



## Compliance Checklist

### Introduction

The intent of this bulletin is to provide a checklist(s) for the assessment of windows, doors, and glazing, used for housing only, that aides in the decision as to whether they are “compliant”. In this case compliance means demonstrating, or providing evidence, that the product complies with the *applicable provisions of the Building Code*, showing it is suitable for use within the building and the site the building is being constructed on. Therefore, window and door compliance is split into two separate categories, product performance and site suitability. We will look at these below separately, as **Product** and **Project**. A section on **Glazing** is included following these.

### Product

This **Product** category refers to windows and doors marketed by manufacturers, importers, wholesalers, retailers, and/or distributors, and covers the information provided by the business that architects, designers, specifiers, consumers and/or councils might access to understand if the products are suited to their projects. Compliance here refers to ensuring adequate and accurate information is transparently provided to support any performance or classification/ratings claims made against the product.

Product performance information regarding Code compliance must be made freely available online by all manufacturers, importers, wholesalers, retailers, and distributors. If it is not, it is the Association’s recommendation that you consider another window and door product. If you are not satisfied with the level of support at the time of selection, it is likely you’ll be more dissatisfied at the end of the project.

Product Compliance Checklist for Windows and Doors		
Category	Item	Check
Window & Glass Association NZ	Is the manufacturer, importer, wholesaler, retailer, distributor, supplier a member of the Association?	
Website	Does the manufacturer, importer, wholesaler, retailer, distributor, supplier have a website?	
	Does the website include a list of product types and configurations available?	
	Does the website offer supporting documentation on each of the product types and configurations offered?	



Product Compliance Checklist for Windows and Doors		
Category	Item	Check
Website - continued	Do each of the advertised products have a performance classification/rating?	
	Does the supporting documentation accurately represent the product being marketed?	
	Are all advertised products represented?	
	If so, to which standards are these ratings based?	
	Are the performance classification/ratings suited to the area the business is located in? i.e. is a business in Wellington supplying product only rated to a medium wind zone?	
BPIR Statement.	It is a requirement that all manufacturers, importers, wholesalers, retailers, and distributors based in New Zealand must produce the required building product information and provide it <i>online for free</i> , at the time the product is for sale.  Windows and Doors are designated as a Class Two building product, which is customised from a core system. The BPIR statement must include the following.	
	The clauses of the Building Code which are relevant to scope of use, specifically:	
	B1 - Structure	
	E2 - External Moisture	
	H1 - Energy Efficiency	
	Other	
	How the product complies with the relevant Building Code clauses - B1 / E2 / H1 / Other	
	Information on the limitations of the product within its intended scope of use.	
	Any design requirements to support the use of the product.	
	Any installation requirements.	
	Any maintenance requirements.	
	Windows and Doors might claim compliance through use of a CodeMark Certificate, BRANZ Appraisal, Engineer's letter of endorsement, or other recognised certification scheme.  As with the BPIR Statement, each of these should include the following.	



Product Compliance Checklist for Windows and Doors - continued		
Category	Item	Check
Certification Scheme - Other - continued	The clauses of the Building Code which are relevant to scope of use, specifically:	
	B1 - Structure	
	E2 - External Moisture	
	H1 - Energy Efficiency	
	Other	
	How the product complies with the relevant Building Code clauses - B1 / E2 / H1 / Other	
	Information on the limitations of the product within its intended scope of use.	
	Any design requirements to support the use of the product.	
	Any installation requirements.	
	Any maintenance requirements.	
	Do each of the advertised products have a performance classification/rating?	
	If so, to which standards are these ratings based?	
Test Report	Was the test performed in NZ?	
	Does the test laboratory have an accreditation number?	
	Is the test report complete?	
	Are test reports available for each of the product types and configurations offered? i.e. (but not limited to)	
	Window	
	Hinged window/door	
	Sliding window/door (including multi-panel)	
	Bifolding window/door	
	Other	
	Are each of the advertised product limitations within the allowable extrapolation limits of the test reports offered?	
	Are all products rated/classified to the same level?	
	Which of the Deflection, Water Penetration, and Ultimate tests had the lowest rating? This is the overall rating of the product.	
	Does the test report indicate where water penetration failures occurred?	
	Does the test report indicate the size, location, and frequency of any drainage?	



