

## SUBMISSIONS AND TESTING

### INTRODUCTION

This TECHnote addresses the specification of submissions and tests by the contractor which may be required during the construction process.

### SUBMISSIONS

#### Contractual

Submissions which require approval before work can proceed create hold points in the construction program. Submissions which may create hold points include:

- Authority approvals.
- Calculations.
- Certification.
- Design and install documentation.
- Fire hazard properties.
- Inspection reports.
- Operation and maintenance manuals.
- Products and materials.
- Prototypes.
- Records.
- Samples.
- Shop drawings.
- Subcontractors.
- Technical data.
- Tests.
- Warranties.

Requesting these submissions requires the contract administrator to perform a duty and accept responsibility for that duty.

#### For information only

If submissions are required for information only, they are witness points, intended to assist the contract administrator. Submissions which may form witness points include:

- Non-contractual construction programs.
- Inspection and testing plans.
- Accident reports.
- Inspection reports.
- Type test reports.
- Site photographs.
- Environmental management proposals.
- Product certification and manufacturers' data.

Do not request submissions indiscriminately. Fewer should be required under a quality assurance scheme.

#### Submission approval and acceptance

NATSPEC, as a generic technical specification does not contain management systems to handle the approval process. If an approval is required before implementation, consider nominating a hold point, to eliminate ambiguity. Consider documenting approval criteria and the acceptance procedure.

### TESTS

Inspection and testing of the works can be requested in the documentation.

Testing and laboratory services may be procured by one of the following methods:

- Principal appointment, employment and payment.
- Principal appointment and employment but contractor payment.
- Contractor appointment, employment and payment.

NATSPEC worksections, which address the contractor, assume the third option applies.

The contract administrator may call for an inspection that may involve a hold point. Indicate in the worksections which tests, if any, are hold points and make sure the affected parts of the works are not concealed, until directed.

Minimise the number of these tests, as late approval can lead to delay claims.

#### Testing authorities

If an Accredited Testing Laboratory is required for particular site tests, document in the appropriate NATSPEC worksection. Otherwise, the contractor may carry out site tests. If the testing authority must also be independent, document in the appropriate NATSPEC worksection or in the *0171 General requirements* worksection if it is a global requirement. NATA maintains a register of accredited testing laboratories.

#### Product certification schemes

JAS-ANZ has an online register of certified organisations, Conformity Assessment Bodies (CABs) and products.

If a JAS-ANZ CAB is required for a particular product or system, document in the appropriate worksection.



#### Product certification schemes

Include:

- ActivFire Scheme
- The Australian Gas Association (AGA)
- The Australian Communications and Media Authority (ACMA)
- The CodeMark Certification Scheme
- Responsible Wood (AS 4707, AS 4708)
- Chain of Custody for forest products (AS 4707)
- WaterMark Certification Scheme (AS 5200.000)
- Water Efficiency Labelling and Standards (WELS) Scheme

#### Relevant websites

National Association of Testing Authorities, Australia  
[www.nata.com.au](http://www.nata.com.au)

Joint Accreditation System of Australia and New Zealand  
[www.jas-anz.org/](http://www.jas-anz.org/)

#### Relevant worksections

*0160 Quality*  
*0161 Quality management (AUS-SPEC)*  
*0171 General requirements*

#### Related TECHnotes

*GEN 004 Shop drawings and samples*  
*GEN 006 Product specifying and substitution*  
*GEN 009 Hold points and witness points*  
*GEN 010 Mechanical commissioning strategies*