CAP includes:
 - a) Identifying priorities for the scheme
 - b) Review of technical documents
 - c) The formation of technical committees
 - d) Investigation of any complaints which have not been satisfactorily resolved by the technical committees/Certifire Management Committee.
- 1.5 Technical sub-committees may be formed at the instigation of the Certifire Management Committee or the CAP after consultation with the Certifire Management Committee to prepare/review scheme documents or discuss specific issues relating to the Certifire scheme. Such sub-committees may operate on a continuous basis or be disbanded once the work is completed. Companies within the Certifire scheme are automatically entitled to one seat on the relevant sub-committees as defined by Certifire.
- 1.6 The Certifire Management Committee has the authority to override any resolutions of the CAP. WFRA accepts all liability for any actions of Certifire Pty. Ltd. irrespective of whether the action was taken as a result of resolutions passed by the CAP, technical sub-committees or advice from the CAP or its members.

2. CERTIFICATION PROCESS

- 2.1 Certification is available to any company within Australia or having an Australian agent, carrying on a bona fide business in activities covered by the scheme which satisfies the Certifire Management Committee that it is complying with the requirements of the relevant schedules described below.
- 2.2 For a company supplying passive fire protection products or systems to gain certification it must demonstrate that:
- a) The system and/or product satisfies the requirements of the relevant Certifire Australia Schedule; and
 - b) The company has in operation a documented quality assurance system covering, as appropriate, factory production, material handling and quality management in accordance with any relevant quality assessment schedule.
- 2.3 For a company installing or maintaining passive fire protection to gain certification it must demonstrate that:
- a) The individuals responsible for project control, installation and inspection of passive fire protection systems satisfy the competency requirements of the relevant Certifire Australia Schedule; and
 - b) The company has in operation a documented quality assurance system covering as appropriate, material handling, installation and maintenance of passive fire protection systems and quality management in accordance with the appropriate quality assessment schedule.
- 2.4 Applications for certification will only be considered upon receipt of:
- a) A completed application form
 - b) The application fee
 - c) Details of the company products and/or services
 - d) Relevant test reports, opinions, appraisals, etc.
 - e) Quality manuals
 - f) Details of completed projects for system installers
 - g) A completed questionnaire and signed undertaking
- 2.5 Product performance will be judged against the requirements given in the appropriate Certifire Australia Schedule and its field of application defined on the basis of the submitted data, if necessary supplemented by additional testing.
- 2.6 The training and experience of the contractor responsible for installation and maintenance will be judged against the relevant requirements given in the appropriate Certifire Australia Schedule and from inspection of previous work, if necessary supplemented by references from previous projects.
- 2.7 Compliance with the quality assessment schedule will be judged by review of the submitted Quality manual and associated documents and by an on-site inspection of the operation of the applicant's facilities and/or projects. Follow up inspections are required at the frequency specified in the appropriate Certifire Australia Schedule. Typically these will vary between 6 and 12 months.
- 2.8 The procedure for obtaining certification is shown schematically in Appendix 1.

3. ACCEPTABLE AUTHORITIES

- 3.1 The field of application will be appraised by Warrington Fire Research on behalf

of Certifire on the basis of test data, opinions, assessments or approvals issued by appropriate authorities. Appropriate authorities include laboratories which comply with the definition of a registered test authority in the BCA. Reference should be made to Certifire for the suitability of other test data.

- 3.2 The initial appraisals against the quality requirements of the appropriate schedule is performed by Warrington Fire Research on behalf of Certifire. Subsequent inspections can be performed by JASANZ or other accredited authorities in lieu of representatives of Certifire with the prior consent of Certifire subject to agreement of the scope of the inspection and reporting of the results of the inspection.
- 3.3 The Building Code of Australia 1996 (BCA 96) allows building solutions which comply with the deemed-to-satisfy provisions, are equivalent to the deemed-to-satisfy provisions, or comply with the nominated performance requirements.

