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OIL FIRING TECHNICAL ASSOCIATION

RULES FOR THE OPERATION OF
THE OFCERT™ SCHEME

OSR 1

OIL FIRING TECHNICAL ASSOCIATION
Rules for the Operation of the OFCERT Scheme

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Document Progression

This revised document is published 7th August 2015 and replaces OSR 1 Issue 04 11.

Main changes from the previous issue includes:

- Revised accreditation requirement on test laboratories; and,
- The addition of detail regarding product evaluation on manufacturers' premises.

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1 The Scheme

OFCERT is an oil firing appliance and equipment testing and certification scheme operated by the Oil Firing Technical Association. The OFCERT operating address is Foxwood House, Dobbs Lane, Kesgrave, Ipswich, Suffolk IP5 2QQ.

The scheme encompasses the preparation of standards and test procedures, the carrying out of tests, the assessment of test results, the issuing of licences to mark appliances, equipment and literature with OFCERT approved labels and the maintenance of quality during the production of certified equipment.

2 The OFCERT Scheme Committee

2.1 OFCERT is run by a scheme committee approved by the OFTEC Main Board consisting of three individuals, none of whom are solely employed by oil storage, oil fired appliance or equipment manufacturers.

They are to be:

- Two individuals approved by the OFTEC Main Board, to serve a period of at least 12 months.
- The Technical Director to OFTEC who will act as Chair/Secretariat.

Further members can be co-opted from time to time if the committee wishes to do so, with the approval of the Main Board. They can be on a voting or non-voting basis. They must not include any individuals solely employed by oil storage, oil fired appliance or equipment manufacturers.

2.2 The Committee is responsible to the OFTEC Main Board for the efficient operation of OFCERT. It is also responsible for the maintenance of the OFCERT Scheme's standing and relevance to the requirements of the Oil Firing Industry.

2.3 The committee is responsible to the OFTEC Main Board for the issuing of OFCERT licences and for obtaining clarification where necessary. The OFCERT Scheme Committee chairman acts as signatory for the scheme.

2.4 The Committee is responsible for authorising the withdrawal or suspension of licences should this be necessary under the terms of the operation of the OFCERT Scheme.

2.5 The Committee is responsible for resolving any disputes arising from the operation of the scheme and for the interpretation of these rules in the event of a dispute arising. Their ruling will be final on these matters except where it is noted in these rules that appeal can be made to the OFTEC Main Board.

2.6 Committee decisions are made by majority vote. A quorum is two committee members, one of whom must be the Chair.

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3 Test Houses

- 3.1 Test Houses are appointed to operate the scheme by the OFCERT Committee.
- 3.2 Test Houses should assist with the preparation of Equipment/Product Standards, the copyright of which will belong to OFTEC.
- 3.3 Each Test House is responsible for obtaining and maintaining UKAS, ILAB (or any EU national accreditation body) accreditation to ISO/IEC 17025 in operations equal to, or of a similar technical nature to those required for evaluating compliance with OFTEC Standards, as approved by the OFCERT Scheme Committee.
- 3.4 Test Houses are to deal with requests for testing promptly and are to co-operate with both OFTEC members and non-members submitting equipment for testing in order to ensure that the process is completed as expeditiously and as economically as possible.
- 3.5 Test Houses are responsible for drawing up test procedures to suit the Equipment/Product Standards to which they are testing, which are to be submitted to the OFCERT Scheme Committee for approval. If more than one Test House is providing testing to the same OFTEC standard inter laboratory comparisons must be undertaken. In the event of a dispute arising between laboratories regarding their test procedure the OFCERT Scheme Committee will adjudicate between the parties.
- 3.6 Test Houses are responsible for issuing reports to equipment/product manufacturers to enable the manufacturers to apply to OFTEC for the issue of an OFCERT licences as approved by the OFCERT Scheme Committee.
- 3.7 When a Test House sub-contracts work to another test facility or carries out witness testing at a manufacturers facility the original Test House remains responsible for ensuring that all work being undertaken is carried out in accordance with appropriate procedures and clauses above.
- 3.8 The OFCERT Scheme Committee may withdraw the approval of a Test House if its performance falls below a satisfactory level. At least twelve months notice of withdrawal of approval is to be given. The Test House can appeal to the OFTEC Main Board if it is not satisfied with the decision of the OFCERT Committee regarding the withdrawal of approval.

4 Testing on Manufacturers Premises

- 4.1 In cases where it is inappropriate or impractical to test a product at a Test House, e.g. prohibitive product dimensions, health and safety concerns, equipment availability, insurance liability, etc., the OFCERT Scheme Committee may accept, as part of an OFCERT licence application, evidence of conformity where it can be demonstrated that the manufacturer has fully incorporated the requirements of the applicable OFTEC Product Standard into their Quality Manual and there is evidence that conformity has been achieved, is being monitored, and maintained as part of the manufacturers own ISO 9001 accreditation.

