

ANNEX

F

CODE OF PRACTICE
004.3:2017

APPLICATION FORMS AND CHECKLISTS



Insulated Panel Council
Australasia Ltd

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APPLICATION FORMS AND CHECKLISTS (for submission to IPCA)

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APPLICATION FORM

IPCA ISP and EPS-FR Panel Certification Scheme

COMMITMENT REGISTER CODE COMPLIANT COMPANY SIGNATORIES

The signing of this Commitment Register by the organisation below demonstrates and records their commitment in having become compliant with the IPCA 004.3:2017 Industry Code of Practice, incorporating the Panel Certification Scheme.

This CODE provides a framework to the Australian Insulated Panel Industry through practical, industry specific guidance, which will adapt and transform ISP and EPS Sandwich Panels performance, thereby addressing fire performance issues and fire fighter confidence in facilities constructed in accordance with the Code Specification and Certification requirements. To demonstrate their commitment to the CODE, Code Compliant IPCA members will:

- (i) By the signing of this statement of commitment by the CEO or equivalent, publicly demonstrate their intention to integrate the CODE into their business.
- (ii) Participate in the Industry promotion of the CODE within their organizations and externally.
- (iii) Make application for approval as Code Compliant Companies and make relevant applications for approval of work to be undertaken, in accordance with the CODE.
- (iv) Participate in the ongoing reviews of the CODE's operation to bring about further advancement through the review processes established by the CODE.

CODE OBJECTIVES

The Code of Practice objectives were formulated in addressing the challenges that were identified in consultation with the Fire Brigade and stakeholders. The stated objectives of the CODE are:

Compliance with the CODE will achieve a more fire stable structure and fire fighter confidence in Insulated Sandwich Panel and Expanded Polystyrene Panel Systems, through:

- (a) Establishing minimum principles and standards for:
 - (i) The design, specification and approval of facilities incorporating such systems; and
 - (ii) The manufacture and installation of the ISP and EPS-FR Panel used in such systems.
- (b) Promoting strategies to address the risk of fire as well as the maintenance requirements and emergency planning procedures in facilities incorporating such systems; and
- (c) Providing a recognizable 'Code Branding Mark' that distinguishes ISP and EPS-FR Panel System Constructions which are compliant with this CODE.

ORGANISATION SIGNING COMMITMENT REGISTER:

Name of Organisation Signing Register: _____

Title of Executive Signing on behalf of Organisation: _____

Name and Signature: _____

(Print Name)

(Signature)

Date: (DD/MM/YYYY)

Office Use Only:
Commitment Certificate No:
COP File No:

APPLICATION FORM

IPCA ISP and EPS-FR Panel Certification Scheme

NAME AND CONTACT DETAILS FOR PERSON/COMPANY MAKING APPLICATION:

Title: _____ Given Name: _____ Surname: _____

Company Name: _____

Mailing Address: _____

Suburb: _____ State: _____ Postcode: _____

Phone: (_____) _____ Mobile: _____ Fax: (_____) _____

Email: _____

IPCA Membership Name: _____

Type of structure of ISP and EPS-FR Panel Project for which Certification is being sought (Please tick one box):

New Building Building Extension Building Refurbishment Small Room Exemption Request

Name of Business and location of Project: _____

Address: _____

Suburb: _____ State: _____ Postcode: _____

Name of ISP and EPS-FR Panel Manufacturer: _____ Panel type: _____

Name of EPS Bead Supplier: _____

Name of Designer: _____

Name of Design Engineer: _____

Name of EPS Manufacturer: _____

DECLARATION

I sincerely declare that the information and documentation provided in this application is a true and accurate record of the completed ISP and EPS-FR Panel System for which Certification under the IPCA Code of Practice is being sought.

Signature _____

Dated (DD/MM/YYYY)

FORM FIELDS

Each section of this Application Form needs to be completed and all the required evidence documentation sent as an attachment. Only when all the required documentation has been received will the Certification Assessment process commence.

Send this form, all the specification documentation as per the checklists, and the Application Fee to:

IPCA
Code of Practice Application
Suite 5 Level 1, The Exchange
88 Brandl Street,
Eight Mile Plains QLD 4113

CHECKLIST EVIDENCE REQUIREMENTS

Please ensure you read the requirements of each of the following checklists and provide the information as specified.

APPLICATION FORM

IPCA ISP and EPS-FR Panel Certification Scheme

DESIGN, DETAILING AND SPECIFICATION

CHECKLIST	YES	NO	N/A
PANEL SYSTEMS DESIGN DRAWINGS: As pre-approved	<input type="checkbox"/>	<input type="checkbox"/>	
Cross Sectional Drawing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fixings of External Walls to Base.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fixings of External Wall to Insitu Floor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Load out Area – External Wall Base Details.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wall to Wall Corner Details.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ceiling Connection Chiller to Freezer.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wall to Ceiling with Hanging Fastener Details.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
External Wall and Low Ceiling Details.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intermediate Ceiling Suspension Details.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Main Ceiling Suspension Details.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chiller Freezer Intermediate Wall Fixing Detail.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

OTHER DETAILS REQUIRED

Key Diagram (required) of floor plan/s detailing locations for each Panel type.

