



AP-D001

Rules governing how APAS operates



1. Purpose & Scope

- This procedure provides advice and guidance on how the Australian Paint Approval Scheme (APAS, the Certification Scheme) operates.
- This procedure applies to the APAS, under CSIRO Verification Services (CVS), a division of Infrastructure Technologies (InfraTech), Science Connect. It is to be applied to documents and other information relating to the operations of the quality, safety, environmental management, and conformity assessment and product certification systems and services.
- These rules have been developed in order to establish the administration and management principles governing the operation, roles, and responsibilities of APAS.
- This procedure is prepared in a manner compliant with the requirements of AS/NZS ISO/IEC 17065.
- APAS® is a trademark registered with IP Australia, owned by CSIRO, the Scheme Owner, and protected under applicable laws. Use of the trademark or the Certification Scheme is prohibited unless prior approval in writing is obtained from CSIRO via the APAS Secretariat.

2. Authority & Responsibility

- When considering this procedure, the following applies:
 - The CVS Executive Manager (EM) and APAS Executive Officer (EO) are responsible for the content of this procedure.
 - The APAS EO is responsible for ensuring compliance to and maintenance of this procedure.
 - Personnel with the authority to carry out activities related to the content of this procedure in the course of their daily activities are responsible for adhering to all the applicable requirements of this procedure.

3. Definitions

The following definitions of terms used in this document and in the Certification Scheme shall apply:

Term	Definition
Certification Body	Third-party conformity assessment body operating the Certification Scheme. Verification Services is the Certification Body; also known as a Conformity Assessment Body (CAB).
Certification Requirement	The specified requirement(s), including Product Requirement(s), that is fulfilled by the Client as a condition of establishing or maintaining certification.
Certification Scheme	The Certification system related to specified products (paint, surface coating, waterproofing and non-paint products) to which the same specified requirements, specific rules and procedures apply. APAS is the applicable Certification Scheme.
Certified Product	A product that has been assessed by an APAS &/or CVS Officer(s) and found to comply with the Product and Certification Requirements. Historically referred to as an Approved Product.
Child Product	Also known as a split-fill; these are filled from the Parent Product batch, can be relabelled / rebranded differently to the Parent Product, and either on sold by the Client (RMU) or a Recognised Reseller.
Client	The organisation responsible to the Certification Scheme for ensuring that Certification Requirements, including Product Requirements, are fulfilled. The Client nominates a person(s) directly responsible (APAS Signatory) within its organisation, and to communicate directly with the Certification Scheme.



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Term	Definition
Contract Manufacture	An arrangement whereby a contracted third-party uses its own plant, specialised equipment, labour source, organisational model and sourced and supplied raw materials, in conjunction with the Client's intellectual property, to manufacture finished product on behalf of the company, for a fee. A Contract Manufacturer must be a Recognised Manufacturing Unit.
Member	An organisation that agrees to support - and utilise - the services APAS and its Secretariat provides. These services enable the organisation to specify APAS Certification Requirements in its own specifications, standards and/or in tender documents and/or painting specifications.
Parent Product	The Client's principal formula and/or design used to manufacture a batch of product.
Product Requirement	The specified requirement(s) that relates directly to a product, specified in standards or in other normative documents (APAS Specifications) identified by the Certification Scheme.
Recognised Manufacturing Unit (RMU)	A company voluntarily choosing to participate in the Certification Scheme whereby its manufacturing facilities have been assessed in accordance with AP-D177 for supply of products certified to APAS Specifications; the RMU forms part of the Client. Historically referred to as the Supplier.
Recognised Reseller (RR)	<p>A company voluntarily choosing to participate in the Certification Scheme that purchases finished products (from the Client) and:</p> <ul style="list-style-type: none">i. onells and/or utilises Child Products, under contractual agreement with the Client, which have been relabelled and/or rebranded, orii. onells and/or utilises Non-Paint products, such as glass beads, under contractual agreement with the Client, which have been relabelled and/or rebranded. <p>RR's do not modify the products they purchase. The products can be resold using the primary entity's brand or, with appropriate permissions, be rebranded/relabelled.</p>
Relabelling/rebranding	<p>A Child Product is split-filled from a Parent Product and:</p> <ul style="list-style-type: none">i. is given a new name, term, symbol, design, concept (or combination thereof) with the intention of developing a new, differentiated identity in the minds of consumers, competitors, and other stakeholders;ii. can involve changes to a brand's logo, name, legal names, image, marketing strategy, and advertising themes;iii. can be applied to new products, mature products, and products in development;iv. can refer to a change in a company / corporate brand that may own several sub-brands for products or companies;v. can be within the Client's existing company or on sold to an external company by contractual arrangement.
Scheme Owner	The organisation responsible for developing and maintaining the Certification Scheme. CSIRO is the APAS Scheme Owner.
Scope of Certification	The identification of the product(s) for which the certification is granted, the applicable Certification Scheme and the standard(s) and normative document(s) (APAS Specifications), including their date of publication, to which it is judged that the product(s) comply.
Secretariat	The organisation that provides administrative support and other resources necessary to keep the Certification Scheme functioning. The Secretariat is vested in CSIRO.
Toll Manufacture	An arrangement whereby the Client sends its intellectual property and raw materials to a contracted third-party, who supplies the plant, specialized equipment, labour source and organisational model to manufacture finished product on behalf of the company, for a fee. A Toll Manufacturer must be an RMU.

