

Kieran,

Thanks for your review of CemAssure application for a certified trade mark.

Following is the Policy and Procedures Manual for the Scheme which includes the rules for the use of the mark.

The previous trade mark, Number 1847493, is owned by the same entity, CemAssure Limited. It was applied for before the Board decided to introduce the certification trade mark. The Board now wishes that the mark be used as in indication of certification in accordance with the Scheme rules.

Please don't hesitate to contact me if you require any further information.

Regards

Warren South

Scheme Technical Manager

CemAssure Limited

Ph 0427 169899

CemAssure Scheme

**The conformity assessment system
of the Australasian cementitious
materials industry.**

Policy and Procedures

Warren South

Director – Research and Technical Services

Cement Concrete and Aggregates Australia

April 2019

[CemAssure Policy and Procedures Manual V3.0 April 2019.docx](#)

Contents

CemAssure Scheme.....	1
Part 1: Scheme Description.....	6
1. General introduction and description of scheme.....	6
2. Independence of scheme management	7
3. Confidentiality.....	7
4. Complaints and appeals.....	7
5. Marks of conformity	8
6. Roles and Responsibilities of stakeholders.....	8
7. General Principles of scheme.....	9
8. Scheme Procedures	11
Initial Application Process	11
Initial Audit Process	12
Annual Surveillance Audit Process.....	14
Bi-annual Surveillance Audit Process.....	16
Removal from Register	18
New product audit	19
Part 2: Scheme participant requirements.....	20
1. Certification standards.....	20
2. Testing of the products	20
3. Product registration claims.....	21
4. Records of complaints.....	21
Part 3: Certification body requirements.....	22
1. Scope.....	22
2. Normative References	22
3. Terms and definitions	22
4. General requirements.....	22
4.1 Legal and contractual matters	22
4.2 Management of impartiality.....	24
4.3 Liability and financing	24
4.4 Non-discriminatory conditions	24

4.5	Confidentiality.....	24
4.6	Publicly available information.....	24
5	Structural Requirements.....	25
5.1	Organisational structure and top management	25
5.2	Mechanism for safeguarding impartiality.....	25
6	Resource requirements.....	25
6.1	Registration body personnel.....	25
6.2	Resources for evaluation	25
7	Process requirements	26
7.1	General.....	26
7.2	Application	26
7.3	Application review	26
7.4	Evaluation	26
7.5	Review.....	27
7.6	Certification Decision	27
7.7	Certification documentation.....	27
7.8	Directory of certified products.....	28
7.9	Surveillance	28
7.10	Changes affecting certification	29
7.11	Termination, suspension or withdrawal of registration	29
7.12	Records.....	29
7.13	Complaints and appeals.....	29
8	Management system requirements	29
Appendix 1		30
Management Structure of the CemAssure Scheme		30
Appendix 2		31
a.	Position Description – Scheme Technical Manager.....	31
b.	Position Description – CemAssure Board Member.....	33
Appendix 3		34
3.1	CemAssure Application	34

This manual describes the policies and procedures for the operation of the “CemAssure” Scheme.

This Scheme is designed to deliver accredited product certification for cement and cementitious materials used in the Australasian construction industry.

All content in this document should be considered normative to the CemAssure Scheme, unless otherwise indicated.

Part 1: Scheme Description

1. General introduction and description of scheme

The CemAssure Scheme provides a process of third party review of the conformity of despatched product for cement, flyash, slag and amorphous silica products with prevailing and Australian and New Zealand Standards.

Conformity will be assessed against the provisions of the prevailing Australasian Standard, namely:

- AS 3972 – general purpose and blended cements
- NZS 3122 - Specification for Portland and blended cements (General and special purpose),
- NZS 3125 - Specification for portland-limestone filler cement,
- NZS 3123 - Specification for pozzolan for use with Portland and blended cement and
- AS/NZS 3582.1 Supplementary cementitious materials Part 1: Fly ash,
- AS 3582.2 Supplementary cementitious materials Part 2: Slag,
- AS/NZS 3582.3 Supplementary cementitious materials Part 3: Amorphous Silica.

Evaluation and audit activities will be undertaken initially, and on a six-monthly basis, by a Conformity Assessment Body (CAB) engaged by the CemAssure Board and accredited by JAS-ANZ to ISO/IEC 17065 *Conformity Assessment – Requirements for bodies certifying products, processes and services* and the requirements in Part 2 of this scheme.

The outcome of the evaluation by the CAB will be a decision to certify, or maintain certification or otherwise, the product under the CemAssure Scheme. The decision to register is based on the certification awarded by the CAB and is made by the CemAssure Board.

The evaluation of products is made against the current version of the standard at the time of application. Where standards change, transition arrangements will be developed and communicated by the CemAssure Board.

CemAssure Limited is the Scheme Owner, and is a separate company to existing industry bodies. The Scheme will be under the overview of the *CemAssure Scheme Technical Manager*. Governance will be provided by the CemAssure Board representing all major nodes in the concrete supply chain – cement manufacturers, concrete producers, specifiers, procurement and the industry professional institution.

The CemAssure Board has nominated the CemAssure Scheme Technical Manager to prepare and summarise information arising from audits, and any other relevant information, for review by the Board in registering products.

The CemAssure Board retains the right to suspend or cancel registration where complaints indicate, and investigation verifies, that products no longer comply with certification requirements. Should the CemAssure Board decide to suspend or cancel registration, reasons for the decision will be conveyed to the CAB and scheme participant in writing.

Those products found to be conforming to the relevant Standard provisions will be publicly listed on the CemAssure website.

Products found to conform with the relevant Standard provisions, and have successfully been listed on the CemAssure website will be able to display the CemAssure certification mark according to the Scheme rules.

2. Independence of scheme management

The management structure of the CemAssure Scheme ensures the impartiality of the Scheme officers. Any risks to the impartiality of the Scheme (outside of those identified by the CAB in complying with the requirements of ISO/IEC 17065) will be identified and documented by the Scheme Owner. This will be addressed by the Governing Board and any actions arising noted and implemented.

It should be noted that the members of the Governing Board of the Scheme and the Scheme officers are not directly employed by any of the participating material participants.

3. Confidentiality

The CemAssure Scheme will operate according to the Trade Practices requirements of Australian Commonwealth law. As such, all information generated through the undertaking of product assessments, and the subsequent management of documentation, will remain confidential to those directly involved in the Scheme and shall not be publicly disclosed to any other parties.

The information placed in the public domain shall be solely the disposition of a product's registration disclosed on the Scheme's website.

Confidentiality between the CemAssure Scheme Owner and CAB is outlined in the contract between the two entities.

4. Complaints and appeals

This section documents the procedure for the CemAssure scheme to handle complaints and appeals. All complaints and appeals related to the registration of products will be received by the administration in writing. All correspondence will be held as part of the records associated with the Scheme. Any complaints or appeals received regarding certification of product will be passed to the CAB for action.

On receipt of a complaint or appeal, the CemAssure Scheme Technical Manager will determine if the complaint or appeal relates to registration activities for which the scheme is responsible and, if so, address it. The receipt of the complaint or appeal will be acknowledged in writing.

The CemAssure Board, or its delegated authority, is responsible for gathering and verifying all necessary information to progress the appeal or complaint to a decision.

The decision resolving the complaint or appeal shall be made by the CemAssure Board.

To prevent any conflict of interest, all those involved in a decision regarding the complaint or appeal shall comply with the independence requirements outlined in Part 3 section 4.2.

The CemAssure Board shall convey its decision in writing to the appellant or complainant., and undertake any further action to resolve the complaint or appeal.

5. Marks of conformity

The CemAssure scheme maintains a mark of conformity, the CemAssure certification trade mark. Registration is deemed to be given provided the product is listed in appropriate section of the CemAssure website, and, in doing so the Registrant may use the certification trade mark to demonstrate conformity with the CemAssure Scheme.

The rules and procedures governing the granting and use of the CemAssure certification trade mark can be found in Section 4.1.3 of this Manual.