Product Compliance Checklist for Windows and Doors - continued		
Category	Item	Check
Thermal Performance	Does the marketing material include an indication of thermal performance?	
	If so, which standard is this based on, how has the R-value been calculated?  Performance ratings for individual fixed dimension units are informational only and cannot be used to demonstrate compliance.	
General	Are installation details and/or instructions/recommendations available?	

## Project

This section of the bulletin covers what we're referring to as the **Project** category which refers to the suitability of the selected products for the building and site on which they're being used. Many of the points raised below should be addressed at the time of consent but given the building industries predilection toward product substitution (which post consent should require at least a minor variation) secondary checks should be performed before installation and again during the inspection process.

Windows and doors when used within their scope of limitations must be appropriately classified/rated for buildings designated wind zone. Compliance here is measured against the applicable clauses of the Building Code, specifically as listed below.

Project Compliance Checklist for Windows and Doors		
Category	Item	Check
Label	Are <b>each</b> of the windows and doors labelled with their rating/classification?	
	Do the labels include the following,	
	<b>Test standard</b>	
	<b>Wind zone</b>	
	<b>Air permeability classification</b>	
	Do the labels match the wind zone for the site?	
Test Report	In lieu, and in support of window labels, test reports are required to support the stated compliance.	
	Are these available for all window and door products used on the project?	



Project Compliance Checklist for Windows and Doors - continued		
Category	Item	Check
Test Report - continued	Are the windows and doors sized within the allowable extrapolation limits of the test report?	
	Are the test reports the windows and doors applicable to the size and configuration of each of the units being used in the project?	
	Does the drainage match what is indicated in the test report in terms of size, location, and frequency?	
	Do the test reports,	
	<b>Match the products</b> - check name, brand, product description, registration/identification/certification numbers	
	<b>Dated &amp; signed</b>	
	<b>Is the report complete</b> - including drawings	
	Include tests for structure, water penetration, air permeability included	
	<b>Are the deflection ratios as expected</b> - for size of members	
	<b>Have a clear sequence of events</b> - including failures	
Test Report - Other	Include a clear product rating – based on lowest performing test	
	For test reports other than those to NZS / TS 4211,	
	<b>Are the performance ratings clear</b>	
Thermal Performance	<b>How do the ratings/classifications compare to NZ wind zones</b> - Refer to our International Test Standards Comparison	
	Thermal performance for the houselot of windows and doors is provided in one of two ways,	
	<b>a WEERS report, or</b>	
	<b>a Statement of Thermal Performance.</b>	

## Glazing

This section of the bulletin refers to vertical **Glazing** used in housing only. Other forms of glazing may require special considerations or specific design. For glazing there are a couple of specific Code clauses that need to be considered. In several cases across the home glass must also be labelled, or marked, to demonstrate compliance. The markings **must** be permanent.



Glazing Compliance Checklist for Windows and Doors		
Category	Item	Check
Safety Glass	Each pane of safety glass must be marked with the following requirements, as a minimum (on the face of each pane),	
	Name or Trademark of the manufacturer or supplier	
	Type of safety glass	
	The test or manufacturing standard	
	ID or License number of the certifier/auditor	
Insulating Glass Units (IGUs)	Insulated Glass Units, or double or triple glazing, must each be permanently and clearly marked with the following requirements, as a minimum (typically on the spacer bar),	
	Name or Trademark of the manufacturer or supplier	
	Date of manufacture - using the year as a minimum	
	The test or manufacturing standard	
Balustrade and Pool Fencing	Where safety glass is required, each pane must be marked as above.	