4. Referenced documents

- a. The following standards are referenced in this procedure:
 - i. **AS/NZS ISO/IEC 17065** - Conformity assessment: Requirements for bodies certifying products, processes, and services
This documents may be purchased through the reference [Standards Australia website](#).
- b. The following APAS documents are referenced in this procedure:
 - i. AP-D003 APAS® Schedule of Fees
 - ii. AP-D004 Complaint and Appeal Process
 - iii. AP-D006 Terms of Reference for the APAS® Technical Advisory Panel
 - iv. AP-D112 APAS® Terms of Reference for the Certification Scheme
 - v. AP-D150 Rules Governing How Specifying Organisations become Members of APAS®
 - vi. AP-D174 APAS® RMU Conformance Requirements
 - vii. AP-D177 Product Manufacturer Participation in APAS®
 - viii. AP-D181 Volatile Organic Compounds (VOC) Limits
 - ix. AP-D183 Guidelines for Changes to Formulation of Approved Products
 - x. AP-D192 APAS® Product Certification

All APAS documents are available for download from the [Documents section](#) of the APAS website.
- c. For additional information on:
 - i. The history of APAS, refer to the [APAS History section](#) of the APAS website.
 - ii. The terms of reference for the Certification Scheme, refer to AP-D112.
 - iii. How product manufacturers participate in APAS, refer to AP-D177.
 - iv. How to become an APAS Member, refer to document AP-D150.

5. Why specify APAS?

5.1. Introduction

- a. APAS, operated by CVS, determines if the performance of a paint, surface coating product, waterproofing product, or non-paint product such as glass beads or glass particles meets or exceeds Certification Requirements and Product Requirements in order to achieve attestation as a Certified Product.
- b. Surface coating products can range from conventional architectural and decorative paint types to pavement marking materials used in road delineation, to protective coatings with specialised roles such as those used in painting wharfs, fuel tanks, Defence infrastructure and sealing asbestos surfaces, and anything in between.
- c. Waterproofing products can range from liquid or solid form membranes to damp proof coursing and flashing.
- d. APAS is not involved with OEM automotive or automotive refinish coatings.
- e. The Client, its Recognised Manufacturing Unit (RMU) and Recognised Reseller (RR) can supply current, non-expired copies of Certificates of Product Conformity (CoPC) for Parent Products and Child Products certified to APAS specification.
- f. All CoPC's are issued with an expiry date, typically seven (7) years for CLASS I paint, surface coating, and waterproofing products; two (2) years for CLASS I non-paint products i.e., glass beads and glass particles, and various for CLASS II products (depending on their long term testing requirements), from date of submission (refer to document AP-D192 for further information).

5.2. Product performance

- a. Paint, surface coating and waterproofing products are extremely thin plastic films and are all that separates a degradable or unattractive surface from a corrosive climate or grubby fingers.
- b. The thickness of a film layer can be as low as 25 microns, but is still expected to completely obliterate the substrate, provide an attractive finish, be washable, resistant to stains, chemicals, the rigours of weather and chemical attack or provide a waterproof barrier.
- c. Unlike most products, paint, surface coating and waterproofing product consumers are unable to objectively appraise the product before purchase. When it fails to perform in the manner expected, its deficiencies are all too obvious.
- d. APAS provides its Clients and Members (refer to APAS document AP-D112) with a ready to use product pre-qualification scheme managed by an independent third-party expert in coatings and associated products at a fraction of the cost of establishing an in-house scheme.
- e. By specifying APAS approved products, purchasers have access to over 1,000 products that comply with the high-performance requirements of APAS specifications.
- f. These performance specifications are set at minimum levels that are equal to, and often in excess of, the performance called for in Australian, New Zealand and international standards.
- g. By virtue of their industry knowledge and experience, APAS officers set these higher standards knowing the majority of products available on the market already comply.
- h. Despite these often-higher performance standards, it is important to bear in mind that APAS only sets minimum performance standards. All Certified Products shall perform at this level, but some may exceed the requirements. APAS does not make any attempt to differentiate between such products.

