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Global-Mark P/L

Management Document G-108

Title: **Gas Cylinder Test Station Certification Program**

Type: **Program Information Brochure**



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This Document Is External





Document Information and Revision History

Document Number	Herve Michoux
Original Author(s)	G-108
Current Revision Author(s)	Herve Michoux

Revision History

Revision	Date	Author(s)	Notes
0	24/2/2011	Herve Michoux	Original Release
1	19/4/2011	Herve Michoux	Updated the Cylinder Marking
2	29/9/2011	Herve Michoux	Updated Accreditation Levy
3	10/11/2011	Herve Michoux	Updated in reference to Assessment Examination for signatories
4	27/1/2011	Herve Michoux	Updated to include criminal records + notification of failures
5	12/5/2017	Meilyn Michoux	Updated formatting
6	5/11/2019	Herve Michoux	General update and schedule of fees

1 Why Do We Have This Document?

This document describes the Certification Program offered by Global-Mark Pty Ltd to Clients seeking Certification to **Gas Cylinder Test Station Certification Scheme**. This document is subject to change without notice. The latest version is on our web site: www.global-mark.com.au.

2 References

The following documents are references to the Certification program:

- AS2030.1, Gas Cylinders - General requirements
- AS2030.5, Gas Cylinders - Filling, inspection and testing of refillable cylinders
- AS2337.1, Gas Cylinder Test Stations - General Requirements, inspection and tests - Gas Cylinders
- AS2337.2, Gas Cylinder Test Stations - LP Gas Fuel vessels for Automotive use
- AS2337.3, Gas Cylinder Test Stations - Transportable gas cylinders - Periodic inspection and testing of composite gas cylinders
- MP48, Certified Gas Cylinder Test Stations

3 Scope of the Scheme

This Scheme details the requirements and procedures for the certification of Gas Cylinder Test Station against the gas cylinder standards series AS2337.

4 Definitions

See Section 2 for the list of acceptable certification Standards. Subject to changes

Test Station: The combination of nominated personnel, equipment and procedures, in accordance with the requirements of AS2337.1. Certified test stations are listed in MP48.

Nominated Signatory: A person nominated as a signatory on the certificate of conformity

Audit: A systematic, independent examination and review to determine whether actual activities and results comply with planned arrangements.

Certification: A third party assessment of the quality system of the service provider with respect to published quality system standards and any supplementary documentation required under the system (for example ISO 19011:2002).

Competent: Having the required ability, knowledge or authority.

Review: A formal process of updating, amending, or re-planning that is based on evaluation of outcomes.

Risk: The chance of something happening which will have an adverse impact on objectives.



Risk management: The culture, processes and structures that are directed towards realising potential opportunities whilst managing adverse effects.

5 Specific Program Conditions

Certification

Certification is based on document review at client's premises, workplace and equipment adequacy and signatory assessments. Requirements are detailed in Section 6 of this document.

This program does not require any product compliance or approvals

Signatory Assessment

Nominated personnel are subject to assessment on the applicable standards mentioned in Section 2, References. The names of the competent applicants are listed on the Certificate of Approval as signatory(ies).

The Assessment Examination shall be provided by Global-Mark and taken under the supervision of Global-Mark. A 70% pass rate is required.

Appointed **Test Station Manager** can be a signatory after the assessment process.

Minimum Equipment

The standards require that the test station have in place specific minimum equipment to undertake its business. Global-Mark shall review the test station compliance with these requirements.

Calibration of equipment

It is a requirement that specific equipment be and remain calibrated: as part of our reviews, Global-Mark shall require documented evidence that the equipment is calibrated and that the calibration is traceable to National Standards (i.e. provided by a NATA Accredited laboratory for example)

Notification of failures or recalls

The test station shall formally notify Global-Mark of any gas cylinder failures attributed to the testing completed by the test station. Also, the test station shall formally notify Global-Mark of any recalls involving cylinders tested by the test station.

Criminal record of signatories

The test station shall formally notify Global-Mark should any signatories have or have had a criminal record. Global-Mark shall not endorse signatories with a criminal record.

