# Global-Mark P/L
# Management Document G-123
# Title: Australian Technical Infrastructure Committee (ATIC) Certification Scheme 10
# Type: Program Information Brochure

Certified Structural Steel - ATIC Scheme 10

Global-Mark.com.au®

ID Number: 100???

This Document Is External

**Document Information and Revision History**

| | |
|---|---|
| **Document Number** | G-123 |
| Original Author(s) | Herve Michoux |
| **Current Revision Author(s)** | Maria Michoux |

**Revision History**

| Revision | Date | Author(s) | Notes |
|---|---|---|---|
| 0 | 27/4/2015 | Herve Michoux | Original Release |
| 1 | 24/7/2019 | Herve Michoux | Updated to edition 2 of the scheme rules |
| 2 | 4/04/2023 | Cassie Davies | Updated accreditation levy |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |
| 7 | | | |

## Table of Contents

# 1 Why Do We Have This Document?

- This document describes the Certification Program offered by Global-Mark Pty Ltd to Clients seeking Certification to the ATIC Scheme 10 Certification program, which includes AS/NZS 1163, AS/NZS 3678, AS/NZS 3679.1, AS/NZS 3679.2 and AS/NZS 1594.
- This document is subject to change without notice. The latest version is on our web site: www.global-mark.com.au.

# 2 References

The following documents are references to the Certification program:

| | |
|---|---|
| AS/NZS ISO 9000 | Quality management systems – Fundamentals and vocabulary |
| AS/NZS ISO 9001 | Quality management systems – Requirements |
| ISO/IEC 17000 | Conformity assessment – vocabulary and general principles |
| ISO/IEC17020 | General criteria for the operation of various types of bodies performing inspection |
| ISO/IEC17025 | General requirements for the competence of testing and calibration laboratories |
| ISO/IEC 17043 | Conformity assessment – General requirements for proficiency testing |
| ISO/IEC 17065 | Conformity assessment - requirements for bodies certifying products, processes and services |
| ISO10005 | Quality management – Guidelines for quality plans |
| ISO 19011 | Guidelines for quality and/or environmental management system auditing |
| IAF MD 2 | IAF Mandatory Document for the Transfer of Accredited Certification of Management Systems; available at www.iaf.nu |

# 3 Overview

The Australasian Procurement and Construction Council (APCC) is the peak council whose members are responsible for procurement, construction and asset management policy for the Australian, State and Territory Governments and the New Zealand Government. Papua New Guinea is an associated member.
Appropriate procurement policies and practices will ensure the necessary product and production qualities to achieve an acceptable level of risk at the right price.
The Australian Technical Infrastructure Committee (ATIC) is a technical group under the umbrella of the APCC. ATIC is progressively producing a suite of standard technical specifications (ATIC-SPEC) for construction materials which operate in parallel with the existing Water Services Specification (WS-SPEC).
The ATIC Scheme 10 contains three main sections:

- Section 1 Requirements for bodies certifying manufacturers of structural steel products
- Section 2 Requirements for manufacturers of certified structural steel
- Section 3 Requirements for certified structural steel products to
- AS/NZS 1163 cold formed structural steel hollow sections
- AS/NZS 3678 structural steel – hot rolled plates, floor plates and slabs
- AS/NZS 3679.1 structural steel, Part 1: Hot-rolled bars and sections
- AS/NZS 3679.2 structural steel, Part 2: Welded I sections
- AS/NZS 1594 hot-rolled steel flat products

This scheme requires Global-Mark to:

- Review the manufacturing process and system documentation used to establish compliance with this scheme.
- Conduct a review of system records and test evidence used to demonstrate compliance with this scheme.
- Commission independent testing to the extent required by this scheme.
- Review internal and external quality audit reports to evaluate the adequacy of internal controls over the process and product.
- Perform technical reviews of long term quality test data.
- Evaluate interpretations of test results.
- Conduct an annual audit of the manufacturing facilities in accordance with this scheme.

