

The following information provides an overview of the certification process from BEAL.

For further information, please contact BEAL Certification Service on +64 4 233 6661, via email at [bcx@beal.co.nz](mailto:bcx@beal.co.nz) or visit the website [www.beal.co.nz/codemark](http://www.beal.co.nz/codemark)



## Introduction

**CodeMark®** is the name of the scheme for the certification of building products.

The scheme covers Australia and New Zealand.

It was developed by the Australian Building Codes Board in Australia and the Department of Building and Housing in New Zealand.

CodeMark® is designed to provide the highest level of confidence that a 'building product', correctly installed and used, will meet or contribute to the relevant Building Code 'performance requirements'. Building control authorities (BCAs) are required to accept CodeMark Certification by law.

The assessment and approval of a building product is carried out by a 'Building Product Certifying Body'. **BEAL Certification Service Limited** became New Zealand's first Building Product Certifying Body in November 2013.

## Current Building Regulation

1. In New Zealand all building work is governed by the **New Zealand Building Code (NZBC)**.
2. In Australia all building work is governed by the **Building Code of Australia 2009 (BCA)**.
3. Each 'Building Code' sets out performance criteria that all buildings and their components, must meet.

These Building Codes are 'performance based' - meaning it is possible to show compliance in many ways. Demonstrating compliance with a performance based code can be achieved in either or both of 2 ways:

1. By following the compliance paths provided by the Building Act such as following the requirements of a '**compliance document**'.
2. By following a verification process for an '**alternative solution**' which is not described in any compliance document. CodeMark® certification is such a verification process for demonstrating compliance.

## Building Code Requirements

All building products and systems, such as 'roofing systems' by way of example, need to comply with each of the relevant performance clauses of the relevant Building Code. It is up to the manufacturer, or importer or distributor to state which performance clauses of the Building Code their building product or system will comply with.

Demonstrating compliance is commonly achieved through having an experienced testing house provide a series of "test reports". Typically, a test report will describe the nature of the product and which published Standard the product was tested against, as well as the results.

Compliance may also require an assessment of how practical or logical the product is to install.

## The Certification Process

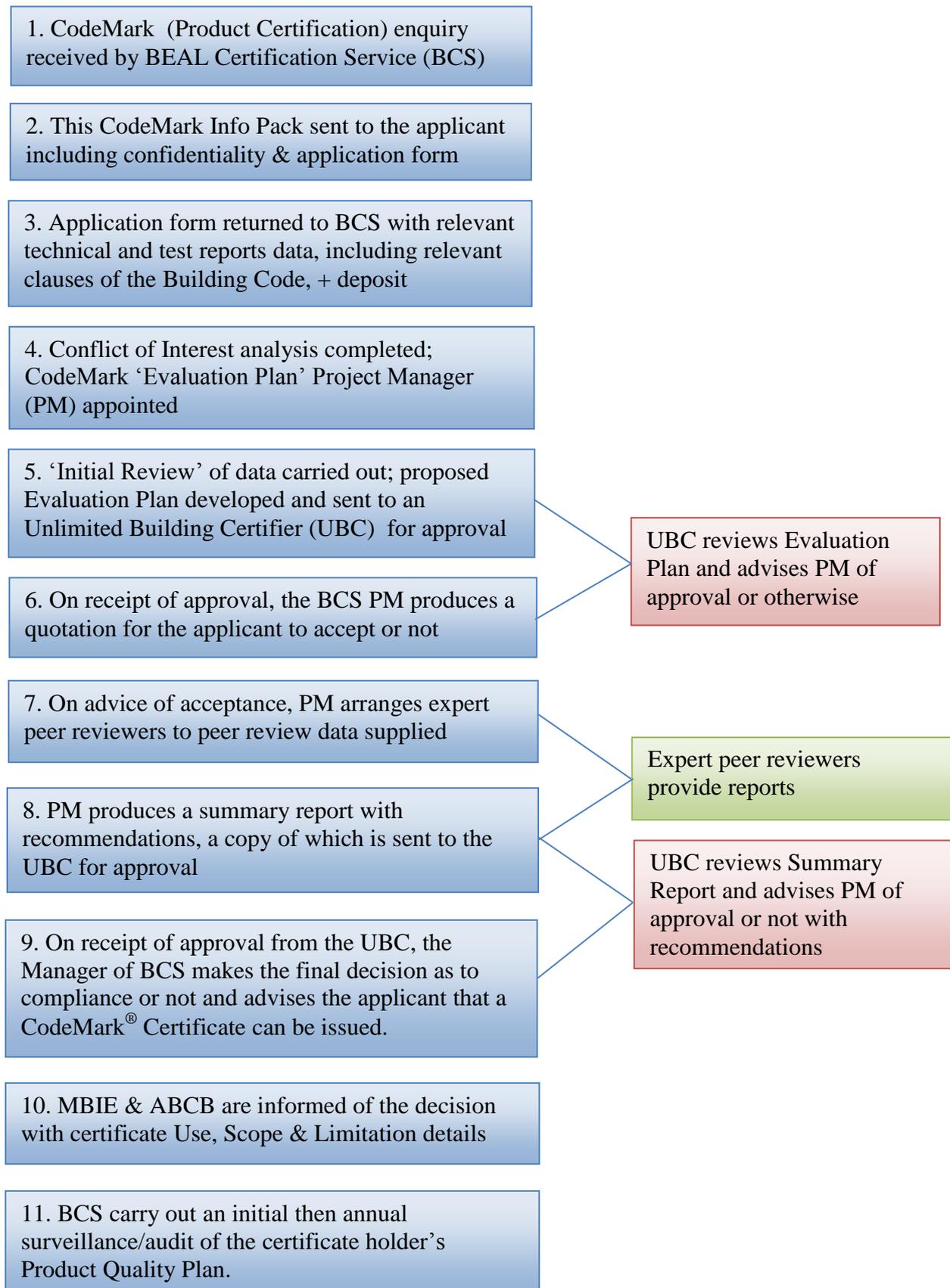
The product certification process known as CodeMark<sup>®</sup> is designed to provide a higher level of assurance and confidence than other means. It is recognized as the benchmark for proof of compliance.

