



AUSTRALIAN PAINT APPROVAL SCHEME TERMS OF REFERENCE OF THE APAS® TECHNICAL ADVISORY PANEL

1 SCOPE

- a) These Terms of Reference apply to the Technical Advisory Panel (ATAP) of APAS. They define the operation of the ATAP, its composition, roles and responsibilities.
- b) This document is 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.
- d) Use of APAS-related services or reference to them is restricted to financial Members of the Scheme. Contact the Executive Officer APAS (EO) for details of Membership.

2 AUTHORITY AND RESPONSIBILITY

- a) The EO is responsible for the implementation and adherence to the requirements of this document and for its content.

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 within this document shall apply:

- a) **Certification Scheme:** The Certification system related to specified products (Paint, Surface Coating Materials and Non-Paint Products) to which the same specified requirements, specific rules and procedures apply. APAS is the applicable Certification Scheme.
- b) **Invited Guest:** A person whom the ATAP or a Representative request be allowed to sit in on an ATAP meeting in accordance with the rules in 7.3 and 7.4.3 below.
- c) **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.
- d) **Observer:** A person whom a Representative request be allowed to sit in on an ATAP meeting in accordance with the rules in 7.3 below.
- e) **Proxy:** A person nominated by a Representative to represent them at ATAP meetings due to an inability to attend.
- f) **Representative:** A person nominated by a Member organisation to represent them at ATAP meetings.
- g) **Scheme Owner:** The organisation responsible for developing and maintaining the certification scheme. CSIRO is the APAS Scheme Owner.
- h) **Secretariat:** The organisation that provides administrative support and other resources necessary

to keep the Certification Scheme functioning. The Secretariat is vested in CSIRO.

- i) **Working Committee:** A body of one or more persons subordinate to and nominated by ATAP to explore matters under discussion more in depth than able to by the ATAP. Its members may comprise people from different CSIRO divisions or companies that are collaborating on a project that require their particular expertise or time. A working committee nominated by ATAP is allowed to sit in on an ATAP meeting in accordance with the rules in 7.3 and 7.4.3 below.

3.2 Acronyms

APAS	Australian Paint Approval Scheme
ATAP	APAS Technical Advisory Panel
CSIRO	Commonwealth Scientific and Industrial Research Organisation
CVS	CSIRO Verification Services
EO	Executive Officer, APAS

4 REFERENCED DOCUMENTS

- a) The following standard is referenced in this document:
 - i. **AS/NZS ISO/IEC 17065** - Conformity assessment: Requirements for bodies certifying products, processes and services.
- This document may be purchased through the Reference Standards Australia website:
<https://www.standards.org.au/>
- b) The following APAS documents are referenced in this document:
 - i. AP-D001 Rules Governing How APAS® Operates
 - ii. AP-D004 Rules Governing Appeals and Complaint Handling
 - iii. AP-F019 Application for APAS® Technical Advisory Panel (ATAP) Membership (Internal)

All APAS documents (except those deemed Internal) are available for download from the APAS and PCCP web sites: <https://vs.csiro.au/apas/documents/>

5 INTRODUCTION

- a) APAS is a pre-qualification Certification Scheme for paint, surface coating materials and non-paint products, such as glass beads. It is designed to give the greatest confidence to financial Members of the scheme (infrastructure owners/managers, industry stakeholders and industry aligned organisations) that their chosen product will achieve its designed service life when applied in accordance with the manufacturer's recommendations. The use of PCCP accredited applicators provides an additional level of assurance that coatings will be applied correctly and coupled with an appropriate quality assurance process, should minimise the risk of premature failure. The Australian community generally also benefits by better management of asset protection activities and reduced spending on maintenance activities.



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- b) Information about the history of the Certification Scheme can be obtained from the web site at <https://vs.csiro.au/apas/history/>
- c) Public documents related to the scheme can be downloaded from the website.
- d) APAS is managed and administered by CSIRO's Verification Services (CVS) group.
- e) For further information on the rules governing how APAS operates, refer to APAS document AP-D001.
- d) ATAP panellists must show a degree of diversity in relation to geographical locations, experience and skill set regarding relevant product knowledge.
- e) The ATAP shall be comprised of:
 - i. A maximum of six (6) Category A Panellists,
 - ii. A maximum of five (5) Category B Panellists, and
 - iii. An unlimited number of Category D panellists
- f) The composition of ATAP shall be such that among Category A Panellists, wherever possible, major users are represented (i.e., Defence, water industry, roads and transport).

