

**Construction Materials Testing
Supplier Registration System**

July 2023



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1 Introduction

The Construction Material's Testing Supplier Registration System (CMTSRS) is a register of approved suppliers for supplying compliance testing services for the Department of Transport and Main Roads (department). The system was first introduced in 2013.

The CMTSRS forms part of a departmental program to assure the quality of materials, products and construction processes. It has been developed within the framework for registering specialist suppliers in line with the *Transport Infrastructure Project Delivery System, Volume 3: Prequalification System*.

<https://www.tmr.qld.gov.au/business-industry/Technical-standards-publications/TIPDS>

The CMTSRS covers all facilities supplying compliance test results to departmental projects and includes, but is not limited to asphalt, soils, concrete, earthworks and bitumen. Some other departmental supplier prequalification systems also require testing to be performed using CMTSRS registered suppliers.

A public list of registered suppliers is available on the department's internet site, as well as the Registration system itself, and application forms.

<https://www.tmr.qld.gov.au/business-industry/Business-with-us/Approved-products-and-suppliers/Pavements-materials-and-geotechnical.aspx>

The department has a set of internal procedures governing the running of the system and the related audit and surveillance activities. This internal site holds sensitive information regarding suppliers and possibly individuals, necessary for the running of the CMTSRS. It will be subjected to regular audits, to ensure information is accessed only by appropriately authorised staff for use in their official duties in line with the *Information Privacy Act 2009 (Qld)*.

2 CMTSRS Registration

There are three main types of facilities under the current National Association of Testing Authorities (NATA) accreditation system as follows:

- Base Facility
- Branch Facility, and
- Remote work locations, including:
 - fixed remote work Sites,
 - mobile Sites, and
 - annex facilities.

Both branch and annex facilities run under the supervision of a base facility and will be registered at the same level. The department will register all facility types in the Construction Materials Registration System.

The registration of the base facility will include any attached remote work Sites and mobile Sites.

It is expected branch facilities are progressing towards independent NATA accreditation. The department expects the branch facility to register as an independent facility once it becomes accredited in its own right. Assuming it has undertaken work on departmental projects (or projects with similar testing) adequately for its time as a branch laboratory, inherited the quality system from the parent facility and has adequate supervisory structure in place, it should be able to register at Level 2.

Facilities apply for registration at the appropriate level for the type of work they wish to undertake, their experience as a company, as well as the experience and qualifications of their staff. For new facilities applying at Level 2, this may involve a preliminary audit to review their competence and capability. The department will then undertake an audit and surveillance of their testing activities as part of a risk-based audit and surveillance program.

The department publishes a list of approved suppliers on its website, which is updated monthly. This published information allows Tenderers to view what testing facilities are approved suppliers, allowing them to engage with facilities for their planning activities and then nominate the principal compliance testing suppliers they intend to use, when tendering for departmental works.

Once a Contractor is awarded a tender, the nominated testing supplier may then set up an annex facility on Site, obtaining both NATA accreditation and registering the annex on the CMTSRS, which must occur before testing starts.

A separate registration is required for each fixed address facility, including branch and annex facilities.

CMTSRS registration is not transferable. When the legal entity owning the facility, or ownership of the legal entity that controls the facility changes, the previous registration lapses and a new application for registration has to be made. The department does not guarantee a new registration application will be accepted. The department registers a facility on behalf of a legal entity, and both the legal entity and the relevant trading name, if appropriate, will be listed on the list of approved suppliers on the department's website.

Annex facilities are to be registered within 14 days of NATA's acknowledgement.

The application form is located on the departmental website:

<http://www.tmr.qld.gov.au/business-industry/Business-with-us/Approved-products-and-suppliers/Pavements-materials-and-geotechnical.aspx>

and is to be submitted to [mailto: CMT_supplier@tmr.qld.gov.au](mailto:CMT_supplier@tmr.qld.gov.au)

Non-urgent applications (no fee) will normally be processed within two to four weeks.

A fee (\$200 plus GST) applies for urgent registration applications. These will normally be processed within two working days of application.

Registration is not a guarantee of work or a guarantee that the department will invite the supplier to offer for work.

