

**SAI GLOBAL Product Services  
Gas Product Compliance Program**



## Contents

|   |           |
|---|-----------|
| <b>1. SCOPE AND GENERAL</b> .....                 | <b>3</b>  |
| 1.1 Scope .....                                   | 3         |
| 1.2 License Requirements.....                     | 3         |
| 1.3 Related Documents .....                       | 3         |
| 1.4 Definitions.....                              | 4         |
| <b>2. LICENCE CONDITIONS</b> .....                | <b>6</b>  |
| 2.1 Product Compliance .....                      | 6         |
| 2.2 Confidentiality .....                         | 6         |
| 2.3 Product Testing & Inspection .....            | 7         |
| 2.4 Initial Certification & Surveillance .....    | 7         |
| 2.5 Licence Renewal .....                         | 7         |
| 2.6 Licence Endorsement.....                      | 7         |
| <b>3. TESTING</b> .....                           | <b>8</b>  |
| 3.1 Type Testing.....                             | 8         |
| 3.2 Submission of Products for Type Testing ..... | 8         |
| 3.3 Test Units .....                              | 8         |
| 3.4 Test Laboratory .....                         | 9         |
| 3.5 Test Results.....                             | 9         |
| 3.6 Existing Type Test Results.....               | 9         |
| <b>4. PRODUCT REQUIREMENTS</b> .....              | <b>10</b> |
| 4.1 General.....                                  | 10        |
| 4.2 Documentation Requirements.....               | 10        |
| 4.3 Design Control.....                           | 10        |
| 4.4 Product Identification .....                  | 11        |
| 4.5 Traceability .....                            | 12        |
| 4.6 Control of Non-Conforming Product.....        | 13        |

## 1. SCOPE AND GENERAL

### 1.1 Scope

This document sets out the requirements for the Product Compliance Program for Gas Appliances and Components. The scheme has been developed to meet the requirements of the Technical Regulators within Australian States and Territories and New Zealand. The Gas Product Compliance Program includes requirements for:

- Compliance of the product with an Australian Standard or other published standard as referenced in AS 3645:2017 Essential requirements or as defined by the Technical Regulator.
- Product inspections nominally once per annum unless otherwise agreed.
- Use of SAI Global's marking scheme.

This document shall be read in conjunction with the Rules Governing the Gas Appliances and Components Mark Scheme and the Terms and Conditions for Certification of Licence as amended from time to time.

Note: Applicants should also refer to the Guide to Applicants for Certification of Gas Appliances and Components.

### 1.2 Licence Requirements

The Licensee shall comply with this document and SAI Global Terms and Conditions for all Certified Products.

The Licensee, by applying the certification trademark to a product, warrants that the product meets all the requirements of the specified Standard(s). The Licensee shall ensure that the Gas Safety Certification Mark is applied only to conforming products. SAI Global may at its discretion vary the requirements of the Product Compliance Program at any time.

## 1.3 Related Documents

- ISO/IEC 17025 – General requirements for the competence of testing and calibration laboratories
- ISO/IEC 17065 – Conformity assessment - Requirements for bodies certifying products, processes and services
- ISO/IEC 17067 – Conformity assessment - Fundamentals of product certification and guidelines for product certification schemes
- AS 3645:2017 – Essential requirements for gas equipment
- Guide to Applicants – A step-by-step guide through the Product Services process
- Guidelines for Product Services Testing
- SAI Global Terms and Conditions for Certification and Certification Mark

## 1.4 Definitions

For the purpose of this Product Compliance Program, the definitions in ISO 9000, AS/NZS 5601 and the following apply:

### **Batch**

A clearly identifiable collection of units, manufactured consecutively or continuously under the same conditions.

### **Certified Product**

Finished product for which a Licensee may apply the Gas Safety Certification Mark to demonstrate that the product conforms to the specified Standard and that the Licensee has in all other respects complied with SAI Global's Product Compliance Program. Certified Products are listed on the SAI Global website.

### **Client**

A Licensee or applicant.

### **Defect**

Anything that makes the Product non-compliant to the Standard.