The deemed-to-satisfy provisions prescribe, among other things, fire resistance levels (FRLs) and smoke resistance properties required by certain construction elements in buildings. Certifire certificates can be used to check compliance with those provisions. However, when a building solution is to be assessed for either equivalence to the deemed-to-satisfy provisions, or for compliance with the performance requirements, data from Certifire certificates will need to be considered on a case-by-case basis.

4. AGE OF TEST DATA

- 4.1 Test data from tests carried out to standards other than the current version of AS1530.4 shall be re-appraised against the current test methods specified in the appropriate Schedule. Where reasonable doubt exists as to the performance of the system when judged against current methods, a prove-up test may be required. Assessments and opinions shall also be reviewed against current standards within one year of the publication of a new edition. This period will only be extended if further delays are justifiable.
- 4.2 Clause 4.1 does not apply to existing installations that met the requirements of the current edition of AS1530.4 at the time of installation.

Note: The current edition of a Standard is defined as the version called up by the BCA or current edition of Standards not called up by the BCA unless otherwise indicated.

5. ISSUE OF CERTIFICATE AND LISTING

- 5.1 Upon completion of the performance and quality assessments and review of data, Certifire will advise the company of the results of the application.
- 5.2 If the application is successful, upon receipt of all outstanding fees, a certificate will be issued stating clearly the scope and limitations of the certification to the manufacturer or product installer. Copies of the certificate can be downloaded from www.certifire.com.au by the public.
- 5.3 Certificates will be published by Certifire to www.certifire.com.au and subscribers to the listing will receive advice of updates by email.
- 5.4 Certificates will have a one year validity period and be reissued annually subject to ongoing compliance with Certifire schedules.

6. USE OF THE CERTIFIRE TRADEMARK

- 6.1 The Certifire mark shown in Appendix 2 may only be used to state or imply certification in respect of system or service for which certification has been obtained in accordance with the appropriate Certifire Schedule.

- 6.2 Companies shall submit copies of any promotional material or packing material containing any reference to Certifire or the Certifire logo for **approval** prior to publication. Certifire retains the right to require corrections or modifications to any materials it might consider misleading.
- 6.3 The Certifire mark may only be fitted to installations which:
- a) Comprise Certifire certified products/ systems, and
 - b) Have been installed by a Certifire certified contractor in accordance with the appropriate Certifire certificates or with the specific permission of Certifire

Examples of labels for installations are shown in Appendix 2.

7. CHANGES TO THE SYSTEMS

- 7.1 No modifications shall be made to a certified system or quality management system within the scope of the Certifire certificates issued to a company without written permission from Certifire.
- 7.2 Where modifications are sought to a certified system or quality management system, then the company shall pay the appropriate fee to Certifire to process the modification.

8. COMPLAINTS

- 8.1 Certifire will investigate complaints concerning either non-compliance of a certified company, product or service within the scope of the certification.
- 8.2 The initial investigation will involve a request for details of the installation/product non-compliance from the Certifire member against which the complaint has been made. This request will be made in writing and a written response will be required normally within 10 working days. This period may be extended at the discretion of Certifire.
- 8.3 Once the response is received from the Certifire member the complainant will be notified of the response which would normally take one of the following forms:
- a) A statement that the complaint is unjustified,
 - b) A statement that the complaint is justified, listing the corrective actions that are being taken (or have been taken), giving a date by which the corrective actions will be completed (had been completed) and explaining the reason for the non-compliance.
- 8.4 If the complainant requires further investigations they will be required to pay a fee in advance for further investigations. A report of the investigation will be prepared which may be initially supplied to the Certifire member against which the complaint has been made and/or Certifire Advisory Panel at the discretion of Certifire to obtain their input. A final report will then be issued to the complainant.

Instructions for required corrective actions if appropriate will be issued to the Certifire member. Failure to implement the corrective action may lead to withdrawal of certification.

9. CONFIDENTIALITY

- 9.1 Confidential information submitted by an applicant will be held on a confidential file with controlled access from staff on a need-to-know basis and will not be disclosed to other parties without the written consent of the applicant.

10. TERMINATION OF CERTIFICATION

Upon termination of certification either due to withdrawal of certification or on a voluntary basis, the certificate shall be returned and all reference to Certifire and the Certifire logo removed from all advertising materials and packaging materials.

