



Guidelines to assist those applying for a Type Test Certification for a Gas Product

Important Note:

This document is intended to provide a brief overview of parts of the AGA certification process and to that extent is incomplete. Accordingly, you should not rely upon this document alone. The Rules Governing the AGA Product Certification Scheme for "Type Tested" Gas Products (the Rules Governing) set out all of the rights and obligations of AGA and its Customers. A copy of the relevant Rules Governing is freely available from the AGA Technical Office and may also be obtained via the AGA website (www.aga.asn.au).

Introduction:

The AGA Certification process makes assessments of product compliance and issues certification based on (i) the assessment of the Technical Design of Sample Product provided to it by the Customer and (ii) the customer's warranty that all products are manufactured in strict conformity to that Technical Design.

Part of the assessment for Product Certification is based on a 'TYPE TEST' of a Sample Product to confirm compliance to relevant Standards. In some cases, where products are unique or innovative and where there is no applicable Standard or such Standard is inadequate, AGA will assess the product design to determine Product Certification if it meets the requirements of relevant regulatory authorities and is supported by AGA.

Certification is not a guarantee of product safety, but is a process accepted by relevant Regulatory Authorities as satisfying their needs as minimum requirements to allow products on to the market.

Further information and technical assistance is available from:-

The Australian Gas
Association Technical Office
2 Park Way
(P O Box 122)
BRAESIDE VIC 3195

Telephone: (03) 9580 4500
Facsimile: (03) 9580 5500
Email: office@aga.asn.au

1. Application for Certification

Application for certification is initiated by submitting a completed Application Form N^o QF743. *Please note* - It may not be possible to proceed with applications that are incomplete or incorrectly completed. You can download the current version of the necessary AGA Form/s from the AGA website www.aga.asn.au.

This form is applicable to general domestic/commercial appliances, residential type barbecues, camping and leisure products, commercial catering equipment and gas components. The Rules Governing provides more specific details about the scope of the Product Certification Scheme for Type Tested Gas Products.

An Application form is required for each product type or for products in a series or family of closely related products where they share similar design and operation features.

2. Application Fees

An Application lodgement fee of AUD\$330-00 (inclusive of GST) is to be tendered with each Application. Please note that the Application lodgement fee is non-refundable. AGA will invoice for the balance of Application Fees as described in the published Fee Schedule (refer Appendix 1 of the Rules Governing on our web site www.aga.asn.au for the current details). In some circumstances, AGA may require full payment of Application Fees in advance.

3. Additional Charges

Customers should note that AGA reserves the right to apply additional fees, based on the relevant hourly rate. This usually applies where it has to expend additional resources finalising unresolved certification-related matters that are the responsibility of the Customer (eg inadequate technical specifications, unresolved non-conformances and access to product for final inspection - or audit post-certification).

4. Supporting Documentation

Each Application must be supported by the following additional documentation.

i. Product Specific Technical Information:

Technical documentation that adequately describes and identifies the Product for which the certificate is sought. This may include all or some of the following key items (or others) and may vary from product to product:

- Installation Instructions (*where appropriate*)
- Service Instructions (*where appropriate*)
- Operating Instructions (*where appropriate*)
- Product Specifications, including fully dimensioned A4 size drawings (NB: the drafting of specifications is the responsibility of the applicant and is not covered by AGA application/certification fees).

ii. Factory Quality Management System (refer Section 2 of Application Form)

For ISO9001 certified applicants

- A current copy of the ISO9001 Certificate of Registration and the Registration Schedule
- A copy of the QMS procedure/s that ensure that the new or modified products are assessed by AGA before production and sale

For non-ISO9001 certified applicants

- An assurance that a process exists for handling customer complaints relating to certified products; that such complaints are acted upon, resolved and prevented from recurring; and that complaint details and corrective actions taken are recorded. Customers must have evidence of such a process as a minimum requirement for a Certificate of Compliance to be issued (refer QA section in *Rules Governing*)

Where the Applicant is not the Manufacturer of the product

- The manufacturer of the product is also required to comply with the appropriate preceding Factory QMS option and the Certificate Holder will need to ensure similar copies of the manufacturer's QA documentation are provided to AGA.

5. Processing of the Application

- i. Upon receipt of an Application for Certification, administration staff will check for payment of the Application lodgement fee and completeness of the supporting documentation (as described above). An Application will not be registered and progressed where either item is clearly inadequate. **In such cases, the Application may be returned to the Customer.**
- ii. If there are no obvious problems with the Application, it will be registered and the customer will receive our acknowledged advice and contact details for the AGA Co-ordinator that will be handling this project.
- iii. The Certification Co-ordinator will review the submission documentation (including technical specifications and other information provided) and, if necessary, request additional information before preparing a recommended Test Programme and covering advice for review and formal approval by the Manager, Gas Certifications.
- iv. For Applications that are received with Test Reports from an Authorised Laboratory, the Certification Co-ordinator will review the report(s) to check that test work conducted covers the recommended Test Program in FULL. Where the Test Report(s) do not cover the recommended Test Program in FULL, the recommended Test Program will include such details. More details concerning test report acceptance criteria are provided under Part 6 – Certification Testing.

