

## WinMark - Enhanced Security Performance for Windows

### 1. INTRODUCTION

- 1.1 The scheme is owned and operated by Wintech Engineering Limited (WEL) in accordance with the requirements of BS EN ISO/IEC 17065:2012 "Conformity Assessment — Requirements for bodies certifying products, processes and services". The Product Certification Scheme is a voluntary scheme intended for the independent third party certification of fenestration products and does not replace the requirements of CE Marking in line with the Construction Products Regulation.
- 1.2 The scheme covers a variety of window systems in order to demonstrate compliance with the appropriate material specific standard and the relevant elements of PAS 24:2012, BS 6375-1:2009 and BS 6375-2:2009 or the latest versions thereof.
- 1.3 The scheme sets out both general organisational requirements as well as product specific technical requirements to be satisfied in order to gain product certification.
- 1.4 All of the requirements set out in this scheme document must be satisfied in order to achieve the 'WinMark - Enhanced Security Performance for Windows' third party certification scheme.
- 1.5 This scheme is available to all companies involved in the manufacture and or fabrication of windows. However, WEL reserve the right to reject an application if the applicant has previously had any WEL services terminated due to non-payment of fees, if Wintech do not possess the necessary resources to carry out the work or if the applicant has a history of repeated non-compliances or has participated in any illegal activity.
- 1.6 Features of the Scheme
  - 1.6.1 The scheme provides independent third party certification of windows in order to satisfy the minimum requirements outlined by the Police owned Secured by Design (SBD) initiative.
  - 1.6.2 The specific product (product range) shall comply with the appropriate material specific standard and be evaluated against test criteria outlined in section 3.0 to demonstrate performance of the window system in respect of Security, Weather Resistance and Durability.
  - 1.6.3 WEL Product Certification requires that the manufacturing and fabrication facilities where the product is produced shall be subject to a Factory Production Control (FPC) audit as part of the certification process. The evaluation shall take the form of an initial FPC audit followed by on-going annual FPC surveillance audits. Should the applicant have more than one facility, it will be necessary for the FPC audit to take place at each facility.
  - 1.6.4 WEL Product Certification does not make ISO 9001 Quality Management System Certification a mandatory requirement, however, factory production control processes must be implemented within all manufacturing facilities where the products are produced for which certification is sought.

- 1.6.5 Certificated products shall be subject to "on-going product evaluation" through a combination of annual FPC audits and audit testing. The exact requirements are outlined in Section 3.
- 1.6.6 WEL Product Certification operates on a 3 year frequency during which all elements of this scheme shall be operated and maintained.
- 1.7 This scheme is limited to the production of the certified product and does not assess the ability of the applicant to install, commission or repair the certified product. The applicant shall not claim to be certified for any of these items.
- 1.8 This scheme is limited to cover the security performance of the certified product/s only and does not cover the certification for fire performance. Separate certification on an identical product should be sought if fire performance is also a requirement

## 2. DEFINITIONS

- 2.1 WinMark Scheme — voluntary third party certification scheme operated by WEL for the independent certification of Windows by this document.
- 2.2 Product Certification – evaluation and granting of a licence covering a defined product or range of products.
- 2.3 Test Evidence — test reports produced detailing results of tests conducted at an UKAS accredited laboratory to establish the performance of a product for which certification is sought.
- 2.4 WEL Approved Test Laboratory — a laboratory approved by WEL as acceptable to provide test evidence in support of Product Certification. WEL only accept test evidence from laboratories that hold appropriate ISO 17025 Accreditation issued by UKAS or an International equivalent whose accreditation scope includes the test procedures for which test reports are issued.
- 2.5 Evaluation — the assessment of performance of a product against the requirements of this Scheme Document. This covers the evaluation of the product against specific test criteria and the effectiveness of a factory production control system.
- 2.6 Factory Production Control Audit — an audit conducted to establish that adequate control is applied to manufacturing processes of the product(s) subject to certification in order to maintain conformity of manufacture, fabrication , assembly and traceability.

## 3 SCHEME REQUIREMENTS

### 3.1 Initial Type Testing

#### 3.1.1 Security Performance

All window products submitted for the 'WinMark - Enhanced Security Performance for Windows' scheme must demonstrate compliance with the security requirements of PAS 24:2012 or the latest version. Each product shall be subject to Initial Type Testing carried out by a UKAS accredited laboratory operating under ISO 17025:2005.