Suppliers should hold registration before tendering for departmental project related work, as checking the registration of a nominated CMTSRS facility is part of the tender evaluation process for any departmental project, and non-registered suppliers will not be approved.

Irrespective of Construction Materials Testing (CMT) supplier registration, Contractors or Contract Administrators may remove a CMT supplier or subcontracted CMT supplier from a project for poor performance or other legitimate reason. This may result in a review of the CMT Registration for the facility concerned.

Registered suppliers are to advise the department, in writing, within 10 working days of any significant change in circumstances that may affect NATA accreditation or capacity to supply testing services, including changes to ownership, senior staff, location or NATA accreditation status.

It is the department's preference that the registered supplier's NATA Authorised Representative should be the department's official point of contact for matters relating to the CMTSRS, but other representatives may be nominated. For legal entities that are companies, persons who are not direct employees of the facility cannot represent to the facility in CMTSRS matters, unless authorised to do so by a director or the company secretary.

From time to time, the department may require registered suppliers to participate in quality assurance activities or attend compulsory training or industry briefings.

2.1 Registration System levels

With this revision of the registration system, the department has introduced a system of levels within the CMTSRS, better matching the size and skill-set of CMT providers, to the level and type of work appropriate for them to both undertake and service adequately.

There will initially be two levels in the system. One for small facilities providing support activities, and the other for facilities providing compliance testing on departmental projects.

The department does not guarantee acceptance of any application for registration and reserves the right to reject any application where the department does not consider it to be in the department's best interests to accept an application.

Table 2.1 – Ready reference for registration requirements

CMTSRS Level Requirement¹	Facility Level 1	Facility Level 2
NATA accreditation	yes	yes
Provision of legal entity owning the facilities' details	yes	yes
Provision of Company Contact details	yes	yes
Continued satisfactory performance	yes	yes
Provision of staff supervision structure and details		yes
Details of staff physically supervising testing at annexes		yes
Details of NATA Level 5 with oversight of annex facilities		yes

¹ Note see detailed explanation for each level for full requirements

Level L1

Level L1 includes testing activities in support of investigation Works, minor Works or specialist testing activities required for the department's registration systems, or for supply of component products (unless a supplier registration system specifies otherwise), or it is contractually required.

Level L1 cannot undertake field compliance testing activities on departmental Works. Level L1 cannot be a principal testing supplier for a departmental project but may undertake small parcels of subcontracted work from a Level 2 Laboratory working on a departmental project.

Attainment of Level L1 Registration requires:

- provision of legal entity owning the facilities details
- NATA accreditation
- provision of company contacts details
- continuing satisfactory performance, and
- at least a NATA Level 2 Supervisor permanently located at the facility.

Level L2

Level L2 can undertake compliance testing for any departmental Works.

Attainment of Level L2 registration requires:

- NATA accreditation
- provision of company contact details
- at least a NATA Level 3 Supervisor permanently located at a base or branch facility
- a NATA Level 5 Supervisor permanently based at the base facility that any annex may operate from
- provision of staff supervision structure and details, including NATA levels. Note, the department may request proof of qualifications and experience, and proof of any assessments of NATA Supervisor level undertaken before 1 July 2013, and
- continuing satisfactory performance, including compliance with specification requirements governing testing activities.

2.2 Annex Facilities

Key facility staff and their qualification and experience levels must be provided to the department, including details of 'physically-present' supervision arrangements and acknowledgement of the requirement for compliance with the department's specification requirements governing testing bodies (all part of the application form) before the annex will be added to the CMTSRS.

Testing may only start from the Annex Laboratory when it has been registered by NATA and with the CMTSRS. Preliminary testing activities from a base laboratory may be performed during the annex set-up process, if outside the 90 minute radius, with permission from the Contract Administrator (does not need CMTSRS Administrator permission).

Any changes to nominated staff must immediately be conveyed to the department and replacement staff approved for registration to continue.

Staff cannot be nominated as undertaking physically-present supervisory duties at more than one annex facility.

A branch laboratory may not run annex facilities on a departmental project.

