



Provisional

BUILDING PRODUCT QUALITY PLAN

July 2015

Frame Protection System Limited

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Hamilton 3241

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Policy

Frame Protection System Limited will source and supply the finest quality materials / products for the New Zealand market ensuring quality of these products are suited to their intended use.

Frame Protection System Limited will provide materials / product to our distributors, building companies & installers under this Building Product Quality Plan.

Introduction

Frame Protection System Limited was formed in October 2014; recognising a need for high performance building underlay and accessories which are supplied as an integrated system. This system will be radially available, easily installed, imminently suitable for the New Zealand climate and building methodologies, whilst still being competitively priced.

In 2013 we decided that our materials / products needed to be certified as a system by a suitably experienced testing house and we asked the Building Element Assessment Laboratory (BEAL) to carry out an assessment for CODEMARK of our products as a system. The certification would demonstrate to councils, clients and our distributors that the materials / products covered by the CODEMARK certification when installed according to our technical and installation manual, would comply with the relevant clauses of the New Zealand Building Code.

Contact Details

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Reference Documents

1. Building Act 2004 and amendments
2. Building Regulations, Building Code and acceptable solutions
3. Compliance documents supplied by the Ministry of Building, Innovation and Employment (MBIE)
4. BEAL's Standards for a Building Product Quality Plan
5. Manufactures and Suppliers' Technical Literature and documents
6. Technical, Test and Performance information supplied by BBA, NSAI & CE
7. Trade literature supplied by Frame Protection System Limited
8. Frame Protection System Limited Products Installer Training Manual(s)
9. BEAL Appraisal document: BTS 1234

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PRODUCTS covered by this BPQP

	Product Name	Scope of Use
1	Fakro® Eurotop Underlays & Membranes	Roof and Wall underlays
2	Fakro® Euroband Tapes	Seam sealing, repairs & waterproofing
3	Marshall Trade Seals	Penetration seals
4	Cap, Staple & Screw Fixings	Secure fixings for timber and steel frames.

Note: Other products to be added as they are introduced to the market

Key RISKS covered by this BPQP

Key risk issues covering supply, distribution, and installation or application:

- Materials supplied to us not meeting the relevant specification (included with our order)
- Materials supplied to us not properly identified
- Materials supplied to us damaged
- Materials supplied by us to a distributor not properly identified
- Our Technical Manuals not up to date and displaying the version number
- Installation drawings not up to date and displaying the version number
- Training Manual(s) not up to date and displaying the Issue number
- Check List Sheets not being properly completed / filed by the Installer
- An Internal Audit of our BPQP not being carried out on a six monthly basis
- An External Audit of our BPQP not being carried out at least once a year

Flow Chart covering ordering to receipt to distribution to installation

Step 1

Place order with suppliers with quality requirements

Step 2

Receive materials / products

Step 3

Check (visually) quantity and quality of materials / products and record

Step 4

Periodically sample materials received for testing against the quality requirements

Step 5

Ensure all materials / products are correctly labelled and packaged before being despatched

Step 6

Ensure proper receipt recorded on receipt of materials / products by customer

Step 7

Ensure a record of all defects or complaints is kept - refer to BPQP Audit Procedures – page 12

Step 8

Ensure a record of all site Checklists are kept – page 12

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Product Components Specifications & Descriptions

Specifications of the products supplied by us:

1. For the Frame Protection System (FPS®) – the specifications for each component can be found in the FPS® Technical Manual;
2. Components include –
 - Roof and Wall underlay branded under Fakro® Eurotop
 - Seam & Repair Tapes and waterproofing tapes branded under Fakro® Euroband
 - Penetration seals
 - Cap staple and screw fixings

General Description of Features and Benefits:

Frame Protection System Limited sources and supplies the finest quality materials / products for the New Zealand market ensuring quality and performance parameters of these products are suited to their intended use.

The FPS® is a comprehensive selection of components including membranes, tapes, adhesive and fastening equipment that are compatible, avoiding miss- matched products, sourcing issues or product substitution which may lead to operational failure.

The FPS® is not complicated, easily handled, robust yet light weight especially when working at height or windy conditions. Both the roof and wall membranes can be installed simultaneously by the build team, avoiding delays and ensuring the site LBP has more control on compliance and quality.

As the system is extensively tested to meet operational compliance requirements for CODEMARK Certification, FPS® when installed correctly is supported by a comprehensive warranty regime.

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Inspection & Testing Requirements

Inspections of Components:

Quality inspections for each component, is conducted on receipt from the manufacturer and when supplied in less than the original lot, by the FPS®. These inspections are made against a written inspection procedure described in Appendix A.

Testing of Components:

Testing is an essential step in maintaining ongoing performance and quality.

Samples of the FPS® System are inspected by the company from each consignment.

Samples of the products are tested periodically by BEAL.

The testing is to ensure the performance requirements under our certification process are undertaken as and when required. Testing is made against written sampling and testing procedure described in the Appendices.

<i><u>COMPONENT</u></i>	<i><u>RISK</u></i>	<i><u>CHECKLIST / TESTS</u></i>
Fakro® Eurotop Underlays	low	as per appendix A
Fakro® Euroband Tapes	low	as per appendix B
Penetration Seals	low	as per appendix C
Caps, Staples and Screws	low	as per appendix D

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Storage and Despatch / Product Recall

Storage Requirements:

- Product is stored in a clean dry area until dispatch.
- The delivery note is filled out with customer address and products dispatched.
- If a haulier is used then a haulage consignment note is filled out with the customer details and the number of pallets.
- A copy of the delivery note and the consignment note goes with the product to the customer and the other copies stay in the book or a filed.

