



Australian Government
Department of Industry,
Innovation and Science

**National
Measurement
Institute**

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

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PREFACE

Before commencing an application, applicants should read the NMI document *Certifying Authorities for Reference Materials and Certifying Authorities for Measuring Instruments – Policy and Procedures*.

Appointment of authorities 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 uses National Association of Testing Authorities ('NATA') ISO/IEC 17025 "*General requirements for the competence of testing and calibration laboratories*" as part of identifying the competence of laboratories. (ISO/IEC 17025 is applicable to all laboratories regardless of the extent of the scope of testing and/or calibration activities).
- Applicants who do not hold NATA accreditation should provide sufficient evidence to enable the Chief Metrologist to form the opinion that they are capable, or have direct control of staff who are capable of certifying reference materials. NMI suggests applicants have regard to the NATA accreditation standards when considering the evidence they wish to supply in support of their applications.
- The Chief Metrologist can request additional information or an on-site visit to help determine the capability of the applicant, including quality management system, equipment, method, 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 *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 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, Innovation and Science (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 – 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 and can be emailed scanned copies of attachments to nalma@measurement.gov.au.

CONSENT FORM

Please complete and sign the consent form found in Appendix B (pages 11 – 12).

APPENDIX A

Details of applicant (organisation)

Name

.....

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

Address

.....

.....

Postal address (if
different)

.....

.....

Telephone

.....

Nominated contact

Title

.....

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

Position

.....

Address

.....

.....

Telephone

.....

Mobile

.....

Email

.....

Facility where certifying of reference materials will be performed

Name of facility

.....

Address

.....

Telephone

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

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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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/IEC 17025?

- Yes
- No

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

Details:

.....

Accreditation number

.....

Full details of the scope of accreditation

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.....
Details of your terms of accreditation
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.....
.....

Date of last change to your terms of accreditation
.....

If the answer is no, provide a copy of your quality system manual (demonstrate compliance with the requirements of AS ISO/IEC 17025 *General requirements for the competence of testing and calibration laboratories*, including equipment and quality assurance program.

Scope of appointment

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 |
|--------------------|------------------------------|-------------------|
| | | |

Uncertainty calculation

The least uncertainties should be calculated in accordance with the requirements of the National Measurement Act, its Regulation 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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Submission on capability

If you do not hold relevant NATA accreditation, attach any additional matters you wish to have considered in determining the capability of the applicant to certify reference materials under this appointment.

Staff

Attach a list of the staff members you consider have the appropriate competencies to perform certifying of reference materials. For each staff member 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 staff members are delegated to sign certificates issued under this appointment?

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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 (regulation 48) issued to you by other legal metrology authorities such as the NMI.
- Copies of certificates of verification (regulation 13) issued to you by other legal metrology authorities such as the NMI.

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 Legal Metrology Authority, the Chief Metrologist needs to:

- (a) have formed an opinion that the applicant is capable, or has the direct control of staff who are capable, of performing the function of certification of reference materials to which the application relates, or
- (b) considers 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 National Measurement Regulations 1999 (Cth).

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, 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 regulations 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 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

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 National Measurement Regulations provides that the Chief Metrologist may appoint an applicant who is capable of:

- certifying a 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 National Measurement 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, Innovation and Science. A copy of department's privacy policy is available on Department of Industry and Science's website 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, Innovation and Science
GPO Box 2013
CANBERRA, ACT 2601
Email: privacy@industry.gov.au

More information about the Privacy Act 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 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.
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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