



ACCREDITATION SCHEME FOR
PRODUCT CERTIFICATION BODIES

CT 12
SAC CRITERIA FOR PRODUCT
CERTIFICATION BODIES (FIRE SAFETY
PRODUCTS)

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1 Introduction

- 1.1 This document specifies the supplementary SAC criteria for certification of Fire Safety Products, and is to be used in conjunction with ISO/IEC 17065.

2 Compliance with Fire Safety Guidelines

- 2.1 All certification bodies (CBs) offering product certification of fire safety products/materials shall comply with the procedures on Certification of Regulated Fire Safety Products & Materials in Fire Safety Guidelines FSG 1, published by The Fire Safety and Shelter Department (FSSD), Singapore Civil Defence Force (SCDF).
- 2.2 The requirements in Clause 3 to 5 of this document which are to be covered in SAC assessments are extracted from FSG 1.

3. Provision of Minimum Information by Certification Bodies

- 3.1 CBs shall provide the minimum information as specified in Annex B of FSG 1 (see below) in their directory:

a) for certified fire safety products/materials

- Applicant (includes company's name, address, contact number)
- Brand
- Model
- Certificate no.
- Scheme of CoC
- CoC Expiry Date
- Description
- Country of Origin
- Product Details (include insulation, integrity, density/weight, etc)
- Test Standard
- Test Reports Reference

and

b) for products/materials which failed the certification requirements

- Applicant (includes company's name, address, contact number)
- Brand
- Model
- Description
- Country of Origin
- Product Details (include insulation, integrity, density/weight, etc)
- Test Standard
- Test Reports Reference

4. Applicants Seeking Multiple Certifications

- 4.1 An applicant who seeks certification of their fire safety products with a CB shall declare the status of certification he had with the previous CB (if any).
- 4.2 If the applicant has previously sought certification with a CB but failed in its certification attempt, he is required to submit the latest report and surveillance test results prepared by the previous CB to the new CB for their information and highlighted any improvement made to the product to be certified by the new CB.

Note: All test reports shall be an SAC or SAC's mutual recognition arrangement (MRA) partners' accredited reports.

- 4.3 However, if the applicant declares that he has yet to seek certification with any CB, it shall be incumbent upon the CB that they shall take due diligence measures such as:
 - a. confirming the status of the applicant from the directory of certified and failure products maintained by the other CBs
or
 - b. subjecting the applicant into making a declaration of their status at the point of application.
- 4.4 If the CB subsequently finds out that the applicant has earlier approached a CB but failed in its certification attempt, the CB shall require the applicant to
 - i. Submit the latest audit report and surveillance test results prepared by the previous CB
and
 - ii. Highlight any improvement made to the product.

If the applicant fails to do so, the CB shall reject the applicant's application for certification of his product.

5. Management of Fire Safety Product Labels

- 5.1 CBs who issue the fire safety product labels shall maintain a record for periodic audit. Fire safety labels are controlled and serialized items.

6. Other Requirements by SCDF

- 6.1 As per Clause 4 of FSG1, SCDF may request for additional information or impose other requirements on the CBs. For example, CBs shall cooperate with SCDF to conduct thorough investigation into complaints or non-compliances and shall submit its investigation findings to SCDF within 2 weeks.

- 6.2 The scope of investigation shall include, but not limited to:
- Misuse of products;
 - Misuse of model number;
 - Misuse of serial number;
 - Misuse of quantities.