

Requirements and Procedure for becoming an Approved Test Centre (ATC)

Requirements

In order to become an Approved Test Centre, your workshop must meet the following criteria:

1. Trained personnel? How many, what level, training cert's and records must be available etc.
2. Suitable premises? Depending on the scope of approval, certain requirements for premises must be met e.g. roller brake tester with pit for scope including brake test (mandatory for all applicants)
3. Have a documented Quality Management system in place. This does not need to be a certified system.

Procedure

Step 1. Fill in the application form and return by email. Please note the mandatory sections which must be applied for. Application form can be found at <http://nsai.ie/Our-Services/Certification/Automotive-Certification/Type-Approval/Approved-Test-Centers.aspx>

Step 2. A quote will issue which must be returned signed (electronic format) with the application fee of €350.00 –

Step 3. An auditor will be assigned to you and he/she will make contact to discuss if you wish to avail of the optional training day and to schedule the training and/or audit.

- Detail what's covered in the training day.
- Detail what's covered during the audit day.

Step 4. Complete the audit. If there are any non-conformances found or corrective actions required, these must be documented and forwarded back to the auditor in writing.

Step 5. A certificate of appointment will be issued to your workshop with the details of which tests your workshop can perform. Your details will be added to our list of Approved Test Centres on our website.

Step 6. The scheme operates on a licence fee basis. Your workshop will be invoiced for the licence fee at the beginning of each year and your facilities will receive 2 inspections annually.