



ABCB



Information required on a Certificate of Conformity

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Purpose

This document has been prepared by the Australian Building Codes Board (ABCB) to provide direction for CodeMark Certification Bodies (CBs) to follow when issuing Certificates of Conformity (CofC) under the CodeMark Australia Scheme (the Scheme) using the CofC template in a form published by the Scheme owner.

Terms used in this document

Terms used in this document have the meanings assigned in the Scheme rules unless stated otherwise.

Evaluation approach

When undertaking a CofC application evaluation, a CB must consider the information required on the CofC template and ensure that it is obtained during the evaluation process.

The Scheme rules require that an Unrestricted Building Certifier (UBC) be involved in the development of the evaluation plan (see Rule 7.4). One of the purposes of involving the UBC at this stage in the process is to identify suitable evidence of compliance with the BCA. This will assist in completing the template, particularly Appendix B – Evaluation Statements.

The following are examples of steps that might be undertaken when evaluating an application:

- **What the product is or is not** - establish the purpose and uses of the product being certified as well as any limitations on the product or how it can be used.
- **What claims of BCA compliance are being made** - identify all applicable BCA requirements for the product. Input from the UBC must be sought when completing this step. This will establish if the claim of BCA compliance is against a Performance Requirement or a Deemed-to-Satisfy Provision.
- **What documentation is presented to support claims of BCA compliance** - determine if there is acceptable 'evidence of suitability' (see Part A5.2 of BCA Volume One and Volume Two) relating to the claims of BCA compliance. If the claim of compliance is against a BCA Performance Requirement, ensure that the evaluation process follows the CodeMark Protocol for the Assessment of Products against BCA Performance Requirements (the Protocol).

What fields of the template must be completed?

All fields of the template must be completed. The only exception is completion of the 'A4 Manufacturers and manufacturing plant(s)' field, which is optional.

For some fields, it may be sufficient to simply refer to previous fields or enter 'N/A' if no further information is necessary. For example, if a simple product can be fully described in the 'Description of product' field on the first page of the CofC there would be no need to add additional product detail in the 'A2 Description of product' field. In such a case, the 'A2 Description of product' field could be completed with 'See description of product on page 1'. For more complex products, information beyond that provided on page 1 may need to be provided at A2.

Direction on completing specific fields

Certificate number

The certificate number must be in the format of CM followed by a 5-digit number **CM00000**

JAS-ANZ will distribute a block series of 5 digit numbers that each CB can use. The certificate number appears at the top of the first page and in the footer of every page of the CofC.

All revisions to certificates must be in a numeric format (e.g. CM80000 Rev 1).

Note: The revision numbering restarts with the issue of the certificate following each renewal. The initial certificate and the certificate issued following each renewal do not require a revision status, as the revision status is zero.

Certification body

In this field, include the accreditation number and contact details of the CB's company or business, such as phone numbers (including area code), email addresses and websites.

Certificate holder

In this field, include the name, address and contact details of the certificate holder such as email address, website address and phone numbers (including area code).

Name of product

In this field, include the commonly used or trade name of the product. If the CofC covers a 'family' of products, include the names for each of the individual products that are part of the product family.

Number of products per certificate (product families/systems)

One CofC should not cover a broad range or large number of products or systems within a product/system family as it may make the CofC too complex to be clearly understood. In these cases, CBs are to issue a separate CofC for each product.

Due to the varying nature of products and systems potentially certified under CodeMark, a rule concerning when multiple CofCs are necessary for individual products/systems within product/system families cannot be made. Nevertheless, the following guidelines apply:

- (1) When separate CofC's should **not** be issued for a product/system family:
 - When the products/systems listed on the CofC meet diverse BCA provisions, particularly when not all products/systems meet all listed BCA provisions. This has the potential to cause confusion if listed on the same CofC.
 - When the products/systems listed on the CofC have different applications with different BCA requirements, particularly when each have different construction requirements.
 - When there is a danger that a practitioner could apply incorrect construction requirements when seeking to follow instructions on the certificate.
 - When the product/system family is very broad (e.g. where a system family contains residential systems alongside commercial systems, each with differing construction requirements).

- (2) When individual CofC's **may** be issued for a product/system family:
- When the products or systems share the same construction requirements and it is clear which BCA requirements they are certified to meet.
 - When the product/system family is made up of specific items whose applications are clear (e.g. a family of fire-collars meeting various FRLs).
 - When the products or systems satisfy the same or closely related NCC provisions (e.g. an insulation product family that meets residential and commercial insulation requirements).

A manufacturer may have a valid argument for listing a number of products or systems on one certificate. In all instances, CB's must consider whether listing a number of product or systems on a CofC will cause confusion. If potential for confusion exists, then separate CofC's are to be issued.