2.3 Movement between levels

It is expected that a facility would have shown a history of satisfactory performance at their current level and have staff with the required experience before considering an application to move to a higher level. An audit of the facility may occur as part of the assessment.

A facility that is denied an upgrade of a level, may reapply after two months, but must have addressed any issues brought to their attention when the original application was rejected.

A facility can voluntarily reduce a level at any time, and then subsequently request reinstatement at any time. The department may undertake an audit before reinstatement.

The department may reduce a facility to a lower level if it believes the facility is no longer functioning at the required standard. This may be due to an outcome of surveillance and audit activity changes in key staff, failure to close out audit and surveillance conditions, or for other reasons that the department believes affects the ability of the facility to operate at its current level. This may also occur if a Contract Administrator requires a testing facility to be removed from a departmental project because they believe the testing facility does not have appropriately qualified, trained and experienced personnel to perform the work.

This reduction in level would apply for a minimum three months and will remain until the department is satisfied any issues are resolved.

2.4 Period of Registration

The department registers annex facilities for the duration stated in the NATA acknowledgement or extension notice. If the department is not notified, annex laboratories will automatically be removed when this period expires. If NATA grants an extension, the department will match that extension period in the CMTSRS.

- Base laboratories will be registered for two years, and
- Branch Laboratories will be registered for 12 months.

When base and branch laboratory registrations expire, the department will send a reminder notice to the listed contact for the facility at least 30 days before removing the facility from the system. Once past the expiry date, the department will send another reminder notice of the impending removal from the system.

It is the facility's responsibility to ensure contact details are updated as necessary.

Other types of facilities will also be registered, but duration will depend on activity and circumstances relevant to the facility, to be determined at the time of application.

2.5 New Registrations

Once past the initial adjustment period, a new facility or an experienced supplier entering Queensland may apply at Level 2 if staff have sufficient local experience, which will include having been approved to undertake testing and to issue relevant NATA accredited reports for test methods utilised in Queensland, otherwise new entrants will be at Level 1.

3 Selection of a testing Facility

When a Contract for departmental Works is let, the Tenderers for the project will choose a principal testing subcontractor(s) registered as a CMTSRS Level 2 facility that holds NATA accreditation for the relevant compliance testing required (and the ability to set up annex facilities if the project is not to be serviced from the base facility) and nominate that facility on the tender document – Tender Schedule P4, Schedule of Subcontractors and Suppliers.

The department will then check that the facility is registered at the appropriate level before processing the tenders.

Once the Contract is awarded, if required, the nominated base facility can then set up an annex facility to service the project. The base facility will be required to have any annex facility both NATA accredited and registered on the department's CMTSRS before the annex facility can commence compliance testing. The department may choose to audit the annex facility, with an emphasis on staff skills, qualifications and resources available before CMTSRS registration is approved.

For ancillary or specialist testing throughout the project that cannot be provided by the listed CMTSRS provider, the Principal Contractor or subcontractors may engage other Level 2 CMTSRS providers as required. The intent of the principal testing subcontractor being nominated on the P4, is to check and capture the details of the main testing suppliers at the point of tender approval, and then ensuring that the nominated supplier is doing the majority of the testing through the project.

4 Distance from a Project

To service a project, a base, branch or annex facility is required to be no more than 90 minutes travel time from the project (note, this may still be too far for servicing some types of work and it is the testing company that is responsible for ensuring the facility is close enough, to allow for the work to be undertaken within specification and testing requirements).

This requirement can be waived with the written permission of the CMTSRS Administrator, who would consult with the local departmental district office if making that decision. An annex facility may collect and dispatch samples to their base facility, or another approved CMTSRS provider that is further away, if the Contract Administrator is satisfied, it will not adversely affect the test report submissions times.

Preliminary testing activities from a base laboratory may be performed during the annex facility set-up process, if outside the 90 minute radius, with permission from the Contract Administrator only (does not need CMTSRS Administrator permission).

