



**CSIRO VERIFICATION SERVICES  
RULES GOVERNING ACTIVFIRE SCHEME**

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## 1. Scope

This document applies to the ActivFire® Scheme, which is a third-party product certification program operated under the conformity assessment system of CSIRO's Verification Services (CSIRO-VS) and covering active fire detection and suppression equipment as used by the building and construction industries.

ActivFire® is a trademark owned by the Commonwealth Scientific and Industrial Research Organisation (CSIRO), registered with IP Australia and protected by applicable laws and regulations.

## 2. Purpose

This document details the rules governing how the ActivFire® Scheme operates based upon the international requirements for product certification programs referencing ISO Guide 28 (AS HB18.28:2005) and ISO Guide 65:1996 (AS HB18.65:1998).

## 3. Definitions

Commonly used terms in CSIRO-VS's conformity assessment system are defined in document VS-D001.

For the purposes of these rules;

- i. **'certification classification'** means the non-hierarchical groupings of products registered by the product certification program according to the source or process from which they have been verified for conformity and defined as follows.
  - **'Certified Product Approval'** (CPA); registration and certification of a product, for which the producer's attestation of conformity has been verified by the product certification program as meeting relevant reference criteria based upon evidence of conformity issued by a Recognised Conformity Evaluation Agency and validated by a Certificate of Conformity.
  - **'Listed Product Approval'** (LPA); registration and listing of a product, for which the producer's attestation of conformity has been verified by the product certification program as meeting relevant reference criteria based upon evidence of conformity issued by a Recognised Conformity Evaluation Agency and validated by a Certificate of Listing or Product Listing Data Sheet.
  - **'Recognised Product Approval'** (RPA); registration and listing of a product for which the producer's attestation of conformity has been verified by the product certification program as meeting relevant reference criteria based upon recognition and evidence of verification of conformity issued by a Recognised Conformity Assessment Body and validated by a Certificate of Listing or Product Listing Data Sheet.
- ii. requirements, phrases and terms referred to in the singular can apply equally in the plural; e.g. Product ≡ Products.
- iii. the requirements for Certificate of Conformity apply equally to the following alternative validation documents.
  - Product Listing Data Sheet.
  - Certificate of Listing.

## 4. Authorities and responsibilities

### 4.1. CSIRO

The Commonwealth Scientific and Industrial Research Organisation (CSIRO) is an independent statutory authority constituted and operating under the provisions of the Science and Industry Research Act 1949 and the Commonwealth Authorities and Companies Act 1997.

Under the act, the "Functions of the Organisation" (Part II, Cl. 9), determine that CSIRO's research and services are provided for various purposes including;

- assisting Australian industry;
- furthering the interests of the Australian community;
- contributing to the achievement of Australian national objectives or the performance of the national and international responsibilities of the Commonwealth

### 4.2. CSIRO Verification Services

CSIRO Verification Services (CSIRO-VS) is a management and administrative group providing conformity assessment services in accordance with ISO Guides 28 and 65.

### 4.3. ActivFire® Scheme

ActivFire® Scheme, as one of a number of programs operating under CSIRO Verification Services, is a nationally recognised product certification program for the registration, certification and listing of active (detection and suppression) fire protection equipment. It verifies a producer's attestation of conformity to relevant reference criteria and specified requirements (standards and specifications).

Products, for which conformance to reference criteria has been independently verified, are listed in ActivFire® Register of Fire Protection Equipment exists on-line at <http://www.ActivFire.gov.au>.

The ActivFire® Technical Panel (ATP) is responsible for the technical content of this document.

The Executive Officer, ActivFire® (EO) is responsible for the implementation and administration of the processes defined herein.

### 5. Building Code of Australia

ActivFire® provides validated documentation produced from relevant and verifiable details in relation to the properties and performance of products and materials used in building construction.

In accordance with the general requirements of the Building Code of Australia clause A2.2, item (vi), the ActivFire® Register of Fire Protection Equipment, is provided as a nationally recognised source of "Evidence of suitability", for the purposes of the Performance Requirements and Deemed-to-Satisfy Provisions.

