



**Bureau de normalisation
du Québec**

BNQ 3680-900/2025

**Onsite Domestic Wastewater
Treatment Systems — Certification Protocol**

CERTIFICATION

BNQ 3680-900/2025

Onsite Domestic Wastewater
Treatment Systems — Certification Protocol

*Systèmes de traitement autonome
des eaux usées domestiques — Protocole de certification*



Bureau de normalisation du Québec

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This new edition supersedes the edition dated May 15, 2009.

This document is published in both French and English. In case of incompatibility, the French version prevails.

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FOREWORD

This certification protocol was prepared in consultation with the Certification Protocol Development Committee on onsite domestic wastewater treatment systems, whose members were:

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1 At the time of publication of this certification protocol, the aforementioned person no longer worked for this organization.

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1 PURPOSE

The purpose of this certification protocol is to establish the certification requirements, rules of procedure and marking requirements applying to the certification of onsite domestic wastewater treatment systems according to the requirements of the standard CAN/BNQ 3680-600.

NOTE — When the context permits, the expression *treatment* system is used to designate an onsite domestic wastewater treatment system.

This certification protocol is for manufacturers seeking to have the conformity of their domestic wastewater treatment systems recognized by the Bureau de normalisation du Québec (BNQ).

2 SCOPE

This certification protocol was developed to serve as a reference document for conformity assessment activities of onsite domestic wastewater treatment systems, to the exclusion of any system designed exclusively for the treatment of black or grey water.

NOTE — Conformity assessment is defined as the systematic examination of the extent to which a product fulfils specified requirements.

3 NORMATIVE REFERENCES

3.1 GENERAL

The references below (including any amendment or errata) are normative references, and are therefore considered mandatory. They are essential to the understanding and use of this certification protocol, and are cited in appropriate places in the text.

It should be noted that a dated (normative and informative) reference refers to that specific edition of the reference, while a non-dated reference refers to the latest edition of the reference in question.

NOTE — This document also cites informative references, which are listed in an annex.

3.2 DOCUMENTS FROM A STANDARDS BODY

BNQ (Bureau de normalisation du Québec) [<https://www.bnq.qc.ca>]

CAN/BNQ 3680-600

Onsite Domestic Wastewater Treatment Systems.
(Systèmes de traitement autonome des eaux usées domestiques.)

BNQ 9902-001

*Product, Process and Service Certification —
General Rules of Procedure.*

(Certification de produits, de processus et de services —
Règles de procédure générales.)

4 DEFINITIONS

The terms used in this certification protocol and in the document *Certification Requirements CAN/BNQ 3680-600* are defined in the documents CAN/BNQ 3680-600 and BNQ 9902-001, except for the terms below, which are defined as follows:

assembler: Subcontractor authorized by the manufacturer to integrate, into a finished product, the main components making up a treatment unit of a BNQ-certified onsite domestic wastewater treatment system and meeting the marking requirements of the BNQ certification program. French: ***assembleur***.

NOTE — The term *assembler* does not include installers of treatment unit that does not require an on site assembly.

attestation: Verbal or written statement by which a person or organization testifies to the existence or veracity of a fact. French: ***attestation***.

component manufacturer: Subcontractor authorized by the manufacturer to manufacture components subject to the tests described in Clauses 7.3 and 7.4 of the standard CAN/BNQ 3680-600 for an onsite domestic wastewater treatment system, which is certified by the BNQ and includes the marking requirements required by the BNQ certification program. French: ***fabricant de composants***.

model: Ordered arrangement of treatment units forming an onsite domestic wastewater treatment system to which a manufacturer assigns a unique model number or name. French: ***modèle***.

NOTE — Different hydraulic capacities may be proposed for a single model (see Annex A).

report: Document providing a report of past and present information on a service or procedure, or which more often presents a detailed account of facts, questions, ideas, opinions or objectives for the purpose of informing a competent authority or assisting the authority in clarifying their decisions. French: ***rapport***.

5 CLASSIFICATION AND DESIGNATION

Each model of onsite domestic wastewater treatment system shall be classified based on the characteristics of the treated effluent that it produces. The classification shall be based on the types and classes of treatment that are specified in Table 5.1 of the standard CAN/BNQ 3680-600.

NOTE — A model of onsite domestic wastewater treatment system, designed for the treatment classes to which the treated effluent corresponds (e. g., B-IV, D-I, P-I, N-I), also meet the requirements of a lower classification (e. g., B-III, D-I, P-I, N-I) respectively for each type of treatment (see Annex C).

Each model of onsite domestic wastewater treatment system is designated by a unique model number or name, which is associated with the treatment units of the system and to their relative position in the treatment chain according to Annex D of the standard CAN/BNQ 3680-600.

6 CERTIFICATION PROGRAM REQUIREMENTS

The certification program requirements include all the requirements presented in the following documents:

- a) the standard CAN/BNQ 3680-600;
- b) this certification protocol;
- c) the information document BNQ 9902-001;

NOTE — The information document BNQ 9902-001 is available free of charge from the BNQ Website [<https://www.bnq.qc.ca>].

- d) the document *Certification Requirements CAN/BNQ 3680-600*.

NOTES —

- 1 The document *Certification Requirements CAN/BNQ 3680-600* is provided with this certification protocol.
- 2 It is up to manufacturers to ensure that they have the most recent version of the document *Certification Requirements CAN/BNQ 3680-600*.
- 3 Modifications made to the document *Certification Requirements CAN/BNQ 3680-600* are communicated to manufacturers holding a certificate of conformity in conformity with the terms and conditions specified in the information document BNQ 9902-001.

7 CERTIFICATION RULES OF PROCEDURE

7.1 GENERAL RULES OF PROCEDURE

The BNQ certification rules of procedure are described in detail in the information document BNQ 9902-001. Specific points applying to this certification program are explained hereafter.

7.2 APPLICATION FOR CERTIFICATION

7.2.1 The application process for certification follows the terms and conditions specified in the information document BNQ 9902-001.

7.2.2 The manufacturer shall provide the information required in the document *Certification Requirements CAN/BNQ 3680-600* and in the form FT-CP-3680-600_Doc_fournir_revue_documentaire_AN (see Annex A).

7.2.3 A certification application concerning several models is analyzed by a Technical Evaluation Committee (TEC) made up of the person responsible for the BNQ certification program, a representative from a regulatory authority, a representative from academia and, if necessary, a representative from government. This committee decides which models shall be subject to the tests stipulated in Annex A of the standard CAN/BNQ 3680-600. The manufacturer assumes the operational costs for the TEC, whose decision is final following discussions with the manufacturer (questions and/or adjustments), if necessary. The conclusions of the TEC are communicated by letter or email to the manufacturer.

NOTE — Where the TEC decides that the number of models to be verified for the same treatment system is lower than the number of models presented at the time of the certification application, the conclusions drawn for one of the models apply to all the different models using the same treatment system.

7.3 EXAMINATION OF THE MANUFACTURER DOCUMENTS

The examination of the manufacturer's documents required in Table 1 of the document *Certification Requirements CAN/BNQ 3680-600* is carried out according to the terms and conditions specified in the information document BNQ 9902-001.

