



ACCREDITATION SCHEME FOR PRODUCT CERTIFICATION BODIES

CT 23 SAC CRITERIA FOR PRODUCT CERTIFICATION BODIES (REGULATED SHELTER PRODUCTS)

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1 GENERAL

- 1.1 This document specifies the supplementary criteria for certification of regulated shelter 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 23 SAC Criteria for Product Certification Bodies (Regulated Shelter Products), the requirements in CT 23 shall take precedence.
- 1.2 All certification bodies (CBs) offering product certification shall comply with the procedures on certification of regulated shelter products as stipulated in the circulars issued on 8 February 2006 by the Singapore Civil Defence Force (SCDF) for Household Shelters (HS) and Storey Shelters (SS) and/or Technical Requirements for Household Shelter and Technical Requirements for Story Shelter.
- 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 shelter products, or
 - (2) it is otherwise not in the public interest to grant the accreditation.

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.

2.4 SAC may suspend/withdraw accreditation from a CB for specified or all categories or models of the regulated shelter 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 Civil Defence Shelter Act or any related circulars, 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
- (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 SHELTER REQUIREMENTS

3.1 Product Certification

General

- (1) All regulated shelter 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 circulars issued on 8 February 2006 and/or Technical Requirements for Household Shelter and Technical Requirements for Story Shelter.
- (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 regulated shelter products in Singapore, CBs shall only issue CoCs to foreign companies that had already engaged a local representative.
- (4) For regulated shelter 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 shelter products under the Product Listing Scheme shall be based on test report(s) that were issued within the specified timeframes, as follows:

| Certification Scheme | | Age of Test Reports that can be Considered for Issuance of CoC |
|----------------------|------------------|--|
| Scheme 5 | Discrete systems | Less than 5 years |

- (7) When certifying regulated shelter 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;
 - (b) comply with the requirements stipulated in ISO/IEC 17025 (General Requirements for the Competence of Testing and Calibration Laboratories); and
 - (c) which are accredited to perform testing for that test standard, as indicated in their accreditation scope.
- (8) 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 shelter product.

Validity of CoC

- (9) A CoC for regulated shelter products shall be valid for 5 years from the date of issuance.
- (10) In the case of a renewed CoC, the CoC shall be valid for 5 years, starting the day after the expiry date of the previous CoC.

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

Transfer of CoCs between CBs

- (12) 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.
- (13) The new CB shall ensure the brand, model, manufacturing site and test standards of the regulated shelter product is the same as that of the previous CoC;
- (14) 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 representative 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 (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;
 - (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 (including the year) the product is tested to; and
 - (m) Product details such as performance, insulation and integrity, where applicable.
 - (n) The present status of CoC, i.e. “valid”; “suspended (to indicate 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, 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

- (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 products manufacturer, composition, design are identical;
 - (c) 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, 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 products manufacturer, composition, design 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

Issuance of serial labels

- (1) A CB shall not issue serial labels for regulated shelter 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.

Inspection for serial labels

- (2) A CB that has issued 2 or more serial labels in a surveillance year for a regulated shelter product must carry out inspections as follows:
 - (a) the CB must verify that the correct serial label is affixed to each regulated shelter 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 shelter products in respect of which are installed in 2 or more buildings, the CB must inspect at least one regulated shelter product in each building; and
 - (c) the CB shall trigger site inspection(s) to be conducted at least once annually or for every 200 serial labels issued in a

surveillance year³.

Replacement of serial labels

- (3) In the event that the serial labels 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.

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.

³ "Surveillance year", in relation to a regulated shelter product, means the period of 12 months starting the date that a certificate is issued in relation to the regulated shelter product; and every subsequent period of 12 months or shorter if the certificate expires, or is terminated or withdrawn in any of those periods.