



## RULES GOVERNING HOW SPECIFYING ORGANISATIONS BECOME MEMBERS OF APAS® & PCCP®

### 1 SCOPE

- This document establishes the rules governing how organisations wanting to make use of the APAS process of pre-qualifying paint, surface coating and waterproofing products (and other related products), become Members of APAS.
- This document establishes the rules governing how organisations that wish to make use of the PCCP process of pre-qualifying painting, surface coating and waterproofing contractors, become Members of PCCP.
- This document is prepared in a manner compliant with the requirements of AS/NZS ISO/IEC 17065.
- Organisations can become Members of both APAS and PCCP.
- APAS and PCCP are registered trademarks owned by the CSIRO, the Scheme(s) Owner, and protected under applicable laws. Use of the trademarks or the general schemes are prohibited unless prior approval in writing is obtained from the CSIRO via the APAS Secretariat or PCCP Executive Officer, respectively.

### 2 AUTHORITY AND RESPONSIBILITY

- The Executive Officer (EO) - APAS is responsible for the content of this document. The EO is responsible for ensuring conformance to the application process for organisations applying to become an APAS Member or, applying to become both an APAS and PCCP Member.
- The Executive Officer (EO) - PCCP is responsible for the content of this document. The EO is responsible for ensuring conformance to the application process for organisations applying to become a PCCP Member or, applying to become both a PCCP and APAS Member.

### 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 and PCCP document PP-D001. In addition, the following definitions within this document shall apply:

- Certification Body:** Third-party conformity assessment body operating the certification scheme. Verification Services is the Certification Body.
- Certification Scheme:** The Certification system related to specified products (Paint, Surface Coating, Waterproofing and Non-Paint Products) to which the same specified requirements, specific rules and procedures apply. APAS is the applicable Certification Scheme.  
The Certification system related to assessing the competence and professionalism of contractors so that asset and infrastructure owners have confidence in their chosen service provider, by which the same

specified requirements, specific rules and procedures apply. PCCP is the applicable Certification Scheme.

- Member:** An organisation that agrees to support and utilise the services APAS and its Secretariat, and PCCP and its Executive Officer 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 and utilise PCCP contractors in all applicable works.
- Scheme Owner:** The organisation responsible for developing and maintaining the certification scheme. CSIRO is the APAS and PCCP Scheme Owner.
- Secretariat:** The organisation that provides administrative support and other resources necessary to keep the Certification Scheme functioning. The Secretariat is vested in CSIRO.

#### 3.2 Acronyms

<b>ABN</b>	Australian Business Number
<b>APAS</b>	Australian Paint Approval Scheme
<b>ATAP</b>	APAS Technical Advisory Panel
<b>CSIRO</b>	Commonwealth Scientific and Industrial Research Organisation
<b>EO</b>	Executive Officer
<b>PCCP</b>	Painting Contractor Certification Program
<b>PTAP</b>	PCCP Technical Advisory Panel
<b>VSA</b>	Verification Services Agreement

### 4 REFERENCED DOCUMENTS

- The following standard is referenced in this document:
  - 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/>

- The following APAS and PCCP documents are referenced in this document:
  - AP-D001 Rules Governing How APAS® Operates
  - AP-D003A APAS® Schedule of Member Fees (Internal)
  - AP-D004 Rules Governing Appeals and Complaint Handling
  - AP-D006 Terms of Reference of the APAS® Technical Advisory Panel
  - AP-D112 APAS® Terms of Reference for the Certification Scheme
  - AP-D151 APAS® Subscribing Members
  - AP-D177 Rules Governing How Product Manufacturers Participate in APAS®



## RULES GOVERNING HOW SPECIFYING ORGANISATIONS BECOME MEMBERS OF APAS® & PCCP®

- viii. AP-D192 Rules Governing the APAS® Product Certification Scheme
- ix. AP-F004 APAS® Membership Application
- x. PP-D001 How PCCP® Operates
- xi. PP-D003A PCCP® Schedule of Member Fees (Internal)
- xii. PP-D004 Complaint Handling
- xiii. PP-D006 Terms of Reference of the PCCP® Technical Advisory Panel
- xiv. PP-D008 PCCP® Business Management System Criteria
- xv. PP-D010 PCCP® Member Listing
- xvi. AP-F019 / PP-F019 Application for APAS® / PCCP® Technical Advisory Panel (ATAP / PTAP) Membership (Internal)

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

### 5 INTRODUCTION

- a) To obtain an overview of how APAS operates, refer to APAS document AP-D001.
- b) For information on the current APAS Schedule of Fees for Members, refer to APAS document AP-D003A. This is available from the EO upon request.
- c) To obtain an overview of how to appeal a decision made by APAS and/or lodge a complaint against an APAS officer, refer to APAS document AP-D004.
- d) To obtain an overview of the APAS Technical Advisory Panel (ATAP), refer to APAS document AP-D006.
- e) To obtain an overview of the terms of reference for APAS, as the Certification Scheme, refer to APAS document AP-D112.
- f) For a list of subscribing APAS Members, refer to APAS document AP-D151.
- g) To obtain an overview of the rules governing how product manufacturers participate in APAS, refer to APAS document AP-D177.
- h) To obtain an overview of the APAS product certification system, refer to APAS document AP-D192.
- i) To apply for APAS Membership, refer to APAS form AP-F004.
- j) To obtain an overview of how PCCP operates, refer to PCCP document PP-D001.
- k) For information on the current PCCP Schedule of Fees for Members, refer to PCCP document PP-D003A. This is available from the EO upon request.
- l) To obtain an overview of how to appeal a decision made by PCCP and/or lodge a complaint against a PCCP officer, refer to PCCP document PP-D004.
- m) To obtain an overview of the PCCP Technical Advisory Panel (PTAP), refer to PCCP document PP-D006.
- n) To obtain 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 PCCP document PP-D008.
- o) For a list of subscribing PCCP Members, refer to PCCP document PP-D010.
- p) To apply for ATAP / PTAP Membership, refer to APAS / PCCP form AP-F019 / PP-F019. This is available from the APAS / PCCP EO upon request.