# 4 Edition 2 of scheme rules - Transition requirements

**Existing Applications:** From implementation of the Scheme, existing applications for certification shall continue to be assessed by the CB in accordance with the requirements of the 1 Issue of this Scheme. However within 12 months from the date of issue of the Certificate(s) of Conformity, the product(s) shall be assessed to the requirements of the 2nd Issue of this Scheme.

**New Applications:** shall be assessed in accordance with the prescribed requirements of this Scheme, Edition 2.

# 5 Definitions

**Facility (factory):** Place or amenity provided for the particular purpose of manufacturing structural steel products. Can be a building or group of buildings where structural steel products are manufactured.
**Australian distributor ('the Organization')**
An entity (corporation or otherwise) based in Australia, including but not limited to an Australian manufacturer, overseas manufacturer's local representative, wholesaler, importer, primary distributor (stockist) or contractor, which has the responsibility for verifying that the properties comply with this Scheme.
**Major nonconformity:** A deficiency where the product does not conform to the product standard, or a situation that raises significant doubt about the ability of the client's management system to consistently produce conforming product.
A major nonconformity may lead to suspension or withdrawal of certification. Global-Mark requires a documented agreed corrective action plan that may include a range of responses depending on the nature of the deficiency and the distribution of the nonconforming product.
**Minor Nonconformity:** A deficiency in the application of the management system as prescribed by this scheme. Any deficiency that is not adequately addressed may lead to a major nonconformity. Global-Mark requires a documented agreed corrective action plan and timetable for resolution.
**Production Line:** An arrangement in a facility in which structural steel products manufactured are passed through a set linear sequence of mechanical or manual operations.
**Site:** A group of facilities that share a common management, located in geographical proximity.
**Renewal:** The reissuing of certification after expiry on the basis of a formalised review of compliance with current requirements
**Site:** A group of facilities that share a common management, located in geographical proximity.

# 6 Specific Program Conditions

**5.1 Application**
Clients are required to:

- supply a copy of its documented policies and procedures, which as a minimum must cover the production process controls and management system associated with production of the product
- state which standard(s) the product is to be certified to.
- state whether the product has been tested against the relevant standard and if so , supply copies of test reports
- state whether production or prototype sampling is undertaken. If a prototype, describe the production schedule.

**5.2 Declaration of previous application (s)**
The Client is required to formally declared to Global-Mark any previous applications for

| Program Summary Card | |
|---|---|
| **Issue** | **Program Rules/Comments** |
| Standard(s) | AS/NZS1163, AS/NZS3678, AS/NZS3679.1, AS/NZS3679.2 & AS/NZS 1594 |
| Any other relevant documentation | List of products covered by certification |
| Target Clients | Structural Steel manufacturers(*) |
| Global-Mark output document | Certificate of Conformity |
| Other Global-Mark output document | NA |
| Certificate Validity Period | 5 years, subject to yearly surveillance |
| Certification Mark that can be used by the Client | Yes, Global-Mark certification mark |
| Can this mark be used on product? | Yes, Global-Mark certification mark |
| Periodicity of Post-certification Reviews? | Yearly with quarterly reporting of batch testing |
| Periodicity of Re-certification Review | 5 years |
| **Steps to and Post-certification** | |
| Application | ✓ |
| Document Review | ✓ |
| Pre-certification Review | Optional |
| Certification Review | ✓ |
| Technical File Review | Nil |
| Follow-up Review | ✓ |
| Post-certification Review | ✓ |
| Quarterly review of batch testing | ✓ |

(*) includes melting, casing, hot rolling, process, heat treatment, plate cutting, beam welding, forming, welding and sizing factories.

Certification (including these refused or withdraw).

**5.3 Laboratory proficiency testing requirement**
It is a requirement that clients (certified organisations or organisations seeking certification) and their suppliers of testing services (including internal or external laboratories) participate in proficiency testing (PT) program(s) and provide evidence of satisfactory performance.

**5.4 Compliance with Section 2 of the ATIC Scheme**
Clients are required to comply, continue to comply and demonstrate compliance with the requirements of Section 2 of the ATIC Scheme rules.