7.4 INSPECTION VISIT FOR CERTIFICATION

7.4.1 The inspection visit for certification is conducted according to the terms and conditions specified in the information document BNQ 9902-001.

7.4.2 The inspector conducts inspections stipulated in the document *Certification Requirements CAN/BNQ 3680-600*.

7.5 CERTIFICATION DECISION AND ISSUING OF THE CERTIFICATE OF CONFORMITY

7.5.1 The certification decision for issuing the certificate of conformity is taken based on the terms and conditions specified in the information document BNQ 9902-001.

NOTE — The certificate of conformity issued by the BNQ indicates, for each onsite domestic wastewater treatment system, the type and treatment class, along with the trade designation or unique identification number (see Annex C).

7.5.2 The certificate of conformity issued is valid for a period of two years starting on the date of issue, insofar as the certification program requirements are met.

7.6 CONDITIONS FOR MAINTAINING A CERTIFICATE OF CONFORMITY

The conditions for maintaining a certificate of conformity are specified in the information document BNQ 9902-001.

7.7 PERIODIC INSPECTION VISITS

7.7.1 Periodic inspection visits are conducted according to the terms and conditions specified in the information document BNQ 9902-001.

7.7.2 The BNQ inspector conducts two inspection visits annually to the onsite domestic wastewater treatment system's and one inspection visits annually to the assemblers and the component manufacturers of these systems for the purpose of the inspections stipulated in the document *Certification Requirements CAN/BNQ 3680-600*.

7.8 RENEWAL OF THE CERTIFICATE OF CONFORMITY

The renewal of the certificate of conformity is made according to the terms and conditions specified in the information document BNQ 9902-001.

7.9 MODIFICATIONS TO A MODEL

7.9.1 It is possible for a manufacturer to modify a certified model included in the scope of a valid certificate of conformity. In such a case, the manufacturer shall file a written request to the BNQ. The BNQ submits the request for modifications to the TEC who shall approve it so it can be added to the scope of the certificate of conformity.

7.9.2 The rules of procedure regarding modifications to a certified model included in the scope of a certificate of conformity are specified in the steps included in Clause 7.9 of the standard CAN/BNQ 3680-600.

7.10 ADDITIONS TO THE SCOPE OF THE CERTIFICATE OF CONFORMITY

7.10.1 It is possible for a manufacturer to add a new model to the scope of its valid certificate of conformity. In such a case, the manufacturer shall file a written request to the BNQ.

7.10.2 The rules of procedure regarding additions to the scope of a certificate of conformity are specified in the information document BNQ 9902-001. The request for an addition of a new model to the scope of a certificate of conformity shall entail the steps stipulated included in Annex A of the standard CAN/BNQ 3680-600.

7.11 REACTIVATION OF A MODEL

7.11.1 Models in conformity prior to withdrawal

7.11.1.1 It is possible that a manufacturer wishes to reactivate a model, previously withdrawn from the certificate of conformity's scope, that was in conformity with the requirements of the certification program in force. In this case, the manufacturer shall send a written request to the BNQ.

7.11.1.2 The rules of procedure related to the reactivation of this model are the ones mentioned in Clauses 6.1 to 6.9 and in Chapter 8 of the standard CAN/BNQ 3680-600 as well as in

Clause 7.7 of this certification protocol. Regarding the documentation to be provided with the model, see the note in Clause 8.1 of the standard CAN/BNQ 3680-600.

7.11.1.3 Annual field performance tests (see Clause 6.11 of the standard CAN/BNQ 3680-600) shall be conducted after the reactivation (see Clause 7.13 of this certification protocol) on a model that has been withdrawn less than two years ago and that includes no modification. If modifications shall be made to the model prior to its reactivation, refer to Clause 7.9 of this certification protocol. For a model that has been withdrawn for more than two years and includes no modification, annual field performance tests shall be conducted prior to the reactivation (see Clause 7.13 of this certification protocol).

Annual field performance tests of the reactivated model shall be in conformity with the acceptance criteria mentioned in Clause 7.13 of this certification protocol, otherwise the model is withdrawn, tests mentioned in Clause 7.12 of this certification protocol shall be conducted and the model shall be deemed to be in conformity if the manufacturer wishes to continue with the reactivation process. In this case, when the model is reactivated, it shall be renamed in order to avoid any confusion with the previous model.

7.11.2 Models not in conformity prior to withdrawal

If the model was not in conformity with the acceptance criteria mentioned in Clause 7.13 of this certification protocol prior to its withdrawal, the test method in Annex A of standard CAN/BNQ 3680-600 shall be followed.

7.12 PERFORMANCE AND SEASONAL RELIABILITY TESTS

Performance and seasonal reliability tests are conducted according to the requirements specified in Annex A of the standard CAN/BNQ 3680-600.

7.13 ANNUAL FIELD PERFORMANCE TESTS

Annual field performance tests are conducted according to the requirements specified in Annex B of the standard CAN/BNQ 3680-600. Certain precisions on annual field performance tests are specified in the document *Certification Requirements CAN/BNQ 3680-600*.

For facilities located in the Province of Quebec, a treated effluent shall not exceed any values included in Table 3 of the standard CAN/BNQ 3680-600 applicable to the classification of the model. For facilities located outside the Province of Quebec, a treated effluent shall not exceed any values included in Table B.1 of the standard CAN/BNQ 3680-600 applicable to the classification of the model.

Information mentioned in Annex B shall be provided by the manufacturer or the BNQ for the annual field performance tests.

8 PRODUCT MARKING

8.1 RIGHTS AND OBLIGATIONS

The rights and obligations of the manufacturer holding a certificate of conformity are stipulated in the information document BNQ 9902-001.

8.2 MARK OF CONFORMITY

8.2.1 In addition to the requirements stipulated in the standard CAN/BNQ 3680-600, the mark of conformity applying to this certification program, the number of the certificate of conformity and the number of the aforementioned standard shall appear on each onsite domestic wastewater treatment systems. Marking shall be placed in such a way as to be visible to the user after the installation of the onsite domestic wastewater treatment system.

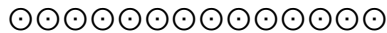
8.2.2 Only onsite domestic wastewater treatment systems that have been duly certified and appearing in the annex of a manufacturer's certificate of conformity may bear the BNQ mark of conformity.

