

Australian Gas Safety Certification Rules

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Revision History

Rev No	Revision Date	Author	Approved by	Page No	Sec. No	Brief Description of Change
1	April 2019	Shaun Li	David Ricketts			New document compliant with "Gas Equipment Certification Scheme – The Rules".
2	January 2020	Shaun Li	Mustanir Ali	35, 36	Appendix A	Updated the BSI AGS certification logo to the new version

Related Documents

Document Number	Title

1 INTRODUCTION

BSI Group ANZ Pty Ltd¹ (BSI) is accredited by the Joint Accreditation System of Australia and New Zealand (JAS-ANZ) to ISO/IEC 17065 "Conformity assessment – Requirements for bodies certifying products, processes and services" and recognized by the Gas Technical Regulator Committee (GTRC) to provide and maintain a Product certification scheme in accordance with the Gas Technical Regulators of Australia "Gas Equipment Certification Scheme – The Rules". BSI Australian Gas Safety Certification Scheme is recognized in Australia and New Zealand.

The Australian Gas Safety Certification Scheme is accredited by JAS-ANZ as a 'Certification System Type 3, as outlined in "ISO/IEC 17065 "Conformity assessment – Requirements for bodies certifying products, processes and services"'.

It is the intent of this document is to provide a detailed overview on the Australian Gas Certification Scheme, certification requirements, roles, responsibilities and obligations for BSI, our Clients (Certificate Holders) and various associated organisations, including an overview on the mandatory Gas Certification Scheme requirements prescribed by the Australian and New Zealand Gas Technical Regulators.

Our aim is to provide a safe, high quality, cost effective, impartial and transparent certification regime accepted and trusted by the regulatory authorities, industry and the public. Our employees and subcontractors will not offer advice or provide consultancy services to clients with respect to the requested certification and at all times they will remain impartial in the certification activities.

Safety of Certified Product is our prime objective, however product safety cannot be guaranteed, as the certification process is based on a Type Test regime of an individual product type/design to industry accepted Standards(s).

The product design, product safety and ensuring the Certified Product compiles with the requirements of the BSI Australian Gas Safety Certification Rules and all relevant regulatory requirements are the responsibility of the Client (Certificate Holder).

The manufactured (marketed) product is intended to comply with an approved Technical Design and the design recorded in a Technical Specification as BSI formally listed product.

Conformity of all listed production equipment with the certified design is the responsibility of the Certificate Holder in accordance with Section 12 of the BSI Australian Gas Safety Certification Rules.

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A member of the BSI Group of companies

The BSI Australian Gas Safety Certification Scheme is designed to meet the following expectations:

- a) Ensure the certification process meets the approval requirements of JAS-ANZ and the Gas Technical Regulators.
- b) Provide our Clients with competitive price regime.
- c) Maintain a surveillance process, focusing on manufactured product and its conformity with the nominated Standard/s and regulatory expectations.
- d) Promote the efficient use of gas.

It should be noted that Australian State and Territory regulations require gas products to be approved prior to being offered for sale and use. To this end the Australian certifiers undergo strict regulatory and auditing requirements before being granted the right to issue a gas certificate, therefore providing the Client with the necessary product approval.

2 SCOPE

The BSI Australian Gas Safety Certification Rules provides comprehensive details on the operation of BSI as a Conformity Assessment Body.

The BSI Australian Gas Safety Certification Scheme is based on a 'Type Test' of specific product selected by BSI and type tested in accordance with the requirements of specific Standard/s deemed appropriate by BSI and endorsed by the Australian and New Zealand Gas Technical Regulators. The Sample Product is supplied by the Client to the Certifying Body or a Recognized Laboratory on the basis it is representative of Production product.

The BSI Australian Gas Safety Certification Scheme does not apply to second-hand or refurbished Products. The following outlines the products types covered under the scope of the Scheme:

- a) New 'Type A' gas appliance, covered by the Standards listed in Appendix A of AS 3645.
- b) New gas appliances having a nominal gas input up to 1000 MJ/h for which recognized product specific Standards are not readily available may be certified on the basis of a Test Programme approved by the Gas Technical Regulators.
- c) New gas components covered by the Standards listed in Appendix A of AS 3645 or the Gas Technical Regulators have approved a suitable Test Programme. Such components may be covered under a stand-alone certification or utilised as part of an appliance.
- d) Appliances and/or components that fall outside the above require Gas Technical Regulator authority, prior to issuing a formal Test Programme.

BSI nominated test sample(s) may be either representative production or prototypes. Where Prototype appliances are submitted for 'Type test', additional confirmation assessment of production sample/s may be required.

The 'Type Test' product shall be representative in design and materials as described in detailed technical specification provided by the 'Client' as part of the application submission.

The 'Type Test' is conducted by one of the BSI recognized laboratories selected by the Client.

Production representative product is supplied to a BSI recognized test laboratory and assessed to the requirements of relevant Standard(s), as nominated by BSI and endorsed by the 'Gas Technical Regulators'.

Where BSI believes the current Standard/s do not adequately cover any unique product or design feature, a suitable Test Programme may be undertaken with consultation with relevant regulatory authorities.

The BSI Australian Gas Safety Certification Scheme covers new 'Type A' appliances (up to 1000MJ/hr) and gas components covered under the scope of the BSI 'Standards List'. These Standards are available for inspection during business hours at the head office of Standards Australia and at BSI, on request.

The BSI Australian Gas Safety Certification Scheme does not include provision for the certification of 'Second Tier', second hand, refurbished appliances or industrial appliances.

Market surveillance inspections of certified product and associated documentation are nominally conducted once per annum, or a frequency determined by BSI.

BSI Gas Safety Certification Logo shall only be marked and used as approved by BSI.

The BSI Australian Gas Safety Certification Rules are intended to be read in conjunction with the Test Programme issued by BSI and BSI Terms of Services.

Note: Clients should also refer to the guidance document 'Gas Certification Guide'.

The BSI Australian Gas Safety Certification Rules constitute the basis upon which BSI processes applications made to it for the granting of a non-transferable, non-exclusive certificate to use the 'BSI Gas Safety Certification Logo' as a certification trade mark in Australia and New Zealand and the basis upon which the Client for the certificate submits its application for the granting of such a certificate.

The BSI Australian Gas Safety Certification Rules apply to the application made to BSI for both the initial certificate and for the transfer of a certificate from another JAS-ANZ accredited Conformity Assessment Body.

The Client recognizes that the BSI Australian Gas Safety Certification Rules regulate the relationship between the Client and BSI in respect of the application and assessment process. Furthermore, this application, the granting of the certificate and the certificate are subject to the BSI Australian Gas Safety Certification Rules and the "Gas Equipment Certification Scheme – The Rules".

The Gas Technical Regulators of Australia have granted BSI with the authority to issue Gas Product Certification for the use of the BSI Gas Safety Certification Logo and Gas Compliance Mark.