### 6. Referenced documents

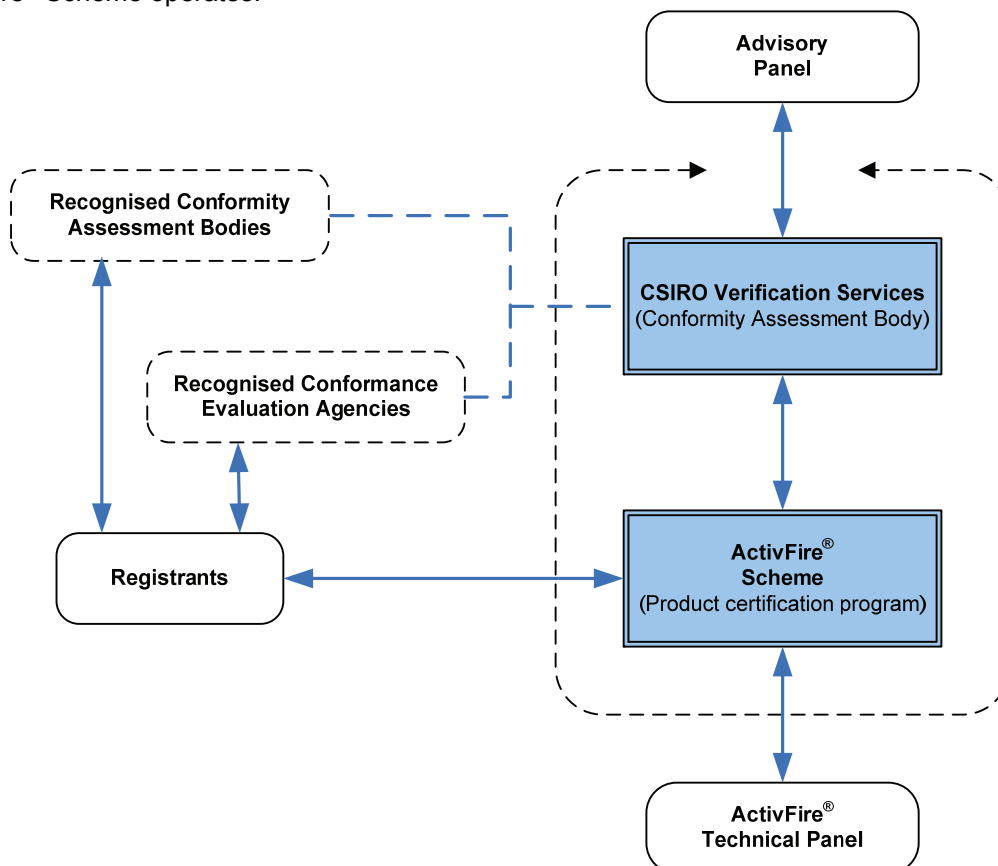
The documents listed below are either referenced in this document or provide important and relevant additional information

- d) ISO Guide 28 Conformity assessment – Guidance on a third-party certification system for products.
- e) ISO Guide 65 General requirements for bodies operating product certification systems.

These documents may be downloaded from the SAI – Global web site at [www.sai-global.com.au](http://www.sai-global.com.au)

### 7. Structure

The following is a diagrammatic representation of the CSIRO-VS product certification system under which the ActivFire® Scheme operates.



### 7.1. Conformity Assessment Body

CSIRO-VS acts as the body undertaking assessments for conformity to requirements for the purposes of compliance to ISO Guide 28 and 65.

CSIRO-VS does not undertake evaluation for conformity and ensures that it is independent of any agency that does such assessments

### 7.2. Verification Services Advisory Panel

CSIRO-VS has established an Advisory Panel whose role is to monitor the rules, procedures and processes of the Scheme(s) managed by CSIRO-VS with a view to ensuring ongoing and continuing compliance to the requirements of ISO Guides 65 and 28.

### 7.3. ActivFire® Technical Panel

CSIRO-VS has established a Technical Panel (ATP) whose role is to set technical requirements for the Scheme and advise the Executive Officer of the Scheme (EO) on technical issues.

### 7.4. Conformity Evaluation Agencies

CSIRO-VS recognises certain organisations as having the skills, knowledge, resources and management control systems in place to satisfactorily undertake, on behalf of their customers (directly) and CSIRO-VS (indirectly), activities such as evaluations for conformity for the purposes of verifying the specified requirements for certification.