Type and/or use of product

Describe in general terms what the product is and its purpose, i.e. the function or use of the product. This field must not be used to describe the physical makeup of the product; that information is to be included in the 'Description of product' field.

Examples of types of products include:

- Termite management system
- External Insulated Finishing System (EIFS)
- Autoclaved Aerated Concrete (AAC) panel
- Vapour barrier
- Waterproofing membrane
- Cladding system

Use correct BCA terminology, for example:

- Termite management system NOT termite barrier
- Weatherproofing NOT water resistance.

Examples of product uses include:

- Sound insulation of floors between sole-occupancy units
- Internal wall lining where fire hazard properties are required
- Non-loadbearing external wall panels
- External walling system
- Roof cladding in cyclonic areas.

When describing the type and/or use of a product, avoid using BCA defined terms that are out of context. For example:

- 'Separating wall' is defined as a wall that is common to adjoining Class 1 buildings. Use of that term to describe a wall between two Class 10a buildings would therefore be inappropriate.
- 'Fire-resisting' is a defined term that, for the purposes of Volume One, when applied to a building element, means having an FRL appropriate for that element. For the purposes of Volume Two, applied to a structural member or other part of a building, means having the FRL required for that structural member or other part. Using 'fire-resisting' to describe a product that need only have fire hazard properties would be misleading.

Description of product

Describe the physical attributes of the product such as the materials it is made from, the components that make up a product system and the profiles and sizes it is available in.



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The Scheme allows for certification of 'products' and 'product systems'. For complex product systems, not all components of a system may be able to be listed in this field. In such cases, a reference to 'A2 Description of product' for these components is acceptable.

Note: Where a specific brand of component is nominated in the description of a product system, the use of any other brand of component would not be covered by the CofC, even if it is a similar type of component. Similarly, if a component covered by the CofC is substituted for another type of component, such as the substitution of a metal fixing clip for a plastic fixing clip, the CofC would no longer be valid for that installation.

BCA Edition

The BCA edition is the edition of the BCA, including any amendment to that edition, that the product has been assessed for compliance with. To maintain currency, CofCs must be reviewed each time a new edition or amendment of the BCA is made. For example, if a CofC has been issued against the 2016 edition of the BCA, its use as evidence of compliance with the 2019 edition of the BCA may be rejected by the appropriate authority.

Note: Certification Bodies have an obligation under the CodeMark Australia Scheme Rules to review CofCs following the release of a new NCC edition. The Certification Bodies must, within 3 months of being notified of changes to the NCC, ensure that their current CofC holders are advised of the changes and what action each CofC holder must take to ensure that compliance is achieved with the amended NCC.

BCA compliance claims

Correct completion of this field is critical to the integrity of CofCs. Its purpose is to identify the BCA provisions the product does or does not comply with. CofCs should not contain obscure, general claims of compliance with the BCA. The CofC is to nominate:

- compliance with nominated BCA Performance Requirements or Deemed-to-Satisfy Provisions (such as B1.4(i)); and
- a descriptor for the claim (such as Termite actions).

Where appropriate, values are to be included to describe what level of compliance is achieved. For example, this is necessary when compliance with sound insulation levels, energy efficiency R-values or fire resistance levels (FRLs) – as shown below – is being claimed.

Volume One

Deemed-to-Satisfy Provision(s):

Spec C1.1, Fire resistance - (FRL -/60/60 or -/90/90)

In respect of R-values, a product's contribution to the total R-value required for a building element can be described in the following manner, where the certified product must be used in conjunction with other products to achieve the total R-value for the building element.

Volume One

Deemed-to-Satisfy Provision(s):

J1.5, Energy Efficiency – External Walls. R Value 1.2 - Must be used in conjunction with other building elements to achieve a Total R Value.

In the example above, the product achieves an R-value of 1.2. However the building element that incorporates the product must achieve a Total R-value exceeding 1.2.

The use of the term ‘in conjunction with’ may also be relevant for claims against the Performance Requirements for weatherproofing in Volume One where the product may have weatherproofing properties but not sufficient to meet full compliance with the Performance Requirement. For example a vapour barrier for use in an external wall may have weatherproofing properties but cannot be used in isolation as a waterproof external wall; it must be used ‘in conjunction with’ other wall elements such as framing and cladding.

Volume One

Performance Requirement(s):

FP1.4, Weatherproofing - Will contribute to the overall weatherproofing of the building, when used in conjunction with other wall elements including external cladding materials.

The justification for the weatherproofing claim would need to be listed in Section B2 Reports. For example:

B2 Reports

Croftlabs testing regimes Report: Water penetration test AS/NZS 4284:2008 dated 12 Nov 2016 – Demonstrated no failure when tested at 250Pa.

The appropriateness of using ‘in conjunction with’ or similar wording will need to be assessed on a case-by-case basis. It is usually the exception and not the norm to use this approach when describing BCA compliance.