5 Exemptions from Level 2 requirement

Background

It is recognised that there are some minor testing activities performed on departmental construction projects that do not necessarily require the higher level of skill and experience required of a Level 2 CMTSRS provider to undertake. The department has consulted with industry bodies in this area and tables 5(a) and (b) represent the results of that consultation. It is expected these tables may be adjusted over the initial introduction period, as further tests are brought to the department's attention.

The initial population of these tables represent simple tests, where other testing may not be required for the Works (for example, a Level 2 Provider may not already be engaged), minor testing services that might be supplied by the testing arm of a manufacturing plant, such as a concrete plant's facility for minor concrete Works on Site, and low risk activities where the risk lays with the sampling, and the actual testing back in the facility is of a lower risk that can be controlled if performed under the supervision / guidance of a Level 2 laboratory.

Testing a Level 1 CMTSRS provider can do on a departmental project

For some minor testing activities that the department considers to be low-risk, it is permissible for a Level 1 provider to undertake compliance testing on departmental projects with the permission of the Contract Administrator.

Table 5(a) contains the list of minor testing activities.

Table 5(a) – Minor testing activities that may be exempted from Level 2 requirement

Activity	Limitations
Sampling of concrete, preparation of concrete cylinders, slump testing, testing concrete cylinders.	Level 2 registration is required for sampling and consistency (slump / spread) testing of in situ special (S) class concrete, where pours of more than 100 m ³ are required for the project. All other concrete compliance testing may be performed by a Level 1 laboratory.
Road roughness – surface evenness – testing.	no limitations
Bitumen sampling from transport vehicles / sprayers.	no limitations
Field spread rate of cover aggregate.	no limitations

Level 2 CMTSRS provider subcontracting to a Level 1 CMTSRS provider

For some testing activities, it is considered acceptable for a Level 1 provider to be subcontracted to undertake the testing under the supervision of the Principal Level 2 Contractor engaged on a project (as nominated on the P4 at time of tender). The permission of the Contract Administrator must be obtained to do this.

Table 5(b) lists those testing activities.

Table 5(b) – Testing activities a Level 2 supplier may subcontract to a Level 1 supplier

Activity	Limitations
Sampling of concrete, preparation of concrete cylinders, slump testing, slump flow, testing concrete cylinders, testing mortar / grout cubes.	Level 2 registration is required for sampling and consistency (slump / spread) testing of in situ special (S) class concrete, where pours of more than 100 m ³ are required for the project. All other concrete compliance testing may be subcontracted to a Level 1 laboratory.
Road roughness – surface evenness – testing.	no limitations
Bitumen sampling from transport vehicles / sprayers.	no limitations
Field Spread rate of cover aggregate.	no limitations

Activity	Limitations
Grading.	must be sampled by Level 2 provider
Atterberg limits (LL and LS).	must be sampled by Level 2 provider
Apparent particle density.	must be sampled by Level 2 provider

Note, for clarity, a Level 2 CMTSRS provider is required to undertake compliance testing on a departmental project. Compliance testing undertaken on a product or element being manufactured at a plant not located on the project, that is subsequently supplied to a departmental project, only requires a Level 1 provider.

Materials that are sampled on a project and returned to a base laboratory for testing, require a Level 2 provider, except for exempted tests and in instances where a Level 2 provider subcontracts basic testing activities to a Level 1 provider, and the Level 2 provider accepts the responsibility for supervision of the testing to an acceptable standard.

Note, it is a departmental specification requirement for any subcontracting of testing to be approved by the Contract Administrator.

6 Subcontracting of testing

A Level 2 CMTSRS provider undertaking compliance testing on a departmental project may subcontract small parcels of testing-work to a Level 1 CMTSRS provider. However, that testing may only be at a level suitable for their skills and resources and cannot occur for field compliance testing activities, unless specifically exempted. The Level 2 provider is responsible for supervising subcontracted testing services and ensuring all specification requirements governing testing are adhered too (which includes obtaining permission from the Contract Administrator to subcontract the testing). The tests that may be subcontracted are listed in Table 5(b)

7 Performance assessment (surveillance)

Surveillance may be undertaken by the department's Materials Services surveillance staff to assess the performance of any registered supplier at any time, even when not supplying testing services to a departmental project. To maintain registration, a supplier is required to participate fully in any departmental surveillance. This includes:

- access to relevant records (including recent NATA assessment reports)
- provision of relevant documentation
- agreement to allow photography or video when collecting supporting evidence, and
- provision of copies of relevant reports and worksheets from testing conducted for departmental projects, and any supporting documentation.

