



# Application for Appointment as a Utility Meter Verifier

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## Application for Appointment as a Utility Meter Verifier

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### PREFACE

Before commencing an application, applicants should read the National Measurement Institute (NMI) document *Appointment of Utility Meter Verifiers – Application Guidance and Instructions* available on the [NMI website](http://www.measurement.gov.au) or by emailing [nalma@measurement.gov.au](mailto:nalma@measurement.gov.au).

Appointment of utility meter verifiers 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 competent utility meter verifiers.
- To maintain the national system of measurement as a coherent, formal system and to achieve the objectives of traceable and accurate measurement throughout that system.
- The Secretary considers accreditation with National Association of Testing Authorities (NATA) ISO/IEC 17025 “*General requirements for the competence of testing and calibration laboratories*” as the standard and preferred means to demonstrate competency and capability in supporting an application to become appointed as a utility meter verifier.

The Secretary can request additional information, an internal technical review or an on-site assessment to help determine the capability of the applicant, including its quality management system, equipment, test methods, laboratory environment, staff competencies and any other relevant matters in order to appoint a utility meter verifier (UMV) under section 18R of the *National Measurement Act 1960* (the *Act*) and the *National Measurement Regulations 1999* (Cth) (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 UMV can be found on the NMI website at <https://www.industry.gov.au/regulations-and-standards/australias-measurement-system/utility-meter-verifiers>.

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 UMV 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 – 10)

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 reference standards maintained".

Electronic applications are preferred. The completed application form and supporting documentation can be e-mailed to [nalma@measurement.gov.au](mailto:nalma@measurement.gov.au).

## **CONSENT FORM**

All employees who are proposing to be directly involved in verifying utility meters are required to complete and sign the consent form found in Appendix B (pages 11 – 12).

**APPENDIX A**

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**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)

.....

.....

Telephone

.....

**Nominated contact**

Title

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

Position

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Address

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Telephone

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Mobile

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Email

.....

**Utility Meter type**

Mark the type or types of utility meters that may be verified under this appointment.

- Electricity meters
- Water meters
- Gas meters

**Scope of appointment**

Provide details of scope of appointment and classes of utility meter which may be verified under this appointment.

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**Verification Mark**

Do you have a verification mark?

- Yes
- No

If yes, attach the verification mark which may be used to mark the verified utility meters under this appointment.

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If you are a new applicant, please provide a proposed verification mark to be considered approval.

**Methods**

Detail the codes or approved methods used (or proposed) for in each class for verification under this appointment, indicating the type of verification that uses the method or procedure. Detail 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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Briefly describe the work the facility or facilities perform.

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

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

1. Have you previously been appointed as a UMV?

- 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/IEC 17025?

- Yes
- No

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

Accreditation number

.....

Full details of the scope of accreditation

.....

.....

.....  
If the answer is no, please refer to the information contained in the *Appointment of Utility Meter Verifiers – Application Guidance and Instructions* document that is available on the [NMI website](#) or by emailing [nalma@measurement.gov.au](mailto:nalma@measurement.gov.au).

**Uncertainty calculation**

The least uncertainties should be calculated in accordance with the requirements of the *Act*, its *Regulations* and *Guidelines*, and the conditions determined and set by the Chief Metrologist, in particular, compliance with the Joint Committee for Guides in Metrology document JCGM 100: 2008 - *Evaluation of measurement data - 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>.

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**Reference Standards of Measurement and Equipment**

Attach a list of the reference standards of measurement and items of equipment that you maintain for the purpose of verifying utility meters for each class(es) of utility meter that may be verified under this appointment. Indicate the type of verification which 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 verifier status applied for.

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Supply details of the most recent in-house verification of any secondary standards you maintain. Include details of the verification method used for each class plus sample calculations of results and their associated uncertainties.

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

## **Employees**

Attach a list of the employees who you consider have the appropriate competencies to verify utility meters.

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. Please attach a separate document if you require additional space.



Name	Position held	Qualifications	Experience	Supervisor

**Which employees are authorised to sign certificates issued under this appointment?**

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Please attach a copy of a recent batch verification certificate issued by you as a utility meter verifier in accordance with regulation 2.36B of the *National Trade Measurement Regulations 2009* (Cth) and in accordance with section 18GG(4) of the *National Measurement Act 1960* (Cth).

If you are a new applicant, please attach a proposed batch verification certificate. A model certificate is available in Appendix A of *NITP 14.0 Utility meters – general requirements* available on the [NMI website](#).

**NMI Website**

Do you want your appointment as a UMV to be published on NMI Website for public access?

- Yes
- No

**Privacy consent**

All employee/s involved in verification 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 of the [Australian Privacy Principles](#). Employee/s 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 Secretary**

This application is subject to approval by the Secretary.

Before appointing an applicant as a UMV, the Secretary needs to ascertain that an applicant for appointment as a UMV is accredited by the National Association of Testing Authorities (NATA) to test a class of utility meter.

If the Secretary decides not to approve this application or to vary the approval in a way that is not sought by you (applicant), the Secretary 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) (the Act)*, its *Regulations* and *Guidelines*, and the conditions determined and set by the Secretary for UMVs.

I apply for appointment as a UMV under Section 18RA of the *Act*.

In making this application I agree to the NATA giving NMI such information about the applicant as the Secretary deems necessary for consideration of this application.

Pursuant to Section 18R and the *Act* and the conditions of appointment, I the undersigned apply for appointment (or reappointment) as a UMV. I am an authorised person to make an application on behalf of the applicant.

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

Signed

.....

Date

.....

Name

.....

Position held

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## **APPENDIX B**

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### **Consent to disclose personal information**

The purpose of this form is to seek your consent for your employer to provide personal information about you to NMI. Your employer intends to provide information regarding your position, skills, qualifications and experience in support of its application to become a utility meter verifier under the *Act*.

### **Utility Meter Verifiers (UMVs)**

The purpose of UMVs is to:

1. Verify utility meters.

Details of appointed legal metrology authorities are made available on NMI website, where permission has been provided to NMI to do so.

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

The *Act* provides that the Secretary may appoint a person who has applied under section 18R of the *Act* to be a UMV.

Your employer wishes to provide information regarding your position, skills, qualifications and experience to NMI in support of its application for appointment as a UMV. The information will be used by NMI under the *Act* to assess whether your employer has direct control of employee/s who are competent of performing verification of the class of utility meter under 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*, 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](mailto:privacy@industry.gov.au)

More information about the *Privacy Act 1988 (Cth)* can be obtained from the Office of the Australian Information Commissioner's website at [www.oaic.gov.au](http://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](mailto:nalma@measurement.gov.au)

### Acknowledgement and Consent

1. I acknowledge that I have read the contents of this form.

I consent to \_\_\_\_\_ 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 UMV under the *Act*.

2. I consent to the National Measurement Institute using my personal information for the purposes described in this form.

Name:

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Signature:

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Date:

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Address:

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