CSIRO Verification Services
Rules Governing ActivFire® Scheme

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CSIRO Verification Services
Rules Governing ActivFire® Scheme

1. Scope

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

b. 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

a. This document details the rules governing how the ActivFire® Scheme operates based upon the international requirements for product certification programs referencing AS/NZS ISO/IEC 17065.

3. Definitions and acronyms

3.1. Definitions

a. The following definitions of terms used in this document and in the ActivFire® Scheme shall apply:

i. **ActivFire® Scheme:** The conformity assessment scheme, owned by CSIRO and managed by CSIRO Verification Services, for the purposes of product certification of active fire protection products.

ii. **Accredited Testing Laboratory:** As defined by Australia's National Construction Code (NCC) as the following:

1. An organisation accredited by NATA to undertake the relevant tests.
2. An organisation outside Australia accredited to undertake the relevant tests by an authority recognised by NATA through a mutual recognition agreement.
3. An organisation recognised as being an Accredited Testing Laboratory under legislation at the time the test was undertaken.

iii. **Agent / Distributor:** The Producer, or business entity authorised by the Producer, that is designated on the register as a point / source of supply and support for the Certified Product.

iv. **Agency for Conformity Assessment:** An accredited testing laboratory that holds a current accreditation from a duly authorised accrediting body from an organisation accredited by an International Laboratory Accreditation Cooperation Mutual Recognition Arrangement (ILAC MRA) signatory.

v. **Applicant:** The Producer, or business entity authorised by the Producer, initialising and / or facilitating a request and submission for the verification processes required to certify a product.

vi. **Attestation:** Defined by AS/NZS ISO/IEC 17000:2020 as "*issue of statement, based on decision, that fulfilment of specific requirements has been demonstrated*".

vii. **Business Entity:** An entity represented by a person, business/company, body corporate or other legal entity responsible for the products and/or services they produce and/or supply.

viii. **Certification:** Defined by AS/NZS ISO/IEC 17000:2020 as "*third party attestation related to an object of conformity assessment, with the exception of accreditation*".

ix. **Certified Product:** A product that has been assessed by an ActivFire® officer and found to comply with the Certification Requirements and Product Requirements.

x. **Certification Body:** Third-party conformity assessment body operating the certification scheme. ActivFire® Scheme is the Certification Body.

xi. **Certification Requirement:** The specified requirement(s), including Product Requirement(s), that is fulfilled by the Client as a condition of establishing or maintaining certification.

xii. **Certification Classification:** 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 are defined as follows:

1. **Listing Body Approval (LBA):** Registration and listing of a product~~,~~ for which the Producer's attestation of conformity has been verified and validated by the ActivFire® Scheme as meeting relevant reference criteria based upon evidence of conformity, issued by a RACE.
2. **Recognised Body Approval (RBA):** Registration and listing of a product for which the Producer's attestation of conformity has been verified and validated by ActivFire® Scheme as meeting relevant reference criteria based upon recognition of evidence of conformity, issued by a RCAB.

xiii. **Conformity Assessment:** Defined by AS/NZS ISO/IEC 17000:2020 as "*Demonstration that specified requirement are fulfilled*".

xiv. **Conformity Assessment Body:** Defined by AS/NZS ISO/IEC 17000:2020 as "*A body that performs assessment activities, excluding accreditation*"**.** This may include an accredited testing laboratory.

xv. **Conformity Assessment Scheme:** Defined by AS/NZS ISO/IEC 17000:2020 as "*Set of rules and procedures that describes the objects of conformity assessment, identifies the specified requirements and provides the methodology for performing conformity assessment*". In this case ActivFire® is the applicable scheme.

xvi. **Conformity Assessment System:** Defined by AS/NZS ISO/IEC 17000:2020 as "*set of rules and procedures for the management of similar or related conformity assessment scheme*".

xvii. **Evaluation of conformity:** Confirmation, by examination of evidence that a product, process or services fulfils specified reference criteria.

