



AsureQuality Limited

CodeMark Programme

Certificate Holder Responsibilities
and
Requirements

1. SCOPE

This document describes the responsibilities and requirements of Certificate Holders for the CodeMark certification programme.

This document must be read in conjunction with The CodeMark Scheme Rules – Australian & New Zealand (Version 2009.1).

The latest version is on our web site: <https://www.asurequality.com/our-industries/building-and-construction/>

For the purpose of this document “product” may refer also to a building/installation method, system or design.

2. THE CODEMARK SCHEME

CodeMark is a voluntary scheme that demonstrates that a building product or system meets the requirements of NZ Building Code.

CodeMark certified products or construction methods/systems must be accepted within NZ by any building consent authority (BCA) as being Building Code compliant, so long as it is used as specified.

The scheme offers product certification that is an easily-understood and robust way to show that a building product or system meets the requirements of the New Zealand Building Code.

AsureQuality’s CodeMark programme is JAS-ANZ accredited.

Certification under the CodeMark Scheme shall rely on the combined evidence of Product conformity through testing and the existence and maintenance of a Product Quality Plan. The method of evaluation shall include testing of a sample or samples that are representative of the Product as used or installed, with factory and/or construction site inspections, sufficient to ensure that compliance is being achieved and is capable of being maintained.

For the purpose of the CodeMark program the Certificate holder must have, and be able to demonstrate, effective control over the manufacture, testing, packaging, branding, delivery, installation and commissioning, as appropriate, of the Product in question.

3. RESPONSIBILITIES OF THE CERTIFICATE HOLDER

The Certificate holder shall:

- comply with the CodeMark Scheme Rules, and AsureQuality requirements;
- maintain a Product Quality Plan that details the procedures and associated resources that are applied by whom and when to a specific Product and its manufacture, and is consistent with ISO 10005:2005
- ensure the certified Product is manufactured in accordance with the Product Quality Plan and any conditions associated with the Certificate of Conformity and that it is materially the same as any sample that was evaluated;
- notify AsureQuality of;
 - intended change, modification or alteration to the certified Product or
 - its method of manufacture
 - intended changes to manufacturers or suppliers of components of certified Product
 - Product Quality Plan
 - installation instructions
 - changes to the name or address of the Certificate Holder and/or place of product manufacture
 - changes to the key personnel associated with the certified product;

- notify AsureQuality of any reason to suspect the certified Product may not comply with the NZBC;
- issue public disclosure statements through means acceptable to AsureQuality and MBIE where certified Product that is found not to comply with the NZBC has been released on to the market;
- if certification has been suspended or withdrawn – notify existing customers of this change in status and immediately cease the use of the Certificate of Conformity, Mark of Conformity and Certificate of Conformity number;
- reproduce the Certificate of Conformity only in its entirety; and
- use the Mark of Conformity in accordance with the conditions detailed further in this document
- not use Product certification in such a manner as to bring the MBIE or JAS-ANZ or AsureQuality into disrepute or make any statements regarding Product certification which may be considered misleading or unauthorised.
- if making reference to a Certificate of Conformity in communication media the Certificate holder is responsible to ensure compliance with the requirements of AsureQuality and CodeMark Scheme Rules.

4. PROGRAM SPECIFIC DEFINITIONS

- **Accredited certification body (CodeMark certification body):** An organisation accredited by JAS-ANZ under the CodeMark Scheme to issue Certificates of Conformity, like AsureQuality.
- **Certificate of Conformity:** A document issued by AsureQuality, in accordance with the requirements of this programme, which certifies that the properties and performance of a Product complies with the requirements of the NZBC.
- **Certificate holder:** The party to whom a Certificate of Conformity has been issued in relation to a Product. A Certificate holder may be a manufacturer, assembler, distributor or retailer of the Product or any part thereof.
- **Acceptable Test Report:** There may be reports provided by other organisation: see comments on “approval laboratories” below on the acceptability of these reports and issuing organisations.
- **Approved Laboratory:** suitable and competent body(ies) or person(s) carrying out testing, inspection and certification as specified in ISO/IEC 17025 and 17020. An approved Laboratory should issue an **Acceptable Test Report (ATR)**.
 - There will be instances where an organisation issuing a “test report” or “report” is not formally accredited. AsureQuality will on a case by case basis assess the acceptability of this report and issuing organisation taking into account:
 - The independence, competence and credibility of the organisation
 - The availability of accredited providers in this field
 - The availability of a published and accepted test method
 - The type of report issued: it could be a trial report, an opinion, engineering calculation or other
 - The context in which the report is presented and its importance in forming a certification decision (this may be one part of the compliance folder, where other aspects are provided by accredited providers)
 - AsureQuality will make an assessment and reserves the right to accept or reject the evidence provided from such organisations.
- **Mark of Conformity:** The (CodeMark) certification mark applied by or issued under the CodeMark Scheme Rules for a Product which has been issued with a Certificate of Conformity.
- **Product:** Any building material, method of construction or design used in building work including systems, processes and services.
- **Product Quality Plan:** A document specifying which procedures and associated resources shall be applied by whom and when to a specific Product and its manufacture and is consistent with ISO 10005:2005.

