

BRANZ CODEMARK PROGRAMME



SCOPE

This document describes the certification programme offered by BRANZ to clients seeking Product Certification under the CodeMark programmes of New Zealand and Australia. This document is subject to change without notice. The latest version is on the BRANZ website.

CodeMark certification is available to demonstrate compliance with the Building Code of Australia (BCA) or New Zealand Building Code (NZBC). CodeMark is delivered by independent organisations such as BRANZ based on evidence such as tests, evaluations and audits. Ongoing Reviews of the basis of certification and factory and site surveillance maintains confidence in the certification. These same processes monitor design changes or competence changes and provide manufacturers and suppliers the ability to continue to develop the products design and efficiency.

THE CODEMARK SCHEME

It was jointly developed by New Zealand Ministry of Business, Innovation and Employment (MBIE) and the Australian Building Codes Board (ABCB). The schemes although similar are separate in each country and certificates are only valid for the country they are issued in. However, the CodeMark schemes enable pooling of resources and expertise, and increases the access to both Trans-Tasman markets for product manufacturers, local and overseas.

The CodeMark schemes will support the use of existing building products as well as new and innovative building products by providing a nationally and internationally accepted process for products to be assessed for compliance with requirements of the building codes of Australia and New Zealand. The schemes will provide confidence and certainty to regulatory authorities and the market through the issue of a Certificate of Conformity (Australia) and a Product Certificate (New Zealand).

The CodeMark Schemes permit the use of the Certificate Number and CodeMark certification mark on a product or system listed in the respective Certificate of Conformity/ Product Certificate providing reliable evidence confirming a manufacturer's (product supplier's) compliance with the requirements of the Building Code of Australia (BCA) or New Zealand Building Code (NZBC).

The Australian CodeMark Scheme is managed by The Australian Building Codes Board (ABCB) and the New Zealand CodeMark Scheme by the Ministry of Business, Innovation and Employment (MBIE). The competence of the third-party certification bodies is assessed and monitored by the Joint Accreditation System of Australia and New Zealand (JAS-ANZ).

BRANZ

About BRANZ

BRANZ is an independent and impartial research and testing organisation. Our vision is to inspire the industry to provide better buildings for New Zealanders. We have approximately 100 staff with expertise and knowledge in the building industry, conducting building research and carrying out product testing and evaluation. We also provide information through our bulletins and magazines, advice and education to the industry.

With our robust technical base, we set the benchmark for technical excellence in building product and system evaluations to demonstrate their fitness for purpose again the building code.

BRANZ CodeMark Programme

BRANZ will evaluate and certify products for compliance with the Building Code. The product certification will address the manner in which the product is designed, incorporated, assembled, applied or installed into a building and the maintenance required.

Claims made in the Product Certificate, Certificate of Conformity for Building Code compliance will be on evidence provided by appropriate investigation based on tests, scientific and engineering expert judgement, practical knowledge, examinations, assessments, inspections, factory audits and construction site audits.

