

FACILITY DETAILS UPDATE FORM



This form is to be used by facilities that wish to request and/or provide notification of a change to facility details including the name in which accreditation is held, contact details, ABN/ACN and/or Authorised Representative.

This form is not to be used by facilities seeking to transfer accreditation from another international accreditation body to NATA.

All information provided to NATA will be considered as a privileged communication, in accordance with NATA Rule R.39.

NATA's Privacy Policy contains information on access and correction to the personal information held by NATA and the compliant process associated with breaches of the Australian Privacy Principles. NATA's Privacy Policy is available from the NATA website www.nata.com.au.

Declaration

I declare that I am duly authorised to make the request/notification indicated below (please mark the applicable boxes) and outlined within:

- Change of Authorised Representative
- Change of accredited name
- Addition of trade name
- Change(s) to site details
- Change of legal entity

This cover page must be signed by the Authorised Representative (or in their absence a person authorised by the applicant/accredited entity) and accompany all requests.

Accreditation No:	
Facility name:	
Signed:	
Date:	
Print name:	
Position:	

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1. AUTHORISED REPRESENTATIVE

Refer to Notes 5, 8 & 9.

If nominating a new Authorised Representative and no other changes, return this section and the cover page only. Other sections may be discarded.

Nomination - to be completed by the individual nominating the new Authorised Representative.	
I advise that (name of present Authorised Representative):	
Has ceased/will cease to be our Authorised Representative from (date):	
I hereby nominate (full name of new Authorised Representative) to be our Authorised Representative:	
Nominating person's name:	
Position:	Signature:
Acceptance of nomination - to be completed by the new nominated Authorised Representative	
Full name including title:	Position:
Direct Phone:	
Email: (This email address will be used as the primary contact for all NATA correspondence)	
If the outgoing Authorised Representative was the invoice contact, will you be the new invoice contact for this facility?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
If the outgoing Authorised Representative was a site contact (See note 7), please complete section 4.	
Portal access is automatically granted to Authorised Representatives (See note 9). If you wish to nominate additional staff for access, complete the Portal Access form .	
Do you agree to the Terms and Conditions of use for the Portal? This is available from the Members Portal home page of the NATA website.	<input type="checkbox"/> Yes <input type="checkbox"/> No
I hereby accept nomination as the Authorised Representative of the facility/facilities 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/facilities 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 each facility's Authorised Representative, in the register of members.	
Signature of new Authorised Representative	Date:

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2. CHANGE TO THE FACILITY NAME

Refer to Note 1.

If advising of a change in Facility name and no other changes, return this section and the cover page only. Other sections may be discarded.

All sites under the Facility's accreditation will be affected by the change of Facility name.

Changes to Site details (see Note 2) are to be provided in Section 4.

Date of change:	
Current name:	
New name.	

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3. ADDITION OF TRADE NAME

If advising of the addition of a trade name and no other changes, return this section and the cover page only. Other sections may be discarded.

Completing this form indicates the facility is seeking approval to issue reports in its trading name(s), in addition to the name of the Facility (see note 1). Trading names may be provided for a Facility and/or for individual Sites.

Is the trade name held at a Facility or Site?	<input type="checkbox"/> Facility <input type="checkbox"/> Site <input type="checkbox"/> Both facility and site
Proposed Facility trade name. If only requested for Site, enter "N/A".	

To able to issue reports in a trading name the following criteria need to be met.

- There must be a clear and reasonable link between the name of the Facility and the trading name(s) supplied, such as an ownership link or a link by virtue of a registered trading name;
- Activities reported in a trading name(s) will have been performed by the staff of the accredited Facility/accredited Site to which the trading name(s) applies, using the same techniques and procedures s those covered by the Scope(s) of Accreditation of the applicable accredited Facility/accredited Site;
- The scope of reporting applicable to the trading name(s) is the same as or a subset of the Scope of Accreditation of the applicable accredited Facility/accredited Site.

You may be requested to provide further information to support your request.

If a trade name is requested for a site, list all sites below. Attach additional sheets as necessary. To make other changes to Site details, go to Section 4.

Site Number	Site name	Proposed trade name to be associated with existing Site

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4. CHANGES TO SITE(S)

Refer to Notes 2, 7 & 8.

If advising of Site changes only, return this section and the cover page only. Other sections may be discarded.

Complete the following table with new Site details. Attach additional sheet per site as needed

Where permission has been previously provided, current Site Contact details can be viewed at the NATA website. Unpublished Site Contact details may be obtained if the Authorised Representative contacts NATA.

	Site Number: Site Name:	Site Number: Site Name:	Site Number: Site Name:
Site address (physical location):			
Site contact (full name including title) (see Note 7):			
Work Phone:			
Mobile:			

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Email:			
Indicate the preferred contact number:	<input type="checkbox"/> Work Phone <input type="checkbox"/> Mobile	<input type="checkbox"/> Work Phone <input type="checkbox"/> Mobile	<input type="checkbox"/> Work Phone <input type="checkbox"/> Mobile
Do you wish to publish the Site contact information on NATA's website directory?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Mark the box if there are changes to any of the following:	<input type="checkbox"/> Physical location <input type="checkbox"/> Staff (including facility management) <input type="checkbox"/> Scope of Accreditation <input type="checkbox"/> Equipment <input type="checkbox"/> Management system and procedures <input type="checkbox"/> Nil changes.	<input type="checkbox"/> Physical location <input type="checkbox"/> Staff (including facility management) <input type="checkbox"/> Scope of Accreditation <input type="checkbox"/> Equipment <input type="checkbox"/> Management system and procedures <input type="checkbox"/> Nil changes.	<input type="checkbox"/> Physical location <input type="checkbox"/> Staff (including facility management) <input type="checkbox"/> Scope of Accreditation <input type="checkbox"/> Equipment <input type="checkbox"/> Management system and procedures <input type="checkbox"/> Nil changes.

