



# NOTIFICATION OF ESTABLISHMENT OF AN ANNEX FACILITY - CONSTRUCTION MATERIALS TESTING FACILITIES

All sections must be completed

## 1. FACILITY INFORMATION

<b>Organisation Name</b>	
<b>NATA Accreditation No.</b>	
<b>Base Facility Name</b>	
<b>NATA Corporate Site No</b>	
<b>Annex Facility Name</b>	
<b>Annex Facility Physical Address</b>	
<b>Project Name</b>	
<b>Contact Details</b>	
<b>Name</b>	
<b>Address</b>	
<b>Telephone</b>	
<b>Fax</b>	
<b>Mobile</b>	
<b>Email</b>	

## 2. TESTS TO BE CONDUCTED

Attach a copy of the Base Facility's scope of accreditation with the tests required at the annex facility marked on it OR list the tests below OR provide as an attachment in the same format:

<b>Test Method No.</b>	<b>Test Description</b>

Are the listed test methods already accredited at the base facility?

Yes

No, the tests not accredited are marked with an asterisk (\*) and I understand that a variation to the base facility’s scope of accreditation will be required if endorsed test reports need to be issued.

**3. COMPANY AUTHORISATIONS**

Supervision and technical control must be provided by appropriate personnel as per the requirements listed in clauses 4.1.5 (g) and 5.2.1 of the Construction Materials Testing ISO/IEC 17025 Application Document.

Technical control over the annex facility must be provided by personnel holding qualifications at Level 4 or higher and, if these personnel are not stationed at the annex facility, they must undertake regular visits to the annex facility at an appropriate frequency.

Please list testing and supervisory staff that are relevant to this annex facility.

Name and Title	Level	Stationed on Site YES/NO	Frequency of visits if not on site	Tests for which approval is held for issuing reports

Are staffing levels sufficient to provide for the on-site presence of a staff member at qualification Level 2 or higher *at all times where testing is being performed?*

Yes

No

Is the number of staff at the facility expected to increase at any time during the project?

Yes, the maximum number of staff is expected to reach up to ..... (Specify number)

No

**4. PROJECT AND CONTRACT DETAILS**

Project title:
Description of the project scope:
Customer name and contact details:

Please provide contract details pertaining to the nominated project. Only testing contracts for a single project may be performed from an annex facility as part of the scope of accreditation.

Contract Name(s)	Contract Number(s)	Same customer as listed above (yes/no)? (see Note 1)	Start Date (see Note 2)	End Date (see Note 3)

**Note 1:** If the facility will be servicing more than one contract company associated with the construction project then the applicable form of accreditation is Branch Site accreditation, *except for situations not covered by the provisions of NATA Policy Circular 42*. Annex coverage involving more than one contract company may be considered where the overall project is expected to be completed within twelve months, i.e. not able to covered under the provisions of Policy Circular 42 (please provide full customer details as a separate attachment in such cases).

**Note 2:** The start date is the date the facility will begin operating for this contract.

**Note 3:** The end date is the date the contract is *expected* to finish.

If additional time is required, the base facility must notify NATA of the extension, otherwise accreditation of the annex facility will be withdrawn at the end date shown.

A copy of the contract(s) and/or records of contract reviews should be available at the annex facility for review.

NATA may also elect to contact the contract company to confirm or clarify contract details and signing this form is considered as consent to this. If there will be any problems with this, such as confidentiality concerns, please indicate this with the application.

**5. DECLARATION OF COMPLIANCE**

I, \_\_\_\_\_ as the Authorised Representative confirm that

1. the above particulars are true, correct and complete;
2. the annex facility will be operated as per our Quality System which includes the annex facility procedures previously forwarded;
3. the annex facility will operate to service the specified contract(s);
4. I have reviewed and approved the qualifications, experience and expertise of the staff to be on-site and providing technical control to the annex facility;
5. I have reviewed that all equipment is available and the status of the calibrations/checks meets the requirements of all relevant test methods;
6. I will advise NATA when this annex facility has relocated, the end date provided has changed or the contract/project work has been completed and the facility closed;
7. I have reviewed and approved all aspects of facility practice to be followed, including
  - the test methods to be used;
  - facility accommodation;

- practices to be followed in respect to recording;
- checking and reporting of test data and results;
- verified that the above are all in accordance with the NATA accreditation criteria of the base facility and of annex facilities as detailed in Appendix D of the Construction Materials Testing ISO/IEC 17025 Application Document.

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**SIGNATURE OF AUTHORISED REPRESENTATIVE**

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**DATE**