It is suggested that the marking take the following form:

CAN/BNQ 3680-600



Certificate No. xxxx



ANNEX A

Checklist applicant's documents

FT-CP-3680-600_Doc_fournir_revue_documentaire_AN

General Information

Applicant:

Date:

Technology:

Documents Analysis

Documents	Information provided	
	Yes	No ⁽¹⁾
Company name and address	☐	☐
Description of models for residential domestic wastewater treatment systems (unique model number or name, process diagram and hydraulic capacities per model, assembly drawing per model)	☐	☐
Identification of differences and similarities between models	☐	☐
Types and treatment classes per model	☐	☐
Hydraulic capacity of each component model	☐	☐
Complete information (dimensions, volume, HRT, media, etc.) concerning all the models covered by the type tests in an Excel file.	☐	☐
List of all mechanical components including part numbers and suppliers	☐	☐
List of system components manufacturers (septic tank, bioreactor tank, etc.)	☐	☐
List of system assemblers	☐	☐
List of electric components (pumps, control panel, etc.) including CSA 22 certificate	☐	☐
Owner user manual	☐	☐
Technical sheet for all models	☐	☐
Installation manual	☐	☐
Design manual	☐	☐
Use and maintenance manual	☐	☐
Troubleshooting and repair manual	☐	☐
List of parts and spare parts	☐	☐
Model to be submitted to type tests (including description of all components, suppliers, etc.)	☐	☐
Letter from the design engineer for Clause 6.1.2 of the standard	☐	☐
Type test temperature	☐	☐
Description and operating principle of the model subjected to type tests	☐	☐
Sampling for the model subjected for type tests	☐	☐
Installation plan of the model subjected to type tests	☐	☐

(1) Provide a written justification for any missing information

Completed by:

Date:

THIS LIST IS AN INTEGRAL PART OF YOUR APPLICATION

ANNEX B

Information on domestic installations

Information	Information to be provided by the manufacturer in the list of installations transmitted annually to BNQ
Name of facility owner	☐
Owner's phone number and e-mail address	☐
Civic address of owner	☐
Administrative region where installation is located	☐
Model name or number	☐
System classification	☐
Hydraulic capacity of installed system	☐
Serial number of installed system	☐
Date of installation and name of authorized representative who installed the system	☐
Maintenance contract with septic system manufacturer or authorized representative (yes or no)	☐
Other relevant information on installation (optional)	☐

Information	Information provided by the manufacturer at the time of sampling or following sampling
Verification of conformity of installed components or spare parts	☐
Results of investigation and corrective measures taken in accordance with the requirements of Clause B.9.3 of the standard CAN/BNQ 3680-600, if applicable.	☐

Information	Information provided by BNQ before and after sampling
Region selected for annual field test	☐
Number of people usually occupying the isolated residence	☐
Number of people in isolated residence at time of test	☐
Primary or secondary residence	☐
Sampling method	☐
Name of laboratory that carried out analyses and results of analyses of parameters to be evaluated according to the treatment class of the facility	☐
Problem, anomaly or non-conformity observed during annual field performance test (accessibility for sampling, defective component, misuse of system by owner, etc.).	☐
Photos of the installation, including a photo of the label showing the mark of conformity and the marking required by BNQ	☐
Evaluation and interpretation of results, including a declaration of conformity of test results	☐

ANNEX C

Example of the annex to certificate

COMPANY NAME	
Civic address	
CAN/BNQ 3680-600/2023 (R2024) <i>Onsite Domestic Wastewater Treatment Systems</i>	
Certificate number:	XXXX
Issue date:	YYYY-MM-DD
Expiry date:	YYYY-MM-DD

Stand-alone Wastewater Treatment Systems										
Model ABCD										
<table border="1"> <thead> <tr> <th rowspan="2">Model Designation</th> <th>Maximum Hydraulic Capacity</th> </tr> <tr> <th>L/d</th> </tr> </thead> <tbody> <tr> <td>ABCD-1000</td> <td>1000</td> </tr> <tr> <td>ABCD-2000</td> <td>2000</td> </tr> <tr> <td>ABCD-3000</td> <td>3000</td> </tr> </tbody> </table>		Model Designation	Maximum Hydraulic Capacity	L/d	ABCD-1000	1000	ABCD-2000	2000	ABCD-3000	3000
Model Designation	Maximum Hydraulic Capacity									
	L/d									
ABCD-1000	1000									
ABCD-2000	2000									
ABCD-3000	3000									
Certificate details										
Treatment class:	B-IV.									
Other valid treatment classes:	B-III, B-II, B-I									

Stand-alone Wastewater Treatment Systems										
Model ABD										
<table border="1"> <thead> <tr> <th rowspan="2">Model Designation</th> <th>Maximum Hydraulic Capacity</th> </tr> <tr> <th>L/d</th> </tr> </thead> <tbody> <tr> <td>ABD-1000</td> <td>1000</td> </tr> <tr> <td>ABD-2000</td> <td>2000</td> </tr> <tr> <td>ABD-3000</td> <td>3000</td> </tr> </tbody> </table>		Model Designation	Maximum Hydraulic Capacity	L/d	ABD-1000	1000	ABD-2000	2000	ABD-3000	3000
Model Designation	Maximum Hydraulic Capacity									
	L/d									
ABD-1000	1000									
ABD-2000	2000									
ABD-3000	3000									
Certificate details										
Treatment class:	B-III, D-III.									
Other valid treatment classes:	B-III, D-II, B-III, D-I									

History	
Date	Description of the modification
YYYY-MM-DD	

COMMENTS AND SUGGESTIONS

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- a) the number and title of the document (BNQ 3680-900 *Onsite Domestic Wastewater Treatment Systems — Certification Protocol*);
- b) your comments or suggestions (e.g., to report an error, to suggest a modification, to suggest a new document on a related matter, or other);
- c) your name and contact details.



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This document forms part of the requirements of the certification program CAN/BNQ 3680-600 for onsite residential wastewater treatment systems.

This document shall be used with the certification protocol BNQ 3680-900.

Tables 1, 2 and 3 that follow specify the evidence (for instance inspection of or tests carried out on the product) that manufacturer shall provide to demonstrate conformity to the requirements specified in the certification program documents:

- a) Table 1: Requirements of the standard CAN/BNQ 3680-600/2024-10-01;
- b) Table 2: Requirements of the certification protocol BNQ 3680-900/2025-05-28;
- c) Requirements related to the quality management system.

Unless otherwise indicated, the required evidence [see column Evidence(s) to Be Provided in Tables 1, 2 and 3] shall be updated continuously by the manufacturer.

Unless otherwise indicated, verification by the BNQ of conformity to every requirement is carried out by means of the following activities:

- a) Verification of manufacturer's documents [see column Evidence(s) to Be Provided in Tables 1, 2 and 3];
- b) Inspections and tests required by the BNQ [see columns Inspection(s) and test(s) to be conducted during the visit in Table 1 and Inspection(s) to be conducted during the visit in Table 2];
- c) Interviews, onsite activity verification or verification of the results of the activity.

Tables 1 and 2 provide, where necessary, the clarifications that shall be taken into account to demonstrate conformity to the requirements of the certification program.

Table 3 specifies additional requirements relating to the quality management system to which the manufacturer shall conform to demonstrate conformity to the requirements of the certification program.

An asterisk (*) indicates that the document mentioned in the following tables shall be provided by the manufacturer as part of the request for initial certification.