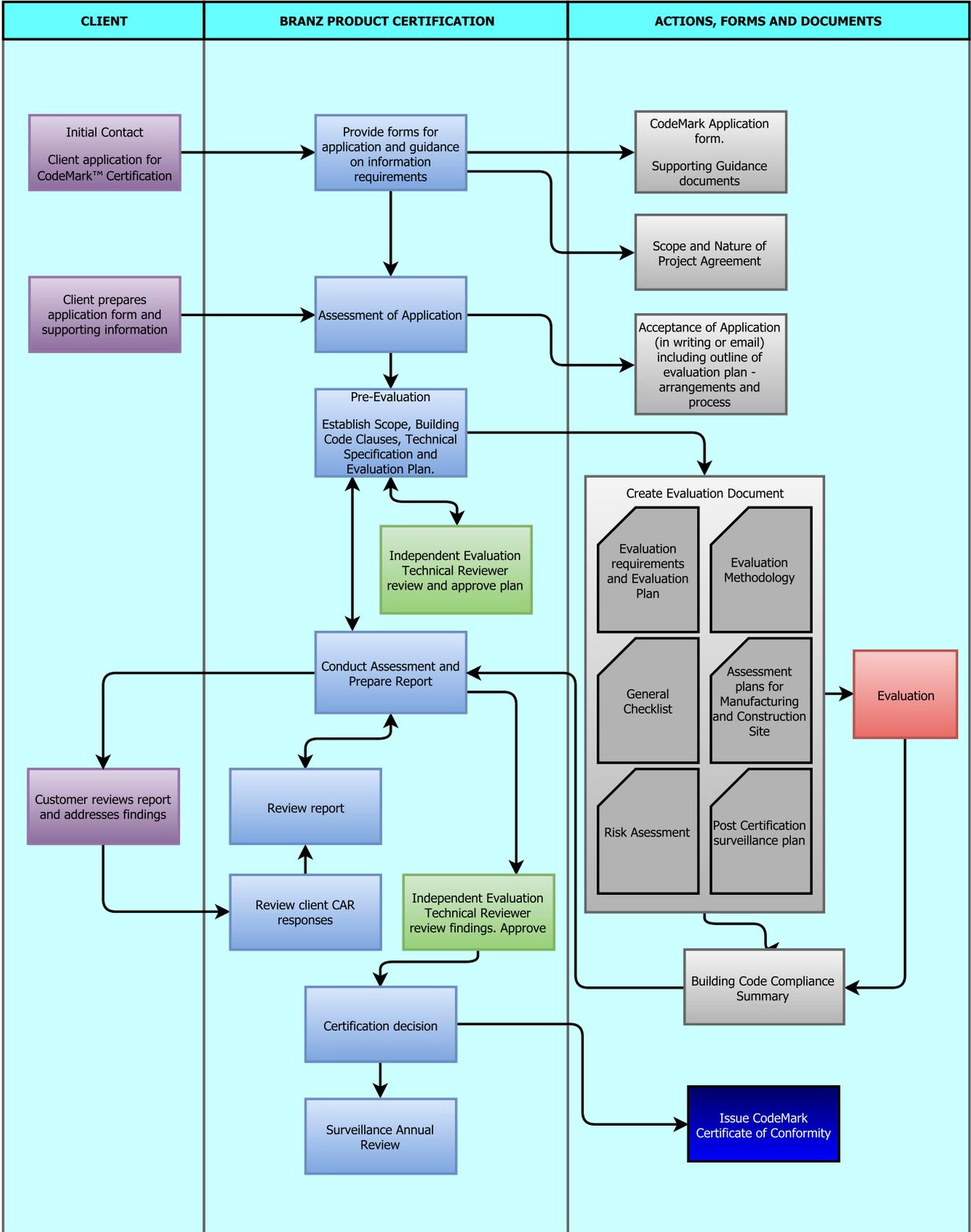
The BRANZ certification process will determine that code compliance of building works can reliably be expected with proper design and installation by appropriately skilled installers following the installation instructions.

BRANZ will carry out an Annual Review of the certification. The primary objective of surveillance Annual Review is to confirm that the product continues to meet the Building Code, the evaluation criteria (Evaluation Plan) and conditions of certification. It is a check that the basis on which the certification was granted is valid and being maintained.

BRANZ will make its services accessible to all applicants whose activities fall within the scope of its operations. Access to the BRANZ certification process shall not be conditional upon the size of the client or membership of any association or group, nor shall certification be conditional upon the number of certifications already issued.

BRANZ shall confine its requirements, evaluation, review, decision and surveillance (if any) to those matters specifically related to the scope of certification.

CERTIFICATION PROCESS



SPECIFIC CODEMARK PROGRAMME CONDITIONS

GENERAL

- Test reports need to be no older than five years.
- BRANZ requires to be present when selecting sample[s] and reserves the right to take duplicate samples.

ACCEPTABLE TEST REPORT

A test report issued by an Approved Laboratory which meets one or more of the following conditions:

- Be issued by a IANZ [NATA] approved laboratory [The IANZ [NATA] accreditation must cover in its scope the test done by the laboratory], including instances where the test was undertaken by another laboratory, but the report was issued by the accredited laboratory.
- Be issued under the IEC CB Scheme, by a certification body under the scheme.
- Be issued by a laboratory approved by IANZ [NATA].
- Be issued by another laboratory approved by another accreditation body that is a signatory to the International Laboratory Accreditation Cooperation [ILAC] Multilateral Recognition Arrangement, and the accreditation must cover in its scope the test done by the laboratory, including instances where the test was undertaken by another laboratory, but the report was issued by the accredited laboratory.
- Be issued by a laboratory, where the test has been witnessed by an approved BRANZ representative.
- Recognised test report must be current.
- If NATA, IANZ, ILAC MRA or IEC CB scheme approval is not available, BRANZ may or may not accept an alternative laboratory approval mechanism.