Attached.

Number of doors:

Quantity and types of labels to be fitted externally: EPS+ EPS PIR+ PIR XPS MRF LEAVING AREA

Total square metres of Panel to be installed (Fee calculated based on this). Total metres²

Existing Panel Certification number if an extension: No.:

Please provide details of any additional information in regards to design, detailing and specification:

DOCUMENTARY EVIDENCE

Check that you have provided the above information with your application in regards to design detail.

APPLICATION FORM

IPCA ISP and EPS-FR Panel Certification Scheme

PANEL MANUFACTURE/TYPE

CHECKLIST	YES	NO	N/A
(FR) EPS Foam in accordance with AS1366.3-1992.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manufactured from 100% FR Bead.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microban® or equivalent anti-bacterial paint technology.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Steel skins bonded to EPS core with two-part heat polymerising adhesive (All Panels).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Constructed from continuous laminating roll forming process providing interlocking tongue and groove style joints.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Panel surface either smooth or standard style profiles.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Panel types as per Section 9.2 Panel Manufacturing/Type (see page 21).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alternative Approved Class 1 FM 4880 Panel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Group 1 Panel (Certificate required).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Panel type (please tick): Approved PIR <input type="checkbox"/> Approved SPS <input type="checkbox"/> EPS-FR <input type="checkbox"/> MRF <input type="checkbox"/>			

Please provide details of any additional information in regards to Panel Manufacturing/Type:

DOCUMENTARY EVIDENCE

Check that you have provided the above information with your application in regards to confirming Panel Manufacturing/Type Used.

APPLICATION FORM

IPCA ISP and EPS-FR Panel Certification Scheme

PANEL INSTALLATION

CHECKLIST	YES	NO	N/A
Support:			
Perimeter suspension to all ceilings (ends of Panel not supported by wall Panels) required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Minimum 10mm galvanised or stainless steel rods with either wire and gripples or certified chain.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All steel junctions equivalent thickness to skins (no aluminium extrusions).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Floor Insulation:			
FR EPS in two layers of equal thickness.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
One layer of heavy duty polythene film vapour proof membrane 0.250um thickness.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other XPS-FR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sealants:			
Vapour seal on 'warm' side of Panel work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non-setting mastic for -30°C to +50°C temperature range.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mastic applied as per Section 9.3(c) of CODE.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
White and mould resistant silicone in food processing areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fixings:			
All blind, sealed steel encased 4mm rivets.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Class 3 steel screws.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rivets and/or screws at 300mm centres.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ceiling suspension and wall girt fixings as per Section 9.3(d).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Joints:			
All joints designed and fabricated as per Section 9.3(e).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thermal Cuts:			
Provision has been made for expansion and contraction of Panel skins.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

DOCUMENTARY EVIDENCE

Check that you have provided the above information with your application in regards to Panel Installation.

APPLICATION FORM

IPCA ISP and EPS-FR Panel Certification Scheme Application

PANEL INSTALLATION

CHECKLIST (CONTINUED)	YES	NO	N/A
Relief Ports:			
Provision for pressure relief using double acting multi-valve relief ports.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pressure relief ports fitted with heater cables.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heater Cables:			
Heater cables are low voltage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
or			
Heater cables are voltage regulated with a suitable circuit breaker.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Doors:			
All doors are manufactured and installed as per Section 9.3(i) of the CODE.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All doors fitted with safety escape instructions and release mechanisms.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Penetrations:			
All penetrations are capped and sealed to maintain the level of resistance specified for the group number and BCA C.1.10.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Service Penetrations:			
All service penetrations are sealed with a non-combustible intumescent sealant with a minimum FRL of not less than 30 minutes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work Method Statement (SWMS):			
Work Method Statement has been produced and submitted for approval.	<input type="checkbox"/>	<input type="checkbox"/>	

Please provide details of any additional information in regards to Panel installation:

DOCUMENTARY EVIDENCE

Check that you have provided the above information with your application in regards to Panel Installation.

APPLICATION FORM

IPCA ISP and EPS-FR Panel Certification Scheme Application

POST CONSTRUCTION RECOMMENDATIONS

CHECKLIST

Inspection and Maintenance Regime:

Has / Will the Building Owner/Occupier been/be given documentation with recommendations for ISP and EPS-FR Panel Systems inspection and maintenance procedures?

Has / Will owner sign Certificate of Compliance?

Risk Management Planning and Special Work Permits: (Include pages 76 – 83.)

Has / Will the Building Owner/Occupier been/be provided with recommendations for housekeeping procedures for:

Risk Management Planning

Issuing Safe Work Permits

Issuing Hot Work Permits

Fire Service:

Has / Will the local Fire Service been/be given Certificate of Compliance?

Labels:

Have / Will labels and Compliance Plate been/be attached at FIP or entry?

DOCUMENTARY EVIDENCE

Evidence is required to show that Post Construction recommendations have been provided to either the Building Owner, Manager or Tenant, regarding the implementation of an appropriate Risk Management Plan and a maintenance regime for the ISP and EPS-FR Panel System post construction.