The approval is conditional upon the regulatory authorities being satisfied that BSI meet the following:

- a) Accreditation for the certification of Gas Products with the Joint Accreditation System for Australia and New Zealand ("JAS-ANZ").
- b) Maintain the regulatory processes for granting certificates for the use of the BSI Gas Safety Certification Logo and Gas Compliance Mark, and ensuring that these 'Marks' are used by Certificate Holders in accordance with the BSI Australian Gas Safety Certification Rules.
- c) BSI conduct regular Surveillance Inspections and Surveillance 'Type Test' as outlined in Section 8 of the BSI Australian Gas Safety Certification Rules.
- d) Compliance with the requirements and or regulations of the Australian and New Zealand 'Gas Technical Regulators' as prescribed in the Gas Technical Regulators of Australia "Gas Equipment Certification Scheme – The Rules".

BSI shall inform all Gas Technical Regulators immediately of any changes, which, in any way, affect its ability to carry out the duties within the authorized scope to the declared procedures. This includes any change in its status.

3 DEFINITIONS

Applicant

Any individual or entity applying for certification of gas equipment from a Conformity Assessment Body.

Application

A formal request, made by the Client to the Certifying Assessment Body under the BSI Australian Gas Safety Certification Rules, seeking BSI 'Gas Certification' of specific product covered under the scope of the BSI Australian Gas Safety Certification Rules.

AS 3645

Australian Standard - "Essential requirements for gas equipment". The Essential Requirements provides an outline for minimum safety and other requirements for gas equipment.

BSI Gas Safety Certification Logo

A permanent identification trade mark owned by BSI. The Client is granted the right to use the logo on all listed Product produced bearing the BSI certificate number at conclusion of certification. Refer Section 11 and Appendix A for details.

Certificate

A certificate of compliance issued by the BSI to certificate holder(client) demonstrating that the product conforms to the Standard(s) specified on the certificate, certification schedule, the registered technical specification and all other relevant requirements of the Scheme.

Certificate Holder

The legal entity recorded on the Certificate and in BSI record systems also referred to as the Client up to the point of certification. The Certificate Holder is the legal entity responsible for compliance of the Product and shall have an authorized, legal Australian Client entity.

Certificate Number

A unique number attached to a certification and applied to all listed production product.

Certification Mark

Permanent identification markings on listed Production product for which a Certificate has been issued.

Certification Schedule

The formal list of products certified by BSI and permitted to bear the BSI Gas Safety Certification Logo and the Gas Compliance Mark. The listed Product appears on the BSI online web site and the GTRC online National Database.

Certified Design

The documented Technical Design of the Product that has been certified by the BSI for which a Certificate has been issued by the Certifying Body.

Certified Product

Product which has successfully completed the BSI gas certification process and the client has been granted the right to apply the 'BSI Gas Safety Certification Logo' and Gas Technical Regulators of Australia Gas Compliance Mark.

Note: *Certified products are only those listed on the BSI Certification Schedule.*

Certifying Body

The Product certification business unit of BSI Group ANZ Pty Ltd.

Client

The legal entity applying for BSI Product certification. To be known as the Certificate Holder upon certificate issuance.

Component

Constituent parts of a gas appliance or gas installation or accessory for a gas appliance falling within the scope of one of the Standards listed in clause A2 of AS 3645.

Conformity Assessment Body (CAB)

A body accepted by the Gas Technical Regulators to issue gas product certificates for Product proven to comply with nominated Standards and the prescribed regulatory regime.

Design Freeze

Term applied to the certified final product design accepted by the BSI. All certified product shall meet the same design criteria certified by BSI.

Aspects of design that may adversely affect compliance of the product with respect to the standard or other regulatory requirements may not be changed without the written approval of the BSI.

BSI Australian Gas Safety Certification Rules

These Rules created by the BSI and amended from time to time and by which the BSI and the Client agree to be bound. These Rules form an essential part of the Gas Technical Regulator recognition process for the BSI.

Gas Compliance Mark (GCM)

A marking as described in the Gas Compliance Mark Style Guide intended to be affixed to a gas appliance for which a certificate has been issued to the certificate holder by the CAB as evidence of certification.

***Note:** The GCM Style Guide is issued by the Department of Mines, Industry Regulation and Safety of WA. It provides details of how the GCM must be displayed.*

Gas Technical Regulators Committee (GTRC)

An association made up of Australian and New Zealand Government Departments being responsible for the safe use of gas. The regulators commonly referred to as the GTRC include representatives from each Australian State, Territory and New Zealand.

JAS-ANZ

JAS-ANZ is the government-appointed accreditation body for Australia and New Zealand responsible for providing accreditation of conformity assessment bodies (CABs) to ISO/IEC17065 in the fields of certification and inspection.

ILAC - the International Laboratory Accreditation Cooperation

An international cooperation of laboratory accreditation bodies for the primary purpose of ensuring that Conformity Assessment Bodies are subject to oversight by an authoritative body.

Impartiality

State of being without prejudice.

Listed Product

The product/s which have been formally certified by the BSI and which have demonstrated conformance to specific Product Standard/s and AS 3645, and supported by an approved Product Technical Design, including and associated documentation. The BSI Listed Product is documented in the BSI published Certification Schedule.

LP Gas

A gas complying with AS 4670 – “Commercial propane and commercial butane for heating purposes”.

NATA - National Association of Testing Authorities

NATA is the authority that provides independent assurance assessment and accreditation of the technical competence of the Australian gas testing laboratories.

National database

The national database is an on-line database administered by Energy Safe Victoria on behalf of the Technical Regulators and contains the details of certified gas equipment. The database provides a central repository and is only a replication of information that is held by each individual CAB which is freely accessible to the general public via the internet.

Natural Gas

A gas complying with AS 4564 – “Specification for general purpose natural gas”.

Non-Conformance or Non-Compliance

Product which has been found to contravene the certified design and/or the requirements of the relevant certification Standard/s, or a breach with respect to the BSI Australian Gas Safety Certification Rules and/or local government regulations.

Normally Used

The gas equipment is:

- Installed, operated and/or serviced in accordance with the manufacturer's instructions
- Used with the gas type and gas pressure as marked
- Used for its intended purpose and in a way that can be reasonably foreseen

Product

A certifiable gas appliance or component as described in Section 2 "Scope" of the BSI Australian Gas Safety Certification Rules.

Production Product

Mass produced Product manufactured strictly in accordance with the formal Certified Design.

Recognized Laboratory

A laboratory formally recognized by the BSI to conduct 'Type Tests' or assessments on gas product or gas related product. Refer BSI for a detailed list and contact details.

Note: *The recognized laboratories are not agents of the BSI and do not act on its behalf.*

Safe

Unlikely to endanger persons (particularly children, the elderly and people with disabilities), domestic animals or cause damage to property when normally used.

Standards and/or Codes

Standards and/or Codes accepted by the Gas Technical Regulators for the purpose of gas product certification.

Surveillance Inspection

Inspection of listed product and against the certified design, by the BSI or their authorized representative at a time nominated by the BSI, normally once per annum. Refer section 8 for details.

Technical Guidance Bulletin

A document issued by the Technical Regulators acting as technical guidance to the CABs and other relevant stakeholders on a position by jurisdictions on specific issues.

Technical Regulator

An Australian State or Territory Government authority that has jurisdiction over gas equipment safety legislation within their jurisdiction.

