RULES GOVERNING THE APAS® PRODUCT CERTIFICATION SCHEME

1 SCOPE

a) This document establishes the rules governing how the APAS® Product Certification Scheme operates.
b) This document has been prepared in a manner compliant with the requirements of AS/NZS ISO/IEC 17065.
c) 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 PURPOSE

a) These rules have been developed in order to establish the administration and management principles governing the operation, roles and responsibilities of APAS in a manner compliant with the requirements of AS/NZS ISO/IEC 17065.

3 DEFINITIONS AND ACRONYMS

3.1 Definitions

The definition of terms used in this document and in the Certification Scheme can be found in APAS Document AP-D001. In addition, the following definitions shall apply:

a) **APAS Contact:** A person nominated by the Reseller to interact with APAS to exercise local control over the Child Product certification in conjunction with the RMU APAS Signatory. The role of the Contact is to ensure compliance with APAS rules.
b) **APAS Signatory:** A person(s) authorised by APAS to exercise local control over the production, testing and application for certification. The role of the Signatory is to ensure compliance with APAS rules.
c) **Certified Product:** A product that has been assessed by an APAS Officer and found to comply with the Product and Certification Requirements. Historically referred to as an Approved Product.
d) **Certification Body:** Third-party conformity assessment body operating the certification scheme. APAS is the Certification Body.
e) **Certification Requirement:** The specified requirement(s), including product requirement(s), that is fulfilled by the Client as a condition of establishing or maintaining certification.
f) **Certification Scheme:** The Certification system related to specified products (Paint and Non-Paint Products) to which the same specified requirements, specific rules and procedures apply. APAS is the applicable Certification Scheme.
g) **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 (RR).
h) **Client:** The organisation responsible to the Certification Body (APAS) 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 (APAS).
i) **Contract Manufacture:** An arrangement whereby a contracted third-party uses its own plant, specialized 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.
j) **Member:** An organisation that makes use of the services APAS and its Secretariat provides. These services enable the organisation to call up APAS approvals in tender documents and painting specifications or other internal documentation.
k) **Parent Product:** The Client's principal formula used to manufacture a batch of product.
l) **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 (APAS).
m) **Recognised Manufacturing Unit (RMU):** A company voluntarily choosing to participate in the Certification Scheme (APAS) 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.
n) **Recognised Reseller (RR):** A company voluntarily choosing to participate in the Certification Scheme (APAS) that purchases finished products (from the Client) and:
   i. Onsells and/or utilises Child Products, under contractual agreement with the Client, that have been relabelled and/or rebranded, or
   ii. Onsells and/or utilises Non-Paint products, such as glass beads, under contractual agreement with the Client, that have been relabelled and/or rebranded

   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.
o) **Relabelling / Rebranding:** A Child Product is split-filled from a Parent Product and:
   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

p) **Scheme Owner:** The organisation responsible for developing and maintaining the certification scheme. CSIRO is the APAS Scheme Owner.
q) **Scope of Certification:** The identification of the product(s) for which the certification is granted, the applicable certification scheme (APAS) 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.
r) **Secretariat:** The organisation that provides administrative support and other resources necessary to keep the Certification Scheme functioning. The Secretariat is vested in CSIRO.
s) **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 a Recognised Manufacturing Unit.

3.2 Acronyms

The following acronyms appear in this document:

ACE	Agency for Conformity Evaluation
APAS	Australian Paint Approval Scheme
ATAP	APAS Technical Advisory Panel
CSIRO	Commonwealth Scientific and Industrial Research Organisation
EO	Executive Officer, APAS
PT	Proficiency Testing
RMU	Recognised Manufacturing Unit
RR	Recognised Reseller

4 REFERENCED DOCUMENTS

a) The following standards are referenced in this document:

i. **AS/NZS 1580** - Paints and related materials: Methods of test
ii. **AS/NZS 2312** - Guide to the protection of structural steel against atmospheric corrosion by the use of protective coatings
iii. **AS 4312** - Atmospheric corrosivity zones in Australia
iv. **AS/NZS ISO/IEC 17065** - Conformity assessment: Requirements for bodies certifying products, processes and services

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

v. **The Poisons Standard June 2021**: Standard for the Uniform Scheduling of Medicines and Poisons (SUSMP) No. 33, Part 2: Control on Medicines and Poisons, Section Seven / Appendix I Paint or Tinters

This document is available from the Australian Government Federal Register of Legislation web site at: https://www.legislation.gov.au/Details/F2021L00650

b) The following APAS documents are referenced in this document:

i. AP-D001 Rules Governing How APAS® Operates
ii. AP-D003 Schedule of Fees
iii. AP-D114 Rules Governing APAS® Recognition as a Testing Authority
iv. AP-D123 Restrictions on Ingredients in Product Formulation.
v. AP-D139 Application Form for Product Certification (Manufacturer)
vi. AP-D140 Application Form for Product Certification (Reseller)
vii. AP-D150 Rules Governing How Specifying Organisations become Members of APAS®
viii. AP-D177 Rules Governing How Product Manufacturers participate in APAS
ix. AP-D181 Volatile Organic Compounds (VOC) Limits
x. AP-D182 Statement of VOC Content in Product
xi. AP-D183 Guidelines for Changes to Formulations of Approved Products
xii. AP-D185 Record of Supply (Internal)
xiii. AP-D186 Certificate of Test (Internal)
xiv. AP-D194 Application for APAS® Signatory Status
xv. AP-D195 Approval Withdrawal (Internal)
xvi. AP-D197 Rules Governing for the Use of the APAS® Certification Mark
xvii. AP-D200 Application for Glass Beads Certification
xviii. AP-F003 Application for Recognition as an APAS® Recognised Reseller

All APAS documents (except those marked Internal) are available for download from the APAS website: https://vs.csiro.au/apas/documents/

5 INTRODUCTION

a) For information about the history of APAS, refer the APAS website: https://vs.csiro.au/apas/history/
b) For information about how product manufacturers may participate in APAS, refer to APAS document AP-D177.
c) For information about how to become a Member of APAS, refer to APAS document AP-D150.

6 CONFORMITY REQUIREMENTS

6.1 General Requirements

a) The Certification Body establishes a legally enforceable agreement for the provision of certification activities to the Client.
b) The Client shall always fulfil the Certification Requirements, including all Product Requirements and implementing appropriate changes, when they are communicated by the Certification Body.
c) If the certification applies to ongoing production, the Certified Product shall continue to fulfil the Product and Certification Requirements.
d) The Client must make all necessary arrangements:
i. For conducting the evaluation and surveillance (if required), including provision for examining

documentation and records and access to the relevant equipment, location(s), area(s), personnel and client's subcontractors
ii. For investigation of complaints
iii. For the participation of observers (if applicable)

e) Products for certification shall comply with all three separate requirements: 6.2, 6.3 & 6.4 below.
f) Products for certification shall also comply with any additional requirements stipulated in the relevant APAS specification(s).

6.2 Technical Requirements

a) Products shall comply with all the requirements specified in the Product Approval Requirements section and Table 1 of the APAS specification(s) for which certification is sought.
b) Products that do not comply with any one or more elements in the Product Approval Requirements section and/or Table 1 shall not be submitted for certification unless with prior approval of the EO.

