



## APPLICATION FOR LISTING GUIDELINES

This document is intended only as a guide to the listing process and requirements of CSIRO's ActivFire Scheme. It should be read in conjunction with the ActivFire Scheme terms and conditions.

Further information and assistance is available from:

Commonwealth Scientific and Industrial Research Organisation  
Division of Manufacturing and Materials Technology (CSIRO-MMT)

ABN: 41 687 119 230

### ActivFire Scheme

Postal address

Premises address

Ph.: 61 (0)3 9252 6193

P.O. Box 56

37 Graham Road

Fax: 61 (0)3 9252 6011

HIGHETT VIC

HIGHETT VIC

e-mail: [info@ActivFire.gov.au](mailto:info@ActivFire.gov.au)

AUSTRALIA, 3190

AUSTRALIA, 3190

ActivFire web site: <http://www.ActivFire.gov.au>

## 1. Pre-application advice

Prior to preparing an application for listing, the applicant should contact ActivFire with details of each product proposed for the submission. These details must include a description, sufficient to determine the category/type of product and the brand/model by which each product will be designated.

From the product details supplied by the applicant, ActivFire will provide the following pre-application advice, which will determine the application process and requirements for each designated product.

- a. The product category/type as applicable to each designated product.
- b. The listing classification.
  - Listing Body Approval (LBA). Verification of conformity, registration and listing by the ActivFire Scheme, based upon evidence of conformity issued by the CSIRO-MMT.
  - Recognised Body Approval (RBA). Registration and listing by ActivFire Scheme, based upon recognition arrangements and evidence of verification of conformity issued by a recognised certification body, recognised test centre or registered testing authority.

The pre-application advice is provisional and subject to revision, upon receipt and processing of the application.

## 2. Application

Where the applicant proposes to submit a range of products, a separate application is required for each product category/type. If the pre-application advice indicates that all products are under the same ActivFire product category/type, only one application is required.

Each application must be accompanied by supporting technical documentation and other articles for each designated product. As appropriate to the category/type of product, the submitted relevant articles should adequately detail the physical, mechanical, electrical and chemical characteristics as well as installation, connection, configuration and operational requirements. Such relevant articles may include the following.

- Technical data sheets and/or product specifications.
- Operators manuals and installation instructions.
- Schedule of consumable and spare parts.
- A physical sample of the product.

Upon successful completion of the listing process the applicant company and contact details will be recorded as the Registrant for each product submitted for listing. Further details of the manufacturer company and contact will be required if the applicant is not also the manufacturer of the product.

An application for listing is initiated by submission of completed application form and accompanying relevant articles.

### 3. Processing of application

Upon receipt of an application, it will be checked for completeness and accuracy.

Provided there are no obvious problems, a Listing Investigation Schedule will be prepared which will outline the following.

- The relevant reference criteria (standards and technical specifications) for the purposes of undertaking an evaluation for conformity.
- Details of the authorised body or bodies recognised for undertaking evaluations for conformity investigations and providing evidence of conformity, in accordance the specified reference criteria.
- Confirmation of registrant and distributor details as determined from the application and in accordance with the requirements of the ActivFire Scheme.

ActivFire will formalise and forward the Listing Investigation Schedule to the applicant to enable them to seek the required evidence of conformity from the nominated authorised bodies

### 4. Evidence/verification of conformity

The evidence/verification of conformity requirements are determined according to the listing classification and other requirements as specified in the Listing Investigation Schedule.

LBA classification	RBA classification
<p>Under the Listing Body Approval (LBA) classification, verification of conformity is subject to the following requirements.</p> <ul style="list-style-type: none"> <li>▪ An evaluation for conformity carried out in accordance with the specified reference criteria.</li> <li>▪ An evaluation for conformity undertaken by the specified authorised body or bodies.</li> </ul> <p><i>Note:</i> <u>The associated business arrangements and costs for the evaluation for conformity are solely a matter between the applicant and the authorised body or bodies that undertake the required investigation(s).</u></p> <ul style="list-style-type: none"> <li>▪ Upon successful completion of the evaluation for conformity, the authorised body must issue appropriate evidence of conformity. This should be a written form of documentation, such as a report, which contains a statement of conformity with the reference criteria as specified in the Listing Investigation Schedule.</li> </ul>	<p>Under the recognition arrangements of Recognised Body Approval (RBA), verification of conformity can be provided through recognition of product certifications (listings and approvals) by authorised bodies specified as recognised bodies in the Listing Investigation Schedule.</p> <p>The verification of conformity of recognised bodies must be for the same products as designated on the application, in accordance with the reference criteria specified by ActivFire.</p> <p>Examples of articles issued by recognised bodies, which may be deemed appropriate verification of conformity, include one or more of the following.</p> <ul style="list-style-type: none"> <li>▪ Product licence and schedule identifying the designations of products and reference criteria to which the licence applies.</li> <li>▪ Current listing entry of the designated products in the recognised body directory/register of products.</li> <li>▪ An evaluation for conformity of the designated products concluded by statement of conformity with reference criteria.</li> </ul>

The applicant must ensure that ActivFire is provided with the evidence of conformity as issued by the authorised or recognised bodies, if it wishes to proceed with the listing.

## 5. Finalisation and acquittal of listing application

The acquittal process, registration and listing of a product, includes the following.

- Receipt of evidence of conformity and other relevant articles associated with the product.
- Review and verification of evidence of conformity, relevant articles, business entities and any other matters that may have arisen in the course of the listing process, which require resolution prior to finalisation of the product listing.
- Confirmation and registration of any changes to the product designation in the course of or subsequent to the evaluation for conformity.
- Confirmation and registration of business entities and contacts responsible for the product, including the registrant, designated suppliers/distributors, manufacturer and designated audit centre.
- Activation of the listing for inclusion as a product in the Register of Fire Protection Equipment and assignment of product listing (afp) number.
- Issue of confirmation of listing letter to the registrant and designated supplier.
- Preparation of product listing and supplier details and upload of content and data to the ActivFire web site.
- Preparation and issue of a draft Product Listing Data Sheet for comment by the designated supplier and registrant.
- Authorisation and issue of Product Listing Data Sheet and upload to the web site.
- Finalisation of listing process and advice, to applicant, registrant and supplier confirming on-line registration of the product listing details and the Product Listing Data Sheet.