



# ***Information Kit on Testing Office Storage Furniture***

## **1 Standards**

For office storage furniture Furntech-AFRDI Blue Tick certifies products to the following standards:

- lateral filing cabinets (wide or flat cabinets) – AS 5079.1.
- vertical filing cabinets (conventional drawer units) – AS 5079.2.
- mobile pedestals – AS 5079.3.
- other office storage furniture (bookshelves, cupboards, credenzas not attached to desks, etc.) - BS 4875, Parts 7 & 8.

BS 4875 is a British Standard for furniture – one of the most widely used furniture standards in the world and the basis for many ISO standards.

Furntech-AFRDI also tests to the following ANSI/BIFMA standards:

- ANSI/BIFMA x5.3-2007 Vertical Files
- ANSI/BIFMA x5.9-2004 Storage units

These standards have been developed by the Business and Institutional Furniture Manufacturers Association in the United States under the auspices of the American National Standards Institute.

## **2 Ranges/Families of Products**

Items that are essentially the same but which have differences of cosmetic nature (i.e. differences that do not affect strength, durability or stability) can usually be treated as one product.

An item which includes multiple common elements eg the same drawer and drawer runner, need not have each element separately tested.

Different items which include common elements eg the same drawer and drawer runners, need not have that element retested.

Only worst case conditions (i.e. size and construction) need be tested for a specific product type. For example:

- a test on a filing cabinet supplied in a two, three or four drawers configuration, where each drawer is identical, would normally be

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conducted on the largest and smallest of the range only (the 4 and 2 drawer units).

- otherwise identical product, but mounted on castors or glides, would normally be least stable on the castors, and therefore tested in that configuration.

### 3 Costs

P.O.A.

NOTE: The cost of testing large items of storage furniture to BS 4875 depends on the features requiring testing. Often it is possible to certify an entire range on the basis of testing a representative sample of the range.

Details will be outlined on quotation documentation but typically prices include: **freight** between our closest depot and the laboratory and **three years certification fees under the Blue Tick Product Certification Scheme.**

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

### 4 Payment

Furntech-AFRDI 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 Visa and MasterCard.

In the event that the product fails a test early in the process and testing is not possible or is terminated at the owner's request, 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 and, assuming there are no problems, the testing process typically takes from 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.

### 7 Blue Tick Certification

Blue Tick certification is available to suppliers whose products meet any of the required standards listed at the start of Section 1 of this document. Some products may also be certified to the BIFMA standards listed at the end of Section

1, but as a minimum, all certified products must meet one of the Australian or British standards.

The concept of certification is that for Furntech-AFRDI 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 periodic 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-AFRDI's endorsement;
- keep and make available a register of complaints arising from the sale of goods covered by the agreement;
- submit goods for retesting at least every three years or as necessary when standards change;
- agree to random checks of the quality of products covered by the agreement;
- maintain adequate product liability insurance cover; and
- pay a certification fee.

In return, Furntech-AFRDI agrees to:

- permit the use of the Furntech-AFRDI product logo to promote goods covered by the agreement; and
- commend goods covered by the agreement in lists published on the Institute's website [www.furntech.org.au](http://www.furntech.org.au).

A copy of the agreement is available on request.

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 sign a Blue Tick product certification agreement, at the end of the process Furntech-AFRDI 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; and
- add the product to the Furntech-AFRDI list of endorsed products under the Furntech-AFRDI Blue Tick Product Certification Scheme.

### **9 The Next Step**

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

- 1 contact Furntech-AFRDI – a quotation will be supplied to meet your testing requirements.
- 2 copy the Testing Request form and complete it for each product. Fax or e-mail a copy to Furntech-AFRDI and attach a copy to the sample for testing;
- 3 mark the name of the company and the model name/number on each product; and
- 4 make the payment required from the quotation supplied and send your payment to Furntech-AFRDI (we also 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-AFRDI 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 client.

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

### **11 Queries**

If you have any problems with any of this please phone Furntech-AFRDI on 03 6326 6155.

## **Testing Request - Office Storage Furniture**

**Please complete for product to be tested and fax one copy to 03-6326 3090 and attach the other to the product 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: .....
- Test Required: AS 5079.1 (wide filing cabinets)
- AS 5079.2 (filing drawers)
- AS 5079.3 (mobile pedestals)
- BS 4875 (other storage furniture)
- Other (BIFMA) .....
- Model Name/Number (c): .....
- \* Factory Name (d): .....
- \* Factory Address (d): .....
- Reasons for Test: .....
- \* Cost of Testing (exc. GST): \$.....

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

### **Authorisations**

I hereby authorise Furntech-AFRDI 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

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