Compliance with Performance Requirements or Deemed-to-Satisfy Provisions?

The BCA is a performance based code. One of the underlying objectives of the Scheme is to provide for a means of acceptance of new and innovative products that meet the BCA.

Products that can meet the Deemed-to-Satisfy Provisions of the BCA usually claim compliance through ‘evidence of suitability’ options other than a CofC, such as test certificates described in Part A5.2(d) and (e). However, a CofC can also be used for this purpose.

When certifying compliance with a Deemed-to-Satisfy Provision, there is no need to also certify against the corresponding Performance Requirement.

For example, consider an emergency lighting product that can demonstrate compliance with Volume One EP4.1 by a means other than the Deemed-to-Satisfy Provisions of Part E4. The claim of compliance with the BCA would be:

Volume One

Deemed to Satisfy Provision(s): EP4.2, Emergency lighting requirements

NOT

Volume One

Performance Requirement(s): EP4.1, Visibility in an emergency

Deemed-to-Satisfy Provision(s): E4.2, Emergency lighting requirements

Identifying the BCA clause or sub-clause

Where the claim of compliance is not to the entire BCA clause, the relevant sub-clause(s) is to be identified on the CofC. For example, consider the four sub-clauses for Volume Two Clause 3.1.4.3 - Termite management systems.

- (a) Be selected appropriate to Table 3.1.4.1; and
- (b) Comply with-
 - (i) AS3660.1; or
 - (ii) Have been tested and passed the tests required by Section 5 of AS 3660.3; and
- (c) Have a durable notice installed in accordance with **3.1.4.4**; and
- (d) Where a chemical termite management system is used, the chemical must be included on the *appropriate authority's* pesticides register.

Consider a product that is a sheet material termite management system complying with AS 3660.1. It is not a chemical, it is not a durable notice and it need not be included on the APMVA pesticides register. Consequently, the following broad claim is incorrect.

Volume Two

3.1.4.3, Termite management systems

Deemed-to-Satisfy Provision(s):

It is more appropriate to claim as follows:

Volume One

Deemed to Satisfy Provision(s): 3.1.4.3(a) and (b)(i), Termite Sheet material

If the sheet material is a system that has provision for a durable sign as per subclause (c) and is listed as a component in 'A2 Description of product' then the claim could be:

Volume One

Deemed to Satisfy Provision(s): 3.1.4.3(a) and (b)(i), Termite Sheet material
3.1.4.3(c) Durable notice

Alternatively it may be listed as a limitation in the 'Limitations and conditions' field that the installation of the product must be accompanied by a durable notice fixed to the building in a prominent location in accordance with 3.1.4.3(c).

State and Territory variation(s)

Relevant State or Territory variations must be considered when determining what BCA provisions a product is being certified against. The method described above for listing BCA compliance is also to be used for State or Territory variations.

The variation is not to be listed in the BCA claims field if the product does not comply with it. If the variation can only be met in part, then the relevant component of the variation must be listed in the 'State or Territory Variation' field.

Limitations and conditions

The 'Limitations and conditions' field is a critical element of the CofC. This field is used to describe in what situations the product can or cannot be used.

The level of detail provided in this field will vary depending on the nature of the product and how it is to be used. In determining the level of detail to be provided, it is important to consider the consequences if the product is used under conditions or in situations for which it is not fit for purpose.

Examples of limitations or conditions that may be relevant are:

- Type of fire-resisting construction (Type A, B or C). If no limitations or conditions for a Type of construction are recorded, the product is interpreted as able to be used in all Types of Construction.
- wind region
- climate zone
- corrosion zones
- BAL levels for bushfire-prone areas
- structural limitations such as for earthquake prone areas, areas subject to snow loads, etc.

Examples of information, which are contrary to the purpose of this part of the certificate and are not to be included in this section:

- The inclusion of Certification Body disclaimers

For referencing purposes, each 'Limitation and condition' is to be numbered where there is more than one.

Building classification/s

The entries in the 'Building classification/s' field are to be 1, 2, 3, etc, as appropriate unless the product can be used in any class of building, in which case 'All classes' may be entered.

A reference to Class 1, 7, 9 or 10 is a reference to all their sub-classes. For example if 'Class 7' is included in this field, the product is being certified for use in both Class 7a and Class 7b buildings. If the product is only for use in a Class 7b building then the entry would be 'Class 7b', not 'Class 7'.

This field is **NOT** for listing Types of Construction.

Scope of certification and disclaimer

These statements are mandatory and must use the wording on the template. Changing any of the scope or disclaimer statements is not permitted.

Signature block

Two names and signatures are required on the CofC; the name of a person authorised by the CB to sign the CofC, and the Unrestricted Building Certifier used in the process of evaluating the product.