6.3 Health and Safety Requirements

a) Products for sale within Australia shall comply with the requirements of the APAS document AP-D123.
b) Paints for sale outside Australia are required to meet all local WHS laws and regulation.

6.4 Environmental Requirements

a) Where specified, products shall comply with the maximum limits placed on volatile organic compound (VOC) content for the applicant specification(s) as detailed in APAS document AP-D181.

7 PRODUCT CONFORMITY

7.1 Types of Conformity

a) APAS previously had two types of conformity – Product and Systems. The System conformity has been discontinued pending a potential restructure. Therefore, APAS currently only certify products against one or more APAS performance specifications.

7.2 Classes of Conformity

APAS has two classes of product conformity:

a) **CLASS I:** Products that have been made in RMU(s), tested and found to comply with the requirements of the relevant APAS specification(s). They must also continue to be made and tested to the same conditions, using the same ingredients for every batch produced. A process of regular external auditing by APAS ensures compliance.
b) **CLASS II:** Products that are certified subject to:
   i. On occasions, a product may be granted **CLASS II** conformity subject to the manufacturer satisfying certain requirements (refer clause 8.4 below).
   ii. **CLASS II** conformity can be granted where long-term test results, such as resistance to natural weathering or field-testing of pavement marking materials, are not yet available. Such **CLASS II** certifications shall also be subject to Appendices B and C below.
   iii. **CLASS II** certification shall be cancelled if the manufacturer fails to supply the requested information, test results or samples within three (3) months of the due date.
   iv. **CLASS II** certifications shall automatically be converted to **CLASS I** certification upon receipt by APAS of appropriate data demonstrating compliance with the long-term or field-testing requirements laid down in the specification(s).
   v. Certificates will be endorsed **CLASS II** and have an expiry date equal to the due date for the additional evidence plus three (3) months.

7.3 Period of Conformity

a) Issued **CLASS I** and **CLASS II** Certificates of Conformity for surface coating products (new submissions and resubmissions) shall be for a period **not greater than seven (7) years**.
b) Issued **CLASS I** and **CLASS II** Certificates of Conformity for glass beads as used in pavement marking paints (APAS specification AP-S0042) or other non-paint products (new submissions and resubmissions), shall be for a period **not greater than two (2) years**.
c) If the APAS specification(s) for which product certification is sought is under review at the time of submission / resubmission, a pre-determined timeframe for length of compliance will be issued. For example, a Certificate of Conformity may have a two (2) year period of Conformity instead of seven (7) years.

8 CERTIFICATION PROCESS

8.1 General Requirements

a) All submissions for product certification shall only come from the Client, except as per 8.1 c) below.
b) Where the Client and/or RMU is based overseas with limited access to or knowledge of AS/NZS 1580 test methods and AS paint standards, application may be made by the local agent or importer provided that the evidence of conformity to accreditation requirements comes from an authority complying with APAS document.
c) Recognised Resellers (RR) may apply for Child Product certification (refer to APAS document AP-D140) in conjunction with the Client (APAS Signatory).
d) The Client, knowing their product and its properties and likely end use shall, having perused the list of APAS specifications, determine the appropriate specification(s) for which certification is to be applied for and undertake, or cause to have undertaken, testing to demonstrate compliance with requirements. The Client shall nominate the APAS specification(s) on the application form (AP-D139 and/or AP-D140).
e) If an existing APAS specification does not meet the Client's requirements or an APAS specification does not currently exist to meet the Client's (and industry) requirements, the Client can apply to have an existing specification reviewed or a new specification

developed. Refer to clause 19 Appendix D for further information.

8.2 Submission and Review

a) All submissions for product conformity shall comply with all relevant parts of clause 8 of this document.
b) Submissions may be made electronically or in hardcopy format direct to the EO.
c) Submissions shall only be made once the Client is satisfied that they are fully aware of and familiar with, the requirements for certification, and that the Client product complies with these requirements. No submission shall be made for products that do not comply (see 6.2 b) above).
d) The EO or their delegate shall review the submission to ensure all required data is provided and all pre-conditions, if any, have been complied with, such as qualifications of external agencies for conformity evaluation.
e) Any omissions or errors shall be resolved with the Client prior to proceeding with the application.
f) Only applications under the APAS process documented here and to currently valid and published APAS specifications available on the website, shall be accepted by APAS.
g) Irrespective of whether the Client utilises in-house testing for compliance or external testing services, the Client shall ensure that batch samples taken for testing are representative of the product being submitted by implementing appropriate mixing procedures (sampling from bulk) or sampling procedures (from individual units).
h) Submissions for certification shall only be submitted by the APAS Signatory with responsibility for Parent Product development and maintenance (Client) or the APAS Contact (Recognised Resellers) with responsibility for Child Product Conformity (in conjunction with the Client APAS Signatory). Refer to APAS document AP-D194 and form AP-F003.
i) The EO or delegate shall review the availability of current resources, skills and knowledge and decide whether the submission is to proceed.
j) Where resources, skills and knowledge or experience do not exist, a decision shall be made whether to engage an external consultant to act as Technical Assessor to assist with the conformity assessment. Should this be the decision, the approval of the submission shall be sought, and records kept.

8.3 Requirements for CLASS I Certification

a) A submission for **CLASS I** product certification shall contain each of the following elements:

i. **A Covering Letter on Appropriate Letterhead**
   1. Explaining the reason for the submission, for example: a formulation change; a 7-yearly resubmission with no formulation changes; a new Child Product etc.
   2. Detailing the full colour offering in terms of ready-mixed colours (as only one is normally submitted).
   3. Listing all split-fills (Child Products) for which APAS certification is required, full Parent Product details (code, description and existing APAS ID) and applicable RMU(s).

ii. **A completed Application for Approval Form** [AP-D139 for Products (RMU), AP-D140 for Products (Reseller) and AP-D200 for Glass Beads]:
   1. Showing the details of the formulation including the manufacturer's product reference (number and/or name).
   2. Full traceability on the formula used to test for compliance and to make the submission, is required. Refer to **Note 1** below.
   3. Where the product is a two-part product, a AP-D139 and/or AP-D140 form for **each** part shall be submitted in addition to a AP-D139 and/or AP-D140 form for the **combined** parts in the appropriate ratio. This may be prepared based on theoretical calculations.

