Construction Materials Testing Supplier Registration System (CMTSRS)
Application for Laboratory Registration

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| [ ]  Laboratory application | [ ]  Annex Laboratory application | [ ]  Other Click or tap here to enter text. |

Please submit applications to cmt\_supplier@tmr.qld.gov.au

Facility Details (as relevant)

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| --- |
| Name to be published in the list of CMTSRS: Click or tap here to enter text. |
| Company Name: Click or tap here to enter text. | ACN: Click or tap here to enter text. |
| Business Name: Click or tap here to enter text. |
| Trading Name: Click or tap here to enter text. | ABN: Click or tap here to enter text. |
| Legal Entity Owning Facility: Click or tap here to enter text. |
| NATA Accreditation No.: Click or tap here to enter text. | NATA Site No.: Click or tap here to enter text. |
| NATA Field of Accreditation: Click or tap here to enter text. |

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| Annex NATA No. Click or tap here to enter text. |
| Start Date: Click or tap here to enter text. | Annex end / extension to date: Click or tap here to enter text. |

Contact person (NATA Representative)

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| Name: Click or tap here to enter text. |
| Telephone: Click or tap here to enter text. |
| Email: Click or tap here to enter text. |

**The NATA representative is the formal contact point for the CMTSRS.**

Address / location of facility

|  |
| --- |
| Click or tap here to enter text. |
| Click or tap here to enter text. |

Postal address ([ ]  as above)

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| Click or tap here to enter text. |

Is this a renewal of a currently registered Facility or a new Annex? [ ]  Yes [ ]  No

If so, what is your CMTSRS Accreditation No: Click or tap here to enter text.

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| Which facility level are you applying for (level 1 or 2)? |  Click or tap here to enter text. |

Checklist for required information

Note: For renewals, it is still necessary to provide the required information to ensure the records are current.

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| Checklist of attachments / required information | Facility level 1 | Facility level 2 |
| NATA Scope of Accreditation |  [ ]  |  [ ]  |
| Organisational structure if part of a larger entity / corporate accreditation |  [ ]  |  [ ]  |
| Provision of details of legal entity owning facility |  [ ]  |  [ ]  |
| Continued satisfactory performance |  [ ]  |  [ ]  |
| Provision of company contact details |  |  [ ]  |
| Provision of staff supervision structure and details |  |  [ ]  |
| Details of staff physically supervising testing at annexes |  |  [ ]  |
| Details of NATA level 5 with oversight of annexes facilities |  |  [ ]  |

**By signing this application on behalf of the organisation I agree this facility will:**

* Meet the requirements of the Department of Transport and Main Roads Construction Materials Testing Supplier Registration System.
* Meet the requirements of the Department of Transport and Main Roads Technical Specifications, including but not limited to MRTS01 Introduction to Technical Specifications, in regard to testing.
* Provide details of any changes to provide information, including but not limited to changes in ownership (the legal entity in control of the facility), staffing, supervision structure or changes in staff physically supervising testing at annex facilities.

**Privacy:**

The personal information provided on this application will be used for contact purposes only and handled in accordance with the Information Privacy Act 2009.

The Department of Transport and Main Roads may give this information to NATA under our MOU. Your personal details will not be disclosed to any other third party without your consent unless required or authorised to do so by law.

**I understand that the Department of Transport and Main Roads may require proof of qualifications and experience of supervisory staff.**

The department may elect to undertake an audit of a facility before granting registration.

There is no fee for general applications for CMTSRS registrations, the department will generally process the application and register the company withing 2-4 weeks of application. Should an application be urgent, the department can process and register a Facility in two business days, but a $200 fee will apply (the department may wave the fee in extenuating circumstances).

Department of Transport and Main Roads does not guarantee acceptance of any application for registration or re-registration and reserves the right to reject any application where the department does not consider it to be in the department's interests to accept an application.

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| Name: Click or tap here to enter text. | Signature: Click or tap here to enter text. |
| Company: Click or tap here to enter text. | Date: Click or tap here to enter text. |

If you have any questions, contact the CMTSRS Administrator via:

Email: cmt\_supplier@tmr.qld.gov.au

Phone: (07) 3066 3368