AP-D192: Rules governing the APAS Product Certification Scheme

1. Scope

a) This procedure establishes the rules governing how the APAS® Product Certification scheme operates.

b) This procedure applies to the Australian Paint Approval Scheme (APAS), under CSIRO Verification Services (CVS), a division of Infrastructure Technologies (InfraTech), Science Connect.

c) These rules have been developed in order to establish the administration and management principles governing the operation, roles, and responsibilities of the APAS.

d) This procedure is prepared in a manner compliant with the requirements of AS/NZS ISO/IEC 17065.

e) 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) When considering this procedure, the following applies:

i. The CVS Group Leader, CVS Executive Officer, and APAS Executive Officer (EO) are responsible for the content of this procedure.
ii. The APAS EO is also responsible for ensuring compliance to and maintenance of this procedure.
iii. Personnel with the authority to carry out activities related to the content of this procedure in the course of their daily activities are responsible for adhering to all the applicable requirements of this procedure.

3. Definitions and Acronyms

3.1 Definitions

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

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.
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.

3.2 Acronyms

ACE	Agency for Conformity Evaluation
APAS	Australian Paint Approval Scheme
AS/NZS	Australian and New Zealand Standard
ATAP	APAS Technical Advisory Panel
CoPC	Certificate of Product Conformity
CSIRO	Commonwealth Scientific and Industrial Research Organisation
CVS	CSIRO Verification Services
EO	Executive Officer, APAS
InfraTech	Infrastructure Technologies
ISO/IEC	International Organisation for Standardisation and International Electrotechnical Commission
MCR	Manufacturer's Colour Range
NVCM	Non-Volatile Content by Mass
NVCV	Non-Volatile Content by Volume

PDS	Product Data Sheet
PT	Proficiency Testing
RMU	Recognised Manufacturing Unit
RR	Recognised Reseller
SDS	Safety Data Sheet
TDS	Technical Data Sheet
VOC	Volatile Organic Compound

4. Referenced Documents

a) The following standards are referenced in this procedure:

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/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.

iv. **The Therapeutic Goods (Poisons Standard - June 2024) Instrument 2024 ^**: Part 2: Controls on Substances, Division 9 - Paint or Tinters

NOTE ^: This document is subject to change – please refer to the Australian Government Federal Register of Legislation website for this or any repealed information:
Federal Register of Legislation - Therapeutic Goods (Poisons Standard—June 2024) Instrument 2024

b) The following APAS documents and forms are referenced in this procedure:

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 Product Manufacturer participation 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
xix. AP-F014 APAS Certification Evaluation, Review and Determination Checklist (Internal)
xx. AP-M001 APAS Operations Manual (Internal)
xxi. CQ-M001 InfraTech Business Manual (Internal)
xxii. VS-D001 CVS Impartiality Policy
xxiii. VS-M001 CVS Operations Manual (Internal)

All APAS documents (except those marked Internal) are available for download from the Document Section of the APAS website.

c) For information about:

i. the history of APAS, refer the APAS website: APAS History;
ii. how product manufacturers may participate in APAS, refer to APAS document AP-D177;
iii. how to become a Member of APAS, refer to APAS document AP-D150.

5. Conformity requirements

5.1 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) The Certification Body shall always fulfil the legal, contractual, impartiality, liability and financing, non-discriminatory and confidentiality requirements as set out in the InfraTech Business Manual (CQ-M001), the CVS Operations Manual (VS-M001), the APAS Operations Manual (AP-M001) and the CVS Impartiality Policy (VS-D001).

d) If the certification applies to ongoing production, the Certified Product shall continue to fulfil the Product and Certification Requirements.

e) The Client shall make all necessary arrangements for:

i. 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, and
ii. investigation of complaints, and
iii. participation of observers (if applicable).

f) Products for certification shall comply with all three separate requirements: 5.2, 5.3 & 5.4 below.

g) Products for certification shall also comply with any additional requirements stipulated in the relevant APAS specification(s).

5.2 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.

5.3 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.

5.4 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.

