

# ***Information Kit on Testing Desks & Workstations***

## **1 Standards**

Desks and workstations are covered by Australian/New Zealand Standards published in 1997 - AS/NZS 4442 - *Desks* and AS/NZS 4443 - *Office panel systems - Workstations*. There is a great deal of commonality between them, particularly in relation to ergonomic measurements and strength requirements. Copies of the standards are available from Furntech or from Standards Australia.

The Desk Standard covers "freestanding desks such as single and double pedestal desks and extended desk units, both adjustable and fixed height". Office panel systems or "workstations" differ from desks in that they are not "freestanding" - panels or screens provide at least some of the support for the work surface.

## **2 Test Levels**

Unlike the standard for office chairs, AS/NZS 4442 and AS/NZS 4443 do not have test levels. Specifiers may set harder or less rigorous tests but it is considered that the Australian Standards provide sufficient assurance that the products will provide good service over and beyond a reasonable life.

## **3 Costs**

Furntech's aim is to certify whole ranges rather than single pieces. One test of the largest item would normally cover all variations in shape and size provided that:

- the ergonomic measurements are within limits defined in the Standard;
- the overhang requiring cantilever support is no greater than that in the tested sample and the product is stable;
- the area of the work surface and other load bearing surfaces is no greater than that of the tested sample; and
- materials and methods of construction used are the same as that used in the sample.

The cost of testing desks and workstations to these Australian/New Zealand Standards depends on the nature of the product and the range of extras included in the range.

## **Furntech-AFRDI Testing Information Kit - Desks & Workstations**

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The usual process is for brochures and other sales information to be submitted and a quotation given. While every effort is made to keep to the quoted figure, it sometimes needs to be varied down or up once the products are submitted.

The quoted prices include product certification under the Blue Tick Program for a period of three years and freight between the closest Furntech depot and the laboratory.

If tests have to be repeated due to failure, a further charge will be made for reassembling the sample and repeating the tests and for freight if our freight system is used to deliver replacement samples and/or parts.

The following are the basic prices for tests required by the desk and workstations standards.

### **Basic Desk or Workstation Unit**

Fixed Height Desk	\$3,595
Adjustable Height Desk	\$4,445
Workstation	\$3,680

Additional fees apply for extra features likes hutches, shelves, drawers, keyboard supports, work surface returns and surface resistance.

**These prices are subject to 10% GST.**

### **NOTES:**

#### **Member Discounts**

Furntech members receive discounts on testing and research fees. Information on Furntech membership is available from the Institute and our website.

#### **Mobile Pedestal**

These are tested to AS 5079.3.

#### **Return**

If made as a separate piece this is tested separately - "L" shaped desks are included in the desk price.

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## Drawers

Freestanding drawers are not covered by these standards but may be tested to ANSI/BIFMA X5.5 or BS 4875, Parts 7 & 8 for \$1,070 plus 10% GST, less membership discounts.

## Electric

No allowance is made for electrical assessment or for electrically operated height adjustment. Price on application.

## Resistance to Humidity

Testing cost will depend on size. Note that this test takes approximately 9 weeks.

## Acoustic Testing

There are a number of laboratories that can do this work in Australia. .

## 4 Payment

Furntech policy is that **PAYMENT MUST BE MADE BEFORE TESTING COMMENCES**. Please phone 03 6326 6155 to request an invoice if this will help to facilitate payment. Facilities are available for payment by Bankcard, Visa and Bankcard.

In the event that the sample fails a test early in the process and further testing is not possible or desirable, a credit towards future charges will be issued for the unused portion of the test fee.

## 5 Freight

Refer to the Institute's [Information Kit on Freight to Furntech-AFRDI](#). Distribution of this Kit in hardcopy form will include the freight-related information as a supplementary sheet.

## 6 Timing

Freight normally takes between 7 and 14 days. The time required for testing will depend on availability of equipment, but would typically be between three to four weeks.

When the sample, the Testing Request form and payment are all received, the item will be placed on the testing schedule and an estimated completion date supplied.

### 7 Blue Tick Certification

Blue Tick certification is open to suppliers whose products meet the required standard. The concept is that for Furntech to endorse a product, the Institute needs to have an on-going contractual relationship with the supplier that ensures purchasers can rely on certificates of endorsement. Monitoring involves regular random audits and the investigation of complaints arising from the sale of endorsed products.