**TABLE 1
REQUIREMENTS OF THE STANDARD**

STANDARD CAN/BNQ 3680-600/2024-10-01 Chapter or clause	Manufacturer	BNQ	Clarification(s)
	Evidence(s) to be provided	Inspection(s) and test(s) to be conducted during the visit	
4 <i>Description of models of onsite domestic wastewater treatment system</i>	List of models targeted by the certification including the unique number or name of model along with the hydraulic capacities for each model. Process diagram for each model. Assembly drawing for each model. Frequency: – At the time of application for certification. – When there is an addition or a change to a model.	* Verification of conformity and fulfillment of requirements of the documents provided. * Frequency: – At the time of application for certification. – When there is an addition or a change to a model.	In the case where the manufacturer may not provide all information for every model at the time of application for certification, they shall be available at the end of the performance and seasonal reliability tests.
5 <i>Classification</i>	List of models targeted by the certification including the types and classes of treatment for each model. Frequency: – At the time of application for certification. – When there is an addition or a change to a model.	* Verification of conformity and fulfillment of requirements of the documents provided. Frequency: – At the time of application for certification. – When there is an addition or a change to a model.	In the case where the manufacturer may not provide all information for every model at the time of application for certification, they shall be available at the end of the performance and seasonal reliability tests.
6 <i>Requirements</i>			
6.1 <i>Materials</i>			
6.1.1 <i>Exposed surfaces</i>	Model with the most restrictive configuration for type tests. List of assemblers/components manufacturers. Model available and present in the list of models targeted by certification to the manufacturer and assemblers/components manufacturers.	* Verification of conformity and fulfillment of requirements through a visual control of exposed surfaces. Frequency: – At the time of installation of the model for the performance and seasonal reliability. – At the time of visits by the BNQ to the	

**TABLE 1
REQUIREMENTS OF THE STANDARD**

STANDARD CAN/BNQ 3680-600/2024-10-01 Chapter or clause	Manufacturer	BNQ	Clarification(s)
	Evidence(s) to be provided	Inspection(s) and test(s) to be conducted during the visit	
		manufacturer and assemblers/ components manufacturers.	
6.1.2 <i>Environmental conditions</i>	Document of the design engineer. Frequency: – At the time of application for certification. – When there is a modification to the materials and components making up the treatment system.	* Verification of conformity of the document provided.	Document of the design engineer attesting that materials and components making up the onsite domestic wastewater treatment system are durable and designed to withstand exposure to the environmental conditions.
6.2 <i>Watertightness</i>	List of assemblers/components manufacturers. Model available and present in the list of models targeted by certification to the manufacturer and assemblers/components manufacturers.	* Verification of conformity of tests conducted according to the requirements of Clause 7.3. Frequency: Annually to the manufacturer and assemblers/components manufacturers, as appropriate.	
6.3 <i>Structural strength</i>	List of assemblers/components manufacturers. Model available and present in the list of models targeted by certification to the manufacturer and assemblers/components manufacturers.	* Verification of conformity of tests conducted according to the requirements of Clause 7.4. Frequency: Annually to the manufacturer and assemblers/components manufacturers, as appropriate.	
6.5 <i>Mechanical components</i>	List of mechanical components for each model. Attestations of conformity of the mechanical components' suppliers.	* Verification of conformity and fulfillment of requirements of the documents provided. *	Mechanical components used for every model shall be mentioned on the manufacturer's list.

**TABLE 1
REQUIREMENTS OF THE STANDARD**

STANDARD CAN/BNQ 3680-600/2024-10-01 Chapter or clause	Manufacturer	BNQ	Clarification(s)
	Evidence(s) to be provided	Inspection(s) and test(s) to be conducted during the visit	
	Frequency: - At the time of installation of the model for performance and seasonal reliability tests. - At the time of inspection visits by the BNQ to the manufacturer.		
6.6 <i>Electrical components</i>	List of electrical components for each model. Certificate CSA C22 for each electrical component. Frequency: - At the time of installation of the model for performance and seasonal reliability tests. - At the time of inspection visits by the BNQ to the manufacturer.	* Verification of conformity and fulfillment of requirements of the documents provided.	Electrical components used for every model shall be mentioned on the manufacturer's list.
6.7 <i>Access to the system</i>			
6.7.1 <i>Inspection and maintenance</i>	Model with the most restrictive configuration for type tests. Model available and present in the list of models targeted by certification to the manufacturer and assemblers/components manufacturers.	* Visual verification of the conformity of access points. Frequency: - At the time of installation of the model for performance and seasonal reliability tests. - At the time of inspection visits by the BNQ to the manufacturer.	
6.7.2 <i>Sampling</i>	Model available and present in the list of models targeted by certification to the manufacturer and assemblers/components manufacturers.	Visual verification of the conformity of sampling points. Frequency: At the time of inspection visits to the manufacturer and annually to the	

TABLE 1
REQUIREMENTS OF THE STANDARD

STANDARD CAN/BNQ 3680-600/2024-10-01	Manufacturer	BNQ	Clarification(s)
Chapter or clause	Evidence(s) to be provided	Inspection(s) and test(s) to be conducted during the visit	
		assemblers/ components manufacturers. – At the time of annual field performance tests.	
6.8 <i>Failure sensing and signalling</i>			
6.8.1 <i>General</i>	Model of alarm system. Frequency: – At the time of performance and seasonal reliability tests. – At the time of alarm system change.	* Verification of the model of alarm system.	
6.8.2 <i>Outdoor control panels</i>	Attestation of the control panel's supplier. Frequency: – At the time of installation of the model for performance and seasonal reliability tests. – At the time of panel control change.	* Verification of conformity and fulfillment of requirements. Frequency: – Once, at the time of performance and seasonal reliability tests. – At the time of inspection visits by the BNQ to the manufacturer.	
6.8.3 <i>Indoor control panels</i>	Attestation of the control panel's supplier. Frequency: – At the time of installation of the model for performance and seasonal reliability tests. – At the time of panel control change.	* Verification of conformity and fulfillment of requirements. Frequency: – Once, at the time of performance and seasonal reliability tests. – At the time of inspection visits by the BNQ to the manufacturer.	

**TABLE 1
REQUIREMENTS OF THE STANDARD**

STANDARD CAN/BNQ 3680-600/2024-10-01	Manufacturer	BNQ	Clarification(s)
Chapter or clause	Evidence(s) to be provided	Inspection(s) and test(s) to be conducted during the visit	
6.9 <i>Flow design</i>			
6.9.1 <i>Inlet pipe</i>	Model available and present in the list of models targeted by certification to the manufacturer and assemblers/components manufacturers.	Verification of conformity and fulfillment of requirements. Frequency: – At the time of installation of the model for performance and seasonal reliability tests. – At the time of inspection visits to the manufacturer and annually to the assemblers/components manufacturers.	
6.9.2 <i>By-pass line</i>	Model available and present in the list of models targeted by certification to the manufacturer and assemblers/components manufacturers.	Verification of conformity and fulfillment of requirements. Frequency: – At the time of installation of the model for performance and seasonal reliability tests. – At the time of inspection visits to the manufacturer and annually to the assemblers/components manufacturers.	
6.10 <i>Performance and seasonal reliability</i>	Model with the most restrictive configuration for type tests.	* Sampling for performance and seasonal reliability tests of the type model at BNQ test bench.	NOTE — Tests shall be carried out either: – in the presence of an inspector who is