6. Product conformity

6.1 Classes of conformity

APAS has two classes of product conformity:

a) **CLASS I:** Products that have been made in an RMU(s), tested, and found to comply with the requirements of the relevant APAS specification(s). They shall 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 7.4 below).
ii. **CLASS II** conformity can be granted where long-term test results, such as resistance to natural weathering for protective coatings materials or field-testing of pavement marking materials etc, 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 by three (3) months of the certification expiration 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 as stated in the specification(s).
v. Certificates will be endorsed **CLASS II** and have an expiration date equal to the due date for the additional evidence.

6.2 Period of conformity

a) Issued **CLASS I** and **CLASS II** Certificates of Product Conformity (CoPC) for paint, surface coating and liquid waterproofing products (new submissions and resubmissions) shall be for a period **not greater than seven (7) years**.

b) Issued **CLASS I** and **CLASS II** CoPC for glass beads as used in pavement marking materials (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 CoPC may have a two (2) year period of Conformity instead of seven (7) years.

7. Certification process

7.1 General requirements

a) All submissions for product certification shall only come from the Client, except as per 7.1 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 product standards, application may be made by the local agent or importer provided that the evidence of conformity to certification requirements comes from an authority complying with APAS document AP-D114.

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 for surface coating products, AP-D200 for glass beads and AP-F006 or AP-F007 for waterproofing products).

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 Appendix D for further information.

7.2 Submission and review

a) All submissions for product conformity shall comply with all relevant parts of clause 7 of this document.

b) Submissions shall be made electronically directly 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's product complies with these requirements. No submission shall be made for products that do not comply (see 5.2 b) above).

d) The EO and/or CVS personnel 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 that abide by the Certification and Product Requirements of this document (AP-D192) and the current and relevant APAS specification(s) 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 and/or CVS personnel 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, provided the Client agrees to the associated additional cost and records are maintained accordingly.

7.3 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 tint bases, ready-mixed colours etc., where applicable.
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 paint and surface coating products (RMU); AP-D140 for paint and surface coating products (Reseller); AP-D200 for Glass Beads; AP-F006 for Liquid Waterproofing Membranes or AP-F007 for Waterproofing Sheet Membranes, Damp Proof Course and Flashing]:

1. Showing the details of the formulation including the manufacturer's product reference (number and/or name), where applicable.
2. Full traceability on the formula used to test for compliance and included in the submission is required. Refer to **NOTE** below.
3. Density, Non-Volatile Content by Mass: (NVCM), Non-Volatile content by Volume (NVCV) and Volatile Organic Compounds (VOC) figures shall be stated (where applicable). The density and NVCM 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 and/or AP-F006.
4. Where the product is a two-part product, an AP-D139 and/or AP-D140 and/or AP-F006 form for **each** part shall be submitted in addition to an AP-D139 and/or AP-D140 and/or AP-F006 form for the **combined** parts in the appropriate ratio. This may be prepared based on theoretical calculations.

NOTE: The AP-D139, AP-D140 and AP-F006 application forms are primarily intended for paint, surface coating and liquid waterproofing products, and the AP-D200 and AP-F007 forms are primarily intended for glass beads and sheet membranes, damp proof course and flashing products.

Where products other than paint, surface coating, waterproofing and glass beads are being applied for, a ruling from the EO needs to be obtained as to whether an AP-D139, AP-D140, AP-D200, AP-F006 or AP-D007 (or modification thereof) form is required.

iii. **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 (or more) product, an AP-D182 form for **each** part shall be submitted in addition to an AP-D182 form for the **combined** parts in the appropriate ratio.

iv. **A quality control test schedule:**

Detailing the RMU's proposed QC tests, including all parameters and result range, which is used for every batch produced. The RMU's schedule of tests and limits shall be allowed subject to the approval of the EO.

v. **A comprehensive test report:**

Also refer to clause 10 of APAS document AP-D114 for further information.

