



# APPLICATION FOR ACRS TRACEABILITY CERTIFICATION

Australasian Certification Authority for Reinforcing and Structural Steels Ltd

## INSTRUCTIONS

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

- A Application Form
- B The completed Certification Agreement.
- C The Assessment Fee. note 3,4,5,6,7

### NOTES:

- 1 Receipt by ACRS of items A to D forms the agreement between the applicant firm and ACRS.
- 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 of the Group that are subject to the requirements of the Scheme must be declared. (For definition of "Group" please refer to Scheme Rules)
- 4 Assessment fees and Certificate Fees will be invoiced separately.
- 5 A non-refundable application fee of 15% of the total assessment fees will be retained on all sites and processes liable for certification.
- 6 For details on where to send the required information, see page 4.
- 7 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.

## 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

Product supplied to Scheme Standards by the Group as a whole:

**Note: all materials supply undertaken or planned must be indicated below**

Product Number code\*

◀ Refer to page 3 for product number code

Is this application for the extension of the scope of certification held by the Group\*

\* For definition of "Group", please refer to the Scheme Rules

Signature  Date  Position   
(Managing Director, CEO, etc)



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## APPLICATION PART 2

### Site 1

Name of Firm

#### Site Address

Street

Town

State  Postcode

Country

#### Site Contact

Name

Role

Telephone

E-mail

Product Number code\*

### Site 2

Name of Firm

#### Site Address

Street

Town

State  Postcode

Country

#### Site Contact

Name

Role

Telephone

E-mail

Product Number code\*

### Site 3

Name of Firm

#### Site Address

Street

Town

State  Postcode

Country

#### Site Contact

Name

Role

Telephone

E-mail

Product Number code\*

### Site 4

Name of Firm

#### Site Address

Street

Town

State  Postcode

Country

#### Site Contact

Name

Role

Telephone

E-mail

Product Number code\*

\* Enter number code (see page 3) of all product(s) supplied to Product Requirements  
(Note: all materials supply undertaken or planned at the site must indicated by the relevant number code)

#### Example

A site supplying Carbon steel bars to AS/NZS 4671, Cold reduced steel bar ("wire") to AS/NZS 4671, Hot rolled steel flat products to AS/NZS 1594, Welded I-sections to AS/NZS 3679.2 should indicate the following

Product Number code\* 1 3 7 15

Signature

Date

Position   
(Managing Director, CEO, etc)



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## NUMBER CODE

Number Code    Product manufactured or processed to Scheme Standards

### Steel Making (Certification Stage 1)

- |    |  |
|----|--|
| 1  | Carbon steel bar to AS/NZS 4671                                |
| 2  | Carbon steel bar in coil to AS/NZS 4671                        |
| 3  | Cold reduced steel bar ("wire") to AS/NZS 4671                 |
| 4  | Steel prestressing wire to AS/NZS 4672                         |
| 5  | Steel prestressing strand to AS/NZS 4672                       |
| 6  | Steel prestressing bar to AS/NZS 4672                          |
| 7  | Hot rolled steel flat products to AS/NZS 1594                  |
| 8  | Hot rolled steel plates, floor plates and slabs to AS/NZS 3678 |
| 9  | Hot rolled steel bars and sections to AS/NZS 3679.1            |
| 10 | Quenched and tempered plate to AS 3597                         |

### Processing, Manufacturing and Fabricating (Certification Stage 2)

- |    |  |
|----|--|
| 11 | Processing of steel reinforcement materials<br>(* including threading and application of couplers, where performed)  |
| 12 | Fabrication of welded steel mesh ("fabric") to AS/NZS 4671   |
| 13 | Manufacture of cold-formed steel hollow sections to AS/NZS 1163  |
| 14 | Manufacture of cold-formed steel hollow sections to BS EN 10219  |
| 15 | Manufacture of welded I sections to AS/NZS 3679.2  |
| 16 | Manufacture of structural steel bolts to AS/NZS 1252   |
| 17 | Fabrication of structural steelwork to AS/NZS 5131*<br>(* excluding "Erection", and "Site Modifications During Erection and Modification and Repair of Existing Structures") |

### Technical Approvals

- |    |  |
|----|--|
| 18 | Technical Approval - Manufacturers of Steel Reinforcing couplers   |
| 19 | Technical Approval - Manufacturers of Steel Prestressing Materials |

Signature

Date

Position

(Managing Director, CEO, etc)



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## FEES AND CHARGES

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 Client 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 Client 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.

Other monitoring activities such as internal audit, management review and the management of corrective actions will also need to be demonstrated.

ACRS fees for Traceability 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) will be invoiced separately.

## 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, in electronic format, including all attachments [see pages 1, 2 3 and 4]
- ▶ The Full Assessment Fee

*Please address to:*

The Executive Director, ACRS  
email: [admin@steelcertification.com](mailto:admin@steelcertification.com)

Signature

Date

Position

(Managing Director, CEO, etc)