



Application for Appointment as a Certifying Authority for Reference Materials

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Application for Appointment as a Certifying Authority for Reference Materials

First edition — May 2015
Second Edition — February 2018
Third edition — May 2018
Fourth edition — June 2019
Fifth edition — September 2024

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PREFACE

Before commencing an application, applicants should read the NMI document *Appointment of Certifying Authorities – Application Guidance and Instructions* available on the [NMI website](#).

Appointment of certifying authorities under the *National Measurement Regulations 2009* (the *Regulations*) is guided by the following principles:

- The primary purpose of appointment is to support national measurement infrastructure by ensuring industry has access to appropriately qualified and capable certifying authorities for reference materials.
- To maintain the national system of measurement as a coherent, formal system and to achieve the objectives of traceable, accurate measurement throughout that system.
- The Chief Metrologist considers accreditation with National Association of Testing Authorities (NATA) ISO 17034 “*General requirements for the competence of reference material producers*” as the standard and preferred means to demonstrate competency and capability in supporting an application to become appointed as a certifying authority for reference materials.
- The Chief Metrologist can request additional information, an internal technical review, or an on-site assessment to help determine the capability of the applicant, including quality management system, equipment, test methods, laboratory environment, staff competencies and any other relevant matters.
- To appoint a certifying authority for reference material under division 2 part 7 regulation 73 of the *Regulations*.

PERIOD OF APPOINTMENT

Appointments are generally made for a period of three years.

FEES

NMI charges fees on a cost recovery basis.

The fee for making an application for appointment as a legal metrology authority can be found on the NMI website at <https://www.industry.gov.au/regulations-and-standards/australias-measurement-system/certifying-authorities>.

Additional fees may also be payable if an on-site assessment is required. These will be determined according to relevant departmental policies on user charging and in consultation with the applicant before conducting and charging for an on-site assessment.

PRIVACY

NMI is a Division of the Department of Industry, Science, and Resources (the Department). The Department is bound by the Australian Privacy Principles (APPs) outlined in Schedule 1 of the *Privacy Act 1988* (Cth) which regulates how entities may collect, use, disclose and store personal information.

Information on this form is being collected to enable the Department to consider your application for appointment as a certifying authority for reference materials and for related administrative purposes. The personal information provided by you will be used to assist us in communicating with you.

Personal information obtained will only be used and disclosed for the purposes outlined and will not be disclosed without your consent, except where authorised or required by law. For further information, please refer to the [Department's Privacy Policy](#).

HOW TO COMPLETE AND SUBMIT THIS APPLICATION

Please complete the form found in Appendix A (pages 4 – 11)

Please provide all required documentation as attachments. To assist in identifying attachments, please provide the relevant question number at the top of each attachment and use a description similar to the words used in the question e.g. "List of standards maintained".

Electronic applications are preferred. The completed application form and supporting documentation can be e-mailed to nalma@measurement.gov.au.

CONSENT FORM

All employees who are proposing to be directly involved in certifying reference materials are required to complete and sign the consent form found in Appendix B (pages 12 – 13).

APPENDIX A

Details of applicant (the legal entity of the organisation)

Name

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ABN.....ACN.....

Address

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Postal address (if different)

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Telephone

.....

Nominated contact

Title

.....

Surname..... Given Name.....

Position

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Address

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Telephone

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Mobile

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Email

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Facility where certifying of reference materials will be performed

Name of facility

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Address

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Telephone

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If certifications are performed at more than one facility, please provide a list of the additional facilities with the above details.

Please complete the following questions and supply the requested information when submitting your application

1. Have you previously been appointed as a certifying authority for reference materials?

- Yes
- No

If your answer is 'Yes', please provide a copy of the previous instrument of appointment including its schedule.

NATA accreditation

2. Do you currently hold NATA accreditation against ISO 17034?

- Yes
- No

If the answer is "Yes", please provide the following information:

Details:

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a) Accreditation number

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b) Details of your terms of accreditation

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c) Date of last change to your terms of accreditation

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d) Details of all relevant staff, including name, position, qualifications, experience, and confirmation of those who are NATA signatories.