Note 1: The AP-D139 and AP-D140 application forms are primarily intended for surface coating products, and the AP-D200 form is primarily intended for glass beads. Where products other than surface coating and glass beads are being applied for, a ruling from the EO needs to be obtained as to whether an AP-D139, AP-D140 or AP-D200 form is required.

iii. **One Prepared Panel** (150 x 75mm) of the coating showing the colour, finish & general appearance of the product. This panel can be in the form of a draw-down card (architectural and decorative coatings), aluminium or steel (industrial and protective coatings).

iv. **Detailed Evidence** that the product being submitted for accreditation meets the requirements for certification laid down in the relevant APAS specification(s), paying attention to the Table 1 requirements of that specification(s). Refer to clause 8.5 below.

v. **A Comprehensive Test Report:**
   1. Detailing batch number(s) and manufacturing date(s) of materials under test.
   2. Reference must be made to the specific standards and test methods referred to in the Table 1 of the submission specification(s).
   3. Showing results of each test in **figures** (where possible) and whether the result conforms to the specified requirements.
   4. Giving commencement and completion dates (where applicable) for **Storage Stability Testing** and **Long Term Testing** (such as Resistance to Natural Weathering and Field Testing pavement marking materials), for example: *"Resistance to Natural Weathering - Product placed under test on dd/mm/yyyy, due for completion on dd/mm/yyyy".*

vi. **A Technical Product Data Sheet (TDS):**
   1. Directly applicable to the submission product(s).
   2. That has been produced within the last five (5) years (as of date of submission).
   3. With information accurately reflected in the completed AP-D139 / AP-D140 or AP-D200 and AP-D182 forms.

vii. **A Container Label for the Product:**
   1. May be in the form of an actual label, a photocopy or an electronic file.

2. Clearly stating Brand Owner of the product.
3. Clearly stating its name, pack size and mix ratio (where applicable).
4. Clearly stating the Australian location of manufacture of the product (RMU address) and general business telephone number; if product is produced in more than one RMU or by Toll / Contract manufacturing, then the main RMU shall be nominated within Australia (not an office location) and/or the Toll / Contact manufacturing address given with the Brand Owners name and local general business telephone number stated.
5. Clearly stating batch number, manufacture date and expiry date (where applicable).
6. If the product is deemed **hazardous**, the label **must depict**:
   i. All relevant hazard pictograms consistent with the correct classification of the chemical(s)
   ii. The identity and proportion of each hazardous ingredient as per Schedule 8 of the Model Work Health and Safety Regulations 9 December 2019 (https://www.safeworkaustralia.gov.au/system/files/documents/2003/model-whs-regulations-dec2020.pdf)
   iii. Any hazard statement, signal word and precautionary statement consistent with the correct classification of the chemical(s)
   iv. Any information about the hazards, first aid and emergency procedures relevant to the chemical, which are not included in the hazard statement or precautionary statement
7. Clearly stating local emergency contact information for geographical area product is sold.
8. Evidence given as to where the label is affixed on the product or imprinted on actual packaging, for example, a photograph of the finished product. This is to assure it is clearly legible, firmly fixed to the container; in an unobscured location and not somewhere it could be removed, for example, on the lid.

viii. **A current Safety Data Sheet (SDS) for the Product(s):**
   1. This can be either a physical hardcopy or a statement as to where on the Internet a copy of the can be obtained.
   2. **That has been prepared in accordance with local requirements.** For Australian made products or products destined for sale in Australia, the SDS shall comply with all the requirements of The National Code of Practice for the Preparation of Safety Data Sheets, refer to website: https://www.safeworkaustralia.gov.au/sites/default/files/2020-09/model_code_of_practice_preparation_of_safety_data_sheets_for_hazardous_chemicals.pdf

ix. **A Quality Control Test Schedule** detailing the RMU's proposed QC tests, including all parameters and result range, that is used for every batch produced. The RMU's schedule of tests and limits shall be allowed subject to the approval of the EO.

x. **Density and Non-Volatile Matter by Weight** (NVMW) figures for each production batch of the approved product shall be within ± 3% of the actual (**not** theoretical) figures quoted in the product certification submission, form AP-D139 and/or AP-D140.

xi. **A completed VOC Declaration Form** (APAS document AP-D182) which confirms compliance with the relevant VOC limits (if applicable) as detailed in APAS document AP-D181. Where the APAS specification is not listed on AP-D181, a declaration of VOC content **is still required** for each product the submission pertains to. Where the product is a two-part product, an AP-D182 form for **each** part shall be submitted in addition to a AP-D182 form for the **combined** parts in the appropriate ratio.

b) Submissions for certification are required for all products – Parent and Child. If there have been **no** significant formulation changes to the Parent product (refer to APAS document AP-D183 for further information), submission requirements for Child Products are outlined in clause 8.10 a), b) i. (Client) and c) i. (Recognised Reseller) where applicable. If, however, the Parent Product has had significant changes to its formulation, a major resubmission is required for both Parent and Child products (refer to clauses 9, 10 and 8.10 a), b) ii. (Client) and c) ii. (Recognised Reseller), where applicable).
c) The EO may request the results of the tests for a specific batch of product and compare these with previous batches and/or original submission values in order to ascertain compliance.
d) The onus of proof for the continued conformity of the product with the specification rests with the Client.
e) For each batch of product produced under the approved product reference, the Client shall keep a record of the formulation and the quality control tests and results for at least six (6) years.
f) Two (2) x 500 mL Retention Samples of the product must be kept by the Client for a minimum of two (2) years.

Note 2: APAS may, at its discretion, request that the Client sends FIS CSIRO Clayton North Victoria sample(s) (known as Wet Samples) for the purposes of laboratory evaluation to verify some or all physical properties. Standard applicable testing fees shall apply and shall be agreed upon prior to the commencement of any testing.

8.4 Requirements for CLASS II Certification

A submission for **CLASS II** product certification shall contain:

a) All the requirements of a **CLASS I** product certification submission (clause 8.3) above **except** that the Storage Stability Testing and/or Long Term Testing shall be noted on the test report as, for example, *"Resistance to Natural Weathering - Product placed under test on dd/mm/yyyy, due for completion on dd/mm/yyyy"*, and
b) Supplementary evidence of exposure performance; for example, the raw material supplier's data in a similar formulation or suitable technical case histories. Refer to Appendices B and C for additional information.

8.5 Requirements for Compliance Reports

In order to satisfy clause 8.3 a) iv. and v. above, the compliance report needs to satisfy certain criteria.

a) Except for requirement 8.5 b), for **CLASS I** Product conformity applications, compliance reports can only be issued by an **Agency for Conformity Evaluation (ACE)** as defined in APAS document AP-D114.
b) New ACE must first obtain the agreement of the EO on the format and content of the compliance reports that will be submitted as detailed in AP-D114.
c) Compliance reports shall only be provided for the specific test methods nominated in the APAS specification(s). As 'near equivalent' international test methods often utilise different equipment, calibrations and test procedure(s), their equivalence to AS or AS/NZS standard methods cannot be ensured and hence such results cannot be accepted.

8.6 Submission Declaration

For both **CLASS I** and **CLASS II** product certification submissions, the authorised representative (the APAS Signatory) of the Client and (contact) of the Reseller (in conjunction with the Client) shall make a declaration as detailed on Forms AP-D139, AP-D140 or AP-D200. The declaration asserts that:

a) All data on AP-D139, AP-D140 or AP-D200 form is true and correct.
b) The formulation complies with the requirements of the AP-D123.
c) The Client and RR (where applicable) accepts and will abide by all rules, practices and process appertaining to the Certification Scheme.