**TABLE 1
REQUIREMENTS OF THE STANDARD**

STANDARD CAN/BNQ 3680-600/2024-10-01 Chapter or clause	Manufacturer	BNQ	Clarification(s)
	Evidence(s) to be provided	Inspection(s) and test(s) to be conducted during the visit	
		Frequency: According to the requirements of the standard CAN/BNQ 3680-600.	independent from the manufacturer; – in an ISO/IEC 17025 accredited laboratory that is independent from the manufacturer and whose scope covers the test required by the reference standard; – in a laboratory accredited by the Centre d'expertise en analyse environnementale du Québec (CEAEQ) that is independent from the manufacturer and whose scope covers the corresponding field and a test method based on the methods referred to in the reference standard; – in a BNQ-recognized laboratory that is independent from the manufacturer and whose scope covers the test required in the reference standard.
6.11 <i>Continued performance</i>	List of certified residential installations. * Frequency: Prior to annual field performance tests described in Annex B of the standard CAN/BNQ 3680-600.	Sampling of residential installations certified by the BNQ. Frequency: At the time of annual field performance tests described in Annex B of the standard CAN/BNQ 3680-600.	Verification of the conformity to acceptance criteria mentioned in Chapter B.9. If a model of system does not meet the third acceptance criteria present in Clause B.9.4 of the standard CAN/BNQ 3680-600,

**TABLE 1
REQUIREMENTS OF THE STANDARD**

STANDARD CAN/BNQ 3680-600/2024-10-01 Chapter or clause	Manufacturer	BNQ	Clarification(s)
	Evidence(s) to be provided	Inspection(s) and test(s) to be conducted during the visit	
			statement of non-conformity will be sent by the BNQ to the manufacturer, and it could lead to the withdrawal of this model to the Annex of the certificate. NOTE — Tests shall be carried out either: — in the presence of an inspector independent from the manufacturer; — in an ISO/IEC 17025 accredited laboratory that is independent from the manufacturer and whose scope covers the test required by the reference standard; — in a laboratory accredited by the CEAEQ that is independent from the manufacturer and whose scope covers the corresponding field and a test method based on the methods referred to in the reference standard; — in a BNQ-recognized laboratory that is independent from the manufacturer and whose scope covers the test required in the reference standard.

**TABLE 1
REQUIREMENTS OF THE STANDARD**

STANDARD CAN/BNQ 3680-600/2024-10-01	Manufacturer	BNQ	Clarification(s)
Chapter or clause	Evidence(s) to be provided	Inspection(s) and test(s) to be conducted during the visit	
7 <i>Type tests</i>			
7.1 <i>General</i>	Identification of differences between models. Justification identifying similarities between models and reasons why they can be considered as equivalent. Model with the most restrictive configuration for type tests. Frequency: At the time of application for certification.	* Verification of conformity of model subjected to BNQ bench test. * Frequency: Prior to performance and seasonal reliability tests.	
7.2 <i>Model to be subjected to the type tests</i>	Model in production or planned. Model entirely assembled and labelled according to the requirements of Chapter 9 of the standard CAN/BNQ 3680-600. Frequency: At the time of application for certification.	* Verification of conformity of model subjected to BNQ bench test. * Frequency: Prior to performance and seasonal reliability tests.	
7.3 <i>Watertightness</i>	Model with the most restrictive configuration for type tests.	* Verification of conformity of model subjected to BNQ bench test. * Frequency: Prior to the beginning of performance and seasonal reliability tests (see Clause 7.7 and Annex A of the standard CAN/BNQ 3680-600).	The watertightness of each tank of an onsite domestic wastewater treatment system shall be verified in accordance with the requirements of the standard BNQ 3680-905 and Clause 10.4 of the document CSA B66.
7.4 <i>Structural strength</i>			
7.4.1 <i>Tank meant for burial</i>	Model with the most restrictive configuration for type tests.	* Verification of conformity and fulfillment of requirements. * Frequency: At the time of installation of the model for performance and seasonal reliability tests and after tests described in Annex A of the standard CAN/BNQ 3680-600	

**TABLE 1
REQUIREMENTS OF THE STANDARD**

STANDARD CAN/BNQ 3680-600/2024-10-01 Chapter or clause	Manufacturer	BNQ	Clarification(s)
	Evidence(s) to be provided	Inspection(s) and test(s) to be conducted during the visit	
		when the model is dismantled.	
7.4.2 <i>Treatment unit meant for burial that does not comprise tanks</i>	Model with the most restrictive configuration for type tests.	* Verification of conformity and fulfillment of requirements. Frequency: At the time of installation of the model for performance and seasonal reliability tests and after tests described in Annex A of the standard CAN/BNQ 3680-600 when the model is dismantled.	
7.4.3 <i>Treatment unit meant for burial that is not backfilled</i>	Model with the most restrictive configuration for type tests.	* Verification of conformity and fulfillment of requirements. Frequency: At the time of installation of the model for performance and seasonal reliability tests and after tests described in Annex A of the standard CAN/BNQ 3680-600 when the model is dismantled.	
7.4.4 <i>Treatment unit not meant for burial</i>	Model with the most restrictive configuration for type tests.	* Verification of conformity and fulfillment of requirements. Frequency: At the time of installation of the model for performance and seasonal reliability tests and after tests described in Annex A of the standard CAN/BNQ 3680-600 when the model is dismantled.	

**TABLE 1
REQUIREMENTS OF THE STANDARD**

STANDARD CAN/BNQ 3680-600/2024-10-01	Manufacturer	BNQ	Clarification(s)
Chapter or clause	Evidence(s) to be provided	Inspection(s) and test(s) to be conducted during the visit	
7.5 <i>Noise level</i>	Model with the most restrictive configuration for type tests.	* Verification of conformity of model subjected to BNQ bench test. Frequency: At the beginning of Part A of the performance and seasonal reliability tests and at the end of Part B of the performance and seasonal reliability tests (see Annex A of the standard CAN/BNQ 3680-600).	
7.6 <i>Failure sensing and signalling</i>	Model with the most restrictive configuration for type tests.	* Verification of conformity to the requirements of Clauses 6.8.1, 6.8.2 and 6.8.3. Frequency: At the time of the performance and seasonal reliability tests at BNQ bench test.	NOTE — For the verification of signals, a power failure and an electromechanical problem will be simulated at BNQ bench test.
7.7 Performance and seasonal reliability test			
7.7.1 <i>Conduct of the test</i>	Model with the most restrictive configuration for type tests.	* Verification of conformity to the requirements in Annex A of the standard CAN/BNQ 3680-600. Frequency: At the time of the performance and seasonal reliability tests at BNQ bench test.	
7.7.2 <i>Assessment of energy consumption</i>	Model with the most restrictive configuration for type tests. Specific meter.	* Verification of energy consumption. * Frequency: Daily measurements as part of the performance and seasonal reliability tests at BNQ bench test.	The average energy consumption shall be expressed in kilowatt-hour (kWh) per day with a $\pm 5\%$ precision.
7.8 <i>Test reports</i>		Reports of performance and seasonal reliability	The reports documenting the test results of a