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If the answer is no, please refer to the information contained in the *Appointment of Certifying Authorities – Application Guidance and Instructions* that is available on the [NMI website](#).

Scope of application

Provide details of the categories and range of reference materials that you propose to certify and your associated least uncertainties of measurement.

Reference material	Type and range of properties	Least uncertainty

Quality management system

Your quality management system including procedures for the performance of verifications, equipment, test methods, laboratory environment, staff competencies and any other relevant matters.

Uncertainty calculation

The least uncertainties should be calculated in accordance with the requirements of the *National Measurement Act 1960 (Cth)*, its *Regulations* and *Guidelines*, and the conditions determined and set by the Chief Metrologist, in particular, compliance with the provisions of the *ISO Guide to the Expression of Uncertainty in Measurement*.

Attach copies of your uncertainty calculation that demonstrate how your uncertainties have been calculated. Examples of such calculations are available from the NATA website at the following URL: <http://www.nata.com.au/publications/category/73-uncertainty-of-measurement-traceability>

Methods

Detail the codes or approved methods used (or proposed) for certification in each category of reference materials under this appointment.

Indicate the type of certification that uses the method or procedure. Identify the sources of approved methods and procedures (examples - NMI Monographs,

National Instrument Test Procedures (NITPs), and Pattern Approval certificates and requirements (NMI R and NMI M).

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Standards

Attach a list of the standards that you maintain for the purpose of certification of reference material. Indicate the type of certification that uses the standards.

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Detail how and in what form the register of standards are maintained?

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Supply details of, and include copies of certificates of, the most recent verification of the standards you use by an appropriate authority, for each category of certifying authority status applied for.

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Attach:

- Copies of calibration certificates issued to you by other legal metrology authorities such as the NMI.
- Copies of certificates of certification (under regulation 37 or regulation 48) issued to you by other legal metrology authorities such as the NMI.
- Copies of certificates of verification (under regulation 13 or regulation 34C) issued to you by other legal metrology authorities such as the NMI.
- Details of the most recent in-house calibration/certification of any secondary standards that you maintain.

Submission on capability

Any additional matters you wish to have considered in determining your capability to certify reference materials under this appointment.

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Environmental conditions in the facility

Is the laboratory air-conditioned?

- Yes
- No

Is the laboratory temperature controlled?

- Yes
- No

Is the relative humidity controlled in the laboratory?

- Yes
- No

Briefly describe the facility and its work – include any information relevant to this appointment

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Equipment

List all equipment used for the certification of reference materials in each category of certifying authority used to perform certifications.

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Attach copies of your equipment register indicating which equipment will be used for the purpose of certification.

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Employees

Attach a list of the employees you consider have the appropriate competencies to perform the certifying of reference materials. For each employee list their: position, qualifications, training, and relevant experience that demonstrates their competence to perform the function for which appointment is sought, and their immediate supervisor, for example:

Name	Position held	Qualifications	Experience	Supervisor

Which employees are delegated to sign certificates issued under this appointment?

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Please attach a copy of a recent of certificate of certification issued by you as a certifying authority under regulation 48 of the *Regulations*.

If you are a new applicant, please attach a proposed certificate of certification. Model certificates are available for certifying authorities on the [NMI website](#).

NMI Website

Do you want your appointment as a certifying authority for reference materials to be published on NMI Website for public access?

- Yes
 No

Privacy consent

All staff members involved in certification work are required to complete and sign a consent form which includes a privacy statement providing staff members with the information required under APP 5.2. Staff members are required to give consent to the provision of their personal information to NMI.

A privacy consent form is attached. Copies of signed privacy consent forms need to be attached to the application.

Application subject to approval by the Chief Metrologist

This application is subject to approval by Chief Metrologist.

Before appointing an applicant as a certifying authority, the Chief Metrologist will:

- (a) consider that an applicant for appointment as a certifying authority holds National Association of Testing Authorities (NATA) accreditation which is appropriate to the relevant function mentioned in paragraph 73(1)(a) of the *Regulations*.

