



NOTIFICATION ADDITIONAL CERTIFIER/S

Trade Measurement

8 West Thebarton Road
Thebarton SA

PO Box 469
Hindmarsh SA 5007
DX 225

Tel 08 8234 2036
Fax 08 8234 1486

www.ocba.sa.gov.au

Notification of Additional Certifier/s to Existing Licence

Service Licence No: TML _____

Name of Licensee: _____

Details of New Certifier/s

Surname:	_____
Given Names:	_____
Residential Address:	_____
Postcode:	_____
Date of Birth:	/ /
Instrument class(es) sought:	_____
Certifiers mark:	_____

Surname:	_____
Given Names:	_____
Residential Address:	_____
Postcode:	_____
Date of Birth:	/ /
Instrument class(es) sought:	_____
Certifiers mark:	_____

Surname:	_____
Given Names:	_____
Residential Address:	_____
Postcode:	_____
Date of Birth:	/ /
Instrument class(es) sought:	_____
Certifiers mark:	_____

Fees:
Please submit this application with the fee of **\$59.00** per certifier.

Make cheques or money - orders payable to:
Commissioner for Consumer Affairs

Return form to:
**Trade Measurement
PO Box 469
Hindmarsh SA 5007**

OFFICE USE ONLY - Cashier
Licence No: TML
Client ID:
Licence No: TMC
Client ID:
Amount paid: \$

Signature _____ **Date** / /
(Authorised on behalf of Licensee)

Licence Conditions

Conditions applicable to all servicing licences in relation to Section 49 of the Trade Measurement Act 1993

- The licensee (if the licensee is a natural person) must not personally certify a measuring instrument unless the licensee is competent to do so.
- The licensee must not employ a person to certify a measuring instrument unless the person is competent to do so.
- The licensee or an employee of the licensee must not mark a measuring instrument with the licensee's mark without first obliterating any inspector's mark or licensee's mark that the instrument already bears.
- Any obliteration by the licensee or an employee of the licensee of an inspector's mark or a licensee's mark without certification of the measuring instrument must be reported in writing to this authority within 14 days.
- If the licensee or an employee of the licensee determines, when examining or testing a measuring instrument, that the instrument could not then be certified, the licensee must report the fact in writing to this authority within 14 days.
- The licensee's or an employee of the licensee must not certify a measuring instrument without using such equipment as is specified by the licensing authority when granting the licence.
- If the licensee's mark is made by an employee of the licensee, the licensee must at all times be able from the mark identify the employee to this authority.

Conditions applicable to all servicing licences in relation to Regulations 19 and 20 of the Trade Measurement (Measuring Instruments) Regulations, 1993

- The administering authority requires a licensee to:
 - (i) make specified records relating to the certification of measuring instruments (certificates of compliance and non-compliance);
 - (ii) retain those records for at least two years after making them;
 - (iii) produce the retained records on demand made by an inspector;
 - (iv) give the administering authority no later than 14 days after certifying a measuring instrument a written notice in an approved form;
 - (v) retain a copy of such a notice for at least two years after service of the notice;
 - (vi) produce the retained copies on demand made by an inspector.
- A licensee must notify the licensing authority in writing of:
 - (a) any change in the address for the service of notices on the licensee; and
 - (b) the full name and residential address of each person who commences or ceases to be employed by the licensee to certify measuring instruments; and must do so no later than 14 days after the event.

Photographic Registration Cards

Persons engaged in the certification of trade measuring instruments are required to carry a photographic registration card at all times.

New Certifiers

Licensees will make application to the Trade Measurement Section in the usual way, ie by completion of the relevant application form, when they wish to employ a new certifier. The certifier cannot commence certification of measuring instruments until they receive their photo registration card.

Transferring Marks of Certification

When a person ceases to be employed by the licensee to certify measuring instruments, the mark of certification used by that person shall not be used by any other person for a period of at least 12 months.