6 Certification process

6.1 Application to become a Gas Cylinder Test Station

Potential client wants to become certified gas cylinder test station for the first time has to apply by signing the Client Agreement Form and forward it to Global-Mark

6.2 Document review

The client must supply a copy of their [Gas Cylinder Test Station Documents](#) for review at the time of audit.

6.3 Certification Review:

The initial audit (Certification review) of the organisation under the GCTS program must include the document review, checking of suitability of applicable equipment, witnessing test/inspection and signatory assessment.

6.4 Post Certification Reviews:

The organisation shall be subjected to a surveillance audit at least once in each 12 month period.

Thee scope of these audits shall cover:

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Program Summary Card	
Issue	Program Rules/Comments
Standard	AS2337 and AS2030 series
Any other relevant documentation	NA
Target Clients	Gas cylinder test stations
Global-Mark output document	Global-Mark Certificate of Approval & schedule
Other Global-Mark output document	NA
Certificate Validity Period	5 years, subject to yearly surveillance
Certification Mark that can be used by the Client	Gas Cylinder Test Station & Global-Mark
Can this mark be used on product?	Yes
Periodicity of Post-Certification Reviews?	Yearly
Periodicity of Re-certification Review	NA
Steps to and Post-certification	
Application	✓
Document Review	✓
Pre-certification Review	No
Certification Review	✓
Technical File Review	Nil
Follow-up Review	✓
Post-certification Review	✓



- a. Document review
- b. Examining applicable equipment and workplace
- c. Witness inspections various tests
- d. Records review
- e. Signatory assessment if required.

Global-Mark shall then convey the findings and any recommendations to the GCTS. The test station shall respond to the findings, where applicable, within a required timeframe as prescribed above.

6.5 Reporting:

On completion of a review, Global-Mark shall, within 2 business days, provide a written report and recommendation(s) regarding the continuation of certification. The report must include all review findings/non-compliance issues and the corrective actions undertaken.

6.6 Dealing with Review findings:

Global-Mark shall then convey the findings and any recommendations to the organisation. The organisation shall respond to the findings, where applicable, within a required timeframe as present below:

- Improvement request -
- Non-conformance - Any non-conformance related to a high-risk activity must be corrected or addressed immediately. This includes but is not limited to:
 1. Workplace safety
 2. Gas cylinder inspection/testing practices
 3. Traceability

6.7 Transfers to GM

Clients seeking to transfer their certification to Global-Mark, need to supply a copy of their previous audit report(s), a valid and current JASANZ Accredited Certificate and complete a [Client Agreement Form](#), however, the following also applies:

6.8 Definition of a transfer

The transfer of certification is defined as the recognition of an existing and valid Gas Cylinder Test Station Scheme certification, granted by one JAS-ANZ accredited gas cylinder scheme certification body, (hereinafter referred to as the “issuing CB”), by GM (hereinafter referred to as the “accepting CB”) for the purpose of issuing its own certification.

6.9 Minimum Requirements

Accreditation

Only gas cylinder scheme certifications which are covered by a JAS-ANZ accredited gas cylinder scheme certification shall be eligible for transfer.

Pre-Transfer Review

- Global-Mark will complete a pre-transfer review, which may include a site visit.

6.10 Certification

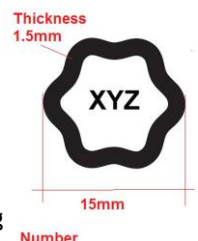
Normally, only valid JAS-ANZ accredited GCTS Scheme certification should be transferred. In cases where the certification has been granted by a CB which has ceased trading or whose accreditation has expired, been suspended or withdrawn, GM may consider such a certification for transfer at its discretion.

Outstanding nonconformities should be closed out, if practical, with the issuing CB, before transfer. Otherwise they shall be closed out by GM.

If no further outstanding or potential problems are identified by the pre-transfer review, a certification may be issued following the normal decision making process.

Where doubt continues to exist, after the pre-transfer review, as to the adequacy of a current or previously held certification, the GM shall, depending upon the extent of doubt, either:

- treat the applicant as a new client, OR
- conduct an audit concentrating on identified problem areas.





6.11 Marking (cylinder)

Once certified, and as long as the Certificate of Approval from Global-Mark is current and maintained the organisation is allowed to use:

- The GCTS Cylinder Marking stamp with the CSTS ID shall also be used on the cylinders tested and passed. Again, this marking is only available whilst the Global-Mark Certificate of approval is maintained and current.

