



ACCREDITATION SCHEME FOR PRODUCT CERTIFICATION BODIES

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

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1 GENERAL

- 1.1 This document specifies the supplementary criteria for certification of regulated fire safety products and is to be used in conjunction with ISO/IEC 17065. In the event of overlapping or conflicting requirements between ISO/IEC 17065 and CT 12 SAC Criteria for Product Certification Bodies (Regulated Fire Safety Products), the requirements in CT 12 shall take precedence.
- 1.2 All certification bodies (CBs) offering product certification of regulated fire safety products/materials shall comply with the procedures on certification of regulated fire safety products and materials in Chapter 11 of the Fire Code, published by the Singapore Civil Defence Force (SCDF).
- 1.3 The requirements in Clause 2.1 to 3.5 of this document are to be covered in SAC's assessments.

2 ADDITIONAL CONDITIONS FOR ACCREDITATION

- 2.1 The following conditions for accreditation shall apply on top of the requirements for accreditation specified in SAC 01 and CT 01.
- 2.2 All certification bodies (CBs) shall be locally registered, with local offices and representatives in Singapore to follow up on queries/complaints and monitor the products and materials they certify.
- 2.3 In consultation with SCDF, SAC may impose additional criteria for awarding/renewing of accreditation, and may refuse accreditation if:
- (1) the relevant person¹ is deemed not to be fit and proper² to competently, and with integrity, certify regulated fire safety products, or

¹ For the criteria and requirements mentioned above, a “**relevant person**” may refer to the applicant, or any responsible officer of the applicant; and any person having substantial interest in, or control or direction over, the business of the applicant. “Responsible officer”, in relation to an applicant, means –

- a. where the applicant is a partnership, a partner of the partnership;
- b. where the applicant is an unincorporated association, a member of the governing body of the unincorporated association; and
- c. where the applicant is a company or other body corporate, any director of the company or officer holding a similar managerial or an executive position in the body corporate.

² SAC may consider any of the following matters as indicating that the relevant person may not be “**fit and proper**” –

- a. In dealings in which the relevant person has been involved, the relevant person has shown dishonesty or lack of integrity, or has used harassing tactics.
- b. The relevant person or the CB has previously been convicted of, or is under investigation, or is subject to pending proceedings for an offence under any written law or breached any of SCDF's additional requirements.
- c. The relevant person is an undischarged bankrupt or has gone into compulsory or voluntary liquidation other than for the purpose of amalgamation or reconstructions.

(2) it is otherwise not in the public interest to grant the accreditation.

2.4 SAC may suspend/withdraw accreditation from a CB for specified or all categories or models of regulated fire safety products if:

- (1) The relevant person is no longer a fit and proper person, or
- (2) The CB is contravening, or has contravened, any requirements of the Fire Safety Act or any related subsidiary legislation, or breached any terms and conditions as imposed by SAC on accredited CB(s), or
- (3) The CB has failed to fulfil its responsibility in relation to the surveillance regime, or
- (4) The CB has failed to fulfil its responsibility in relation to the management of serial labels or Declarations of Compliance, or
- (5) The continuation of accreditation is otherwise not in the public interest.

2.5 In the event of suspension/withdrawal of accreditation or accreditation scope or part thereof, the CB shall:

- (1) Notify all affected Certificate of Conformity (CoC) holders of its suspension/withdrawal of accreditation or accreditation scope or part thereof; and
- (2) Inform CoC holders of the need to transfer their CoCs to other CBs, if applicable.

3 COMPLIANCE WITH FIRE SAFETY REQUIREMENTS

3.1 Product Certification

General

- (1) All regulated fire safety products shall be certified, solely based on compliance of the products' performance standards, as stated in the test report of a local or overseas test laboratory accredited or recognised by SAC via the International Laboratory Accreditation Cooperation (ILAC)/Asia Pacific Accreditation Cooperation (APAC) Mutual Recognition Agreement (MRA), with the test standards specified in the Fire Code.
- (2) For the application of new or renewed CoCs, CBs shall take reasonable steps to ensure that all submitted documents for application are materially accurate and true.

