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Global-Mark P/L

Management Document G-124

Title: **Golf Course Code Management
System Certification**

Type: **Program Information Brochure**



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This document is external



Document Information and Revision History

Document Number	G-124
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Current Revision Author(s)	Maria Michoux

Revision History

Revision	Date	Author(s)	Notes
1	15/12/15	Herve Michoux	Original Release
1a	29/4/16	Maria Michoux	Formatting
2	4/04/2023	Cassie Davies	Updated accreditation levy
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1 Why do we have this document?

This document describes the certification program offered by Global-Mark Pty Ltd to clients seeking Golf Course Code management systems certification. This document is subject to change without notice. The latest version is on our web site: www.Global-Mark.com.au.

2 Overview

Compliance and due diligence are significant management considerations.

These issues can and need to be managed using a systems approach.

The Golf Course Code has been specifically developed in conjunction with the Golf Course industry to make sure all significant safety and environmental risks are controlled.

Directors, CEOs, managers and supervisors are increasingly being held accountable for the environmental and safety performance (or lack thereof) of their site/operations.

Recent court rulings have put increased pressure on organisations to prove they have sound systems in place to control and reduce the environmental impacts and aspects.

Due diligence may also be improved if compliance with the Golf Course Code is maintained.

This voluntary program offers a pathway for certification, with entry and advance steps, which can also lead to full accredited certification.

The Code and our certification program have been designed to be modular (safety only, environmental only or both) but also providing a pathway to full accreditation certification (either Basic, Advanced or full accreditation certification). Each golf course can select the scope and level required, based on their specific needs and resources.

Program Summary Card

Issue	Program rules/comments
Standard	Golf Course Code (Code)
Any other relevant document	Nil
Target audience	Australian based Golf Courses
Global-Mark output document	Certificate of Approval
Other Global-Mark output document	NA
Certificate validity period	3 years
Certification mark that can be used by the client	Global-Mark® Golf Course Code
Can this mark be used on product?	No
Periodicity of post certification reviews?	12 monthly
Periodicity of re-certification review	3 years
Steps to and post certification	
Application	✓
Document review (off site)	✓
Pre-certification review (Stage 1)	✓ (Optional can include the doc review)
Certification review (on site)	✓
Follow-up review	✓ (Only if non-conformance detected)
Post certification review (annual on site)	✓
Re-certification review	✓

3 In simple terms

Global-Mark is an independent accredited certification body. Global-Mark does not offer or provide any form of templates, advice or consulting. We are exclusively auditors and certifiers.

There is no conflict of interest in which party undertakes which paths. Golf Courses are free to seek certification from Global-Mark or other accredited bodies, they are also free to use any consultant to assist with the setting up of their systems.

Once a Golf Course commits to certification, it must continue to comply with the requirements of the Code and pass on-going audits by Global-Mark.

Global-Mark is not associated or linked in anyway to any consulting firm.



4 Specific program conditions

It is required that prior to certification the Golf Courses have completed:

- ❖ a management review
- ❖ internal audits
- ❖ Implemented all aspects of the Code and have documented evidence to demonstrate its effective implementation.

You must keep Global-Mark informed if you have been found to have breached regulations or legislations, or have any serious injuries.

If during a review on your site(s), Global-Mark finds practices which put people or the environment at risk, we will report these to you immediately and expect you to take action immediately. If you fail to act, we will stop our review, raise a non-conformance, and if appropriate notify the relevant regulator.

5 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



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Schedule of fees

Fees applicable from 01/2016

Action / Fees (ex GST)	Small Golf Course	Medium Golf Course	Large Golf Course
Fees up to Certification - BASIC LEVEL 4			
Application fee	\$500	\$600	\$700
Document Review, audit planning fee	\$400	\$600	\$800
Initial Certification Review fee (on site audit and reporting)	\$1200	\$1800	\$2600
Accreditation levy	\$140	\$140	\$140
Fees post Certification - BASIC LEVEL 4			
Post Certification Yearly Fee (This covers yearly review)	\$2000	\$2500	\$3000
Accreditation levy	\$140	\$140	\$140
Fees ADVANCED LEVEL 3			
As above	+ 20%	+ 20%	+ 20%
Fees FULL CERTIFICATION LEVELS 1 & 2			
As above	+ 45%	+45%	+45%

Conditions

- ❖ Fees are based on single location Golf Course, capital city metro area (outside metro area, travel expenses at cost will apply, but can be shared with multiple courses if audits can be organised together).
- ❖ Small Golf Course: up to 5 staff (FTE),
- ❖ Medium Golf Course: between 6 and 20 staff (FTE)
- ❖ Large Golf Course: greater than 21 staff (FTE)
- ❖ Fees are in Australian Dollars, and GST is payable for Australian based clients. Fee subject to yearly review. Fees exclude GST.
- ❖ This document should be 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 cost, unless directly organized by the client. It is our aim to minimize travel expenses by forward planning, and whenever possible sharing travel with another client (s).
- ❖ Travel time: Global-Mark does not charge for travel time within Australian capital cities, however travel time and expenses will be invoiced for Clients outside capital cities. Travel time is on the basis of the applicable day rate, and expenses are charged at cost..
- ❖ Variations to scope of certification, or follow up reviews fees if needed will be charged on the basis of \$250 per hour plus GST (minimum 3 hours for Australian based clients)
- ❖ The accreditation levy is charged per year per certificate. Currently set at \$140 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 Golf Course Code

Your Company Undertakings

This is to confirm that our Company:

1. Wishes to apply for Certification with Global-Mark Pty Ltd.
2. Has read and agrees to comply with the procedures, processes, Terms and Conditions presented in Global-Mark's document: Welcome Pack.
3. 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.
4. 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.
5. 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.
6. We have declared to Global-Mark any previous applications for Certification (including these refused or withdraw)

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)			
Office address of Golf Course seeking Certification			
Certification scope required	Safety/Environment combined <input type="checkbox"/>	Level	Basic <input type="checkbox"/>
			Advanced <input type="checkbox"/>
			Full Certification <input type="checkbox"/>

Your Company People

Key Technical Contact Person			
Name:			Position:
Telephone:		Email:	
Financial Contact Person As above? Yes			
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 FAX TO: +61 +2 9886 0200

End of Document