



APPLICATION FOR SUSTAINABILITY CERTIFICATION

Australasian Certification Authority for Reinforcing and Structural Steels Ltd

INSTRUCTIONS

Application for Sustainability Certification, achieved through ACRS Sustainable Construction Steel (SCS) Scheme certification, is only applicable to certificate holders of the ACRS Product Scheme of the ACRS Traceability Scheme.

Information, completed in the English language, to be supplied with this application:

A Application Form.

B The completed ACRS SCS Scheme - Annex 1.

C The Assessment Fee.

NOTES:

Receipt by ACRS of items A to C forms the agreement between the applicant Firm and ACRS.

Information in "Application (Part 1)" and "(Part 2)" may be made available to the public. All other information will remain confidential.

All sites of the Group that are subject to the requirements of the ACRS SCS Scheme must be declared. (For definition of "Group" please refer to Product Scheme Rules).

Assessment fees and Certificate Fees will be itemised separately on the invoice.

For details on where to send the required information, see page 2.

An application will not be accepted for consideration that does not include all required information. An application is not considered complete before fees and charges for the initial assessment/s have been received.

Assessment fees are determined based on the size and complexity of the applicant Group and will be determined on assessment of the initial application, as detailed in the Fees and charges section of this application form.

MUST COMPLETE – Schedule of Operations to determine size and complexity of Group for fees and charges.

APPLICATION PART 1

Group Details

Name of Controlling Group[#]

ABN

Address of Head Office

Street

Town

State

Postcode

Country

Group principal contact for ACRS SCS Scheme:

Name

Position

(Managing Director, CEO, etc.)

Phone

Fax

Email

ACRS invoices sent to:

Name

Position

(Account Manager, etc.)

Phone

Fax

Email

Signature

Date

Position

(Managing Director, CEO, etc)



APPLICATION FOR SUSTAINABILITY CERTIFICATION

Australasian Certification Authority for Reinforcing and Structural Steels Ltd

Application Part 2

Site 1		Site 2	
Name of Site		Name of Site	
Site Address		Site Address	
Street		Street	
Town		Town	
State		State	
Postcode		Postcode	
Country		Country	
Site contact		Site contact	
Name		Name	
Role		Role	
Telephone		Telephone	
Email		Email	

FEES AND CHARGES Part 3

ACRS undertakes a two-stage audit process. Stage 1 is primarily a desk top audit (but ACRS reserves the right to include on-site visits). Its purpose to review the documented management system and determine whether the Group is ready for a full Stage 2 on-site 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 on-site audit where the firm must demonstrate the practical working of the management system in relation to its materials supply. 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 against the various requirements of the ACRS SCS Scheme. Other monitoring activities such as internal audit, management review and the management of corrective actions will also need to be demonstrated.

Fees for the ACRS SCS Scheme audits will be assessed for each applicant upon receipt of the completed Application, agreed with the client, and received by ACRS before commencement of the Stage 1 audit. Additional charges (e.g. travel costs, any additional review or audit activity required) may be invoiced separately.

Site 1		Site 2	
Identify Facility Type	Processor / Fabricator / Trader	Identify Facility Type	Processor / Fabricator / Trader
# No. of Personnel		# No. of Personnel	
# Shifts		# Shifts	

WHERE TO SEND INFORMATION

Please supply the following written in the English language:

- ▶ Please address to: the Executive Director, ACRS. Please email to: admin@steelcertification.com
- ▶ The Application Form, Parts 1, 2 and 3 including all attachments, shall be in electronic format.

Signature		Date		Position	
-----------	----------------------	------	----------------------	----------	----------------------

(Managing Director, CEO, etc)