

Nomination of New Authorised Representative



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 Authorised Representative. The facility identified above agrees to continue to be bound by the Constitution and Regulations (Rules) of the National Association of Testing Authorities, Australia at all times and shall ensure the nominated Authorised Representative can exercise their rights and obligations as defined in the Regulations.	
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
Is Portal access required? (See Note 6) (Please circle as applicable).	Yes / No
If 'Yes' please advise for which site(s) access is required.	All or specify individual sites
Do additional staff require Portal access? (Please circle as applicable).	Yes / No
Do you agree to the Terms and Conditions of use for the Portal?	Yes / No
hereby accept nomination as the Authorised Representative of the facility identified above. Having read the Constitution and Regulations (Rules) of the National Association of Testing Authorities, Australia (available from the NATA website www.nata.com.au), I undertake to use my best endeavours on behalf of the facility identified above 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

Your Facilities' areas of interest for Portal information

Note – you will automatically be given access to publications and news relevant to the specific fields/programs for which your facilities/sites hold accreditation. Should you require access to publication and news for other fields/programs, please select the options below.

You will be able to access publications and news via My Publications and My News once you've logged onto Members Portal. The system will automatically notify you should there be any new or modifications to publications and news, keeping you well informed.

- | | |
|---|--|
| ☐ Biological Testing | ☐ Calibration |
| ☐ Chemical Testing | ☐ Construction Materials Testing |
| ☐ Forensic Science | ☐ Diagnostic Imaging Accreditation Scheme |
| ☐ Good Laboratory Practice | ☐ Inspection |
| ☐ Mechanical Testing | ☐ Information and Communications Technology |
| ☐ Medical Testing | ☐ Medical Imaging |
| ☐ Non-Destructive Testing | ☐ Performance and Approvals Testing |
| ☐ Reference Materials Producer | ☐ Proficiency Testing Scheme Provider |
| ☐ Research and Development | ☐ Sleep Disorders Services |
| ☐ Veterinary Testing | |

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 (e.g. 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 Nomination 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.8 and R.9 and as prescribed in the relevant publications listed in the Fourth Schedule (Regulation R.10).

Key elements of R.8 and R.9 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.4–R.6, R.26, R.28 and R.30) 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.26 and NATA Accreditation Criteria);
- 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 (7) 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.25.

Authorised Representatives must also, when requested, provide NATA the cooperation necessary to enable us to verify the fulfilment of the relevant accreditation criteria including:

- arranging witnessing of services (e.g. 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 accreditation criteria.

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 Australian Privacy Principles contained in the Privacy Amendment (Enhancing Privacy Protection) Act 2012. A copy of NATA's Privacy Policy can be obtained from the NATA website (www.nata.com.au) 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 with information on NATA's activities and services.

The information may also be made available to enquirers requiring the services of NATA accredited facilities. In the absence of a nominated facility contact, some personal information including name, business telephone and email are included in the on-line Directory. 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.

6. Members Portal

As an interface between the accredited facility and NATA the Portal:

- can be used to exchange accreditation related documents, supporting larger file sizes than email and providing notifications to the receiving party when documents are uploaded to the Portal;
- can provide better access to relevant information, with timely access to targeted/tailored communications, information and publications. The system provides an alert of any new or modified NATA publication available via the Portal;
- does provide for safe and secure submission and storage of your documentation.

NATA Offices

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New South Wales

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Address: 7 Leeds Street, Rhodes NSW 2138

Tel: 61 2 9736 8222

Fax: 61 2 9743 5311

Victoria

Address: 2-6 Railway Parade,
Camberwell, Vic 3124

Tel: 61 3 9274 8200

Fax: 61 3 9882 8249

Queensland

PO Box: 1122, Archerfield BC, QLD, 4108

Address: 628 Ipswich Road, Annerley, Qld 4103

Tel: 61 7 3721 7300

Fax: 61 7 3848 3660

Western Australia

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South Australia

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Unley SA 5061

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Fax: 61 8 8271 7601