

Building

Regulations Advisory Committee

ACCREDITATION APPLICATION LODGEMENT CHECK SHEET

The following documentation must be included as part of the application

1. Appraisal report from a suitably qualified registered building practitioner, NATA registered testing authority or other suitably qualified person or body.

The Appraisal must contain the following information:

- The name of the owner of the building product/system
- The name of the manufacturer of the building product/system (if different from owner)
- The country of manufacture
- The scope of the appraisal
- Description of the building product/system
- Summary of each BCA performance requirement applicable to the application for accreditation of building product /system and the evidence relied upon to support compliance with the performance requirement.
- Limits of the appraisal of the building product/system
- Design and construction details
- Results of the appraisal including any conditions

2. Appraiser's statement of qualifications and experience.

3. Technical / installation manual to contain the following information:

- Description of building product/system
- Application of the building product/system
- Composition and physical properties
- Specifications of the materials /components
- Manufacturing tolerances
- Design criteria
- Installation and fixing guidelines
- Framing details (if applicable)
- General information (i.e. trade warranties, disclaimers, reference documents etc.)

Or specifications of the materials /components (where not incorporated in an installation manuals)

4. Where test reports, or similar, are integral to demonstrating compliance with the Performance Requirements: -
 - Test report(s) must be issue by a NATA registered testing authority showing that the material or form of construction has been submitted to tests listed in the report and setting out the results of those tests and any other relevant information that demonstrates its suitability for used in the building; or
 - Other form of documentary evidence must correctly describe the properties and performance of the material or form of construction and adequately demonstrates its suitability for use in the building.

5. Any other relevant supporting documentation, including details of any current certificates of compliance for this product (e.g. CodeMark or CertMark if applicable)

Note: The items listed at 1 – 4 are the mandatory documentation that must be submitted with the application. If not submitted, the application will not be accepted and will be returned to the applicant.