5.3. Environment, Health & Safety

- a. APAS takes a pro-active stance on environmental and workplace health and safety issues. For example, APAS has over the years, withdrawn from approval products containing toxic ingredients, for example: lead, chromates, asbestos, and coal tar epoxies, in advance of community concerns and legislative demands.
- b. APAS has introduced limits on volatile organic compounds (VOC), a contributor to outdoor air pollution and ground-level ozone production (refer to APAS documents AP-D181 for further information).
- c. Specifiers can therefore be assured that products they select from the APAS list of Certified Products reflect good manufacturing practices in terms of health, safety, and the environment.



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- d. The use of recycled materials in all aspects of paint, surface coating and waterproofing product manufacture (and associated products) is ever increasing and is encouraged. If a manufacturer chooses to use recycled materials in the production of products seeking certification against the Certification Scheme, the Certification and Product Requirements (compositional and performance) of the APAS, wherever they apply, must still be met.

5.4. Quality Assurance

- a. Quality assurance has had a significant impact across industry in recent years, and APAS requires manufacturers to have a working quality assurance system which covers product manufacture.
- b. Quality assurance, by itself, only provides confidence in the consistency of the product supplied and gives no guarantee that the product will meet the customer's needs.
- c. APAS has addressed this issue in three ways by:
 - 1. developing a diverse range of specifications targeted to meet purchaser needs (refer to APAS document AP-D112), and
 - 2. requiring manufacturers to be able to demonstrate technical competence (refer to APAS document AP-D177), and
 - 3. continually appraising the technical and manufacturing aspects of the product making process by inspection of each manufacturing plant (RMU) at regular intervals and by scrutiny of any formulation changes (refer to APAS documents AP-D174 and AP-D183).
- d. The use of APAS approvals gives assurance that products best suit the specifier's need.
- e. APAS recognises and accommodates the WHS and environmental concerns of the community and gives users confidence in the on-going quality of manufacturing practices and formulation control.

6. How does APAS operate?

6.1. General management

- a. Daily management of APAS is vested in CSIRO, the Australian Government's national science research agency.
- b. The EO shall be an officer of CSIRO and shall have full responsibility and accountability for the Certification Scheme, its structure and administration.
- c. Other duly authorised officers of CVS may, at times, assist the EO with the management of the Certification Scheme, as required.

6.2. Technical management

- a. The EO acts as the technical coordinator between APAS Clients, Members, industry, and government. Using all the resources at their disposal, the EO ensures that the Certification Scheme is technically robust, independent, non-biased and relevant by keeping specifications up to date. This includes the introduction of new technology as appropriate.
- b. The specification library maintained by APAS consists of performance specifications covering a wide variety of end uses from architectural to heavy duty protective coatings, road markings, glass beads and glass particles and waterproofing.
- c. The EO shall maintain an APAS Technical Advisory Panel (ATAP) to assist, where required, with the resolution of technical matters that may be outside the scope of knowledge or experience of the EO.
- d. The ATAP shall operate in accordance with the requirements of APAS document AP-D006.

6.3. Industry management

- a. APAS Certified Products are made in manufacturing facilities recognised by APAS, referred to as RMUs, that confirm a minimum standard of industry best practice. Full details of these standards can be found in APAS documents AP-D174 and AP-D177.
- b. Product such as, but not limited to, glass beads and glass particles, which fall outside of traditional product certification are subject to specific manufacturing and testing control processes stated in their product specification to ensure confidence in APAS certification.

6.4. Scheme structure

- a. APAS is composed of 4 distinct bodies:
 - 1. **The APAS Secretariat:** a part of CSIRO and comprised of the EO and any other duly authorised officers of CVS.
 - 2. **Participating Manufacturers (Clients):** Comprised of manufacturers of paint, surface coating and liquid waterproofing products or manufacturers and/or suppliers of non-paint products approved by the EO for inclusion in the Certification Scheme e.g. glass beads and glass particles for use with pavement marking paint and waterproofing sheets, damp proof coursing and flashing. For further information on how manufacturers participate in APAS, refer to APAS document AP-D177 and AP-D174; for guidelines on product certification, refer to AP-D192.
 - 3. **Specifying Members (Members):** Comprised of government departments and regulators, partially or wholly privatised entities and industry stakeholders/industry aligned organisations that opt to make use of specifying APAS products in its own specifications, standards and/or in tender documents, painting specifications etc. For further information on how specifying Members participate in APAS, refer to APAS document AP-D150.
 - 4. **APAS Technical Advisory Panel (ATAP):** Comprised of the EO or their nominee and certain Members. For further information on the rules governing the ATAP, refer to APAS document AP-D006.