### 3.1.2 Weather Performance

All window products submitted for the 'WinMark - Enhanced Security Performance for Windows' scheme must demonstrate compliance with BS 6375-1:2009 or the latest version. Windows shall be expected to achieve at least a classification of 800 according to Table 1 of BS 6375-1:2009. Further consideration should be made to ensure that the performance reflects the intended exposure category in service. Each product shall be subject to Initial Type Testing carried out by a UKAS accredited laboratory operating under ISO 17025:2005.

### 3.1.3 Durability Performance

All window products submitted for the 'WinMark - Enhanced Security Performance for Windows' scheme must demonstrate compliance with BS 6375-2:2009 or the latest version. Windows shall be expected to achieve at least the classifications outlined in Table A.1 of BS 6375-2:2009. Further consideration should be made to ensure that the performance reflects the intended category of use. Each product shall be subject to Initial Type Testing carried out by a UKAS accredited laboratory operating under ISO 17025:2005. .

## 3.2 Audit Testing

### 3.2.1 Security Performance

All window products submitted for the 'WinMark - Enhanced Security Performance for Windows' scheme must demonstrate ongoing compliance with the security requirements of PAS 24:2012 clauses C.4.4 and C.4.5 or the latest versions. Testing must be carried out by a UKAS accredited laboratory operating under ISO 17025:2005. Security audit testing shall be carried out on an annual basis.

### 3.2.2 Weather Performance

All window products submitted for the 'WinMark - Enhanced Security Performance for Windows' scheme must demonstrate ongoing compliance with BS 6375-1:2009 for Air Leakage and Watertightness or the latest versions. Windows shall be expected to achieve at least a classification of 800 according to Table 1 of BS 6375-1:2009. Further consideration should be made to ensure that the performance reflects the intended exposure category in service. Testing must be carried out by a UKAS accredited laboratory operating under ISO 17025:2005. Weather audit testing shall be carried out on a 3-year cycle.

## 3.3 Initial Factory Production Control Audit

In addition to the testing outlined in Section 3.1 and Section 3.2, the location where the product is manufactured and or fabricated shall be subject to Factory Product Control Audit in order to ensure that adequate control is applied to manufacturing processes.

As part of the FPC audit, WEL will assess the organisations effectiveness of at least the following:

- Contract review – enquiries, quotations and orders etc.,
- Production planning
- Control of purchasing, including supplier approvals
- Control and storage of incoming materials and components
- Control of documentation related to the production, inspection, packaging and despatch processes
- Identification and traceability of products
- Ongoing production inspection, testing and records thereof
- Maintenance of production equipment
- Training Records

- Internal audit reports including non-conformances and corrective actions
- Customer Complaints
- Non-conforming product
- Labelling of products
- Marking of products
- Declaration of Performance as required by the Construction Products Regulation
- Factory production control

If you have not previously held certification for this or other products, you will be subject to a pre-assessment audit which will assess your readiness for the full FPC audits as outlined above.

All documentation including test evidence submitted as part of the Evaluation process must be written in or translated in to English by a certified translator and shall be provided together with the original document unless otherwise specified by Wintech Engineering Limited.

- 3.3.1 Where non compliances are raised during the FPC audits these shall be dealt with as detailed in section 4 of this document.
- 3.3.2 All findings are recorded in a report produced by the FPC auditor.
- 3.3.3 The completed FPC audit report will be reviewed by WEL and a copy shall be provided to the organisation seeking third party certification.
- 3.4 Annual FPC Surveillance Visits
- 3.4.1 Annual FPC Surveillance audits shall be carried out at 12 month intervals, following the successful Initial FPC Audit and every 12 months thereafter for the 3 year period of the product certification.
- 3.4.2 The location where the product is manufactured and or fabricated shall be subject to Annual FPC surveillance audits in order to ensure the continued and effective application of controls applied to manufacturing processes.
- 3.4.3 As part of the FPC surveillance audit, WEL will assess the organisations effectiveness of at least the following:
- Contract review – enquiries, quotations and orders etc.,
  - Production planning,
  - Control of purchasing, including supplier approvals
  - Control and storage of incoming materials and components
  - Control of documentation related to the production, inspection, packaging and despatch processes
  - Identification and traceability of products
  - Ongoing production inspection, testing and records thereof
  - Maintenance of production equipment
  - Training Records
  - Internal audit reports including non-conformances and corrective actions
  - Corrective actions from the previous FPC Audit
  - Customer Complaints
  - Non-conforming product
  - Annual product testing and reports

- Labelling of products
- Marking of products
- Declaration of Performance as required by the Construction Products Regulation
- Factory production control

All documentation including test evidence submitted as part of the Evaluation process must be written in or translated in to English by a certified translator and shall be provided together with the original document unless otherwise specified by Wintech Engineering Limited.

