



TESTING AND COMMISSIONING ASSOCIATION INC
Registration No. A0049115L
("Association")

COMPANY MEMBERSHIP INSTRUMENTATION APPLICATION

Member Details

Name of Company:		
Branch:		
Street Address:		
ABN:		
TACA application Type:	Initial Application	Renewal (application for reaccreditation)
TACA Membership Number:	For existing TACA Member Companies only	

Representative

Representatives' Name:	
TACA Membership Number:	Representatives' Individual Membership number

Note: This form cannot be processed until the Company's Representative Supervisor has submitted their signed Code of Ethics form and has attained their accreditation/reaccreditation.

Overview of Instrument Requirements

1) Ownership

It is the responsibility of the TACA Accredited Company to own appropriate instrumentation that meets the minimum requirements and to use the recommended instrumentation in their testing and balancing works.

Each company branch must own their own set of equipment and have a TACA accredited Supervisor.

Instrument proof of ownership will be provided with the submission. This can be accomplished by either, providing a calibration certificate for each function with the applicants company name designated on the certificate, a receipt of purchase, or a photo of the instrument with the serial number and/or company identification, or a combination for each submitted instrument function.

2) Range and Accuracy

A TACA Accredited company must own one complete set of calibrated instruments which meet the range and accuracy requirements outlined in the current revision of the TACA Field Standards Manual "TACA Standards Manual – Appendix C – Instrumentation". The requirements provide the minimum accuracy, range and resolution parameters for each function.

Instrumentation with multiple capabilities will be accepted for more than one function providing that each separate function meets TACA instrumentation requirements.

The manufacturers specification displaying the accuracy, range and resolution of all submitted instrumentation for the stated function/s must be supplied, as part of the submission, to TACA administration for review.

3) Appropriate Application of Instruments

Instruments will be used in accordance with manufacturer's recommendations. The most suitable instrument, or combination of

instruments, should be employed for a particular measurement or reading. For example, the velocity function may be accomplished with a pitot tube and a digital manometer. It is not acceptable to use a pitot tube with another device that does not provide the same overall, range, resolution and accuracy stated.

4) Calibration

Calibration requirements for each function specified will be met. A calibration certificate, from an external and reputable calibration supplier, must be provided for each function, must have a minimum of 3 points of calibration and have a minimum of 2 months validity at the date of submission.

Pitot tubes, velocity grids, hoses, flow hood tops and other components must be periodically checked for damage or blockage and must be in good order where nominated as the chosen instrument by the applicant company to fulfill a function.

Companies with multiple sets of instrumentation will comply with either of the following conditions as a minimum requirement;

a) Calibrate instrumentation used by the company on TAB projects.

OR

b) Maintain a complete set of calibrated instrumentation, by an external and reputable supplier, used for comparison with regularly used instrumentation. Periodic checking of regularly used instrumentation against the externally calibrated set will be performed. Acceptance criteria for the results of the comparisons are the responsibility of the TACA Accredited Supervisor (Company Representative).

TACA Accredited Supervisors must understand the importance of using accurate instrumentation in the field, and be prepared to have a witness verify the TAB results with the company's calibrated set of instrumentation.



Verification of Instrument Record

I verify that the applicant (company):

- 1) Owns all balancing instrument required for TACA Accreditation, in line with the instrumentation requirements outlined in the current revision of the TACA Field Standards Manual "TACA Standards Manual – Appendix C – Instrumentation" and with the above overview of instrumentation requirements.
- 2) Maintains a list of all TAB instruments used by the company, including, function, make, model, serial, calibration date, location and calibrates at least one complete set of instrumentation to meet TACA requirements annually.
- 3) Has in its employ a designated TACA Accredited Supervisor.

Signature:	
Name of person who is signing on behalf of the Entity:	
Position/title of person who is signing on behalf of the Entity:	
Date of Application:	

Note: This form must be submitted with;

- the attached Instrumentation Submission Form
- current calibration certificates
- evidence of ownership



Company Instrumentation Submission Form

Function	Instrument	Make	Model	Serial	Calibration Date	TACA Admin Use Only					Comments	
						Meets Criteria		Ownership				
						Yes	No	Cal	Image	Receipt		
Air	Digital Air Pressure Manometer											
	Digital Air Velocity Measurement (Pitot)											
	Direct Reading Capture Hood											
	Pitot Tube											
Temperature	Digital Thermometer + Air Probe											
	Digital Thermometer + Immersion or Penetration Probe											
Humidity	Digital Thermo Hygrometer											
Rotation	Digital Tachometer											
Electrical	Digital Voltage (True RMS)											
	Digital Amperage (True RMS)											
Hydronic	Digital Pressure											
	Digital Differential Pressure											



TACA Administration Use Only

Company Name/No:

Date Application Received:

Category	Criteria	Brief Notes	Criteria Met
Representative (Supervisor)	Signed Code of Ethics received		
	Is an employee of the company and is in good standing with TACA		
	Has met their Continuing Professional Development (CPD) requirements		
	Accreditation / reaccreditation has been processed and finalised (current TACA accreditation)		
Company Integrity	Company has / has maintained a reputation for responsible performance		
	No reports have been received that bring the integrity of the company (and therefore TACA) into disrepute		
Accounts	Company has paid application fee for reaccreditation		
	Company & individuals are all financial (no outstanding invoices)		
Instrumentation	All instrumentation meets criteria in submission form		
	All evidence / documentation received		

Coordinators' Review:

Date	Comments		
Status	Incomplete/WFI	Pending	Complete
Date	Comments		
Status	Incomplete/WFI	Pending	Complete
Date	Comments		
Status	Incomplete/WFI	Pending	Complete

Coordinators' Approval (Digital Signature to include Name & Date):

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Technical Review:

Date	Comments		
Status	Incomplete/WFI	Pending	Complete
Date	Comments		
Status	Incomplete/WFI	Pending	Complete
Date	Comments		
Status	Incomplete/WFI	Pending	Complete

Technical Committee Representatives' Approval (Digital Signature to include Name & Date):

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