6.12 Marking (company brochures and literature)

Once certified, and as long as the Certificate of Approval from Global-Mark is current and maintained the organisation is allowed to use:

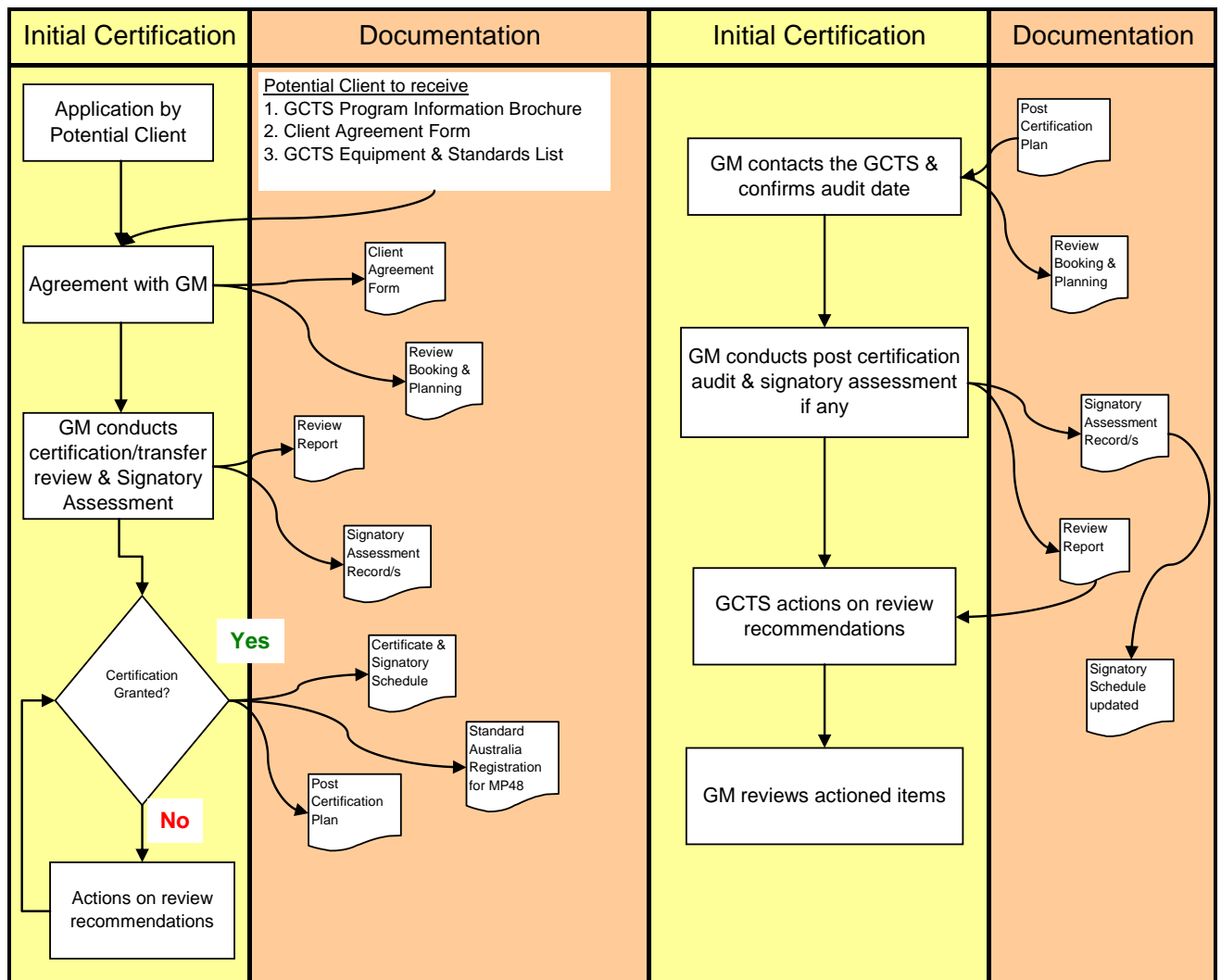
- The Gas Cylinder Test Station Global-Mark on its letterheads and other marketing documents (business cards, vans, web site etc). This Certification Mark is a Trademark registered to Global-Mark and Clients are allowed to use it, whilst they maintain Certification. The GCTS Global-Mark logo is issued by Global-Mark.