Timely close-out of issues raised, is a key element of surveillance participation and failure to provide for close-out, within agreed timeframes, may affect registration status.

Surveillance activities may include:

- observation of facility operations; including sampling, storage and handling of samples, and testing techniques
- audit of sampling and testing, and

- assessment of test results through analysis of trends and use of other statistical techniques.

Audit covers compliance with management systems, procedures and processes, including compliance with the department's contract requirements as well as test methods. As part of that process, the department may be reviewing elements relevant to NATA / ISO conformance and recording observations and if appropriate sharing these with NATA.

- audit of relevant project specification requirements
- review of test records
- review of compliance with supervision requirements
- validation of software systems
- evaluation of staff competence
- inspection of facilities and equipment.

Wherever possible, the department will hold a close-out meeting with the registered supplier on the final day of any surveillance and will follow this, as soon as practicable, with a written report. This report may identify corrective actions that a registered supplier is required to address within an agreed timeframe. Such actions may include:

- adjustment, correction or improvement of processes
- checking, calibration, maintenance, or replacement of equipment
- supplementation, replacement, or training of staff, and
- changes or updates to worksheets, procedures or systems.

The department will provide a report to the CMT supplier and copies of the report to the Contractor(s) of departmental projects the registered supplier may be servicing.

Report findings should be addressed, in the first instance, with the surveillance team leader. If a resolution cannot be agreed upon, an appeal may be lodged (refer to the Appeals section).

Issues or conditions relating to registration will be managed within the CMTSRS separately from any action or agreement reached under the relevant construction Contract.

8 Action against an individual

The department may suspend an individual from performing testing, supervising testing, or signing reports for departmental compliance where the department has lost confidence in the person's ability to conduct testing ethically or technically for the department. Where the department is satisfied that an individual has conducted repeated fraudulent or unethical activity, and that it is not as a result of undue influence from their employer, the suspension may be permanent and apply, regardless of the subsequent employer.

CMT suppliers may propose rehabilitation processes to restore the department's confidence in a suspended tester. If approved and completed to the department's satisfaction, the suspension will be removed.

In instances where no undue influence has occurred and it is evident that the individual's actions are not in accordance with the CMT supplier's quality processes, suspension of an individual may not affect the registration of a CMT supplier.

Names of suspended individuals will be made available to relevant departmental Contract Administrators, inspectors and any other supervisory personnel involved in oversight of departmental Works where the individual is found to be working on that departmental project. Otherwise, their names are only disclosed to departmental audit and surveillance staff.

9 Action against a CMTSRS provider

Where the department considers the risk to be high, The Registration Manager may immediately suspend, or place conditions on, the registration of a CMTSRS provider who has had a show cause notice issued to them. Should the provider appeal, then the action will be suspended until the decision is made and any appeals process is completed.

9.1 Conditions (conditional registration)

The department may place conditions on registration. For example:

- suspension of a particular test method being used for departmental compliance
- reduction in CMTSRS registration level, and
- prevention from applying for new departmental work

Conditional requirements placed on a laboratory, will also apply to any branch or annex facilities affiliated with the base laboratory and vice versa. Conditions may be applied to all other laboratories where corporate NATA accreditation is held.

The department's key staff such as district directors, Contract Administrators and other appropriate managers, will be notified of the conditional registration.

Conditional registration will apply for a minimum of three months. Subsequently, conditions will be removed following satisfactory departmental performance assessment. This may include additional departmental surveillance at the supplier's expense. The placement of conditions, and any subsequent lifting of those conditions, is irrespective of actions taken by third parties such as NATA.