**TABLE 1
REQUIREMENTS OF THE STANDARD**

STANDARD CAN/BNQ 3680-600/2024-10-01	Manufacturer	BNQ	Clarification(s)
Chapter or clause	Evidence(s) to be provided	Inspection(s) and test(s) to be conducted during the visit	
		tests in conformity with the requirements of Clauses 7.8.1, 7.8.2 and 7.8.3. Frequency: Once the performance and seasonal reliability tests are finished at the BNQ bench test.	system shall be kept by the manufacturer and the BNQ.
7.9 <i>Changes to a model</i>	Request for change to a model. Technical documents signed by an engineer. Frequency: At the time of application for a modification to the model.	Verification of demonstration of equivalence. Frequency: At the time of application for a modification to the model.	The demonstration of equivalence shall be performed by selecting one of the approaches specified in Clauses 7.9.2, 7.9.3 or 7.9.4 and these demonstrations shall be kept by the manufacturer and the BNQ.
8 <i>Documentation accompanying the system</i>			
8.2 <i>Information for the system's owner</i>			
8.2.1 <i>Owner's manual</i>	Owner's manual. Frequency: – At the time of application for certification or at the end of performance and seasonal reliability tests at the BNQ bench test. – When changes are made to the system. – At the time of inspection visits by the BNQ at the manufacturer and assemblers/component manufacturers.	* Verification of conformity and fulfillment of requirements.	
8.2.2 <i>Technical data sheet</i>	Technical data sheet. Frequency: – At the time of application for certification or at the end of performance and seasonal reliability tests at the BNQ bench test.	* Verification of conformity and fulfillment of requirements.	

**TABLE 1
REQUIREMENTS OF THE STANDARD**

STANDARD CAN/BNQ 3680-600/2024-10-01 Chapter or clause	Manufacturer	BNQ	Clarification(s)
	Evidence(s) to be provided	Inspection(s) and test(s) to be conducted during the visit	
	When changes are made to the system.		
8.3 Additional information for the authorized representatives			
8.3.2 <i>Detailed information on a model</i>	Detailed information. * Frequency: - At the time of application for certification or at the end of performance and seasonal reliability tests at the BNQ bench test. - When changes are made to the system.	Verification of conformity and fulfillment of requirements.	
8.3.3 <i>Installation manual</i>	Installation manual. * Frequency: - At the time of application for certification or at the end of performance and seasonal reliability tests at the BNQ bench test. - When changes are made to the system. - At the time of inspection visits by the BNQ at the manufacturer and assemblers/component manufacturers.	Verification of conformity and fulfillment of requirements.	
8.3.4 <i>Design manual</i>	Design manual. * Frequency: - At the time of application for certification or at the end of performance and seasonal reliability tests at the BNQ bench test. - When changes are made to the system. - At the time of inspection visits by the BNQ at the manufacturer and assemblers/component manufacturers.	Verification of conformity and fulfillment of requirements.	
8.3.5 <i>Operation and maintenance manual</i>	Operation and maintenance manual. * Frequency: At the time of application for certification or at the end of	Verification of conformity and fulfillment of requirements.	

**TABLE 1
REQUIREMENTS OF THE STANDARD**

STANDARD CAN/BNQ 3680-600/2024-10-01 Chapter or clause	Manufacturer	BNQ	Clarification(s)
	Evidence(s) to be provided	Inspection(s) and test(s) to be conducted during the visit	
	performance and seasonal reliability tests at the BNQ bench test. – When changes are made to the system. – At the time of inspection visits by the BNQ at the manufacturer and assemblers/component manufacturers.		
8.3.6 <i>Trouble-shooting and repair manual</i>	Trouble-shooting and repair manual. * Frequency: – At the time of application for certification or at the end of performance and seasonal reliability tests at the BNQ bench test. – When changes are made to the system. – At the time of inspection visits by the BNQ at the manufacturer and assemblers/component manufacturers.	Verification of conformity and fulfillment of requirements.	
8.3.7 <i>Parts and spare parts</i>	List of parts and spare parts. * Frequency: – At the time of application for certification or at the end of performance and seasonal reliability tests at the BNQ bench test. – When changes are made to the system. – At the time of inspection visits by the BNQ at the manufacturer and assemblers/component manufacturers.	Verification of conformity and fulfillment of requirements.	If parts have been changed, refer to Clause 7.9 of the standard CAN/BNQ 3680-600.
9 Marking	Example of marking. Frequency: – At the time of application for certification or at the end of performance and seasonal reliability tests at the BNQ bench test.	Verification of conformity and fulfillment of requirements.	The marking shall be placed in such a way as to be visible to the user after the installation of the onsite domestic wastewater treatment system.

**TABLE 1
REQUIREMENTS OF THE STANDARD**

STANDARD CAN/BNQ 3680-600/2024-10-01 Chapter or clause	Manufacturer	BNQ	Clarification(s)
	Evidence(s) to be provided	Inspection(s) and test(s) to be conducted during the visit	
	– When changes are made to the system. – At the time of inspection visits by the BNQ at the manufacturer and assemblers/component manufacturers.		

**TABLE 2
REQUIREMENTS OF THE CERTIFICATION PROTOCOL**

CERTIFICATION PROTOCOL BNQ 3680-900/2025-05-28 Chapter or clause	Manufacturer	BNQ	Clarification(s)
	Evidence(s) to be provided	Inspection(s) to be conducted during the visit	
5 <i>Classification and designation</i>	List of certified models.	* Verification of conformity and fulfillment of requirements. Frequency: Once the performance and seasonal reliability tests are finished at the BNQ bench test.	
8.1 <i>Performance and seasonal reliability tests</i>	Model with the most restrictive configuration for type test.	* Verification of conformity and fulfillment of requirements of the reports for performance and seasonal reliability tests in conformity with Clauses 7.8.1, 7.8.2 and 7.8.3 and conducted at the BNQ bench test. Frequency: Once the performance and seasonal reliability tests are finished at the BNQ bench test.	
8.2 <i>Annual field performance tests</i>	List of residential installations which information are mentioned in Annex B. Frequency: Prior to the beginning of annual samplings at residential installations.	Verification of conformity and fulfillment of requirements described in Annex B of the standard CAN/BNQ 3680-600. Frequency: At the time of annual samplings of residential installations by the BNQ.	On site verifications prior to sampling of a residential installation, described in Clause B.5.2 of the standard CAN/BNQ 3680-600, shall be performed in collaboration with the certified representative of the certified manufacturer or its authorized representative. For installations located in the Province of Quebec, a treated effluent shall not exceed any values in Table 3 of the standard

**TABLE 2
REQUIREMENTS OF THE CERTIFICATION PROTOCOL**

CERTIFICATION PROTOCOL BNQ 3680-900/2025-05-28 Chapter or clause	Manufacturer	BNQ	Clarification(s)
	Evidence(s) to be provided	Inspection(s) to be conducted during the visit	
			CAN/BNQ 3680-600 applicable to the model classification. For installations located outside the Province of Quebec, a treated effluent shall not exceed any values in Table B.1 of the standard CAN/BNQ 3680-600 applicable to the model classification. For installations located in the Province of Quebec, in the case where a model fails to fulfill the requirements of the standard CAN/BNQ 3680-600 or it is withdrawn for the scope of the certificate, the MELCCFP shall be informed.
9.2 <i>Mark of conformity</i>	Example of marking. Frequency: At the time of inspection visits by the BNQ.	Verification of conformity and fulfillment of requirements. Frequency: At the time of inspection visits by the BNQ at the manufacturer and assemblers/components manufacturers.	The marking shall be placed in such a way as to be visible to the user after the installation of the onsite domestic wastewater treatment system.