The CemAssure Board will maintain, and make available on request:

- i. Information about the CemAssure scheme, including audit procedures, rule and procedures for granting, maintaining, modifying the scope of, suspension of, withdrawing or refusing registration under the scheme, and
- ii. A description of the financial support of the scheme, and general information on the fees levied under the scheme.

6. Roles and Responsibilities of stakeholders

6.1 Accreditation Body

- Provision of accreditation to the CemAssure Scheme, the criteria for which are documented in Part 3 of this document
- Monitoring of CAB's compliance with Part 3 of this scheme for the duration of the accreditation
- Report to the Scheme Owner if there is a change to the status of the accreditation of an accredited body.

6.2 Scheme Owner - CemAssure Board

- Legal responsibility for the Scheme
- Entity responsible for the activities of the CemAssure Scheme
- Management responsibility for the participation agreement between the CemAssure Scheme and the participant
- Management responsibility for the contract between the Scheme Owner and a Conformity Assessment Body

- Management responsibility for registration activities through the CemAssure website and any actions against false claims made regarding registration
- Identification and action regarding new and emerging risks to impartiality
- Financial management of the Scheme
- Management of confidentiality of information required by the Scheme including publicly available information
- Adequate resourcing (financial and human) to ensure the operation of the Scheme
- Meet all process requirements
- Meet all management requirements with respect to the Scheme Owner.

6.3 Conformity Assessment Body (CAB)

- Provides evaluation and audit activities in accordance with ISO/IEC 17065 – Conformity Assessment – Requirements for bodies certifying products, processes and services and Part 3 of this document
- Maintains accreditation for the CemAssure Scheme by JAS-ANZ
- Meets all impartiality requirements of the Scheme, especially pertaining to provision of auditors

6.4 Scheme Participant

- Undertakes to fulfil all requirements of CemAssure registration, including any changes which may be communicated by the CemAssure scheme
- Fulfils the certification requirements and requirements of the scheme identified at Part 2 of this document as part of on-going production
- Allows for the conduct of the audit and any subsequent re-audit, if necessary, including access to product records, laboratory accreditation and quality system certification and records, results of proficiency testing and access to relevant equipment and personnel, and subcontractors, if necessary
- Allows for access of audit observers, by mutual agreement with the CAB.

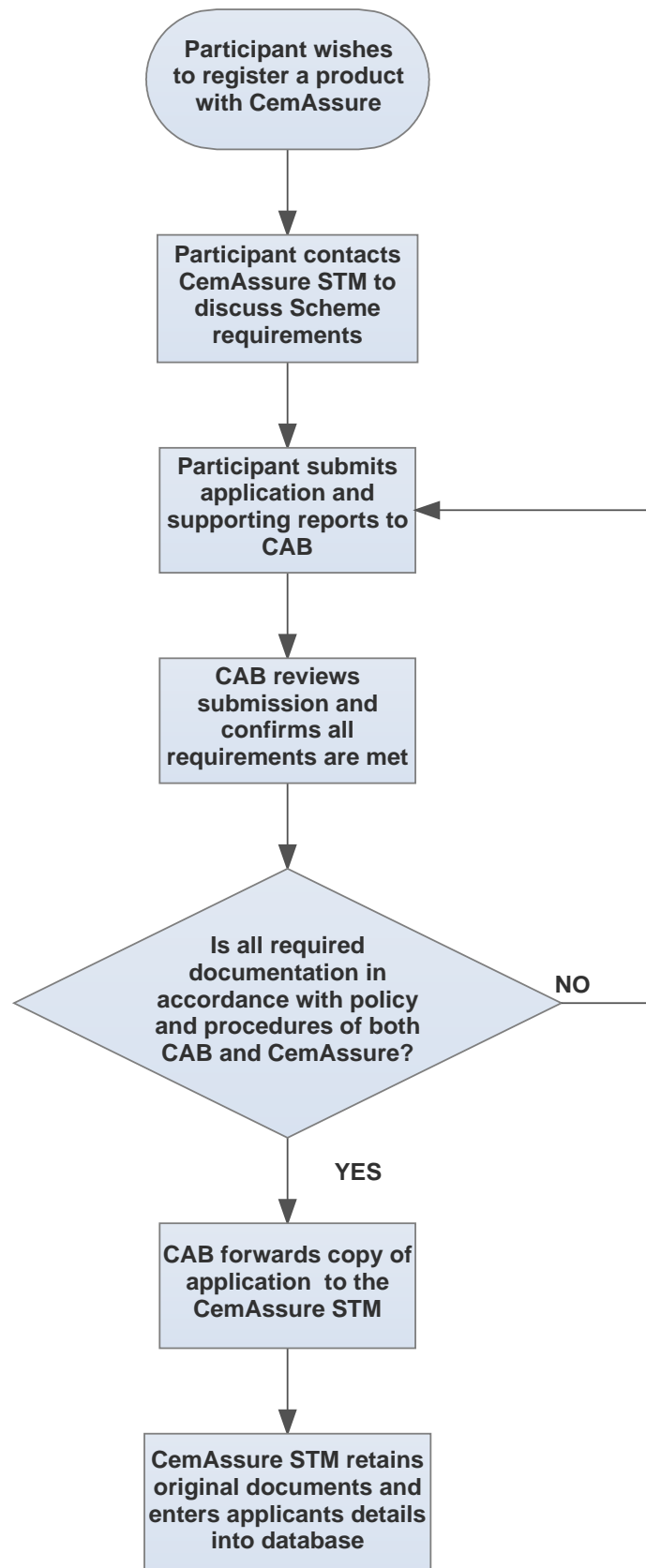
7. General Principles of scheme

- i. The CemAssure scheme will be conducted in a co-operative spirit, aimed at assisting participants in maintaining conformance to relevant Australian and New Zealand materials Standards.
- ii. The CemAssure scheme will maintain endorsement by JAS-ANZ as suitable for use in accreditation certification
- iii. The CemAssure scheme will be overseen by a Board responsible for the operation of the Scheme.
- iv. The Scheme Technical Manager will produce a bi-annual report of all audits and outcomes for consideration by the CemAssure Board.
- v. The CemAssure Board shall then direct the Scheme Technical Manager to amend the Scheme web listing of registered products.

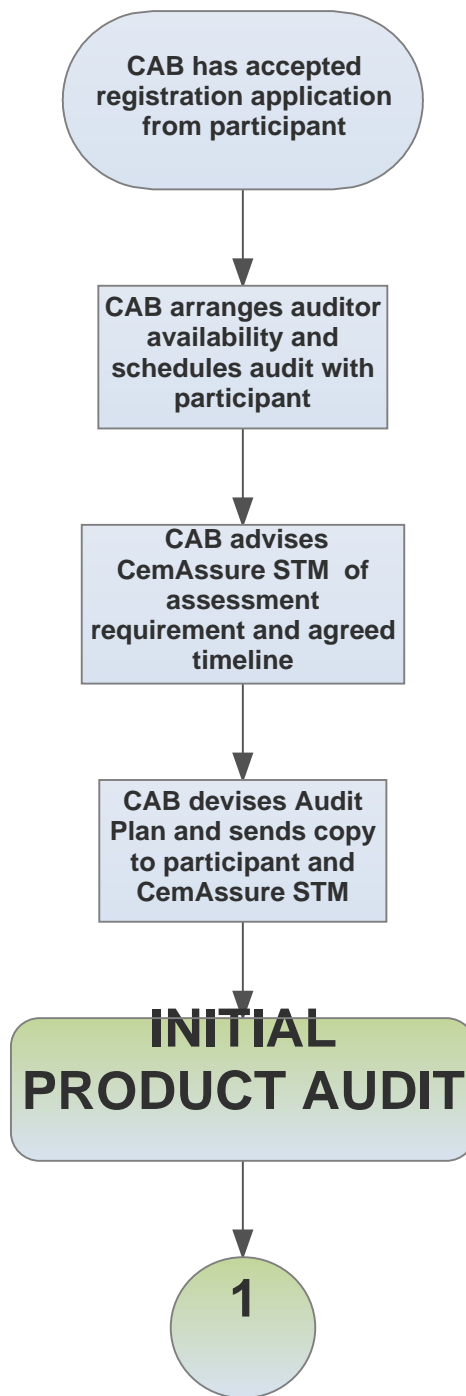
- vi. The cost of the audit will be invoiced directly to the participant by the CAB. After a successful recommendation for registration, the CAB will be invoiced by CemAssure for a certificate registration fee.
- vii. Procedures for the review of new products will be determined after the successful launch of the CemAssure Scheme.
- viii. The Scheme will be reviewed by the CemAssure Board at least every two years.