Product Recall

Upon receiving notice of product falling outside the specification the following action is taken:

- Place all packed product on hold, clearly marking so.
- Take samples and if possible determine why the product failed.
- Trace back to isolate the failure.
- Take corrective action to prevent future product failure.
- Inform all staff of the action taken.
- Implement all necessary action.
- Verify that all actions taken are working.

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Training of personnel:

Customers – Customers are instructed to ensure all products are handled, stored and transported so as not to damage any product.

Installers – All applicators are trained and approved and comply with our BPQP procedures, especially the use of the Checklists described in the Technical Manual and or in this Building Product Quality Plan.

– Training will be carried out in accord with the Technical and Installation Manuals.

– A record of each trained and approved applicator will be kept in the BPQP

All staff members are trained in the following areas.

1. Safe work practices
2. Product Training
3. Application of these BPQP procedures and all Checklists.

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BPQP Management & Audit Responsibilities

Management:

- The overall responsibility for ensuring that this BPQP is implemented is the Managing Director (Gwyn Williamson).
- The person at head office responsible for carrying out periodic internal audits of this BPQP document and attachments is Grant Murray.
- Each FPS® Approved Installer or LBP shall be responsible for the on-site application of this BPQP as it applies to their work and shall be responsible for approving the install with the site BCA and filing with FPS® the necessary documentation that is related to the BPQP. A checklist is provided by FPS® to assist all parties.

Audit Requirements

- This BPQP will be reviewed **every six months** at head office by the management;
- The BPQP of each FPS® Approved Installer' will be audited at least every year by Frame Protection System Limited.
- Use will be made of the Onsite Checklist as referenced by BEAL Auditing Services Ltd.
- Records of each audit completed will be filed in the BPQP file (folder) under the tab entitled FPS® AUDIT BPQP.
- A copy of each audit record shall be forwarded to the Managing Director as soon as practical.
- Where there is a non-conformance found, a note for the reason shall be written into the checklist.
- Where the non-conformance is seen to be important (such as for a high or medium risk material) then a meeting with the relevant management people shall be held as soon as practical to:
 - a) determine the importance of the non-conformance;
 - b) determine who shall be responsible for correcting the non-conformance;
 - c) determine whether or not there needs to be a correction or addition to the BPQP documents;
 - d) write up a record of when the non-conformance was dealt with and the names of any other parties that may have been involved in achieving the corrective action. These notes should be filed in a manner that enables them to be easily found in the event that there is a repeat of the non-conformance.

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APPENDIX A – Checklist / Testing for Fakro® Eurotop Underlays

1. Check for any visual damage to protective wrapping and product.
2. Visually check against a previously passed batch of product.
3. Record check results in a company database.
4. Receive periodic quality reports from the manufacturer
5. Samples of the products are tested at least once a year to ensure compliance.

APPENDIX B –Checklist / Testing for Fakro® Euroband Tapes

1. Check for any visual damage to product
2. Visually check against a previously passed batch of product
3. Record check results in a company database
4. Receive periodic quality reports from the manufacturer
5. Samples of the products are tested at least once a year to ensure compliance with adhesion performance.

APPENDIX C – Checklist / Testing for Marshall Trade Seals

1. Check for any visual damage to product
2. Visually check against a previously passed batch of product
3. Record check results in company database.
4. Receive periodic quality reports from the manufacturer
5. Samples of the adhesive are tested at least once a year to ensure compliance with performance requirements.

APPENDIX D – Checklist / Testing for Caps, Staples and Screws

1. Check for any quality discrepancy of components
2. Visually check against a previously passed batch of product
3. Record check results in company database.

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ON SITE CHECKLIST for FRAME PROTECTION SYSTEM (FPS®) INSTALLATION v1.0

DATE: _____

CONSENT # _____ (If known)

OWNER/APPLICANT: _____

ARCHITECT/DESIGNER/ENGINEER: _____

CONSENT ADDRESS: _____

NAME OF BUILDER/INSTALLER: _____

1. Framing installed as per designer's drawings YES / NO
2. **Wall Underlay** installed with all seams and edges sealed against moisture and air ingress as per the FPS® Technical Manual YES / NO
3. All pipe and service penetrations sealed as per FPS® Technical Manual YES / NO
- Are fixing caps, staples and or screws used to properly secure underlay YES / NO
4. Battens installed as per FPS® Technical Manual YES / NO
5. All Window and Door flashings and air sealing carried out as per Manufacturers Specifications YES / NO
6. **Roof Underlay** installed with all seams and edges sealed against moisture and air ingress as per the FPS® Technical Manual YES / NO
7. Are fixing caps, staples and or screws used to properly secure underlay YES / NO
- Counter Battens installed as per FPS® Technical Manual YES / NO
8. Has the underlay been exposed to the elements for more than five days YES / NO
 - a. If Yes, has Euroband P been installed YES / NO
 - b. If No, has roof cladding been installed YES / NO
9. Any tears or penetrations been repaired as per FPS® Technical Manual YES / NO

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NAME OF LBP/BUILDER: _____

SIGNATURE OF LBP/BUILDER: _____

COMMENTS: _____