xviii. **Evidence of conformity:** Statement of conformity together with other relevant articles related to the conformity assessment of a specific product by a conformity assessment body.

xix. **Factory Production Control (FPC):** A set of internal procedures carried out by the Producer that are used to ensure that the manufactured products are to a consistent standard of quality, in a safe and efficient environment.

xx. **Issue Date:** The date the Certificate of Conformity (CoC) is issued to the registrant upon completion of verification of the product's evidence of conformity or revalidation.

xxi. **Manufacturing Unit:** A business entity providing the production/assembly process of a product. Manufacturing units are classed as Primary (manufacturer), Secondary (major components), and Tertiary (minor components).

xxii. **Producer:** The business entity responsible for the design management, manufacturing specifications and quality management / control associated with the conformity and production of the product.

xxiii. **Producer Management Representative:** The Producer, or business entity authorised to act on behalf of the Producer, in relation to product conformance and associated technical and administrative matters.

xxiv. **Product Developer:** The Producer, or business entity engaged by the Producer, for the purposes of developing the conceptual and/or aesthetic and / or functional requirements of a new product or modification to an existing product.

xxv. **Product Requirement:** The specified requirement(s) that relates directly to a product, specified in standards or in other normative documents identified by the Scheme.

xxvi. **Product Specifier:** The business entity that engages with the Producer or product developer for the purposes of developing the product design and manufacturing specifications in accordance with conformance, functional and / or aesthetic requirements.

xxvii. **Primary Manufacturing Unit:** The Producer, or a business entity contracted with the Producer, providing the total, substantive or final production/assembly process of the product.

xxviii. **Recognised Agency for Conformity Evaluation (RACE):** An Agency for Conformity Assessment, recognised by CVS as having the appropriate expertise and facilities for evaluation for conformity and/or verification of conformity to determine that the specific product/system as investigated complies with nominated reference criteria.

xxix. **Recognised Conformity Assessment Body (RCAB):** Body which operates conformity assessment schemes of which one, more than one, or all the designated functional elements of its conformity assessment system are recognised by CVS.

xxx. **Reference Criteria:** A normative document such as national or international standard, technical specification or other document which has been ratified as suitable for evaluation for conformity of a product to requirements relevant to its intended application.

xxxi. **Registrant:** The business entity validated and registered under the conformity assessment scheme as the Producer, or Producer Management Representative of Certified Products. The Registrant is subject to the Rules Governing the ActivFire® Scheme as applicable to the Certified Products registered under its name. The Registrant is responsible for the payment of fees and charges associated with the maintenance of their product certifications, on-going conformity of the Certified Products with specified requirements and providing evidence of conformity by the process and in a form as specified and / or deemed necessary by the ActivFire® Scheme.

xxxii. **Relevant Articles:** All specimens, documentation and media received for record and/or review, which relate to the identification of a product and its verification of conformity, including reference samples, reports, correspondence, packaging, writing, get-up, labels, tags, materials and advertisements proposed to be used in connection with the use, sale, supply, distribution or promotion of the products.

xxxiii. **Registration Date:** The date the product is registered on the ActivFire® data management system.

xxxiv. **Scheme:** The third-party product certification program operating under the conformity assessment system of CVS and covering active fire detection and suppression equipment as used by the building and construction industries. In this case ActivFire® is the applicable scheme.

xxxv. **Scheme Owner:** The organisation responsible for developing and maintaining the certification scheme. CSIRO is the ActivFire ® Scheme Owner.

xxxvi. **Secondary Manufacturing Unit:** The manufacturing unit providing component significant to the production / assembly of a product.

xxxvii. **Specified Requirements:** Defined by AS/NZS ISO/IEC 17000:2020 as "*need or expectation that is stated*".

xxxviii. **Surveillance:** Defined by AS/NZS ISO/IEC 17000:2020 as "*systematic iteration of conformity assessment activities as a basis for maintaining the validity of the statement of conformity*".

xxxix. **Tertiary Manufacturing Unit:** The manufacturing unit providing components or processes supplementary to the production / assembly of a product.

xl. **Validation:** Defined by AS/NZS ISO/IEC 17000:2020 as "*confirmation of plausibility for a specific intended used or application through the provision of the objective evidence that specified requirements have been fulfilled*".

xli. **Verification:** Defined by AS/NZS ISO/IEC 17000:2020 as "*confirmation of truthfulness through the provision of objective evidence that specified requirements have been fulfilled*".