Such organisations are known as a Recognised Conformity Evaluation Agencies (RCEA)

## 8. **The Rules**

### 8.1. Pre-certification

#### 8.1.1. Application

- i. Each product, proposed for certification, shall be itemised on the application with a designation that is complete and unambiguous. Where a product is part of a product series/range, each model/variant within the series/range shall be appropriately and individually designated.
- ii. For each product, the applicant shall itemise the relevant reference criteria (eg. product standard or technical specification) to which they are declaring their attestation of conformity.
- iii. The application shall provide the legal name, trading name, business registration number, postal/premises address, telecommunications and email details of all business entities and relevant administrative and technical contacts associated with the design, production and distribution of the product, including the following.
  - The applicant for product certification.
  - The producer of the product.
  - The producer's management representative.
  - The Australian distributor/agent for the product.
- iv. Processing of an application shall;
  - not be disadvantaged for any reason, financial, marketing, technical or personal.
  - be initialised as a prospect and sequenced when it has been registered and authorised as an active project.

#### 8.1.2. Validation

##### 8.1.2.1. Application

- i. CSIRO-VS shall verify that the details entered on the application are complete, relevant and consistent.
- ii. An application determined to be incomplete and/or inaccurate;
  - shall be rejected and
  - the applicant notified accordingly.

- iii. An application determined to be complete and accurate shall be recorded as a prospect.
- 8.1.2.2. Applicant
- i. The applicant shall be verifiable as;
- the producer of the product or
  - the producer's management representative.
- ii. If the applicant is not the same as the producer, CSIRO-VS shall notify the designated producer that a product, which they produce, is the subject of an attestation of conformity and application for certification.
- iii. The valid applicant shall be one of the following;
- the applicant, confirmed to be the producer of the product or
  - the applicant, confirmed by the producer of the product, as the producer's management representative or
  - an alternative applicant, confirmed to be the producer of the product.
  - an alternative applicant; confirmed by the producer of the product, as the producer's management representative.
- iv. If the applicant cannot be validated;
- the application shall be rejected and
  - the applicant notified accordingly.
- v. If the validated applicant is not a signatory to a current, authorised CSIRO services agreement, one shall be prepared and issued.
- vi. Application processing shall not progress until a CSIRO services agreement has;
- been returned by the validated applicant and
  - signed by an authorised applicant signatory and
  - authorised by CSIRO.
- 8.1.3. Verification Plan
- i. A Verification Plan shall be drafted by CSIRO-VS including the following.
- Confirmation of the business entities initialised and designated for the purposes of verification.
  - Confirmation of the designation of the product against which the applicant wishes to declare their attestation of conformity for the purposes of certification.
  - Details of the reference criteria (standards and technical specifications) against which the applicant wishes to declare their attestation of conformity for the purposes of certification.
  - Referral details and to one or more recognised conformity evaluation agencies and/or conformity assessment bodies determined as suitable service providers undertaking evaluations for conformity and/or providing evidence of conformity, in accordance with the reference criteria.
  - Details of relevant articles required for verification and as evidence of conformity.
  - Details of verification of conformity project establishment and management fees.
- ii. The Verification Plan shall be formalised and forwarded to the applicant to enable them to;
- authorise the verification of conformity and associated project management fees and
  - seek the required and relevant evidence of conformity.
- Important notes
1. CSIRO-VS project fees only cover costs associated with verification and certification services.
  2. Costs associated with Evaluations for Conformity (physical testing and technical appraisal) ARE NOT INCLUDED in CSIRO-VS project fees.
  3. Evaluation for conformity services fees are subject to a separate agreement between the applicant and a Recognised Conformity Evaluation Agency

## 8.1.4. Project registration

- i. The applicant shall provide written acknowledgment and acceptance of the Verification Plan and fees.
- ii. Receipt of written acknowledgment and acceptance of the Verification Plan and fees from the applicant shall;
  - enable the application to be registered as an authorised project.
  - change the status of the applicant to customer.