TABLE 3
REQUIREMENTS RELATED TO THE QUALITY MANAGEMENT SYSTEM

Requirement(s) related to the manufacturer's quality management system (reference: information document BNQ 9902-001)		Manufacturer
		Evidence(s) to be provided
1	Competence of resources	
1.1	The personnel performing work having an impact on the quality of the product, process or service shall be competent with regard to their professional training, their knowledge or their experience. An employee's typical record may include initial qualifications, assessment of training needs and evidence of skills maintenance and updating activities.	Record of staff members subject to the requirement.
2	Purchase information	
2.1	The manufacturer shall keep an up-to-date list of qualified suppliers used for product manufacture, process implementation, or service provision covered by the certification. Where necessary, a list of the raw materials used in the product manufacture shall also be kept up to date, including the start and end use dates for traceability and quality control purposes.	List of qualified suppliers and (where necessary) list of raw materials used. *
2.2	Purchase orders shall contain data clearly describing the product, process or service ordered and include or refer to applicable characteristics and requirements. Upon receipt of the order, the manufacturer shall have a mechanism in place to validate that the applicable characteristics and requirements are met and that, if not, the nonconformity is addressed in accordance with the requirements of Section 4 of this table.	Procurement procedure and purchase order.
2.3	Where required by the certification program, the manufacturer shall obtain evidence of the conformity of the product, process or service ordered.	Evidence of conformity.
3	Quality monitoring and measurement activities	
3.1	The manufacturer shall designate a person who is responsible for ensuring that the quality monitoring and measurement activities planned are carried out, and that the results show that the product, process or service complies with the applicable requirements.	Name and title of the designated person. *
3.2	The manufacturer shall establish and implement a quality plan that includes the necessary monitoring and measurement activities to demonstrate the conformity of the product, process or service with the applicable requirements. The equipment used during inspection activities is subject to the requirements of Section 7 of this table.	Quality plan. *
3.3	The manufacturer shall record the results from the monitoring and measurement activities as they are carried out.	Register of monitoring and measurement activities.
CLARIFICATION — Results from monitoring and measurement activities shall allow to rule on the state of conformity or nonconformity ("conforming" or "nonconforming". State of conformity shall be clearly indicated by the manufacturer on the applicable documents.		
3.4	When the manufacturer becomes aware that the product, process or service does not meet the stipulated requirements, immediate action shall be taken. Furthermore, the	

**TABLE 3
REQUIREMENTS RELATED TO THE QUALITY MANAGEMENT SYSTEM**

Requirement(s) related to the manufacturer's quality management system (reference: information document BNQ 9902-001)	Manufacturer	
	Evidence(s) to be provided	
corrective actions necessary to avoid repetition of the issue found shall be implemented in accordance with the requirements of Section 4 of this table.		
3.5 The manufacturer shall implement appropriate means (marking, stamping, tag, job traveler, recording of inspection, quarantining or others) in order to indicate the state of product, process or service conformity following monitoring and measurement activities. Where necessary, the manufacturer shall ensure that nonconforming products are identified and/or isolated so as not to confuse them with conforming products.	Description of the means used.	*
3.6 The manufacturer shall designate one person who is authorized to approve the re-release of the product, process or service.	Name and title of the designated person.	*
3.7 The manufacturer shall take the necessary means to ensure that, following monitoring and measurement activities, conforming products maintain their quality and are not altered prior to delivery (packaging, handling instructions, etc.).	Description of the means used.	*
4 Handling cases of nonconformity		
4.1 The manufacturer's management shall designate a person who is responsible for ensuring proper handling of cases of nonconformity to certification program requirements identified by the manufacturer or by the BNQ.	Name and title of the person responsible for ensuring the handling of any cases of nonconformity.	*
4.2 The manufacturer shall implement a procedure for handling cases of nonconformity.	Written procedure.	*
4.3 The manufacturer shall keep a register of the results of the handling of cases of nonconformity after each of the following steps: – applying appropriate correction to cases of nonconformity (e.g. downgrading or product destruction, halt in production or process, interruption of service); – searching to discover the underlying causes of the nonconformity; – determining the corrective actions needed to eliminate the causes of the nonconformity; – applying means to ensure that the corrective actions are implemented and produce the desired results.	Register of the results of the handling of cases of nonconformity.	
4.4 The manufacturer shall respect the maximum deadline specified by the information document BNQ 9902-001 to respond to the cases of nonconformity raised by the BNQ. The handling of the nonconformity shall be carried out by the person designated by the manufacturer's management (see Section 4.1 of this table).	Handling of the cases of nonconformity issued by the BNQ within 14 calendar days.	
4.5 The manufacturer shall, where possible, identify nonconforming products or isolate them from other products. The manufacturer shall undertake any other measures or means necessary for the follow-up and correction of non-conforming products delivered. The manufacturer shall draw up a portrait of the situation and the extent of the non-conformity.	Documents describing the means used to identify nonconforming products or isolate them from other products and designated location at the manufacturing site.	

TABLE 3
REQUIREMENTS RELATED TO THE QUALITY MANAGEMENT SYSTEM

Requirement(s) related to the manufacturer's quality management system (reference: information document BNQ 9902-001)	Manufacturer	
	Evidence(s) to be provided	
4.6 The certification program's applicable mark of conformity shall not be found on nonconforming products.	On-going control. Respect of the licence to use BNQ's mark of conformity stipulated in Annex D of the information document BNQ 9902-001.	
5 Handling complaints		
5.1 The management of the manufacturer shall designate one person responsible for ensuring the handling of complaints raised concerning the nonconformity of a certified product, process or service with respect to the requirements of the certification program.	Name and title of the person responsible for ensuring the handling of complaints.	*
5.2 The manufacturer shall implement a procedure for the handling of complaints concerning the nonconformity of a certified product, process or service.	Written procedure.	*
5.3 The manufacturer shall maintain a file of any complaint raised concerning the nonconformity of a certified product, process or service to the requirements of the certification program concerned.	Complaints file.	
5.4 Appropriate corrections and corrective actions arising from the review of the complaint shall be undertaken in accordance with the requirements of Section 4 of this table.	Complaints file.	
6 Document control		
6.1 The manufacturer shall establish, keep up to date and retain the documents providing evidence that it possesses the following items: – the documents required by the BNQ in the framework of the certification program; – the results of all quality monitoring and measurement activities; – the results of how cases of nonconformity are handled; – the file of complaints. For quality monitoring and measurement activities, as well as the handling of cases of nonconformity, the name of the person responsible for the activities and the date of the intervention shall appear on the records.	Items listed.	
6.2 All documents relating to the items listed in Section 6.1 of this table shall be available from the manufacturer and shall be retained for at least the entire valid period of the certificate of conformity.	Items listed in Section 6.1 of this table.	
6.3 The registers related to quality shall be accessible to the person responsible for the assessment, who shall be able to make copies thereof for the certification file.	Registers related to quality.	
7 Requirements concerning the laboratory used by the manufacturer		
This section does not apply if the manufacturer demonstrates that it exclusively uses a laboratory: – accredited under the standard ISO/IEC 17025 whose scope covers the test required in the reference standard;	Certificate and valid scope of accreditation.	*