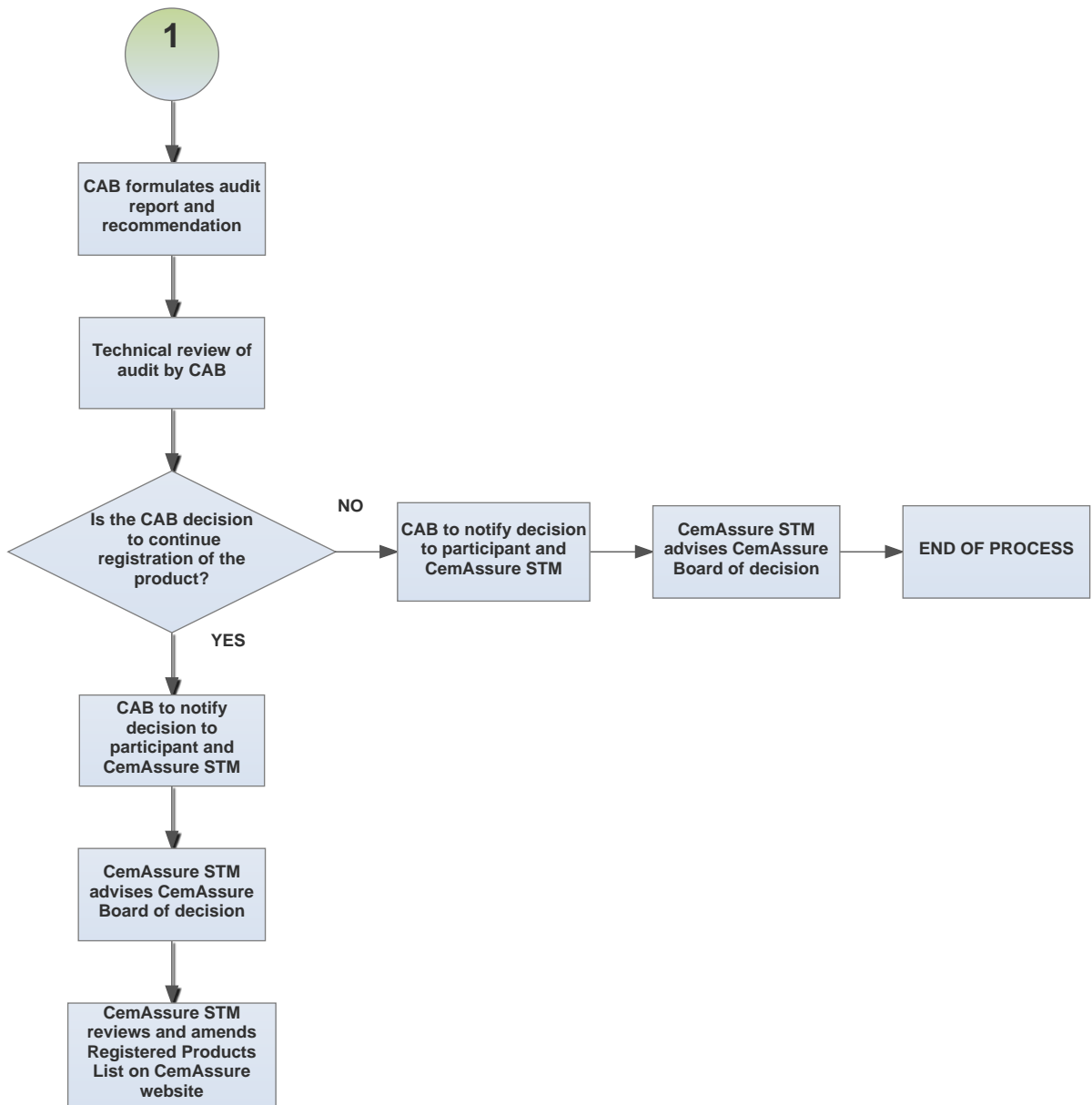
8. Scheme Procedures

Initial Application Process

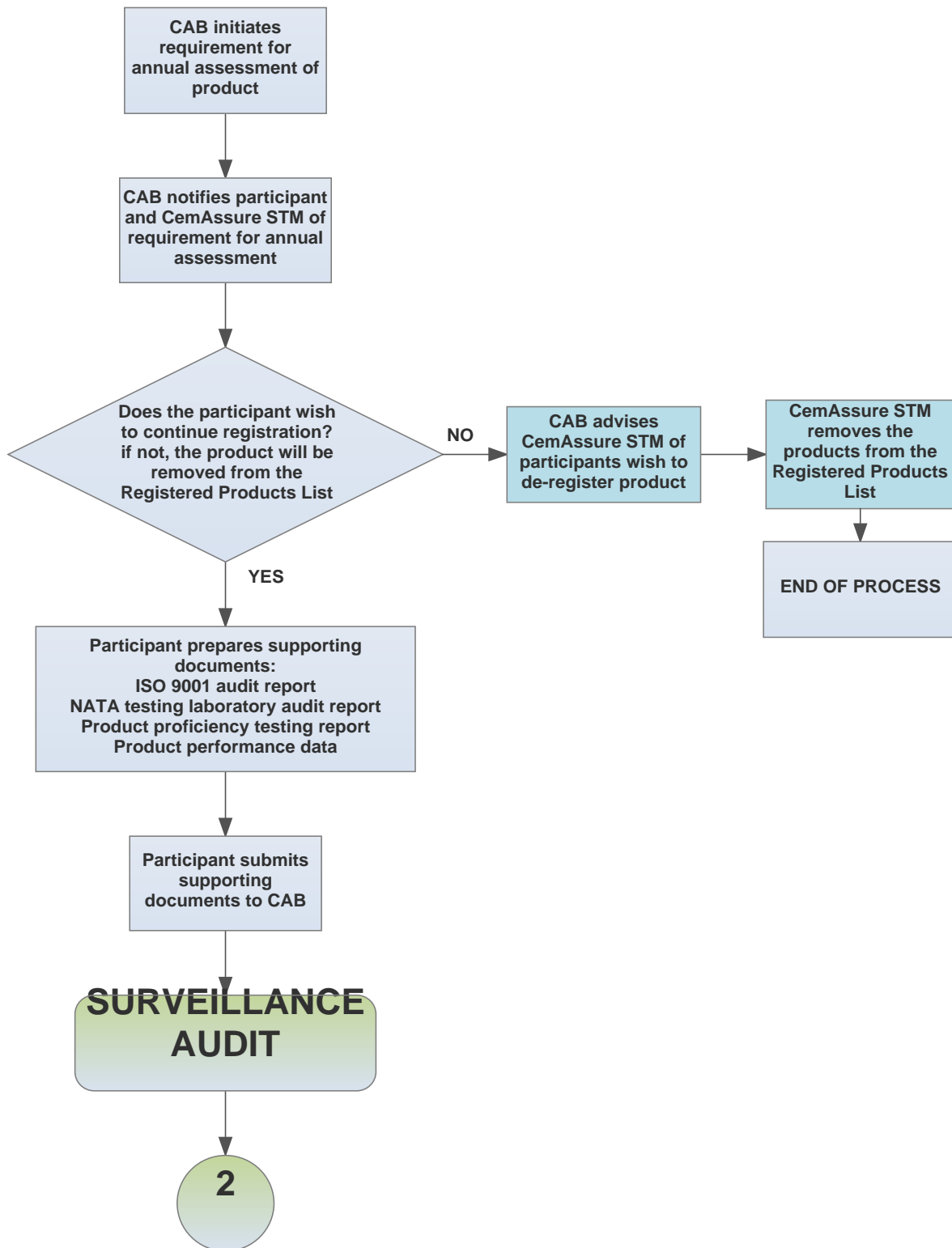


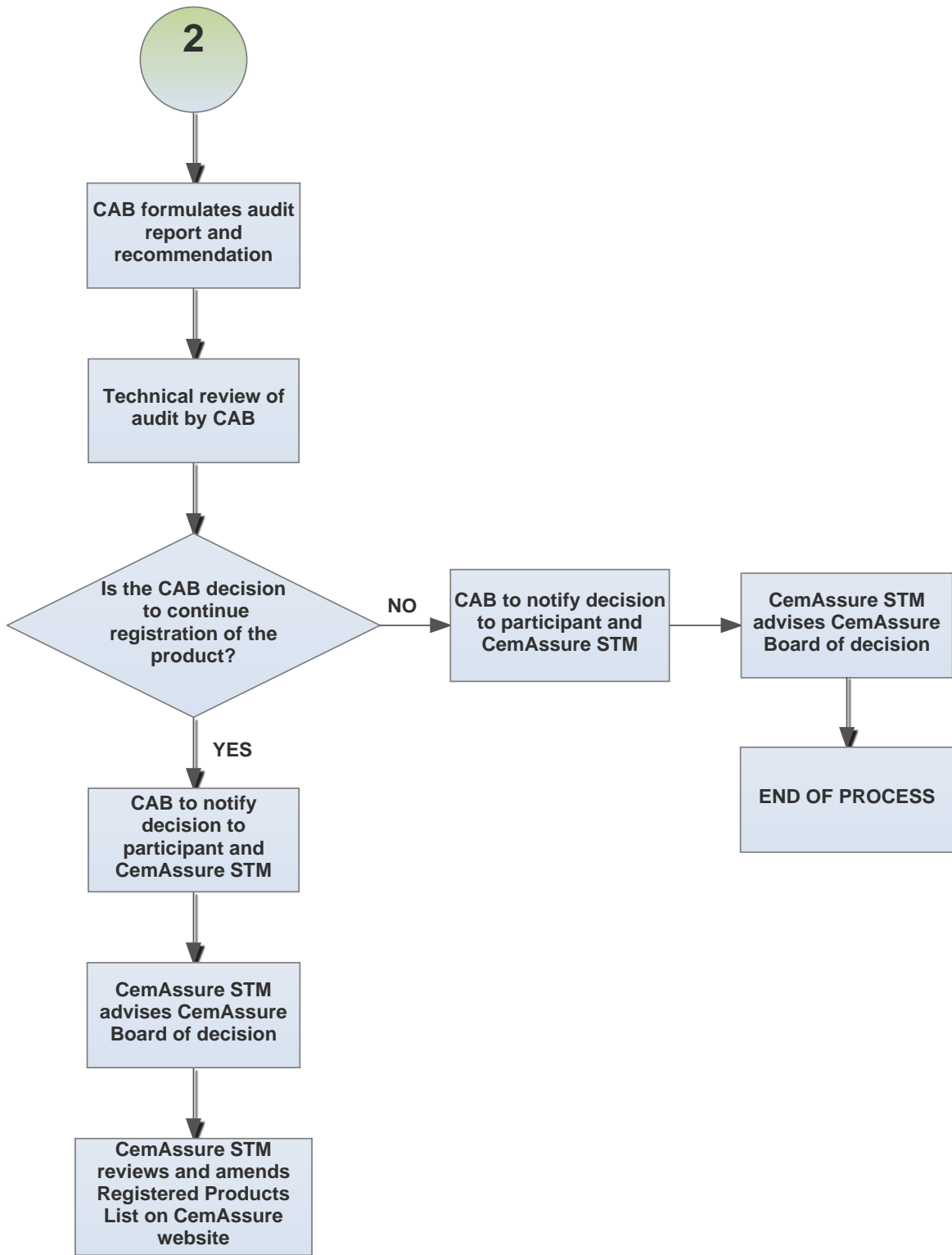