5. SPECIFIC PROGRAMME CONDITIONS

5.1. Independent testing of products

AsureQuality reserves its right to select additional samples and complete independent tests. The results of the test will be presented to the manufacturer. Costs associated with the additional sampling and testing must be paid by the AsureQuality client.

Tests reports need to be no older than 5 years.

AsureQuality requires to be present when selecting a sample(s), and reserves the right to take duplicate of the sample(s).

5.2. Suspension or Withdrawal of Certificates of Conformity

CodeMark Certificates of Conformity may be suspended or withdrawn at any time for any of the following;

- Breach of CodeMark Scheme Rules
- Breach of the conditions of a Certificate of Conformity
- Critical nonconformity
- Significantly changing a characteristic of the Certified Product without prior notification to AsureQuality
- Failure to pay any fees; costs or charges associated with the certification
- Failure to comply with the procedures of AsureQuality
- Misuse of the Mark of Conformity

If any of the above transgressions are of a temporary nature, AQ may suspend the Certificate of Conformity.

If certification is withdrawn or suspended existing customers must be notified immediately of the change in status in writing.

5.3. Non-Conformances (Corrective Actions)

The applicant (or Certificate Holder) cannot gain certification until critical or major nonconformities have been corrected and the corrective action verified by AsureQuality.

The nature and significance of any nonconformity is taken into account when determining whether the relevant requirements of the NZBC have been met. If any there is one or more critical or major nonconformity, we cannot recommend certification (on-going or re-certification) until the non-conformity has been cleared or downgraded.

Critical Non-Conformity

- Critical nonconformity require immediate corrective action and no further products shall be produced until the CAR is closed. If the CAR is not closed out by the agreed date the certificate will be immediately suspended or withdrawn.
- Critical or major non-conformances will require onsite verification or verification by testing, or by examination of revised product instructions, depending on the nature of the nonconformity. This will be conducted during a follow up review.
- If a Certificate of Conformity has already been issued and a critical or major non-conformance has been issued the Certificate Holder must take action to clear (verified by AsureQuality) the non-conformance(s).

Major nonconformity

- Major non-conformances must have a close out date that does not exceed 7 days. If the CAR is not closed out by the agreed date the non-conformance will be upgraded to a critical non-conformance.

Minor nonconformity

- A Non-conformance is to be raised and a suitable closeout date agreed with the Certificate holder. The closeout date should reflect the potential impact of the nonconformity. Close out will normally be at the next surveillance audit.

- Where more than one related minor non-conformance is raised which collectively are likely to present a high risk or potential risk, the non-conformances are to be classified as critical or major immediately.
- If a minor CAR is not closed out by the agreed date, the Auditor will review the reasons for non-closure with the Certificate holder and depending on the nature of the nonconformity and its potential to affect compliance, will take one of the following actions:
- Determine that a minor nonconformity still exists, cancel the existing CAR and raise a new CAR with a new closeout date agreed with the Certificate holder, reporting the action in the evaluation report; or
- Determine that the nonconformity is now a major or critical nonconformity and raise a CAR with a closeout date as required for major or critical nonconformity.

5.4. NZBC Updates

Whenever the NZBC is updated,ASUREQuality will ask Certificate Holders to confirm their awareness of the changes as it affects their products, and also confirm their compliance to the new NZBC requirements. Certificate Holders need to complete and submit, within 3 months of the NZBC update being published a NZBC Update Form, together with the support documents to demonstrate compliance with the new requirements.

