

CMI Advisory Notice: 11.1/2019 – CodeMark Scheme Certification

This Advisory Notice is to further clarify the requirements for CodeMark Certification.

1. Declarations

Declarations are to be provided annually confirming:

- a) Manufacturer(s) and/or supplier(s) of the product(s), system(s) or component(s).
- b) For existing certified confirmation that the product(s), system(s) or component(s) specification(s) have not or have changed. If changed, please detail the changes.

2. Changing or Adding Manufactures, Suppliers, Products or Systems

CMI is to be immediately advised if you are planning to change or add any new Manufacturers, Suppliers, Products or Systems. This is to determine what additional testing, audits, engineering evaluations, technical reviews or CodeMark certification may be required.

3. Manufacturing Audits

In line with CodeMark Scheme and JAS-ANZ requirements, CMI will be undertaking your initial and ongoing annual Manufacturing Audit(s) at the actual manufacturing location(s) of your critical component(s) or product(s) as determined. Administrative Audits will be undertaken as part of the Manufacturing Audit.

Prior to the Manufacturing Audit, CMI will require the following documents to be supplied which will be reviewed and validated as part of the Manufacturing Audit(s):

- a) Summary of the product(s), system(s) or component(s) supplied since the last audit (for existing certificates). This should include purchase order and batch information.
- b) Manufacturer(s) and/or supplier(s) of the product(s), system(s) or component(s) declarations
- c) Confirmation that the product(s), system(s) or component(s) specification(s) have not changed. If changed, please detail the changes
- d) Current Quality Plan
- e) Current or proposed Product Marking Information

4. Construction Site Audits

In line with CodeMark Scheme and JAS-ANZ requirements, CMI will be undertaking initial and ongoing annual Construction Site Audit(s) where it is identified that a product or system CodeMark compliance is in part reliant on the methods of installation as detailed in the Installation Guide(s).

CMI will liaise with Clients as to confirming Construction Sites that may be suitable to conduct these audits.

Construction Site Audits will assess:

- a) Installations against the Installation Guide associated with the relevant CodeMark Certificate.
- b) Product(s), system(s) or component(s) used in the installation process.
- c) Product and system marking and identification.

5. Installation Guides

State Regulators, the Australian Building Codes Board and JAS-ANZ expects building product(s) or system(s) that are CodeMark certified to be installed in accordance with the CodeMark Approval and the associated Installation Guide(s).

If a building product(s) or system(s) are approved for use based upon their CodeMark certification and if the installation is not in strict accordance with the CodeMark certificate conditions and associated Installation Guide, then the product(s) or system(s) will be deemed to be outside the scope of their CodeMark accreditation and would have to be reassessed and considered as a Performance Solution under the NCC, exclusive of the Certification.

It is important that wherever possible, known common variations that occur in the methods of installation or use should be documented and included in the Installation Guide associated with your CodeMark certification. CMI will subsequently review these variations against supplied data and verify the compliance of the system and where required, update your CodeMark Certificate of Conformity to specify these inclusions.

CMI strongly recommends that all Installation Guides associated with CodeMark certification have a prominent WARNING at the start of the Installation Guide warning Builders and Installers that **failure to exactly follow the Installation Guide will mean that the CodeMark certification and compliance to the NCC cannot be claimed for that specific site.** An example of such a warning:

WARNING

Where installation of this product or system has not been undertaken strictly as per these Instructions, the CodeMark certification and claims for compliance under the National Construction Code (NCC) will be deemed null and void. Where this has occurred, alternate building compliance solutions will need to be sought for the specific site.

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