1. Detailing batch number(s) and manufacturing date(s) of materials under test, including any samples of aged materials used for stability testing.
2. Reference shall 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. Detailed evidence that the product being submitted for certification meets the requirements for certification laid down in the relevant APAS specification(s), paying attention to the Product Approval Requirements and Table 1 requirements of that specification(s), also refer to clause 7.5 below.
5. 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. **One prepared sample:**

1. If the submission is for a paint, surface coating or liquid waterproofing product, then a panel sample (150 x 75mm) of the coating showing the colour, finish and general appearance of the product is required to be supplied. This panel can be in the form of a draw-down card (architectural and decorative coatings), aluminium or steel (industrial, flooring, protective coating and waterproofing).
2. If the submission is for glass beads, sheet membranes, damp-proof courses and flashings, thermoplastics, or cold applied plastics, a small representative sample shall be provided. This should be prearranged with the APAS EO and supplied either at the time of or before the submission receipt.

vii. **A technical or product data sheet (TDS/PDS):**

1. Directly applicable to the submission product(s).
2. That has been produced within the last five (5) years (as of date of submission), typically signified by the document being dated accordingly.
3. With information accurately reflected in the completed AP-D139 / AP-D140 / AP-D200 / AP-F006 / AP-F007 and AP-D182 forms.

viii. **A current safety data sheet (SDS) for the Product(s):**

1. This can be either a physical hardcopy (electronic) or a statement as to where on the internet a copy 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:
   Preparation of safety data sheets for hazardous chemicals - Code of Practice

ix. **A container label for the product:**

1. May be in the form of an actual label, a colour copy, or an electronic file.
2. Clearly stating the brand owner of the product.
3. Clearly stating its name, pack size and mix ratio (where applicable).
4. RMU Labelling requirements - the product label shall comply with one of the following options:

   i. Clearly stating the specific Australian or international location of manufacture of the product (RMU address) and general business telephone number. If the product is produced in more than one RMU or by Toll/Contract manufacturing, then the **primary** Australian or international RMU shall be nominated (**not** an office location) and/or the Toll/Contact manufacturing address given with the brand owners name and local general business telephone number stated.

   Or

   ii. Clearly stating the RMU code number and general business telephone number. The RMU code is located on the Certificate of APAS Accreditation under "Category." If the product is produced in more than one RMU or by Toll/Contract manufacturing, then the main Australian or international RMU code shall be nominated (**not** an office location) and/or the Toll/Contact manufacturing RMU code given with the brand owners local general business telephone number stated.

   Or

   iii. APAS is supplied with full details of each RMU the specific product is produced in whereby APAS will allocate specific RMU and site coding to the product for identification purposes on the APAS database and online List of Approved products. The details supplied to APAS are done so confidentially, and the coding allocated to the product is for use internally and not available externally. Any public inquiries regarding coding will be deferred directly to the Client.

5. Clearly stating batch number, manufacture date and expiry date (where applicable).
6. If the product is deemed **hazardous**, the label shall **depict**:

   i. All relevant hazard pictograms consistent with the correct classification of the chemical(s) as per the associated SDS.
   ii. The identity and proportion of each hazardous ingredient, located on the associated SDS, as per Schedule 8 of the Model Work Health and Safety Regulations 9 December 2019 Model Work Health and Safety Regulations.
   iii. Any hazard statement, signal word and precautionary statement consistent with the correct classification of the chemical(s) as per the associated SDS.
   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 as per the associated SDS.

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, an image 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.

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 7.10 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 7.10 a), b) ii. (Client) and c) ii. (Recognised Reseller), 8 and 9, 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 or two (2) x 500 g Retention Samples of the product **shall** be kept by the Client for a minimum of two (2) years.

NOTE: APAS may, at its discretion, request that the Client sends FIS CSIRO Clayton North Victoria sample(s) (known as Wet Samples for paint, surface coating and liquid waterproofing products or Solid Samples for products like CAP and Thermoplastic pavement marking materials or sheet membranes, damp proof course and flashing materials) for the purposes of laboratory evaluation to verify some or all physical and/or chemical properties. The product shall be sampled in line with the requirements of the APAS specification for testing purposes, be representative of the batch from which it has been obtained, with the required quantity of

sample communicated to the Client by the APAS EO. Standard applicable testing fees shall apply, **are payable by the RMU** and shall be agreed upon prior to the commencement of any testing.

7.4 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 7.3 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.

7.5 Requirements for compliance reports

a) In order to satisfy clause 7.3 a) v. (comprehensive test report) above, the compliance report needs to satisfy certain criteria:

i. except for requirement 7.5 a) ii. below, 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, and
ii. a new ACE shall 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, and
iii. 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.