Technical Specification

Technical and engineering documents provided by the Client providing the following minimum details:

- Product model details, identifier information
- Descriptive overview of the product and it's and it's components
- Physical dimensions of the product components
- Dimension relationships between critical components
- Certification and dimensional details of electrical and electronic hardware
- Materials detail, including type and the Standard the materials comply with
- Software version and identification details
- Instructions – Installation, operation and servicing

Test Report

An original or a certified copy of a Test Report issued by a Recognized Laboratory covering the product referenced in the Application. The report shall include details on the Client for which the work was conducted, product and components details, relevant test results including a summary of the compliance.

Australian sourced Test Report shall be issued by a Recognized Laboratory, having National Association of Testing Authorities (NATA) accreditation to AS ISO/IEC 17025 and the report endorsed accordingly.

International sourced Test Report shall be issued by a laboratory holding accreditation to AS ISO/IEC 17025 by an equivalent national laboratory accreditation body (ILAC signatory body).

Transfer

The transfer of existing certification property (novation) to a third party. The transfer includes all rights and obligations attached to the Certificate.

Type A Gas Appliance

An appliance, with a gas consumption up to 1000 MJ/h and for which an assessment Standard/s are available. AS 3645 provides further details on the recognized Standards.

Type Test Product

Product provided to the Certifying Body by the Client for the purpose of certification and support by a documented Technical Design for a Certificate is intended. This Product may form a part of a series or family of closely related product.

Test Programme

A document prepared by the BSI outlining the type testing to be performed and assessments to be carried out on sample product nominated by the BSI by a BSI recognized laboratory.

4 FEES

4.1 General

- a) GST will be invoiced to an Australian address, and will not include any other government taxes and charges. Invoices directed to addresses outside of Australia will exclude GST.
- b) BSI fees and charges are from time to time subject to change.
- c) The BSI Australian Gas Safety Certification Scheme fees are project based and therefore a quote is required. Quotations may be obtained by contacting BSI.

4.2 Application and Certification

BSI charges an application and certification fee to cover the costs of the certification services. BSI will provide a formal quote upon request.

4.3 Annual Management Fee (AMF)

BSI charges a fixed annual fee per Certificate that covers annual management fee. BSI does not apply marking fee.

4.4 Surveillance Inspection

- a) The annual Surveillance Inspection fee includes Certificate maintenance, liaison with the BSI Certification Manager, online listing for the BSI and national Databases, local annual Surveillance Inspection visits and the associated travel expenses. Clients with Interstate and International inspection sites will be subject to a fee for service quote.
- b) The Certificate Holder or their representative must pay the annual Surveillance Inspection Fees in accordance with BSI Contract.
- c) Surveillance Inspection Fees are not inclusive of any endorsement activity (e.g. work required to review and add a new model or making any changes to existing Gas Compliance Certificates). These fees will be payable in accordance with the current BSI Contract.
- d) The cost of any additional Surveillance Inspection work deemed necessary by BSI, including the travel, accommodation and incidental charges, where incurred, will be borne by the Certificate Holder.

4.5 Endorsement

Fees will be charged for work required to review and add new models or making any changes to existing BSI Australian Gas Certificates / Schedules. BSI will provide a formal quote upon request.

5 APPLICATION

5.1 Application Form

The BSI Australian Gas Safety Certification Scheme application form can be downloaded from the BSI website or a copy provided upon request. The Client will complete all relevant sections of the application form and ensure all information is accurate, including the name, address and the contact details of the manufacturer and intended certificate holder.

5.2 Product Specification

The Client shall provide BSI with a technical specification, meeting the minimum requirements of the Gas Certification Scheme and the relevant certification Standard. The specification shall also take into consideration the requirements of AS 3645, AS/NZS 5601.1 (Gas Installations) and relevant local regulatory authorities. The specification shall contain sufficient detail to identify all Product models and variances. The submission shall include:

- a) Detailed Product specifications, including:
 - i) Technical description/overview of the Product including model identification and variances.
 - ii) Product assembly and parts drawings and schematics, including all sub-components and dimensional relationship, between critical parts and components.
 - iii) Comprehensive product build information i.e. Parts lists (Bill of Materials).
 - iv) Product instructions covering: Installation, operation, maintenance and servicing.
 - v) Marking details i.e. Product, and packaging, including labelling details.
 - vi) Current certification evidence i.e. components used in an appliance, electrical approval etc. issued by a recognized Certification Assessment Body. These certificates may be taken into consideration when developing the Test Programme.
 - vii) Any other information relevant to maintaining a design freeze or assist in identification and the certification process.
- b) Product model availability for the purpose of selecting suitable product for the Test Programme.

5.3 Existing Type Test Reports

Where the Client elects to submit type test report(s) relating Type Test(s) conducted prior to lodging an application and relating to the product and/or the products sub-components, BSI will undertake a review of the report(s), the product for which the application applies and the relevant standard/s. This activity may incur an additional fee.

Existing 'Type Test' reports and the related assessments shall be to a current Standard, from a BSI recognized laboratory. The report shall be in English, display product identification traceability, and satisfy the requirements outlined in this document and local regulatory requirements. Furthermore, the Client shall warrant the report relates to the same product as mentioned in the application and the laboratory assessment report/s.

5.4 Transfer

Where a Client is seeking to transfer existing certification property (novation) to a third party, including transfer of all rights and obligations attached to the Certificate. The Client and the original Client shall provide separate formal letters making the transfer request.

BSI is required to undertake a review of the transfer certification file, associated documents and products under the transfer. This review may result in the need for additional information and/or laboratory testing.

5.5 Amended and/or Additional Test Programme

An additional fee based on the BSI standard hourly rate will be invoiced where the Client requests a change with respect to an issued Test Programme. An exception can be made for errors or omissions made by BSI.

5.6 Reference Documents

- Australian Gas Safety - Certification Guide
- Australian Gas Safety - Application Form
- AS 3645 "Essential requirements for gas equipment"
- AS/NZS 5601 "Gas Installations"
- Product Standards – Refer Standard Australia online web site

6 TYPE EXAMINATION

6.1 General

A Test Programme shall be issued and undertaken:

- a) When an Client provides an application for 'BSI Gas Safety Certification Logo' certification and;
- b) At the discretion of BSI:
 - i) Certified Product has undergone or may have undergone a design change,
 - ii) The Client wishes to add another product to the certificate, which BSI believes warrants the additional assessment(s).
 - iii) Review of listed product indicates a failure or potential failure to comply with the Standard,

Note: An Application Form is required for all new certification applications. The application form shall include all mandatory details

6.2 Test Programme

BSI will issue a Test Programme following a successful review of the technical submission with respect to the Scope of the applicable Standards, AS 3645, and GTRC Technical Guidance Bulletins.

The Client is required forward the Test Programme, nominated Product and Product Specification to an Authorized Laboratory.

Laboratory 'Type Test' fees and scheduling are negotiated between the laboratory and the Client.

The Client shall ensure:

- a) The assessments are conducted by a BSI recognized test laboratory with the product(s) specified in the Test Programme.
- b) The test laboratory is provided with a full copy of the Test Programme, product instructions and technical specification in compliance with the BSI Australian Gas Safety Certification Rules.
- c) The test laboratory performs all work outlined in the Test Programme on the specified product(s).
- d) The laboratory is provided with all necessary additional documentation relating to any change in the product design or associated information as a direct or indirect result of testing.
- e) The laboratory provides a NATA or equivalent report, one to the Client and one 'original' directly to BSI with copies of all test reports, assessment results, associated data and all other relevant information relating to the 'Type test' work undertaken.