3.2. Acronyms

a. The following acronyms appear in this document:

i. **AC:** Appeals Coordinator
ii. **AFTAP:** ActivFire® Technical Advisory Panel
iii. **ABN:** Australian Business Number
iv. **ACN:** Australian Company Number
v. **CSIRO:** Commonwealth Scientific and Industrial Research Organisation
vi. **CVS:** CSIRO Verification Services
vii. **CoC:** Certificate of Conformity
viii. **CoSR:** Confirmation of Service Request
ix. **EO:** Executive Officer, ActivFire®
x. **FPC:** Factory Production Control

xi. **ILAC MRA:** International Laboratory Accreditation Cooperation Mutual Recognition Arrangement
xii. **JASANZ:** Joint Accreditation Scheme – Australia and New Zealand
xiii. **LBA:** Listing Body Approval
xiv. **NATA**: National Association of Testing Authorities Australia
xv. **NCC:** National Construction Code
xvi. **RBA:** Recognised Body Approval
xvii. **RACE:** Recognised Agency for Conformity Evaluation
xviii. **RCAB:** Recognised Conformity Assessment Body
xix. **SMU:** Secondary Manufacturing Unit
xx. **TMU:** Tertiary Manufacturing Unit

4. Authorities and responsibilities

4.1. CSIRO

a. 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.
b. 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:

xxi. Assisting Australian industry.
xxii. Furthering the interests of the Australian community.
xxiii. 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

a. CSIRO Verification Services (CVS) is a management and administrative group providing conformity assessment services in accordance with AS/NZS ISO/IEC 17065.

4.3. ActivFire® Scheme

a. ActivFire® Scheme, as one of several programs operating under CVS, 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 evidence of conformity to relevant reference criteria and specified requirements (standards and specifications).
b. Products, for which conformance to reference criteria has been independently verified, are listed on the ActivFire® Register of Fire Protection Equipment which exists on-line at https://activfire.csiro.au/ .
c. The ActivFire® Technical Advisory Panel (AFTAP) is responsible for the technical content of this document.
d. The Executive Officer, ActivFire® (EO) is responsible for the implementation and administration of the processes defined herein.

5. National Construction Code (NCC)

a. 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.
b. In accordance with the general requirements of clause A5.2(1)(c) of Volume 1 of the Building Code of Australia (BCA), NCC 2019 Amendment 1 (clause A5G3 (1)(c) of Volume 1 of the BCA, NCC 2022), 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

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

i. AS/NZS ISO/IEC 17000 – Conformity assessment – Vocabulary and general principles.

ii. AS/NZS ISO/IEC 17065 – Conformity assessment: Requirements for bodies certifying products, processes and services.

iii. AS/NZS ISO/IEC 17067 – Conformity assessment: Fundamentals of product certification and guidelines for product certification schemes.

These documents may be purchased through the Reference Standards Australia website: https://www.standards.org.au/

b. The following ActivFire® documents are referenced in this document:

i. AF-D003 – ActivFire® Scheme Schedule of Services and Fees.

ii. AF-D004 – ActivFire® Scheme Rules Governing Appeals and Complaints.

iii. AF-D005 – ActivFire® Scheme Rules Governing Recognised Agency of Conformity Evaluation Agency (RACE).

iv. AF-D006 – Terms of reference of the ActivFire® Technical Advisory Panel (AFTAP).

v. AF-D007 – ActivFire® Rules Governing Recognised Conformity Assessment Body (RCAB)