NOTE

A test program may include additional certification testing requirements that are intended to help assess suitability of products that may be unique or innovative and/or where there is no applicable Standard or such Standard is inadequate. AGA encourages the Customer to discuss the additional assessments with AGA to better understand why they are important.

6. Certification Testing

Testing must be carried out in accordance with the requirements published in the relevant Standards that would apply for particular Products. This information will be provided on the formal Test Program issued by AGA.

It is essential for the Customer and, if different, the manufacturer to be familiar with relevant Standard/Code requirements that would apply to their product range. Please note, Standards can be purchased from Standards Australia and are not available from AGA.

It is the Customer's responsibility to engage a suitably accredited Authorised Laboratory to conduct tests and/or assessments. Not all Authorised Laboratories may be accredited to provide NATA endorsed reports for certain types of test work and the customer should confirm the necessary accreditation levels prior to engaging a laboratory. Each laboratory should be able to provide current documentary evidence of its NATA accreditation abilities/levels when quoting.

NOTES:

Accredited Laboratories are not agents of the Certifying Body and do not act on its behalf or represent it in any manner, and:



The Customer must contract directly with an Authorised Laboratory

It is incumbent upon the Customer to check, and receive formal confirmation, that their selected laboratory is fully accredited to conduct and report on relevant tests. Reports that do not meet the acceptance criteria will not be accepted or used for certification purposes.

Upon completion of testing, the laboratory will need to issue the customer with a formal Test Report. The customer must ensure AGA is provided with the original Report or a certified copy of the original Report. In some cases, it may be necessary for AGA to liaise with the laboratory regarding the report and the Customer is required to authorise the laboratory, if required, to provide any information requested by AGA.

After a detailed review of the Test Report (and testing results as appropriate), AGA will issue the Customer with a letter outlining any points of non-compliance requiring rectification and any outstanding issues with respect to the supporting documentation (eg technical specifications and instructions). The Customer must formally advise AGA when all these matters have been resolved and when a Final Inspection of a Production Unit can be conducted (where requested). AGA will then invoice for the balance of fees related to the project (commonly referred to as the certification fee component and typically equivalent to the amount of total Application fees paid/payable). The Fee Schedule includes further clarification if required.

7. Research and Development

Any R & D work is a matter for direct negotiation between the Customer and the appropriate laboratory. AGA does not provide consultancy services.

8. Finalisation of Certification

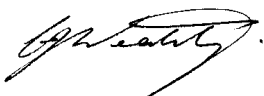
- a. Points of non-compliance will need to be addressed / rectified by the Customer and any other matters that the Customer has been advised will require attention, including any re-testing that may be required. The Customer must advise AGA when all outstanding matters are complete to enable a Final Inspection (where requested).
- b. Final inspection work may be checked by AGA at AGA's premises or the Customer's premises and where product samples have been requested, the Customer will provide the necessary sample(s).
- c. At the sole discretion of the Manager, Gas Certifications a Certificate Number may be reserved for the product and advised to the customer to enable preparation of product data plates and product literature. The reserved certificate number will not be confirmed until all outstanding matters have been settled and will lapse in the event that the outstanding issues are not resolved within the stipulated timeframe. Under no circumstances can the Customer claim AGA Certification until a formal advice has been received from AGA confirming such certification and payment received by AGA for all invoices associated with the project.

9. The Certificate of Conformity

- a. A formal Certificate of Conformity will be issued once the product has been confirmed as meeting all AGA requirements.
- b. The Manager, Gas Certifications will confirm certification and the registered AGA Certificate Number, in writing. The Customer will be required to settle all outstanding monies owed before AGA certification may be considered valid.
- c. When all certification matters have been finalised and the certificate issued, the Customer is entitled and obliged to affix the appropriate AGA Maker's Warranty Badge to all product supplied under cover of the Certificate (note components do not carry such badges).
- d. AGA Maker's Warranty Badge prices are included in Appendix 1 and their currency may be confirmed at the AGA web site (www.aga.asn.au) by reference to the Rules Governing. AGA Maker's Warranty Badges are covered by trademark laws and are illustrated in Appendix 2. They are only available from the AGA Technical Office. Requests for Badges must be placed on official purchase orders from the recorded Certificate Holder (NB not an Agent). Any special delivery instructions must be clearly marked, and may include delivery to a third party. Please note that Badges are routinely delivered via express courier, the cost of which is added to the relevant invoice.