## **Design Freeze**

The point at which product development stops and design specifications do not change. After type testing and certification, none of the aspects of design, which might adversely affect compliance of the product with the standard, may be changed without the written approval of SAI Global. This applies to all components and materials.

## **Gas Compliance Mark**

A mark which has been mandated by the Technical Regulators of Australia and New Zealand which must be applied to all certified gas appliances.

## **Gas Safety Certification Mark**

A registered trademark of SAI Global which is used on conforming gas appliances or components.

## **Licensee**

Organisation or individual that has been granted the right to use the registered SAI Global Gas Safety Certification Mark for particular products as a demonstration of compliance with a specified Standard.

In terms of the Gas Safety Certification program the licensee is the organisation responsible for the product in the marketplace. This may be the manufacturer of the product or the manufacturer's representative at the point of distribution.

Note: Throughout this document Licensee also refers to Gas Safety Certification licence applicants.

## **Non-Conforming Product**

Product which does not comply with the Product Standard, or is otherwise not fit for use.

## **Product**

Gas appliances or components subject to the application.

## **Quality Documentation**

A documented system including specific quality practices, procedures and processes implemented and maintained by the Licensee.

## **Standard**

Australian Standard, Specification or other published document as referenced in AS 3645:2017 Essential Requirements or as defined by the Technical Regulator.

## **Technical Regulator**

The Government appointed person, body or authority that has jurisdiction over gas safety legislation (or other entity authorized by that person body or authority).

## **Technical Specifications**

A document that provides a comprehensive detailed description of the gas equipment and includes information such as technical data, engineering drawings and component information

## **Type Test**

Test(s) defined by the relevant Standard to determine Product compliance.

## **2. LICENCE CONDITIONS**

### **2.1 Product Compliance**

Adequate supervision and control shall be exercised at all stages of process to ensure that the finished product, together with related marking and information, meets all the relevant requirements of the current version of the Product Standard.

All necessary action shall be taken by the licensee to ensure that the Gas Safety Certification Mark is not associated with products, which do not comply with the Standard. If a non-conforming Gas Safety Certification Marked product is identified, the licence may be suspended pending results of investigation. The full cost of such investigation shall be borne by the Licensee.

The Licensee remains responsible at all times for ensuring that Gas Safety Certification Mark is applied and remains on conforming products only.

### **2.2 Confidentiality**

All proprietary documents, including specifications and test reports shall remain confidential between SAI Global and the Licensee unless and to the extent that:

1. The Licensee authorises (expressly or by implication) the release of such information to a third party, such as an agent, a test facility or a government authority;
2. SAI Global has been served with a subpoena, summons, notice or other legally enforceable order to disclose the information;
3. A relevant accreditation body seeks access to the information as party of an accreditation audit or process;

4. The information is in the public domain; or
5. A Technical Regulator seeks access to the information as part of an enquiry.

## 2.3 Product Testing & Inspection

Product shall undergo initial Type Testing to the requirements of the relevant Standard. All contracts for product testing are between the applicant or Licensee and the laboratory.

## 2.4 Initial Certification & Surveillance

As a condition of the Gas Product Compliance Program, a product inspection will be undertaken initially through a certification audit and on an ongoing basis after certification. The frequency of such inspections are at the discretion of SAI Global. The certification inspection is to be conducted on an off-tool production sample.

The surveillance inspection will normally be undertaken annually at a mutually agreed location and costs for such inspections will be the responsibility of the licensee. SAI Global reserves the right to vary the frequency and duration of these inspections. Surveillance inspections shall include the following:

1. Dimensional checks of critical features of the gas equipment against the technical specifications
2. Review of markings and operating and installation instructions
3. Review of any complaints or safety related incidents associated with the gas equipment

## 2.5 Licence Renewal

The licence will expire 5 years from the initial certification date. The licence will be renewed subject to confirmation of ongoing compliance to the current Standard.