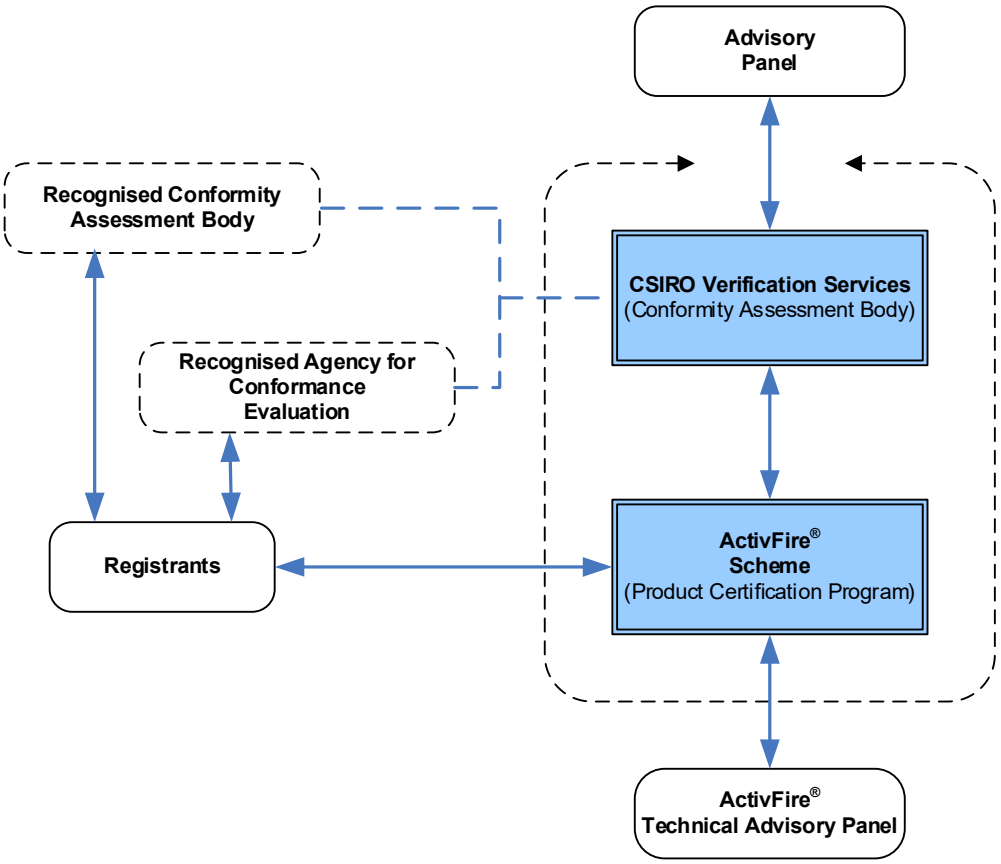
vi. AF-F001 – ActivFire® Scheme Product Certification – Project/Prospect Registration Request Form.

vii. AF-F003 – ActivFire® Scheme Product Modification/Variation Registration and Processing.

These documents are available for download on the website: https://activfire.csiro.au/

7. Structure

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



7.1. Conformity Assessment Body

a. CVS acts as the body undertaking assessments for conformity to requirements for the purposes of compliance to ISO/IEC 17065.

b. CVS does not undertake evaluation for conformity and seeks or refers to the resources of agencies with relevant accreditation and/or recognition for undertaking the physical and technical verification relevant to the reference criteria and specified requirements.

7.2. Verification Services Advisory Panel

a. CVS has established an Advisory Panel whose role is to monitor the rules, procedures and processes of the Scheme(s) managed by CVS with a view to ensuring ongoing and continuing compliance to the requirements of ISO/IEC 17065.