# 7 Certification process

**7.1 Client application process and support documentation:**
Clients applying for Certification shall submit to Global-Mark:

- Completed Client Agreement Form, and Products Listing and Divisions Form
- Quarterly batch testing report (covering the last period prior to application)
- Associated test reports
- Detailed of Accreditation and Proficiency Testing records from the laboratories (internal or external) providing testing services
- QC and Batch testing: procedures associated with the sampling, batch testing, reporting of products within the scope of certification
- Evidence of ISO9001 system compliance: certification, manual, procedures, last external audit report and support non-conformance (if applicable including the closure of these non-conformances), internal audit program and reports, organisation chart, Quality Plan covering the products within the scope of certification
- Process and records of complaints and recalls for products within the scope of certification
- A Quality Plan based on ISO10005 is mandatory (refer to scheme rules, Part 2, Appendix A).

**7.2 Factory audits - ISO9001 Certification status and outcomes – ISO10005 Quality Plan requirements**

If the manufacturer holds QMS certification to ISO 9001, issued by a certification accredited by an International Accreditation Forum (IAF) member that is also a signatory to the Multilateral Recognition Arrangement (MRA) with a main scope of ISO/IEC 17021-1, Global-Mark shall review the outcomes for each facility as follows:

- Confirm that the scope of ISO 9001 certification includes the sites and activities relevant to the scope of the product certification, and evaluate the requirements of Table 1.1, Items 1, 8, 10, 11, 14, 15, 17, 19 and 20.
- As Global-Mark may require, review the establishment and implementation of support processes nominated in the quality plan.

If the manufacturer is not certified to ISO 9001, the CB shall audit the implementation of the quality plan and evaluate the requirements of Table 1.1, Items 2 to 20 inclusive.
The scope of the initial audit shall be in accordance with Table 1.1 and shall include:
a) all factories manufacturing product within the scope of certification, and covering all production lines used to produce product within the scope of certification;
b) evidence of conformity with all the requirements of this Scheme within the scope of the application;
c) links between the requirements of the Standard(s) and the client's policies, performance objectives and targets (consistent with the expectations of the Standard(s)), legal and regulatory requirements, responsibilities, competence of personnel, operations, procedures, performance data and internal audit findings and conclusions.

**7.3 Production Samples:**
For each test required by the product standard, a minimum of three samples of the product shall be taken by Global-Mark. The samples shall:

- be taken in accordance with the standard;
- be taken at random and representative of the product production;
- allow for product traceable information to be permanently marked on each sample.
- two samples are for testing by the client and the Global-Mark.
- one sample is retained for possible dispute resolution

**7.4 Manufacturing facilities/lines:**
It is required that all factories manufacturing product within the scope of certification, and covering all production lines used to produce product within the scope of certification shall be audited by Global-Mark.
Evidence of compliance from all facilities / lines covering all products within the scope of certification shall be maintained and shall be demonstrated prior to certification being granted.

**7.5 Verification testing:**
Samples selected for testing by Global-Mark shall be tested by a laboratory independent of the manufacturer in accordance with Table 1.1, Item 19. The laboratory shall be accredited by an accreditation body that is a signatory to the ILAC MRA with a scope of testing that is included within the scope of accreditation.

**7.6 Validation of the manufacturer's internal testing facilities:**
Test results obtained for the samples selected for verification testing by Global-Mark shall be compared by Global-Mark to the results of testing performed by the manufacturer's laboratory in accordance with Table 1.1, Item 20. The conclusion shall be used by Global-Mark to judge the level of confidence in the accuracy of testing performed by the manufacturer.