5.5. Installation

It is a requirement of our program that manufacturers have procedures for the installation of the product that contains explicit, detailed information, including the effect and consequence of poor installation, the complexity of installation and skill levels required, onsite conditions likely to be detrimental to installation, the effects of exposure and the importance of order of construction.

The documentation must contain and identify all critical aspects relating to the MBIE requirements to be taken into account by the building professionals

Assessment of this requirement will be made by ASUREQuality during reviews and on site inspections.

6. RISK ASSESSMENT

6.1. Purpose

The purpose of the risk analysis is to assess the chance of a problem occurring that will have an impact on the performance of the Product in terms of the specific requirements of the NZBC.

The level of risk is assessed in terms of the magnitude of the consequence and the likelihood of a problem occurring in either the manufacturing or installation process. The Risk Assessment Matrix shall be used to assist in determining the level of risk.

6.2. Risk assessment process:

The risk assessment should be completed using the Criteria presented in CodeMark Scheme Rules Appendix 1 The risk assessment determines the level of surveillance of the product.

6.3. Construction/ Installation site inspections

If required, construction or installation site inspections are to be carried out for the following as part of the certification review:

- to confirm the practicability of installing the product;
- to confirm the appropriateness and accuracy of installation instructions;
- to review the recommended methods of handling and storage;
- to identify any adverse conditions that might impact on the performance of the Product; and/or
- to confirm that compliance can be reliably achieved by appropriately competent installers following the instructions.
- a further reason for construction site inspections is to evaluate the in-service performance of a Product. This acts as monitoring and confirmation of the opinions/assessment developed from laboratory testing and other means.

7. PUBLIC INFORMATION

Public information: to be made available by the Certificate Holder on the Certified Product (s) must include the following as appropriate:

Scope of Use of the Product

The scope of use is to define all suitable applications and conditions under which the Product may be used. This includes NZBC, Standard or Certificate holder requirements for any other product or system that directly interacts with the Product, or may in some way affect its performance when in use.

Any limitations to the application of the Product must also be stated.

Technical Specification

The technical specification must include detailed descriptions of all individual components and accessories that are required for the certified Product. The technical specification must also advise who is responsible for the supply of each item. The description of all individual components and accessories must be detailed enough so that they can be adequately identified on site.

Technical Information – Design, Installation and Maintenance

The technical information must contain explicit, detailed information on the design, use, installation and maintenance requirements of the Product. It must identify all critical aspects relating to the NZBC requirements, to be taken into account by the building professionals during the design stage in order for the Product to perform successfully.

Critical Aspects Checklist

The checklist shall include all critical aspects relating to the Product and any other products that directly interact with it and/or could in some way impact on the performance of the Product.

AsureQuality recommends that these documents be “bundled” as one set of information, controlled under the company document control system (document number, issue date, content, and approval authority), made available to the public to ensure stakeholders have the ability to understand the approval

8. CONDITIONS OF USE OF THE CODEMARK LOGOS

8.1. Issue of the Mark of Conformity

- The Mark of Conformity shall remain the property of the MBIE
- The Certificate of Conformity, Mark of Conformity or reference to AsureQuality shall only be used or made during the life of Certificate of Conformity and for products that have been certified, and for which the Certificate is still current.
- Applicants having achieved the Certificate of conformity under the CodeMark program shall use the CodeMark Mark of Conformity. The mark may be used on their website or in promotional and advertising material, products, packaging and labels.
- The Mark of Conformity may only be used in advertising that is specific to the certified Product. When more than one product is advertised the Mark of Conformity may only be used in association with the certified Product.
- Applicants shall complete an AsureQuality License Agreement prior to being issued with the logos.

8.2. Use of the Mark of Conformity

Clients having achieved a Certificate of Conformity shall use the CodeMark Mark of Conformity on Certified product(s), the packaging or attached documentation or labels.

8.3. The Mark of Conformity shall be used only in association with a Certificate number.

The Mark of Conformity may be applied directly to the Product by stamping, printing, moulding, etching, labeling, etc. The Mark of Conformity may be applied to the Product packaging, information sheet or advertising materials.