7 What Documents/Records Are Needed To Understand This Program

In order to understand our program, you should also access and be aware of the following documents:

- G-00: Welcome Pack
- MSP-00: Introduction to our Management Systems
- MSP-01: Nomenclature and Definitions
- MSP-24 Appeals





8 Schedule of fees for Gas Cylinder Test Station

8.1 Gas Cylinder Test Station Categories

	Categories			
	A	B	C	D
Welded/Brazed	✓			
Seamless		✓		
Auto LPG Vessels		✓		
Composite			✓	
GNC			✓	
Integrated (Apply to office for fee proposal)				
Welded/Brazed & Seamless			✓	
Welded/Brazed & Auto LPG Vessels		✓		
Welded/Brazed, LPG Vessels & Seamless			✓	
Welded/Brazed, LPG Vessels, Seamless & Composite				✓

8.2 Fees (fees exclude GST) Applicable from 01/2020

	Applicable fees for categories			
	A	B	C	D
Application Fee	\$500			
Certification Fee	\$1000	\$1000	\$1100	\$1300
Signatory Assessment	\$200 for more than one applicants			
Post certification Yearly Fee (This covers annual reviews)	\$1000	\$1100	\$1300	\$1400
Transfer to Global-Mark	Fees payable are based on status of certification and Application Fee does not apply.			
Accreditation Levy	\$130 per certificate per year			

8.3 Conditions

- Fees are in Australian Dollars, and GST is payable for Australian based clients. Fee subject to yearly review.
- This document should read in conjunction with the Welcome Pack, available on our web site: www.global-mark.com.au, which presents the full terms and conditions, certification rules and process, certification programs, and rules governing certification marks.
- Travel cost and expenses: travel cost and expenses to and from the city where each team member or client manager is based will be charged at 15% of chargeable fee, unless directly organized by the client. No travel expenses incurred in Sydney metro area.
- Travel time: Global-Mark does not charge for travel time.
- The accreditation levy is charge per year per certificate. Currently set at \$130 per year, per program.
- This document can be used as a Tax Invoice when making and paying an Application Fee (mentioned above). Global-Mark Pty Ltd ABN is: 55 108 087 654



Client Agreement Form

Application to Gas Cylinder Test Station Scheme

Your Company Undertakings

This is to confirm that our Company:

- Wishes to apply for Certification with Global-Mark Pty Ltd.
- Has read and agrees to comply with the procedures, processes, Terms and Conditions presented in Global-Mark's document: Welcome Pack.
- Agrees to pay its bills within 14 days from receipt of an invoice in line with the above-mentioned Schedule of Fees, or Fee Proposal.
- Agrees not to bring Global-Mark into disrepute and to continue to comply with the requirement of the standard to which it seeks or has certification and to provide full access to records, people, processes and systems to Global-Mark.
- Commits to being truthful and transparent in its relationship with Global-Mark, and will advise Global-Mark should any circumstance arise which may affect compliance to the standard to which it seeks or has certification.

We are aware that the above-mentioned documents are available at www.global-mark.com.au and are subject to change by Global-Mark.

We have read, understood and agree with the Fee Proposal or Schedule of Fees

Your Company Details

Are you a current Global-Mark Client?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Registered Company Name:		
Trading Name of your Company:		
Company Registration Number (ABN or ACN)		
Site/s seeking Certification		
Scope of Certification		
Number of staff at		

Your Company People

Key Technical Contact Person			
Name:		Position:	
Telephone:		Email:	
Financial Contact Person			As above? Yes <input type="checkbox"/>
Name:		Position:	
Telephone:		Email:	

Declaration and Signature

I am authorised by the Company applying for Certification to sign this form, and to commit the Company to the Terms and Conditions of the Agreement with Global-Mark Pty Ltd.

Signature: _____ Name of Signatory: _____ Date: _____

Please email to: CustomerService@global-mark.com.au

End of Document