Date of issue

The date of issue is the date on which the CofC takes effect. The date will change each time the CofC is revised.

Date of expiry

This date will ordinarily be three years from the initial date of issue or three years from the date of issue following each renewal of the CofC. Expiry dates are not subject to change following a revision of a CofCs.

Appendix A

A1 Type and intended use of product

This field can be used to expand on the 'Type and/or use of product' field on the first page of the CofC. It is not to be used for product promotional material.

A2 Description of product

This field will commonly be used when describing various components or elements of a product system. See discussion in 'Description of the product'. It also provides an opportunity to include information such as figures, illustrations, photos or diagrams from relevant installation manuals or guides, but only when they assist in describing the product.

For simple products, it may be sufficient to refer to the information provided on page 1 of the CofC.

Note: Figures, illustrations, etc. provided in this field are to accurately represent key characteristics of the product and not contain unnecessary or irrelevant information.

A3 Product specification

This field is to be used to list specific information such as the physical parameters of the product, typically found on product specification sheets. This may include information like a summary of tested characteristics to inform users about the product. It may or may not be related to claims of BCA compliance on the CofC. However, where not related to those claims, it must not be presented in a manner that would mislead a reader.

A4 Manufacturer and manufacturing plant(s)

Completion of this field is optional and can be used to include the name, address and contact details of the manufacturer and manufacturing plant. There may be more than one primary manufacturing plant for the product. It is permissible to list more than one on the CofC.

Note: Importers or distributors details are not to be listed in this field.

A5 Installation requirements

This field is used to identify any installation or instruction manual or guide that must be followed in order for the product to fulfil the claims of BCA compliance.

The following needs to be considered when referencing installation or instruction documents:

- The document is not to conflict with the information on the CofC, including in respect of any limitations or conditions.
- Any documents referenced are to be publicly accessible without request, for example via a web site, to a CofC user.
- Documents are to be clearly identified with a version number, date or other reference.
- Where necessary, provide a reference to the applicable part of the document where it contains other information that is not relevant to achieve compliance with the BCA.
- In some circumstances, it may be appropriate to reproduce relevant information on the CofC rather than require a user to source a separate document.

A6 Other relevant technical data

This field is for supplementary information considered useful to the user but which is not:

- not related to the claims of BCA compliance on the CofC and therefore not listed at 'B2 Reports'; and
- not appropriate to list at 'A3 Product specification'.

Appendix B

B1 Evaluation methods

A2.2 in Volumes One and Two describe the four types of assessment methods that can be used to determine compliance with the BCA. These are:

- Evidence of suitability in accordance with part A5 that shows the use of a material, product, plumbing and drainage product, form of construction or design meets the relevant Performance Requirements
- A verification method including the following:
 - The Verification Methods provided in the NCC
 - Other Verification Methods, accepted by the appropriate authority that shows compliance with the relevant Performance Requirements
- Expert Judgement
- Comparison with the Deemed-to-Satisfy Provisions

Note: When documenting the evaluation method/s for a claim of compliance with Performance Requirements, the Scheme requires the evaluation method to follow the CodeMark Protocol for the Assessment of Products against BCA Performance Requirements (the Protocol).

Consider the evaluation methods below.

B1 Evaluation methods

1. FRL assessment – A5.2(d) Report from an Accredited Testing Laboratory
2. Airborne sound and Impact noise attenuation properties – A2.2(2)(d) Comparison with Deemed-to-Satisfy provisions using Specification F5.2
3. Sound attenuation of pipe and service penetrations – A5.2(e) Certificate from an appropriately qualified person.

The example describes three different types of evaluation methods. The claim against A2.2(2)(d) is an Assessment Method for a Performance Requirement that meets the Protocol.

Note: The use of 'Expert Judgement' as an Assessment Method will require some preconditions to be met. These are discussed in the Protocol.

B2 Reports

This field is used to identify the reports/certificates/tests relied on to justify the claims of BCA compliance made on the front page of the CofC. There must be a clear connection between the reports and any BCA compliance claims made.

The reference to the reports are to:

- identify the laboratory, professional body or other entity issuing the report;
- be described by title, version number and/or date; and
- include a brief statement on its relevance to the BCA compliance claim made on the front page of the CofC.

Note: When a report from a NATA accredited laboratory is relied upon, confirmation of its NATA accreditation is to be provided by including the accreditation number of that laboratory.

Example of how to reference a report:

B2 Reports

1. Croftlabs Fire Solutions Report V1 dated 27/11/2015 (NATA accreditation Number 234516) on the 'Fire resistance of Firesoundwall' – Demonstrates the product Firesoundwall 'FR sheeting' achieves a FRL of -/60/60 for 12mm thickness and a FRL of -/90/90 for a 16mm thickness'