Initial Audit Process



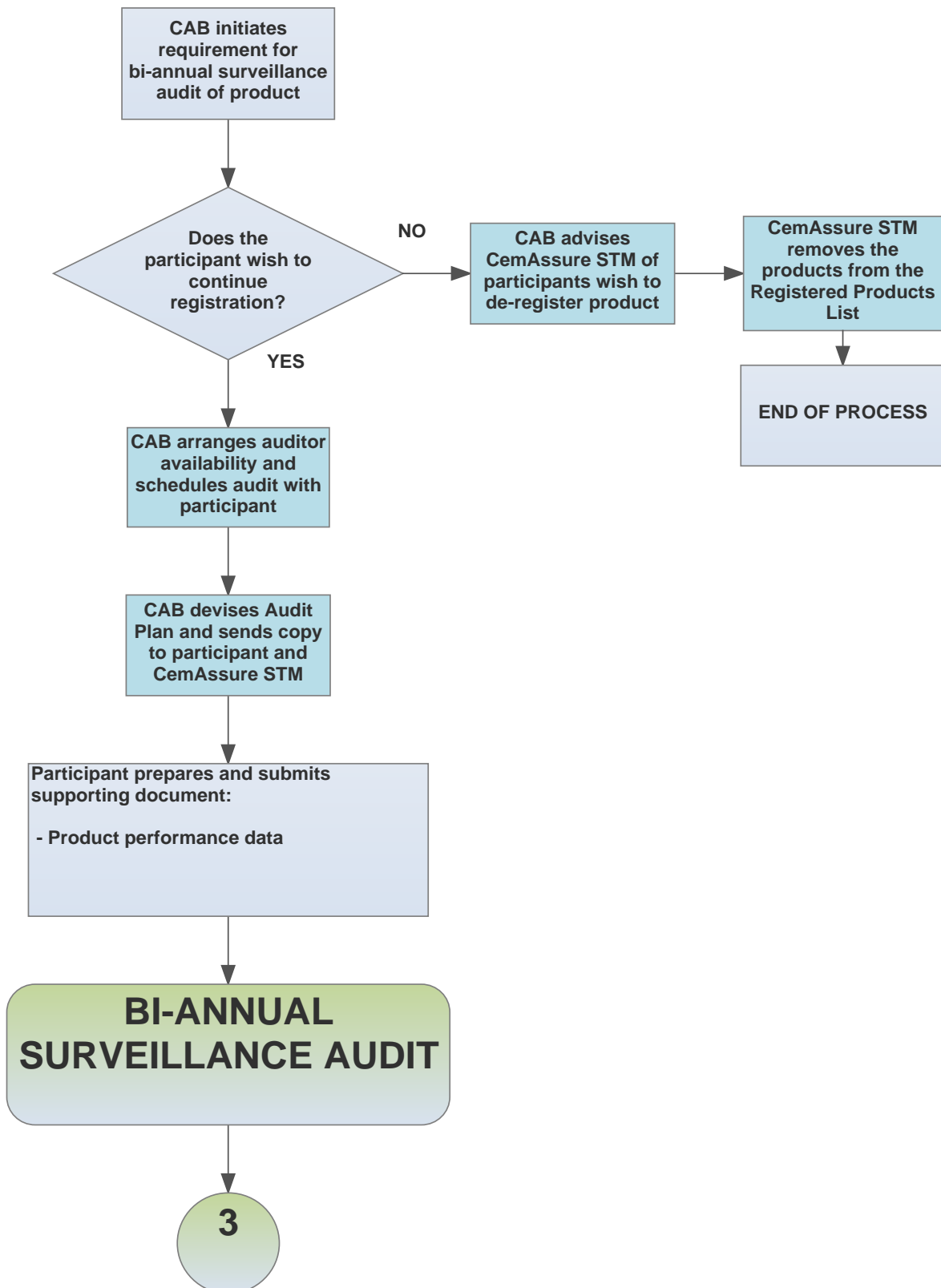


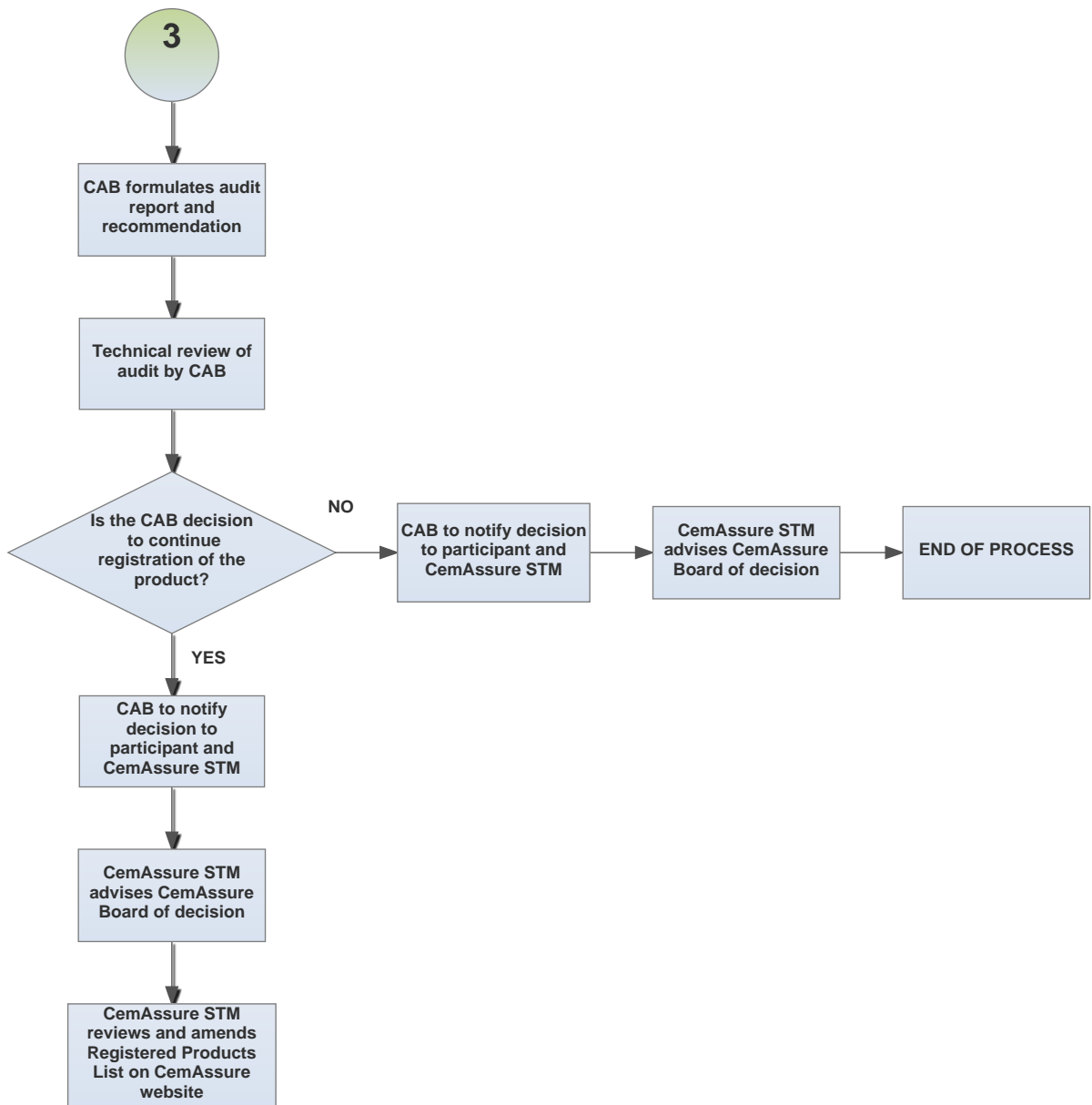
Annual Surveillance Audit Process



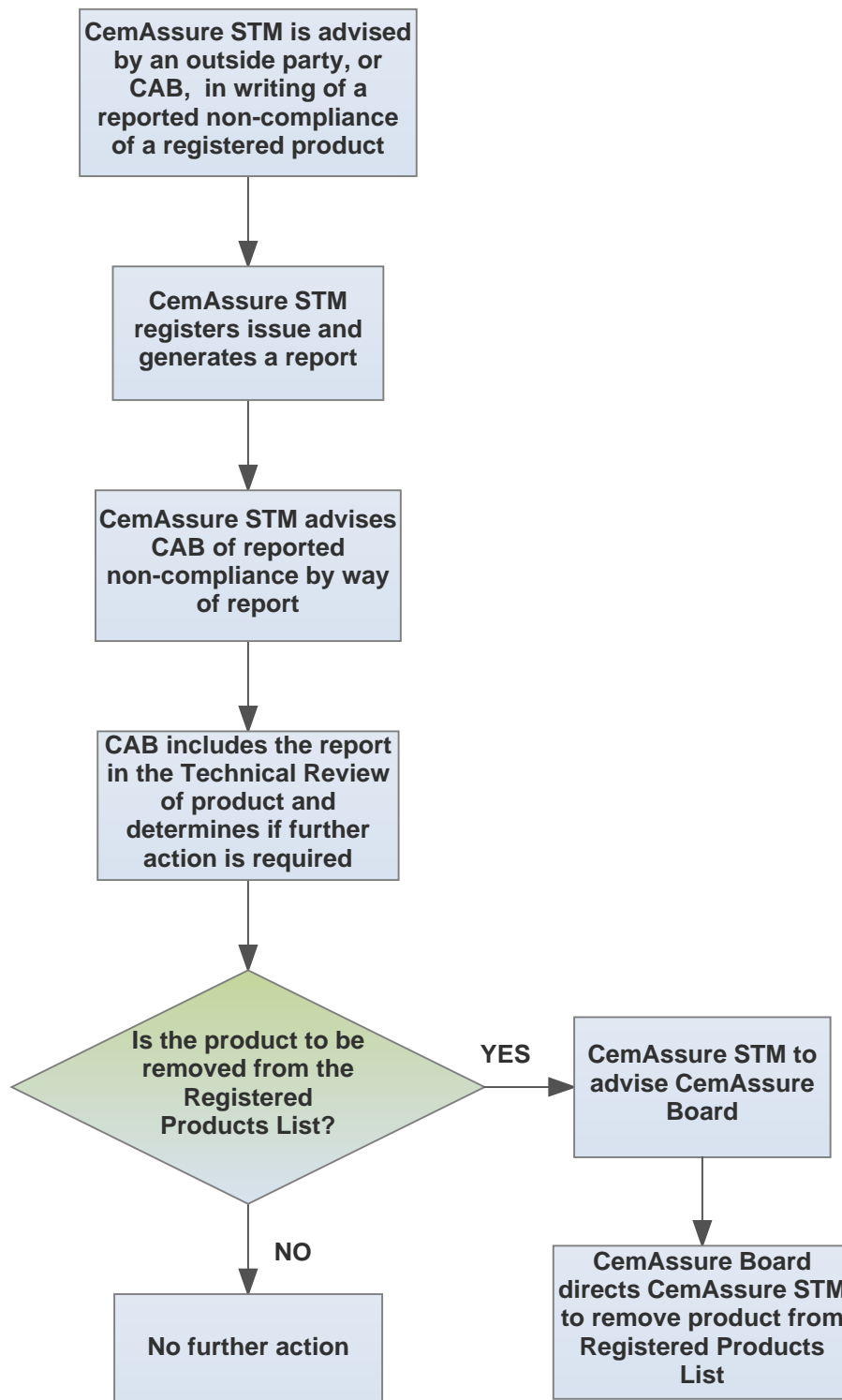


Bi-annual Surveillance Audit Process





Removal from Register



New product audit

This procedure will be added once the CemAssure Scheme has been endorsed and is operational.