7.6 Submission declaration

a) 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, AP-D200, AP-F006 or AP-F007. The declaration asserts that:

i. all data on AP-D139, AP-D140, AP-D200, AP-F006 or AP-F007 form(s) is true and correct, and
ii. the formulation complies with the requirements of the AP-D123, and
iii. the Client and RR (where applicable) accepts and will abide by all rules, practices and process appertaining to the Certification Scheme.

7.7 Conformity evaluation activities

a) An APAS and/or CVS personnel shall be assigned to process and evaluate the product submission.

b) APAS and/or CVS personnel shall undertake all aspects of the certification process confidentially, impartially, and non-discriminatorily.

c) An APAS and/or CVS personnel shall **evaluate** the evidence of conformity provided, the conformity requirements as documented in the APAS specification(s) applied for, and this clause 7.

d) An APAS and/or CVS personnel shall then be allocated to **review** all information and results related to the product evaluation and give their **recommendations** for a certification decision.

NOTE: Only a person **not** involved in the evaluation of the product certification can perform the review and determination of the certification decision. All results from evaluation activities, review and certification decision shall be documented and attached to the product file (refer to form AP-F014).

e) The certification shall be granted **provided that**:

i. all required elements as documented in this clause have been supplied (refer to clause 7.7 c) & d) above and NOTE below), and
ii. the ACE (test authority) complies with AP-D114, and
iii. the test results comply with the published APAS specification in all respects.

f) Where certification cannot be granted, the EO shall communicate all non-conformities to the Client and discuss future action required, 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.

NOTE: If there is any disparity between the SDS(s) and the product labelling, conditional certification may be granted dependent on the applicably updated information supply to APAS within eight (8) weeks of the conditional certification. If after this grace period the SDS and/or label information has not been updated accordingly, the product certification will be suspended form the List of Approved Products. If after an additional 4 weeks post-suspension the required information has not been supplied, the product certification will be permanently removed from the List of Approved Products and all applicable parties notified accordingly.

7.8 Granting a 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 wherever practicable. 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 7.7 d), 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/product information declared on the AP-D139, AP-D140, AP-F006 or AP-F007 application form for paint, surface coating and waterproofing products or AP-D200 for glass beads (and other non-paint products, where applicable).

d) The expiry date on a CoC for **CLASS I** certifications shall be in accordance with 6.2 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***. If a product fails to comply with the supply of long term durability or field-testing results within the CLASS II certification period, upon certificate expiry, the product will be removed from the List of Approved Products. This product can, at any stage, apply again for CLASS II status, in line with clauses 7.3 and 7.4, as part of a new product submission (**not** a re-submission) but is limited to one further submission post initial certificate expiration.

g) Changes to approved formulations shall be managed in accordance with clause 9 below if the APAS certification is to continue for the life of the certificate.

7.9 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.

7.10 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 7.3 a) i.) 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 certification), 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 7.3 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 certification), then clauses 8 and 9 of this document and APAS

document AP-D183 shall be followed closely. All requirements of clause 7.3 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 certification), then the following submission information is required:
      1. A completed "Application Form for Child Product Certification – Reseller" (APAS document AP-D140). This form shall 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 7.3 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 certification), then clauses 8 and 9 of this document and APAS document AP-D183 shall be followed closely. All requirements of clause 7.3 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 CoPC 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 CoPC.

7.11 Toll and/or 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 7.3.

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 shall hold RMU status for this to occur.

7.12 Certification of products produced in more than one 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 shall also prove that this product fulfils all of the requirements of APAS certification.

c) This additional RMU(s) shall supply all of the documentation as per clause 7.3 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.

8. Resubmission process

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

a) **MAJOR Resubmissions** are required where:

   i. **significant** formulation change(s) has been (or are about to be) made. Significant formulation changes shall immediately trigger a **MAJOR** Resubmission, and/or
   ii. the CoPC has been expired for more than three (3) months, and/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, and/or
   iv. the specification(s) the product is seeking certification to has undergone a technical review since the last time the product was submitted for certification.

b) **MINOR Resubmissions** are required where:

   i. **no significant** formulation change(s) have been made since the last submission, and/or
   ii. the CoPC is about to expire or has been expired for less than three (3) months, and/or

iii. the Client and/or RR require a Child Product to be certified, subject to compliance to 8 a) and b).

c) Clause 9 below details **Significant** formulation change controls.

d) CoPC expiry dates shall be in accordance with clause 6.2 above.

e) If a product certification has lapsed by three (3) months without a resubmission received by APAS during the lapsed period, the certification shall be terminated, the Client informed of the termination and the product removed from the Certified APAS Product List.

f) Clients may reapply for certification at any stage after product certification termination as a new submission.

