

Nomination of New Authorised Representative



Issue date: October 2011

On behalf of (full name and ABN of facility)	
I advise that (name of present Authorised Representative)	
Has ceased/will cease to be our Authorised Representative from (date)	
With respect to (accreditation/application number(s) of each facility for which the Authorised Representative is responsible)	
I hereby nominate (full name of new Authorised Representative)	
as our new Authorised Representative.	
Nominating person's name	Signature
Position	
Acceptance of nomination - This section to be completed by the nominated authorised representative.	
I, (full name including title)	Position
of (business postal address)	
Phone	Fax:
Mobile	Email
hereby accept nomination as the facility's authorised representative. I undertake to use my best endeavours to ensure compliance with the Constitution and Regulations of the National Association of Testing Authorities, Australia at all times. I authorise you to enter my name, as the facility 's authorised representative, in the register of members.	
Signature of authorised representative	Date
Facility contact - If you wish to nominate another contact person (see note 4) please complete the details below. If you are the Authorised Representative for more than one facility, please indicate who is to be the contact person for each facility and attach details if necessary.	
Name Dr/Mr/Ms	
Phone	Fax:
Mobile	Email

Nomination and Responsibilities of an Authorised Representative

(Please detach and retain this section for your information)

1. Nomination of the Authorised Representative

On accreditation, the facility becomes a member of the Association. The Authorised Representative is the person nominated by the facility to represent it in all matters relating to its accreditation. The person nominated as the Authorised Representative must formally accept the nomination by signing the attached Acceptance of Nomination.

A facility may nominate any of its employees as its Authorised Representative but NATA recommends the appointment of an officer of appropriate seniority who has an appreciation of and an interest in the facility's activities and the standard of its performance.

One person may be nominated as the Authorised Representative in more than one field of testing, for more than one facility, or for more than one program. Often this arrangement enhances the liaison between the testing authority and NATA.

The functions of the Authorised Representative are distinct from those of an individual recognised by NATA for activities related to reporting or technical coordination (eg. approved signatory, approved coordinator). The Authorised Representative may also have such responsibilities.

2. Responsibilities of Authorised Representatives

NATA members (accredited facilities) exercise their rights and meet their obligations through their authorised representatives. The authorised representative is the official contact between NATA and the accredited facility. All formal contact including correspondence, advice, assessment reports etc will be through the authorised representative.

Authorised representatives formally commit to ensuring that the facility they represent complies with NATA's Constitution and Regulations by signing the relevant section of the *Application for Accreditation or Change of Authorised Representative* form. In doing so, authorised representatives are committing their facility to complying with the conditions for accreditation as described in Regulations R.26 and R.27 and as prescribed in the relevant General Requirements for Accreditation and Supplementary Requirements for Accreditation listed in the Fourth Schedule (Regulation R.28).

Key elements of R.26 and R.27 include:

- availability of people and other resources required for satisfactory performance of the functions for which accreditation is sought;
- satisfactory management of people and other resources;
- satisfactory performance and reporting of testing and related services covered by the scope of accreditation;
- satisfactory performance in proficiency testing programs and/or measurement audits or other practical or theoretical tests set by or recognised by the Association;
- past and present conduct including technical and professional skills which are consistent with maintaining the standing, the professional integrity or worldwide reputation of the Association;
- payment by the prescribed dates of fees and annual subscriptions.

Other obligations of authorised representatives include:

- notifying NATA in writing within fourteen
- (14) days when there is a significant change in the persons, ownership, other resources, management practices, premises or functions of the accredited facility or of the authorised representative or approved signatory(ies);
- ensuring no misuse of the emblem occurs (refer Regulations R.22–R.24, R.44, R.46 and R.49) including ensuring that accreditation is claimed only for the activities covered by the relevant scope of accreditation;
- ensuring that reports conform with all relevant requirements (refer Regulation R.44 and NATA Accreditation Requirements);
- maintaining the practices of the accredited facility to acceptable standards, including, but not necessarily limited to, compliance with the current requirements relating to:
 - organisation, management and quality system;
 - staff and approved signatories;
 - accommodation and environmental conditions;
 - technical procedures;
 - equipment, including calibration and traceability;
 - sampling;
 - test item or other item handling;
 - reporting of results;
- ensuring obligations to NATA are met including:

- prompt payment of all fees and charges due;
- indemnifying NATA against all costs, losses, damages, charges and expenses which the Association may incur or become liable for as a result of the member's:
 - o negligence;
 - o use, misuse or wrongful omission of the NATA emblem;
 - o misuse of its accreditation status or misuse of NATA's intellectual property;
- advising NATA in writing within seven days, including all relevant facts and circumstances, in the event that the authorised representative becomes unable to exercise the rights or comply with the obligations of the accredited facility under Regulation R.43.