Under the Blue Tick product certification program, suppliers agree to

- maintain quality of production to at least that of the sample tested;
- advise of changes in the product including changes in materials, components and means and place of manufacturer;
- not use (nor permit its agents to use) the logo to promote goods which are not covered by the agreement or to misrepresent the nature of Furntech's endorsement;
- keep and make available a register of complaints arising from the sale of goods covered by the agreement;
- submit goods for retesting every three years if required or as necessary when standards change;
- agree to random checks of the quality of products covered by the agreement;
- maintain an adequate product liability insurance cover; and
- pay a monitoring fee - the first three years monitoring fee is included in the testing charge.

In return, Furntech agrees to:

- permit the use of the AFRDI logo to promote goods covered by the agreement; and
- commend goods covered by the agreement in lists circulated to specifiers and purchasers.

A copy of the agreement is available on request.

Furntech publishes lists of certified products. These are released to the industry media and may be distributed with the Furntech Newsletter every two or three months. In addition, lists of certified products are also maintained on the very popular Furntech website, [www.funtech.org.au](http://www.funtech.org.au)

An updated list will be available upon request, free of charge.

Further information on the Blue Tick Product Certification Scheme is available on request.

### 8 What You Get

Assuming that the product complies and that you are prepared to sign a Blue Tick product certification agreement, at the end of the process Furntech will:

- issue a Test Report and a product certification certificate;
- mark with paint the sample that has been found to comply and return it to the supplier (this marked sample is in effect part of the certificate of compliance and must be retained);
- enter into a product certification agreement with the supplier of the product or add the product to an existing product certification agreement - the first three years monitoring fee is included in the testing charge; and
- add the product to the Furntech list of endorsed products under the Furntech Blue Tick Product Certification Scheme.

If the supplier is not prepared to sign the Blue Tick agreement, the results of the testing will be provided in a way which does not imply endorsement by Furntech.

Note: If Blue Tick certification is subsequently required, an administration fee of \$250, plus GST, will be required to reopen the testing file.

### 9 The Next Step

If you wish to proceed with testing, please follow these steps:

- 1 send a brochure or other promotional material plus notes explaining what parts of your product range you wish to have certified;
- 2 if you accept the quotation provided, copy the Testing Request form and complete it for each range. Fax a copy to Furntech and attach a copy to the sample;
- 3 mark the name of the company and the model name/number on each sample; and
- 4 arrange for payment of the quoted amount (we take Visa, and Mastercard). Please phone 03 63 266 155 to request an invoice if this will help to facilitate payment.

### 10 Confidentiality

Testing conducted at Furntech is absolutely confidential. The Institute's procedures prohibit the disclosure of the fact that an item is being tested and the results of any such testing without the express permission of the person who signed the Testing Request form.

To assist us to preserve the confidentiality of other customers, we require three working days notice of an intended visit to the Institute's laboratory.

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## Testing Request - AS/NZS 4442 or AS/NZS 4443

Please complete for each product range to be tested and fax one copy to 03 6326 3090 and attach the other to the sample before dispatch.

\* Name of Organisation: .....

\* Name of Contact (a): .....

\* Address of Organisation (b): .....Postcode.....

\* Telephone Number: .....

Fax Number: .....

Email: .....

Website: .....

ABN Number .....

\* Description of Product: .....

Model Name/Number (c): .....

\* Factory Name (d): .....

\* Factory Address (d): .....

Reasons for Test: .....

Standard to be Used: Desks (AS/NZS 4442)

Workstations (AS/NZS 4443)

\* Test Level: .....

Cost of Testing (exc. GST): \$.....

\* It is mandatory that information be entered in these fields.

### Authorisations

I hereby authorise Furntech or its agents to carry out the tests described above at the agreed price.

Should the product(s) described above be found to comply with the relevant standard, I authorise Furntech-AFRDI to :

*(Optional – strike out where permission is not given)*

- publicise the fact.
- publish a certificate of compliance on the Furntech AFRDI website

Signature of Authorised Officer .....

Date .....

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#### NOTES

- Please insert the name of the person Furntech staff should contact, if necessary, concerning the tests.
- Please insert street address.
- Please print the name and/or number of the product you wish to appear on the test report.
- Please specify the street address and name of the factory in which the product is made.

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Published by Furntech, the Australasian Furnishing Research and Development Institute, an independent not-for-profit technical organisation serving furniture buyers and sellers in Australia and New Zealand. **Telephone 03 6326 6155, Fax 03 6326 3090, email [info@furntech.org.au](mailto:info@furntech.org.au)**