8.1 Major resubmission

a) Paint, surface coating and waterproofing products – **MAJOR** resubmissions complying with 8 a) above shall also comply with all elements of clause 7.3 a) above.

b) If the specification(s) the product is seeking certification to has undergone a technical review since the last time the product was submitted for certification, then full laboratory testing (including any associated accelerated and storage stability testing) in line with the new specification requirements shall be undertaken as part of the submission process in line with clause 7.3 a) v.

c) Long term testing according to the newly revised specification will only be required if the products formulation has also undergone a significant change and/or there has been significant changes to the long term testing requirements of the specification(s) seeking resubmission to.

d) Where APAS agrees through comparison of the new and original AP-D139, AP-D140, AP-D200, AP-F006 or AP-F007 form(s) (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 6.2 above. A new CoPC will be issued for the new term of certification.

e) Non-paint products – **MAJOR** resubmissions shall comply with all of the elements of 7.3 a) (except iii. VOC declaration as is not applicable).

8.2 Minor resubmission

a) Paint, Surface coating and waterproofing products – **MINOR** resubmissions complying with 8 b) above shall also comply with clause 7.3 a) i. – ii. and vii – ix.

b) Where the certified product consists of a white (or primary base formulation) and several tint bases and/or ready mixed colours, 8.2 a) shall apply to the White (or primary base formulation) only. **MINOR** resubmissions for tint bases and/or ready mixed colours are not required, unless requested by the EO, for example (but not limited to), if the previous submission had supplied AP-D139, AP-D140 or AP-D200 forms for tint bases and ready-mixed colours, then these documents are required to be supplied in the current submission.

c) Where no product testing by APAS has taken place since the last submission, APAS may request the provision of a 500-1000 ml (Wet Sample) or 500 g – 1 kg (Solid Sample) sample of the product for testing to verify continuing compliance. The sample is to be sent by the Client FIS to CSIRO Clayton North Victoria. Standard applicable testing fees shall apply, **are payable by the RMU** and shall be agreed upon prior to the commencement of any testing with the RMU.

9. Changes to formulations

9.1 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, scarcely, or no longer available 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, waterproofing etc., shall 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 8.1 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.

9.2 Failure to notify

a) Where no significant changes have been made to a formulation, the CoPC has expired by more than three (3) 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 before or 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.

10. Supply and inspection

a) If requested by the Client and/or APAS, for example, for auditing quality control testing of a product (liquid or solid 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, and
ii. batch number or other identification, and
iii. date of manufacture, and
iv. APAS specification number(s) and endorsement that the batch had been manufactured to the formula approved by APAS, and
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 shall include all the other tests (and the results) detailed in the Clients own QC test schedule for the product, and
vi. a signed declaration that the batch met the quality control requirements of the APAS Specification.

c) All material supplied to an APAS specification shall 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 or Solid 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.

11. 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 NOTE below and Appendix A clause A3 below.

NOTE:

- Atmospheric exposure specimens shall be exposed in accordance with AS/NZS 1580.457.1 (Category 1).
- 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).
- The costs of panel preparation, transport, exposure, and reporting shall be borne by the Client.
- Where product certification is being sought by:
  - an overseas Client for a product intended only for overseas (Non-Australasian) use and not intended for exportation to Australia, or
  - an Australasian Client for a product intended for Australasian use

  sites of equivalent severity for testing shall be agreed upon on a case-by-case basis between APAS and the Client.

12. Submissions for manufacturer's colour range (MCR)

12.1 Architectural and/or decorative coatings

a) Where approval is being sought for a complete architectural and/or decorative colour range offering, the requirements of Appendix A below shall also apply.

b) These requirements are summarised in Appendix E below.

12.2 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.

