

SAI GLOBAL PRODUCT CERTIFICATION

Guidelines for Product Certification Testing

A step by step guide for applicants and laboratories conducting type testing for certification under SAI Global StandardsMark, WaterMark or TypeTest schemes.



PURPOSE

All SAI Global product certification schemes require testing or inspection of the product to ensure compliance with the appropriate product standard/s. It is SAI Global policy that the applicant may choose a suitable laboratory from available, recognised laboratories capable of conducting the required testing. The purpose of this guide is to ensure that while the testing contract is between the applicant and the laboratory, the sample selection and testing is conducted in a manner that satisfies the requirements of the SAI Global product certification program.

If testing is not conducted in accordance with this document, the results may not be accepted by SAI Global for the purposes of certification.

NOTE: In some cases the applicant will already have a test report that is acceptable under the particular certification scheme. In this case the guide does not apply.

This guide should be read in conjunction with the Guide to Applicants for StandardsMark/WaterMark or TypeTest Certification (SMG 01 or TTG01) and SAI Global Product Compliance Program (PCP 01).

ACTIVITY	APPLICANT	LABORATORY	SAI GLOBAL
Test Planning	<p>Consult with SAI Global to determine:</p> <ul style="list-style-type: none"> • no. Samples required • product test groups if applicable • the particular tests that are required <p>Select test laboratory.</p> <p>Agree with SAI Global on a test plan.</p> <p>If there are no laboratories available for the particular standard on the current list, consult with SAI Global about possible alternatives</p>	<p>Provide technical advice if required in preparation of the test plan.</p> <p>Agree with SAI Global on required test report format.</p>	<p>Advise list of currently recognised laboratories for the standard concerned.</p> <p>The criteria for recognition of laboratories and test reports is set out in each certification program. However, the general rule is that the laboratory should be accredited for the tests required.</p>
Sample Selection	<p>Prepare production batch of product so that samples can be selected.</p> <p>Arrange for delivery of samples to laboratory</p> <p>Tests on prototypes are accepted under certain conditions (see PCP 01)</p>		<p>Select samples or arrange selection by independent agent.</p> <p>Clearly identify samples and advise laboratory of ID numbers.</p>

Testing	Submit request for testing to laboratory requiring testing in accordance with agreed test plan and with this guide.	Ensure that the samples received are those identified by SAI Global. Conduct tests in accordance with agreed test plan and ISO Guide 25. The test must be conducted and reported on the samples received. If the applicant wishes to substitute a sample or component of a sample then SAI Global must be consulted and written authorisation received.
Test Report		Send original, endorsed test report to applicant and to SAI Global.
Evaluation of Compliance	Contact SAI Global for decision on compliance and to discuss further action if necessary. NOTE: Do not assume that a test report showing pass results is sufficient to begin production. Consult SAI Global first.	Provide technical advice as required on test result. Evaluate compliance of the product for the purposes of certification on the basis of: <ul style="list-style-type: none">• test report• other information such as evidence of compliance with requirements of covered by the test• Known process capability.

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