**7.7 Scope of audits: Table 1.1**

| Items | Evaluation/Re Evaluation | Surveillance | Quarterly reporting | Variation |
|---|---|---|---|---|
| (1) Review QMS audit & manage outcomes | Yes | Yes | | |
| (2) Develop a Quality Plan | Yes | | | |
| (3) Content of the quality plan, scope, inputs, objectivce | Yes | Yes | | |
| (4) Quality plan responsibilities | Yes | Yes | | |
| (5) Control of documented information | Yes | Yes | | |
| (6) Resources | Yes | Yes | | |
| (7) Customer & other interested parties communication | Yes | Yes | | |
| (8) Changes to: manufacturing process & equipment, monitoring & measurement resources: significant revision to the quality pla & process / product design | | Yes | | Yes |
| (9) Externally provided processes, products and services | Yes | Yes | | |
| (10) Production and service provision | Yes | Yes | | |
| (11) Identification and traceability | Yes | Yes | | |
| (12) Property belonging to customers or external providers | Yes | Yes | | |
| (13) Preservation of outputs | Yes | Yes | | |
| (14) Control of nonconforming outputs, critical quality elements (nonconformities, customer complaints & corrective action) | Yes | Yes | | |
| (15) Product inspection & testing | Yes | Yes | | |
| (16) Audits – internal | Yes | Yes | | |
| (17) Monitoring & measurement | Yes | Yes | Yes | |
| (18) Implementation &monitoring of the quality pla | Yes | Yes | | |
| (19) Verification testing | Yes | | | Yes |
| (20) Valiation testing of the manufacturer's testing facilities | Yes | Yes | | |

*As relevant to the client and the facilities responsible each steel product.*

**7.8 Changes within the Client organisation to be reported to Global-Mark:**
It is a requirement of the Scheme that Clients formally advise Global-Mark or significant changes with your organisation or factory. Significant changes would include but not limited to:

- Changes in technology, material, supplier of critical material, process

- Changes in ISO9001 certification status
- Change in ownership, manufacturing location, management personnel of the factory, laboratory or quality system
- Product failure, or recall
- Other condition or situation which could impact on Global-Mark's certification decision.

**7.9 Certificate (s) of Conformity**

The Certificate(s) of Conformity shall be issued on a per standard, multiple factories, and multiple products basis. A factory may have many Certificates covering a number of standards and each certificate may have a number of products.
The Certificate of Conformity may be updated from time to time, subject to Client submitting support documentation and Global-Mark review / assessment which may require an on site audit.

**7.10 Dealing with Review findings (nonconformity-ies):**

No Certification can be made unit all major non-conformity (ies) are resolved and closed.

- Where a **major nonconformity** is identified, Global-Mark requires the client to provide, a documented agreed corrective action plan and timetable for implementation as soon as practicable. This plan shall ensure the client takes all necessary steps to prevent the supply of nonconforming product and, to the extent practicable and commensurate with the risks, immediately notify significantly affected parties.
- Where a minor **nonconformity** is identified, Global-Mark requires the client to provide within 30 days, an agreed corrective action plan and timetable for implementation.

**7.11 ATIC Notification and information provision:**

Global-Mark immediately and formally notifies ATIC of new, updated, revised, cancelled or suspended certification.
Copy of audit reports, test report, batch testing reports may also be provided to ATIC upon request.

**7.12 Transfers to GM**

Clients seeking to transfer their certification to Global-Mark, need to supply a copy of their previous audit report(s), audit findings, copy of management system documents, ISO9001 Certification, a valid and current JASANZ Accredited ATIC Scheme 10 Certificate, test reports (from accredited laboratory and batch testing reports) and complete a **Client Agreement Form**. The requirements of Global-Mark document G-03 also apply.

**7.13 Initial Compliance Audit (Certification Review)**

The client shall demonstrate full compliance with this scheme and the relevant normative requirements for the full scope of the application prior to certification being granted. This shall include:

- Verification that the reported mill test and inspection reports are valid and comply with the requirements of this Scheme and the relevant product Standards.
- For routine production steel grades, verification of the client's capability to meet the specified characteristics by a review of the inspection and test results for the steel grade.
- For a newly implemented grade, a review of the initial test programme for the steel grade.
- If required by Global-Mark, the results of any additional programme of testing of product samples.

