



Application for Appointment as a Verifying Authority

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Application for Appointment as a Verifying Authority for Standards of Measurement

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PREFACE

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

Appointment of verifying authorities under the *National Measurement Regulations 1999* (Cth) (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 verifying authorities.
- 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 Chief Metrologist 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 verifying authority.
- 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.
- Verifying authorities for standards of measurement or the physical quantity of artefacts 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>.

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 verifying authority for standards of measurement or the physical quantity of artefacts, 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.

CONSENT FORM

All employees who are proposing to be directly involved in verifying standards of measurement or the physical quantity of artefacts are required to complete and sign the consent form found in Appendix B (pages 11 – 12).

APPENDIX A

Details of applicant (the legal entity of the 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 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 verifying authority for standards of measurement or the physical quantity of artefacts?

- 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

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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 refer to the information contained in the *Appointment of Verifying Authorities – Application Guidance and Instructions* document that is available on the [NMI website](#).

Please attach the following documents to your application

Scope of application

A list of the categories and range of standards of measurement or physical quantity of artefacts that you propose to verify.

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.

Standards of Measurement and Equipment

Your detailed register of standards.

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

Attach:

- Copies of calibration certificates 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/verification of any secondary standards that you maintain.

Methods

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

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>.

Submission on capability

Any additional matters you wish to have considered in determining your capability to verify a standard of measurement or the physical quantity of artefacts.

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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

Employees

Attach a list of the employees you consider have the appropriate competencies to perform verifications. 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

Provide details of how the skills and competency of each of these employees demonstrates a capability to verify standards of measurement or the physical quantities of artefacts.

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

.....
.....
.....

Please attach a copy of a recent of certificate of verification issued by you as a verifying authority under regulation 13 or regulation 34C of the *Regulations*.

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

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 employees 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](#). Employees 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 the Chief Metrologist.

Before appointing an applicant as a verifying authority, the Chief Metrologist will consider 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 *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 verification of standards of measurement or the physical quantity of artefacts

I apply for appointment as a verifying authority for standards of measurement or the physical quantity of artefacts under Regulations 72 and 73 of the *Regulations*.

In making this application I agree to NATA providing 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 1960* (Cth) and the conditions of appointment, I the undersigned apply for appointment (or reappointment) as a verifying authority for standards of measurement or the physical quantity of artefacts. 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 Chief Metrologist when any significant change in circumstances or arrangements occurs.

Signed.....

Date
.....

Name
.....

Position held
.....

APPENDIX B

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 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 (Cth)* (the *Regulations*)

Verifying Authorities

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

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.

Regulation 73 of the *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 *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, 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 _____ 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 *Regulations*.
3. I consent to the National Measurement Institute using my personal information for the purposes described in this form.

Name.....

Signature.....

Date.....

Address.....