6 ATAP ROLE

- a) ATAP is a technical advisory body constituted to assist the EO with the technical aspects of the Certification Scheme.
- b) The role and objective of ATAP is:
 - i. To provide financial APAS Clients and Members with confidence in APAS as a proven and effective outsourced product pre-qualification scheme.
 - ii. To assess on an ongoing basis, the composition of the ATAP so that it represents the legitimate technical interests of the industry and the community.
 - iii. To maintain its knowledge base and expertise in the technical area of paints and coatings accreditation systems so that APAS is continuously operating at its optimum efficiency and effectiveness.
 - iv. To periodically review the Certification Scheme, its operation and effectiveness, in achieving its aims and objectives. This review shall occur annually, typically in November or the last meeting for the year, in conjunction with the joint development panel.
 - v. Records of ATAP deliberations and decisions shall be kept as part of the routine Minutes of the meeting.
- g) The composition of ATAP shall be such that among Category B Panellists, subject to 7.1 e) ii) above, groups with a valid interest shall be invited to participate on ATAP.
- h) Membership of ATAP is restricted to organisations. Individuals cannot become panellists on ATAP.
- i) The EO shall establish and maintain a register of ATAP Panellists.
- j) The EO shall be an officer of CSIRO and an ATAP Panellist.
- k) ATAP shall choose from its membership a Chairperson whose roles and responsibilities are defined in clause 8 below.
- l) The ATAP Panellist's organisation has the right to nominate a replacement Representative at any time and shall do so in writing to the EO.
- m) Any ATAP Panellists, not being able to attend a scheduled meeting, shall be entitled to nominate a Proxy to attend on their behalf.
- n) Proxy nominations shall be forwarded to the EO in writing a minimum of five (5) working days prior to the scheduled date of the meeting.
- o) Acceptance of Proxy nominations shall be at the discretion of the EO.

7 ATAP COMPOSITION

7.1 General

- a) There shall be three (3) types of ATAP Panellist:
 - i. **Category A Panellist:** Representatives of APAS Members
 - ii. **Category B Panellist:** Representatives of industry stakeholder, industry aligned organisations, employer, professional or learned bodies or associations or training providers that create or support strategic partnerships or alliances that promote and uphold the ideals of APAS (rather than asset owner/managers), with significant interests in the surface coatings industry
 - iii. **Category D Panellist:** Temporary members under clause 7.3 below

Note 1: There is no Category C member to avoid confusion with PCCP's Category C (contractor) representatives.

- b) The process for becoming an ATAP panellist is as described in clause 7.5 below.
- c) Participation on ATAP is voluntary.

7.2 ATAP Membership Terms

- a) The term of ATAP membership for Category A Members shall be limited to the period that they are financial Members of APAS.
- b) ATAP Panellists from Category B:
 - i. May serve for a maximum period of two (2) years, at the conclusion of which they may re-apply for continuing ATAP membership; or
 - ii. May be reappointed for a further two (2) years at the discretion of the EO and ATAP chair.
- c) Acceptance of an application for renewal of ATAP membership by a Category B member shall require a unanimous vote by all Category A Panellists.

7.3 Temporary ATAP Members

- a) At times, depending on whatever specialist issue is under consideration by ATAP, it may become necessary to invite person(s) or committee(s) with special knowledge to contribute to the discussion. In addition to the currently registered ATAP Panellists, the following person(s) shall also be permitted to attend ATAP meetings subject to the rules contained in this document:



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- i. **Proxy:** refer 7.1m) and 7.1n) above and 7.4.3 below.
 - ii. **Observer:** refer 7.4.3 below.
 - iii. **Invited Guest:** refer 7.4.3 below.
 - iv. **Working Committee:** refer 7.4.3 below.
- b) *Observer* status is for personnel required to advise ATAP Panellists on specialist topics under discussion by ATAP.
 - c) *Invited Guest* status is for personnel invited by the ATAP Chair to advise ATAP on specialist topics under discussion by ATAP.
 - d) *Working Committee* status is for a body of one or more persons invited by the ATAP panel to advise on matters under discussion.
 - e) Requests for Observer attendance can come from any member of ATAP and must be made to the EO in writing at least three (3) weeks prior to the agreed ATAP meeting date.
 - f) Requests for Observer attendance shall include details of the proposed Observer – name, affiliation, reason for attendance and qualifications relevant to that reason. Such requests shall be put (electronically) to ATAP Panellists for a decision at least two (2) weeks prior to the agreed ATAP meeting date. The decision shall be made by a simple majority of ATAP Panellists at least five (5) working days prior to the meeting.
 - g) Requests for Working Committee attendance can come from any member of ATAP and must be made to the EO in writing at least three (3) weeks prior to the agreed ATAP meeting date.
 - h) Observers, Invited Guest(s) and Working Committee members may be present for either part or all of an ATAP meeting as decided by ATAP prior.
 - i) Observers, Invited Guest(s) and Working Committee members are not entitled to a vote.
- ii. Have a good knowledge of the important technical aspects of coatings related to typical major projects undertaken, and
 - iii. Have a belief in the positive value of third party (APAS) certification, and
 - iv. Support the role and objectives of the ATAP as defined in section 6 above, and
 - v. Have the support of their senior management. This support shall include meeting the financial costs associated with ATAP meeting attendance including time away from their normal role.

7.4.3 Criteria for Proxies, Observers, Invited Guests or Working Committee members

- a) In order to be eligible as either a Proxy, Observer, Invited Guest or member of a Working Committee, a person shall:
 - i. Either be an employee or officer of an APAS Member organisation or of an ATAP Panellist organisation, or
 - ii. Be a person with specialist knowledge, skills or experience of relevance to the issues necessitating their attendance but not necessarily an employee or officer of an APAS Member organisation or of an ATAP panellist organisation, or
 - iii. Be such other person deemed appropriate by ATAP, and
 - iv. Be capable of contributing positively for the betterment of the industry to the issue in question.

7.4.4 These are ideal criteria and are intended as a guide for ATAP Panellists in approving a nominated Proxy, Observer, Invited Guest or Working committee.

7.4 Participation Criteria

7.4.1 General Criteria

- a) All Proxies, Observers, Invited Guests and Working Committee members shall be well briefed as to recent meetings, discussions and decisions relevant to issues to be discussed at the next meeting. For Proxies and Observers, responsibility for the briefing shall lie with the ATAP Panellist; for Invited Guests and Working Committee members, with the EO or ATAP Chairman, as agreed.
- b) All Proxies, Observers, Invited Guests and Working Committees shall be well briefed as to the Commercial-in-Confidence requirements of discussions engaged in, prior to, during and after the ATAP meeting. The EO shall obtain their (verbal) agreement to abide by these principles.

7.4.2 Criteria for Representatives

- a) In order to be eligible as a Representative, the nominated person shall:
 - i. Have regular and close involvement in the specification, selection and use of coatings and/or painting contractors, and

7.5 Membership Process

7.5.1 Category A Panellists

- a) Upon being accepted as financial APAS Members, the EO shall offer the Member a seat on ATAP subject to restriction in 7.1 e) i).
- b) Should there not be a Category A vacancy and the new Member is willing to take up a seat, the EO shall maintain a Waiting List and make offers of a seat in order of receipt of application.

7.5.2 Category B Panellists

- a) Applications for membership of ATAP can come from:
 - i. Direct from the applicant organisation
 - ii. The APAS Member, ATAP Member or accredited contractor community
 - iii. An agreed resolution of the ATAP having identified a potential ATAP panellist who would contribute positively to APAS and ATAP.
- b) Applications shall be on the appropriate form (APAS Document AP-F019, available from the EO by request) and shall be considered by ATAP at the next scheduled meeting, subject to restriction in 7.1 e) ii).