Note: *The technical specification shall include adequate design freeze information to clearly identify the product, discrete components and features being assessed i.e. description and relationship between models, written technical detail, drawings, materials information, bill of materials and any other information considered advantageous to the certification process (e.g. product reports and certificates).*

6.3 Non-Routine Test Programme

BSI Test Programmes generally adhere to the requirements of AS 3645 and the specific Standards referenced in Appendix A of AS 3645. Occasionally there is a need to address unique product or product features in a conflict or a lack of relevant standards. Where this occurs, BSI undertakes the strategies to create a Test Programme applying standards to be complied in a hierarchy as follows:

- a) Combination of requirements from existing Australian standards referenced in AS 3645.
- b) Relevant international standards as approved by a Technical Regulator.
- c) Combination of Australian and overseas standards.
- d) Where there is no published standards, a proprietary standard must comply with Section 2 of AS 3645.

BSI may need to consult with Technical Regulators for approval of the Non-Routine Test Programme. In such cases, a risk assessment may need to be developed and the Technical Regulators in each jurisdiction have legislative powers to impose additional requirements.

Notes:

- *Gas equipment distributed in WA shall meet the requirements of "Technical and Safety Requirements for Type A Gas Appliances" issued by the Director of Energy Safety W.A. Copies of this document are available from: Western Australian 'Department of Consumer And Employment Protection – Energy Safety.*
- *Gas appliances sold in Queensland shall meet the requirements in Schedule 6 of the Petroleum and Gas (Production and Safety) Regulation 2004.*

6.4 Test Sample Selection

Product test samples will be nominated or approved by BSI. The samples shall be representative of the Product or Product group intended to be certified, and should be constructed using parts, components and sub-assemblies identical to those used in production, made from production tools and assembled using methods established for the production run.

Where the Product model range share common design features and options, BSI may at their discretion nominate a Type Test Programme based on the common design and feature elements. The assessment schedule is normally based on the 'worst case' scenario for the Product range, with consideration of variances in models and features (See EMCP040).

6.5 Test Samples from Stabilized Production

Samples shall be selected from stabilized manufactured product. The samples shall be randomly selected to ensure they are representative of the product design and quality that the Client and manufacturer intends to the market.

6.6 Prototypes

Prototype/s may be considered for initial Type Test evaluation purposes, providing the sample/s demonstrate the suitability of the product design, its quality and operation with respect to the relevant Standard(s) and local regulatory requirements. BSI may require additional correlation assessments of stabilized manufactured Product prior to releasing the Product to the market.

6.7 Condition of Samples

'Type Test' samples shall be in the condition in which they are intended to be released to the market and include all relevant options, materials and associated documents i.e. instructions for installation, use, care, and service.

6.8 Delivery of Samples

Delivery of 'Type Test' samples and associated materials to the nominated test laboratory and their condition on delivery is the responsibility of the Client. The test samples shall be suitably packaged to prevent damage or deterioration in transit.

6.9 Test Laboratory

The Client shall select a test laboratory from the BSI recognized laboratory list (including BSI's testing centre of excellence in Loughborough UK) and ensure the nominated laboratories formal 'Accreditation Scope' covers the assessment detailed in the BSI Test Programme.

If the test is to be carried out by an independent laboratory, The Test Programme assessment contract shall be between the Laboratory and the Client, unless otherwise specified and costs for any incidentals shall be met by the Client.

BSI maintains a list of laboratories recognized for Type Testing of Product which is available on request. The test laboratories must be accredited nationally by National Association of Testing Authorities (NATA) or an International Laboratory Accreditation Cooperation (ILAC) signatory.

Notes: *The test laboratories are required to provide reports in accordance with BSI 'Test Report Requirements'. If the test laboratory is accredited by an authority other than NATA, then a site visit must be conducted by BSI in addition to the audits conducted by the accreditation body.*

Where the product has fail result during the Test Programme the Client is required to provide BSI with details of failure and any corrective action taken to enable the product(s) to satisfy the requirements. Retesting of failed product shall be conducted by the same test laboratory that performed the original test unless otherwise agreed by BSI.

BSI may accept testing for the purpose of Type Examination performed by laboratories not having full accreditation or those associated with the applicant or the manufacturer. BSI may need to supervise or witness the testing, and maintain records of test equipment used including calibration records and must be satisfied the testing personnel are competent (see EMCP147).

6.10 Test Reports

BSI prefers the 'Type Test' reports are provided by the test laboratory. Acceptance and review of the report and results remains the responsibility of BSI and as such BSI reserves the right to reject any report or test result.

A pass test result does not automatically imply certification will be granted. Examples for rejection include:

- Incomplete report, not to the BSI Test Programme
- Test laboratory, test Standard or Standard issue date
- Schedule not conducted on product/s in accordance with BSI Test Programme

Note: *BSI reserves the right to reject non English reports*

6.11 Test Report Review

Following receipt of the laboratory test report and associated documents, BSI reviews the report and associated documents providing the Client with a formal review acknowledgement and an indication of the actions required to complete the certification process.

In normal circumstances the acknowledgement letter will include a request for Client to provide BSI with access to a fully marked production sample/s, updated technical specification, instruction information, 'marking proposals of BSI Gas Safety Certification Logo and Gas Compliance Mark for 'Final Review'.

The review acknowledgement will include details on any noncompliance with respect to Certification requirements and any additional laboratory assessments deemed necessary to progress the application.

BSI reserves the right to withhold certification in the event it becomes aware that gas product for which certification is sought fails to meet the safety intent of applicable standards and/or GTRC Technical Guidance Bulletins.

7 CERTIFICATION

7.1 Final Review

Upon the Client successfully addressing the action items recorded in the BSI test report acknowledgement, a review of the final technical design documents, instruction documents and fully marked production Product/s are undertaken by BSI or their appointed representative.

A declaration of Conformity to Type shall be submitted to BSI prior to finalization of certification covering the following aspects:

- a) Suitable systems are in place to ensure that gas equipment manufactured and supplied under coverage of the to-be issued certificate conforms in every respect to the certified design.
- b) The markings on the gas equipment are consistent with information set out on the certificate.
- c) The gas equipment meets the requirements of the standards to which it has been certified.
- d) The gas equipment is safe.

Note: A declaration template is provided in Appendix B.

When BSI is satisfied with content and accuracy of the documents and reviewed Product/s these items become the basis of the certification 'Design Freeze'.

7.2 Certificate and Document Processing

Upon a satisfactory completion of the 'Final Review' BSI formalizes the 'Product Schedule', gas Certificate and uploads the product details into the public accessible BSI database and issues the Client with an original Certificate and Certification Schedule and Surveillance Inspection schedule and where applicable an invoice for any outstanding fees. Data will be uploaded to the web based centralised GTRC national database on a minimum monthly basis.

7.3 Duration of Certificate

BSI grants the Client a non-transferable, non-exclusive certificate to use the BSI Gas Safety Certification Logo and Gas Compliance Mark as set out in the BSI Australian Gas Safety Certification Rules.

