



BUILDING PRODUCTS

QUALITY PLAN

Covers

CodeMark(s) BCS #

Last Reviewed on 01/04/2017

Newton Systems Ltd

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New Zealand

www.Newtonsystems.co.nz

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Policy

Newton Systems will distribute products for the New Zealand market ensuring quality of these products are suited to their intended use.

Newton Systems will provide materials / product to waterproofers, builders & installers under this Building Product Quality Plan.

Introduction

Newton Systems was formed in January 2014; due to demand for an alternative solution for Waterproofing solutions which would be competitively priced & that would be a suitable material for the building market.

In 2015 we decided that our materials / products needed to have an appraisal from a suitably experienced testing house and we asked the Building Element Assessment Laboratory (BEAL) to carry out an appraisal of our products. The appraisal would demonstrate to councils, clients and our distributors that the materials / products covered by the appraisal when installed according to our technical manual, would comply with the relevant clauses of the New Zealand Building Code.

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Reference Documents

1. Building Act 2004 and amendments
2. Building Regulations & Building Code
3. Compliance documents supplied by the Department of Building and Housing
4. BEAL's Standard for a Building Product Quality Plan
5. Suppliers' Technical Literature or documents
6. Technical information supplied by Newton Systems
7. Trade literature supplied by Newton Systems
8. Newton Systems's Products Installer Training Manual(s)
9. BEAL Appraisal document: BTS 11XX

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PRODUCTS covered by this BPQP

	Product Name	Scope of Use
1	Hydrobond 403	As a continuous membrane to permanent raft and wall formwork such as the raft blinding and piled walls of reinforced concrete earth-retained structures.
2		
3		
4		

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

Key RISKS covered by this BPQP

Key risk issues covering supply, assembly or manufacture, 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 by the manufacturer 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 distributor

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 Newton Systems Hydrobond 403 – the specifications for each component can be found in the Newton Systems Hydrobond 403 Technical Manual;
2. Components include –
 - * Hydrobond Tape – Double sided sealing tape
 - * Newton 108 Hydrobond -LM- Spray applied instant cure, seamless, rubber waterproofing membrane for the external waterproofing of basements, retaining walls and foundations.
 - * Newton Mesh tape- Fleece detailed tape

General Description of Features and Benefits:

Newton Waterproofing Systems manufactures high performance waterproofing products and systems. The hydro bond 403 is a high performance composite sheet membrane. Hydro bond features a locking fleece and polymer hydrophilic coating. Building applications for retaining walls all exterior waterproofing areas.

The benefits of the Newton Systems Hydrobond 403;

- Full Mechanical bond to concrete prevents water migration between membrane and structure.
- Neutral colouring white or grey specifically to match New Zealand requirements.
- Excellent resistance in high alkalinity of concrete.
- Very flexible- Resistant to movement and fissures in substrates
- The hydro bond system completely encapsulates the structure
- Has been internationally recognised and certified
- Current use proven to be an affordable durable product to ensure dampness and moisture are encapsulated.
- Low maintenance.

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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 NEWTON SYSTEMS staff. These inspections are made against a written inspection procedure described in Appendix A.

Where measuring or testing equipment is used and relies on calibration, this shall be revalidated each year or as specified by the manufacturer.

Testing of Components:

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

Samples of Hydro bond are each batch are tested by the technical adviser visually and other each 6 months. Then inspected by the manager before approval is given for acceptance.

Random samples of the products are tested periodically by BEAL - Director to ensure compliance with the standard.

The testing is to ensure the performance requirements under our appraisal document are maintained continuously. These tests are made against a written sampling and testing procedure described in the Appendices.

<i>COMPONENT</i>	<i>RISK</i>	<i>CHECKLIST / TESTS</i>
Hydrobond 403	low	as per appendix A
Hydrobond Tape	low	as per appendix B
Hydrobond 108 Spray	low	as per appendix B
Newton Mesh Tape	Low	as per appendix B

Note: Where products are assembled by the manufacturer, there shall be checklists at each important stage of the assembly or manufacture.

All such records shall be kept for a minimum of 10 years.