## 8.1.5. Evaluation for conformity

- i. The customer shall source the services of a RECA as designated by the accepted Verification Plan.
- ii. The services of the RECA shall include evaluation for conformity to the reference criteria as stated in the Verification Plan.
- iii. As evidence of conformity, the RECA shall provide relevant articles for verification that the evaluation for conformity has been executed and completed fully in accordance with the reference criteria of the Verification Plan. Such relevant articles shall include the following
  - An Evaluation for conformity report or similar document that contains a statement of conformity by the RECA that attests the designated product, submitted for evaluation, conforms with the stated reference criteria.
  - Details of any limitations or conditions applied, by the RECA, to their statement of conformity.
  - A reference sample of the evaluated product, if requested by the Verification Plan.
  - Copies of technical documentation, product literature, artwork and electronic files (as contained on media such as CD, DVD, USB drive).
  - Any other evidence of conformity as stated on the verification plan or requested by CSIRO-VS.
- iv. The RECA shall;
  - notify the customer that the evaluation for conformity has been completed.
  - forward the relevant articles and evidence of conformity to CSIRO-VS.
  - copy the relevant articles and evidence of conformity to the customer.
- v. If the RECA is unable to provide evidence of conformity and a statement of conformity to the reference criteria of the Verification Plan, it shall provide written notification to the customer and CSIRO-VS that the evaluation for conformity was unsuccessful. The notification shall clearly state the designations of the products that were evaluated and the reference criteria against which the evaluation for conformity could not be determined or concluded.

## 8.1.6. Verification

- i. Upon receipt of the evidence of conformity, as submitted by the customer and the RECA, CSIRO-VS shall assemble, collate and register the primary articles.
- ii. CSIRO-VS shall verify that the evidence of conformity;
  - correlates with the product designation, reference criteria, designated business entities and any other requirements prescribed by the Verification Plan
  - includes a complete and accurate statement of conformity relevant to the reference criteria and requirements of the Verification Plan.
  - is sufficiently complete, accurate and relevant to support the customer attestation of conformity for the product as designated on the Verification Plan.
- iii. Product limitations/conditions specified or contained in the evidence of conformity shall be identified and recorded.
- iv. Variations or discrepancies between the submitted evidence of conformity and the requirements of the Verification Plan (eg changes to product designation) shall be verified and validated. If conformance is not clear, the EO may refer the matter to the ATP for adjudication.

- v. If the evidence of conformity is determined to be incomplete, inaccurate or not relevant and variations or discrepancies cannot be resolved and validated, the customer shall be formally notified of the following.
  - Their attestation of conformity for the submitted product could not be verified and validated.
  - The submitted product could not be processed and authorised for certification.
  - In such cases the service fees remain payable and the deliverable shall be notification that the Attestation of Conformity could not be verified and validated.

## 8.2. Certification

### 8.2.1. Validation and registration

- i. Product certification details, extracted from the evidence of conformity, shall be registered electronically on appropriate database and document management systems. Data shall sufficiently record the following;
  - Product designation.
  - Certification registration data including the following.
    1. Registration identification number.
    2. Date of registration.
    3. Date registration is valid until.
    4. Date of de-registration.
    5. Status (active/dormant/inactive) of registration.
    6. Registration version and version date.
  - Reference criteria of the verification of conformity
  - Certification classification.
  - Product type/group
  - Designated business entities linked with the application for certification, design, production and distribution of the product including then following.
    1. Registrant.
    2. Producer.
    3. Producer management representative.
    4. Agent.
    5. Distributor.
    6. Manufacturer / Production unit.
- ii. A Certificate of Conformity shall be produced from the registration data for the product.
- iii. If extended designation and/or technical data, such as limitation/conditions of conformance, have been identified, a schedule shall be prepared as an attachment to the Certificate of Conformity,
- iv. The Certificate of Conformity for the product shall be authorised by the EO.
- v. Following authorisation of the Certificate of Conformity for the product the following shall occur.
  - The registration identification number, date of registration and version shall recorded and activated on the database management system.
  - Product certification files and documents, including the Certificate of Conformity shall be;
    - collated, processed and transferred to the web site content management system.
    - processed by the web site content management system and uploaded to the web site content server.
  - Product certification data shall be processed by the database management system and uploaded to the web site data server.

- vi. The Certificate of Conformity authorisation process shall also;
  - record the customer as the Registrant.
  - formally notify, to the Registrant (customer), the web site address and links to enable them to review and verify the certification details for the product to which they have attested the conformity.

#### 8.2.2. Certificate of Conformity

- i. The Certificate of Conformity shall;
  - 1. be uniquely numbered.
  - 2. identify the designation of the certified product to an extent which readily enables the production and market samples to be sourced for the purposes of re-evaluation and verification.
  - 3. identify designated business entities linked with the certified product including the following.
    - Registrant.
    - Producer or producer management representative.
    - Agent / Distributor.
  - 4. identify the reference criteria (standard or technical specification) against which the attestation of conformity has been verified.
  - 5. identify any applicable limitation/conditions or exclusions relating to the certification.
  - 6. have a defined re-validation date (valid until).
  - 7. have the authorisation signature of the EO.
- ii. The certificate and associated documents shall be delivered in a secured electronic format and be publically available as content on a web site.