There may be reports provided by other organisations: see section below “Approved Laboratory” on the acceptability of these reports and issuing organisations.

APPROVED LABORATORY

A 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. BRANZ will, on a case by case basis, assess the acceptability of the report and issuing organisation taking into account:

- the independence, competency 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, i.e. trial report, 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.

BRANZ will make an assessment and reserves the right to accept or reject the evidence provided from such organisations.

INDEPENDENT TESTING OF PRODUCTS

BRANZ reserves the right to select samples and complete independent tests. The results of testing will be presented to the client (manufacturer/ applicant/certificate holder). Costs of testing must be paid by the BRANZ client.

NOTIFICATION TO MBIE, ABCB AND JAS-ANZ

Notifications will be in accordance with the CodeMark Scheme Rules:

SUSPENSION AND WITHDRAWAL OF A PRODUCT CERTIFICATE

BRANZ may withdraw a Product Certificate at any time in accordance with the provisions of the Building Act 2004 or CodeMark Scheme Rules for

- breach of these Scheme Rules
- breach of the conditions of a Product Certificate
- a critical nonconformity
- significantly changing a characteristic of the certified Product without giving prior notification to BRANZ
- failure to pay any fees, costs or charges associated with the certification
- failure to comply with the procedures of CodeMark
- misuse of the Mark of Conformity.

BRANZ may suspend certification for any of the reasons in [a] to [g] where the transgression is of a temporary nature.

BRANZ shall advise the Certificate holder and JAS-ANZ in writing of the reasons for the suspension or withdrawal in accordance with the CodeMark Scheme Rules.

A Certificate holder may relinquish certification at any time by written advice to BRANZ.

BRANZ, JAS-ANZ, MBIE and/or the ABCB may make details of withdrawn or suspended Product Certificates, publicly available.

BUILDING CODE UPDATES

Whenever the Building Code is updated BRANZ will ask certificate holders to confirm their awareness of the changes as it affects their products and also conform their compliance to the new Building Code requirements.

The New Zealand Building Code (NZBC), Acceptable Solutions, and Verification Methods are available on the MBIE website:

<http://building.govt.nz/>

The Building Code of Australia (BCA) is updated every three years. The NCC is available at:

www.abcb.gov.au

Certificate holders are required to complete the Building Code Update Process within 3 months of the update being published. Supporting information to demonstrate compliance will be required. Refer Building Act 2004, Section 271.

INSTALLATION

Manufacturers and suppliers of products must have documented procedures [Technical Literature] for the installation of the products that contains explicit information including the effect and consequences of poor installation, onsite conditions likely to be detrimental to installation and the importance of order of construction. Manufacturers and suppliers must state the skill levels appropriate for the installation of the product in particular their requirements for installation by their approved installers and any regulatory requirements and Licensed Building Practitioners [LBP].

Documentation [Technical Literature] must be explicit about conditions of exposure and the effects of exposure and the need for protection during the installation and construction process.

BRANZ will assess these aspects as part of the Evaluation, review of Technical Literature and site inspections.

DESIGN

Documentation [Technical Literature] must contain and identify critical aspects relating to the NZBC or BCA with adequate information for building professionals to carry out design when utilising the Product. The design information should be such that Building Code compliance of building works can reliably be expected with proper design

BRANZ will assess these aspects as part of the review of Technical Literature.

RISK ASSESSMENT

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/BCA including any relevant State and Territory variations and additions.

FACTORS CONSIDERED IN THE RISK ANALYSIS WILL INCLUDE:

- Nature of product: i.e. history of use, innovation, type, function [Building Code performances], history of quality, complexity, variability, location, exposure and in-service conditions, hazardous material;
- Nature of Certificate Holder: i.e. manufacturer, importer, marketer, supplier;
- Nature of manufacture: i.e. Variability of raw materials; Complexity of manufacture; number of employees involved with production and quality control; Supply of materials for manufacture; Number of sites involved in manufacture;
- Manufacturing Quality Plan;
- Extent and nature of sampling and testing;
- The need for BRANZ sampling and testing;
- Assembly quality;
- Supply of materials and components not by supplier;
- Building Code – claimed performances [considering all relevant clauses];
- Quality of building or building parts, to which the product is incorporated, assembled, applied or installed;
- Issues of public safety;
- Design process and skills;
- Handling and storage sensitivity;
- Packaging and distribution;
- Sequence of construction and importance;
- Interfaces;
- Construction site installation complexity and skill levels;
- Site finishing;
- Commissioning;
- The importance of aesthetics to the owner;
- Consumer protection;
- Detrimental conditions for installation;
- Effect of exposure to elements or physical damage before, during and after installation;
- Susceptibility to deterioration, damage and misuse;
- The degree of, and the dependence on, maintenance.
- Ease or difficulty for repair or replacement, [rectification].

Level of Risk

The level of risk is assessed in terms of the magnitude of the consequence and the likelihood of a problem occurring. This will be considered as the product as a whole in the building, components and materials that make the product, manufacturing and installation process.

A BRANZ Risk Assessment Matrix will be used to assist in determining the level of risk.

RISK ASSESSMENT PROCESS

The risk identification, risk assessment analysis, risk treatment and management will be recorded in the Evaluation Plan.

A justification of the risk assessment will form part of the documented Evaluation Plan development process and Annual Review.

CONSTRUCTION SITE INSPECTION

Construction site inspections are to be carried out for the following as part of the certification evaluation and review:

- To verify factors considered in the Risk Analysis and record any aspect needing re-analysis.
- To confirm the practicability of installing the product as specified.
- To confirm the appropriateness and accuracy of installation instructions.
- To confirm that appropriately competent installers following the instructions can reliably achieve Building Code compliance.
- To review the skill levels required for installation.
- To identify any adverse conditions that might impact on the performance of the product.
- To identify any issues associated with interaction with other components and materials.
- To identify critical aspects of installation where inspection would be appropriate.
- To understand the consequence of poor installation.
- To review the recommended methods of handling and storage.
- To review the maintenance requirements.

IN-SERVICE PERFORMANCE

Where identified in the Evaluation Plan and required by the surveillance plan [Annual Review], in-service performance inspections will be carried out as monitoring and confirmation of the assessments and laboratory testing. Inspections may also be required to review maintenance requirements.

CERTIFICATION DOCUMENTS

The CodeMark Product Certificate will be developed in conjunction with the client.

The CodeMark Product Certificate will include the information as required by the CodeMark Scheme Rules Section 5.3 and Building [Product Certification] Regulations r14.

PUBLISHED INFORMATION

Published information is to be made available by the Certificate Holder on the Certified Product.

The following information is required by the CodeMark Scheme Rules Appendix 2:

Scope of Use

The Scope of Use is to define all suitable applications and conditions under which the Product may be used. This includes NZBC, BCA, 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 or accessories that are required for the Product, which are supplied and/or specified by the Certificate Holder. The Technical Specification must also advise who is responsible for the supply of each item. The description 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/BCA 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.

TECHNICAL LITERATURE

The Product manufacturer or supplier is required to have available Technical Literature which should:

- Be identified and have a date of issue and amendment history.
- Be the same as referenced by the Product Certificate.
- Not cover product or use outside the scope of use of the product certification [Product Certificate].
- Not conflict with the product certification [Product Certificate].
- Be factual.

Technical Literature should also contain:

- Full contact details of the product manufacturer or supplier [Product Certificate Holder].
- CodeMark Mark of Conformity.
- Product description and identification.
- Scope of use.
- Any limitations or conditions.
- Technical specification.
- Specification and identification for all components and accessories.
- Specific claims of Building Code clause compliance.
- Accurate representation of technical data from test reports and supporting information.
- Responsibilities for supply, design and installation.
- Explicit, detailed technical information on design, use and installation.
- Explicit, detailed technical information and owner guidance on maintenance.
- Product interface with other building elements and materials.
- Checklist for critical aspects.
- Inspection requirements.
- Handling and storage instructions.
- Product working instructions.
- Health and safety instructions.

Particular note will be taken of the requirements of Building Act s14G [New Zealand].

The above provides a checklist for the expected content of Technical literature and will be used by BRANZ when reviewing the Technical Literature.

Refer also to "Installation" and "Design" on page 5.