Test evidence shall be in the form of a compliant test report issued by a laboratory that is accredited for the scope of the test by an ILAC member signatory accreditation body. The client shall provide:

- Documents demonstrating the accreditation status of the laboratory in the field and class for each test referenced in this Scheme and the relevant product standards;
- Method of verification of the results of tests, with regard to fulfilment of specified requirements of the product Standard;
- Documented procedure for determining and retesting invalid tests;
- Documented procedure to be followed when inspection and test results do not meet product specification.

The client shall maintain evidence to demonstrate that test samples are traceable to production and taken in accordance with a method that ensures they are representative of production. This can be achieved either by all samples being taken by a Testing Laboratory accredited for such sampling, or that the sampling is carried out in accordance with an applicable international standard.
The client shall provide data covering the inspection and test performance history for each grade and shape within the scope of the application to demonstrate production capability for the range, time and volume of production.

- For each product and steel grade in the range of certification applied for the client shall provide a tabulated summary of the inspection and test results for all valid inspections and valid tests of products as defined in the product standard or product conformance requirements.
- The tabulation of product and steel grade results shall be further subdivided on changes in manufacturing method in each of the facilities applied for in the certification (eg: changes in chemistry and/or rolling practice at each factory).
- For numeric data the tabulation shall include the number of results in the test population plus minimum, maximum, mean and standard deviation for each test in each subdivision.
- For each steel grade group, include a statistical presentation method showing performance stability.
- Additional statistical data may be supplied such as of distributions, tests of normality and probability plots.
- Non numeric data shall be reported in an agreed format.

Results for several steel grades that are produced from the same aim chemistry and utilising the same manufacturing method, may be grouped together in the tabulation. The manufacturer shall provide a validation for each product in the group establishing the common aim chemistry and manufacturing processes.

### 7.14 Additions or alterations

The client's certified production activities shall not deviate from those specified for the scope of certification. A scope extension audit will be required if a significant change is planned to occur.
The client shall have a procedure for identifying and immediately formally reporting to Global-Mark any proposed additions or alterations to the range of certified products.

Table 2.2: Significant Changes to Variables

| Variables | Change |
|---|---|
| Hot-rolled Steel & Welded I Sections | |
| Steelmaking process (eg: electric, BOF) | Site or method |
| Ladle refining | Site or method |
| Casting (continuous) | Site or facility |
| Processing (ie: normalize or roll) | Site or method |
| Cutting equipment & welding consumables | Site method or materials |
| Cold-formed Steel | |
| Coil and or strip feed | Site or method |
| Tube forming | Site or method |
| Marking | Site or method |

Table 2.2 lists the minimum variables that comprise a process change. Once a facility, steel grade, and processing have been certified, modifications to important steelmaking and/or processing that may affect the ability of the manufacturer to meet the requirements of the specification shall be immediately reported to Global-Mark as an addition or alteration.
New editions of a product standard shall also constitute a change.

### 7.15 On-going Surveillance program – Post Certification

Global-Mark shall maintain a surveillance programme that demonstrates how all of the requirements of this scheme are covered at least annually. This include an on site review/audit/evaluation for each facility and in line with the requirements of Table 1.1
Clients are required to submit quarterly test data for the products manufactured in that period to monitor long term quality conformance with the requirements of the standard.
Annual surveillance audits of the certified facilities shall include the items listed in Table 1.1 and:

a) a review of any changes to services, organisational structure or personnel;
b) a review of the effectiveness of process controls and management system;
c) confirmation that relevant ISO 9001 certification is current and not suspended;
d) inspecting and testing a representative sample of certified products;
e) a review of cumulative results based on the inspection and test results submitted by the client to Global-Mark at three monthly intervals;

f) a review of the effectiveness of responses to nonconformities identified during internal and external audits; and
g) use of marks and/or any other reference to certification.

Global-Mark reserves the right to take all appropriate action, which may include an extraordinary surveillance audit, if a written detailed complaint about a certified product is received from ATIC, or another customer, or where an additional surveillance activity is deemed necessary by Global-Mark. Fees and expenses associated with these additional audits shall be paid by the Client.