13. Certification

13.1 Notification of certification

a) When APAS is satisfied that the submission has been made in accordance with clause 7 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) An attestation in the form of a CoPC will be issued to the Client and/or RR; the certificate will contain:

i. the name of the product(s), and
ii. the unique APAS database product ID number, and
iii. the Clients product reference number (if any), and
iv. the Parent Product code and description (Client) or Child Product code and description (Client and/or RR), and
v. the APAS specification number(s) (and version number of the specification) against which certification is granted, and
vi. a unique certificate number, and
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 clause 6.2 above

13.2 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 charge to all APAS Clients, Members and also members of the public: Certified APAS Products.

13.3 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 ensure that products with the required certification can be easily identified by the end users when and where they are being used.

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**, or
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."

13.4 Withdrawal of certification

a) The EO may withdraw certification for any product at any time in accordance with clause 14 below.

14. Process failure

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 8, 9 and 10 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 three (3) months of its expiry.
v. There has been a significant and prolonged breakdown in the Client's technical and quality control over the approved product.
vi. The original submission did not comply with the requirements of clause 7 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 indicated immediately on the APAS website by removal of the product from the Certified APAS Products List, and details of the certification withdrawal supplied in the **Industry News** Section of the website. APAS Members will also be notified immediately via the completion of the APAS form AP-D195. A copy of the form shall also be forwarded to the ATAP. Reinstatement of certification shall be at the discretion of the EO.

Appendix A Architectural and Decorative Manufacturer's Colour Range (MCR) certification

Some manufacturers of architectural and decorative paints use a system of tinting bases and machine colourants or tinters to achieve a wide range of colours.

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 (or primary base formulation).

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, and
ii. Opacity or Covering Power, and
iii. Gloss, and
iv. Colour-specific tests.

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, and
ii. Opacity or Covering Power, and
iii. Gloss, and
iv. Colour-specific tests.

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, shall 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.

c) MCR certification is typically restricted to architectural and decorative products due to the larger number of products that are available through tint base colouration and ready mixed colours. Consideration, however, may be given on a case-by-case basis by the EO for other product types (i.e., protective coatings) should sufficient evidence and justification for use be warranted.

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.
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.

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

A4. Components of the system

a) A submission for MCR Product certification shall comply with the following requirements, as summarised in Appendix E:

i. The White product (or primary base formulation) shall comply with all elements of 7.1, 7.2 & 7.3 a) above.
ii. Each **tint base** shall comply with 7.3 a) i., ii., v. and vi. (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 7.3 a) i., ii., v. and vi. The test report need only demonstrate compliance with clause A1 c) above.

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 may be considered if the following criteria is met:

1. **CLASS II Certification:**
   - evidence of satisfactory performance in an actual field situation (the case history) can be provided for a period **not less than 75%** of the specification durability requirement, for example, 4.5+ years of a 6 year durability requirement, and
   - the case history durability data complies with the requirements stipulated in clause B2. below.
2. **CLASS I Certification:**
   - evidence of satisfactory performance in an actual field situation (the case history) can be provided for a period **greater than 100%** of the specification durability requirement, for example, 6+ years of a 6 year durability requirement, and
   - the case history durability data complies with the requirements stipulated in clause B2. below.

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 long term 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.

NOTE: CLASS II product certifications **currently** undertaking long-term durability testing i.e., Exposure to Natural Weathering, may be considered on a case-by-case basis by the EO for early conversion to CLASS I **if** the criteria of clause B1. a) 2. above and B2. below are met.

B2. Durability data

a) The case history durability data supplied shall:

i. show that the product(s) had been applied by a PCCP contractor with all data recorded at the time of application available and supplied with the case history, and
ii. 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 shall also be for hydrocarbon tank linings, and
iii. be of a duration not less than what is stated in clause B1. a) 1. & 2. above of the APAS specification nominated durability period, and
iv. demonstrate the integrity of the system as defined in the natural weathering requirements in Table 1 of the APAS specification at the highest level of external weathering durability nominated for that specification i.e., application of the product to a project in a tropical environment in preference to a marine or light industrial environment. Note needs to be taken of the specification intended exposure: suffix F, S, P or T as appropriate (or no suffix for atmospheric exposure), and
v. 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 Association of Material Protection and Performance (AMPP) or an approved equivalent.

NOTE: Destructive tests that form part of the durability assessment (clause B2. A) iv.) may not be able to be assessed due to the impact on the structure and will be considered by the EO on a case-by-case basis.