7.3. ActivFire® Technical Panel

a. CVS has established a Technical Advisory Panel (AFTAP) 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

a. CVS 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 CVS (indirectly), activities such as evaluations for conformity for the purposes of verifying the specified requirements for certification. These organisations are voluntarily choosing to participate in the Scheme, and the test laboratories have been assessed in accordance with AF-D005.

b. Such organisations are known as a Recognised Agency for Conformity Evaluation (RACE). See Appendix B for a list of RACE.

7.5. Conformity Assessment Bodies

a. CVS 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 CVS (indirectly), activities such as conformity assessments for the purposes of verifying the specified requirements for certification and provides a product listing service that is accessible to the public. These bodies are voluntarily choosing to participate in the Scheme, and the conformity assessment body have been assessed in accordance with AF-D007.

b. Such organisations are known as a Recognised Conformity Assessment Body (RCAB). See Appendix C for a list of RCAB.

8. The rules

8.1. Pre-certification

8.1.1. Application

a. An ActivFire® Scheme Product Certification – Project/Prospect Registration Request Form (AF-F001) shall be completed for all new products and returned to certification@csiro.au. The form can be found on ActivFire®'s website at https://activfire.csiro.au/.

   Note: The application process will not proceed until an ActivFire® Scheme Product Certification – Project/Prospect Registration Request Form is complete and received by CVS.

b. Each product, proposed for certification, shall be itemised on the form 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.

c. For each product, the applicant shall itemise the relevant reference criteria (e.g., product standard or technical specification) to which they are declaring their evidence of conformity.

d. The applicant 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:

   i. The applicant for product certification.
   ii. The Producer of the product.
   iii. The Primary Manufacturing Unit.
   iv. The Agent / Distributor for the product.

   Note:

   - For products that are distributed or sold in Australia, an Australian business entity with a valid Australian Business Number (ABN) or Australian Company Number (ACN) must be provided.
   - If there are more than one business entity acting as an Agent / Distributors, the applicant shall provide CVS with the details of all its Agent / Distributors. Each Agent / Distributors of the product, if successful, shall have its own Certificate of Conformity.

e. Processing of an application shall:
   i. Not be disadvantaged for any reason, financial, marketing, technical or personal; and
   ii. Be initialised as a prospect and sequenced when it has been registered and authorised as an active project.

8.1.2. Applicant

a. The applicant shall be verifiable as:
   i. The Producer of the product; or
   ii. The Producer Management Representative.
b. If the applicant is not the same as the Producer, CVS shall be provided with a letter of authorisation written in the official letterhead of the Producer and signed by a representative of the Producer. If CVS is not provided with a letter of authorisation, CVS shall notify the designated Producer that a product, which they produce, is the subject of an evidence of conformity and application for certification.
c. The valid applicant shall be one of the following:
   i. The applicant, confirmed to be the Producer of the product; or
   ii. The applicant, confirmed by the Producer of the product, as the Producer Management Representative; or
   iii. An alternative applicant, confirmed to be the Producer of the product; or.
   iv. An alternative applicant; confirmed by the Producer of the product, as the Producer Management Representative.
d. If the applicant cannot be validated:
   i. The application shall be rejected; and
   ii. The applicant notified accordingly.

8.1.3. Project registration and validation

a. A project shall be registered upon receiving the Project/prospect registration request form and validation of the applicant.
b. CVS shall verify that the details entered on the application are complete, relevant and consistent.
c. CVS shall determine the ‘certification classification' of the product.
d. An application determined to be incomplete and/or inaccurate:
   i. Shall be rejected; and
   ii. The applicant notified accordingly.
e. An application determined to be complete and accurate shall be recorded as a prospect.
f. A Confirmation of Service Request (CoSR) shall be prepared for the project and include the services provided by CVS, services fee, delivery of services and the deliverables by CVS.

   Note: The services fees are listed on ActivFire® document AF-D003 – Schedule of services and fees on ActivFire®'s website at https://activfire.csiro.au/.
g. Validation processing shall not progress until a CoSR has:
   i. Been returned by the validated applicant; and
   ii. Signed by an authorised applicant signatory; and
   iii. Authorised by CVS.