### 7.16 Quarterly reporting of batch testing

The onus is on the Client to demonstrate compliance, and for GM to review the information provided.

Certified Clients are required to provide a quarterly report and declaration to Global-Mark of product and batch testing complete. The Clients shall complete and submit to Global-Mark the report and support attachments (test reports) using the Global-Mark **Quarterly Batch Test Reporting Form or equivalent document**.
Reporting shall be completed as follows:

- Q1 (1st January to 31st March): reported by 1st May each year
- Q2 (1st April to 30th June): reported by 1st August each year
- Q3 (1st July to 30th September) reported by 1st November each year
- Q4 (1st October to 31st December) reported by 15th February each year

Please note that the quarterly reporting is MANDATORY, and needs to be linked to the heat number of the production facility. The format of the report shall ensure that:

- Data based be editable (so that Global-Mark can run parallel calculations)
- Provide a direct link between heat numbers, produced quantities, testing levels and testing results
- Must be able to demonstrate using statistical process control tools that the production complies with the requirements
- Must be able to demonstrate long term quality (LTQ) compliance

Global-Mark will review, use the data provided and may see additional information or questions. In particular Global-Mark shall use statistical analysis of the data provided to assess long term quality (LTQ): issues arising from the Global-Mark analysis may results in additional questions or follow up visit.
Quarterly reports shall be submitted in Excel format.

### 7.17 Post Certification Reviews (on site annual audits)

Certified Clients are required to be subject to annual on site reviews. The scope of these shall be as per Table 1.1 above. If a variation is scope is required, again the requirements of Table 1.1 shall apply.

### 7.18 Re Certification (on site annual audits)

No sooner than three months prior to certificate expiry:

- conduct a desktop review of the then-current manufacturing process and system documentation;
- conduct a desktop review of audit history accumulated during the period of certification to determine whether any nonconformities have not been closed;
- conduct a desktop review of the cumulative reviews of long term quality test data to establish evidence of manufacturing process stability during the period of validity of the certificate; and,
- review the Standards to which the product is certified to establish, where Standards have been amended or revised (see Part 3 of this Scheme rules), the extent of product testing required to demonstrate conformity with the current requirements.

### 7.19 JASANZ Scheme Procedure – Section 1 Appendix A (informative)

This appendix is informative and will be used by Global-Mark to assess the factory production controls. The tables address the management of products, raw materials, manufacturing process and equipment by division of certification.
Global-Mark expects that Client will have in place controls which will be equivalent or better than those stipulated in the JASANZ Section 1 Appendix A, and will use the requirements as a basis in its factory audits.

### 7.20 JASANZ Scheme Procedure – Section 3 including Appendixes A, B, C, D (normative)

This section sets out technical requirements for the manufacture and supply of structural steel products, for application in buildings, civil works, rail and similar infrastructure, either loose or incorporated in fabrications or other finished products.
Compliance with the requirements of JASANZ Section 3 is required and shall be assessed during factory audit and support review of test reports by Global-Mark.

### 7.21 Certification mark and use of the Global-Mark certification mark

Certified Clients are allowed to use the Global-Mark certification mark on the product or its associated documentation, as per the requirements of the Global-Mark Welcome Pack.

# 8 What Documents/Records Are Needed To Understand This Program

In order to understand our Program you should also access and be aware of the following documents:

- G-00: Welcome Pack
- MSP-00: Introduction to our Management Systems
- MSP-01: Nomenclature and Definitions
- MSP-24 Appeals