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Labelling / Storage and Despatch / Product Recall

Labelling Requirements:

- All important components are labelled with batch # or use by dates included on each item or packet or box
- Completed or finished Product is labelled with batch # or use by dates included on each item or packet or box
- Where a product has a 'certificate of conformity', the label shall include the 'mark of conformity' as set out in the Code Mark Scheme Rules and advised to the certificate holder
- All components need to be labelled or marked such that they can be easily identified and included in a product recall, should the need arise
- Where there is the potential for the component or finished product to become hazardous to transport people or users of a building, there shall be appropriate warning labels or **Safety Data Sheets** attached.

Storage Requirements:

- Product is stored in a clean dry area until the product is released to a customer/applicator.
- The dispatch freight note is filled out with customer address and products dispatched.
- A copy of the freight dispatch note goes with the product to the customer and the other copies stay in the book for end of the month charge out.

Product Recall

Upon receiving the 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:

Distributors –Distributors are to ensure all products must be installed by trained and approved installers that have undergone training from Newton Systems if the BEAL appraisal is to apply.

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

– A Training Manual describes the training and application of these BPQP procedures.

– A record of each trained an 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 Bill Candy. The person at head office responsible for carrying out periodic internal audits of this BPQP document and attachments is Dion Boag
- Each NEWTON SYSTEMS, Approved Installer shall be responsible for the on-site application of this BPQP as it applies to their work and shall be responsible for having periodic reviews of their documentation and diary notes that are related to the BPQP.
- Each new installer will be required to attend a training day to ensure they are fully trained in applying any of Newton Systems Products.

• Audit Requirements

- This BPQP will be reviewed **every six months** at head office by the management;
- The BPQP of each NEWTON SYSTEMS Approved Installer will be audited at least every year by NEWTON SYSTEMS.
- Use will be made of the checklist at the back of the BEAL Auditing Services Ltd. Standard document.
- Records of each audit completed will be filed in the BPQP file (folder) under the tab entitled NEWTON SYSTEMS, 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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Certificate Holder Notification Responsibilities

- (a) the certificate holder notifies the product certification body in writing of any intended change to any of the following particulars:
 - (I) the name, address, or contact details of the certificate holder:
 - (ii) any address of a location where a certified product is produced or manufactured:
- (b) the certificate holder notifies the product certification body in writing of any intended change, modification, or alteration to any of the following:
 - (I) the certified building method or product:
 - (ii) the method of its production or manufacture:
 - (iii) the product quality plan prepared in respect of the certified building method or product:
 - (iv) the application or installation instructions for the certified building method or product:
 - (v) any documentation relating to the use and maintenance of the certified building method or product:
- (c) if the certificate holder has any reason to suspect that the certified building method or product does not comply with the Building Code, the certificate holder notifies the product certification body in writing of the reason for that suspicion:
- (d) if the certificate holder or the product certification body finds that a certified building method or product that has been released on the market does not comply with the Building Code, the certificate holder discloses that fact in disclosure statements published in a form that is acceptable to the product certification body and to the chief executive:
- (e) if the certificate is suspended or revoked, the certificate holder—
 - (I) notifies all customers to whom the building
 - (ii) immediately ceases using the certificate, the mark of conformity, and any reference to the number of the certificate.

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APPENDIX A – Checklist / Testing Hydrobond

1. Check for any visual damage to product
2. Visually check against a previously passed batch of product
3. Record check results in book
4. Samples of Hydrobond are tested at least once a year to ensure compliance.

APPENDIX B – Checklist / Components

1. Check for any visual damage to product
2. Visually check against a previously passed batch of product
3. Record check results in book
4. Samples of Components are tested at least once a year to ensure compliance.

APPENDIX C – Checklist / New installers applicators

1. Inducted and trained on how to apply product
2. Company-Customer information recorded
3. Products distributed to be recorded when leaving the warehouse.

APPENDIX D – Checklist /

CHECKLIST FOR NEWTON SYSTEMS APPLICATORS v1.2

DATE: _____

COMPANY _____

APPLICANT: _____

ARCHITECT/BUILDER/ENGINEER/WATERPROOFER:

COMPANY ADDRESS: _____

- | | | |
|----|---|----------|
| 1. | Completed training for product purchased | YES / NO |
| 2. | Confirmation that the applicator is competent | YES / NO |
| 3. | Completed company- client information | YES / NO |
| 4. | Signed confirmation of periodic site visits. | YES/NO |

SIGNATURE OF APPLICATOR/CLIENT : _____

COMMENTS: _____
