

Product Certification

The CodeMark Certification Scheme



All applicants must complete all applicable sections. Please use BLOCK LETTERS

1. Applicant information				
Details of Organisation Registered name (attach details of incorporation or other legal entity) and address.	Name			
	ABN & ACN (Australian applicants only) or company number (for example, ARBN)			
	<input type="checkbox"/> Company <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Trader <input type="checkbox"/> Other			
	Street			
	Suburb		City	
	State	Country		Postcode
Manufacturing Organisation Registered name (if different from above)	Name			
	ABN & ACN (Australian applicants only) or company number (for example, ARBN)			
	<input type="checkbox"/> Company <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Trader <input type="checkbox"/> Other			
	<input type="checkbox"/> Distributor/Agent <input type="checkbox"/> Consultant <input type="checkbox"/> Other			
If different what is the applicants relationship with the manufacturer	Street			
	Suburb		City	
	State	Country		Postcode
Manufacturing address	Name			
	Company			
	Position			
	Telephone		Fax	
	Email			
Organisation representative (person who has the applicant's authority in relation to the certification process and approval of invoices)	Name			
	Company			
	Position			
	Telephone		Fax	
	Email			

1. Applicant information (continued)

Mailing Address (for correspondence)	Street		
	Suburb		City
	State	Country	Postcode
Mailing address and contact for Accounts Payable (if different from above)	Name		
	Position		
	Address		
	Suburb		City
	State	Country	Postcode
This application is for CodeMark Certification for building products. Into which of the following categories does your organisation belong?	<input type="checkbox"/> Manufacturer		
	<input type="checkbox"/> Assembler		
	<input type="checkbox"/> Other (please specify)		
	<p>Note: The applicant/certificate holder is responsible for ensuring the Product meets, and continues to meet, the requirements on which the certification is based. For the purpose of the CodeMark Scheme 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.</p>		

2. Information about the manufacturing organisation

* Occupational Health & Safety Issues

Specify if visitors to the manufacturing premises require personal protection equipment (eg, goggles, hard hats or safety boots) :

Information about the staff	Please provide information about the number of staff employed in each department. Note: This relates to those staff involved with manufacturing of product in respect of which certification is sought.	Department	No. of Employees
		Manufacturing	
		Design / R & D	
		Laboratory	
		Quality Control / Assurance	
		Factory Total	

If some of these departments operate from a separate location, please provide details

Department's name	Name		
	Address		
	Suburb	City	
	State	Country	Postcode

Other manufacturers

Please specify any other manufacturers / suppliers of critical components

Manufacturer's name Please attach a separate sheet if required	Name		
	Address		
	Suburb	City	
	State	Country	Postcode

Type of component	
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Other types of certification

Does your company maintain other forms of certification eg Product Certification, ISO 9001, etc.

If so please identify the type of certification and certifying organisation. Please attach a copy of the Product Quality Plan.

3. Information about your product

(attach copies of documents where applicable)

Description of the product, including purpose for use, trade name(s), catalogue numbers, model identification & indication of the different brand names that may be used

Specific BCA and/or NZBC clauses including any relevant State & Territory variations for the products intended for certification

History of the product, including how long and where the product been used

Tests and/or appraisals carried out on the product, including Australian Standards

Product packaging, marking, storage, transportation information

4. Scope of Use

(attach copies of documents where applicable)

The scope of use including all suitable applications and conditions under which the Product may be used. This includes BCA, Standard or other 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 should also be stated.

5. Technical Specification

(attach copies of documents where applicable)

The technical specification should include detailed descriptions of all individual components and accessories that are required for the Product, which are supplied and/or specified by the Applicant.

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

6. Technical Information – Design, Installation and Maintenance

(attach copies of documents where applicable)

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

7. Critical Aspects

(attach copies of documents where applicable)

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.

8. Construction Site Installation Information

(attach copies of documents where applicable)

Installation instructions for the products intended for certification should be available where applicable

Approval, including qualifications and/or training requirements of the installers

Sites available for SAI Global to inspect

9. Manufacturing Information

(attach copies of documents where applicable)

Description of the manufacturing process, including plants, equipment, raw materials, sub-contracted operations, etc.