The certificate will be granted for a period of 5 years providing BSI has continued satisfaction that the Client has provided all documents and records relevant to the application and is capable of:

- a) Meeting all the relevant requirements of the Standard and Australian regulatory requirements.
- b) Taken measures to ensure and maintain the 'Design freeze'.
- c) Ensuring that, only product listed on the 'Certification Schedule', complying with the Standard and Australian regulatory requirements shall include the 'BSI Gas Safety Certification Logo' and Gas Compliance Mark.
- d) Complying with the terms of the BSI Australian Gas Safety Certification Rules, including,
 - i) Ensuring only BSI listed Product will display the 'BSI Gas Safety Certification Logo' and Gas Compliance Mark
 - ii) All BSI certified Product will comply with the 'Design Freeze' specifications.

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- iii) Paying any fees for the issuance and maintenance of the BSI Gas Certification by due dates.
- iv) Ensuring it shall not use its product certification in such a manner as to bring BSI into disrepute and does not make any statement regarding its product certification that the certification body may consider misleading or unauthorized.

Any reference to the Product certification in communications, communication media such as documents, brochures or advertising, complies with the requirements of the BSI Australian Gas Safety Certification Rules and the certification 'Product Listing'.

Notes:

- *Where nonconforming certified product is identified, the certificate may be suspended pending an investigation. The cost of any investigation shall be borne by the Certificate Holder.*
- *The Certification Services Manager has ultimate authority on the granting and suspension of certifications.*
- *The 'Oversight Committee' has the ultimate authority on certification cancellations.*
- *The Client are responsible at all times for ensuring that the 'BSI Gas Safety Certification Logo' and Gas Compliance Mark are only applied to and remains on conforming product only.*
- *BSI retains control over ownership, making of the certification decision, use and display of 'BSI Gas Safety Certification Logo Certificates', conformity Mark, and any other mechanisms indicating a product is certified.*

8 SURVEILLANCE**8.1 Product Surveillance Inspections**

Product Surveillance Inspection is an essential part of the Australian Gas certification scheme. These inspections are normally undertaken annually or at the discretion of BSI or where directed by a Gas Technical Regulator.

The inspection process requires the Client to provide BSI access to a randomly selected fully marked, current Production Product, at a mutually agreed location.

During this process, the product is inspected visually and dimensionally for compliance with the technical specification, marking requirements including BSI Gas Safety Certification Logo and Gas Compliance Mark, relevant changes of certification Standard(s) and local regulatory requirements.

The Product and all associated documentation are expected to fully comply with the 'Design Freeze' as described in the technical specification and the Certification Schedule. Where modifications to the 'Design Freeze' are identified, BSI will take appropriate actions under section 12.5.

Costs for the inspections will be met by the Client and BSI reserves the right to vary the frequency, duration and nature of the inspections. These additional variations may result from one or more of the following:

- Number of product variations covered under the certificate
- Complexity of the product
- Results of previous inspections

- Identification of marketplace non-conforming product or complaints

The Client, shall agree that BSI or an authorized Contractor may conduct the Surveillance Inspection and the Client shall provide all reasonable cooperation and access to personnel, records and premises as required by BSI personnel or their nominated agent.

Note: *In addition to the above, the Client shall agree to the presence of an observer i.e. Trainee or Regulatory Authority personnel witnessing the BSI activities.*

8.2 Performance Verification Testing

Performance Verification Testing may be requested by BSI where deemed necessary at the discretion of the Scheme Manager or as requested by the Technical Regulators.

Performance tests shall be carried out as defined in the applicable standard(s) which has been used as the basis for certification. The results shall be recorded in the Surveillance Report and any deviation shall be recorded as non-conformities.

Costs for the inspections will be met by the Client and BSI reserves the right to vary the frequency and scope of the performance verification testing.

8.3 Surveillance Frequency

Year 1, 2, 3 & 4 Surveillance Inspection

Year 5 Surveillance Inspection, file review and certificate renewal, where there are no significant unresolved matters.

Note: *The frequency of Surveillance Inspection may be increased or decreased at the discretion of BSI.*

9 PRODUCT REQUIREMENTS

The Client shall ensure the establishment and maintenance of a Quality Management System, document control, complaints system as a means of ensuring conformance of all released Product to the certification Standard, BSI Australian Gas Certification Scheme Rules, Gas Technical Regulators of Australia "Gas Equipment Certification Scheme – The Rules", and local regulatory requirements including implementing appropriate changes when they are communicated by the certification body. Refer sections 11, 12, 13, 14, 15, 19 and Appendix A for details.

10 POST CERTIFICATION

10.1 Standard Revisions and Amendments

Refer 12.3 Changes to the Product Standard

10.2 Certificate Review and Renewal

BSI Australian Gas certificates are valid for a period of 5 years. The certified, issue and expiry dates are detailed on the Certificate and the Product Listing Schedule.

Upon the request of the client, the Certificate can be reissued after 5 years, providing BSI is satisfied there are no matters impeding the issuance i.e. Standard update or Product changes requiring additional laboratory assessment/s. BSI reserves the right to conduct partial or full testing on selected models to confirm on-going conformance.

10.3 Re-Test

BSI reserves the right to call up re-test at any time during the currency of the certificate. These products may be selected from the Client, Client or manufacturer's premises, point of sale or distribution sites. Costs associated with this activity shall be met by the Client.

10.4 Use of Certification Documents

Where the Client or client representative provides copies of certification documents, including Certificates, Product Listing Schedules, Reports and Technical Specification to other parties, the documents shall be reproduced in their entirety. Certificate and associated Schedule must be provided together.

10.5 Inspection

Where requested by the BSI and/or a Gas Technical Regulator, the Client shall promptly submit for inspection samples of the Products and materials on which it has applied the BSI Gas Safety Certification Logo and Gas Compliance Mark.

10.6 Access - Site

Where requested by the BSI and/or a Gas Technical Regulator, the Client shall promptly grant them access to its premises, records and documents to assess if it is complying with its obligations in relation to the use of the BSI Gas Safety Certification Logo, Gas Compliance Mark and any other regulatory requirement.

10.7 Access - Information

Where requested, the Client shall provide all assistance and information as may be required by the BSI, Gas Technical Regulator or Courts in relation to the BSI Australian Gas certification scheme.

10.8 Technical Support to Installation

The certificate holder is responsible for providing the relevant technical support to installers.

11 PRODUCT IDENTIFICATION

11.1 The BSI Gas Safety Certification Logo

BSI is the owner and administrator of the certification mark known as the 'BSI Gas Safety Certification Logo'.

The BSI Gas Safety Certification Logo shall only be used on the BSI certified Product detailed on the relevant Client's 'Product Listing Schedule'. Where it is not practical to apply the BSI Gas Safety Certification Logo directly to the product (i.e. gas components), BSI may approve an alternative system. In all cases the Client shall submit a formal fully detailed alternative marking proposal for BSI consideration.

...making excellence a habit.™

Australian Gas Safety Certification Rules

Revision 2 (January 2020)

Use of the BSI Gas Safety Certification Logo is not limited to goods manufactured in Australia, therefore goods manufactured outside Australia are also subject to the BSI Australian Gas Safety Certification Rules.

BSI grants certification for the use of the BSI Gas Safety Certification Logo to a Client in accordance with the BSI Australian Gas Safety Certification Rules.

