## Tier 2 Certification Guide

<table>
<thead>
<tr>
<th>INPUT</th>
<th>OUTPUT</th>
<th>EVENT</th>
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<tr>
<td>Review product requiring certification by collecting technical information; details of approved components, the gas train, location of appliance, ventilation, images, instructions and drawings.</td>
<td>Certification only granted on case by case basis and limited to one Appliance per Application, even if others of identical or like nature exist, however there is no limit on the number of units assessed and certified; i.e. 10 units of the same model would require 10 separate applications and 10 field tests. Where an application is for a complex appliance the Certifying Body may consult with the relevant Technical Regulator and require some laboratory testing. The Certificate Holder is the legal entity responsible for all regulatory requirements.</td>
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<td>Submission of the above product information, along with completed application form for review. Only with sufficient information will IAPMO Oceana provide client and Authorised Body with Test Schedule detailing essential safety checks required.</td>
<td>By signing the application form the Certificate Holder agrees to IAPMO Oceana product certification terms and conditions (refer “T2 Governance Rules”). Fee is invoiced for payment. Application fee covers initial review.</td>
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<td>If all information is correct and appliance can be commissioned, the Authorised Body conducts the relevant checks and provides IAPMO Oceana with a Report (corresponding to the Test Schedule) for assessment.</td>
<td>IAPMO Oceana notifies applicant of any Non-Conformances / corrective actions required to be rectified prior to Certification.</td>
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<td>Applicant ensures any required corrective actions are implemented and submits amended information for IAPMO Oceana review.</td>
<td>Review and acceptance by IAPMO Oceana of corrective action, technical specification, instructions and markings. Affixing a Compliance Badge to the Appliance does not mean it is a Certified Appliance until the Certificate Holder has received a Certificate from the Certifying Body. IAPMO Oceana reserves the right to remove the Compliance Badge from the appliance (if affixed) within five working days of determining Non-Conformance to relevant requirements, and informing the relevant Technical Regulator.</td>
<td>4</td>
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<td>IAPMO Oceana holds all information on file for the Technical Regulator and completes certification process by issuing the Certificate of conformity with details of the product covered under certification with any outstanding fee invoice.</td>
<td>A Certificate confirming the Compliance Number is issued to enable use of installed appliance.</td>
<td>5</td>
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1. Applicant requests IAPMO Oceana to approve product under the T2 Certification scheme. Details such as; components, location, ventilation must be provided.

2. IAPMO Oceana reviews application submission. Incomplete submissions are rejected to the back of the queue.

3. Authorised Body issues report to IAPMO Oceana for review (as specified in Test Schedule).

4. Does the appliance pass all requirements?

5. When product conforms to specified requirements and adequate information provided (Report, Condition of Appliance, Ventilation, Controls, Markings and Instructions), IAPMO Oceana issues Certificate confirming compliance number.

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Adequate information provided?

T2 Certification declined, where product is deemed unsuitable, unsafe or requested information not provided.

Appliance connected and commissioned.

Appliance and surroundings as per information received by IAPMO Oceana?

Appliance tested to essential safety requirements.

Appliance review (not connected to any utility at this stage).

Appliance reviewed product against 'Essential Requirements'.

Relevant requirements determined.

Authorised Body requested to conduct specified tests.

IAPMO Oceana reviews product against 'Essential Requirements'.

Authorised Body can be requested to conduct review for additional fee.

Maintain records for Technical Regulator.

If Compliance Badge affixed to Appliance, this must be removed immediately and returned to IAPMO Oceana within five working days. Technical Regulator is informed of actions.