TERMS OF REFERENCE FOR THE APAS® CERTIFICATION SCHEME

1 SCOPE

a) These Terms of Reference have been developed in order to establish the administration and management principles and practises that define the operation of the Australian Paint Approval Scheme (APAS®, the Certification Scheme), its structure, role 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.

2 AUTHORITY AND RESPONSIBILITY

a) The Executive Officer (EO) - APAS is responsible for the content of this document and for ensuring compliance to the requirements of this document.

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) **Certification Body:** Third-party conformity assessment body operating the certification scheme. APAS and CVS are Certification Bodies.
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) **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).
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) **Contract Manufacture:** An arrangement whereby a contracted third-party uses its own plant, specialised equipment, labour source, organisational model and sourced and supplied raw materials, in conjunction with the Client's intellectual property, to manufacture finished product on behalf of the company, for a fee. A Contract Manufacturer must be a Recognised Manufacturing Unit.
g) **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.
h) **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).
i) **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.
j) **Scheme Owner:** The organisation responsible for developing and maintaining the certification scheme. CSIRO is the APAS Scheme Owner.
k) **Secretariat:** The organisation that provides administrative support and other resources necessary to keep the Certification Scheme functioning. The Secretariat is vested in CSIRO.
l) **Toll Manufacture**: An arrangement whereby the Client sends its intellectual property and raw materials to a contracted third-party, who supplies the plant, specialised 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

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
VSA	Verification Services Agreement

4 INTRODUCTION

a) For information about the history of APAS, refer to the APAS website: https://vs.csiro.au/apas/history/
b) For information about how to become a member of APAS, refer to APAS document AP-D150.
c) For information about how product manufacturers may participate in APAS, refer to APAS document AP-D177.
d) For detailed information on how the product certification process operates, refer to APAS document AP-D192.

e) APAS (the Certification Scheme) is administered by the CSIRO (Scheme Owner).
f) CSIRO Verification Services (CVS) provides the daily management activities and resources necessary to maintain APAS activities (the Secretariat).

5 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-D003 APAS Schedule of Fees
iii. AP-D006 Terms of Reference of the APAS® Technical Advisory Panel
iv. AP-D114 Rules Governing APAS® Recognition as a Testing Authority
v. AP-D150 Rules Governing How Specifying Organisations become Members of APAS®
vi. AP-D177 Rules Governing How Product Manufacturers Participate in APAS®
vii. AP-D192 Rules Governing the APAS® Product Certification Scheme

All APAS documents are available for download from the APAS website: https://vs.csiro.au/apas/documents/

6 STRUCTURE OF APAS

6.1 General

a) APAS, where practicable, is structured to meet the compliance requirements of AS/NZS ISO/IEC 17065.
b) CVS operates several product certification and accreditation schemes and does not undertake any product conformity testing.
c) The CVS Advisory Panel oversees each scheme to ensure continuing compliance with the requirements of AS/NZS ISO/IEC 17065.

6.2 Participant Types

a) APAS is comprised of three types of organisations:
i. **Members:** refer to clause 3.1 g) for definition.
ii. **Clients:** refer to clause 3.1 d) definition; organisations that do not directly make use of the scheme but supply products to be used by the Members. Clients are predominantly paint and surface coating material manufacturers and/or have their products Contract/Toll manufactured through an existing RMU. Refer to clause 3.1 i) for RMU definition. There are also Clients who supply (but do not manufacture) non-paint products such as glass beads. Clients are historically known as Suppliers.
iii. **Secretariat**: refer to clause 3.1 k) for definition.

7 APAS SPECIFICATIONS

7.1 General

a) APAS has established and maintains a library of performance specifications against which certification of a product can be sought, thereby becoming a Certified Product.
b) Specifications are predominantly for, but not limited to, the benefit of paint and surface coating product manufacturers – they define the minimum performance properties that the formulation must be able to achieve.
c) Copies of APAS specifications may be obtained from the APAS website:
https://vs.csiro.au/apas/specifications/

7.2 Specification Establishment and/or Changes

a) Requests for the development of new specifications and/or amendments to existing specifications can come from any of the three Participant Types – Members, Clients (via their nominated APAS Signatories) or the Secretariat
b) New specifications shall be in the common format.
c) Draft new specifications and/or amendments shall be developed by the originator or the Secretariat, as agreed.
d) Once the draft is essentially complete, the EO shall circulate a copy initially to APAS Officers for a peer review followed by the APAS Technical Advisory Panel (ATAP) review.
e) All comments received within the comment period shall be considered equally and impartially by the EO and, where judged by the EO to be valid, shall be incorporated into the draft specification.
f) After the final review period, the EO shall publish the new or amended specification on the APAS website and advise interested parties as appropriate.
g) For further information on how to request a new specification and/or changes to an existing specification, refer to APAS document AP-D192 Appendix D1 and D2.

7.3 Specification Review

a) Specifications shall be periodically reviewed for accuracy and technical relevance. The EO shall be responsible for initiating such reviews.
b) The ATAP shall be part of the review process and records of review decisions shall be kept with Minutes of ATAP meetings.

c) Review periods shall be not greater than seven (7) years following the current specification issue date wherever practicable.

8 APAS TECHNICAL ADVISORY PANEL

a) The overall policy and direction of APAS is determined by a panel comprised of individuals from the Members and Secretariat Participant Types.
b) Called the APAS Technical Advisory Panel (ATAP), the Terms of Reference of the ATAP are documented in APAS document AP-D006.