The BSI Gas Safety Certification Logo must be permanently affixed to the gas appliance in a manner that is clearly visible to the appliance installer, and must remain legible and durable. Additionally, the BSI Gas Safety Certification Logo and Certificate Number are displayed on the packaging.

The BSI Gas Safety Certification Logo shall be applied to all BSI listed appliances and located directly above or adjacent to the BSI Certificate Number.

11.2 Approval of the Use of the BSI Gas Safety Certification Logo

The BSI Gas Safety Certification Logo is important to BSI, the Gas Technical Regulators and the public. BSI and the Gas Technical Regulators are committed to safeguarding the integrity and validity of the BSI Gas Safety Certification Logo.

It would be contrary to BSI, the Gas Technical Regulators and public interest and to the interests if a Client, Client or manufacturer were to put at risk the integrity and validity the BSI Gas Safety Certification Logo.

From time to time a Gas Technical Regulator, for the purpose of maintaining the integrity of the Gas Mark, by written notification, public notice or otherwise, give reasonable notice of directions to any recognized BSI or Client as to the manner of certification or use of the BSI Gas Safety Certification Logo. BSI and Clients must comply with such directions.

The 'BSI Gas Safety Certification Logo' shall only be used in a manner, which has been approved in writing by BSI. The Client shall gain formal approval from BSI for the following:

- a) The form and manner in which the 'Marks' are used on the product, promotional material, packaging, instructions etc.
- b) Proposed references in any form to the Mark's certificate number.

Submissions for formal approval shall be made prior to the application of the 'Mark'. The submission shall be accompanied by illustrations and sufficient detail to qualify the proposal.

Note: *The Client shall ensure that supplier/agents/distributors of their Certified Products are fully aware of and adhere to the above requirements. BSI may exercise its rights to suspend or cancel a certification where the Client fails to ensure compliance with the 'Marks' marking conditions.*

11.3 Extent of Marking

The Client shall only apply the 'BSI Gas Safety Certification Logo' to Product which satisfy the following:

- a) Of the type/model specifically listed on the current Certificate Schedule.
- b) The Client warrants the product complies in all respects with the relevant Standards, local regulatory requirements and is manufactured in accordance with the requirements of this document.

11.4 Application of the BSI Gas Safety Certification Logo

When used, the 'BSI Gas Safety Certification Logo' shall be applied only to Certified Products prior to dispatch to the marketplace.

11.5 Manner of Application

The 'BSI Gas Safety Certification Logo' shall be applied in a manner approved by BSI that is permanent or tamper-evident using one or more of the following methods:

- a) To product that includes the marking of a serial and/or date code.
- b) Incorporated into the manufacturer's product 'Data Plate' providing the data plate includes a serial number and/or date.
- c) Applied directly onto the product i.e. casting, stamping, etching, printing etc. and including serial and/or date code.
- d) Applied to Product packaging in a clearly visible manner.

11.6 Quality and Location of the BSI Gas Safety Certification Logo

The Client shall warrant the BSI Gas Safety Certification Logo is applied and located in accordance with BSI Australian Gas Safety Certification Scheme guidelines (refer Appendix A) and to ensure the quality and permanency is maintained.

The Client shall further warrant the quality and permanency of the marks are maintained throughout the production life of the product and the marks are examined at regular production intervals to ensure the quality and permanency is maintained. The Marks shall be suitably resistant to the following:

- Water, oils and detergents
- UV radiation
- Excessive fading
- Operating temperatures

11.7 Protection of the Marks

The Client shall not at any time:

- a) Attempt to register or register or use as a trade mark the BSI Gas Safety Certification Logo or any device or word substantially identical with or deceptively or confusingly similar to any part of the 'BSI Gas Safety Certification Logo' or
- b) Oppose or contest the validity of any application for registration or registration of the BSI Gas Safety Certification Logo by BSI (owner of the BSI Gas Safety Certification Logo).

11.8 Cessation of Use of the Mark

The Client shall stop using the BSI Gas Safety Certification Logo on Product and stop representing itself as having a certificate to use the BSI Gas Safety Certification Logo after the certification has been

suspended, terminated or provided with formal instruction to cease applying the marks by BSI or a Gas Technical Regulator.

11.9 The Gas Compliance Mark (GCM)

The Gas Compliance Mark must be permanently affixed to a certified gas appliance in a manner clearly visible to the appliance installer, and must remain legible and durable when tested to relevant product standard and when installed in accordance with the installation standard AS/NZS 5601.1.

The GCM may be in the form of a plate, a label or screen printed version on the appliance directly and can also be included in a rating plate or label. When the GCM is applied to an appliance the BSI Gas Safety Certification Logo and certificate number must be displayed adjacent to the GCM.

The GCM is not required to be displayed on gas components.

The GCM must be applied in the form as shown in the GCM Style guide issued by the Department of Mines, Industry Regulation and Safety of WA and endorsed by the Gas Technical Regulators of Australia (refer Appendix A).

11.10 New Zealand Gas Safety Compliance Label

The New Zealand Regulations require gas appliances to be labelled with the gas safety compliance label. Unlike the Australian Gas Compliance Mark (GCM), the New Zealand Gas Safety Compliance Label does not include an inscription. The GCM with Australian and New Zealand text will meet both Australia and New Zealand marking requirements; However the New Zealand Gas Safety Compliance Label is not accepted in Australia.

12 DESIGN CONTROL

12.1 Design Freeze

On successfully completing the Test Programme the Client shall enter a 'Design Freeze' phase in the certification process, by which the following shall be frozen, unless approved by BSI Australian Gas Safety Certification Scheme technical personnel.

- Product design documentation, including product specifications
- Product design for all major and critical parts
- Components and materials used in the manufacture
- Markings on appliance, its components and packaging
- Instructions for Installation, operation, maintenance and service
- Laboratory testing (unless for future Product development)

Note: *The design freeze is intended to cover compliance of the product with respect to the certification Standard/s and relevant regulatory requirements. Minor changes not affecting compliance of the product with the Standard/s or relevant regulatory requirements are exempt. The Client or their appointed agent*

should contact BSI for additional information on design freeze requirements or to discuss proposed changes. Product changes deemed non-compliant by BSI shall invalidate the certification.

12.2 Type Test Product Retention

BSI recommends the Client store and retain the Type Test product/s, reports, drawings and photographs relating to the type test samples in a secure manner. The Product should be identified and retained by the Client for no less than 10 years after last manufacture of the Certified Product/s.

Note: BSI, at its discretion may keep samples for an equal period of time.

12.3 Changes to the Product Standard

If the Standard/s used for certification is revised or re-issued, BSI will determine the effect on the Client and where relevant nominate a mandatory update transition period, usually in consultation with relevant industry stakeholders and the Client.

Note: A nominal transition period of 24 months from the date of publication of a revised or amended Standard is applied unless otherwise determined by BSI. Extension must be applied formally through BSI and may be granted on a case by case basis.

Upon the elapse of the transition period the Client and manufacturer shall not apply the 'BSI Gas Safety Certification Logo' or Gas Compliance Mark to any product covered by the Certificate until BSI has formally verified compliance to the current Standard.

12.4 Control of Design and Changes

The Client shall inform BSI of any intended changes which may affect product compliance with respect to the certification Standard and/or local regulatory requirements. These changes shall not be implemented without formal authorization by BSI Certification Manager.