- (3) For applications by foreign CoC holders with the intention to supply the products in Singapore, CBs shall only issue CoCs to foreign companies that had already engaged a local representative.
- (4) For regulated fire safety products to be certified under Scheme 5, initial factory inspection shall be conducted as part of CB's assessment, before the issuance of a CoC.
- (5) CoCs issued for products intended for use in Singapore shall bear SAC's accreditation mark.

Test reports for certification

- (6) Certification of regulated fire safety products under the Product Listing Scheme shall be based on test report(s) that were issued within the specified timeframes, as follows:

Certification Scheme (with reference to Table 11A of the Fire Code)		Age of Test Reports that can be Considered for Issuance of CoC
Scheme 1b		Less than 5 years
Scheme 2	Discrete systems	Less than 5 years
	Non-discrete systems	Less than 10 years
Scheme 5	Discrete systems	Less than 5 years
	Non-discrete systems	Less than 10 years

- (7) When certifying regulated fire safety products, only test reports issued by testing laboratories which comply with all of the following can be considered:
 - (a) accredited by SAC or recognised by SAC via the ILAC or APAC MRA; and
 - (b) which are accredited to perform testing for that test standard, as indicated in their accreditation scope.

Issuing accredited CoC based on test reports from unaccredited laboratory

- (8) In lieu of CI 3.1(5) and (7), in the case where a CB (accredited to the relevant test standard) intends to certify a product using a test report issued by an unaccredited laboratory, the accredited CB shall review and comply with the following:-
 - (a) prior to the test, the accredited CB shall require the following records to demonstrate the compliance with ISO/IEC 17025 for the work in question:-
 - i. a copy of the laboratory's quality manual to meet the requirements of ISO/IEC 17025;

- ii. a copy of the laboratory's procedure(s) for the work in question;
 - iii. a copy of training records for the personnel responsible for performing the test; and
 - iv. the format for the test report for the test intended to be conducted by the laboratory.
- (b) ensure the unaccredited laboratory has a satisfactory management system and is competent to perform the required test. For this purpose, the CB shall record its assessment of that laboratory's capability to meet ISO/IEC 17025 requirements; and
- (c) witness the test to be conducted (especially if deemed as high risk).

Issuing accredited CoC based on test reports from accredited laboratories who are updating their accreditation scope

- (9) In lieu of CI 3.1(5) and (7), in the case where a CB (accredited to the relevant test standard) intends to certify a product using a unaccredited test report issued by accredited laboratory in which the laboratory is in the process of seeking accreditation for the updated test standard, the accredited CB shall:-
- (a) obtain evidence that the test laboratory is in the process of attaining accreditation for the test standard in question, at the time of issuing the unaccredited test report;
 - (b) maintain all records and footage related to the test for audit by SAC/SCDF;
 - (c) assess whether there is technical change to the previous edition of the test standard to which the test laboratory is already accredited; and
 - (d) verify that the test laboratory has no adverse track record in relation to obtaining accreditation.
- (10) The test reports submitted for a CoC application shall be the full colour version, where applicable, and shall bear the brand and model of the regulated fire safety product.

Validity of CoC

- (11) A CoC for regulated fire safety products is valid for 5 years from the date of issuance.
- (12) A CoC that is renewed is valid for 5 years, starting the day after the expiry date of the previous CoC.

- (13) CBs shall not allow the termination of a CoC which was suspended for fire safety reasons, or which is under investigation by SCDF.

Transfer of CoCs between CBs

- (14) Transfer of CoC between CBs is only allowed for CoCs that are still valid. Valid CoCs are those that are not expired, withdrawn, terminated or suspended. In such cases, a new CoC application is required.
- (15) For transfer of CoCs, the new CB may permit CoCs previously certified to Scheme 5 to be changed to Scheme 1b, provided the surveillance regime requirements (i.e. surveillance tests over multiple years and current surveillance window) have been fulfilled.
- (16) The new CB shall ensure the brand, model, manufacturing site and test standards of the regulated fire safety product is the same as that of the previous CoC;
- (17) The validity of the transferred CoC shall be limited to the remaining timespan of the recently-valid CoC.

