



Australian Government  
Department of Industry,  
Innovation and Science

**National  
Measurement  
Institute**

# Application for Appointment as a Verifying Authority for Reference Standards of Measurement

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## Application for Appointment as a Verifying Authority

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## PREFACE

Before commencing an application, applicants should read the NMI document *Appointment of Verifying Authorities – 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 verifying authorities.
- To maintain the National System of Measurement as a coherent, formal system and to achieve the objectives of traceable, accurate measurement throughout that system, accreditation of testing and calibration by the National Association of Testing Authorities ('NATA') under ISO/IEC 17025 "*General requirements for the competence of testing and calibration laboratories*" is considered to be the key standard for verifying authorities to satisfy. However, the Chief Metrologist will take into account other relevant factors in assessing applications made by applicants who do not hold that NATA accreditation.
- 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 verifying a standard of measurement. 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.
- Verifying Authorities for reference standards of measurement can only be appointed to verify standards of measurement of physical quantities for which there are Australian legal units of measurement.

## 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/verifying-authorities>.

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 verifying authority for reference standards of measurement 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 – 9)

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](mailto:nalma@measurement.gov.au).

## CONSENT FORM

Please complete and sign the consent form found in Appendix B (pages 10 – 11).

**APPENDIX A**

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**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 verifications will be performed**

Name of facility

.....

Address

.....

Telephone

.....

If verifications are performed at more than a facility, please provide a list of these 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 verifying authority for reference standards of measurement?

- 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 for ISO/IEC 17025?

- Yes
- No

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

Details:

.....

a) Accreditation number

.....

b) Details of your terms of accreditation

.....

c) Date of last change to your terms of accreditation

.....

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 ensure you provide additional information at Item 12 to support your application.

## **Please attach the following documents to your application**

### **Scope of application**

3. A list of the categories and range of reference standards of measurement that you propose to verify.

### **Quality management system**

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

### **Equipment**

5. Your detailed register of standards.

6. Your register of other equipment required or used to perform verifications.

7. Copies of the current certificates for each of the standards of measurement you propose to use for verifying standards of measurement.

8. Details of your quality assurance program.

### **Methods**

9. The verification methods you propose to use for each category and range of reference standards you propose to verify.

10. The relevant uncertainty calculations.

11. The results of your uncertainty calculations and their associated uncertainties.

### **Submission on capability**

12. Any additional matters you wish to have considered in determining your capability to verify a standard of measurement.

**Environmental conditions in the facility**

13. Is the laboratory air-conditioned?

- Yes
- No

14. Is the laboratory temperature controlled?

- Yes
- No

15. Is the relative humidity controlled in the laboratory?

- Yes
- No

**Staff**

16. Attach a list of the staff members you consider have the appropriate competencies to perform verifications. 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

17. Provide details of how the skills and competency of each of these staff demonstrates a capability to verify reference standards of measurement.

.....

.....

.....

18. Attach either:

- (a) copies of certificates of verification you have previously issued as a Legal Metrology Authority (for example under regulation 13 of the regulations), or
- (b) a draft certificate of verification you propose to issue (if you have not previously been appointed as a verifying authority)



### **NMI Website**

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

Yes

No

### **Privacy consent**

All staff members 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. 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 verification of standards of measurement to which the application relates, or
- (b) considers that an applicant for appointment as a verifying 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 verification of reference standards of measurement.

I apply for appointment as a verifying authority for reference standards of measurement under regulations 72 and 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 72 of the Regulations in accordance with the National Measurement Act and the conditions of appointment, I the undersigned apply for appointment as a verifying authority for reference standards of measurement, empowered to verify reference standards of measurement.

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**

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### **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 verifying authority under the National Measurement Regulations 1999

### **Verifying authorities**

The purpose of certifying and verifying authorities is to verify standards of measurement and artefacts.

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

Regulation 73 of the National Measurement Regulations provides that the Chief Metrologist may appoint an applicant who is capable of verifying a standard of measurement or a physical quantity of an artefact.

The Chief Metrologist may also appoint an applicant who has direct control of staff who are capable of verifying a standard of measurement or a physical quantity of an artefact.

Your employer wishes to provide information regarding your position, skills, qualifications and experience to NMI in support of its application for appointment as a verifying 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 verifying activities.

### **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](mailto:privacy@industry.gov.au)

More information about the Privacy Act can be obtained from the Privacy 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.
  
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 verifying 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:  
.....