12.5 Assessment of Modifications

Where modifications to the 'Design Freeze' are identified or proposed, BSI will undertake an assessment to establish whether the modification to the gas product is compliant with the relevant standards and regulatory requirements. BSI may issue a Test Programme (refer to section 6.1) for additional testing if required. Where compliance of the gas product is unable to be established, BSI will take appropriate actions under section 16.

13 DOCUMENT CONTROL

13.1 General Requirements

The quality documentation shall include:

- Product - Specification/s, technical drawings, materials information, parts lists and instructions
- Procedures - Documented procedures as required by this schedule
- Records –Electronic records are stored indefinitely

13.2 Product Specification

The Client shall provide BSI with a final version of 'Design Freeze' specification covering the product range listed under the Application and 'Certification Schedule'. The specification shall also take into consideration the requirements of AS 3645, AS/NZS 5601.1 (Gas Installations) and relevant local regulatory authorities. The specification shall contain sufficient detail to identify all Product models and variances, including the following as a minimum;

- Technical description/overview of the Product including model identification and variances
- Product assembly and parts drawings and schematics, including all sub-components and dimensional relationship, between critical parts and components
- Comprehensive product build information i.e. Parts lists (Bill of Materials)
- Product instructions covering: Installation, operation, maintenance and servicing
- Marking details i.e. Product, and packaging, including labelling details
- Current certification evidence i.e. components used in an appliance, electrical approval etc. issued by a recognized Certification Assessment Body
- Any other information relevant to maintaining a design freeze or assist in identification and the certification process
- Type Test reports

14 TRACEABILITY

The Client shall ensure traceability of all released Certified Product to the batch release records, including parts, materials, sub-assemblies, production techniques and systems which may affect compliance of the product with respect the certification Standard/s, local regulatory requirements and Product safety.

Note: *The BSI Certified Product shall also maintain traceability on primary packaging.*

15 CONTROL OF NON CONFORMING PRODUCT

15.1 Non-conforming Product – Prior to Release

The Client shall undertake the following with regard to detection, release and management of non-conforming Product:

- Satisfactorily rectify all defects prior to release of the Product/s
- Destroy all nonconforming Product/s
- Remove or destroy the 'BSI Gas Safety Certification Logo' and Gas Compliance Mark, including reference to the certificate number from the Product, packaging and associated documents

The Client shall ensure that no defective or nonconforming product manufactured in their name and under the coverage of their BSI Gas Certificate is offered for sale as a Certified Product.

Note: The Client is solely and legally responsible for ensuring that product manufactured in their name bearing the 'BSI Gas Safety Certification Logo' and Gas Compliance Mark is fully compliant with the BSI Australian Gas Safety Certification Rules and local regulatory requirements.

15.2 Nonconforming Certified Product – After Release

- a) A product recall will be or may be necessary should the Client become aware of any one or more of the following:
 - i) Existence of nonconforming product in the marketplace that is unsafe.
 - ii) Existence of a test report relating to any of the certified Product failing to comply the relevant certification Standard/s or regulatory requirements or,
 - iii) Certified Product exhibiting critical or major defects, which are being offered, have been released or have been sold.
- b) The final decision on the actions to be taken in the event of a Product non-conformance will be made in consultation with BSI and may be subject to a directive from a Gas Technical Regulator.
- c) Where a product recall is required pursuant to this clause, the following steps shall be taken:
 - i) The Client shall promptly notify BSI of the situation and the extent of the product's perceived non conformity.
 - ii) The Client shall immediately initiate an investigation into the problem to determine fully its nature and severity.
 - iii) If the investigation confirms the existence of a noncompliance, the Client immediately withdraw the relevant Certified Product/s from the market place, ensuring no further product is offered for sale.
 - iv) The Client shall arrange a recall of all affected unsafe Certified Product that has already been released or take such other action as may be determined by BSI and the Gas Technical Regulators.
- d) During the investigation the Client shall keep BSI informed in writing of the action being undertaken and shall provide BSI with copies of correspondence related to the investigation, withdrawal or recall. Certified Product withdrawn from the market place or recalled shall be quarantined pending further investigation and instruction from BSI.
- e) In finalising the situation the Client shall provide BSI with a detailed summary of all the steps taken to resolve the matter.
- f) The Client shall bear responsibility for all costs incurred and the consequence of taking the above actions.

Note: BSI are required to formally advise the Gas Technical Regulators of identified non-conforming product produced under or bearing the 'BSI Gas Safety Certification Logo' and Gas Compliance Mark.

15.3 Use of certification documents

Where the Client provides copies of the certification documents to others, the documents shall be reproduced in their entirety or in a form authorized by BSI.

Reference to the certification in communication media such as documents, brochures or advertising shall comply with the requirements of BSI Australian Gas Safety Certification Rules.

15.4 New or Amended Standard

The Client is required to take all necessary steps to remain fully aware of the status of current Standards and any future Standard or regulatory revisions. The Client is required to notify BSI promptly upon observing a revision in the certification Standard which may impact on the Certified Product.

15.5 Product Revisions

The Client shall notify BSI in writing of any intended or proposed revisions to the Certified Design. Furthermore, the Client shall not release revised product bearing the BSI Gas Safety Certification Logo without prior approval of BSI.

15.6 Product Field Issues

The Client shall immediately notify BSI when it becomes aware of a field issue affecting or potentially affecting the safety of certified Product and:

Provide all pertinent information held by it relating to any unsafe or potentially unsafe issue,

- Cooperate with BSI and the Gas Technical Regulators
- Immediately implement any necessary actions to rectify the unsafe or potentially unsafe operation or condition of a Production Unit
- Meet the costs incurred by BSI in facilitating a resolution of the field safety issue matter

Note: BSI will communicate and cooperate with the Gas technical Regulators throughout this process.

16 SUSPENSION, CANCELLATION& TERMINATION

16.1 Suspension

BSI suspend one or more Certificates held by the Client for one or more of the following reasons, but not limited to.

- a) Inability to provide Product for Surveillance Inspection.
- b) Failure to maintain the Product/s certified design including, but not limited to:
 - i) Inaccurate, incomplete or missing markings as prescribed in the Certification Standard, the technical specification and the BSI Australian Gas Safety Certification Rules
 - ii) Unlisted changes in the product design and/or materials
 - iii) Unlisted product being offered to the market
 - iv) Inoperable and/or unsafe product
- c) Failure to address certification matters within a prescribed timeline formally advised by BSI and/or a Gas Technical Regulator.
- d) Claiming certification for an unlisted product.

- e) Failure to fulfil the financial obligations to BSI.
- f) At the request of a Gas Technical Regulator, government body or the courts.
- g) Client fails to fulfil its financial obligations to BSI with respect to the fees and charges prescribed in the BSI Contract.
- h) Client authorized representative requests in writing for BSI to Suspend a Certificate.
- i) Making of claims which are not consistent with the scope of Certification
- j) Product Recall – Voluntary or mandatory
- k) Failure of the gas product to comply with the changes to requirements and standards within the required timeframe specified in the Gas Technical Regulators of Australia scheme rules.

Suspension of a Certificate is revocable, providing the matters are satisfactorily addressed and approved by BSI.