9.2 Deregistration

A supplier will be deregistered for any of the following:

- evidence of installation or use of software designed to fabricate test results. In instances where the facility concerned is part of a multi-facility organisation, the other facilities may have their CMT Registration suspended until the department is satisfied that the software is not in those facilities. The department may grant the other facilities conditional registration and allow them to operate to fulfil contractual obligations in the interim
- systemic fraud
- failure to maintain NATA accreditation, and
- when external Administrators are appointed. (The department may grant conditional registration and allow the facility to operate to fulfil Contractual obligations, if the department is satisfied that appropriate technical management of the facility is being maintained without undue influence).

A supplier may be deregistered for any of the following:

- fraud

- misconduct or unethical behaviour where undue influence is applied by an organisation on its own laboratory or laboratory staff
- repeated procedural Non-conformances (including those related to test methodology and management systems)
- failure to hold all the licences, registrations, permits, approvals and certificates that are required under all legislative requirements, to carry out the Work under the Contract and in respect of the use and occupation of departmental Works, and
- failure to satisfactorily:
 - participate in a departmental surveillance or audit
 - close-out surveillance or audit conditions in an agreed timeframe, and
 - manage an issue which caused the CMT supplier to have conditional registration applied.

Deregistration of a base laboratory includes deregistration of all affiliated branch or annex facilities. Systemic failures in annex or branch facilities may result in deregistration or conditional registration of the base laboratory. Systemic failures identified in multiple laboratories may result in deregistration or conditional registration of all laboratories where corporate NATA accreditation is held.

Registered suppliers are to immediately notify the registration manager if NATA accreditation is suspended. CMT deregistration will be effective from date of suspension. Suppliers must reapply for CMT registration, even when NATA accreditation is reinstated.

The department's key staff such as district directors, Contract Administrators and other appropriate managers, will be notified of CMT supplier deregistration.

Deregistration will apply for a minimum of three months. Reregistration will be subject to performance assessment and may include departmental surveillance at the supplier's expense.

10 Appeals

Most decisions or actions taken under the CMTSRS are appealable. The only areas where no appeal option is available, is in dealing with individuals or organisations who have already been part of a decision with an appeal option, who are found to be attempting to circumvent the decisions applied. For example, a banned individual appears in a position of influence or working for another CMTSRS Provider, or a deregistered CMTSRS provider tries to 'phoenix' itself under another name.

A supplier may appeal:

- disputed surveillance findings (within five working days of receiving the written report)
- deregistration (within 10 working days of being advised), and
- registration conditions (within 10 working days of being advised).

Appeals, with supporting documentation, are to be addressed to the Registration Manager, cmt_supplier@tmr.qld.gov.au.

Deregistration or conditional registration will be suspended for the duration of the appeals process, until a decision is made.

A registered supplier or an individual may believe an error in decision has occurred and they then request that that decision be reviewed. The review process is generally independent from the original decision-maker, once it gets above a simple query in relation to an audit report.

The Chief Engineer or their representative may review an appeal or set-up a panel to review an appeal. Appeal panels comprise the Chief Engineer or their nominee as chair, a technical expert who is a NATA Level 5 with at least five years' experience in the relevant field of testing, and potentially one other, particularly in instances where it is a deregistration or ban from being involved in compliance testing for the department (a sanction levelled at individuals). This 'other' is often a departmental legal representative.

Appeals processes will be assessed on the validity of the decision made for the evidence at hand, at the time the decision was made. They may also consider the appropriateness of the level of action taken and consider any new evidence presented by the appellant and whether it is appropriate to make a recommendation for a change in the level of action taken (that change may be either an increase, or a decrease in penalty).

The appeals process will not consider any appeal for hardship or other circumstances related to the affect the penalty may have on the appellant, only whether the decision was correct and appropriate.

However, claims for hardship, mitigation or otherwise making a case for a reduction in a penalty, may be considered by the Chief Engineer separate from an appeals process.

Reduction in timeframe

In instances where there is no evidence of nefarious or deliberate actions by the CMTSRS supplier which lead to the conditions or deregistration occurring, a supplier may request a review of the timeframe. They may request the Chief Engineer or their representative to consider removal of a condition or allow reregistration in a period less than the stated minimum, once they have closed-out all of the issues raised to the satisfaction of the department.