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7.5.3 *Post-Application Activities*

- a) Applications for ATAP membership shall be considered by ATAP either at a scheduled in-person meeting or via a virtual meeting.
- b) Following ratification by ATAP, an offer of an ATAP seat shall be made in writing by the EO on the recommendation of the ATAP.

7.6 Rules for the Conduct of ATAP Meetings

7.6.1 *General*

- a) ATAP meetings shall be held a minimum of twice per year.
- b) The dates for the next year's ATAP meetings shall be decided either at the final meeting of the year or subsequent to that meeting. In the latter case, the EO and ATAP Chair shall liaise to align with industry stakeholder events, where possible, and advise the agreed dates prior to the end of the year.
- c) A quorum is set at 50% of Category A and B Panellists plus an additional member.
- d) Issues for consideration by ATAP can come from:
 - i. Specific requests from ATAP Panellists
 - ii. Specific requests from the EO, some of which may originate outside ATAP membership
- e) The Agenda for the meeting shall typically be comprised of the following agenda items:
 - i. Welcome, attendance and apologies
 - ii. Confirmation of the Agenda
 - iii. Acceptance of the Minutes of the previous meeting
 - iv. Review of any actions arising
 - v. EO Report
 - vi. Business with Notice
 - vii. Business without Notice
 - viii. Date of next meeting
- f) Wherever practicable, six (6) weeks prior to the meeting date the EO shall issue a Notice of Meeting to Panellists together with a Draft Agenda and a request for any Business with Notice.
- g) All requests for Business with Notice shall be accompanied by a Briefing Paper from the proposer, giving members details of the background to, and reasons behind, the issue. It shall also include an appropriately worded Resolution for ATAP voting.
- h) Submissions under 7.6 g) above shall form part of the Agenda Papers distributed to members.
- i) Agenda Papers shall be distributed electronically to members wherever practicable three (3) weeks prior to the meeting date.
- j) The ATAP meeting agenda, any agenda papers, meeting minutes and discussions during the meeting are strictly Commercial-in-Confidence and are not to be divulged to or at any time discussed with persons other than ATAP Panellists.
- k) The ATAP Chairman shall chair the meeting and the EO (or nominated representative) shall take the Minutes.
- l) The EO shall chair the meeting in the absence of the ATAP Chairman and a nominated representative shall take the Minutes on behalf of the EO.

- m) Minutes of the meeting shall be distributed (as Unconfirmed) wherever practicable within at least four (4) weeks of the date of the meeting to all registered ATAP Panellists. Minutes shall not be sent to Proxies, Observers, Invited Guests or Working committee members.
- n) Minutes are subject to the Commercial-in-Confidence rules stated in clause 7.6 j) above and are not to be distributed outside ATAP membership.
- o) Upon a request from an ATAP Panellist, the EO shall provide a meeting summary that may be distributed to others outside of the ATAP. This summary shall have all sensitive, commercial-in-confidence matters removed or de-sensitised.
- p) ATAP Panellists shall use all available and appropriate resources to promote the benefits of participation in APAS both within their organisations and to the wider community of stakeholders, industry and the general public.

7.6.2 *Extraordinary Meetings*

- a) Extraordinary meetings of ATAP may be called by the EO or by a majority of ATAP members.
- b) ATAP members shall agree on whether an in-person meeting is required or whether a virtual meeting will suffice.
- c) An Extraordinary ATAP meeting shall be called by the EO whenever there are technical issues of sufficient gravity and urgency to warrant ATAP Panellists incurring costs to attend the meeting.
- d) A formal agenda for an Extraordinary meeting is not required. However, the Notice of meeting shall include details of the issues that resulted in the call for the meeting (Briefing Paper).
- e) The EO shall schedule the Extraordinary meeting no more than two (2) weeks from the date of receipt of the Briefing Paper related to the issues.
- f) Clauses 7.6.1 k) to m) shall apply to these meetings.