The Client shall immediately undertake the following actions upon receiving Suspension advice:

- Quarantine all stock held in production, warehouse and retail facilities
- Cease marking, marketing and/or advertising the Product as certified
- Cease display of certification

The Gas Technical Regulators will be advised of all suspensions and provided with Client and Certificate details and a detailed explanation for the suspension.

Suspension will cover all product listed under the coverage of the affected certificate(s).

Details of certification, including BSI and GTRC 'Product Listing Directories' will be amended to show the status i.e. Suspended.

16.2 Cancellation

In normal circumstances cancellation of a Certificate or group of Certificates will not occur without a Suspension first being imposed.

The Certificate cancellation normally occurs after the Client has failed to address specific matters previously advised in the timeline stipulated by BSI.

Immediate cancellation may occur where BSI have been advised to take this action by a Gas Technical Regulator, government body or the courts or if the Client fails to renew the certification within the period specified after change in the relevant Product Standard/s and/or applicable regulations.

The Gas Technical Regulators will be advised of cancellations due to potential safety issues and provided with Client and Certificate details and a detailed explanation for the cancellation.

Cancellation will cover all product listed under the coverage of the affected certificate(s).

Details of certification, including BSI and GTRC 'Product Listing Directories' will be amended to show the status, i.e. cancelled.

Cancellation of a Certificate is irrevocable and the certificate number is permanently withdrawn. The Client shall immediately undertake the following actions upon receiving cancellation advice:

- Cease marking, marketing and/or advertising the Product as certified

- Cease display of certification

16.3 Termination

The Certificate Holder may at any time request, in writing, BSI to terminate one or all of their Certificates. The termination letter shall include the following:

- a) Certificate holder company name, name and signature of duly appointed Certificate Holder representative requesting termination
- b) Certificate number/s to be Terminated
- c) Preferred date of Termination. There is a minimum of 6 months' notice as required by BSI Terms of Services.
- d) Reason for Termination

Note: *Suspension, Cancellation and Termination does not release Certificate holder from their legal responsibilities under the various State and Territory gas Acts or the BSI Australian Gas Safety Certification Rules for product produced up to and including the date of Suspension, Cancellation or Termination. Product shall not display or bear the Certification Marks after the Suspension, Cancellation or Termination date.*

17 CONFIDENTIALITY

BSI shall keep confidential the Information provided to it by the Client, unless such information is already or may appear in the future in the public domain. This undertaking does not apply with respect to Information requested to be produced by a Gas Technical Regulator, the Courts, Tribunals, Police, or other government body concerned with public safety.

Proprietary documents include confidential communications, specifications, drawings and test reports and shall remain confidential between BSI and the Client except as follows:

- a) The Client authorizes the release of such information to a third party, such as an agent, a test facility or a government authority.
- b) BSI has been served with a subpoena, summons, notice or other legally enforceable order to disclose the information.
- c) A Gas Technical regulator or Accreditation Body seeks access to the information as part of an investigation or accreditation audit.
- d) Disclosure of Standard specific information to Standards Australia where the information is necessary to assist in the revision of a Standard.
- e) The client is formally notified at the time information is provided to a specific party unless BSI is legally bound otherwise i.e. Instruction from a Technical Regulator or the Courts.
- f) Complaints from a Gas Technical regulator are dependent on the direction provided by the Gas Technical regulator and in the circumstance the client may not be notified

18 DISPUTE RESOLUTION

BSI encourages Clients to resolve any minor query or dispute with the relevant staff member. Where a dispute cannot be resolved to the satisfaction of the Client with the staff member the Client may pursue a resolution with their Certification Manager or the Compliance Manager. If the dispute cannot be resolved with the Certification Manager matter may be referred to the BSI - Oversight Committee.

All formal disputes are to be recorded on the Dispute Register. Upon completion of the review process, BSI shall dispatch a letter of finding to the complainant.

Note: The dispute resolution process does not release BSI from its responsibilities and/or rights as under the BSI Australian Gas Safety Certification Rules.

19 CLIENT RECORDS

The client shall keep a record of and make the following records available to BSI upon request in a timely manner:

- a) Record complaints and deficiencies found in products that affect compliance with respect to the certification requirements and record the actions taken.
- b) All Products produced under and bearing the BSI certificate number.
- c) The Client shall inform BSI without delay of any changes that may affect its ability to conform to the BSI Australian Gas Safety Certification Rules. Examples of changes may include the following:
 - i) Changes in organisation and management (e.g. key managerial, decision-making or technical staff),
 - ii) Certification personnel contact, Certificate Holder address and production sites,
 - iii) Legal, commercial, organisational status or ownership,
 - iv) Major changes to the quality management system,
 - v) Modifications to the product, materials used in production and production method.

20 CUSTOMER SUPPLIED PRODUCT

Product sample/s provided by the Client to BSI without formal return instructions at the time of delivery may be subject to disposal costs.

BSI reserves the right to dispose of sample/s provided by the Client at a time and manner of its choosing and without further advice to the Client

APPENDIX A BSI Gas Safety Certification Logo and Gas Compliance Mark (GCM)

The BSI Gas Safety Certification Logo and GCM shall be permanently affixed and remain legible over the life of the appliance in a manner clearly visible to the installer. The display of BSI Gas Safety Certification Logo and GCM on product packaging is recommended.

The inscription of BSI Gas Safety Certification Logo and GCM must be applied as follows.

Condition	BSI Gas Safety Certification Logo	Gas Compliance Mark (GCM)	Comment
Australia and New Zealand	bsi CERTIFIED	AUSTRALIA AND NEW ZEALAND GAS SAFETY CERTIFICATION	Applies to all Australian <i>certified natural gas</i> appliances and Australian <i>certified Universal LP Gas</i> appliances
Australia ONLY	bsi CERTIFIED	AUSTRALIA ONLY GAS SAFETY CERTIFICATION	Applies to all Australian <i>certified natural gas</i> appliances and Australian <i>certified LP Gas</i> , appliances that operate on propane only

Australia and New Zealand



Australia ONLY



GSC xxxxxx

Note:

- On appliances, the BSI Gas Safety certification logo must always be used alongside the Gas Compliance Mark.
- The BSI Gas Safety certification logo should appear to the right of the Gas Compliance Mark., with the logos should be centre aligned vertically where possible.
- Use the BSI Gas Safety certification logo with BSI certification number written underneath.
- All labels must be permanent and be designed to adhere and remain legible over the lifespan of the appliance. The label shall be suitably resistant to oils, detergents, UV radiation, excessive fading and operating temperatures.

Please contact BSI for detailed specifications and guidance on the correct use of BSI Gas Safety Certification Logo and Gas Compliance Mark.

APPENDIX B Certificate Holder Declaration

Sample Declaration form

..... declares that:

(Certificate Holder name)

- (a) Suitable systems are in place to ensure that gas equipment manufactured and supplied under coverage of BSI Australian Gas Certificate No. conforms in every respect to the certified design.
- (b) The markings on the gas equipment are consistent with information set out on BSI Australian Gas Certificate No.
- (c) The gas equipment meets the requirements of the standards to which it has been certified.
- (d) The gas equipment is safe.

Name and Title of representative.....

Signature of representative..... Date.....