10. Post Certification

It is a condition of ongoing certification that the Certificate Holder makes available to AGA sample product for audit and that any AGA requirements resulting from such an audit are complied with. It is also a Certificate Holder responsibility to monitor standards changes affecting their product and to initiate the appropriate actions to maintain the validity of the certification. Notwithstanding this requirement, any change to an appliance or a component (whether certified individually or as part of an appliance) must be advised to AGA for assessment prior to its introduction. AGA certification is automatically invalidated by the introduction of an unauthorised change. The *Rules Governing* requires the Certificate Holder's Quality Assurance system (and the product manufacturer's if a different company) to be taken into account by AGA when deciding a certification and when determining the frequency and extent of post-certification product compliance reviews. Accordingly, customers must provide details about their QA system and, if accredited to ISO9001, furnish AGA with a copy of their current Certificate of Registration, Registration Scope and the relevant procedures as referred to in section 4 of these guidelines.



C J Wealthy
General Manager

Attachments: Appendix 1(Fees) and Appendix 2 (Badges)

Appendix 1: AGA Fees and Charges Effective 1 July 2007

MEMBERSHIP FEES		Membership Category	\$\$\$ pa	
		Full Member – Certificate Holder	500	
		Full Member - Miscellaneous	500	
		Associate	250	
CERTIFICATION SERVICES FEES		Description	AGA Member	Non-Member
Application Fee			\$\$\$	\$\$\$
	<i>General Appliance or BBQ</i>	minor technical change only	1000	<i>Same as for Member</i>
		modification with single gas	2000	<i>Same as for Member</i>
		modification on multiple gases	3000	<i>Same as for Member</i>
		new certification with single gas	3000	<i>Same as for Member</i>
		new certification with multiple gases	4000	<i>Same as for Member</i>
	<i>Portable Camping & Leisure Product</i>	minor technical change only	1000	<i>Same as for Member</i>
		significant modification or new certification	2000	<i>Same as for Member</i>
	<i>Commercial Catering Equipment</i>	minor technical change only	1000	<i>Same as for Member</i>
		significant modification or new certification	2000	<i>Same as for Member</i>
	<i>Component</i>	any modification for Category 1 component	400	<i>Same as for Member</i>
		new certification of Category 1 component	1200	<i>Same as for Member</i>
		any modification for Category 2 component	1000	<i>Same as for Member</i>
		new certification of Category 2 component	2000	<i>Same as for Member</i>
		any modification for Category 3 component	2000	<i>Same as for Member</i>
		new certification of Category 3 component	5000	<i>Same as for Member</i>
	Annual Renewal Fee (per certificate)	Annual charge to retain and maintain a certificate	280	450
	Administrative Fee	Hourly charge for non-standard chargeable activities	100	150
	Dispute Lodgement Fee		500	<i>Same as for Member</i>
	Gas Type Labels	Natural Gas and Propane Gas only – Books of 100	6.40	<i>Same as for Member</i>
	Maker's Warranty (MW) Badge Fees			
	<i>General Appliance (blue) Badge</i>	MW Badge to affirm product compliance with specifications	.40	<i>Same as for Member</i>
	<i>BBQ (red) Badge</i>	MW Badge to affirm product compliance with specifications	.40	<i>Same as for Member</i>
	<i>Portable Camping & Leisure Product (green) Badge</i>	MW Badge to affirm product compliance with specifications	.13	<i>Same as for Member</i>
	<i>Commercial Catering Equipment (yellow) Badge</i>	MW Badge to affirm product compliance with specifications	1.80	<i>Same as for Member</i>

- NB:
- Figures do not include GST
 - Application Fee consists of \$300 lodgement fee (non-refundable and payable when Application lodged), balance of 50% invoiced/payable when Test Programme advised and 50% when Final Inspection arranged (ie just before project finalised). GST is to be added at each stage as applicable.
 - Category 1 Component = Basic miscellaneous components or consumables such as thread sealants and jointing materials
 - Category 2 Component = General purpose components, single or multi-function, typically for Type A appliances
 - Category 3 Component = Complex stand alone controls, typically for Type B appliances or specialist Type A application
 - Definitions for Membership categories are posted on the AGA website (www.aga.asn.au)

APPENDIX 2 - AGA MAKER'S WARRANTY BADGES

NB: AGA Maker's Warranty badges can only be purchased from AGA. The badges incorporate a Registered Design of AGA and may **NOT** be reproduced under any circumstances. The AGA may suspend and/or cancel a Certificate Holder's certification/s as set out in the Rules Governing.



Category **General Appliance**
(includes general domestic appliances such as cookers, space/ducted air/water heaters)

BLUE

44¢ (ie 40¢ plus GST) per AGA Badge for AGA Members and non-AGA Members



Category **Residential Type BBQ**
(ie BBQ's designed for domestic use whether fixed or mobile)

RED

44¢ (ie 40¢ plus GST) per Badge for AGA Members and non-AGA Members



Category **Portable Camping & Leisure Products**
(ie small, easy to carry camping and picnic type appliances)

GREEN

14.3¢ (ie 13¢ plus GST) per Badge for AGA Members and non-AGA Members



Category **Commercial Catering Products**
(ie equipment designed for use in commercial cooking situations)

YELLOW

\$1.98¢ (ie \$1.80 plus GST) per Badge for AGA Members and non-AGA Members

NB: All types of Maker's Warranty badges only sold in sheets of 10