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The master copy of this document appears on the website:

<http://www.agrement.co.za>

**Active Certificates:** The subject of active certificates may or may not be in production. However, post certification quality monitoring is conducted by or on behalf of Agrément South Africa at regular intervals.

**Inactive Certificates:** Certificates are generally listed as inactive at the request of the certificate holder (often because market conditions or other circumstances are unfavourable, but the certificate holder nevertheless wishes to retain the certificate until such time as circumstances change). Agrément South Africa does not conduct regular post-certification monitoring of the certificate holder's implementation of his quality system.

In order to claim compliance with the certificate, the certificate holder is required to request Agrément South Africa to transfer his certificate to the 'Active' list, which will be done on completion of a satisfactory review of his quality system and the certificate.

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Agrément South Africa evaluates the fitness for purpose of non-standardised construction products, materials and systems against performance- based criteria.

Performance criteria and test methods are established in consultation with the relevant experts, as required.

All evaluations include an assessment of the applicant's quality system, the implementation of which is monitored regularly after certificate has been approved.

If the subject of an evaluation is assessed to be fit for purpose, the Board of Agrément South Africa grants it a certificate. These certificates are technical documents that:

- give a brief description of the subject and the uses for which it has been assessed to be fit
- summarise the performance that may be expected of the subject
- give procedures to be followed when manufacturing/using/installing or erecting the subject
- set out the conditions of certification

The subject of a certificate is reappraised if:

- any changes are made to the subject by the certificate holder
- there are any changes to any regulations which apply to the subject
- there are changes to Agrément South Africa's criteria which affect the subject.

Only the certificate holder or licensee who is registered as such with Agrément South Africa may claim compliance with a certificate.

All valid certificates are listed on Agrément South Africa's website: before accepting any tender based on Agrément certification, check to see whether the certificate is listed as 'Active' or 'Inactive'.

**Post-certification:** Agrément South Africa or its agents conduct regular inspections of the factory and/or site and receives a report on the inspection. If necessary, the certificate holder is request to rectify problem areas. The validity of the certificate is confirmed on completion of a satisfactory report.

## The technical assessment process

| Stage                                      | Client actions   | Agrément South Africa   | Technical assessment committee actions  |
|--|--|---|---|
| <b>Application</b>                         | Submits application together with: <ul style="list-style-type: none"> <li>• required supporting documentation</li> <li>• definition of use of the subject</li> <li>• application fee</li> <li>• specimen required after discussion with Agrément South Africa</li> </ul> | Consults with relevant experts and then accepts or rejects application<br>Informs client of the decision  |   |
| <b>Preparation of assessment programme</b> |  | Determines assessment criteria and prepares assessment programme after consultation with appropriate experts.<br>Presents formal contract offer for executing the assessment to the client  |   |
| <b>Assessment</b>                          | If the client accepts the contract offer: <ul style="list-style-type: none"> <li>• pays the contract price to Agrément South Africa</li> <li>• draws up a quality assurance plan in accordance with Agrément South Africa's quality assurance guidelines</li> </ul>      | Executes the assessment programme<br>If the results are favourable: <ul style="list-style-type: none"> <li>• prepares a draft certificate in consultation with all parties (including the client)</li> <li>• presents the draft certificate to the technical committee</li> </ul> If any result is not favourable: <ul style="list-style-type: none"> <li>• the client is informed and given the opportunity to make adjustments</li> <li>• the problematic item is reassessed at the client's expense and if the results are favourable the procedure described above is followed</li> </ul> | Reviews the draft certificate and either: <ul style="list-style-type: none"> <li>• recommends that the Board of Agrément South Africa approve the certificate, or</li> <li>• refers the draft certificate back to Agrément South Africa for revision</li> </ul> |
| <b>Certification</b>                       |  | If the Board approves a draft certificate, <ul style="list-style-type: none"> <li>• a certified copy of the approved certificate is issued to the client</li> <li>• notice of granting the certificate is published in the Government Gazette</li> <li>• the certificate is published on <a href="http://www.agrement.co.za">www.agrement.co.za</a></li> </ul>  |   |