

19 March 2015

Mr G Farah  
National Quality Manager  
LMATS Pty Ltd  
6 Techno Park Drive  
**WILLIAMSTOWN VIC 3016**

Dear Mr Farah

<b>ACCREDITATION NO.</b>	<b>15840</b>
<b>FACILITY NAME:</b>	<b>LMATS Pty Ltd</b>
<b>SITE NAME:</b>	<b>Melbourne NDT Laboratory</b>
<b>FIELD:</b>	<b>Non Destructive Testing</b>

Thank you for your submissions, received 13, 17 and 20 February 2015, in support of your request for the new Albury branch site. After review of the information supplied and subsequent receipt of application payment and completed form, I am pleased to inform you that the activities offered by the Albury branch site are covered by the accreditation of the above named base site for testing completed from 19 March 2015.

You are reminded that continuance of accreditation is dependent on adherence to the NATA Rules and the current NATA Accreditation Criteria.

Should the Members Portal have been utilised in relation to this activity, please ensure that you have copies of documents lodged in the 'My Jobs' folder for your permanent records. The associated job folder and its contents will be removed in due course.

### Scope of Accreditation

Your scope of accreditation, dated 19 March 2015, has been amended to include reference to the accreditation of the Albury branch site.

Your current scope of accreditation, dated 19 March 2015, is available on the NATA website.

Please note that as previously advised and as outlined in the NATA Fee Schedule and Policy Circular 42, the facility will be charged for this additional activity. Invoices will be forwarded separately and can be identified by the job number 55246.

## Next Visit Type

The Albury branch site must undergo an initial assessment by September 2015. It is expected that accreditation will be achieved within six months of the assessment. Failure to meet these requirements will result in NATA no longer recognising that the branch site is covered by the accreditation of the base site.

Please note that the initial assessment visit is a chargeable activity.

To assist in preparing the relevant information about your facility for the assessment team prior to the initial assessment, would you please complete and return the attached *Assessment Information Document* by 19 April 2015 to Marcel Vanderslik who will be conducting this visit.

When returning the completed Assessment Information Document would you please also provide:

- a copy of your current Quality Manual and any associated procedures;
- where applicable, current resumes for any proposed signatories, including details of current responsibilities;
- a list and copy of all non-standard test or inspection methods (including in-house methods) covered by the scope of accreditation;
- a copy of the information required if performing in-house calibrations;
- an example of an estimation of measurement uncertainty (MU) and a list of the methods for which MU estimates have been made;

All information supplied will of course be kept confidential. Please note that some of this information forms part of the briefing for the technical assessors and copies of relevant parts will be provided to them. Should this cause concern, please let me know as soon as possible. If it has been sent electronically, please ensure that the email is <10 Mbytes. If you do not receive confirmation of receipt within two weeks, please contact Marcel Vanderslik.

Please ensure you have the latest copies of all relevant accreditation criteria documents by visiting Accreditation Publications on the NATA website. The NATA Accreditation Criteria (NAC) include the NATA Rules, relevant Policy and Technical Circulars, The Standard Application Document (SAD) and Application Document (AD) relevant to each Field and / or program and relevant annexes. Accreditation Guidance and Information publications are also available from the website and include equipment tables, proficiency testing and measurement uncertainty information.

The relevant ISO or Industry Standard (e.g. AS ISO/IEC 17025) for which accreditation is sought is not supplied by NATA and must be obtained by the facility. The NATA Procedures for Accreditation document provides information where to obtain the applicable standards or documents.

If you have any problems accessing or downloading these documents please let me know.

In accordance with our Work Health and Safety responsibilities, could you please complete in the appropriate section of the Assessment Information Document, any possible health and safety risks the assessment team may be exposed to (including the need for personal protective equipment).

### **Endorsement of Test Reports**

We continue to encourage you to apply the NATA endorsement to your test reports whenever possible. This will enhance the standing of your facility with your clients and help to promote increased recognition of accreditation and NATA throughout the community. If you have any queries about the most appropriate means of reproducing the NATA endorsement or material for advertising your NATA accreditation, please contact NATA Communications on (02) 9736 8222.

Test reports issued by your facility may also include the ILAC Laboratory Combined MRA Mark. The application form (Sub-License Agreement) which includes the conditions of use is available from NATA's website.

### **Authorised Representative**

Your rights and responsibilities as your facility's Authorised Representative are stated in the Association's Rules. Copies of these and other appropriate publications, e.g. the Charter of Service and Policy Circular 14 - *Responsibilities of Authorised Representatives* are available from the NATA website [www.nata.com.au](http://www.nata.com.au).

At this time I take the opportunity to remind you that you are our point of contact with your organisation and hence our source of formal advice regarding your organisation. I therefore ask you to advise me within 14 days if:

- the name or ownership of your facility changes;
- changes in duties or departures of key staff occur; or
- significant changes occur to the functions or accommodation of your facility.

I also remind you that you are responsible for ensuring that:

- all accreditation criteria as set out in NATA's Requirements continue to be met;
- NATA's requirements for the content and endorsement of test documents are met;
- the NATA emblem is not misused.

If you have any queries with the information contained in this letter please contact Marcel Vanderslik at our Melbourne office.

Yours sincerely

 for

Jennifer Evans  
**CHIEF EXECUTIVE OFFICER**

Encl. Assessment Information Document

JE:MB1