8.7 Conformity Evaluation Activities

a) An APAS officer shall be assigned to process the submission.
b) The APAS officer shall undertake all aspects of the certification process confidentially, impartially and non-discriminatorily.
c) The APAS officer shall review the evidence of conformity provided, the conformity requirements as documented in the APAS specification(s) applied for, and this clause 8.
d) The certification shall be granted **provided that**:
    i. All required elements as documented in this clause have been supplied, and
    ii. The Agency for Conformity Evaluation (test authority) complies with AP-D114, and
    iii. The test results comply with the published APAS specification in all respects
e) Decisions on certification can only be made by an APAS officer.
f) Where certification cannot be granted, the EO shall communicate all non-conformities to the Client and discuss future action, if any.
g) With any resubmission designed to address the non-conformities, the EO shall decide on which elements of a resubmission will be required and advise the Client accordingly.
h) Having reached a decision on certification whether positive or negative, the APAS officer shall obtain a review of the decision from an APAS officer not involved in the original evaluation. Records of the review result shall be kept.

8.8 Granting of Certification

a) Upon receipt of a fully compliant submission for product certification, the APAS Secretariat will endeavour to provide a decision on certification within one (1) calendar month of receipt of the application. The ability of the Secretariat to meet this deadline will be dependent on workload and availability of resources.
b) Subject to compliance with all the requirements of the relevant specification(s), and the review process in 8.7 c), the level of certification appropriate to a complying application shall be given to the product.
c) The certification granted will only be applicable to the formula version declared on the AP-D139 and/or AP-D140 application form for surface coating products or AP-D200 for glass beads (and other non-paint products, where applicable).
d) The expiry date on Certificates of Conformity for **CLASS I** certifications shall be in accordance with 7.3 above.
e) **CLASS II** certification is issued only for the period until the missing compliance data is obtained, for example, when long term durability or field-testing results are due.
f) **CLASS II** certification **cannot be renewed**.
g) Changes to approved formulations shall be managed in accordance with clause 10 below if the APAS certification is to continue for the life of the certificate.

8.9 Number of Certifications

a) A Client may hold certification for any number of products to APAS specification(s), **provided that** each product:
    i. Has been tested and approved in accordance with this document, and
    ii. Is currently available for sale

8.10 Child Products

a) Normally Child Product certification is requested by the Client at the same time as Parent Product submissions and/or resubmissions. These requirements are stated in the Submission Letter (refer to clause 8.3 a) i. 3) and the Child Product TDS, SDS and Label copy supplied at time of submission. If, however, Child Product certification is required at any other time by the Client or requested by a Recognised Reseller, then the following procedures apply (where applicable):
b) **Client (RMU):**
    i. If there have been **no** significant changes to the formulation of the Parent Product (refer to APAS document AP-D183 for further information) within the period of certification (including at the time of Child Product application for accreditation), then the following submission information is required:

1. A letter stating that **no** significant formulation changes have occurred to the nominated Parent Product, and inclusion of the Child Product Name, Code and Description, and
2. A copy of the Child Product TDS, SDS and label (as per the requirements of clause 8.3 a).

ii. If, however, there have been significant changes to the formulation of the Parent Product within the period of certification (including at the time of Child Product application for accreditation), then clauses 9 and 10 of this document and APAS document AP-D183 must be followed closely. All requirements of clause 8.3 are required for both Parent and Child Products (where applicable).

c) **Recognised Reseller (RR):**

i. If there have been **no** significant changes to the formulation of the Parent Product (refer to APAS document AP-D183 for further information) within the period of certification (including at the time of Child Product application for accreditation), then the following submission information is required:

1. A completed "Application Form for Child Product Certification – Reseller" (APAS document AP-D140). This form must be completed in conjunction with the Client (RMU). Only Sections A, D and E are required to be completed, and
2. A copy of the Child Product TDS, SDS and label (as per the requirements of clause 8.3 a).

ii. If, however, there have been significant changes to the formulation of the Parent Product within the period of certification (including at the time of Child Product application for accreditation), then clauses 9 and 10 of this document and APAS document AP-D183 must be followed closely. All requirements of clause 8.3 are required for both Parent and Child Products (where applicable) including the completion of all sections of APAS document AP-D140.

d) The Child Product, upon certification, will reflect in its Certificate of Conformity the remaining length of certification of the Parent Product. For example, if the Parent Product certification has five (5) years remaining until expiration, then the Child Product will only have a five (5)-year validity on its Certificate of Conformity.

8.11 Toll / Contract Manufactured Products

a) Products manufactured by a contracted third-party on behalf of the Client, known as Toll and/or Contract Manufactured products, shall fulfil all requirements of clause 8.3.
b) This shall be undertaken by the nominated APAS Signatory for the Toll/Contract Manufacturer in conjunction with the APAS Signatory for the Client.
c) Both Client and Toll/Contract Manufacturer must hold RMU status for this to occur.

8.12 Certification of Products produced in more than one Client RMU

a) There are occasions where Clients certified products are produced in more than one RMU, whether this is their own facilities or an alternative RMU producing the Clients products for them under a Toll/Contract arrangement (effectively becoming a Client RMU). Typically, the product certification is sort for all RMUs that produce the product at the initial time of certification.
b) If, however, a subsequent RMU is added post-certification of a product, and that RMU also produces said certified product, then this RMU must also prove that this product fulfils all of the requirements of APAS certification.
c) This additional RMU(s) must supply all of the documentation as per clause 8.3 of this document that is applicable to their site and any differences that exist from the initial certification highlighted and fully explained for review by the APAS EO.
d) Addition of this RMU to any existing certification will be dependent on the findings of the APAS EO review.

9 RESUBMISSION PROCESS

There are 2 types of resubmissions: **MAJOR** and **MINOR**.

a) **MAJOR Resubmissions** are required where:
   i. **Significant** formulation change(s) have been (or are about to be) made. Significant formulation changes shall immediately trigger a **MAJOR** Resubmission, or
   ii. The Certificate of Conformity has been expired for more than four (4) months, or
   iii. Following a performance failure of the product on an actual project or job that has been directly attributable to the product by, for example, a court ruling.
b) **MINOR Resubmissions** are required where:
   i. **No significant** formulation change(s) have been made since the last submission, and
   ii. The Certificate of Conformity is about to expire or has been expired for less than four (4) months
   iii. The Client and/or RR require a Child Product to be certified, subject to compliance to 9 a) and b)
c) Clause 10 below details **Significant** formulation change controls.
d) Certificate of Conformity expiry dates shall be in accordance with clause 7.3 above.
e) The requirements for these resubmissions are as follows:

9.1 MAJOR Resubmissions

a) Surface coating products – **MAJOR** resubmissions complying with 9 a) i. & ii. above shall also comply with all elements of clause 8.3 a) above.
b) Where APAS agrees through comparison of the new and original AP-D139 and/or AP-D140 formulation details form (where applicable) and all other supplied evidence that the new formulation (or product range where tint bases and ready mixed colours are involved) complies with the specification(s), the certification, shall be continued for a further term as specified in 7.3 above. A new Certificate of Conformity will be issued for the new term of certification.
c) Non-paint products – **MAJOR** resubmissions shall comply with the following elements of 8.3 a) i. - iii., v. - xi. inclusive above.

