

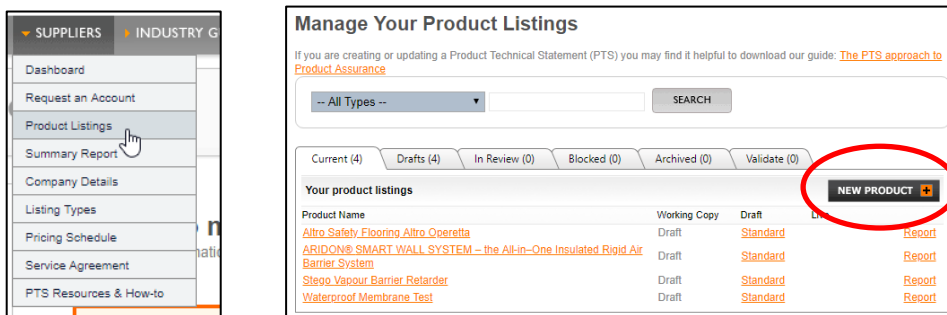
Create / Edit miproducts Product Technical Statement

Clause 14G of the Building Amendment Act 2013 clarifies the responsibilities of Product Manufacturers and Suppliers to establish and document that their products meet the performance requirements of the Building Code. In response we have created the **miproducts** Product Technical Statement (PTS) to support you in the preparation of your documentation.

A **miproducts** Product Technical Statement is an expanded product listing that is able to deliver comprehensive product information to the specifier via the Masterspec specification system.

STEP 1.

Once you have logged in, select **SUPPLIERS** on the top navigation panel and then **PRODUCT LISTINGS**. To create a new listing, find *Manage Your Product Listings* select **NEW PRODUCT**. Or, if you'd like to edit an existing listing, select the product heading in orange text.



Find the drop down allocated to *Listing Type*, choose **PRODUCT TECHNICAL STATEMENT**.

Follow the on-screen prompts on the right hand side to create your basic listing details.

Tip: The name of the product and the first description line are searchable within miproducts. Use the extended keywords for additional tags.

Select **SAVE AND CONTINUE** to move onto Step 2.

STEP 2.

Input **FEATURES** and **PRODUCT INFORMATION** into description. Note that there is a limit on characters for each box. Include a description of what it does, and where the product can be used, details including size, colour, uses, etc.

Tip: Leave out marketing phrases that can't be validated. The use of bullet points are recommended as they are easily scannable.

Insert any **SUPPORTING DOCUMENT LINKS** your product may be validated with. These need to be in URL format.

Tip: Ensure this goes to a precise page so the specifier doesn't have to click through a myriad of other links or pages to get what they need.

Select **SAVE AND CONTINUE** once you have entered information into every field.

Once viewing the second tab **IMAGE ALBUM**, type a title, and description of the photo you would like viewable in your PTS. Select **BROWSE** to upload the photo. Select **ADD** and then **SAVE AND CONTINUE**.

VIDEO will be the final tab on Step 2. If you have a video you would like to upload, type a title, and description of the video. Select **BROWSE** to upload it into your PTS. Select **ADD** and then **SAVE AND CONTINUE** to proceed to Step 3.

STEP 1. Base Information | **STEP 2. Product Details** | STEP 3. Technical | STEP 4. Category Information | STEP 5. Confirm

Details | Image Album | Video

Product Technical Statement Listing1

Product: Acme Products New Zealand Acme Decking Timberight
Really good product stuff New Zealand made

Product Description: Max 2000 characters

Scope of Use: Max 1500 characters

Web Links

Drawings:

Technical Data:

Environmental:

STEP 1. Base Information | **STEP 2. Product Details** | STEP 3. Technical | STEP 4. Category Information | STEP 5. Confirm

Details | Image Album | Video

Product Technical Statement Listing Images

Product: Acme Products New Zealand Acme Decking Timberight

[Add a New Image](#)

Title:

Description/Caption:

Choose Image

* (Allowed Extensions: JPG, GIF, PNG, Max File Size: 4MB)
(Width: 194px Height: 194px)

Album Images

No Images Added

[Go Back](#)

STEP 1. Base Information | STEP 2. Product Details | **STEP 3. Technical** | STEP 4. Category Information | STEP 5. Confirm

Self Assessment | Technical Requirements | Support Evidence | Criteria

As a product manufacturer/supplier you put a lot of effort into making sure your products are fit for purpose. The products Product Technical Statement (PTS) is specifically designed to allow you to show how your product meets the performance requirements of the NZBC.