3.4.4 Where non compliances are raised during the FPC audits these shall be dealt with as detailed in section 4 of this document.

3.4.5 All findings are recorded in a surveillance report produced by the FPC auditor.

3.4.6 The completed FPC surveillance audit report will be reviewed by WEL and a copy shall be provided to the organisation seeking third party certification.

#### 4. NON-COMPLIANCES

4.1 Minor non-compliances raised during an FPC audit can be closed out either during or following the audit visit by providing evidence of correction action to the FPC Auditor. All evidence of corrective action shall be reviewed during the next FPC audit.

4.2 Should any major non-compliance be identified during an FPC audit, WEL may require an additional visit in order to close out the non-compliance. This will be agreed between the FPC Auditor and a nominated representative of the organisation seeking third party certification. This may incur additional costs and will be outlined in the form of a quotation.

4.3 During any one FPC audit, a maximum of 5 minor non-compliances are allowed. Should more than 5 minor non-compliances be identified, or any major non-compliances, evidence of the successful implementation of corrective actions must be provided to WEL before progressing the evaluation stage. . A suitable timescale for closing out non-compliances shall be agreed between WEL and the customer. Certification will not be granted until such times as all evidence is provided.

#### 5 CONDITIONS OF ACCEPTANCE

##### 5.1 Initial Acceptance

5.1.1 Following the successful completion of an Initial FPC Audit as well as submitting the necessary test evidence, WEL will award certification for the product. This will subject to completion of necessary paperwork and receipt of necessary fees.

5.1.2 The certificate shall clearly identify the following;

- The company name and address
- Name of the product range for which certification has been awarded
- The name of this scheme for which certification has been awarded
- Report numbers for Testing and FPC Audits
- Summary of performance following testing

- All details relating to the product including framing, glazing, hardware and sealing
- Classification of the window according to PAS 24:2012 section 4.4
- Certificate Number
- Date of issue and issue status
- WEL address and contact details
- Signature of WEL approved signatory
- UKAS Accreditation for WEL

5.1.3 The product certification issued will be listed on the WEL website under the certification section. It shall be accompanied by a description of the product certified and a reference to this scheme.

5.1.4 The company must maintain the requirements of the scheme outlined in this document on an ongoing basis for the certification to remain valid.

## 5.2 Change of Company Details

WEL must be informed of any changes which would affect the certification of the product under the requirements of this scheme, including a change of company name, company registration or location. Should the location of manufacture or fabrication change, or an additional site is used, WEL must be informed and an additional FPC audit may be required.

## 5.3 Changes Affecting Certification

When a change is made to scheme requirements, the customer shall be informed of these changes. The customer shall be expected to implement these changes within a specific time and shall be verified by Wintech either at the next FPC Audit or sooner if applicable.

Should the customer wish to make changes affecting certification, such as product modifications, the customer shall inform Wintech who will decide upon the appropriate action. This may include documentation collection and review, FPC Audits or relevant product testing. If the changes are significant, a full evaluation, review and certification decision process may be conducted. Further information can be found in the Licensing Agreement.

If necessary, revised certification documentation shall be issued.

## 5.4 Cascading of Test Data

Test data submitted as part of the Evaluation process must show Initial Type Testing of the products to be covered by the Certification. Initial Type Testing carried out by the system manufacture can be used for this purpose where applicable.

At least one full test in accordance with the security elements of PAS 24:2012 or the latest version shall be carried out on a window fabricated by the customer and cannot be cascaded from the system manufacturer.

Evidence of Audit Testing must be for products fabricated by the customer applying for certification. This data cannot be cascaded.

6 APPLICATIONS PROCESS

6.1 All applicants should contact WEL at the following:

Wintech Engineering Limited  
Halesfield 2  
Telford  
Shropshire  
TF7 4QH  
TEL: 01952 586580  
EMAIL: certification@wintechtesting.com

Applicants will be sent a set of application documents via email. The application shall be completed and submitted to WEL.

6.2 WEL will provide a quotation based on the completed application outlining initial and ongoing costs for certification.

## 7. OVERVIEW OF CERTIFICATION PROCESS