Part 2: Scheme participant requirements

1. Certification standards

- 1.1 The aim of the CemAssure scheme is to assess the compliance of products against the provisions of the prevailing Australian and New Zealand Standards, namely (as applicable):
- AS 3972 – general purpose and blended cements,
 - NZS 3122 - Specification for Portland and blended cements (General and special purpose),
 - NZS 3125 - Specification for portland-limestone filler cement,
 - AS/NZS 3582.1 Supplementary cementitious materials Part 1: Fly ash,
 - AS 3582.2 Supplementary cementitious materials Part 2: Slag,
 - AS/NZS 3582.3 Supplementary cementitious materials Part 3: Amorphous Silica, or
 - NZS 3123 Specification for pozzolan for use with Portland and blended cement.
- 1.2 To ensure that products continually comply with these requirements, scheme participants are required to hold, and maintain, an accredited ISO 9001 certification for the facilities producing and dispatching the certified products. The scope of this certification shall include the products for which certification is sought.
- 1.3 This certification may, or may not, be issued by the CAB undertaking the product certification, however the report from this certification shall be available to the scheme CAB to consider at the time of the initial assessment, and during surveillance as described within this document.

2. Testing of the products

- 2.1 The scheme participant selects samples for the testing of the product against the appropriate certification standard indicated above. The scheme participant shall have product tested in an ILAC MRA (International Laboratory Accreditation Cooperation - Mutual Recognition Arrangement)signatory (e.g. NATA – National Association of Testing Authorities - in Australia or IANZ – International Accreditation New Zealand - in NZ) accredited laboratory, with the specified tests within the laboratory’s scope of accreditation.
- 2.2 At the time of requesting the testing to be undertaken, the scheme participant shall establish that the laboratory is accredited for the testing to be provided. If it is later found by the CAB that the testing was not undertaken by an accredited laboratory, the test results shall not be accepted for product certification purposes.
- 2.3 The accredited laboratory shall also have participated in the annual proficiency testing program, i.e. *The Cement Proficiency test programme in Australia*. The intent of this requirement is to ensure that the tests being undertaken, and on which the certifications are

awarded, are robust and effective in determining compliance of products with the established certification standards under this scheme. The laboratory does not need to be a member of the CCAA to participate in this programme.

3. Product registration claims

- 3.1 Any claims of product registration shall be within the scope of the certification awarded. The scheme participant shall not make any claims which may bring the CemAssure Scheme into disrepute and shall not make claims which the CAB or CemAssure Board considers misleading or unauthorised.
- 3.2 The scheme participant shall discontinue to make claims regarding CemAssure Scheme registration if a product is suspended, withdrawn or the agreement is terminated by one, or both, parties. This includes any commercial document that claims registration with the CemAssure Scheme.
- 3.3 In making a reference to product registration in communications, the registration number shall be quoted as proof of registration.
- 3.4 The Scheme certification mark shall be displayed by the scheme participant in accordance with the Certification Mark rules as described in Clauses XX to XX

4. Records of complaints

- 4.1 The scheme participant shall maintain a list of all complaints known to it relating to conformance with registration conformance, and shall make these available for audit when requested by the CAB. Further, the scheme participant shall:
 - a) Take appropriate action on these complaints in a timely manner, and rectify any deficiencies with respect to registration conformance,
 - b) Maintain a file of all documents relating to each complaint, and
 - c) Inform the CemAssure Scheme Technical Manager promptly if the disposition of a registered product changes with relation to its registration conformance.

Part 3: Certification body requirements

Additional Requirements for the application of ISO/IEC 17065 Conformity Assessment – Requirements for bodies certifying products, processes and services

This section of the Manual has been prepared with the provisions of ISO/IEC 17065 - *Requirements for bodies certifying products, processes and services* and are normative to the CemAssure Scheme.

1. Scope

The CemAssure Scheme provides a process for third party evaluation and certification of the conformity of despatched product for cement, flyash, slag and amorphous silica products.

2. Normative References

ISO/IEC 17000 – Conformity Assessment – Vocabulary and general principles

ISO/IEC 17020:2013 – Conformity Assessment – Requirements for the operation of various types of bodies performing inspection

ISO/IEC 17065:2012 – Conformity Assessment – Requirements for bodies certifying products, processes and services

3. Terms and definitions

For the purposes of the Scheme, the terms and definitions used in ISO/IEC 17000 – Conformity Assessment – Vocabulary and general principles apply.

4. General requirements

4.0.1 CABs providing evaluation and certification under the CemAssure scheme are required to meet all of the requirements of ISO/IEC 17065 plus the additional requirements identified in this Part of the scheme rules.

4.1 Legal and contractual matters

4.1.2 Certification agreement

4.1.2.2 In addition to the requirements established by Clause 4.1.2.2 of ISO/IEC 17065, the certification agreement between the participant and the CAB shall outline the following:

- i. the participant shall undertake to fulfil all requirements of CemAssure registration, including any changes which may be communicated by the CemAssure scheme,
- ii. the participant shall continue to fulfil the certification requirements as part of on-going production. Any change shall be communicated to the CAB, and a further audit may be deemed necessary.

- iii. the participant shall arrange for the conduct of the audit and any subsequent re-audit, if necessary, including access to product records, laboratory accreditation and quality system certification and records, results of proficiency testing and access to relevant equipment and personnel, and subcontractors, if necessary.
- iv. the participant does not make any claims which may bring the CemAssure scheme into disrepute and does not make claims which the CemAssure Board would consider misleading or unauthorised.
- v. the participant shall discontinue to make claims regarding CemAssure scheme registration if a product is suspended, withdrawn or the agreement is terminated by one, or both, parties. This includes any commercial document that claims registration with the CemAssure scheme.
- vi. when making reference to product registration in communications, the CemAssure registration number shall be quoted as proof of registration.
- vii. The participant will ensure any use of the CemAssure certification mark is in accordance with Clause X.X below.
- viii. requirements for confidentiality as specified in Clause 4.5 below.

4.1.3 Use of license, certificates and marks of conformity

4.1.3.1 The certification mark for use in conjunction with all CemAssure registered products will be the logo as shown below:



4.1.3.2 Certification Mark display

The scheme participant will display the CemAssure certification mark as follows:

- (a) on all labels, bags, invoices placed on or used in conjunction with the Registered product, and;
- (b) in any communication media referencing the fact that the product has been registered under the CemAssure Scheme.

4.1.3.3 Use of the Certification Mark

Use of the certification mark is restricted to the scheme participant identified as the registering authority on the CemAssure website. This condition does not include the use of any other material which may be manufactured using the registered product as a precursor material.

The scheme participant will ensure the controlled use of the certification mark to maintain the integrity of the CemAssure Scheme, as well as not breaching of the Scheme rules or legislation.

During the annual audit, the CAB shall examine and report if any use of the CemAssure registration is being used contrary to the Scheme Rules. The CAB shall take suitable action against any false claims of registration under the CemAssure scheme, including notification of the CemAssure Board.

4.1.3.4 Withdrawal of Use of Certification Mark

If a scheme participant is found to be making any false claims, or using the CemAssure certification mark in contravention of Clause 4.1.3, it will be asked by the Scheme Technical Manager to show cause as to why the use of the CemAssure certification mark should be withdrawn.

Once notice of withdrawal of use of the CemAssure certification mark, the scheme participant will have four weeks to cleanse all all labels, bags, invoices of the certification mark.

Notice of withdrawal of approval for use will also be posted on the CemAssure website

4.2 Management of impartiality

4.2.1 The structure of the Scheme is such that the auditors of conformity operate free from influence of participants through a period of separation from the participant. While the auditor may have been employed by the participant whose product is under audit, in either a full-time or consultancy basis in the past, at least three years should have elapsed since the dissolution of that relationship. Further, in electing to undertake an audit of a prescribed participant, the auditor shall not enter into any consultant/contractual relationship with that participant for at least two years after the conclusion of the audit.

4.2.2. Any attempt to influence the outcome of an audit through commercial, financial or other pressures shall be reported to the CAB by the auditor. The issues shall then be dealt with by the CAB as a matter of urgency, in accordance with identified procedures.

4.3 Liability and financing

There are no additional requirements.

