



## 1. Scope

- a. This document establishes:
  - i. the rules governing how organisations wanting to make use of the Australian Paint Approval Scheme (APAS) process of pre-qualifying paint, surface coating and waterproofing products (and other related products), become Members of APAS, and
  - ii. the rules governing how organisations that wish to make use of the Painting Contractor Certification Program (PCCP) process of pre-qualifying painting, surface coating and waterproofing contractors, become Members of PCCP, and
  - iii. how specifying organisations become reciprocal Members of both APAS and PCCP.
- b. This procedure applies to the APAS and PCCP, under CSIRO Verification Services (CVS), a division of Infrastructure Technologies (InfraTech), Science Connect. It is to be applied to documents and other information relating to the operations of the quality, safety, environmental management, and conformity assessment audit and product certification systems.
- c. This procedure is prepared in a manner compliant with the requirements of AS/NZS ISO/IEC 17065.
- d. APAS® and PCCP® are trademarks registered with IP Australia, owned by CSIRO, the Schemes Owner, and protected under applicable laws. Use of the trademarks or the Certification Schemes is prohibited unless prior approval in writing is obtained from CSIRO via the APAS Secretariat or PCCP Executive Officer, respectively.

## 2. Authority & Responsibility

- a. When considering this procedure, the following applies:
  - i. The CVS Executive Manager and APAS and PCCP EO's are responsible for the content of this procedure.
  - ii. The APAS and PCCP EO's are 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

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 definition within this document shall apply:

Term	Definition
Applicant	Specifying organisation seeking membership under APAS and PCCP.

## 4. Referenced documents

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- a. The following standard is referenced in this procedure:

- 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](#).

- b. The following APAS and PCCP documents are referenced in this procedure:

- i. AP-D001 Rules Governing How APAS® Operates
- ii. AP-D004 APAS® Complaint and Appeal process
- iii. AP-D006 Terms of Reference for the APAS® Technical Advisory Panel
- iv. AP-D112 Terms of Reference for the APAS® Certification Scheme
- v. AP-D151 APAS® Subscribing Members
- vi. AP-D177 Product Manufacturer Participation in APAS®
- vii. AP-D192 APAS® Product Certification
- viii. AP-D197 Rules Governing the Use of the APAS® Certified Trademark
- ix. AP-F004 APAS® / PCCP® Member Application / Organisation Details
- x. PP-D001 How PCCP® operates
- xi. PP-D004 PCCP® Complaint handling
- xii. PP-D006 Terms of Reference for the PCCP® Technical Advisory Panel
- xiii. PP-D008 PCCP® Business Management System Criteria
- xiv. PP-D010 PCCP® Member Listing

These documents are available for download from the [Documents section of the APAS website](#) or the [Document section of the PCCP website](#).

- c. For additional information:

- i. The history of APAS, refer to the [APAS History section of the APAS website](#); for PCCP, refer to the [PCCP History section of the PCCP website](#).
- ii. How APAS operates, refer to AP-D001; how PCCP operates, refer to PP-D001.
- iii. The current Schedule of Fees for Members is available from the APAS & PCCP EO's upon request.
- iv. To lodge a complaint or appeal a decision made by APAS, refer to AP-D004; for PCCP, refer to PP-D004.
- v. Obtain an overview of the APAS Technical Advisory Panel (ATAP), refer to AP-D006; for the PCCP Technical Advisory Panel (PTAP), refer to PP-D006.
- vi. Overview of the terms of reference for APAS, refer to AP-D112.
- vii. A list of subscribing APAS Members, refer to AP-D151; for PCCP, refer to PP-D010.
- viii. How product manufacturers participate in APAS, refer to AP-D177.
- ix. The APAS product certification process, refer to AP-D192.
- x. To apply for APAS & PCCP Membership, refer to application form AP-F004. Application forms are available from the APAS & PCCP EO's upon request.
- xi. An overview of the business management systems criteria contractors are required to have in place to participate in the Painting Contractor Certification Program, refer to PP-D008.

## 5. Rules

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### 5.1. Criteria for Membership

- a. Members of the Certification Schemes shall:
  - i. Be organisations in either the public sector or the private sector, and
  - ii. either be for profit or not-for-profit, and
  - iii. have a current ABN, and
  - iv. be a Trust, but as a Trust has no legal personality, the Trustee of the Trust must be registered with an ABN to act in that capacity; individuals cannot become Members, and
  - v. accept and abide by the various rules established for the Certification Schemes and published on the APAS and PCCP websites, and
  - vi. remain financial at all times whilst a Member.