REVIEW AND APPROVAL OF TECHNICAL LITERATURE

Technical literature will be reviewed as part of the certification Evaluation and Review.

ANNUAL REVIEW

BRANZ will carry out an Annual Review of the certification. The primary objective of surveillance Annual Review is to confirm that the product continues to meet the Building Code, the evaluation criteria [Evaluation Plan] and conditions of certification. It is a check that the basis on which the certification was granted is valid and being maintained.

CERTIFICATION HOLDER RESPONSIBILITIES

The Certificate holder shall;

- a) comply with the CodeMark Scheme Rules;
- b) comply with the procedures of the BRANZ CodeMark Scheme;
- c) 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 [AS/NZS 10005:2006];
- d) ensure the certified Product is manufactured in accordance with the Product Quality Plan and any conditions associated with the Product Certificate and that it is materially the same as any sample that was evaluated.
- e) notify BRANZ of any intended change, modification or alteration to the certified Product (or its method of manufacture, Product Quality Plan, installation instructions etc);
- f) notify BRANZ of any reason to suspect the Certified Product may not comply with the Building Code performance requirements;
- g) notify BRANZ in writing of any intended change to the name, address or contact details of the certificate holder place(s) of Product manufacture;
- h) issue public disclosure statements through means acceptable to BRANZ and MBIE and/or ABCB where certified Product that is found not to comply with the Building Code performance requirements has been released on to the market;
- i) if certification has been suspended or withdrawn – notify existing customers of this change in status and immediately cease the use of the Product Certificate, Mark of Conformity and Product Certificate number;
- j) reproduce the Product Certificate only in its entirety;
- k) ensure that the supporting information required for a Product Certificate as set out in The CodeMark Scheme Rules – Australia and New Zealand, is available on request;
- l) ensure that the certified Product is identified as such by applying the Mark of Conformity to the certified Product or its packaging; and
- m) use the Mark of Conformity in accordance with the The CodeMark Scheme Rules – Australia and New Zealand.

DEALING WITH REVIEW FINDINGS (CORRECTIVE ACTIONS UNDER THE CODEMARK SCHEME RULES): NON-CONFORMANCES.

The applicant (or Certificate Holder) cannot gain certification until critical or major non-conformities have been corrected and the corrective action verified by BRANZ.

Critical Non-Conformance

A Critical CAR requires:

- Immediate action to be taken and a response detailing the corrective actions to be taken received with two days.
- No further products can be produced until the CAR is closed.
- All critical CAR's require verification of effective implementation of the corrective action.
- Critical or major non-conformances will require onsite verification or verification by testing, or examination of revised product instructions, depending on the nature of the nonconformity. This will be conducted during a follow up review.
- If the CAR is not closed by the agreed timeframe the Certificate of Conformity is to be withdrawn.

Major Non-Conformance

A Major CAR requires:

- A CAR to be raised and a close out date set.
- The close out date must not exceed 7 days.
- All major CARS require verification of effective implementation of the corrective action.
- If the CAR is not closed by the agreed time frame the non-conformance will be raised to a 'Critical Non-conformance'

Minor Non-Conformance

A Minor CAR requires:

- A CAR to be raised and a suitable close out date agreed to.
- The close out date must reflect the potential impact on the non-conformance and its ease of rectification.

If the non-conformance is not closed then one of the two following actions will be taken:

1. If the Minor CAR is not closed by the due date, a new CAR with a new close out date will be raised, with the action reported in the evaluation report; or,
2. The CAR will be raised to either a Major or Critical non-conformance.

If more than one related minor non-conformity is identified that collectively present a high risk or potential risk, the non-conformities will be classed as Major or Critical.

CONDITIONS OF USE OF THE CODEMARK LOGOS - NEW ZEALAND

ISSUE OF THE MARK OF CONFORMITY

The Mark of Conformity shall remain the property of the ABCB in Australia and MBIE in New Zealand.

The Product Certificate, Certificate of Conformity, Mark of Conformity or reference to the Product Certification Body shall only be used or made during the life of the Certificate of Conformity and for products that have been certified, and for which the Certificate is still current.

Applicants having achieved the Product Certificate / Certificate of Conformity under the CodeMark program shall use the CodeMark Mark of Conformity. The Mark of Conformity 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. Also if the client does not use the Mark of Conformity on the certified product, then the client needs to clearly declare and make it visible to potential users, that the non-certified products are NOT covered by the Product Certificate / Certificate of Conformity.