8.1.4. Verification plan

a. A Verification Plan shall be drafted by CVS if required and include the following:
   i. Confirmation of the business entities initialised and designated for the purposes of verification.
   ii. Confirmation of the designation of the product against which the applicant wishes to declare their evidence of conformity for the purposes of certification.
   iii. Details of the reference criteria (standards and technical specifications) against which the applicant wishes to declare their evidence of conformity for the purposes of certification.
   iv. 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.
   v. Details of relevant articles required for verification and as evidence of conformity.
   vi. Details of verification of conformity project establishment and management fees.
b. The Verification Plan shall be formalised and forwarded to the applicant to enable them to:
   i. authorise the verification of conformity and associated project management fees; and
   ii. seek the required and relevant evidence of conformity.

   Note:
   1. CVS 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 CVS project fees.
   3. Evaluation for conformity services fees are subject to a separate agreement between the applicant and a Recognised Conformity Evaluation Agency.
c. The applicant shall provide written acknowledgment and acceptance of the Verification Plan and fees.
d. Receipt of written acknowledgment and acceptance of the Verification Plan and fees from the applicant shall:
   i. Enable the application to be registered as an authorised project; and.
   ii. Change the status of the applicant to customer.

8.2. Evaluation for conformity

8.2.1. Listed Body Approval

a. For a Listing Body Approval classification, the customer shall source the services of a RACE for the evaluation of conformity for their product.
b. The services of the RACE shall include evaluation for conformity to the reference criteria as stated in the CoSR or Verification Plan.
c. As evidence of conformity, the RACE shall provide relevant articles for verification that the evaluation for conformity has been executed and completed fully in accordance with the reference criteria. Such relevant articles shall include the following:
   i. An evaluation for conformity report or similar document that contains a statement of conformity by the RACE that verifies the designated product, submitted for evaluation, conforms with the stated reference criteria.
   ii. Details of any limitations or conditions applied, by the RACE, to their statement of conformity.
   iii. A reference sample of the evaluated product, if requested by the Verification Plan.
   iv. Copies of technical documentation, product literature, artwork and electronic files (as contained on media such as CD, DVD, USB drive).
   v. Any other evidence of conformity as stated on the verification plan or requested by CVS.

d. The RACE shall:
   i. Notify the customer that the evaluation for conformity has been completed; and
   ii. Forward the relevant articles and evidence of conformity to CVS; and
   iii. Copy the relevant articles and evidence of conformity to the customer.
e. If the RACE is unable to provide evidence of conformity and a statement of conformity to the reference criteria as agreed with CVS, it shall provide written notification to the customer and CVS 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.

8.2.2. Recognised Body Approval

a. For a Recognised Body Approval classification, the customer shall source the services of a RCAB for the verification of conformity for their product. See Appendix C for a list of current RCAB.
b. The services of the RCAB shall include the verification of conformity and product listing accessible to the public to the reference criteria, as stated in the CoSR or Verification Plan.
c. As evidence of conformity, the RCAB shall provide relevant articles for verification to show that the verification of conformity has been executed and completed fully in accordance with the reference criteria. Such relevant articles shall include the following:
   i. A Certificate of Conformity and a Certificate of Listing or Product Listing Data Sheet that contains a statement of conformity by the RCAB that verifies the designated product, submitted for evaluation, conforms with the stated reference criteria.
   ii. Details of any limitations or conditions applied, by the RCAB, to their statement of conformity.
   iii. Any other evidence of conformity as stated on the verification plan or requested by CVS.

