

What Does An Application For A CodeMark Certificate Need To Include?

All building products and systems need to comply with the relevant performance clauses of the relevant Building Code.

It is up to the manufacturer, importer or distributor to state which performance clauses of the Building Code their building product (or system) will comply with, and provide proof.

Verification of compliance with each relevant performance clause, is commonly achieved through having a suitably qualified and experienced testing house carry out testing and providing Test Reports. Overseas test reports are accepted provided the testing house complies with the requirements of ISO 17025.

Here is a list of typical requirements for an application for a CodeMark –

1. **A Technical & Installation Manual** that meets the requirements of the 'BCS Generic Technical Manual Requirements v3' (available on request);
2. **A Quality Management System document** that meets the requirements of the 'Standard for a Building Product Quality Plan v11' (available on request);
3. **Copies of Test Reports** from reputable independent laboratories that show how verification of compliance with all relevant performance clauses is demonstrated;
4. Copies of any **factory Quality Management System** (e.g., ISO document);
5. Copies of all relevant **technical and trade literature** including all components and their suppliers;
6. A document describing a **history of use** here in New Zealand, Australia or overseas;
7. A copy of all **training literature** – especially if installers or applicators are given special training related to the product or method;
8. The **web site addresses** of the manufacturer and or local distributor(s)

Technical & Installation Manuals need to meet the BCS 'Requirements of a Technical & Installation Manual Requirements v3'. Applicants may need to put time and effort to reach this standard. BCS can recommend entities who can help achieve this in the most cost-effective manner if requested. Copies of the BCS 'requirements' can be obtained free of charge on completion of the application process.

Quality Management System documents need to meet the requirements of the BCS 'Standard for a Building Product Quality Plan v11'. Again, BS can recommend entities that can help.

With regard to Test Reports, the requirement here is that the report(s) are; a) provided by laboratories that are independent of the manufacturer, b) carried out by a laboratory that is suitably qualified, preferably recognised by the national certification body of that country, and c) uses a test procedure that is recognised as being suitable by our experts.

The method for determining what actually needs to be done is through an initial assessment, which commences with the completion of the confidentiality agreement and application form for each product and payment of the relevant deposit. To find out more call 04 233 6661 now.