9.2 MINOR Resubmissions

a) Surface coating products – **MINOR** resubmissions complying with 9 b) above shall also comply with clause 8.3 a) i. – ii., vi. – viii. and x. inclusive.
b) Where the certified product consists of a white and several tint bases and/or ready mixed colours, 9.2 a) shall apply to the White only. **MINOR** resubmissions for tint bases and/or ready mixed colours are not required.
c) Where no product testing by APAS has taken place since the last submission, APAS may at times request the provision of a 500 mL sample (Wet Sample) of the product for testing to verify continuing compliance.
d) Non-Paint Products – **MINOR** resubmissions may not be required. This will need to be determined on a case by case basis by the EO.

10 CHANGES TO FORMULATIONS

10.1 General

a) From time to time, Clients will find it necessary to change the formulation of a certified product. Examples of reasons why such changes are necessary are:
   i. Raw material(s) become obsolete or are on the Chemicals of Concern List.
   ii. Price fluctuations in raw materials.
   iii. New raw materials providing extra benefits.
b) Mechanisms for the control of such changes are required in order to maintain the properties of certified products.
c) Changes to certified formulations are governed by the requirements of APAS document AP-D183.
d) Any changes to approved formulations of products other than architectural and decorative, for example, light or heavy industrial, pavement marking etc., must be approached with caution due to their higher contingent liability.
e) For **significant** changes (as defined in APAS document AP-D183) Clients shall notify APAS of the changes and shall make a **MAJOR** re-submission in accordance with the requirements of clause 9.1 above.
f) For minor changes (as defined in APAS document AP-D183) to certified formulations other than architectural and decorative products, Clients shall make a judgement as to the likely effect on performance properties. Small changes to solvent blends (normally a minor change in architectural products) may significantly affect spray application properties of industrial coatings. The onus is on the Client to assess the significance of these nominally minor changes and, where considered significant, advise APAS of the change and the test results that demonstrate continuing compliance.

10.2 Failure to Notify

a) Where no significant changes have been made to a formulation, the Certificate of Conformity has expired by more than four (4) months, and the Client has failed to resubmit the product for re-certification, APAS shall advise the Client that either a **MAJOR** submission is now required within thirty (30) days for this product or APAS needs to be duly notified by the Client that the product no longer requires certification.
b) In such cases where a significant formulation change has been made without notification, APAS shall advise the Client that a **MAJOR** resubmission is required within thirty (30) days. Failure to do so shall result in the cancellation of the certification for a minimum period of twelve (12) months or at the discretion of the EO.
c) Reinstatement of certification shall not be dependent on the quality of any data the Client may subsequently provide to support their case for the change. The certification withdrawal measure is invoked to encourage Clients to provide full disclosure of changes when they happen.
d) Thus, reversion to an earlier formulation is not regarded as grounds for certification reinstatement.
e) Reinstatement of certification after the twelve (12)-month period will be accepted once APAS has verified that the Client has confirmed that the product complies with specification requirements.
f) Clients are encouraged to provide as much test data as possible to assist APAS in deciding whether to again grant **CLASS I** or **CLASS II** certification (pending receipt of exposure data, if required) or otherwise.
g) In situations where significant changes have taken place involving exterior products, Clients shall automatically initiate further exposure testing to confirm the performance of the product and these test results would provide the basis for the test results required by the APAS specification.

11 SUPPLY AND INSPECTION

a) If requested by the Client and/or APAS; for example, for the purpose of retaining a control sample prior to the letting of a contract, or for auditing quality control testing of a product (Wet Sample), the Client shall provide a Certificate of Test (APAS internal document AP-D186) and a Record of Supply (APAS internal document AP-D185) for a previous production batch. A copy of these documents can be obtained from the EO.
b) The Certificate of Test and Record of Supply shall contain, where applicable:
   i. The manufacturer's product reference.
   ii. Batch number or other identification.
   iii. Date of manufacture
   iv. APAS specification number(s) and endorsement that the batch had been manufactured to the formula approved by APAS.
   v. The results of tests specified under the quality control requirements of the specification. If the product was a commercial one supplied to non-Government users, it must include all the other tests (and the results) detailed in the Clients own QC test schedule for the product.
   vi. A signed declaration that the batch met the quality control requirements of the APAS Specification.
c) All material supplied to an APAS specification must bear the manufacturer's product reference under which certification was issued.
d) When requested by APAS, purchasers or auditors, the Client shall supply samples (Wet Samples) for audit

purposes together with QC test results for the batch. A copy of the auditing laboratory's test report should be supplied to the EO.

12 OUTDOOR EXPOSURE TESTING

a) Where Table 1 of the APAS specification(s) calls for durability testing, it is important that the testing is carried out in exterior conditions (UV radiation, corrosion and precipitation) typically found in the target market area. Hence, it may not be acceptable to APAS for durability data in less severe situations to be used as evidence of compliance to Resistance to Weathering requirements. Contact the EO to see whether the weathering data held is acceptable. By mutual agreement, acceptable site(s) can be determined prior to commencement of tests for resistance to weathering.
b) In Australia, acceptable exposure sites that undertake commercial work are:
   i. CSIRO sites as detailed below, and
   ii. Allunga Exposure Laboratory sites
c) The CSIRO sites comprise:
   i. Atmospheric Light Industrial - Clayton, Victoria
   ii. Atmospheric Marine - Flinders, Victoria
   iii. Atmospheric Tropical - Darwin, Northern Territory.
d) The Materials Durability Laboratory of CSIRO can provide quotes for panel preparation and durability testing at these sites, for more information contact:

   CSIRO Materials Durability Laboratory
   Money Arora
   Tel: +61 3 9545 8774
   Email: money.arora@csiro.au

e) There are, in addition, other sites usually belonging to Clients that, although not made available for commercial evaluations, may suffice for the Clients own applications.
f) Refer also to Notes below and Appendix A clause A3 below.

Note 3: Atmospheric exposure specimens shall be exposed in accordance with AS/NZS 1580.457.1 (Category 1).

Note 4: Atmospheric approval applications shall be exposed at site(s) consistent with the most severe possible end use, for example, highly corrosive marine sites (Category C5-M: Very High - Marine of AS/NZS 2312) and/or high UV intensity such as northern Australia. Appropriate sites are usually nominated in Table 1 of the specification(s).

Note 5: The costs of panel preparation, transport, exposure and reporting shall be borne by the Client.

Note 6: Where product certification is being sought by an overseas Client for a product that is only for their local (overseas non-Australian) markets and not to be exported to Australia, sites of equivalent severity for testing shall be agreed upon between APAS and the Client.

13 SUBMISSION OF MANUFACTURER'S COLOUR RANGE (MCR)

13.1 Architectural Coatings

a) Where approval is being sought for a complete architectural colour range offering, the requirements of Appendix A below shall also apply.
b) These requirements are summarised in Appendix E below.

13.2 Other Coatings

a) Where approval is being sought for a complete protective coatings colour range offering, the requirements of Appendix A and B below shall also apply.

