



Infrastructure and Asset Integrity

Geotechnical and civil construction material testing

Notification of Establishment of an Annex Facility

All sections must be completed.

1. Facility information

Organisation name	
NATA accreditation no.	
Base laboratory name	
NATA corporate site no. (if relevant)	
Annex facility name	
Annex facility physical address	
Project name	
Contact Details	
Name	
Address	
Telephone	
Fax	
Mobile	
Email	

3. Annex facility staff resources

Supervision and technical control must be provided by appropriate personnel as per the requirements listed in clauses 5.5 and 6.2.2 of the *Specific Accreditation Criteria: ISO/IEC 17025 Application Document, Infrastructure and Asset Integrity - Annex, Geotechnical and civil construction materials testing*.

Technical control over the annex facility must be provided by personnel meeting the requirements of 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. If there is insufficient space in the table then please provide this information on a separate attached sheet.

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 supervisory 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

Please provide a description of the project for which the facility is being established.

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 of the base laboratory. If there is insufficient space in the table then please provide this information on a separate attached sheet.

Contract name(s)	Contract number(s)	Contract Company name & phone number (see Note 1)	Start date (see Note 2)	End date (see Note 3)

Note 1: If the annex 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 detailed in the *General Accreditation Criteria: Accreditation of new branch sites*.

Annex facility coverage involving more than one contract company may be considered where the overall project is expected to be completed earlier than twelve months (i.e. the nominal accreditation timeframe detailed in the *General Accreditation Criteria: Accreditation of new branch sites*). Please provide full customer details as a separate attachment if such is being sought.

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 laboratory 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 are to be available at the annex facility for review.

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

5. SITE ACCESS AND SAFETY REQUIREMENTS

Please provide information regarding site access requirements for visitors, including any relevant inductions, prequalification/s (e.g. white card, police check, medical etc.), safety/PPE requirements etc.

For any onsite or offsite inductions please provide the estimated time these will require and the location, if offsite.

For remote site access please provide a relevant description (or map) detailing the location of the site, where possible.

The time required for gaining site access and completing any prequalifications will be charged at cost.

Site Induction Y/N	Prequalifications	PPE
Onsite:		
Offsite:		

6. DECLARATION OF COMPLIANCE

I, _____ as the Authorised Representative confirm that:

- the above particulars are true, correct and complete;
- the annex facility will be operated as per our management system which includes the annex facility procedures previously forwarded;
- the annex facility will operate to service the specified contract(s);
- 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;
- I have reviewed that all equipment is available and the status of the calibrations/checks meets the requirements of all relevant test methods;
- I will advise NATA when this annex facility has relocated, the contract(s) end date(s) provided change or the contract/project work has been completed and the facility closed;
- I will notify the other party(s) to the contract, including relevant regulators, any matters related to the validity of reported results, e.g. withdrawal or changes to reports
- I have reviewed and approved all aspects of facility practice to be followed, including:
 - the test methods to be used;
 - facility accommodation and site access;
 - practices to be followed in respect to record keeping;
 - checking and reporting of test data and results;
 - verification that the above are all in accordance with the NATA Accreditation Criteria detailed in the *Specific Accreditation Criteria: ISO/IEC 17025 Application Document, Infrastructure and Asset Integrity - Annex, Geotechnical and civil construction materials testing*, including Annex D.

Signature of NATA Authorised Representative	Date