3.2 Display of CoC information on CoCs and CB directories

Information displayed on CoC

- (1) The name, and the Unique Entity Number (issued by the Accounting and Corporate Regulatory Authority) (ACRA UEN), of the CoC holder shall be displayed on the CoC.
- (2) In the case of a foreign CoC holder, the name and ACRA UEN of the local representative³ shall also be displayed.
- (3) For renewed CoCs, the reference number of the previous CoC shall also be indicated on the CoC.

Information displayed on CB online directory

- (4) CBs shall be required to display the following information, at minimum, listed with the CB which are valid, as well as CoCs which were terminated, withdrawn, or which expired within the past 5 years:
 - (a) CoC reference number;
 - (b) Previous CoC number;
 - (c) Date of issue for the present CoC (date of the latest renewal of the CoC);
 - (d) Date of expiry for the present CoC;
 - (e) CoC holder details, including
 - (i) Accounting and Corporate Regulatory Authority

³ As defined in Fire Safety (Amendment) Act (2019).

- (ACRA) Company Unique Entity Number (UEN), or foreign equivalent, where applicable;
 - (ii) Company name and address;
 - (iii) Where the applicant is a foreign company, the details of the appointed local representative, for parts (i) and (ii) shall also be included;
- (f) Country of manufacture;
 - (g) Product category;
 - (h) Certification scheme (Scheme 1b/2/5);
 - (i) Brand and model, as determined by the manufacturer;
 - (j) Product description as printed on the CoC;
 - (k) Test reference number(s), as printed on the CoC;
 - (l) Test standard (incl. year) the product is tested to; and
 - (m) Product's fire performance, insulation and integrity, where applicable.
- (n) The present status of CoC, i.e. "valid"; "suspended (fire safety reasons)"; "suspended (not fire safety reasons)"; "terminated"; "expired" or "withdrawn";
 - (i) the effective date of the present status shall be indicated; and
 - (ii) any changes in status of CoCs shall be updated within 5 working days.
- (5) The online directories shall be accessible at all times; in the event of downtime such as server error, the CB shall write to SCDF and SAC within 24 hours, to notify the authorities of the downtime; and detail the actions being taken to rectify the issue.

3.3 Conduct of the surveillance regime

General

- (1) The CB shall remind the CoC holders to complete their surveillance tests, if yet to be completed, 6 months and 3 months prior to the end of the surveillance window.
- (2) Where sampling is required, the CB shall select the sample for the surveillance test/inspection.
- (3) The CB shall take all reasonable measures to ensure the chain-of-custody of samples meant for surveillance testing. This may include, but not limited to, signing on the sample, ensuring it cannot be tampered with, and verifying the sample has reached the test laboratory.

- (4) The CB shall immediately suspend the CoC if the necessary surveillance tests/inspections are not completed within the surveillance window.
- (5) Surveillance tests are only considered to be completed after the CB has received the surveillance test report with full test data, indicating a 'pass' result, or a result meeting the intended performance of the product, as stated on the CoC, from an accredited test laboratory. CoC holders are thus advised not to wait till the last minute to arrange for their surveillance tests.
- (6) For avoidance of doubt, where surveillance tests are required in Table 11A of the Fire Code, the first surveillance window commences from the date of issue of the CoC. Test reports submitted for the CoC application do not exempt the product from having to undergo surveillance testing for the first window.
- (7) In the case of CoC holders who are sole proprietors, the CB shall verify against the annual submission of ACRA records provided by the CoC holder to ensure the business licence is renewed. In the event the licence is not renewed, the CoC shall be suspended.

Clustering of surveillance tests within the same CB [only for fire-rated doors]

- (8) The surveillance test result for one CoC shall not be used to fulfil the surveillance test requirements of another CoC issued by the same CB unless all of the following requirements are complied with:
 - (a) the surveillance test is conducted within the surveillance window for all the CoCs the test is intended to fulfil;
 - (b) the product manufacturer, composition, fire seal, design and fire rating of the products are identical;
 - (c) where the surveillance test is meant to fulfil the surveillance requirements of products with different fire-ratings, the test shall meet the testing requirements of the product with the highest fire rating; and
 - (d) the CB assesses that the sharing of surveillance tests results does not compromise the assessment of whether each product is compliant.