11. APPEALS

11.1 All companies applying or holding certification have the right of appeal against any decision of the Certifire Management Committee.

11.2 The appeal would be heard by the Advisory Panel or specially convened sub-committee. At the meeting both the appellant and a representative of Certifire are entitled to present their case. The Advisory Panel then makes a recommendation to Certifire.

11.3 Normally Certifire will act upon the recommendations of the Advisory Panel. If the Certifire Management Committee are unable to comply with such recommendations (e.g. because of technical concerns about the compliance of a system with the Certifire Schedules), then a company may appeal to an independent tribunal which will comprise a minimum of 3 members nominated by and acceptable to both the Certifire Advisory Panel and the Certifire Management Committee.

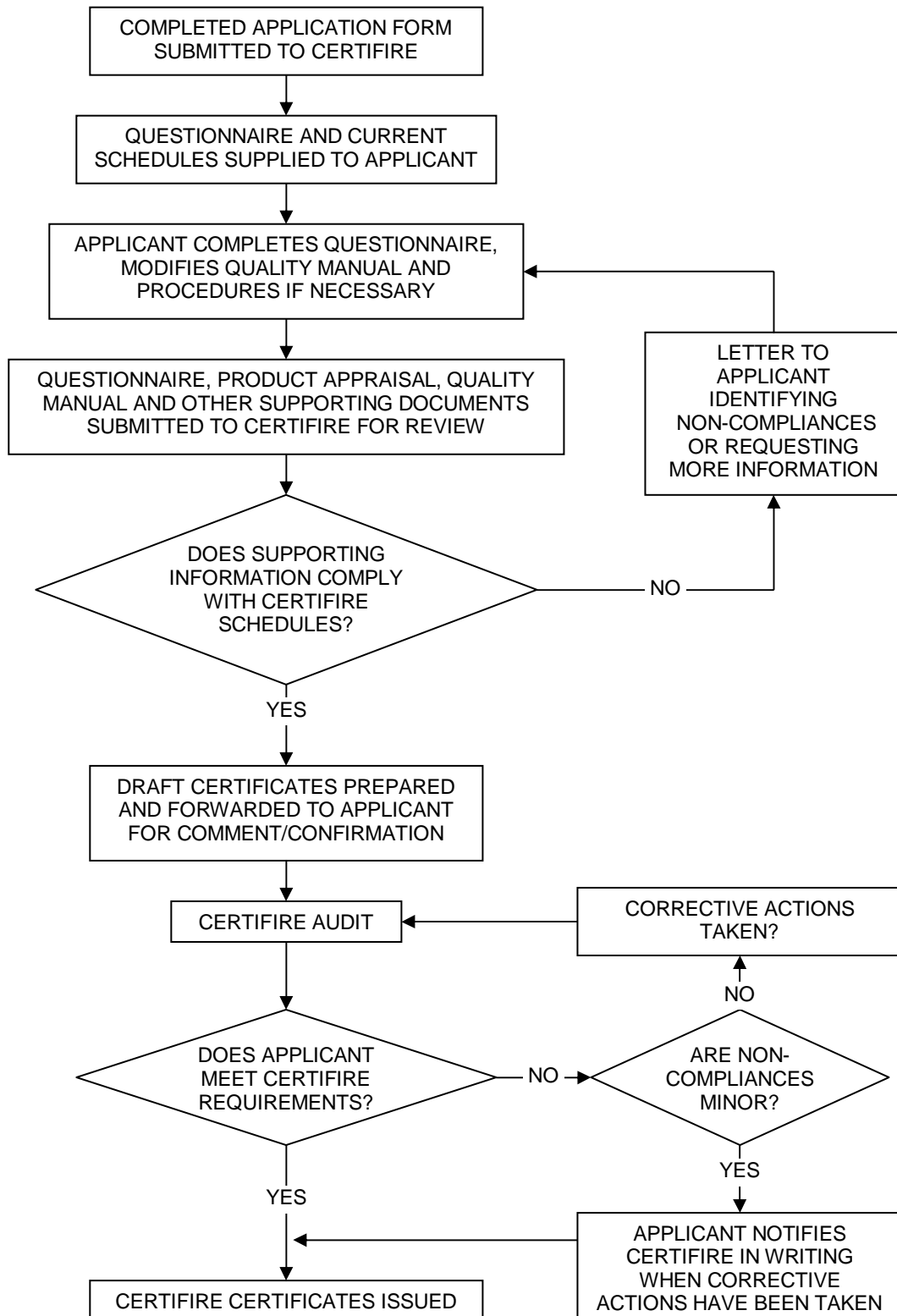
The findings of the tribunal would then be binding.

