



# APPLICATION FOR ACRS MANAGEMENT SYSTEM CERTIFICATION

Australasian Certification Authority for Reinforcing and Structural Steels Ltd

## INSTRUCTIONS

Application for Management System certification to ISO 9001 by ACRS is a voluntary addition to ACRS product certification.

Existing holders of ACRS Product Certification may apply for ACRS Management System certification. ACRS Management System Certification is only available in conjunction with ACRS Product Scheme Certification.

The application and any supporting documentation shall be supplied in the English language. The following information shall be provided with this form by the applicant:

- Application Form, Parts 1 and 2, including all requested attachments. [see pages 1, and 2]<sub>note 1</sub>
- Information to be supplied under separate cover. [see page 2]<sub>note 2,3</sub>
- The Assessment Fee for each site.<sub>note 4</sub>

### NOTES:

- 1 Receipt by ACRS is only available in conjunction with ACRS Product Scheme Certification, forms the legally binding agreement between the Applicant and ACRS. Existing Certified Firms need only submit this form.
- 2 Information in "Application (Part 1)" and "(Part 2)" may be made available to the public. All other information will remain confidential.
- 3 All sites that are subject to the application must be declared. (A "Group" is "any subsidiary holding or associated companies or subsidiary undertakings of all such holding companies that manufactures steel reinforcing, pre-stressing or structural materials or accessories to ACRS Certification Requirements or that supplies materials for the production of such materials or accessories".)
- 4 A non-refundable application fee of 15% of the total assessment fees will be retained on all sites and processes liable for certification. The application fee for quality systems certification is included in the assessment fees shown on page

## APPLICATION PART 1

### Group Details

Name of Controlling Group

### Address of Head Office

Street

Town

State

Postcode

Country

### Group principal contact for ACRS scheme:

Name

Position

(Managing Director, CEO, etc)

Phone

Fax

Email

### ACRS invoices to be sent to:

Name

Position

(Account manager, etc)

Phone

Fax

Email

Signature

Position

(Managing Director, CEO, etc)



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## APPLICATION PART 2

Site 1		Site 2	
Name of Firm	<input type="text"/>	Name of Firm	<input type="text"/>
<b>Site Address</b>		<b>Site Address</b>	
Street	<input type="text"/>	Street	<input type="text"/>
Town	<input type="text"/>	Town	<input type="text"/>
State	<input type="text"/> Postcode <input type="text"/>	State	<input type="text"/> Postcode <input type="text"/>
Country	<input type="text"/>	Country	<input type="text"/>
<b>Site Contact</b>		<b>Site Contact</b>	
Name	<input type="text"/>	Name	<input type="text"/>
Role	<input type="text"/>	Role	<input type="text"/>
Telephone	<input type="text"/>	Telephone	<input type="text"/>
E-mail	<input type="text"/>	E-mail	<input type="text"/>
Type*	<input type="checkbox"/> ISO 9001 Quality management systems	Type*	<input type="checkbox"/> ISO 9001 Quality management systems

\* Please tick type of management system certification that is being applied for at this site

Please supply the following information with this application, for each site:

- 1 A signed Certification Agreement.
- 2 A copy of the Quality Management System (QMS) used at each site.
- 3 A copy of the Quality policy and quality objectives used at each site.
- 4 An organization chart and the count of total personnel during operation of the site, including details of permanent, part-time or casual personnel, contractors and shift work.
- 5 A description of the management structure with responsibilities and authorities.
- 6 A copy of each site's quality plan.
- 7 Description of any outsourced processes used by the applicant
- 8 Details of the production control inspection, product testing and any other quality assurance activities carried out by the site or Group to ensure products, processes and service fulfil requirements.
- 9 Details of any consultants or advisers that have been used to prepare or give advice on the quality management system.
- 10 A summary of interested parties related to the site and their requirements.
- 11 A summary of the statutory and regulatory requirements that must be fulfilled at the site.
- 12 Copies of internal audit reports over the past 12 months.
- 13 Copies of minutes from the last three management reviews.
- 14 Copies of any existing certifications including the last three external audit reports.
- 15 Details of any previous product or management system certifications, including those refused or withdrawn.
- 16 Details of any previous application/s to ACRS, including those refused or withdrawn.

Signature

Position

(Managing Director, CEO, etc)



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## SCHEDULE OF FEES

In accordance with the relevant international standard for management system certification (ISO/IEC 17021) ACRS is required to undertake a two stage audit process.

Stage 1 is primarily a desk top audit (but ACRS reserves the right to include an onsite visit). Its purpose to review the documented management system and determine whether the Client is ready for a full Stage 2 onsite audit. Nonconformities may be raised as a result of a Stage 1 audit and should be rectified before a Stage 2 audit takes place.

Stage 2 is a full onsite audit where the Client must demonstrate the practical working of the management system in relation to its production. This will include the review of processes, procedures, documents and records, competency of resources, adequacy of equipment and testing, and the monitoring and control of the product process. Other monitoring activities such as internal audit, management review and the management of corrective actions will also need to be demonstrated.

ACRS fees for quality management system audits, where possible, are incorporated into the product certification audits. Additional charge will be invoices separately as follows.

### SCHEDULE OF ASSESSMENT FEES FOR EACH SITE

Effective Number of Personnel	Audit Duration Stage 1 + Stage 2 (days) <sup>1</sup>	ACRS Daily rate (\$ AUS)	ACRS Fee (\$ AUS)
1-5	2	\$1,400	\$2,800
6-10	2.5	\$1,400	\$3,500
11-15	3	\$1,400	\$4,200
16-25	4	\$1,400	\$5,600
26-45	5	\$1,400	\$7,000
46-65	6	\$1,400	\$8,400
66-85	7.5	\$1,400	\$10,500
86-125	9	\$1,400	\$12,600
126-175	10	\$1,400	\$14,000
176-275	11	\$1,400	\$15,400
276-425	12.5	\$1,400	\$17,500
426-625	14	\$1,400	\$19,600

#### NOTES:

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Signature

Position

(Managing Director, CEO, etc)



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## WHERE TO SEND INFORMATION

### Information to be supplied to ACRS with this Application

Please supply the following written in the English language:

- This Application Form, Parts 1 and 2 including all attachments, in electronic format [see pages 1 and 2]
- The Full Assessment Fee for each site and Type of Certification. [see page 3]

Please address the above to:

The Executive Director  
ACRS  
PO Box 1369  
CROWS NEST NSW 1585  
AUSTRALIA

or by email to [admin@steelcertification.com](mailto:admin@steelcertification.com)

Signature

Position

(Managing Director, CEO, etc)