14 CERTIFICATION

14.1 Notification of Certification

a) When APAS is satisfied that the submission has been made in accordance with clause 8 above and that all test results indicate compliance with the specification, APAS will advise the Client, in writing, that the product certification, at the appropriate level, has been granted.
b) A Certificate of Conformity will be issued to the Client and/or RR. The certificate will contain:
   i. The name of the product(s).
   ii. The unique APAS database product ID number.
   iii. The Clients reference number (if any).
   iv. The Parent Product code and description (Client) or Child Product code and description (Client and/or RR).
   v. The APAS specification number(s) against which certification is granted.
   vi. A unique Certificate Number.
   vii. An Expiry Date.
c) Both **CLASS I** and **CLASS II** conformity certificates shall have said wording imprinted on the certificate with either of the following applicable statements (or words similar to):
   i. **CLASS I:** "Product(s) has been manufactured in stated RMU(s), fully tested and found to comply with all requirements of the relevant APAS specification(s)".
   ii. **CLASS II:** "Product(s) has been manufactured in stated RMU(s), tested to all requirements of the relevant APAS specification(s) and given provisional product(s) approval pending results of long-term testing due DD/MM/YYY". The expiry date for **CLASS II** certifications shall be the earliest date by which time the outstanding evidence, for example, long term durability or field-testing results, can be expected.
d) **CLASS II** certificates shall **not** be renewed.
e) Upon conversion of a **CLASS II** certification to **CLASS I** certification, a new certificate shall be issued with expiry date in accordance with 7.3 above.

14.2 Publication of Certification

a) Having been certified as conforming to requirements, the product is added to the APAS List of Certified Products (the List).

b) Historically, the List was published annually and was available free of charge to Members (from CSIRO-APAS only) as well as being available to be purchased. Clients would review their Certified Products on the List and give approval prior to publication.
c) As of June 2021, the List of Approved Products is no longer supplied annually as is accessible online in both searchable and downloadable forms free of change to all Clients and members of the public https://vs.csiro.au/apas/list-of-certified-products/

14.3 Indication of Certification

a) The Client is encouraged to supply APAS certified products to the general market and is encouraged to indicate on the container that the product complies with APAS requirements.
b) On-label indication of conformity is recommended to facilitate the identification by site inspectors of the products with the required certification being used on the job.
c) Only products with **CLASS I** product certification can have their certification indicated on the product label. Such indication shall comply with the requirements detailed in APAS document AP-D197.
d) Acceptable alternative means of indicating conformity to APAS specifications are:
   i. Printing on the label of only the APAS specification number(s) against which conformity has been granted, for example **APAS 0260/3**.
   ii. Printing on the label a cross-reference to a web-based listing of product conformity. The wording to be used on the label shall have prior approval of the EO and typically shall be identical or like the following:
   "This product complies with all the requirements of an APAS Product Specification XXXX. Refer to the APAS Specification list on the [company] website for full details."

14.4 Withdrawal of Certification

a) The EO may withdraw certification for any product at any time in accordance with clause 15 below.

15 PROCESS FAILURES

a) The failure of a Clients and/or RRs process(es) to comply with APAS rules arise from one or more of the following situations:
   i. The Client fails to notify the Certification Body of a Significant Formulation Change (refer to clause 9, 10 and 11 above).
   ii. The Client and/or RR fails to act on Audit Non-conformances to the satisfaction of the EO.
   iii. Loss of RMU status. If the RMU status is lost, the RR automatically loses Reseller status. Similarly, if a Toll/Contract Manufacturer RMU status is lost, the Client automatically loses RMU status for products made by the Toll/Contract Manufacturer.
   iv. Failure to renew a product certification certificate within four (4) months of its expiry.
   v. There has been a significant and prolonged breakdown in the Clients technical and quality control over the approved product.
   vi. The original submission did not comply with the requirements of clause 8 above.
   vii. The Client and/or RR uses its Product Certification to bring the Certification Body into disrepute.
   viii. The Client and/or RR does not provide copies of its product certifications in their entirety or as specified in the Certification Scheme.
   ix. The Client and/or RR does not comply to the requirements of the Certification Body and/or Certification Scheme in relation to communication media, such as technical documents (TDS, SDS), brochures, and in advertising.
   x. The Client and/or RR makes misleading or unauthorised statements regarding the products certification.
   xi. The Client and/or RR makes claims inconsistent with the Scope of Certification.
   xii. The Client and/or RR does not comply with the use of the marks of conformity and on information related to the product.
   xiii. The Client and/or RR and/or APAS receives a significant number of complaints lodged in writing regarding the performance of the approved product.
   xiv. The Client and/or RR fails to keep adequate records regarding all complaints made to its compliance with certification requirements (including product requirements) and fails to make these records available to the certification body, when requested.
   xv. The Client and/or RR fails to take appropriate action with respect to such product complaints and any deficiencies found in products that affect compliance and the requirements of certification and fails to document these actions.
   xvi. Failure to achieve Proficiency Testing (PT) results (APAS document AP-D177) within the industry standard deviation at two (2) consecutive PT programs.
   xvii. Failure to adequately address PT non-conformances to the satisfaction of the EO.
b) Where one or more of the above can be shown to have occurred, the EO shall attempt to resolve the process failures with the Client and/or RR.
c) Where attempts to resolve the process failures have failed, the EO shall withdraw certification for the product(s).
d) Withdrawal of certification shall be notified immediately to all recipients of the APAS electronic List of Certified Products (the List). Notification shall be via the completion of the APAS form AP-D195. A copy of the form shall also be forwarded to the ATAP.
e) Reinstatement of certification shall be at the discretion of the EO.

16 APPENDIX A

Architectural Coatings Manufacturer's Colour Range (MCR) Certification

a) Some manufacturers use a system of tinting bases and machine colourants or tinters to achieve a wide range of colours.
b) As APAS product certification are only for those applied for, in order to limit the number of samples required for MCR certification, the following guidelines are established:

A1. General Testing

a) All tests nominated in Table 1 of the relevant specification(s), shall be conducted on the **White** product.
b) For each **tint base** in the MCR offer, a colour complying with Table A1 below, shall be subjected to the following tests as defined in Table 1 of the relevant specification(s) and the results shall be reported:
   i. Application Properties
   ii. Opacity or Covering Power
   iii. Gloss
c) One **ready mixed colour** shall be subjected to the following tests as defined in Table 1 of the relevant specification(s) and the results shall be reported:
   i. Application Properties
   ii. Opacity or Covering Power
   iii. Gloss

A2. Deviations

a) It is the responsibility of the Client to know, in general terms, the likely critical characteristics of their colour offer, such as the opacity, durability and colour uniformity. Information regarding how these colours are to be treated to achieve an acceptable result, must be made available either at point-of-sale or in other marketing brochures.
b) This information shall consist of advice on how to achieve the best result. For example, with colours based on red, yellow or orange tinters, the use of a tinted undercoat to achieve complete obliteration may be required.