### 5.2. Benefits and rights of Membership

- a. Members of the Certification Schemes shall have the right to:
  - i. Use the services that APAS and PCCP provides in a manner consistent with the published rules. This shall include referring to APAS and PCCP in their own documentation such as specifications and standards, and in tender documents, painting, surface coating and waterproofing specifications or other documents as appropriate.
  - ii. Use the APAS Certified Trademark (Vector 1 and 2) and PCCP Certified Trademark in line with APAS document AP-D197 and PCCP document PP-D001.
  - iii. Discounted fees for services offered by APAS and PCCP as per the Members Schedule of Fees (available from the APAS or PCCP EO's upon request).
  - iv. Influence the policy and direction of APAS via input to the APAS Technical Advisory Panel (ATAP), including but not restricted to expansion of the scope, amendments to existing APAS specifications and new performance specifications for emerging technologies.
  - v. Influence the policy and direction of PCCP via input to the PCCP Technical Advisory Panel (PTAP), including requests to expand the scope to cover additional market sectors or modify the performance requirements of existing classes of accreditation.

### 5.3. Application process

- a. The organisation's authorised representative shall familiarise themselves with this document and the other documents referenced herein.
- b. When satisfied that the organisation can and shall comply with the requirements outlined in this document and the other referenced documents noted in clause 4, application for joint APAS and PCCP membership shall be completed using APAS & PCCP form AP-F004 and emailed to either the APAS EO [arman.namvar@csiro.au](mailto:arman.namvar@csiro.au) or PCCP EO [elenora.stepanova@csiro.au](mailto:elenora.stepanova@csiro.au).

### 5.4. Assessment process

- a. All Applications will be managed strictly in order of receipt by the relevant EO.
- b. The EO will assess the application for applicability and completeness.
- c. The EO shall advise the Applicant of the determination of the application.
- d. For Applicants that conform to clause 5.1 of this document, a Verification Services Agreement (VSA) shall be prepared and forwarded to the Applicant for signature and return. The VSA must be received back by CSIRO, having been signed by the organisation's authorised representative.
- e. Upon execution of the VSA, the EO shall admit the Applicant as a Member and issue them with a Certificate of Recognition as a Member of APAS and PCCP.

## 5.5. Post-acceptance process

- a. CSIRO shall raise an invoice for the annual membership subscription (pro-rata if less than 12 months remaining). Membership invoices are issued for the Australian financial year and are normally sent to Members between July and August.
- b. Annual subscriptions are charged in accordance with APAS and PCCP Schedule of Member fees. This document is available from the APAS or PCCP EO upon request.
- c. The annual subscription to be charged is determined by the following criteria:
  - i. Organisations with national reach are deemed to be large organisations / departments.
  - ii. Organisations servicing a population of greater than 5 million residents are deemed to be medium organisations / departments.
  - iii. Organisations servicing a population of less than 5 million residents are deemed to be small organisations / departments.
  - iv. Organisations considered industry stakeholders/industry aligned organisations are typically associations representing a larger body of companies or professionals under their banner as an industry representative and can be not-for-profit.
- d. The EO shall add the name of the new Member organisation to APAS document AP-D151 and PCCP document PP-D010.
- e. The EO shall advise the Member's authorised representative the location of the current Certified APAS Products list and PCCP Contractors on the APAS and PCCP websites.

## 6. Complaints and Appeals

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



## Appendix A Document Review

Version: 11

Issued date: 7/07/25

Authorised by: Trudy Lennon-Bowers, CVS Executive Manager

Document version no:	Issued date:	Change description:
11	07/07/2025	Updated: format & minor editorial changes; removed: acronyms section, majority of definitions as are all stated in AP-D001, reference to internal use only documents and application fees; previous clause 5 absorbed into Referenced Document section
10	16/02/2024	Updated: EO details & minor editorial changes
9	12/05/2023	Updated: reference to waterproofing materials; clause 7.2 public review; minor formatting changes and removal of Appendix A clause no.
8	03/03/2022	Updated: document to further clarify and define Members and Industry Stakeholders/Industry aligned organisations, specifically in clauses 3.1 c), 6.1, 6.2 & 6.5 c).
7	11/06/2021	Updated: website details; further defined clause 1 b) scope; removed reference to ISO Guide 65 in clause 6.1 a); general formatting changes

**NOTE:** Document history between 2020 (V6) and 2008 (V0) is stated in AP-D150 V10.