



REVALIDATION & CHANGE POLICY v2 (for Appraisal Certificate Holders)

In order to comply with the conditions of a BEAL Appraisal Certificate and meet the conditions expected by Building Consent Authorities and others who rely on the authority that these certificates provide, it is necessary to review and revalidate appraisal certificates on a regular basis.

From the time that the appraisal was issued, there can be changes to the Building Regulations, Acceptable Solutions, or Standards or BEAL performance requirements. These changes may need to be incorporated into the appraisal certificate and or the technical literature to ensure it complies with current conditions and expectations. The revalidation process carried out annually is the method for ensuring ongoing compliance. Revalidation includes a review of the appraisal document, the technical manual and drawing details.

In order to ensure these conditions are met, BEAL Appraisal Certificates will show the annual expiry date on the front page, indicating the month and year of the expiry, rather than the date of issue. This policy will be introduced as older certificates are revalidated.

The annual revalidation process will incur a fee. The fee will be based on the level of risk associated with the building product and the complexity of the product or difficulty of installing it. The risk score of a product is determined when the initial assessment of the product is carried out using a risk analysis process. Scores typically range from 1 for a low risk product, 5 for a medium risk product and 10 or more for a high risk product.

For a low risk score the revalidation fee is set at \$560 + gst. (Allows for 2 hrs time)

For a medium risk score the revalidation fee is set at \$840 + gst. (Allows for 3 hrs time)

For a high risk score the revalidation fee is set at \$1,120 + gst. (Allows for 4 hrs time)

In the event that it is found that either the appraisal and or the technical literature requires updating, after the revalidation review is complete, the certificate holder will be advised of the need for this and given an estimate of the fee for any work required to update these. Upon completion of the changes, BEAL will immediately update its web site with the new expiry date and date of the update.

This policy will be communicated to all Building Consent Authorities (Councils) and the MBIE (the old DBH) for their records.

BEAL Appraisal certificates are generally respected and accepted throughout the country. An important component of this respect and authority is the knowledge that there are regular reviews and updates being implemented when necessary. Together with the implementation of a regularly audited Building Product Quality Plan or risk management process, BEAL Appraisal certificates have and continue to provide a reliable and ongoing form of confidence to all those who rely on them. No manufacturer wants consent hold-ups from Councils or a claim made against them. BEAL Appraisal certificates and properly implemented Building Product Quality Plans provide the assurance that such hold-ups and claims are prevented!

Colin Prouse
General Manager
Building Element Assessment Laboratory Limited.

Internal Process for Carrying out a Revalidation v2

Based on the above policy the following practice will be followed:

1. The reviewer will note in writing the type/category of building product and assessed Risk Score;
2. The reviewer will note whether there are any changes to any relevant Regulations, Code, Acceptable Solutions, Standards, Codes of Practices or BEAL Testing Service performance or design requirements;
3. The reviewer will review the responses given by the certificate holder to the revalidation questionnaire form;
4. Taking into account the above, the Appraisal Certificate shall be reviewed and recommendations for change(s) noted;
5. Taking into account the above, the technical literature will also be reviewed, with recommendations for change(s) noted;
6. On completion of the reviews, the certificate holder will be informed – by way of a CAR (either Minor, Major or Critical) - in writing of the required changes, work required to be done by BTS and estimated fee associated with the BTS work;
7. The time associated with the revalidation work will be recorded on a daily basis;
8. In the event that necessary changes deemed Critical or Major CARs have not been resolved satisfactorily before the end of the month for which the appraisal certificate will expire, then the certificate holder will be advised as soon as practical that the relevant certificate is 'suspended' pending resolutions of the non-compliance;
9. Once all corrections, updates and the like have been implemented satisfactorily, BTS will issue a draft updated appraisal certificate, along with an invoice for any work deemed chargeable and advise them of the name of the appointed auditor;
10. In the event that the invoice is not paid for with the stipulated time (usually 5 days) then the appraisal certificate holder will be notified that their certificate has been suspended until payment has been made;
11. As soon as practical after completing the revalidation process, the person nominated to carry out the audit of the BPQP shall be notified of key changes to the certificate and or technical literature, supplied with a copy of the relevant BPQP, and advised to organise the audit;
12. All documents and notes associated with the revalidation process will be subject to the Internal audit process described in TDOC15 and the associated forms.