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<p>If yes to any of the above, please provide summary details in the space below. Additional information may be requested.</p>			
Date of change:			

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5. CHANGE OF LEGAL ENTITY

Refer to Note 4.

If advising of change to the legal entity of the applicant/accredited Facility return this section, the cover page and section 6. Other sections may be discarded.

Date of change:	
Details of new entity.	
Is the new entity an accredited facility?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes , the accreditation number of the new entity:	
Is there a change to ABN/ACN?	<input type="checkbox"/> Yes <input type="checkbox"/> No
New ABN/ACN:	

If more than one site is affected by this request, list all sites below. Attach additional sheets as necessary. If all sites are affected, then state "All". To make other changes to Site details, go to Section 4.

Site Number:	Site name	Site address

In support of this application, I enclose the following *(please list the documentation verifying that the name of applicant entity is a registered (active) legal entity or a business/trading name thereof, e.g. applicable Australian Securities & Investments Commission (ASIC) extract, Current Company, Business Holder name extract or similar)*:

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6. TRANSFER OF ACCREDITATION TO NEW LEGAL ENTITY-AGREEMENT

Refer to Note 4.

This section must accompany the cover page and section 5. Other sections may be discarded.

In completing this application, I understand that:

- a) The new entity will continue to be bound by the Constitution and Regulations (Rules) of the National Association of Testing Authorities, Australia;
- b) The new entity will continue to ensure that it complies with 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;
- c) The new entity agrees to accept all financial and other obligations which relate to the accredited activities of the current accredited entity, for accreditation to be transferred. This includes all outstanding debts owed to NATA by the existing accredited entity.

Note: No transfer of accreditation will be finalised until such time as any outstanding debt(s) is resolved).

I also declare that to the best of my knowledge and belief, the information contained herein is complete, accurate, free from error and not misleading in any way. I agree to be bound by the conditions of this agreement.

Signed:	
Print name:	
Position:	
Date:	

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NOTES

(Please retain a copy of this section for your information)

1. Facility

The facility may be a natural person, partnership, organisation, firm, company, trust, Department of the Commonwealth Government or a State/Territory Government or other instrumentality operating a testing laboratory or related service facility.

The facility's name shown on this form must be the full name in which the facility is incorporated or otherwise recognised. Unless advised otherwise, this will be considered as the name in which accreditation is to be held.

2. Site

A site is defined as the fixed physical location from where accredited activities are performed and may only be accredited in one accreditation program.

3. Requests for transfer

The National Association of Testing Authorities, Australia (NATA) will consider requests for the transfer of accreditation as follows:

- A single Facility Details Update form shall be submitted per accreditation subject to the transfer;
- NATA will accept, on a single Facility Details Update form, requests associated with the transfer of accreditation that may involve an entity whose sites are multi-site, multi-program or multi-site/multi-program.

Upon receipt of the completed form and relevant supporting documentation, NATA will undertake a review to determine how the change may impact on compliance with NATA Accreditation Criteria (NAC), i.e. change in ownership and/or legal entity only or other changes which may impact on the accredited entity's compliance with NAC, e.g. physical location, facility management, changes to staff, changes to the management system or procedures.

4. Supporting Information

Where there is a change in the legal entity (which may also be accompanied by a change in ownership) only, NATA may be able to proceed with a transfer of accreditation, provided sufficient evidence to support the request is provided with the form. In these instances, advice will be provided that NATA can proceed with the request.

The new entity may not make statements implying that it is accredited, including in its advertising, until NATA officially advises that the application for transfer has been granted.

Additional documentation may be requested and/or additional accreditation activities may be necessary as a result of a review of the information provided. Additional accreditation activities may attract fees in accordance with the NATA Fee Schedule. A separate application for accreditation form and Assessment Information Document may need to be completed.

A new accreditation number may be issued if there is a new legal entity.

5. Nomination of the Authorised Representative

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 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. The functions of the Authorised Representative are distinct from those of an individual recognised by NATA for activities related to reporting or

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technical coordination however the Authorised Representative may also have such responsibilities.

The responsibilities and obligations of Authorised Representatives are described in the [General Accreditation Criteria: Responsibilities of Authorised Representatives](#) available from the NATA website.

6. Confidentiality

All information provided to NATA will be considered as a privileged communication, in accordance with NATA Rule R.39

7. Site Contact

It is possible to list a contact person for the different Sites other than the Authorised Representative. The Site contact person is listed in our records as the person to contact with enquiries about the Site's activities (i.e. from potential clients) and may also be listed in the NATA website directory. Listing the contact person on NATA's website can be withheld if indicated in this form.

8. 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.

a) Authorised Representative

The personal information collected will include name; position; 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.

Contact information may also be made available to enquirers requiring the services of NATA accredited facilities. In the absence of a nominated Site Contact, personal information including name, telephone and email may be included in the NATA website directory but may be withheld if you request. 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.

b) Site Contact

Personal information collected such as name, position, business and mobile phone numbers and email address of the Site Contact may be made available to enquirers requiring the services of NATA accredited facilities. The Site contact details are routinely included in the NATA website directory but may be withheld if you request.

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9. Members Portal

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

- will automatically give access to publications and news relevant to your facilities / sites which hold accreditation.
- will be able to access publications and news via My Publications and My News once logged onto the Members Portal. The system will automatically notify via email should there be any new or modifications to publications and news.
- 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;
- access can be requested for additional staff using the [Portal Access Request form](#).
- does provide for safe and secure submission and storage of your documentation.