## 6 RULES

### 6.1 Criteria for Membership

- a) Members of the Certification Scheme(s) shall:
  - i. Be organisations in either the public sector or the private sector.
  - ii. Can either be for profit or not-for-profit.
  - iii. Have a current ABN.
  - iv. Can 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.
  - v. Accept and abide by the various rules established for the Certification Scheme(s) and published on the APAS and PCCP websites.
  - vi. Remain financial at all times whilst a Member.

### 6.2 Benefits and Rights of Membership

- a) Members of the Certification Scheme(s) shall:
  - i. Have the right to use the service(s) 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. Have the right to 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. Have the right to discounted fees for services offered by APAS and PCCP as per the Schedule of Fees document AP-D003A/PP-D003A (available from the applicable EO upon request).
  - iv. Members from industry stakeholders / industry aligned organisations have the right to request a reduction in Application Fees for APAS and PCCP Membership for their own Members.
  - v. For APAS members, have the right to 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



## RULES GOVERNING HOW SPECIFYING ORGANISATIONS BECOME MEMBERS OF APAS® & PCCP®

specifications and new performance specifications for emerging technologies.

- vi. For PCCP members, have the right to 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.

### 6.3 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, membership application for APAS shall be completed using APAS form AP-F004 and forwarded to the APAS EO via email to [arman.namvar@csiro.au](mailto:arman.namvar@csiro.au)
- c) 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, membership application for PCCP shall be completed using PCCP form PP-F019 and forwarded to the PCCP EO via email to [elenora.stepanova@csiro.au](mailto:elenora.stepanova@csiro.au)
- d) Application for joint APAS and PCCP membership may be forwarded to either [arman.namvar@csiro.au](mailto:arman.namvar@csiro.au) or [elenora.stepanova@csiro.au](mailto:elenora.stepanova@csiro.au)

### 6.4 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 6.1 of this document, the EO will prepare a Verification Services Agreement (VSA) and forward to the Applicant for signature and return. The VSA must be received by the CSIRO, having been signed by the organisation's authorised representative.
- e) CSIRO will raise an invoice for the application fee.
- f) Upon payment of the application fee, the EO shall admit the Applicant as a Member and issue them with an AP-C006 Certificate of Recognition as a Member of APAS and PCCP.

### 6.5 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 during July.

- b) Annual subscriptions are charged in accordance with APAS document AP-D003A and PCCP document PP-D003A. These documents are available from the relevant 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 List of Certified Products and Contractors on the APAS and PCCP websites.

## 7 COMPLAINTS AND APPEALS

- a) Applicants 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. Appeals and complaints shall be subject to the process detailed in APAS document AP-D004.
- b) Applicants may lodge a complaint or an appeal against a decision made by the 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 PCCP document PP-D004.



AP-D150  
PP-D150



## RULES GOVERNING HOW SPECIFYING ORGANISATIONS BECOME MEMBERS OF APAS® & PCCP®

### APPENDIX A

#### Document History

Status: Current  
Version: 10  
Date Published: 16-02-2024

Document Version No.:	Date Published:	Summary of Changes:
10	16-02-2024	<ul style="list-style-type: none"> <li>Updated APAS EO details</li> <li>Minor editorial changes</li> </ul>
9	12-05-2023	<ul style="list-style-type: none"> <li>Updated document to include reference to waterproofing products</li> <li>Minor format changes</li> <li>Removed clause number from Appendix A</li> </ul>
8	03-03-2022	<ul style="list-style-type: none"> <li>Update document in relation to the definition of Member, further clarification of criteria for membership, additional rights and benefits of membership and clarification of what an industry stakeholders / industry aligned organisations is [refer to document as a whole and clauses 3.1 c), 6.1, 6.2 and 6.5 c).]</li> </ul>
7	11-06-2021	<ul style="list-style-type: none"> <li>Updated APAS website details within document</li> <li>Further defined clause 1 c) Scope</li> <li>General formatting changes</li> </ul>
6	22-10-2020	<ul style="list-style-type: none"> <li>Addition of Appendix A Document History and removal of the Editorial Note previously used in document versions</li> </ul>
5	16-10-2020	<ul style="list-style-type: none"> <li>Name change from <i>How Specifying Organisations become Members of APAS® and PCCP®</i> to <i>Rules Governing How Specifying Organisations become Members of APAS® and PCCP®</i></li> <li>Document brought in line with requirements of AS/NZS ISO/IEC 17065</li> <li>Updated document to the current format</li> <li>Incorporation of definitions and acronyms</li> <li>Minor editorial changes</li> <li>Addition of "People + Product = Protection" to Footer</li> </ul>
4	06-07-2018	<ul style="list-style-type: none"> <li>Rewrites clause 5.4 to re-define medium and small organisations.</li> </ul>
3	22-09-2017	<ul style="list-style-type: none"> <li>New document format</li> <li>Inclusion of new APAS and PCCP logos</li> <li>References PCCP in addition to APAS</li> <li>Section 5.4 now includes criterial for organisational size</li> </ul>
2	07-05-2009	<ul style="list-style-type: none"> <li>Corrects the clause reference in 1d and the form reference in clause 8.1b</li> </ul>
1	05-01-2009	<ul style="list-style-type: none"> <li>New (CVS) format</li> <li>Incorporates changes agreed to in APAS 66</li> </ul>
0	29-01-2008	<ul style="list-style-type: none"> <li>Original document version</li> </ul>