4.4 Non-discriminatory conditions

4.4.1 The CemAssure scheme shall be open to all entities who wish to supply cementitious materials to the Australia and New Zealand markets, in accordance with the provisions of the relevant certification standard.

4.5 Confidentiality

4.5.1 The CAB shall include in the legally enforceable agreement with the participant, that in agreeing to participate in the Scheme, the participant shall recognise that the registration status of each assessed product shall be publicly disclosed on the Scheme's website. All other information generated by the CemAssure Scheme in the course of performing an audit, whether delivered by a participant, or compiled by the auditor, shall remain commercially confidential and shall not be publicly disclosed, except with the express permission of the participant.

4.6 Publicly available information

There are no additional requirements.

5 Structural Requirements

5.1 Organisational structure and top management

There are no additional requirements.

5.2 Mechanism for safeguarding impartiality

There are no additional requirements.

6 Resource requirements

6.1 Registration body personnel

6.1.1 General

6.1.1.1 The CAB shall appoint a Scheme Liaison Manager who will have the responsibility of managing the scheme for the CAB and act as liaison with the Scheme Owner.

6.1.2 Management of competence for personnel involved in the certification process

6.1.2.1 The auditors shall have knowledge and experience of the manufacture and testing of the products under review, and be able to cogently determine if the test data under inspection conforms to the relevant provisions of the Standard. They should have:

- i. at least 10 years prior experience in the field of manufacture and application of cement and supplementary cementitious materials, and/or,
- ii. tertiary qualifications in materials science or a similar discipline, and
- iii. the ability to identify non-conformities against the relevant standard and be able to substantiate their concerns.

6.1.2.2 While the Auditor may have been employed by the materials supplier under audit, in either a full-time or consultancy basis, in the past, at least three years should have elapsed since the dissolution of that relationship.

6.1.2.3 Auditors undertaking evaluations under this scheme shall have undertaken a recognised ISO 9001 lead auditors course, or be in the process of undertaking this qualification.

6.1.3 Contract with the personnel

6.1.3.1 The CAB shall have a contract for all personnel involved in the CemAssure Scheme registration process which shall include:

- i. The specific requirements for independence stated in Clause 4.2.1; and
- ii. A declaration of any circumstance that may present a conflict of interest for the person or the CemAssure scheme.

6.2 Resources for evaluation

6.2.1 Internal resources

There are no additional requirements.

6.2.2 External resources (outsourcing)

There are no additional requirements.

7 Process requirements

7.1 General

7.1.1 The CAB shall retain responsibility for audits and certifications undertaken within the CemAssure scheme.

7.2 Application

7.2.1 The following information shall be provided by the applicant to support the completion of the registration process:

- i. Product(s) to be certified
- ii. The relevant Standards applicable to the nominated product(s)
- iii. The name and address of the participant, the location of manufacture, and any legal obligations
- iv. The laboratory and/or inspection facilities responsible for product conformity testing
- v. The last audit report for the audit of the manufacturing site against the provisions of ISO 9001 – Quality Management Systems – Requirements
- vi. The complete suite of results for testing of the nominated product against the provisions of the relevant Standard for the previous 12 month period
- vii. The last audit report arising from the NATA assessment of the testing laboratory responsible for the conformity testing of the nominated product
- viii. The last report of participation of the testing laboratory in the industry proficiency test program.

7.3 Application review

7.3.1 The CAB shall review the above information to ensure that:

- i. The information is sufficient to conduct the review
- ii. The scope of the review is defined
- iii. Both the participant and the CAB have a common understanding of the scope of the review, including agreement on Standard or other normative requirements
- iv. The CAB has the means and competence to undertake the review in accordance with the normative documents (certification standards).

7.4 Evaluation

7.4.1 Conformity of products shall be assessed against the provisions of the prevailing Australian and New Zealand Standards, namely (as applicable):

- AS 3972 – general purpose and blended cements,
- NZS 3122 - Specification for Portland and blended cements (General and special purpose),
- NZS 3125 - Specification for portland-limestone filler cement,
- AS/NZS 3582.1 Supplementary cementitious materials Part 1: Fly ash,
- AS 3582.2 Supplementary cementitious materials Part 2: Slag ,
- AS/NZS 3582.3 Supplementary cementitious materials Part 3: Amorphous Silica, or
- NZS 3123 Specification for pozzolan for use with Portland and blended cement.

Product evaluation shall be undertaken, and certification awarded, against the current version of the standards listed above.

7.4.2 The initial evaluation shall include a review of:

- i. the most recent audit report of the participant's management system against the requirements of ISO 9001;
- ii. the complete suite of results for testing of the nominated product against the provisions of the relevant Standard for the previous 12 month period;
- iii. the last audit report arising from the NATA assessments of the testing laboratory responsible for the conformity testing of the nominated product; and
- iv. the last report of participation of the testing laboratory in the industry proficiency test program.

7.4.3 The outcome of the review identified at clause 7.4.2 shall form the inputs to the on-site audit which shall be completed to confirm information provided as part of the application, and to follow-up on any issues which may affect the conformity of the product.

7.4.4 A report shall be produced documenting the conformity, or otherwise, of products against the requirements of the relevant certification standard. This report shall include any nonconformities raised during the evaluation.

7.5 Review

7.5.1 The CAB shall review all information and results related to the audit.

7.5.2 All nonconformities shall be closed prior to the recommendation for certification being made.

7.5.3 In addition to the report on conformity necessary for the CAB to make the certification decision, the CAB shall prepare a report for the CemAssure Board detailing the outcome of the audit, any non-conformities arising from the audit and their disposition, and a recommendation as to the registration of the nominated product.

7.6 Certification Decision

7.6.1 The CAB retains all responsibility for the decision to certify a product.

7.7 Certification documentation

7.7.1 In addition to the requirements of Clause 7.7.1 of ISO/IEC 17065, the CAB shall include the following information on the formal certification decision document:

- i. Name and address of CemAssure scheme
- ii. Identification of nominated product for which certification is granted
- iii. Registration number of the nominated product under the CemAssure scheme.

7.7.2 The formal documentation shall also be signed by the Chair of the CemAssure Board as a sign of recognition of registration of the product.

7.7.3 Formal documentation shall only be issued after the following have been fulfilled:

- i. A decision to grant or continue registration has been made
- ii. All registration requirements have been fulfilled
- iii. A certification agreement has been signed

7.8 Directory of certified products

7.8.1 A publicly available directory of current registered products shall be available on the CemAssure website.

7.8.2 The CAB shall provide data for upload to this directory. Each product listing shall include:

- i. Identification of product
- ii. Identification of participant
- iii. Place of manufacture
- iv. The Standard to which conformity has been certified
- v. Date of expiry of certification
- vi. A unique registration number denoting registration in the CemAssure scheme.

7.9 Surveillance

7.9.1 The CAB shall undertake an on-site audit of production and despatch facilities of the participant on an annual basis. This shall include the audit of the following information:

- i. full examination of product performance data against the requirements of the relevant certification standard,
- ii. a review of the report of the most recent ISO 9001 audit of the production site(s) to identify any changes to the system or production and despatch processes that may affect product conformity,
- iii. a review of the report of the most recent product proficiency testing of like products at product testing laboratory in order to identify any areas of concern which may effect product conformity,
- iv. review of NATA laboratory accreditation report, to identify if there are any issues with the operation of the laboratory utilised by the participant which may bring into question product performance data provided, and
- v. follow-up of identified issues from the review of the data and reports above.

The output of this audit shall be a report which comments on the review and any issues that needed follow-up during the on-site audit. The report shall include any nonconformances identified and a recommendation regarding maintenance of certification.

7.9.2 The CAB shall require the participant organisation to provide product performance data, as required by the product standard, for all certified products on a six monthly basis. This data shall be produced by a NATA accredited laboratory. The CAB shall undertake an audit of product performance data by way of a “desk-top” audit against the requirements of the relevant certification standard. The output of this audit shall be a report on continued product compliance.

7.9.3 The CAB shall raise nonconformities where products do not continue to meet product standards. Corrective action taken to address nonconformities, and related timeframes, shall be commensurate with the risks posed by the non-conformance.