7.7 Voting at ATAP Meetings

- a) The resolution of issues placed before the ATAP shall, wherever possible, be resolved by mutual consensus for the betterment of the industry.
- b) Where mutual consensus is not possible a vote shall be held.
- c) Each Category A and B ATAP Panellist present shall have only one vote.
- d) Category D attendees shall not be entitled to a vote.
- e) The EO shall not be entitled to a vote except in the condition described in 7.7 g) below.
- f) In the event of a tied vote, the Chair shall hold the casting vote and it shall be in favour of the status quo.
- g) In the event that an issue has the real or anticipated potential to impact negatively on CSIRO's name, business or reputation or places CSIRO in a conflict of interest situation, the EO shall have power of veto over the issue.
- h) Prior to a vote, the EO or any Panellist can request that the vote be conducted by secret ballot.
- i) The EO shall not be entitled to vote in a secret ballot and as such shall act as the vote coordinator.



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7.8 Resignations and Removals from ATAP

- a) Resignations from ATAP can be either:
 - i. Member initiated, or
 - ii. ATAP initiated including the EO
- b) ATAP Panellist-initiated retirements can be due to internal changes that mean ATAP membership is no longer relevant to the member.
- c) ATAP initiated removal of a member can be due to any of the following:
 - i. Failure to maintain its status as a financial Member of APAS
 - ii. Any breach of the rules governing how APAS operates that can be attributed to the member
 - iii. Failure to attend two (2) or more consecutive ATAP meetings
- d) Resignations from the ATAP under 7.8 a) i) above shall be made in writing to the EO.
- e) Resignations from the ATAP under 7.8 a) ii) above shall have first gone through the APAS Appeals and complaint handling process, refer to APAS document AP-D004.
- f) Nominations for replacement Category A or B representative shall be ratified by ATAP before the new representative can assume their seat.

8 CHAIRPERSON

8.1 Role

- a) To maintain a watching brief on technical aspects of the Certification Scheme and ensure it meets its role and objectives, and
- b) To work with the EO to ensure the Certification Scheme delivers to Members technical outcomes providing the required level of confidence in the scheme, and
- c) To conduct meetings of ATAP in a professional and thorough manner in accordance with good meeting practices, and
- d) To liaise with the EO, as required, prior to and after the ATAP meetings to ensure ATAP members have access to all necessary information and are satisfied with the process.

8.2 Selection

- a) The Chairperson shall be chosen by the members of ATAP and be appointed for a maximum two (2) year term (the Term of Office).
- b) The Chairperson shall not serve more than two (2) consecutive terms of office unless an extension to the term is agreed upon unanimously by the panel.

**AUSTRALIAN PAINT APPROVAL SCHEME
TERMS OF REFERENCE OF THE APAS® TECHNICAL ADVISORY PANEL****9 APPENDIX A****Document History**

Status: Current
Version: 6
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Document Version No.:	Date Published:	Summary of Changes:
6	03-03-2022	<ul style="list-style-type: none">Updated document to be more inclusive of Members as well as Clients, specifically in clauses 3.1 c), 5, 6 and 7.1
5	11-06-2021	<ul style="list-style-type: none">Updated APAS website details within documentFurther defined clause 1 b) Scope
4	20-10-2020	<ul style="list-style-type: none">Addition of Appendix A Document History and removal of the Editorial Note previously used in document versionsDocument brought in line with requirements of AS/NZS ISO/IEC 17065Updated definitions and references in line with the certification schemeUpdated internal document references, acronyms and website detailsFormat update, where applicableRe-ordered clauses to best reflect documentMinor updates of clauses 1, 3, 4, 5, 6, 7, 8
3	15-09-2020	<ul style="list-style-type: none">Format update, where applicable, specifically the addition of "People + Product = Protection" to Footer
2	11-03-2020	<ul style="list-style-type: none">Updated document to the current formatGeneral update to reflect current APAS-ATAP practices and amends a number of clauses as a minuted agreed outcome of the ATAP meeting 13/11/2019
1	16-11-2016	<ul style="list-style-type: none">Amended meeting frequency in accordance with APAS75 (clause 7.6.1a) and adds control over Extraordinary meetings in 7.6.2
0	20-07-2016	<ul style="list-style-type: none">Original version of this document (formerly AP-D113) underwent a major review and renumbered to align with its PCCP equivalent