8.2.3. Verification

a. Upon receipt of the evidence of conformity, as submitted by the customer and the RACE or RCAB, CVS shall assemble, collate and register the primary articles.
b. CVS shall verify that the evidence of conformity:
   i. Correlates with the product designation, reference criteria, designated business entities and any other requirements prescribed by the CoSR or Verification Plan; and
   ii. Includes a complete and accurate statement of conformity relevant to the reference criteria and requirements of the CoSR or Verification Plan; and
   iii. Is sufficiently complete, accurate and relevant to support the customer's evidence of conformity for the product as designated on the CoSR or Verification Plan.
c. Product limitations/conditions specified or contained in the evidence of conformity shall be identified and recorded.
d. Variations or discrepancies between the submitted evidence of conformity and the requirements of the Verification Plan (e.g., changes to product designation) shall be verified and validated. If conformance is not clear, the EO may refer the matter to the AFTAP for adjudication.
e. 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:
   i. Their evidence of conformity for the submitted product could not be verified and validated.
   ii. The submitted product could not be processed and authorised for certification.
   iii. In such cases the service fees remain payable, and the deliverable shall be notification that the evidence of conformity could not be verified and validated.

8.3. Certification

8.3.1. Validation and registration

a. 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:
   i. Product designation.
   ii. 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.
   iii. Reference criteria of the verification of conformity.
   iv. Certification classification.
   v. Product type/group.
   vi. 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.

b. A Certificate of Conformity shall be produced from the registration data for the product.

c. 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.

d. The Certificate of Conformity for the product shall be authorised by the EO.

e. Following authorisation of the Certificate of Conformity for the product the following shall occur:
   i. The registration identification number, date of registration and version shall be recorded and activated on the database management system.
   ii. Product certification files and documents, including the Certificate of Conformity shall be:
      1. Collated, processed and transferred to the web site content management system; and
      2. Processed by the web site content management system and uploaded to the web site content server.
   iii. Product certification data shall be processed by the database management system and uploaded to the website data server.

f. The Certificate of Conformity authorisation process shall also:
   i. Record the customer as the Registrant; and
   ii. 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 provided evidence of conformity.

8.3.2. Certificate of Conformity

a. The Certificate of Conformity shall:
   i. be uniquely numbered,
   ii. 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,
   iii. identify designated business entities linked with the Certified Product including the following:
      1. Registrant.
      2. Producer or Producer Management Representative.
      3. Agent / Distributor.
      4. Identify the reference criteria (standard or technical specification) against which the evidence 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.

b. The certificate and associated documents shall be delivered in a secured electronic format and be publicly available as content on a website.

8.4. Post-certification

8.4.1. Product changes

a. The Registrant shall notify CVS of all changes to the design and/or production of a product which may necessitate re-verification of their evidence of conformity to reference criteria and specified requirements upon which the certification was based.

b. The Registrant shall complete and return the ActivFire® Scheme Product Modification/Variation Registration and Processing Form (AF-F003) and return it to certification@csiro.au. The form can be found on ActivFire®'s website at https://activfire.csiro.au/.

c. The Registrant shall provide evidence of conformity if CVS determines that changes to the design and/or production of a product necessitate full or partial evaluation for conformity.

8.4.2. Surveillance

a. A Certified Product may be subject to surveillance for the purpose to verifying that conformance of production samples corresponds with the Registrant's evidence of conformity.

b. A structured surveillance program may be applied, depending upon the product type and where such surveillance is required, CVS shall:
   i. Prepare a surveillance plan.
   ii. Maintain a surveillance management system and schedule.

8.4.3. Product non-conformance

a. If market sampling or other process of notification indicates sufficiently to CVS that the design and/or production, distribution, and/or selling of a Certified Product may not correspond with the Registrant's evidence of conformity, CVS shall notify the Registrant to undertake appropriate investigations and resolve the alleged non-conformance.

   Note:

   Products distributed by Agents / Distributors in Australia that are not listed in the Certificate of Conformity and not registered with CVS are not Certified Products by CSIRO's ActivFire® Scheme and is a product non-conformance.

b. If CVS determines that a Certified Product brought to market does not correspond with the Registrant's evidence of conformity, the Registrant shall determine and implement all actions necessary to rectify the non-conformance:
   i. To the extent required by all relevant legislation and authorities.
   ii. To the extent necessary for consumer protection and safety.
   iii. To the satisfaction of CVS.
c. If CVS determines that a Certified Product brought to market does not correspond with the Registrant's evidence of conformity, and the Registrant refuses or is unable to resolve the non-conformance, CVS shall:
   i. Deregister the certification of the product.
   ii. Withdraw all registration records, documentation and web site content.
   iii. Notify the Registrant that their evidence of conformity was no longer verifiable, and certification of their product has been deregistered.