10. Additional Information

(attach copies of documents where applicable)

11. Fees		
Please refer to fee schedules for each scheme		
Application Fee	Number of Applications:	Total: \$ AUD
12. Payment method		
This application must be submitted together with payment of the applicable fee		
Cheque	Cheques to be made payable to: SAI GLOBAL LIMITED (A.B.N. 67 050 611 642)	
	A cheque for \$ is attached	Cheque No. Date
Credit Card	Please charge (tick where applicable) <input type="checkbox"/> Bankcard <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> AmEx (ID No.) <input type="checkbox"/> Diners	
	Card No	
	Expiry date	
	Cardholder's name (please print)	
	Signature	
Telegraphic Transfer Please make payment to:	Bank National Australia Bank Address 292 Pitt Street Branch Sydney NSW 2000 Australia Acc name SAI Global Limited BSB Number 082-080 Acc Number 68 228 7431 Swift Number NATAAU3302S To ensure correct processing please include the following information with your payment.	THE REMITTANCE ADVICE SHOULD BE FAXED OR MAILED QUOTING: ATT: Accounts Receivable - Fax (+612) 8206 6019 Your company name: Type of service and date: Invoice number being paid: Failure to advise details may result in delays in processing your payment.
Terms and Conditions		
1. The applicant warrants that the information provided in this application form is correct. 2. The applicant acknowledges that it has received and agrees to abide by the following contractual documents: (a) SAI Global Terms and Conditions of Certification Services (including the Schedule of Fees where applicable); (b) WaterMark Product Compliance Program; and (c) Terms and Conditions of the Certification Mark Licence (where relevant). 3. The applicant agrees that: (a) when SAI Global accepts this application in writing; or (b) if the application is not accepted in writing, when SAI Global starts to supply Certification or Assessment Services to the		applicant; there is a contract for the supply of Certification or Assessment Services upon the Terms and Conditions of Certification Services, including the applicant's obligation to pay all fees due in respect of the certification services, as calculated in accordance with either the Schedule of Fees or other agreement reached with SAI Global. 4. The applicant agrees that if SAI Global issues a certificate and licence to the applicant for the use of any Trade Marks (such as the StandardsMark), the applicant will use the Marks in accordance with the Certification Mark Licence Terms. 5. This application remains valid for 12 months from the date at which the application was made, after which period the application will expire. 6. All fees paid are non-refundable.
Signed for and on behalf of applicant *	Signature of applicant or authorised officer of the applicant	Date
	Full name (BLOCK LETTERS)	Title
* Applicants may undergo a check on credit history through existing creditors and Credit Reporting Agencies. SAI Global reserves the right to reject any application. If the Applicant is not the manufacturer, please attach a Letter of Authority from the manufacturer to allow audit to take place.		
Return completed application form with payment to:	Administration Manager, Product Certification SAI Global Limited GPO Box 5420 Sydney NSW 2001 Australia Or email to product@sai-global.com	

Your Privacy

SAI Global Limited and its related bodies corporate ("SAI Group") respect stakeholders' privacy at all times. When processing your order or application we collect personal information about you for the primary purpose of providing you with a high level of customer service. We may also use this information to inform you of other related products and services available from the SAI Group and to contact you in relation to these products and services.

As we value your privacy we do not make your personal information available to other organisations without your explicit consent, and you have the right to gain access to this information. For more information please see our Privacy Policy on our website www.sai-global.com. Please direct privacy related enquiries to the Chief Privacy Officer on (02) 8206 6000 or by e-mail: privacyofficer@sai-global.com.

S SAI Global office use only

Create new client	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Other SAI Global program (e.g. CEM, OHS?)		
Customer Number		
Program		
App/Cert Number	Standard	
Preferred Auditor	Client Manager	
Technical Coordinator		
Contract reviewed by		
Date		
Application Fee Due	\$	
Application Fees Received	\$	
Other fees Due	\$	
Total amount to be invoiced	\$	
Application Invoice Number	QINV	
Invoiced by	Date	
Date Application Received	Date	

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