### 8.3. Post-certification

#### 8.3.1. Product changes

- i. The Registrant shall notify CSIRO-VS of all changes to the design and/or production of a product which may necessitate re-verification of their attestation of conformity to reference criteria and specified requirements upon which the certification was based.
- ii. The Registrant shall provide evidence of conformity if CSIRO-VS determines that changes to the design and/or production of a product necessitate full or partial evaluation for conformity.

#### 8.3.2. Surveillance

- i. A certified product may be subject to surveillance for the purpose to verifying that conformance of production samples corresponds with the Registrant's attestation of conformity.
- ii. A structured surveillance program may be applied, depending upon the product type and where such surveillance is required, CSIRO-VS shall;
  - prepare a Surveillance Plan.
  - maintain a surveillance management system and schedule.

#### 8.3.3. Product non-conformance

- i. If market sampling or other process of notification indicates sufficiently to CSIRO-VS that the design and/or production of a certified product may not correspond with the Registrant's attestation of conformity, CSIRO-VS shall notify the Registrant to undertake appropriate investigations and resolve the alleged non-conformance.
- ii. If CSIRO-VS determines that a certified product brought to market does not correspond with the Registrant's attestation of conformity, the Registrant shall determine and implement all actions necessary to rectify the non-conformance;
  - to the extent required by all relevant legislation and authorities and
  - to the extent necessary for consumer protection and safety and
  - to the satisfaction of CSIRO-VS.

- iii. If CSIRO-VS determines that a certified product brought to market does not correspond with the Registrant's attestation of conformity and the Registrant refuses or is unable to resolve the non-conformance, CSIRO-VS shall:
  - deregister the certification of the product and
  - withdraw all registration records, documentation and web site content and
  - notify the Registrant that their attestation of conformity was no longer verifiable and certification of their product has been deregistered.

#### 8.3.4. Re-validation

- i. All product certifications, validation documents and on-line (web site) content associated with the Register of Fire Protection Equipment shall required annual revalidation.
- ii. The scope of the revalidation process shall review and verify such matters as:
  - The currency and/or relevance of the reference criteria against which a product is certified.
  - The designation/authenticity/eligibility of business entities attached to certified product.
  - Evaluations, investigations and/or inspections of a products and/or product type/category.
  - Any other matters deemed appropriate to determine the 'fitness-for-purpose' and/or conformity of a certified product with reference criteria.

#### 8.4. Deregistration

CSIRO-VS shall deregister a certified product for one or more of the following reasons.

1. Notification from the Registrant requesting deregistration of a certified product for which they have an attestation of conformity.
2. A determination by CSIRO-VS that the Registrant's attestation of conformity does not correspond with a post-certification evaluation for conformity.
3. A determination by CSIRO-VS that reference criteria, corresponding to the Registrant's attestation of conformity, are obsolete, superseded or withdrawn.
4. CSIRO-VS is unable verify all matters associated with the review and revalidation process.
5. At the formal direction within the jurisdiction of a relevant regulatory, statutory authority and/or applicable legislation and regulations.
6. Non-compliance with the terms and conditions of a CSIRO Services Agreement.
7. Non-payment of fees for CSIRO services.

### 9. Allegations and appeals

Registrants may;

- appeal a determination or decision made by CSIRO-VS or its officers or
- lodge an allegation against the Scheme or its officers.

Appeals and allegations shall be processed in accordance with the requirements of ActivFire® Document AF-D004.

**10. Disclaimer**

CSIRO, as managers of this product certification program, try to provide a high level of verification of the conformance of chosen products for end users (asset and infrastructure owners/managers, either public or private).

CSIRO seeks to achieve this by insisting that applicants, customers and Registrants comply with the minimum requirements of this document and other processes and documents through which the program is administered.

This verification and certification processes do not provide any guarantee or warranty as to the performance of the product. It is merely meant to provide increased confidence that a chosen product conforms with the Registrants attestation of conformity. Other factors such as installation and maintenance will significantly and affect the performance of a product. CSIRO cannot therefore, with any certainty, predict absolute outcomes and disclaims all liability and loss that a person or organisation may suffer as a result of them using any information produced and provided by CSIRO, CSIRO Verification Services or the ActivFire<sup>®</sup>.Scheme.