A3. Durability Testing

a) Where the relevant specification(s) calls for durability testing, the following guidelines shall apply:
   i. Where the colourant system is one with **less than twelve (12) months history** of commercial use in the region applied for, the exposure program shall incorporate every colourant in every tint base with a maximum of four (4) colourants per base. Hence, if the colourant range has sixteen (16) colourants, four (4) colours each with four (4) individual colourants in them, shall be selected for each tint base.
   ii. Where the colourant system is **not new** in the region, the durability testing for MCR certification shall be conducted on the following products:

TiO_2 Content (g/L)	Colour
> 200	White
180 - 250 Light Tone Base	Pastel blue
120 - 190 Deep Tone Base	Mid green
80 - 130 Accent Base	Deep green
< 90 Ultra Deep Base	Dark grey
Clear or Neutral Base	Not specified
Coloured Base	Not specified, but one colour per base

Table A1

   iii. Atmospheric durability data for architectural products may be obtained using the Clients own durability testing station or an equivalent commercial facility such as CSIRO or Allunga.

b) Where special conditions may apply, for example geothermal areas of New Zealand, or Severe Marine, the Client shall supply additional durability data pertinent to that condition.
c) Any durability requirements specified in Table 1 of an APAS specification shall apply to every exposure site used.

A4. Components of the Submission

a) A submission for MCR Product certification shall comply with the following requirements, as summarised in Appendix E:
   i. The White product shall comply with all elements of 8.1, 8.2 & 8.3 a) above.
   ii. Each **tint base** shall comply with 8.3 a) i. – v and x. inclusive (chosen colour to comply with Table A1 above). The test report need only demonstrate compliance with clause A1 b) above.
   iii. One **ready mixed colour** example of the available range shall be submitted and shall comply with 8.3 a) i. – v and x. The test report need only demonstrate compliance with clause A1 c) above.

17 APPENDIX B

Guidelines for Certification of Heavy-Duty Industrial Coatings Based on Established Case Histories

B1. General

a) Where an APAS heavy-duty industrial coating (protective coating) specification calls for long term test results, for example, six (6) years of natural weathering, earlier certification can be given provided that:
   i. The level of certification is no higher than **CLASS II**, and
   ii. Evidence of satisfactory performance in an actual field situation (the case study) can be provided for a period **not less than 75%** of the specification durability requirement.

b) The following are guidelines to Clients and RRs intending to submit heavy-duty industrial coating (protective coating) products for certification to an APAS specification where the durability performance data is not derived from the specification test procedures but rather from established case histories.

c) The case histories utilised shall be **technical case histories**, not marketing case histories, ensuring that there is a high level of accurate technical information contained in the case history.

B2. Durability Data

a) The case history durability data supplied must:
   i. Be from projects of a similar type to the APAS specification end use, for example, if the APAS specification applies to a tank lining for hydrocarbon storage, then the case histories must also be for hydrocarbon tank linings.
   ii. Be of a duration **not less than 75%** of the APAS specification nominated durability period.
   iii. Demonstrate the integrity of the system as defined in the natural weathering requirements in Table 1 of the APAS specification. Note needs to be taken of the specification intended exposure: suffix F, S, P or T as appropriate (or no suffix for atmospheric exposure).
   iv. Be obtained by a person technically qualified to assess the performance of the coating. In Australia, this refers to a person holding a Coating Inspection Certificate from the Australasian Corrosion Association (ACA) or an approved equivalent.

b) The formulation of the batch(es) of product relevant to the case history shall be traceable and shall be essentially the same as the formulation for the contemporary product for which certification is sought.

c) The case history coating system shall have been applied in the same or comparable manner and under the same conditions as specified in the Clients currently published recommendations.

d) The thickness and sequence of coatings shall be the same as that for which certification is sought.

e) The case history must be accessible for independent confirmation of performance and supported by appropriate application documentation which shall include method and timing of surface preparation and applications, site thickness measurements, and any other data which could be relevant to correct appraisal of the data.

f) The technical case histories shall be submitted to APAS who will decide on their suitability as support evidence for the product certification submission.

g) If the guidelines of this Appendix are invoked, **CLASS II** certification shall be conditional upon an exposure series complying with the requirements of the specification, being initiated immediately.

18 APPENDIX C

Guidelines for Certification of Coating Systems where Independent Durability Results for the Complete System Are Not Available

a) These guidelines are intended to cover the situation where a Client seeks certification for a heavy-duty industrial coating system where durability results are not available from an independent authority or from satisfactory verifiable case histories but where the proposed coating system is very similar to an approved system or one for which durability results are available.
   i. The proposed coating system must be detailed on the Clients printed data sheet.
   ii. The substituted component must be of the same generic type, for example, both ethyl silicate zinc primers, and be applied at similar dry film thickness, and shall only involve primer or intermediate coats.
   iii. The Client shall provide evidence of satisfactory intercoat adhesion for each part of the system as verified by other durability testing.

19 APPENDIX D

Guidelines for Requesting Changes to an Existing APAS Specifications, requestion a New APAS specification and the Specification Approval Process

D1. Changes to Existing APAS Specifications

a) If an APAS Specification has been identified that is not reflecting current industry practices, Australian and/or relevant international standards and/or performance-based requirements, Clients (APAS Signatories) and/or Members can apply, in writing (email or hardcopy), for a specification review.
b) The written request must:
   i. Be completed by the applicable APAS Signatory and/or APAS Member.
   ii. Be on identifiable letterhead paper.
   iii. Clearly state the name, position, contact telephone, email and physical address details of the person(s) requesting the review.
   iv. Clearly state the reason(s) for requesting the review.
   v. Include copies of relevant information and/or website details for all relevant information relating to the specification review request. This can include, but is not limited to, Australian standards, international standards, case histories, published works, Australian industry standards, state authority standards and/or test methods.
   vi. Supply laboratory and/or field test results (where applicable) to substantiate the review request.
c) Upon receipt of the review request, the EO will contact the initiator (by email) within two (2) weeks to acknowledge receipt.
d) The EO will seek a peer review by APAS officers. This will be followed by advising ATAP Members of the review request and seeking their consideration regarding the necessity for overall review and potential depth of change.
e) If the review request is deemed necessary by ATAP, the request will proceed to a full review, including further ATAP involvement. If it is deemed unnecessary, the initiator will be advised by email of the reasoning behind why the request for review has been denied.
f) The review period is subject to APAS officer availability and degree of complexity around the review. This timeframe for such may vary from six (6) months to two (2) years and is subject to change according to workload.
g) All APAS Client's and Members will be advised by email, and published on the APAS website, the results of the specification review, normally in the form of a link to the reviewed document.

D2. Requesting a New APAS Specification

a) If there is not currently an APAS Specification that meets the requirements of a Client, and an existing specification cannot be reviewed to adequately meet these requirements, then a new APAS specification can be requested to be created.
b) The request for a new specification can be made by a Client (APAS Signatory) and/or Member, in writing (email or hardcopy).
c) The written request must:
   i. Be completed by the applicable APAS Signatory and/or APAS Member.
   ii. Be on identifiable letterhead paper.
   iii. Clearly state the name, position, contact telephone, email and physical address details of the person(s) requesting the review.
   iv. Clearly state the reason(s) for requesting a new APAS specification.
   v. Include copies of relevant information and/or website details for all relevant information relating to the new specification request. This can include, but is not limited to, Australian standards, international standards, case histories, published works, Australian industry standards, state authority standards and/or test methods.
   vi. Supply laboratory and/or field test results (where applicable) to substantiate the new specification request.
   vii. Evidence from applicable industry members, such as an association i.e., SCAA (Surface Coatings Association Australia), as to why this would be a requirement of more than one (1) Client to be able to make its development economically viable.
d) Upon receipt of the new specification request, the EO will contact the initiator (by email) within two (2) weeks to acknowledge receipt.
e) The EO will seek a peer review by APAS officers. This will be followed by advising ATAP Members of the new specification request and seeking their consideration regarding the necessity for inclusion and development.
f) If the request is deemed necessary by ATAP, the request will proceed to a full specification development, including further ATAP involvement. If it is deemed unnecessary, the initiator will be advised by email of the reasoning behind why the request for a new specification has been denied.
g) The development period is subject to APAS officer availability and degree of complexity around the development. This timeframe for such may vary from six (6) months to two (2) years and is subject to change according to workload.
h) All APAS Client's and Members will be advised by email, and published on the APAS website, the results of the specification development, normally in the form of a link to the reviewed document.