7.9.4 Recertification is not required as the annual surveillance audit examines all activities identified under initial certification, except re-application is not necessary.

7.10 Changes affecting certification

7.10.1 The CAB shall communicate any changes in the CemAssure scheme to all participants.

7.10.2 The CAB shall have a process for determining appropriate actions to take if the CAB is notified by the participant of changes to the registered products. These processes shall be based on the effect that these changes may have on the registration of the product(s).

7.11 Termination, suspension or withdrawal of registration

7.11.1 A product may only be terminated or suspended by the CemAssure Board through reported and verified product complaint by the CAB. Where this occurs, the CemAssure Board shall notify the CAB of their action to remove the product from the Registered Products List.

7.11.3 A participant may voluntarily withdraw a product from the CemAssure Scheme by advice in writing to the CAB. The CAB shall then notify the CemAssure Board, who will in turn remove the registered product from the Directory of Certified Product. This will render the product number inoperative and remove any permissions to use the CemAssure certification mark.

7.12 Records

There are no additional requirements.

7.13 Complaints and appeals

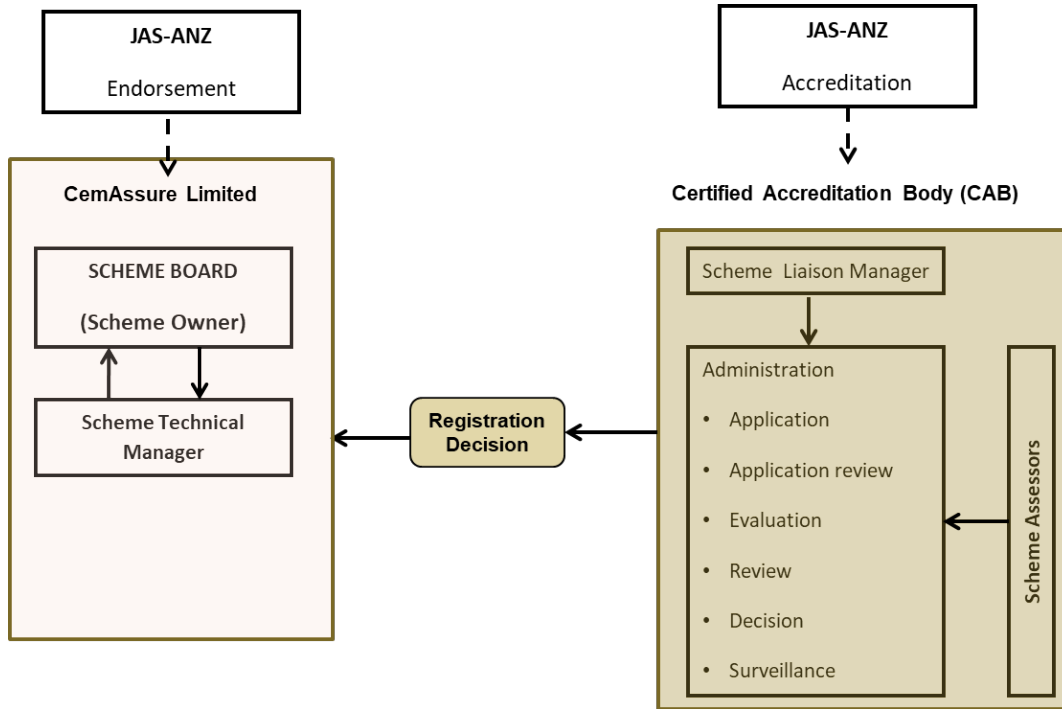
Nil additional requirements

8 Management system requirements

Nil additional requirements

Appendix 1

Management Structure of the CemAssure Scheme



Appendix 2

a. Position Description – Scheme Technical Manager

Position: Scheme Technical Manager

Standard Requirements:

Role – Direct responsibility to ensure the product audit activities are undertaken in accordance with ISO/IEC AS/NZS 17065 – Conformity Assessment – Requirements for the bodies certifying products, processes and services by overseeing the activities of the accredited CAB(s).

Impartiality – the Scheme Technical Manager is required to operate in an impartial manner and shall be free of commercial and financial pressure.

Risks to impartiality – the risks to the Scheme Technical Manager operating in an impartial manner shall be defined as the relationship between the Scheme administration, the CAB, the Scheme Auditors and the participant. These risks may be based on ownership, governance, management, personnel, shared resources, finances, contracts, marketing (including branding) and payments of inducement through sales or new participant introduction etc.

Independence – while the Scheme Technical Manager may have been employed by the materials participant under audit, in either a full-time or consultancy basis, in the past, at least three years should have elapsed since the dissolution of that relationship.

Confidentiality – all information detailing the content and outcome of the audit shall remain confidential to the Scheme, its auditors and administrators and shall not enter the public domain. Communication of audit outcomes shall be advice of continued registration to the Scheme delivered on the Scheme website. Product testing data is proprietary information and shall remain confidential to the materials participant.

Specific Responsibilities

- will be responsible for operational aspects of the CemAssure Scheme;
- will undertake his or her role having regard to the Policy and Procedures Manual and directions of the Board;
- will be responsible for preparing reports to the Board on certification matters under the CemAssure Scheme;
- will be responsible for providing explanations and information to the Board in relation to specific queries that the Board may have from time to time regarding operation of the CemAssure Scheme; and
- will be responsible for notifying and advising the Board of any changes to the Conformity Assessment Standards that would require changes to be made to the Policy and Procedures Manual

Competence:

The Scheme Technical Manager will be technically competent and have experience in the operation

of a CAB.

The Scheme Technical Manager should have at least 10 years prior experience in the field of manufacture and application of cement and supplementary cementitious materials.

Tertiary qualifications in materials science or a similar discipline are preferred.

Other Requirements

Initially, the Scheme Technical Manager may be an employee of Cement Concrete and Aggregates Australia, the Cement Industry Federation, Australian Ash Development Association, Australasian Slag Association or the Amorphous Silica Association of Australia.

b. Position Description – CemAssure Board Member

Position: CemAssure Board Member

Standard Requirements:

The CemAssure Board is responsible for the management and control of the business and affairs of CemAssure Limited and may exercise all the powers, authorities and discretions of CemAssure Limited except for those which under the Corporations Act or the company constitution must be exercised by CemAssure Limited in general meeting.

A Board member of the CemAssure Board is a representative of either a Foundation, Associate or Ordinary Member of CemAssure Limited

Role – Overall responsibility to ensure the audit activities are undertaken in accordance with ISO/IEC AS/NZS 17065 – Conformity Assessment – Requirements for the bodies certifying products, processes and services through the overview of the Scheme operations as required.

Impartiality – the CemAssure Board Member is required to operate in an impartial manner and shall be free of commercial and financial pressure.

Risks to impartiality – the risks to the Scheme CemAssure Board Member operating in an impartial manner shall be defined as the relationship between the CemAssure Board Member, the Scheme administration, the designated CAB and the participant. These risks may be based on ownership, governance, management, personnel, shared resources, finances, contracts, marketing (including branding) and payments of inducement through sales or new participant introduction etc.

Independence – while the CemAssure Board Member may have been employed by the materials participant under audit, in either a full-time or consultancy basis, in the past, at least three years should have elapsed since the dissolution of that relationship.

Confidentiality – all information detailing the content and outcome of the audit shall remain confidential to the Scheme, its auditors and administrators and shall not enter the public domain. Communication of audit outcomes shall be advice of continued registration to the Scheme delivered on the Scheme website. Product testing data is proprietary information and shall remain confidential to the materials participant.

Competence:

The CemAssure Board Member shall be competent and experienced in the management and overview of an industry organisation.

The CemAssure Board Member shall also be knowledgeable of the current product requirements of cementitious materials in the Australasian market.

Other Requirements

The CemAssure Board Member may be an employee of Cement Concrete and Aggregates Australia, the Cement Industry Federation, Concrete Institute of Australia, Austroads or Australian Procurement and Construction Council, as a representative of the supply chain participants.

Appendix 3

3.1 CemAssure Application

(To be added)