12. INDEMNITY

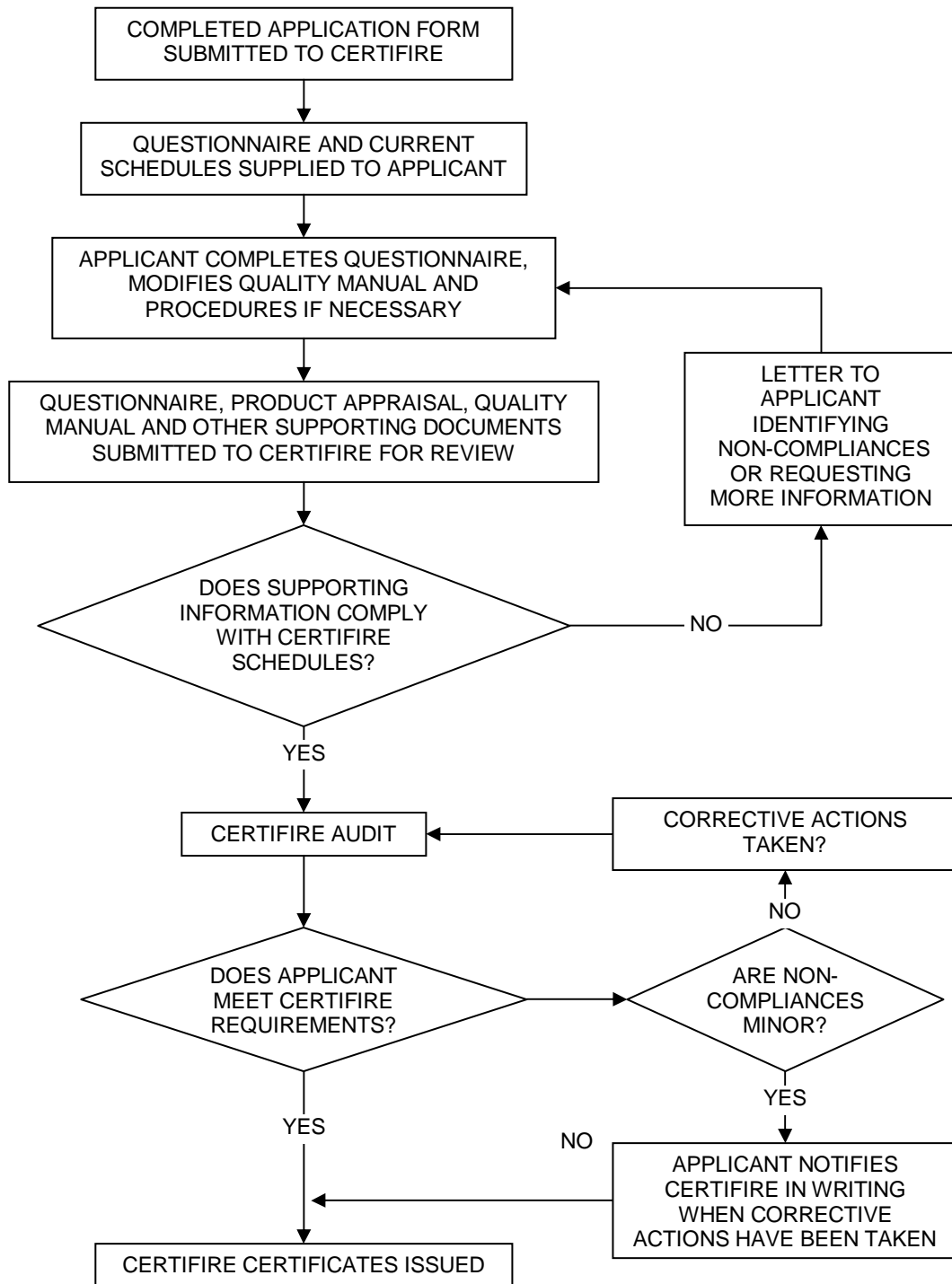
12.1 A company or individual holding Certifire certification ("the Holder") must indemnify Warrington Fire Research (Aust.) Pty. Ltd., Certifire Pty. Ltd., the Management Committee and the CAP ("the Certifire Group") against any loss, damage or liability that any member of the Certifire Group may suffer, whether jointly or individually, arising out of any breach or non-compliance by the Holder of any part of the procedures, regulations, schedules or instructions issued by Certifire Pty. Ltd. from time to time.