## 2.6 Licence Endorsement

Modifications or additions to Products may be included in the Licence during the period of its validity. Endorsement may take the form of:

1. Modification to a certified item or Product.
2. Addition or Deletions to the list of certified items or Products.

3. Change of brand or trade name.
4. Change in name or address of the Licensee.
5. Licence to be certified to the current version of the Product Standard.

## 3. TESTING

### 3.1 Type Testing

A type test shall be conducted when:

1. An applicant provides an application in respect of a Gas Safety Certification Mark licence; and
2. At the discretion of SAI Global when –
  - i) a Certified product has undergone or may have a design change; or
  - ii) Testing of certified product indicates a failure to comply with the Standard; or
  - iii) The Licensee wishes to add another product to the licence; or
  - iv) New requirements resulting from a Changed Product Standard.

### 3.2 Submission of Products for Type Testing

Where the product is submitted for Gas Safety Certification the following shall be provided by the client:

1. Full identification of the product and any accessories, including Technical Specifications
2. Product instructions
3. Artwork or samples of packaging and labelling, and
4. Where the product is resubmitted following a type test failure, details of the nature of the failure and the corrective action taken to enable the re-submission to pass. Retesting of failed product shall be conducted by the same test laboratory that performed the original test unless otherwise agreed by SAI Global.



## 3.3 Test Units

### 3.3.1 Condition of Products

Test models shall be in the condition in which they are offered for sale and shall be accompanied by all relevant attachments. Applicable instructions for use, care, installation or maintenance, shall also be submitted to the test laboratory.

### 3.3.2 Test Groups

A range of models with varying characteristics may be grouped together for type testing purposes if the models can be expected to perform similarly during testing. A test group shall only include models of the same style, type or class in terms of the Standard, which are made using the same general production methods. Type test samples shall be selected from the model in the group that can be expected to give the worst results for any given test or group of tests.

Nominations by the Licensee for test groups and worst case models shall be accompanied by supportive data in the form of calculations, test results and written explanation. The final decision on test groups and worst-case models rests with SAI Global.

## 3.4 Test Laboratory

All testing shall be carried out at a SAI Global accepted test laboratory. SAI Global accepts test reports from laboratories that are accredited by the national recognised body NATA and have the relevant test methods/Standards on their scope of accreditation. Laboratories who are signatories to ILAC MRA and have relevant scope may have their test reports through a separate SAI Global process.

## 3.5 Test Results

Test reports shall comply with the requirements of ISO/IEC 17025. Test reports shall include the following information:

1. Full identification of the Product, including photographs.
2. Detailed supportive test data including test results.
3. Confirmation of Technical Specifications and engineering drawings
4. Indication of compliance or otherwise with the relevant Standard.

SAI Global reserves the right to evaluate, accept or reject the test reports based on the information provided.

## 3.6 Existing Type Test Reports

Where the manufacturer submits type test reports conducted prior to the application, these will be considered provided the reports are current, traceable to a production batch and meet SAI Global Guidelines for Product Certification Testing.

## 4. PRODUCT REQUIREMENTS

### 4.1 General

The organisation shall establish, document, implement and maintain a compliance system for the Certified Product as a means of ensuring that the Product consistently conforms to the relevant Standard.

### 4.2 Documentation requirements

Documents required by the Quality System shall be controlled. The required documents include:

1. Technical Specifications with validity dates or revisions numbers
2. Engineering and assembly drawings
3. Type Test Reports
4. Where a product utilizes components which are certified, copies of the current certification
5. Records of any non-conforming products or product recalls

### 4.3 Design Control

#### 4.3.1 Design Freeze

On successful completion of type testing, the design of all major and critical components and materials in the product and manufacturing, assembly processes shall be documented and frozen. The design freeze shall include labelling, packaging and instructions for use, care, installation and maintenance as applicable.

Note: The design freeze does not include minor changes that do not affect compliance of the product with the Standard. If in doubt, the Licensee should submit details of the proposed changes to SAI Global for consideration.

## 4.3.2 Changes to the Product Standard

When a Standard is amended or reissued, there will be a nominal 24 month transition period from the date of the Standard release for the Licensee to upgrade and certified products to the new requirements.

