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Global-Mark P/L

Management Document G-72

Title: Civil Contractors Federation
National Prequalified Contractor
Certification Scheme

Type: Program Information Brochure



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This document is external





Document Information and Revision History

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Revision History

Revision	Date	Author(s)	Notes
1	29/6/2005	Herve Michoux	Original Release
2	11/6/2008	Herve Michoux	Updated logo and other details
3	23/9/2014	Herve Michoux	Updated in line with the new JASANZ procedure
4	13/11/2014	Laurent Michoux	Updated CCF logo
5	12/5/2017	Meilyn Michoux	Updated formatting
6	8/2/2019	Herve Michoux	Updated to reflect CCF Code Version 10 - 2018
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10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

Table of Contents

1	Why do we have this document?.....	3
2	Overview.....	3
3	Specific program conditions	3
4	What documents/records are needed to understand this program?	4

1 Why do we have this document?

This document describes the certification program offered by Global-Mark Pty Ltd to clients (specifically contractors) seeking to have their management system reviewed and certified. This document is subject to change without notice. The latest version is on our web site: www.Global-Mark.com.au.

2 Overview

Contractors of all sizes increasingly need to meet a minimum set of standards to satisfy their clients' expectations.

The Civil Contractors Federation (CCF, details on www.civilcontractors.com) has developed and promotes a program specifically designed for the construction industry.

The CCF's program, based on an Integrated Management System (IMS) was developed in response to this need. The National Prequalification Program is based on the Civil Construction Management Code which addresses elements of the standards for occupational health and safety, quality and environmental management.

The program has reduced the cost and simplified the implementation of a quality program for small to medium sized civil contractors.

Organisations that are successfully certified to the Civil Contractors Federation Program by Global-Mark will receive a Certificate of Approval from the Civil Contractors Federation. They are also entitled to use and display the [Global-Mark®](#).

3 Transition requirements to CCF Code - Issue 10 - 2018

- New version of the CCF code starts on the 28/2/2019.
- Sunset for the old version of the CCF code is 28/2/2021. This means all certifications should be upgraded by that date.
- New companies starting certifications process after the 28/2/2019 should work to the new CCF Code.

4 Specific program conditions

Applications and remaining participant in the CCF Contractor certification program

Contractors must have purchased and continue to receive updates on the CCF. Further it is a requirement that Clients has first applied to the CCF for certification, using the CCF application form. Global-Mark shall obtain a copy of the application form from the CCF before it begins its audit processes. If additional information is required, Global-Mark should contact the client directly.

The CCF requires these reports for their own statistical records, and for information to be put on the National Database.

The ABN of the organisation seeking certification must be displayed on the Certificate of Approval.

The aim of this certification program is to give potential clients, major contractors or utilities confidence that the contractors meet defined quality, occupational health and safety and environmental standards.

Program summary card	
Issue	Program rules/comments
Standard	CCF Contractor Management System, Issue 10, 2018)
Any other relevant document	Nil
Target audience	Company/business units/divisions involved in construction or related trade
Global-Mark output document	CCF Certificate of Approval
Other Global-Mark output document	Checklist and audit report (sent to CCF)
Validity period	12 months
Certification mark that can be used by the client	Global-Mark® CCF Code
Can this mark be used on product?	No
Periodicity of post certification audits?	12 monthly or less if concluded at audit
Periodicity of re-certification audits	12 monthly
Steps to and post certification	
Application	✓
Document review	Optional
Pre-certification audit	✓
Certification audit	✓
Follow-up audit	✓ (if needed)
Re-certification audit	✓



The Code requires companies to demonstrate they have satisfied a series of requirements that are based on the general principles of AS4801, ISO9001 and ISO14001, along with additional management requirements.

Clients shall maintain records of all communications including complaints and corrective action taken in accordance with the requirements of the CCF Code, and make them available to the Global-Mark on request and at each business review. This includes correspondence, recommendations and actions documented by the CCF; or correspondence with any other client, stakeholder, organisation or person relating to complaints about the client or the client's compliance with the requirements of the CCF Code.

Clients to provide (based on JAS-ANZ Requirements):

- an overview of the construction management system, its policies, management and organizational structure (including the location of offices and sites), and resources;
- an overview of planning processes, significant aspects and impacts, goals and the legislative environment;
- an outline of the means by which the concept of continual improvement is realised;
- procedures and records of internal audit and review programs, document control, and corrective/preventive action.

Major breaches

Clients shall advise Global-Mark of any breach of a regulatory requirement discovered (including one identified during an audit). Any breach or contravention found within the scope of the audit shall be raised as a minor or major nonconformity. Global-Mark must verify that the client has notified the regulatory authority in situations that require such notification.

Additional audits

Global-Mark reserves the right to undertake additional audits, if a client makes significant modifications to its construction management system or if other changes or events take place that could affect its certification.

Transfers of certification

The requirements of review requests for transfers of certification in accordance with IAF MD 2 and JAS-ANZ Policy 03/11 apply.

Review findings

These shall be classed as follows:

- Observation
- Minor non-conformance
- Major non-conformance

Global-Mark must close out minor nonconformities (and major nonconformities downgraded to minor) within 6 months of the date of the business review report.

Note: certification / recertification cannot proceed with open major nonconformities. Global-Mark cannot downgrade major nonconformities to minor nonconformities without first verifying the effectiveness of the client's corrections and corrective action to address the issue(s); i.e. an agreed corrective action plan does not constitute corrective action.

A recommendation for certification shall not be made while a major nonconformity exists and if there are any minor non-conformances an action plan must be received from Client and accepted by the CM. Minor NC's must be closed within 12 months.

Maintaining CCF Membership and Code subscription

It is required that organisations seeking or maintaining certification maintain their CCF Code subscription and provide evidence to Global-Mark of the currency of this subscription.

The Global-Mark Certificate of Approval must also record the CCF Registration number.

Notification to and from CCF

Global-Mark notified CCF within 10 working days of any new, updated, suspended or cancelled certification. Also CCF notifies Global-Mark of the status of contractors prior to Global-Mark undertaking audits.

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

End of document