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. Refer to APAS document AP-D183 for further information.

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 shall be accessible for independent confirmation of performance and supported by appropriate application documentation (refer to clause B2. a) i. above) 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, including any Client variation to the above stated requirements, shall be submitted to APAS who will decide on their suitability as support evidence for the product certification submission.

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.

b) The proposed coating system shall be detailed on the Clients printed data sheet.

c) The substituted component shall 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.

d) The Client shall provide evidence of satisfactory intercoat adhesion for each part of the system as verified by other durability testing.

Appendix D Guidelines for requesting changes to an existing APAS specifications, requesting 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), for a specification review.

b) The written request shall include all of the following:

i. be completed by the applicable APAS Signatory and/or APAS Member, and
ii. be on identifiable letterhead paper, and
iii. clearly state the name, position, contact telephone, email, and physical address details of the person(s) requesting the review, and
iv. clearly state the reason(s) for requesting the review, and
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, and
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 and/or CVS personnel. 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 and/or CVS personnel 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).

c) The written request shall include all of the following:

i. be completed by the applicable APAS Signatory and/or APAS Member, and
ii. be on identifiable letterhead paper, and
iii. clearly state the name, position, contact telephone, email, and physical address details of the person(s) requesting the review, and
iv. clearly state the reason(s) for requesting a new APAS specification., and
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, and
vi. supply laboratory and/or field test results (where applicable) to substantiate the new specification request, and
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 and/or CVS personnel. 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 and/or CVS personnel 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. Specification approval process

a) Upon competition of the draft of an updated or new specification, the following approval process shall be followed:

   i. peer review and document updated (if required), followed by
   ii. ATAP review and document updated (if required), followed by
   iii. public comment responses received, reviewed and document updated (if required), followed by
   iv. 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.

   NOTE: Sometimes draft documents may undertake several rounds of the above process as detailed in D3. a) i. to iii. prior to release to the general public.

Appendix E Summary of typical submission requirements

Required Components of the Submission (including clause in document)	NEW Submissions (CLASS I and CLASS II) MAJOR Resubmissions Glass Bead Submissions		MINOR Resubmission	MINOR Resubmission
	Surface Coating Products • Paint[1] - including tint bases[2] & ready mixed colours[3] • Surface Coating[1] • Liquid Waterproofing	*Non-Paint Products* • Glass Beads • Sheet Membranes • Damp Proof Course • Flashing	• Paint - including tint bases & ready mixed colours • Surface Coating • Liquid Waterproofing	• Sheet Membranes • Damp Proof Course • Flashing
Submission Covering Letter Clause 7.3 a) i.	✓	✓	✓	✓
AP-D139 / D140 / D200 / F006 / F007 Forms[1] Clause 7.3 a) ii.	✓	✓	✓	✓
AP-D182 VOC Form[1] Clause 7.3 a) iii.	✓	**N/A**	X	**N/A**
QC Schedule Clause 7.3 a) iv.	✓	✓	X	X
Test Report [2 & 3] (incl durability data where applicable) Clause 7.3 a) v.	✓	✓	X	X
Dry Samples Clause 7.3 a) vi.	✓	✓	X	X
Technical or Product Data Sheet (TDS/PDS) Clause 7.3 a) vii.	✓	✓	✓	✓
Safety Data Sheet (SDS)[2] Clause 7.3 a) viii.	✓	✓	✓	✓
Product Label Clause 7.3 a) ix.	✓	✓	✓	✓
Wet / Solid Samples	**Required ONLY if APAS specifically requests this -** Clause 7.3 a) NOTE & Clause 10)			

KEY: ✓ Required; X Not required (unless specifically requested by APAS); **N/A** Not Applicable.

NOTE:

[1] Paint & surface coating materials require: a completed AP-D139 (and AP-D140 form, where applicable) for the primary formulation as well as each base and ready mixed colour; they also require a completed AP-D182 form for the primary formulation (Section A & B of AP-D182) with each base/colour (including primary formulation) incorporated into Section C of the AP-D182 – separate AP-D182 forms are not required for each base / colour.

[2] FULL testing is required on the primary / base formulation product; further test report(s) required for TINT BASES requiring lab test results for Application, Opacity and Gloss ONLY tested on one specified colour from each base.

