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The requirements specified within this document may form part of a quality plan but NATA reporting on the requirements can only be undertaken if agreed in writing between VTI Services and the specifier.

The content of this document may change at any time without notice.



## STANDARDS AND ADDITIONAL REQUIREMENTS CRITERIA

### POLICY PURPOSE:

The purpose of this policy is to provide VTI Services management and staff a clear understanding of the “Standards and Additional Requirements” Criteria that can be used to generate a NATA Inspection Report by VTI Services.

### THE POLICY:

The following policy shall apply to all reporting inspection activities that are undertaken by VTI Services as a NATA inspection body.

1. NATA inspections shall only be undertaken against VTI Services Scope of Accreditation from NATA.
2. All NATA reports shall comply with the latest version of ISO/IEC 17020 and AS/NZS ISO/IEC 17020.
3. The criteria for NATA reports shall be based on defined standards and additional requirements which have been agreed to by both the Commissioning Agent and VTI Services.
  - a. The Commissioning Agent may only request assessment to criteria that meets VTI Services NATA Scope of Accreditation.
  - b. The determination of VTI Services Scope of Accreditation from NATA is based only on VTI Services assessment of its obligations.
4. VTI Services will not undertake nor appear to undertake assessment where the additional requirements and associated assessment criteria has not been agreed to with the specifier and/or commissioning agent.
5. All reports generated shall only be generated against one or more of the following criteria.
  - a. A standard referenced in VTI Services NATA Scope of Accreditation.
  - b. A clause referenced within the standards contained in VTI Services NATA Scope of Accreditation.
  - c. A standard or a clause of a specification similar to Standards referenced in VTI Services NATA Scope of Accreditation.
  - d. The relevant quality plan associated with the project.
6. A “similar specification” shall;
  - a. have a Conformance clause or clauses that are assessable,
  - b. have a unique identifier which is version controlled, and
  - c. be agreed to in writing by the Specifier and VTI Services and contain specific requirements and assessment criteria.



7. A “similar specification” may include agreed reporting text against conformance elements and notes.
  - a. Agreed reporting text, if utilised, shall be agreed to in writing between the Specifier and VTI Services.
  - b. The agreed reporting text shall not be misleading.
8. The unique report identifier of an “additional requirement” shall not be misleading.
9. An “additional requirement” shall not include conformance to a standard.
  - a. If conformance to a standard is required, it shall be included as a requirement in its own right.

For example, if conformance is required to AS/NZS 3080 and other additional requirements, the identifiers of the requirements specified within the Standards and Additional Requirement section of the report shall be AS/NZS 3080 and the associated requirement descriptor.
10. Where conformance assessment is specified to an additional non-standards requirement only, the report shall indicate within the “Standards and Additional Requirements” and “Note” section of the report that no assessment has been carried out to conformance requirements to any standard.
11. An “additional requirement” that has been agreed to shall not be modified unless agreed to in writing by the specifier and VTI Services.
12. The specifier may provide the reporting text of conditional compliance, partial compliance, non-compliance and specifier’s notes to be included within the report, provided they are;
  - a. not misleading or open to miss-interpretation
  - b. agreed to in writing between VTI Services and the specifier.
13. VTI Services shall not agree to any “Additional Requirements” nor generate a report, where commercial, financial or other pressures to compromise impartiality has been applied or appears to have been applied.
  - a. The risk assessment for impartiality is based on VTI Services risk assessment in accordance with requirements of AS/NZS ISO/IEC 17020 Type A Inspection Body.
14. In the absence of a quality plan or agreed additional requirements, assessment of any test data shall be undertaken against the stated standard that is embedded in the test data.
  - a. Where the embedded standard is not covered by VTI Services NATA Scope of Accreditation, test data will be assessed to permanent link or link requirements in AS/NZS 3080.
  - b. This assessment shall claim performance to the installation performance requirements of AS/NZS 3080.



## NOTES AND RECOMMENDATIONS

1. VTI Services NATA report obligations are deemed by VTI Services under its NATA obligation to be impartial and fair to all parties that may read the report.
2. It is recommended on larger projects that are carried out over an extended period that sample data be presented to VTI Services as soon as practical after the beginning of the project to help minimise the impact of any anomalies with test procedures and/or reporting issues.
3. Assumptions cannot be utilised if an associated issue effecting conformance has been identified during the inspection process.
4. The insertion of notes into a report is at the discretion of VTI Services.
  - Notes must not contain misleading information
  - Notes may provide additional information
  - Notes are utilised as a mechanism to ensure that they are impartial and fair to all parties that may read the report.

## DEFINITIONS

These definitions are provided as guidance only.

### **Specifier**

The authorised person or organisation that specifies additional requirements.

### **Commissioning Agent**

The authorised person or organisation that commissions the report and nominates which assessment criteria is to be utilised. This may include Standards and/or Agreed Specifiers Requirements. The agreed Specifiers Requirements may or may not be those of the Commissioning Agent.

### **Similar Specification**

A specification that contains either a conformance clause or clauses with assessable requirements or other additional agreed requirements.

Similar specifications are addressed under VTI Services NATA accreditation.

### **Additional requirements**

Requirements that are additional to those contained in Standards and that have been agreed to by the Specifier and VTI Services.

## POLICY AUTHORISATION:

This Policy is in effect and shall remain in effect, until it is withdrawn, amended or replaced by the General Manager.