Authorised representatives must also, when requested, provide NATA the cooperation necessary to enable us to verify the fulfilment of the requirements for accreditation including:

- arranging witnessing of services (eg tests, inspections);
- providing access to documents, records and other information required for the assessment and/or for the maintenance of accreditation;
- ensuring key staff are available for assessment (see below) or as otherwise requested to verify fulfilment of the accreditation requirements.

3. Role of the Authorised Representative in Achieving NATA's Service Aims

NATA's Charter of Service describes our aims in servicing the needs of our clients in a timely and effective manner. The Charter of Service also describes how accredited facilities can assist NATA to achieve our objectives. As the official representative, you can:

- be open and honest in your dealings with us;
- treat our staff professionally, fairly and with courtesy;
- ensure that the most appropriate person within your organisation has been nominated to be our principal point of contact;
- provide, on request of staff, all supporting information and documentation necessary for us to deal with your accreditation or other needs, including evidence of any remedial actions specified by NATA;
- where appropriate, allow our voluntary assessors time to review submissions;
- implement agreed actions within the timeframes proposed;
- not cancel or postpone a planned visit unless there are exceptional circumstances;

- ensure the availability of all key staff for our on-site assessment visits.

The Charter of Service is available on NATA's website.

4. Facility Contact

It is possible to list a contact person for the facility other than the Authorised Representative. The contact person is listed in the NATA website Directory and in our records as the person to contact with inquiries about the facility's activities (i.e. from potential clients).

5. Privacy

NATA respects and upholds the rights of individuals to privacy protection under the National Privacy Principles contained in the Privacy Amendment (Private Sector) Act 2000. A copy of NATA's Privacy Policy can be obtained from the NATA website or by contacting one of the NATA offices. This policy describes how NATA manages the personal information we hold.

Authorised Representative

The personal information collected will include name; position; business address, business telephone, mobile phone and fax numbers; email address. Credit card details may also be held for those purchasing NATA services. This information may be used to:

- administer and manage your accreditation;
- seek feedback from you on ways to improve NATA's services;
- provide you information on NATA's activities and services.

The information may also be made available to enquirers requiring the services of NATA accredited facilities. Personal information may be disclosed to organisations outside NATA. Such organisations may include:

- government and regulatory authorities and other organisations, as required or authorised by law and/or with which NATA has a Memorandum of Understanding or similar formal agreement;
- accreditation bodies with which NATA has a Mutual Recognition Agreement (MRA);
- professional advisers including accountants, auditors and lawyers;
- credit providers;
- out-sourced service providers managing NATA services.

Facility Contact

The personal information collected will include name; position; business address, business telephone, mobile phone and fax numbers; email address. This information may be given to enquirers and is included in the on-line Directory.

NATA Offices

ABN 59 004 379 748

New South Wales

PO Box: 7507, Silverwater, NSW 2128

Address: 7 Leeds Street, Rhodes NSW 2138

Tel: 61 2 9736 8222

Fax: 61 2 9743 5311

Victoria

Address: Level 1, 675 Victoria Street,

Abbotsford, Vic 3067

Tel: 61 3 9274 8200

Fax: 61 3 9421 0887

Queensland

PO Box: 1122, Archerfield BC, QLD, 4108

Address: 628 Ipswich Road, Annerley, Qld 4103

Tel: 61 7 3870 3844

Fax: 61 7 3848 3660

Western Australia

Suite 7, Business Centre, Technology Park

2A Brodie Hall Drive, Bentley WA 6102

Tel: 61 8 9486 2800

Fax: 61 8 9486 2828

South Australia

Unit 1, 13 King William Road,

Unley SA 5061

Tel: 61 8 8179 3400

Fax: 61 8 8271 7601