[3] FULL testing is required on the primary / base formulation product; further test report(s) required for READY MIXED COLOURS requiring lab test results for Application, Opacity and Gloss ONLY.

Appendix F Document History

Status: Current
Version: 34
Date Published: 02-10-2024
Authorised by: Trudy Lennon-Bowers, Executive Officer - CVS

Document Version No.:	Date Published:	Summary of Changes:
34	02-10-2024	• Document updated in line with 2024 internal audit findings and general document review: - Additions/updates: 'Purpose' and 'Introduction' areas removed, and wording updated in clause 1 & 4; Inclusion of Authority and Responsibility (clause 2); CoPC, CVS, InfraTech, ISO/IEC, MCR, NVCM, NVCV, PDS, SDS, TDS & VOC (clause 3.2); Poisons Schedule statement [clause 4 a) v.)]; AP-F014, AP-M001, CQ-M001 & VS-M001 [clause 4 b)]; certification body (legal, contractual, impartiality, liability and financing, non-discriminatory and confidentiality) requirement updates [clause 5.1 c)]; CLASS II certifications expiration (clause 6.1 b) iii. & v.); submissions only electronically (clause 7.2); RMU testing fees [clause 7.3 a) & 8.2 c)]; submission sample requirements for non-paint/surface coating products (Clause 7.3 a) vi. 2); product certification submission evaluation, review, and decision (clause 7.7); sample size 500-100 ml/g [clause 8.2 c)]; inclusion of alternative Australian sites (clause 11 NOTE); Appendix A updated ('decorative' in the title; 'colour-specific tests' to clauses A1. b) & c); A1. c) MCR use in product types of the than architectural & decorative types); Updated Appendix B to include case histories for use in CLASSS I & II product accreditations; NOTE to Appendix D, clause D3; Removed 'NOTE' numbers except in Appendix E (NOTE 1, 2 & 3) • Minor editorial changes & updated document format in line with CSIRO branding
33	15-05-2023	• Updated document to include references to waterproofing products; consolidation of clause 8.3 a) clause points (Density and Non-Volatile Matter by Weight included under A completed Application for Approval Form; Detailed Evidence included under A Comprehensive Test Report); wording 'accreditation' replaced with 'certification' in line with AS/NZS ISO/IEC 17065, where applicable; reduction in timeframe from four (4) to three (3) months leeway post-certification expiration in both Major and Minor Recertification submissions requirements (clause 9 & 10.2) and in Process Failures (clause 15); clause 9.1 e) (Major resubmission, non-paint product) updated in line with APAS Scheme requirements; clause 15 d) Withdrawal of Certification due to process failure updated to reflect removal of a product from the online list of approved products and inclusion of withdrawal details in the online Industry New section of the APA website; Appendix E reviewed and updated for easier usability; general formatting update
32	24-06-2022	• Added acronym definitions for AS and AS/NZS in clause 3.1; updated SUSMP; updated clause 8.3 f) and NOTE2 to include 'Solid Samples' for retentions as previous nonculture was in mL only and now includes samples in grams (g); updated clause 8.8 f) regarding subsequent submissions for CLASS II certification post expiration of current certificate; added clause 9 a) iv. additional Major Submission reason (specification technical review) and requirements around this (clause 9.1 b); updated clause 9.2 b) regarding paperwork requirement for minor submission; updated clause 14.1 b) v. to include the Specification version number as part of the Certificate of Product Conformity; amended clauses 9.1 and Appendix A1 and A4 and Appendix E for inclusion of a primary base formulation if primary product is other than white; general formatting changes
31	06-04-2022	• Removed statement regarding Types of Conformity as system conformity is not being included for the foreseeable future; updated SUSMP information; updated clause 8.3 a) vii. 4 to incorporate three product RMU labelling options; inclusion of NOTE3 to clause 8.7 defining conditional certification relating to disparity between SDSs and product labels
30	24-02-2021	• Updated clause 9 e) regarding the termination of product certification if a submission for recertification has not been received within the 4 months following product certification lapse
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

Document Version No.:	Date Published:	Summary of 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 & amended 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'; brought in line with requirements of AS/NZS ISO/IEC 17065; updated 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; 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
0 – 13	-	• Not recorded