11 Contractual Liabilities

Where a registered CMT supplier on a departmental project is subjected to deregistration or conditional registration, the department may explore other means for the supplier and/or Contractor to meet Contractual obligations. These may include:

- approval of engaging an alternative testing supplier
- approval of an alternative test method (subject to Contract Administrator approval), and
- increased departmental supervision and/or use of an independent lead auditor or quality verifier for verification processes, to allow testing to continue.

Arrangements under this Clause are not transferable to other Contracts (arrangements must be made under each affected Contract). All costs, including departmental costs, are to be borne by the registered CMT supplier or Contractor.

12 Confidentiality and undertakings

The registration of CMT suppliers is solely for the benefit of the State of Queensland acting through the department. A listing of registered suppliers is maintained on the departmental internet site and is available for public access.

Detailed information provided with applications or obtained through performance assessment, is retained by the department in accordance with departmental recordkeeping policy, the *Right to Information Act 2009 (Qld)*, and *Information Privacy Act 2009 (Qld)*. Departmental staff will not share an individual's or a CMTSRS providers confidential information with any third party, unless express written approval has been provided by the individual or CMTSRS provider, or:

- the department is legally obliged to do so
- it is necessary to obtain legal advice or assessment
- the information is required for an appeal in accordance with Clause 10: Appeals, and
- it is necessary for the operation and maintenance of this system.

The department and NATA, through a Memorandum of Understanding, will share information such as surveillance and audit reports where either organisation becomes aware of an issue which may reasonably be regarded as having a detrimental effect on the quality of testing by a CMT facility.

The department and NATA reserve the right to conduct joint audits of CMT testing facilities after either party has identified such issues.

The department is currently investigating options for gathering compliance testing data from the Laboratory Information Management System (LIMS) systems of CMTSRS providers. Any data gathered in this manner or as part of surveillance and audit activities, will continue to be used as part of the audit and surveillance process and to ensure Contractual compliance on projects, but will also be stored to facilitate future management of the road network and for research purposes. It may be provided to third parties undertaking analysis or research work for the department, on condition it be used only for the process identified, and that it will either be returned to the department or destroyed at the end of the engagement. Wherever possible, identifying information will be removed before the information is provided.

It is not possible for the department to publicly identify suspended persons, or person with conditions placed on their undertaking of departmental work. For this reason, it is recommended that CMT providers ask potential employees if they are currently suspended, or have any conditions placed on them, in regard to undertaking compliance testing for the department before engaging them.

Registered suppliers through their nominated contacts, or individuals, may make enquiries to the CMTSRS Administrator at any point in regard to the status of conditions or bans placed upon the legal entities they represent or themselves as individuals.

Individuals may make enquiries to the CMTSRS Administrator at any point relating to the status of conditions or bans placed upon themselves as individuals.

13 Expectations of registered suppliers

If any errors are found on a test report, either internally or by another party, the report containing the error is to be withdrawn and, if possible, a new corrected report issued (this requirement applies regardless of whether or not the error affects acceptance of the lot being tested).

CMT suppliers will be familiar with any requirements contained in departmental Technical Specifications or registration systems affecting their activities and are expected to comply with those requirements.

All current departmental Technical Specification documents are available at:

<https://www.tmr.qld.gov.au/business-industry/Technical-standards-publications/Specifications/Specifications-Index>

Individual Technical Specifications may have clauses governing testing activities a CMTSRS provider needs to be aware of. These can typically be found in Clause 4. 'Standard test methods', Clause 5. 'Quality system requirements' and in some Technical Specifications Clause 9. 'Compliance Testing'.

However, the main departmental Technical Specification documents for a CMTSRS provider are MRTS01 *Introduction to Technical Specifications* and MRTS50 *Specific Quality System Requirements*.

The department relies on CMTSRS providers to deliver an independent assurance of compliance through their testing services. It does not matter that their engagement is through the Principal Contractor, subcontractor, or being part of the same organisation that has supplied the material or service they are testing. They are expected to undertake their testing activities in an impartial manner in accordance with the requirements of AS ISO/IEC 17025 Part 4.1, test method requirements, NATA rules, this CMTSRS registration system and departmental Technical Specification requirements governing testing. Failure to do so may result in deregistration.