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5 Tests and Approvals

- 5.1 Appliances, oil storage tanks, and equipment under test will not normally be available for examination by any persons other than the staff of the Test House and/or their sub-contractors, the manufacturer or the manufacturer's representatives or the OFCERT Committee. In the event of an investigation being required to resolve a difficulty arising from the testing or approval of the equipment/product, members of the OFTEC Technical Committee may be authorised by the Committee to make inspections subject to the approval of the manufacturer.
- 5.2 Test results will be reported as 'passes' or 'failures'. Conditional licences will not be issued. The recommendation for the issue of an approved licence is made by the test house to the OFCERT Scheme Committee by the issuance and submission of a certificate of product compliance.
- 5.3 When appliances, oil storage tanks, or equipment fail a test, the Test House's report on the failure will contain as much information as is reasonable in order that the manufacturer can attempt to establish the reasons for the failure. The manufacturer can appeal to the OFCERT Scheme Committee regarding the validity of a failure decision by the Test House.
- 5.4 Where the Test House has reason to withdraw its certificate of product compliance it must notify the product manufacturer and the OFCERT Committee with immediate effect.

6 Licences

- 6.1 Licences will be issued when the OFCERT Committee are satisfied that the equipment/product has passed all the required tests at an approved Test House, that its production is covered by a quality assurance system as required by these rules and that any licence fee due has been paid.
- 6.2 Licences are valid for as long as any licence fees are paid, the equipment/product is maintained in production without significant alteration and for as long as the test standard remains unchanged. The degree of significance of any alteration will be decided by the OFCERT Scheme Committee. The licence will also be valid only as long as the manufacturer retains a current quality assurance certificate acceptable to OFCERT covering the manufacture of the equipment/product.
- 6.3 OFCERT licence certificates can be re-issued for re-branding (Trading or Model nomenclature) purposes providing that the conditions required in 6.1 & 6.2 above remain satisfied. Re-issued OFCERT licence numbers will be followed by the letter "R" after the licence number to show that they have been re-issued after re-branding.

N.B. Any application for a new OFCERT licence number must have been tested to a current standard. Where a certificate is submitted to a previous standard the test house must also confirm that the product also satisfies any additional requirements of the current standard and issue a certificate of conformity to that effect

7 Badged Equipment

- 7.1 OFCERT licenses may be issued to third parties for equipment/products which hold OFCERT licences via the original equipment/product manufacturer or where the original equipment/product manufacturer meets the requirement of the scheme rules.

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8 Manufacturers Responsibilities

- 8.1 Manufacturers must provide written confirmation to the OFCERT Scheme Committee that they will comply with the rules of the scheme as they are in force at the time.
- 8.2 On an annual basis, manufacturers must provide the OFCERT Scheme Committee with a copy of their production Quality Assurance certificate, plus any qualifying notes.
- 8.3 On an annual basis, manufacturers must provide the OFCERT Scheme Committee with information regarding any significant changes to the design or materials used in the manufacturing of a licensed product.
- 8.4 Manufacturers must be prepared to provide any additional quality assurance information required by the OFCERT Scheme Committee.

9 Withdrawal of Licences

- 9.1 Licences can be withdrawn or suspended by the OFCERT Scheme Committee. The following are grounds for such withdrawal or suspension:
 - The equipment/product has been materially altered from its original tested form.
 - The quality assurance covering the production of the equipment/product is no longer in an acceptable form.
 - Production of the equipment/product has ceased and spare parts are no longer available.
 - The licence fees or OFTEC membership fees have not been paid.
 - The Test House withdraws its certificate of product compliance.
 - The producer of the equipment and/or the OFCERT licence holder concerned has become insolvent or a bankruptcy order has been made against it or a process has been initiated which could lead to the OFCERT licence holder being dissolved.
 - The standard against which the product was tested & OFCERT licensed no longer satisfies statutory requirements.
- 9.2 Licensees can request that the OFTEC Main Board review the decision of the OFCERT Committee regarding withdrawal or suspension of a licence.
- 9.3 In the event of a withdrawal of a licence, the company or individual person holding it must immediately cease to refer to it anyway in their literature or on any equipment/product. By taking out the licence, the licensee is deemed to have fully accepted that this clause will be complied with.

10 Transfer of Licences

- 10.1 In the event of a new company or individual person taking over the manufacture of the equipment covered by the OFCERT licence, the licence can be transferred to them providing that written proof is given showing that the obligations of the previous licence holder to OFCERT are maintained excepting where the original company concerned has ceased trading.
- 10.2 In the event of a new company taking over a design, previously tested products may not need to be re-tested, although the new owner company will be required to submit a new application for an OFCERT licence. Testing requirements is at the discretion of the OFCERT Scheme Committee.
- 10.3 An administration fee may be charged for the transfer of a licence.

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11 Labelling and Listing

- 11.1 OFTEC is responsible for the design of labelling and the authorisation of any wording used to licence and identify approved equipment/products.
- 11.2 OFTEC is responsible for designing, publishing and updating lists of Members equipment/products. The list will identify equipment/products which have current OFCERT licences.

12 Quality Assurance

- 12.1 Licences will only be awarded to equipment/products whose production is covered by an accredited (IAF Accreditation Body Member) quality assurance scheme to BS EN ISO 9000.
- 12.2 Licences will only remain valid as long as the quality assurance covering the production of the equipment/product in respect of which the licence was originally given in accordance with clause 6 remains in force.

13 Licence Fees

- 13.1 The licence is issued after the licensee has paid any required annual fee to OFTEC. It will remain in force year to year as long as any such fees are paid on demand from OFTEC or if the licence is not withdrawn by the OFCERT Committee for some other reason.
- 13.2 Fees paid for issued licenses are non-refundable.

14 Manufacturers Agreement

I hereby agree to abide by the Rules for the Operation of the OFCERT Scheme, as contained in this document:

Name of Manufacturer: _____

Name of Representative: _____

Position within Organisation: _____

Signed: _____ Date: _____

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