7. Other APAS roles

- a. APAS plays other important roles across government and industry by:
 - i. Focusing the paint, surface coating, waterproofing product and non-paint product expertise within the public sector and providing advice to Government on industry-related issues.
 - ii. Providing experts to a broad range of Standards Australia committees that prepare and issue standards and guides for the use of paints, surface coatings, waterproofing products, and non-paint products.
 - iii. Providing the National Association of Testing Authorities (NATA) with experts to act as Technical Assessors for NATA laboratory accreditation services.
 - iv. Working closely with the paint, surface coating, waterproofing product, and non-paint product industries through the Painting Contractors Certification Program (PCCP), the Australian Paint Manufacturers' Federation (APMF), the Master Painters Association (MPA), the Master Painters & Decorators Australia (MPDA) and the Australian Institute of Waterproofing (AIW).
 - v. Liaising with relevant education and training organisations (through PCCP) and a range of national and international stakeholder organisations, including, but not limited to, the Australasian Corrosion Association (ACA), the Surface Coatings Association of Australia (SCAA), the Roadmarking Industry Association of Australia (RIAA) and the National Association of Testing Authorities (NATA).

8. Complaints and appeals

- a. Clients and Members may lodge a complaint or an appeal against a decision made by the Certification Body, Certification Scheme, Scheme Owner or any of its processes or personnel.
- b. Appeals and complaints shall be subject to the process detailed in APAS document AP-D004.

9. Invoicing

- a. Upon completion of service(s) provided by APAS to domestic Clients or Members, an invoice will be generated and forwarded to the Client or Member as per the pricing guidelines set out in APAS document AP-D003.
- b. For services provided by APAS to an international Client or Member, an invoice for 50% of the total fee, based on the individual quotation and in line with the pricing guidelines set out in APAS document AP-D003, will be generated and forwarded to the Client or Member prior to the undertaking of services. The remaining 50% will be invoiced upon completion of the service.
- c. If a Client or Member Purchase Order Number is required to be included on the invoice generated, it must be supplied at the time of, or prior to, APAS service engagement.
- d. If a quotation for service is required, the APAS EO must be contacted prior to service engagement to arrange.
- e. Withholding, non-supply or delay in supply (i.e., > 2 weeks) of a Purchase Order Number can result in the revoking of the service(s) provided by APAS, for example removal of product certification.
- f. If a Client or Member has any history of non-payment or lengthy delays in payment of an invoice(s), then the cost of any service fees may be required to be paid in full up front prior to service commencement.



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10. Disclaimer

- a. CSIRO is the administrator of the Australian Paint Approval Scheme (APAS). CSIRO assesses evidence of conformity to documented minimum standards for manufacture and performance of products produced by participating paint, surface coating, glass bead and glass particle and waterproofing manufacturers and suppliers. APAS assessment includes review of test reports from accredited laboratories which have appropriate expertise for testing, assessment, and technical verification of the relevant products together with regular audits of the manufacturing plants.
- b. **Important Notice:** Conformity to APAS specifications does not guarantee the performance of any particular product, which may be affected by many factors including surface preparation, environmental conditions, and product application methodology. CSIRO does not accept any liability for any loss, damage or injury caused by use of the products or services provided by APAS Members.



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Appendix A Document Review

Version: 19

Issued date: 21/07/25

Authorised by: Trudy Lennon-Bowers, CVS Executive Officer

Document version no:	Issued date:	Change description:
19	21/07/2025	Document review: combined 'Purpose' and 'Scope' sections; updated definitions of Certified Product, Client, and Parent Product; acronyms section removed; previous 'Background' section incorporated into clause 4 c.; 'Introduction' moved from body of document into clause 5.1; clause 9 'Invoicing' requirements updated; format update and minor editorial changes
18	10/05/2023	Updated: include references to waterproofing products, removed clause number from Appendix A, general formatting review
17	03/03/2022	Updated: more inclusive of Members, specifically in clauses 5.1 h), 8.1, 9.4, 11 and 12
16	23/11/2021	Wording change in clause 8.2 d) from accreditation to certification
15	29/07/2021	Updated: clause 8.2 to include d) for use of recycled materials in products certified by APAS
14	13/07/2021	Updated: added new clause 12 (Invoicing)
13	11/06/2021	Updated: APAS website; further defined clause 1 b) Scope and 4 f); clause 7 b) v. and vii. Referenced Documents and references to them in clause 8.3 c) 3
12	21/01/2021	Updated: clause 12

NOTE: Document history between 2020 (V11) and 2009 (V7) is stated in AP-D001 V18; versions prior to V7 were not recorded.