If the Chief Metrologist decides not to approve this application or to vary the approval in a way that is not sought by you (applicant), the Chief Metrologist will give you a written notice of the reasons for the decision.

Declaration

I declare that the information contained within this application is true, correct and complete.

I am aware of, and able to comply with, the requirements of the *National Measurement Act 1960* (Cth), its *Regulations* and *Guidelines*, and the conditions determined and set by the Chief Metrologist for the certification of reference materials.

I apply for appointment as a certifying authority for reference materials under regulation 73 of the *National Measurement Regulations 1999* (Cth).

In making this application I agree to the National Association of Testing Authorities giving NMI such information about the applicant as the Chief Metrologist deems necessary for consideration of this application.

Pursuant to Regulation 73 of the *Regulations* in accordance with the *National Measurement Act 1960* (Cth) and the conditions of appointment, I the undersigned apply for appointment (or reappointment) as a certifying authority for reference materials, empowered to certify reference materials.

I undertake to comply with the conditions of appointment and inform the Chief Metrologist when any significant change in circumstances or arrangements occurs.

Signed (applicant).....

Date.....

Name.....

Position held.....

APPENDIX B

Consent to disclose personal information

The purpose of this form is to seek your consent to your employer providing personal information about you to the National Measurement Institute (NMI). Your employer intends to provide information regarding your position, skills, qualifications and experience in support of its application to become a Certifying Authority for Reference materials under the *National Measurement Regulations 1999* (Cth) (the *Regulations*).

Certifying Authorities

The purpose of certifying authorities is to:

1. Certify measuring instruments (of an approved pattern) or
2. Certify reference materials (i.e. Australian certified reference materials).

Details of all appointed legal metrology authorities are made available on NMI website to enable stakeholders to locate the certifying authorities.

Regulation 73 of the *Regulations* provides that the Chief Metrologist may appoint an applicant who is capable of:

- certifying of reference materials, or
- applicant has direct control of staff who are capable of certifying reference materials, or
- the applicant holds relevant NATA accreditation.

Your employer wishes to provide information regarding your position, skills, qualifications and experience to NMI in support of its application for appointment as a certifying authority. The information will be used by NMI under regulation 73 of the *Regulations* to assess whether your employer has direct control of staff who are capable of performing certifying of reference materials.

Your information may appear on NMI website if it is included in the appointment.

Privacy Act 1988

Under the *Privacy Act 1988* (Cth), NMI is required to have a clearly expressed and up to date policy about the way it manages personal information. This policy contains information about how you may access the personal information NMI holds about you, and how you may correct any inaccuracies in that information. NMI will correct your personal information if it is inaccurate (subject to any restrictions on such access/alteration of records under the applicable provisions of any law of the Commonwealth).

NMI is a division of Department of Industry, Science, and Resources. A copy of department's privacy policy is available at <http://www.industry.gov.au/Pages/PrivacyPolicy.aspx>. The privacy policy also

includes information as to how you may make a complaint about a breach of the *Privacy Act 1988* (Cth), and how NMI will respond to such a complaint.

If you have an enquiry or request relating to your personal information, please contact:

Privacy Officer
Department of Industry, Science, and Resources
GPO Box 2013
CANBERRA, ACT 2601
Email: privacy@industry.gov.au

More information about the *Privacy Act 1988* (Cth) can be obtained from the Privacy Commissioner's website at www.oaic.gov.au

Questions

If you have any questions regarding this form, please contact NMI by sending an email to nalma@measurement.gov.au

Acknowledgement and Consent

1. I acknowledge that I have read the contents of this form.
2. I consent to (*insert name of employer*) providing information regarding my position, qualifications, training and relevant experience to the National Measurement Institute for the purposes of making an application for appointment as a certifying authority under the *National Measurement Regulations 1999* (Cth).
3. I consent to the National Measurement Institute using my personal information for the purposes described in this form.

Name.....

Signature.....

Date.....

Address.....

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