D3. APAS Specification Approval Process

a) Upon competition of the draft of an updated or new specification, the following approval process must be followed:
   1. Peer review and document updated (if required), followed by
   2. ATAP review and document updated (if required), followed by
   3. Public Comment responses received, reviewed and document updated (if required), followed by
   4. Final Peer review
b) If at the time of final peer review the document is deemed acceptable to be released, it is then updated on the website accordingly, all RMUs informed of the update / inclusion and industry members advised.

20 APPENDIX E

Table E1: Summary of Submission Requirements

Required Components of the Submission	NEW Submission (CLASS I and CLASS II) or MAJOR Resubmission			MINOR Resubmission Surface Coating Products	MINOR Resubmission Non-Paint Products
	White / Non-Paint Products	Tint Bases	Ready mixed colour(s)[7]	White ONLY	Non-Paint Product
Submission Covering Letter	✓ 8.3 a) i.	✓ 8.3 a) i.	✓ 8.3 a) i.	✓ 8.3 a) i.	✓ 8.3 a) i.
D139 / D140 / D200 Form (where applicable)	✓ 8.3 a) ii.	✓ For EACH Base 8.3 a) ii. & x.	✓ For ONE colour only 8.3 a) ii. & x.	✓ 8.3 a) ii. & x.	✓ 8.3 a) ii.
Wet Samples	Required ONLY if APAS specifically requests this (8.3 a) Note 2 and/or Clause 11)				
Dry Samples	✓ 8.3 a) iii.	✓ For EACH Base, tinted 8.3 a) iii.	✓ For ONE colour only 8.3 a) iii.		
Test Report	✓ Covering ALL Tests 8.3 a) v.	✓ Covering Application, Opacity and Gloss ONLY; ONE colour from each base 8.3 a) v.	✓ Covering Application, Opacity and Gloss ONLY; ONE colour only 8.3 a) v.		✓ Covering ALL Tests 8.3 a) v.
Durability Data (Exterior Products Only)	✓	✓ ONE colour from each base			
Product Technical Data Sheet (TDS)	✓ 8.3 a) vi.			✓ 8.3 a) vi.	✓ 8.3 a) vi.
Product Label	✓ 8.3 a) vii.			✓ 8.3 a) vii.	✓ 8.3 a) vii.
Safety Data Sheet (SDS)[8]	✓ 8.3 a) viii.			✓ 8.3 a) viii.	✓ 8.3 a) viii.
QC Schedule	✓ 8.3 a) ix.				✓ 8.3 a) ix.
D182 VOC Form	✓ 8.3 a) xi.				

NOTE: [7] Although only one (1) submission is required from the ready-mixed colour range, all ready-mixed colours available for sale should appear on the conformity certificate. Hence, APAS needs to be advised what the ready-mixed colour offering is by inclusion in the covering letter.

[8] Where SDSs are readily available from the internet, hardcopies need not be provided. It is sufficient to provide a documented link to the site in the covering letter accompanying the submission / resubmission.
For Australian made products or products destined for sale in Australia, the SDS shall comply with all the requirements of The National Code of Practice for the Preparation of Safety Data Sheets, refer to website:
https://www.safeworkaustralia.gov.au/sites/default/files/2020-09/model_code_of_practice_preparation_of_safety_data_sheets_for_hazardous_chemicals.pdf

21 APPENDIX F

Document History

Status: Current
Version: 29
Date Published: 09-11-2021

Document Version No.:	Date Published:	Summary of Changes:
29	09-11-2021	• Updated clause 14.2 to reflect List of Approved Products now available online
28	29-07-2021	• Included clause 8.12 regarding documentation requirements of additional RMUs that also produce certified products • Updated clause 19 Appendix D to include the approval process for changes to existing or new specification
27	15-06-2021	• Updated APAS website details within document • Further defined clause 1 b) Scope • Updated SUSMP reference to latest version • Updated clause 12 d) CSIRO Materials Durability Laboratory contact details • General formatting changes
26	17-02-2021	• Updated: Minor format changes; Poisons Standard Reference information (from October 2020 to February 2021); clause 6.2 to include all Product Approval Requirements of applicable specification(s) (not just Table I requirements) as a component of certification submissions, and clause 8.3 b) and 8.10 to define the requirements of Child Product submissions (Client & Reseller) more specifically, in line with APAS document AP-D140
25	22-10-2020	• Addition of Appendix F Document History and removal of the Editorial Note previously used in document versions • Minor editorial changes
24	18-09-2020	• Minor format changes • Updated external referenced documents in document body • Amended the retention sample size requirement to 2 x 500mL samples
23	30-06-2020	• Minor format and editorial changes • Addition of “People + Product = Protection” to Footer
22	30-06-2020	• Document underwent a major revision • Name change from *The APAS Product Certification System* to *Rules Governing the APAS Product Certification Scheme* • Document brought in line with requirements of AS/NZS ISO/IEC 17065 • Updated document to the current format • Incorporation of definitions and acronyms • Updated applicable website details • Level of conformity updated to include CLASS I and CLASS II categories and updating requirements, then referenced throughout document • Updated Child Product requirements • Inclusion of Toll/Contract Manufactured products • References added to AP-D140 and AP-F003 • Re-submission reclassification • Introduction of Appendix D for updating existing / requesting new specifications • Appendix E updated to reflect all submission types
21	04-05-2016	• Document underwent major revision • New clauses 3.2, 8.2, 8.7 have been added • The previous clause on, and references to, System certifications has been deleted • ISO Guide 65 has been updated to ISO 17065 in clause 2 • Requirements for Record of Supply (former clause 13d &e have been removed
20	29-03-2011	• Adds a new clause 10.7a • Corrects availability information in 4a) iv) • Adds the new certification class Conditional – section 7.1d); “Approval” is changed to “Certified”
19	08-05-2009	• Corrects clause number references in 12.1c and 12.2a
18	06-01-2009	• New document format • Reflects the new technical requirements arising from APAS 66 meeting
17	02-04-2008	• Aligns Level 2 charges in Appendix D with D173
16	12-01-2008	• Clarifies the pricing policy for split fills – Note 11
15	12-12-2007	• Clarifies the pricing policy for product approvals which is now based on certificates issued
14	15-05-2007	• Enshrines the commitment of manufacturers to continuous improvement in clause 1.2