The first step is a simple self assessment of the level of assurance appropriate for your product, based on the likelihood of not meeting the performance requirements during normal use, followed by the consequences of not meeting the performance requirements. This assessment will help you determine the type of evidence customers, designers, and building consent authorities will be seeking to be assured that claimed compliance has been proved.

You will then be required to indicate which performance requirements of the building code your product meets, how these requirements are met, and supply supporting evidence. The outcome is a PTS that offers greater certainty that your products will be accepted by consent authorities as meeting the performance requirements of the building code.

Note: more information on the Building Code and [Product assurance](#) can be found on the [MBIE website](#).

[Go Back](#)

STEP 3.

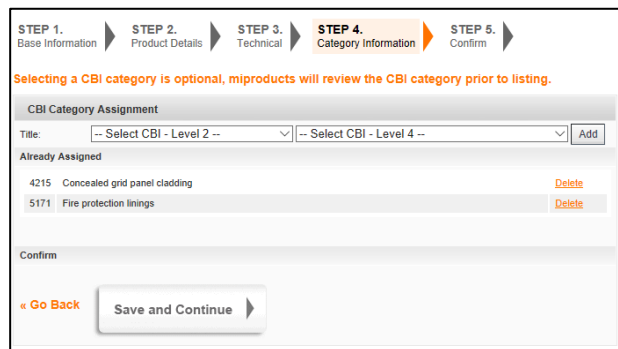
This step will consist of a 4 step self-assessment of your product. To prepare, please have your technical document on hand such as your Branz Appraisal and follow the prompts.

Select **CONTINUE TO SELF ASSESSMENT**.

STEP 4.

Once the self-assessment is CBI stands for **COORDINATED BUILDING INFORMATION**. Beside the word *title*, use the drop downs to choose the CBI number that relates to your product. Select **ADD** to save your selection.

Select **SAVE AND CONTINUE**

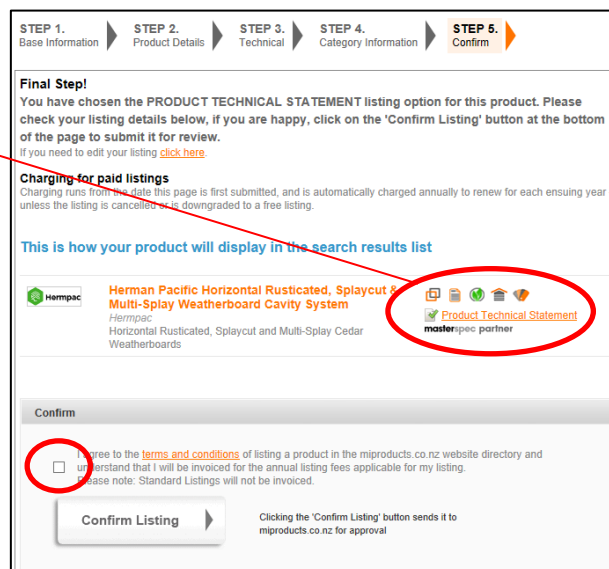


STEP 5.

Before sending your PTS for approval, select **PRODUCT TECHNICAL STATEMENT** to review your full PTS.

Review the information and select all of the links to ensure they are functioning correctly. If they are displaying as an error, go back to the link and remove <http://www> from the beginning.

Once happy with the information, select the tick box to agree to the terms and conditions and then select **CONFIRM LISTING** to send it to the approval queue. This normally takes approximately 24 hours.



Don't forget to assign the listing to your work sections! See the document **HOW TO ASSIGN MIPRODUCTS PRODUCT LISTINGS**.

** Product Technical Statement: PTS are available on request. All Product Partners are assigned five PTS with their agreement. For further information and assistance with this, please contact Masterspec.