USE OF THE MARK OF CONFORMITY

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

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, labelling etc. The Mark of Conformity may be applied to the Product packaging, information sheet or advertising materials.

The Mark of Conformity should be used on all Products certified under the CodeMark program.

Any deviations from the approved format, detailed below, are required to be approved by the ABCB or MBIE in writing.

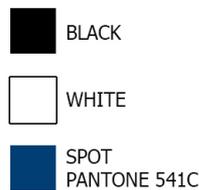


ACCEPTABLE FORMATS

Acceptable formats for the Mark of Conformity are: Full Colour, two Colour and monotone reproduction.

The two colour Mark of Conformity is made up of the CodeMark blue and black. When reversed it is all in white.

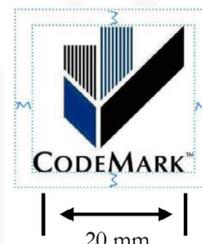
When the Mark of Conformity is to be used in a single colour work, it is to appear all in black on a light background, or all in white when on a dark background.



CORRECT USE OF THE MARK OF CONFORMITY

To retain integrity of the mark, the following guidelines apply:

- The minimum clear space as per the diagram.
- Do not adjust the proportions or any part of the mark including clear space.
- The mark should not be reproduced smaller than 20 mm wide.
- The mark should reference the CodeMark number issued.



OPTIONAL STATEMENT

In some cases Certificate Holders may wish to include an additional statement, typically used on product packaging and marketing literature. According use either of the following paragraphs:

- “This product is marked with the CodeMark Scheme Mark of Conformity. This indicates that the conformity of our product is based upon technical documentation and review of our manufacturing and quality control processes to monitor our ability to consistently produce the product in compliance with the requirements of clauses XXX of the NZBC/BCA.”
- “Compliance of this product with the requirements of Clauses XXX of the NZBC/BCA is monitored by BRANZ.”

LIMITATIONS FOR USE OF THE MARK OF CONFORMITY

- Failure to comply with the conditions of use of the Mark of Conformity will result in a Critical Non-Conformance being issued by BRANZ on the Certificate Holder.
- 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.
- Certificate holders shall not use a Product certification in such a manner as to bring the ABCB, the MBIE, JAS-ANZ or BRANZ into disrepute, or make any statements regarding Product certification which may be considered misleading or unauthorised.
- Upon suspension or withdrawal of a Product Certificate, the use of advertising matter that contains any reference to the Mark of Conformity must discontinue immediately.
- In making reference to a Product Certificate in communication media such as:
 - Documents;
 - Brochures; and
 - Advertising,

It is the Certificate Holder’s responsibility to ensure compliance with the requirements of BRANZ and CodeMark Scheme Rules.

Should the Product Certificate be suspended or withdrawn the Certificate Holder must notify their existing customers of this change of status and immediately cease using the Mark of Conformity, Product Certificate and conformity number.

DISCLAIMERS

Disclaimer Australia:

“This Certificate of Conformity is issued by an accredited certification body under arrangement with JAS-ANZ. The ABCB does not in any way warrant, guarantee or represent that the Product the subject of this Certificate of Conformity conforms with the BCA, nor accepts any liability arising out of the use of the Product. The ABCB disclaims to the extent permitted by law, all liability [including negligence] for claims of losses, expense, damages and costs arising as a result of the use of the product[s] referred to in this certificate.”

Disclaimer New Zealand:

“This Certificate is issued by an independent certification body accredited by the product certification accreditation body appointed by the Chief Executive of the Ministry of Business, Innovation and Employment under the Building Act 2004. The Ministry of Business, Innovation and Employment does not in any way warrant, guarantee, or represent that the building method or product the subject of the this certificate conforms with the New Zealand Building Code, nor accept any liability arising out of the use of the building method or product. The Ministry of Business, Innovation and Employment disclaims, to the extent permitted by law, all liability [including negligence] for claims of losses, expenses, damages, and costs arising as a result of the use of the building method[s] or product[s] referred to in this certificate. This certificate may only be reproduced in its entirety”

CONDITIONS OF USE OF THE CODEMARK LOGOS - AUSTRALIA

The use of the Mark of Conformity for Australia will be in accordance with The CodeMark Australia Scheme Rules, Version 2016.1.