CodeMark<sup>®</sup> is based on the use of International Standards Organisation 'ISO 17065' – together with a set of "Scheme Rules" developed by the Australian and New Zealand Governments. Product certification relies on an applicant for a CodeMark Certificate providing acceptable, reliable and impartially provided information to demonstrate compliance with each relevant performance clause of the relevant Building Code.

A typical list of information required for an evaluation of a building product includes:

- (a) Legal name of the entity (applicant);
- (b) Trading name and BRAND(s) related to the product or method;
- (c) Description of the product or method and statement of 'scope of use';
- (d) Limits or conditions of installation and or use;
- (e) Description of the features and claimed benefits;
- (f) List of performance clauses and relevant Building Code(s)
- (g) Copy of all test reports and in-service history data;
- (h) Copy of the last audit of the manufacturer's 'factory quality plan';
- (i) A copy of the technical and installation manual;
- (j) A copy of the importer's Quality Assurance Plan – if any;
- (k) A copy of all training literature – especially if installers or applicators are given special training related to the product or method;
- (l) A description of any known legal issues that may have relevance to the outcome of the evaluation process.

## FLOW PLAN of the Product Certification Process



## Completing an Initial Review

The Initial Review is a process for understanding the risks and scope of data required to demonstrate compliance. If after the initial review has been completed it is found that there is insufficient data to verify compliance, then further testing or other work will be specified.

## The Evaluation Plan

Once the Initial review process is complete, an Evaluation Plan is drafted. An Evaluation Plan combined with surveillances (audits) of the applicant's Product Quality Plan, is the formal process used by certification bodies to verify that the applicant has met all of the requirements set out in the CodeMark<sup>®</sup> Scheme Rules and criteria decided by the certification body. Establishing whether or not the data supplied by an applicant is sufficient or otherwise, is the role of independent peer reviewers, chosen for their subject expertise.

## Making a Decision on Overall Conformance

The manager of BCS makes the final decision on conformance based on the findings contained in the Project manager's summary report. Where the decision is to not approve a product, an applicant has the right to appeal the decision, which is a formal process.

## Frequently Asked Questions :

### ***How long does an application for a CodeMark take & how much does it cost?***

Both the time to complete the evaluation and related costs are dependent on the amount of work that is needed to validate the information provided by the applicant to demonstrate compliance. On completion of an initial review, an estimate of the all-up cost and timing for completion of an Evaluation Plan will be provided. Without completing an initial review, it is not practical to estimate either fees or timing.

### ***What do I need to provide for an initial assessment of time and costing?***

Initially BCS requires an applicant to provide product information including technical/trade literature plus any quality assurance documentation, as set out in the Application Form, together with the deposit, which is based on the time to carry out an initial review of the information.

### ***What do I need to provide in the way of product/system samples for CodeMark evaluation & any testing?***

In most cases samples of the product or components will need to be supplied in order to allow BCS to fully understand the product, any components, risks associated with these and what functions are critical to the product's long term performance. Determining what samples are required is determined during the Initial Review process.

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***If some testing has already been completed overseas will the BEAL Certification Service accept these results as verification of compliance?***

The BEAL Certification Service has a written document concerning its policy as to acceptance or otherwise of information from overseas, but is generally accepted when issued from a properly accredited independent laboratory.

***What happens if we do not agree with any of the findings?***

The BCS has a written document concerning an applicant's right to appeal a decision.

***What is required in terms of Quality Management of the product or system?***

A CodeMark Certificate requires the holder to continuously manage the use of the 'Mark' as well as maintaining an appropriate level of quality and risk control, covering supplies from suppliers, shipping, storage, processing, dispatch and installation or application, according to the needs.

The BEAL Certification Service is responsible for ensuring the ongoing implementation of such quality assurance and will need to see a suitable 'building product quality plan' in place by way of making periodic audits of the plan including site visits, as deemed necessary.

***What information is available about the CodeMark scheme?***

In addition to the information provided in this Product Certification Process Information Pack, applicants, on receipt of a request to BCS, will be provided with a copy of the BCS Policy and Procedure documents for their reference. These documents set out the policies that BCS and the applicant are bound by, and the practical steps that are followed to developing an "Evaluation Plan" and the carrying out of the Plan.

Within these documents are also the procedures for dealing with disagreements and appeals of decisions by the BPCB.

***What information is available about the Evaluation Plan findings?***

At the conclusion of the peer reviews, a Project Manager's summary report is produced that either recommends certification, or sets out the shortfalls that are needed to gain certification.

If there are any other questions you have about the CodeMark Scheme, we encourage you to call our New Zealand office on +64 4 233 6661 or our Australian office on +61 420 408 177. We can also accept Skype calls using [colin.prouse2](https://www.skype.com/en/contacts/colin.prouse2)

*Our recommendation is that to properly understand the product certification process, make an appointment to visit the office of BCS at 2A Plimmerton Drive, Plimmerton, near Porirua. Check the Contact Us page on the BCS web site for directions using a Google map.*

Contact BEAL Certification Service Limited on the above numbers or email us at [bc@beal.co.nz](mailto:bc@beal.co.nz)  
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