

SAI GLOBAL PRODUCT SERVICES

Guidelines for Product Services Testing

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



Australian
Standard



Gas Safety
Certified



WaterMark



Type Tested

INTRODUCTION

All SAI Global product services schemes require testing or inspection of the product to ensure compliance with the appropriate product standard/s. It is SAI Global's 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 Compliance 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.

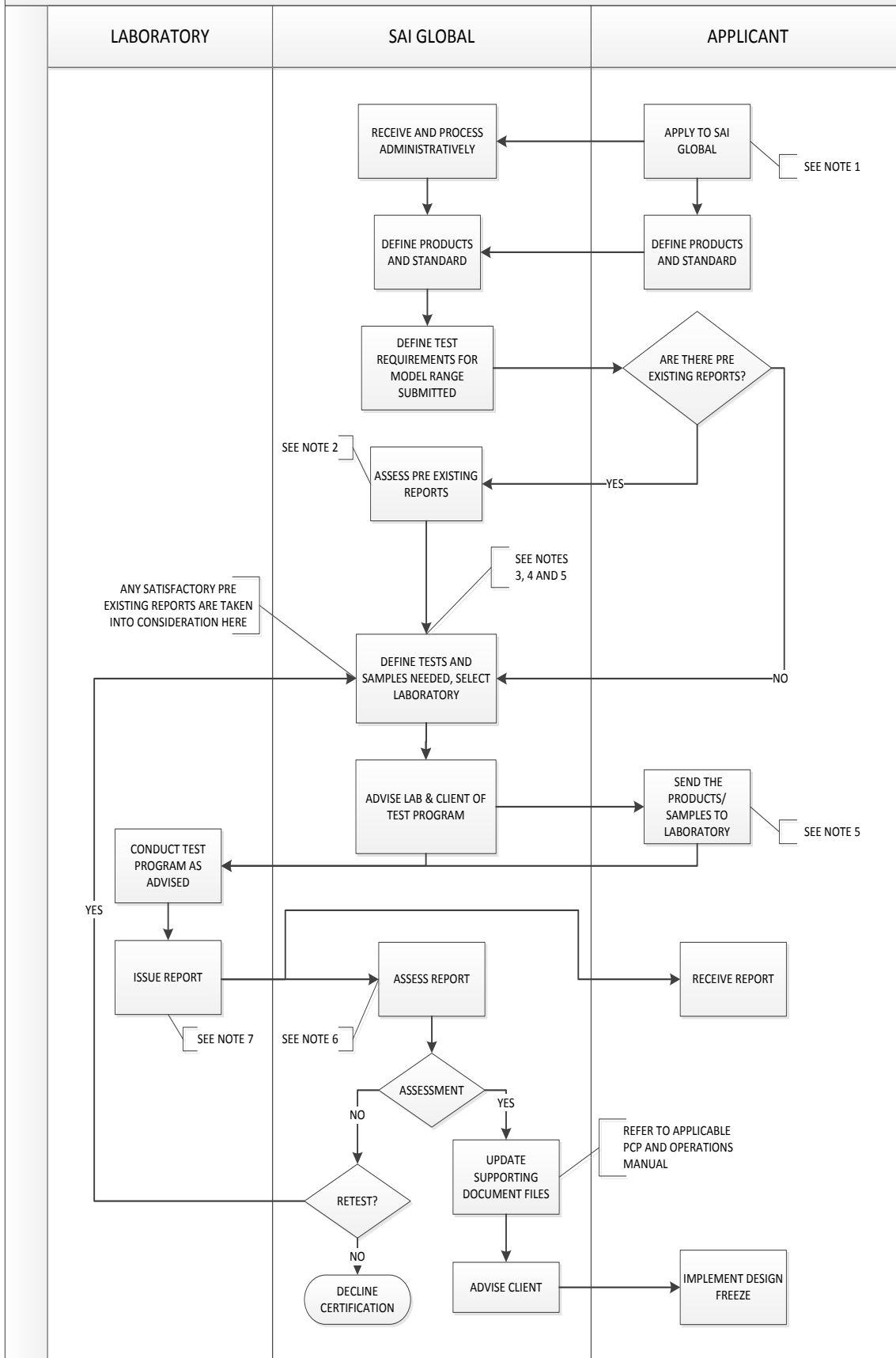
DEFINITIONS

TYPE TEST – Test(s) defined by relevant standard to determine product compliance.

BATCH TEST – Test(s) conducted to demonstrate that a specific batch of product complies with the requirements of the standard.

CERTIFICATION PROCESS

TYPE TEST PLANNING AND CONDUCT



NOTES

1. Please note that the process starts with an application. SAI Global is unable to perform work prior to receiving an application unless the work has been separately paid for. This would be additional to any application fee.
2. Pre-existing test reports must be recent (reports that are more than FIVE years old are generally not acceptable), and must be able to be clearly demonstrated to apply to current product from the applicant's production line. This is usually done by connecting them with a specific production batch.
3. Reports, to be acceptable, must originate from laboratories with appropriate external accreditation by a full member of ILAC (e.g. NATA, IANZ), or laboratories recognised by SAI Global in accordance with their procedures. Consult with your SAI Global Client Manager.
4. Some tests are suitable for witnessing. In that case, the applicant and the laboratory are the same. In these cases, the SAI Global witnessing officer must endorse or issue the report.
5. Sample selection requirements may be scheme or standard specific, and in this case will be referenced in the applicable technical schedule. SAI Global always retains the right to select the samples.
6. Reports must demonstrate conformance to the requirements of the nominated Standard for which certification is sought (or test methods referenced by the Standard for which certification is sought).
7. The test laboratory will usually be paid directly by the applicant.

General requirements for developing a test program and reviewing the result(s)

Information required for a testing program:

- Information on manufacturer, model, and standard(s);
- Technical description of product;
- Each clauses of the standard that are relevant to the testing including any specific instructions not outlined in the standard.

The testing program does not need to be one document, however if multiple documents exist, a clear connection is required, for example, licence number and model. It should be reviewed by the Service Delivery Leader or the Technical Expert before issue.

The template / format of testing program(s) is developed and maintained by Technical Expert, and shall be able to demonstrate full compliance of the product to the standard(s).

The testing program should be based on worst case situation.

Criteria for reviewing testing result(s):

- Ensure the laboratory is acceptable;
- Confirm the laboratory has followed the test program and instruction(s);
- The review process requires review on construction, performance, marking, and manual;
- Review and ensure each applicable clause of the standard is covered and shown to comply;
- The result of report should wherever possible include actual numerical value(s).

The template / format of the review is developed and maintained by Technical Expert and shall be able to demonstrate full compliance of the product to the standard(s).

General requirements for batch testing

The requirements for batch testing are generally defined in either the product standard or the associated technical schedule. Unless otherwise specified in these documents batch testing can be conducted by the manufacturer. Facilities for conducting these tests are subjected to review and approval at the certification audit and at each routine surveillance audit.