14 Test method Interim Registration

The department may have a need for a CMT registered supplier to provide a testing service for compliance testing where no suppliers, or a very limited number of suppliers, have NATA accreditation for the test.

It is recognised that gaining accreditation for these tests may take a significant period of time, and the department may elect to allow certain CMT suppliers to provide the testing service without NATA accreditation, under specific conditions for a time period sufficient to allow for obtaining accreditation. This will be known as 'Test Method Interim Registration'.

The department will only accept testing undertaken under a Test Method Interim Registration when it is conducted by an independent CMTSRS Registered Supplier.

The department will determine the specific conditions based on the test method and will notify all CMT suppliers what is required should they wish to conduct the testing for compliance for the department.

These approvals will be specifically noted on the CMT Supplier Register.

15 Further information

CMT Registered Suppliers are listed on the department's website.

The department will notify amendments on the CMTSRS to each registered supplier and publish them on the department's internet site.

System manager email:

CMT_supplier@tmr.qld.gov.au

Glossary

Term	Description
NATA	The National Association of Testing Authorities. Recognised by the Australian Government as Australia's key organisation for accreditation of testing and measurement laboratories.
Trainee	A person meeting the NATA Level 1 definition as outlined in NATA's Construction Materials Testing ISO/IEC 17025 Application Document.
Level 2 staff member	A person meeting the NATA supervisory Level 2 criteria as outlined in NATA's Construction Materials Testing ISO/IEC 17025 Application Document.
Level 5 supervisor	A person meeting the NATA supervisory Level 5 criteria as outlined in NATA's Construction Materials Testing ISO/IEC 17025 Application Document.
Competent	A judgement by the registered CMT provider, recognising a staff member's ability to undertake a test or process, understand the underpinning-knowledge of the test or process, and experienced at testing the types of materials being encountered.
Relevant field of testing	The type of testing being undertaken by the facility.
Undue influence	Influence applied directly or indirectly to a person, NATA Authorised Representative, or a facility, that may cause them to undertake their duties, or act in a manner, not in accordance with the requirements of their facilities NATA Accreditation or departmental CMT Registration. This includes affecting their ability to conduct testing in accordance with testing methodology and specification requirements.
AGTA	Association of Geotechnical Testing Authorities. The association the department recognises as the industry body representing construction materials testing suppliers.
Suspended Person	An individual that the department does not consider suitable to undertake testing or supervision activities for the department relating to testing activities, regardless of company or employer.
Systemic Fraud	Manufacturing or modification of test results intended to be presented in support of a claim for payment, by more than one individual in a facility, or across multiple facilities.
Base facility	Refer to Specific Accreditation Criteria: Infrastructure and Asset Integrity ISO/IEC 17025 Annex – Geotechnical and civil construction materials testing Appendix D: Remote work locations.
Branch facility	Refer to Specific Accreditation Criteria: Infrastructure and Asset Integrity ISO/IEC 17025 Annex – Geotechnical and civil construction materials testing Appendix D: Remote work locations.
Field testing	Refer to Specific Accreditation Criteria: Infrastructure and Asset Integrity ISO/IEC 17025 Annex – Geotechnical and civil construction materials testing Appendix D: Remote work locations.
Fixed remote work Site	Refer to Specific Accreditation Criteria: Infrastructure and Asset Integrity ISO/IEC 17025 Annex – Geotechnical and civil construction materials testing Appendix D: Remote work locations.
Remote work location	Refer to Specific Accreditation Criteria: Infrastructure and Asset Integrity ISO/IEC 17025 Annex – Geotechnical and civil construction materials testing Appendix D: Remote work locations.
Mobile Site	Refer to Specific Accreditation Criteria: Infrastructure and Asset Integrity ISO/IEC 17025 Annex – Geotechnical and civil construction materials testing Appendix D: Remote work locations.
Annex facility	Refer to Specific Accreditation Criteria: Infrastructure and Asset Integrity ISO/IEC 17025 Annex – Geotechnical and civil construction materials testing Appendix D: Remote work locations.