In the case of the release of a Technical Bulletin by the GTRC, the transition time identified in the Technical Bulletin will be applied.

After the transition period the Licensee shall not apply the Gas Safety Certification Mark to any product covered by the Licence until compliance of the product with the revised Standard has been verified by SAI Global.

## 4.3.3 Control of design and development changes

SAI Global shall be notified of any proposed changes, which could affect product compliance with the Standard, and such changes shall not be implemented without written authorisation from SAI Global.

## 4.4 Product Identification

### 4.4.1 Gas Safety Certification Mark & Gas Compliance Mark

For appliances the SAI Global Gas Safety Certification Mark and national Gas Compliance Mark (GCM) are the means of identifying Certified Product. Gas components are not required to display the GCM and for components, where it is not practical to apply the Gas Safety Certification Mark to the product, an alternative may be approved by SAI Global. Requests for any exception must be submitted in writing by the Licensee.

### 4.4.2 Approval of the manner in which the Gas Safety Certification Mark is used

The Gas Safety Certification Mark shall only be used in a manner, which has been approved in writing by SAI Global. The Licensee shall gain approval from SAI Global for:

1. The form and manner in which the Gas Safety Certification Mark is used on the product;
2. The form, manner and context in which the Gas Safety Certification Mark is used on promotional material, packaging, swing tags, informative labelling or instructions for use; and
3. Proposed references in any form to the Gas Safety Certification Mark Licence number or to certification by SAI Global.

#### 4.4.3 Extent of marking

The Licensee shall apply the Gas Safety Marks only to products which:

1. Are of the type and size specifically approved for the licence
2. The licensee warrants comply in all respects with the relevant Standard and are manufactured in accordance with this Product Compliance Program

#### 4.4.4 Manner of application

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

1. Incorporation into the Licensee's label, wherever possible with a date code
2. Directly onto the product casting, moulding, stamping, etching, etc, together wherever possible with a date code

#### 4.4.5 Quality of Marking

Where required marking including the Gas Safety Certification Mark is applied by stamping, etching, printing, casting, moulding or other means directly onto the product, the resulting impression shall be examined at regular intervals and corrective action instigated when the visual marking quality shows signs of deterioration.

#### 4.4.6 Gas Compliance Mark

The Gas Compliance Mark must be applied to the appliance data plate or as a separate marking which is displayed adjacent to the Gas Safety Certification Mark. The GCM is a common mark required for all Australian and New Zealand products. The Technical Regulators have mandated its use and appearance. A Gas Compliance Mark Style guide has been issued by the Department of Commerce in WA. SAI Global shall provide details of the mark to all applicants.

## 4.5 Traceability

The Licensee shall ensure that finished Gas Safety certified product is traceable to the production date of certification award and its corresponding design freeze. As a minimum, Gas Safety Certification Mark product shall at least maintain traceability on primary packaging.

## 4.6 Control of Non-conforming Product

### 4.6.1 Review of non-conforming Gas Safety Certified product

Where non-conforming Gas Safety Certified product has been detected prior to release, the organization shall:

1. Rectify all defects before the product is released: or
2. Destroy and dispose of the product; or
3. Obliterate the Gas Safety Certification Mark from the product

### 4.6.2 Recall of Gas Safety Certification Mark Product

Where the Licensee, distributor or its agent become aware of Certified Products which do not comply with the Standard and that have been released or sold, the following actions shall be taken:

1. The Licensee shall promptly notify SAI Global that a problem with the product's conformity may exist and provide in writing the actions being taken
2. The Licensee shall immediately investigate the problem to determine its nature and severity
3. If indications of non-compliance remain, the Licensee shall immediately withdraw and quarantine the Certified Products concerned or remove the certification trademark from the released Product and action as requested by SAI Global.
4. The Licensee shall arrange the recall of all the Gas Safety Certification marked items as described above that have already been sold or take such action as may be determined by SAI Global. Records of all steps taken shall be maintained and made available to SAI Global.

The licensee shall be responsible for all costs involved as a consequence of taking the above actions.