APPENDIX 1 APPLICATION FLOW CHARTS

FLOW CHART: FIRE PROTECTION MANUFACTURERS/ SUPPLIERS



FLOW CHART: FIRE PROTECTION CONTRACTOR



APPENDIX 2

LABELLING AND USE OF THE CERTIFIRE LOGO

A2.1 General

In order for an installation to be labelled with a Certifire label, the system must comply with a Certifire certificate which was current at the time of installation and be installed by a Certifire listed contractor within the scope of the contractor's Certifire certificate.

The installation contractor must keep a log of the labels used and their location.

A2.2 Labelling format

Certifire labels shall be obtained from Certifire Pty. Ltd.

Example label for Certifire listed installers for use on penetration seals:

 <p>CERTIFIRE AUSTRALIA Tel: +61 3 9865 8644</p>	<p>Label Batch No. 001</p> <p>This label has been attached by the Installation contractor to certify that this fire protection system has been installed by a Certifire listed contractor in accordance with a current Certifire product certificate at the time of installation.</p> <p>See the Log Book for further details.</p> <p>Contractor: XYZ Pty. Ltd. Tel: (00) 111 222</p>
<p>Contact the building contractor immediately if this system is damaged</p>	

Example of a Certifire label for Control Joint Systems:

 <p>CERTIFIRE AUSTRALIA Tel: +61 3 9865 8644</p>	<p>Label Batch No. 001</p> <p>This label has been attached by the Installation contractor to certify that the control joint fire protection systems in this area have been installed by a Certifire listed contractor in accordance with a current Certifire product certificate at the time of installation. See the Log Book for further details.</p> <p>Contractor: XYZ Pty. Ltd. Tel: (00) 1111 2222</p>
<p>Contact the building owners representative immediately if this system is damaged</p>	

The label size will be 100mm x 50mm.

A2.3 Location

Where practicable for service penetrations the label shall be on or within 300mm of the penetration system.

For control joint systems the label shall be fitted at one of the following positions if all control joint protection systems in the area have been installed by the same Certifire contractor:

- a) Mounted in the foyer or other 'public' areas in the area protected by the system, or
- b) Mounted adjacent to manual call points if the positions are known, or
- c) Adjacent to all fire exits from the area with control joints protected under the Certifire Scheme, or
- d) Adjacent to each control joint

If all the control joint protection systems in an area were not installed by the same contractor, then labels shall be fitted adjacent to each control joint.

A2.4 Labelling methods

Certifire labels may be mechanically fixed or bonded in such a manner that accidental removal would be unlikely to occur.

A2.5 Packaging and promotional literature

When a Certifire certificate has been issued to a company (manufacturer/supplier or installer) the company is entitled to use the Certifire mark shown below on packaging and/or promotional literature provided:

- a) The company may only use the mark or claim or imply certification in respect of products or services complying with the relevant performance, training and quality assessment schedules within the scope and limitations given in the certificate(s)
- b) Copies of all material containing reference to certification and Certifire are submitted to Certifire for verification prior to publication and that any modifications required by Certifire are incorporated