Templates for correspondence

Advice of New Revalidation Policy

Dear client

BEAL Testing Services (BTS) have been revalidating appraisal certificates for more than two years now and have become aware that some certificates require considerably more time reviewing the certificate and associated technical literature than was allowed for.

The DBH (now MBIE) have also taken an interest in the process followed by BTS for ensuring all appraisal certificates are kept up to date.

As a result it has been decided to develop a new policy covering the BTS revalidation process to ensure that all appraisal certificates comply with the latest conditions and expectations from users.

Attached for you to read and keep for reference is the updated Revalidation & Change Policy v2.

The most notable changes from the old policy are a) to introduce a range of revalidation fees in order to reflect lower risk profile products which take less time to process, as well as higher risk profile products, and b) the inclusion of the appraisal certificate expiry date on the front of the certificate.

BEAL Appraisal Certificates are respected throughout the country. Together with the implementation of a Building Product Quality Plan or risk management process, BEAL Appraisal certificates have and continue to provide a reliable and ongoing form of confidence to all those who rely on them.

No manufacturer wants consent hold-ups from Councils or a claim made against them. BEAL Appraisal certificates and properly implemented Building Product Quality Plans provide the assurance that such hold-ups and claims are prevented.

Yours sincerely,

Advice of Potential Suspension of Certificate

Dear client

BEAL Testing Services (BTS) have completed a review of your Appraisal Certificate and technical literature and found that a number of corrections / updates to these were required to ensure your certificate complied with the latest requirements and expectations from users.

However it is noted that the invoice # dated #/#/## for the work required to be carried out by BTS to ensure that your certificate is compliant, has not been settled yet. No doubt this is an oversight on your part and we appreciate how this may have been overlooked. On the other hand it is necessary for the invoice to be paid in order for your certificate to be published as currently up to date.

This is a friendly reminder that should the invoice be not paid by #/#/## then we will temporarily suspend the certificate, disable the downloadable pdf certificate and advise that the certificate has been suspended, on our web site.

We trust that this action will not be necessary and trust you will settle the account by the required date.

Yours sincerely,

Internal Process for Carrying out an Audit of the BPQP v2

Based on the above policy the following operational practice will be followed:

1. The appointed auditor shall be provided with a copy of the relevant BPQP, as well as being informed in writing the type/category of building product and assessed Risk Score, together with any changes/updates to the appraisal or the technical literature;
2. The auditor shall also be informed that the revalidation process has been satisfactorily completed;
3. The auditor shall make contact with the certificate holder to advise them of the planned audit of their BPQP which will, where possible, include site audits;
4. The first audit carried out after the issue of a new appraisal shall be called the “post appraisal audit”;
5. All other audits shall simply be called “BPQP Audits”;
6. The audit process shall follow the requirements set out in the BPQP Compliance Check Form ;
7. The audit report shall be addressed and sent to the appraisal certificate holder with a copy sent to BEAL head office;
8. The report will include the BTS Appraisal Job Number. E.g.C1203;
9. The report shall categorise non-conformances as Critical, Major or Minor with appropriate times to resolve these based on ‘Critical’ requiring resolution within 24hrs of being uncovered, ‘Major’ requiring resolution within 7 days of being notified and ‘Minor’ indicating the issue needs resolving before the next BPQP Audit.
10. The auditor shall be responsible for following up Critical and Major non-conformances and keep BEAL head office advised in a timely manner;
11. Where appropriate, the auditor shall provide guidance to the appraisal certificate holder as to how a non-conformance may be resolved. The auditor shall not be permitted to rewrite the BPQP, which may be rewritten, with permission from the appraisal certificate holder, be carried out by BEAL head office;
12. When the auditor is satisfied that the BPQP is compliant, the auditor shall inform BEAL head office, who shall invoice the appraisal certificate holder for the audit work completed.