# 9 Schedule of fees

## 9.1 Fees applicable from 1/7/2019

| Action | Fee | Example / Sample only |
|---|---|---|
| **Fees up to Certification** | | |
| Application Fee | $1500 | $1500 |
| Document Review, audit planning Fee | $2000 | $2000 |
| Initial Certification Review Fee | At $1800 per day | Single site, 4 days $8000 |
| Accreditation levy | $140 per certificate | $140 (single certificate) |
| **Fees post Certification** | | |
| Post Certification Yearly Fee (This covers yearly review) | $2000 plus auditing time at $2000 per day | $2000 plus surveillance 2 day at $2000 = $6000 |
| Quarterly batch testing submission and review fee | $1200 per quarter, per factory | Per year, 4 reviews: $4800 |
| Accreditation levy | $140 per certificate | $140 (single certificate) |
| Corporate or Multi-Site organisation | Refer to our office for specific quotation | |
| Transfer to Global-Mark | Fees payable are based on progress or status of certification (application and document review fees may not apply) | |

## 9.2 Conditions

- Fees are in Australian Dollars, and GST is payable for Australian based clients. Fee subject to yearly review. Fees exclude GST.
- This document should read in conjunction with the Welcome Pack, available on our web site: www.global-mark.com.au, which presents the full terms and conditions, certification rules and process, certification programs, and rules governing certification marks.
- Travel cost and expenses: travel cost and expenses to and from the city where each team member or client manager is based will be charged at cost, unless directly organized by the client. It is our aim to minimize travel expenses by forward planning, and whenever possible sharing travel with another client (s).
- Travel time: Global-Mark does not charge for travel time in Australia but minimum 1 day for overseas Clients.
- Variations to scope of certification, or follow ups reviews fees if needed will be charged on the basis of $250 per hour plus GST (minimum 3 hours for Australian based clients)
- The accreditation levy is charge per year per certificate. Currently set at $140 per year, per program.
- This document can be used as a Tax Invoice when making and paying an Application Fee (mentioned above). Global-Mark Pty Ltd ABN is: 55 108 087 654

# Client Agreement Form Application to ATIC Scheme 10 – Part 1

## Your Company Undertakings

This is to confirm that our Company:

- Wishes to apply for Certification with Global-Mark Pty Ltd.
- Has read and agrees to comply with the procedures, processes, Terms and Conditions presented in Global-Mark's document: Welcome Pack and JASANZ ATIC Scheme 10 requirements.
- Agrees to pay its bills within 14 days from receipt of an invoice in line with the above-mentioned Schedule of Fees, or Fee Proposal.
- Agrees not to bring Global-Mark into disrepute and to continue to comply with the requirement of the standard to which it seeks or has certification and to provide full access to records, people, processes and systems to Global-Mark.
- Commits to being truthful and transparent in its relationship with Global-Mark, and will advice Global-Mark should any circumstance arise which may affect compliance to the standard to which it seeks or has certification.
- We have declared to Global-Mark any previous applications for Certification (including these refused or withdraw)

We are aware that the above mentioned documents are available at www.global-mark.com.au and are subject to change by Global-Mark.
We have read, understood and agree with the Fee Proposal or Schedule of Fees –
PLEASE COMPLETED PART 2 FOR FACTORY & PRODUCT DETAILS SEEKING CERTIFICATION

## Your Company Details

| | |
|---|---|
| Are you a current Global-Mark Client? | Yes ❒ No ❒ |
| Registered Company Name: | |
| Trading Name of your Company: | |
| Company Registration Number (ABN or ACN) | |
| Site(s)/Factory (ies) seeking Certification | |
| Scope of application: AS/NZS1163, AS/NZS3678, AS/NZS3679.1, or AS/NZS3679.2 | |

## Your Company People

| **Key Technical Contact Person** | | | |
|---|---|---|---|
| Name: | | Position: | |
| Telephone: | | Email: | |
| **Financial Contact Person** | | **As above? Yes ❒** | |
| Name: | | Position: | |
| Telephone: | | Email: | |

## Declaration and Signature

I am authorised by the Company applying for Certification to sign this form, and to commit the Company to the Terms and Conditions of the Agreement with Global-Mark Pty Ltd.

**Signature: _____Name of Signatory: _____ Date: _____**

**PLEASE Email to: CustomerService@global-mark.com.au**

**End of Document**