TABLE 3
REQUIREMENTS RELATED TO THE QUALITY MANAGEMENT SYSTEM

Requirement(s) related to the manufacturer's quality management system (reference: information document BNQ 9902-001)	Manufacturer
	Evidence(s) to be provided
– accredited by the Centre d'expertise en analyse environnementale du Québec (CEAEQ) whose scope covers the corresponding field and a test method based on the methods referred to in the reference; – recognized by the BNQ and whose scope covers the test required in the reference standard.	
7.1 The laboratory shall be organized in a manner to guarantee that it can, at all times, be shown that its judgment remains independent and its integrity uncompromised when it comes to the manufacturing of the product.	Manufacturer organization chart. *
CLARIFICATION — To demonstrate its independence of judgement and its integrity, the laboratory should stipulate the relations, roles and responsibilities of its personnel concerning the review, approval, publication and recording of test results.	
7.2 The laboratory shall have a responsible technical person (regardless of this person's title) to whom the general responsibility of this laboratory is incumbent.	Name and title of the person responsible for the laboratory. *
7.3 The laboratory shall have sufficient staff with the requisite training, technical knowledge and experience to conduct the tests.	Records of training, technical knowledge and experience of staff.
7.4 The environment in which testing activities are performed shall comply with the requirements stated in the test methods used. Special care shall be taken when these activities are performed in locations other than the laboratory. Neighbouring sectors harbouring incompatible activities shall be physically separated.	
7.5 The laboratory shall have the appropriate equipment as described in the reference documents. When it uses equipment over which it has no permanent control, the laboratory shall ensure that all the relevant requirements are fulfilled.	List of equipment used. *
7.6 Equipment having an effect on the degree of uncertainty of measurement in test results, including equipment used in monitoring and measurement activities, shall be subject to a calibration program and included in a calibration schedule. A register shall be maintained attesting conformity of the results obtained and demonstrating that calibration frequency is respected.	Calibration schedule. Calibration register or certificate.
7.7 Maintenance procedures shall be written down. Any testing equipment that was subject to an overload or defective handling, that has shown results that are dubious or outside the specified limits or that has revealed itself to be defective shall be taken out of service. It shall also be isolated to prevent it from being used, or clearly labelled or marked as being taken out of service until it has been repaired and a calibration or test demonstrates that it is operating correctly. The laboratory shall examine the consequences of the malfunction or deviation with regard to the limits specified in the test methods or to prior calibrations. The laboratory shall also record the results of the examination of the testing equipment and of the corrective actions taken.	Maintenance procedures. Registers showing the evaluation of the impact of the defect on previous measurements or tests and specifying, where applicable, any corrective actions taken.
7.8 Reference standards used shall be calibrated by a body capable of ensuring the calibration traceability to the International System of Units (SI). A calibration and	Calibration certificate.

**TABLE 3
REQUIREMENTS RELATED TO THE QUALITY MANAGEMENT SYSTEM**

Requirement(s) related to the manufacturer's quality management system (reference: information document BNQ 9902-001)	Manufacturer
	Evidence(s) to be provided
verification program for reference standards is required to ensure the validity of the calibration certificate.	
7.9 The instructions, procedures, standards, guides and reference data pertaining to the laboratory shall be kept up-to-date and easily accessible to personnel.	Applicable documents.
7.10 If sampling is conducted in accordance with a test method, the laboratory or the manufacturer shall have written procedures to collect, package and conserve the samples.	Written procedures.
7.11 All calculations and data transcriptions shall be subject to appropriate verifications.	Documents showing the verifications.
7.12 Any laboratory carrying out tests on behalf of the manufacturer shall meet all the requirements specified in this table along with the particular requirements of the certification program in question.	Documents demonstrating the competence and conformity of the laboratory.
7.13 When the test results come from a subcontracted laboratory, the laboratory that has conducted the tests shall be clearly identified in the manufacturer's records (name and address of the subcontracted laboratory).	Manufacturer records.
7.14 The manufacturer shall record and keep details of its analysis on the competence and conformity of subcontracted laboratories and keep file of all subcontracted operations.	Record of subcontracted operations and documentation demonstrating the competence and conformity of the laboratory.
8 Responsibilities and commitments of the manufacturer	
8.1 The manufacturer shall take all necessary measures to facilitate the realization of inspection visits.	
8.2 The manufacturer shall inform the BNQ without delay of any modification that may affect its certification or the conformity of its products, processes or services. These modifications include, but are not limited to: – a change in the Registre des entreprises [Quebec enterprise number (NEQ), enterprise name, type of enterprise, type of activity, dissolution, fusion]; – a relocation or shut down of operations; – the transfer or assignment of activities to a third party; – a change in the nature of goods or services; – a replacement or reassignment of one of the designated officials of the manufacturer; – a change of operating licence or the withdrawal of such a licence.	
8.3 The manufacturer shall display the certificate issued in full view of its clients.	
8.4 The manufacturer shall use the BNQ's certification documents in their entirety and only for the purpose of demonstrating conformity of its product, process or service; any other use shall be previously approved by the BNQ.	
8.5 The manufacturer shall not use, in any way whatsoever, the BNQ's corporate logo.	Promotional documents, Web site.

TABLE 3
REQUIREMENTS RELATED TO THE QUALITY MANAGEMENT SYSTEM

Requirement(s) related to the manufacturer's quality management system (reference: information document BNQ 9902-001)		Manufacturer Evidence(s) to be provided
9	Licence to use the BNQ's certificate, product attestation letter or mark of conformity	
9.1	The manufacturer that holds a valid certificate of conformity from the BNQ can announce its certification in association with its corporate identity. The manufacturer shall meet the requirements of Annex D of the information document BNQ 9902-001 when announcing its certification or attestation, whether on manufacturer premises; through the manufacturer's publications, such as advertising; or in its commercial and administrative documents.	Web site, administrative, commercial and promotional documents.
9.2	The mark of conformity used shall be the one associated with the certification program under which the manufacturer holds a certificate of conformity. The mark of conformity shall only serve to indicate the conformity of the products, processes or services subject to a valid certificate of conformity or product attestation letter.	Web site, administrative, commercial and promotional documents.
9.3	The manufacturer shall not make any erroneous reference to the BNQ's certification system or any fraudulent use of the certificate of conformity, the product attestation letter or the mark of conformity and shall take appropriate action to correct these situations should they occur.	Web site, administrative, commercial and promotional documents.

