

OBTAINING Q-PLUS CERTIFICATION FOR FIRE DOOR AND FIRE BUILDING ENCLOSURE (SINGLE COMPONENT FINISHED PRODUCT OR ASSEMBLY)



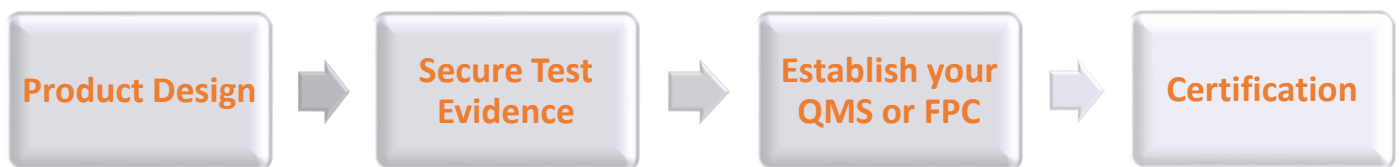
I. GENERAL

Q-Plus certification of fire door set and/or building enclosure material and/or assembly is customized into two options: **the Standard Q-Plus product certification and the Q-Plus project certification**. The certification scope is granted as per the Test Evidence (test report and/or assessment) which is basically from full scale fire tests to any of British, American, European or any equivalent Standards as required by the Authorities and/or Client. The manufacturer must also demonstrate effective controls in production as well as installation ensuring that certified product is fully compliant to the standard and scheme requirements.

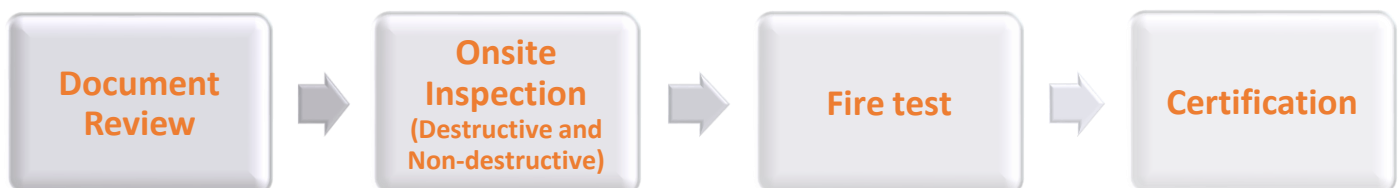
Standard Q-Plus product certification is initially valid within five(5) years subject to certification maintenance process and is renewable while Q-Plus project based certification is valid maximum one(1) year, with an option to renew as necessary.

II. CORE PROCESSES

Standard Q-Plus Product Certification



Q-Plus Project Certification



III. PRODUCT DESIGN

The organization shall establish product design (including desired properties), outline all required components and production process compatible to the product and its end use.

A sampling visit to the organizations' manufacturing facility /site shall be carried out by CCS team to select or witness or verify the production and all components of the product prior fire testing.

IV. TEST EVIDENCE

Validation of the product design where the manufacturer desired product properties (e.g. integrity, insulation and other required fire related behaviour) shall be validated through testing carried out by an ISO-IEC 17025 accredited laboratory(ies). A number of tests may be needed to achieve the full scope of approval that is required by the manufacturer.

Different designs (configuration, components, enhancements, dimensions, etc.) and integrity ratings or fire classifications need to be tested each.

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A test report assessment which will define how to manufacture the fire door/ building enclosure (single component finished product or assembly) and limitations associated with the design can be used as additional test evidence to the product to be certified.

Also, the manufacturer can utilize a test assessment report from competent body in addition to test evidence or alternative (when deemed acceptable). The test assessment report covering the initial test data plus added specification based on calculation and technical opinion from the experts to provide technical guide to manufacturing sector.

The test evidence shall be owned by the scheme applicant otherwise written consent from the owner shall be secured and in placed prior initial certification.

V. FACTORY PRODUCTION CONTROL OR QMS

The scheme applicant must have processes and documented information in place or operating a certified QMS which demonstrate that a product (to be certified) has been made in accordance with the test evidence(s).

The following documented information need to be in place as minimum to demonstrate that the product (to be certified or within scope of certification) is being manufactured consistent to the test evidence.

- Controlled shop and/or design drawings are required for each product covered under the Q-Plus certification.
- The Purchasing controls
- A procedure or flow diagram should be available demonstrating the manufacturing process.
- A procedure to control the use of labels. The use of a Q-Plus label on every certified finished product (e.g. fire door, fully glazed screen, etc) is mandatory.
- A customer complaints process etc.
- A contract review process.
- A procedure is required which shows how the details from the drawings are related to work instruction.
- HR Competence.
- An individual need to be designated with overall responsibility for Q-Plus.
- One way of demonstrating that the company is capable of producing products consistently is to have ISO 9001.
- Clear ID and traceability from quoting-raw materials purchasing-manufacturing-QA/QC-labelling-despatch.
- Monitoring, measuring and process equipment controls.
- Components TDS.

VI. THE Q-PLUS PROCESS

A company which requires Q-Plus certification will have to undertake the following steps:

- Obtain a test report/assessment based on the manufacturers test evidence or a test report/assessment from a Q-Plus certified blank manufacturer. At this stage, CCS would undertake sampling on the product to be tested at manufacturer's facility and fire test witness (as necessary).
- Set up the required procedures within the factory or operate a certified QMS.
- CCS could then do a pre-assessment, prior to undertaking the initial audit to establish any gaps in the system (optional).
- Initial Certification On-site Audit. During audit, the auditor as minimum, shall verify the procedures being implemented, witness the manufacture or demonstration of fire door/ building enclosure (single component finished product or assembly) construction, random interview to the team, documented information review, etc. In case of any problems identified during the audit will be referenced as Non-compliances. Certification will be awarded once the manufacturer has implemented ways to resolve the problems identified.
- Maintenance of the Certification
A Q-Plus surveillance audits will be undertaken **once** a year if the company does operate a certified ISO 9001 system;
or
A Q-Plus audit will be undertaken **Twice** a year if the company does not operate a certified ISO 9001 system.

VII. Project Based Certification

Full process will be available upon request.

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