8.4.4. Revalidation

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

8.5. Deregistration

a. CVS shall deregister a Certified Product at its sole discretion for one or more of the following reasons:
   i. Notification from the Registrant requesting deregistration of a Certified Product for which they have evidence of conformity.
   ii. A determination by CVS that the Registrant's evidence of conformity does not correspond with a post-certification evaluation for conformity.
   iii. A determination by CVS that reference criteria, corresponding to the Registrant's evidence of conformity, are obsolete, superseded or withdrawn.
   iv. CVS is unable verify all matters associated with the review and revalidation process.
   v. At the formal direction within the jurisdiction of a relevant regulatory, statutory authority and/or applicable legislation and regulations.
   vi. Non-compliance with the terms and conditions of a CoSR.
   vii. Non-payment of fees for CVS services.
   viii. No reply to revalidation CoSR.

9. Appeals and complaints

a. Registrants may:
   i. Appeal a determination or decision made by CVS or its officers.
   ii. Lodge a complaint against the Scheme or its officers.
b. Appeals and complaints shall be processed in accordance with the requirements of ActivFire® Document AF-D004.

10. Disclaimer

a. 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).

b. 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.

c. 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 Registrant's evidence 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® Scheme.

Appendix A Document history

Status: Active

Version: 3

Date Published: 10-Jan-2024

Authorised by: Executive Officer – ActivFire®

Document version no:	Date published:	Change description
3	10 Jan 2024	• Updates to acronyms and definitions.
2	09 Jan 2024	• Document updated with new format. • Addition of new definitions and acronyms. • Updates to NCC, reference documents, structure, rules, post certification and appeals and complaints.
20100222	22 Feb 2010	• N/A

Appendix B List of current RACE

Organisation	Location	Accreditation body	Contact details	Supported evaluation criteria
CSIRO Fire System Laboratory	Clayton, VIC, Australia	NATA	christopher.preston@csiro.au	AS 3786, AS 7240.7, 12, 15 & 20, AS 1603.2, 7 & 8, AS 7240.5, AS 1603.3, AS 7240.2 & 4, AS 4428.1, 4, 5, 6 & 9, NZS 4512, AS 7240.17, AS 7241018, AS 4428.16, AS 4428.3, AS 7240.3 & 24, AS 7240.11, AS 1603.5, AS 60068.2.1, 2, 30, 78, 6, 42 & 5, AS 7240.13, AS/NZS 4029.2 Cl. 5.2 & 5.5, AS 7240.20, 23 & 25.

Note:

1. This list of recognised RACEs is current at the time of publishing and is subject to deletions, additions, and modifications.
2. This list should be checked at the time of submission by the applicant and any questions or verifications should be directed to the ActivFire® Executive Officer in the first instance.

Appendix C List of current RCABs

Organisation	Certification scheme	Product listing website
FM Global	FM Approval®	https://www.fmapprovals.com/approval-guide
UL Solutions	UL® Product Certification	https://iq.ulprospector.com/en
BRE	LPCB® Certification	https://www.redbooklive.com/
Global-Mark	Global-Mark Certification	https://www.global-mark.com.au/certificate-search/
Intertek SAI Global	StandardsMark™ certification	https://register.saiglobal.com/default.aspx
VdS	VdS-approval	https://vds.de/en/certificates

Note:

1. This list of recognised RCABs is current at the time of publishing and is subject to deletions, additions, and modifications.
2. This list should be checked at the time of submission by the applicant and any questions or verifications should be directed to the ActivFire® Executive officer in the first instance.