Sharing of surveillance tests between CBs for the same product

- (9) The surveillance test results from surveillance tests conducted by a CB shall not be used by another CB to fulfil the surveillance regime requirements for the same product. However, the same surveillance test results may be used by multiple CBs to fulfil the surveillance regime requirements for the same product, provided all of the following minimum requirements are complied with:

- (a) The surveillance test is conducted within the surveillance window for all the CoCs the test is intended to fulfil;
- (b) The product manufacturer, composition, fire seal, design and fire rating are identical;
- (c) Each of the CBs which had issued a CoC for the product -
 - (i) are agreeable to the terms and methodology of the sampling, including the choice of sample and test laboratory, sampling location, sampling methodology; and
 - (ii) witness the sampling of the product and ensure the chain-of-custody when delivering the product to the test laboratory.

3.4 Serial labels and Declarations of Compliance (DoCs)

Issuance of serial labels and DoCs

- (1) A CB shall not issue serial labels or DoCs for products, in any of the following scenarios:
 - (a) The product is without a valid CoC.
 - (b) Labels are requested without the submission of documentary evidence of the location (including the exact address, including unit number where applicable) that the holder declares the product is or will be installed. Examples of such evidence may include a purchase or delivery order, or a contract showing the products are or will be supplied to a given location.
 - (c) Where the recipient is not the CoC holder, or the local agent of a foreign CoC holder.
- (2) A DoC shall be issued for every project where the regulated fire safety product is installed, even if the threshold for site inspection stated in Table 11A of the Fire Code is not met.

Inspection for serial labels

- (3) A CB that has issued 2 or more serial labels in a surveillance year for a regulated fire safety product must carry out inspections as follows:
 - (a) the CB must verify that the correct serial label is affixed to each regulated fire safety product inspected, and that the product is installed at the location as declared by the CoC holder;
 - (b) subject to sub-para (c), where the regulated fire safety products in respect of which are installed in 2 or more buildings, the CB must inspect at least one regulated fire safety product in each building; and

- (c) where the CB has issued in a surveillance year⁴ the number of labels specified in the first column of the table below, the CB must complete inspecting at least the corresponding number of regulated fire safety products specified in the second column of that table, no later than 3 months after the expiry of the surveillance year.

<i>First column</i>	<i>Second column</i>
<i>Number of serial labels issued in a surveillance year</i>	<i>Number of serial labels to be inspected</i>
2 to 8	2
9 to 15	2
16 to 25	3
26 to 50	5
51 to 90	5
91 to 150	8
151 to 280	13
281 to 500	20
501 to 1,200	32
1,201 to 3,200	50
3,201 to 10,000	80
10,001 to 35,000	125
35,001 to 150,000	200
150,001 to 500,000	315
500,001 or more	500

Replacement of serial labels

- (4) In the event that the serial labels or DoCs are missing or damaged, a police report shall be lodged before replacement labels can be obtained from the CBs. A copy of this report shall be furnished to the CB, when requesting for replacement of labels. An investigation by the CB shall also be conducted on the nature of the damage and/or loss, with the findings reported to SCDF for accountability.

⁴ "Surveillance year", in relation to a regulated fire safety product, means the period of 12 months starting the date that a certificate is issued in relation to the regulated fire safety product; and every subsequent period of 12 months or shorter if the certificate expires, or is terminated or withdrawn in any of those periods.

3.5 Enforcing compliance on CoC holders

- (1) In the event that a CB suspends a CoC, and rectification is not completed within 3 months of the start date of the suspension, the CB shall withdraw the CoC.
- (2) The surveillance window shall be determined from the issue date of the CoC. Any rectification works done after the end of the surveillance window shall not affect the duration of subsequent surveillance windows.