9 RESOURCES FOR EVALUATION

9.1 General

a) AS/NZS ISO/IEC 17065 requires that appropriately accredited and experienced bodies undertake evaluations for conformity to Certification Requirements in relation to the testing of the product requiring certification.
b) When APAS, as a Certification Body, performs evaluation activities, they rely on the results generated through these testing authorities in the overall process of evaluation.
c) Some CVS Certification Schemes require that the manufacturer and the testing body are independent of each other. However, since the 1970's, APAS has allowed the Client to test their own products and report the results obtained.
d) For the purposes of AS/NZS ISO/IEC 17065 compliance, APAS considers Client RMU testing facilities to be equivalent to an External Resource for evaluation purposes, having met the criteria for recognition as a testing authority. Where the RMU does not have the capability to test its products in-house, testing must then be sent to a specialist laboratory (having also met the criteria for recognition as a testing authority) for evaluation and results reported to the Client and APAS.
e) Within the APAS Certification Scheme, External Resources utilised for testing purposes are referred to as an Agency for Conformity Evaluation (ACE).
f) CVS is independent of any testing for conformity. In order to provide credible evidence of conformity, it is necessary to establish rules governing bodies wishing to undertake such testing activities. These rules are set out in APAS document AP-D114.

9.2 ACE Applications

a) The EO is responsible for assessing ACE applications for compliance to criteria and for establishing and maintaining a register of ACEs.
b) Existing RMUs are exempt from applying for ACE status and are considered ACE retrospectively under clause 11 of APAS document AP-D114.
c) Only organisations complying with the criteria detailed in APAS document AP-D114 are eligible to apply for Recognition.

10 RULES GOVERNING APAS OPERATION

a) The rules, policies and procedures under which APAS operates, as the Certification Body, shall be non-discriminatory and shall be administered in a non-discriminatory manner.
b) APAS requires that APAS Certified Products (paint and surface coating materials) are only made in manufacturing units recognised by APAS as complying with the minimum standards listed in the above documents.
c) Rules governing product manufacturers who choose to participate in the Certification Scheme are detailed in APAS document AP-D177.
d) Rules governing Members of the Certification Scheme are detailed in APAS document AP-D150.
e) Rules governing product certification are detailed in APAS document AP-D192.

11 COMPLAINTS AND APPEALS

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

12 FINANCE ARRANGEMENTS

12.1 General

a) APAS receives no external funding, for example from government appropriations, and as such relies on internal revenue generation to cover costs.
b) CSIRO believes that APAS provides a national interest service.
c) CSIRO chooses to support APAS as a cost-recovery-plus operation.
d) The financial arrangements for APAS are commercial-in-confidence to CSIRO only and outside the scope of the Certification Scheme itself.

12.2 Member Costs

a) The existence of APAS enables Clients and Members to outsource their product qualification activities to CSIRO. As a direct result, Members save on the staffing, resources and infrastructure necessary to maintain product qualification services for their organisation.
b) Consequently, as primary financial beneficiaries of APAS, Clients and Members share the cost of running APAS through the payment of annual subscriptions.

c) CSIRO sets annual Membership subscriptions according to the type and size of the organisation and the extent to which use is made of APAS.

12.3 Client Costs

a) APAS provides various services to Clients:
   i. Product Certification Services
   ii. Site Audit Services
b) Product Certification Services are undertaken by the Secretariat. Site Audit Services are undertaken by the Secretariat and/or its nominated agents.
c) APAS applies standard fee-for-service charges as appropriate, and these are detailed in APAS document AP-D003.

12.4 Invoicing Process

a) CSIRO requires that a legal Agreement exists between Clients and Members of APAS and CSIRO before any work can be undertaken and invoicing can take place.
b) The EO will prepare and issue a Verification Services Agreement (VSA) to APAS Clients and Members at the commencement of a (normally) three-year period.
c) Appended to the Agreement will be a Service Schedule detailing the nature of the Service to be provided, the Deliverables to be expected and the cost to be applied.
d) Clients and Members wanting APAS to perform one or more of the Services over the period of the Agreement will need to sign the Agreement and return it to CSIRO Contract Management.
e) No work will be carried out where there is no signed Agreement.
f) Requests for Services to be performed need to be in writing to the EO (hardcopy or electronic mail).
g) At the completion of the requested work, an invoice will be raised in accordance with the current version of the APAS Schedule of Fees.
h) The Schedule of Fees can be modified by the EO at any time during the period of the Agreement. At least one (1) months' notice of a change to the Schedule of Fees shall be given.

TERMS OF REFERENCE FOR THE APAS® CERTIFICATION SCHEME

13 APPENDIX A

Document History

Status: Current
Version: 9
Date Published: 03-03-2022

Document Version No.:	Date Published:	Summary of Changes:
9	03-03-2022	• Updated document to be more inclusive of Members as well as Clients, specifically in clauses 3.1 g) and 12
8	11-06-2021	• Updated APAS website details within document • Further defined clause 1 b) Scope • Removed reference to ISO Guide 65 from clause 6.1 a) • General format changes
7	05-11-2020	• Name change from *APAS Terms of Reference for the scheme* to *Terms of Reference for the APAS® Certification Scheme* • Addition of Appendix A Document History and removal of the Editorial Note previously used in document versions • Updated document to the current format • Document brought in line with requirements of AS/NZS ISO/IEC 17065, specifically clause 9 • Updated definitions and references in line with the certification scheme • Updated internal document references, acronyms and website details • Addition of “People + Product = Protection” to Footer
6	01-10-2010	• Changed references to RACE to RTA in line with current preferences
5	05-01-2009	• New CVS format, combines elements of the previous APAS D112 document and others so to centralise information about the operation of the scheme
4	25-09-2006	• Wording changes
3	21-12-2005	• Format update