

To be typed on company letterhead

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Burlington, ON, L7N 3T2

(insert date)

LETTER OF UNDERTAKING

Dear Sir:

In accordance with clause 5.4.1 of CSA Standard A283-19, 'Qualification Code for Concrete Testing Laboratories', and, as a condition of continued certification for **Company Name** at **Lab Address**, I confirm the following information and that I will comply with the following procedures:

- (a) I am the Supervising Professional of the above described laboratory and have read and understood my responsibilities and the required qualifications defined in CSA A283-19;
- (b) I am licensed to practice engineering in **Province**, as permitted by **Provincial Or Territorial Body Responsible For Governing The Engineering Profession** as required by CSA A283-19 clause 3. Attached is a copy of my license;
- (c) I have more than two years of specific expertise in concrete materials and working experience in the operation of concrete testing laboratories. Attached is my resume to substantiate my qualifications (i.e., academic and professional experience) in accordance with CSA A283-19 clause 3, clause 5.2.1.2; and clause 5.2.2.3 a);
- (d) The above described concrete laboratory is under my direction and responsibility as shown on the attached organizational chart in accordance with CSA A283-19 clause 5.2.1.1.;
- (e) The attached List of Certified technicians includes the names of all employees of the laboratory, their certifications, with lab and field listed separately with current expiry dates;
- (f) I have documented authority to provide oversight of the laboratory operations as required by CSA A283-19 clause 5.2.2.2 b);
- (g) I am a full-time employee of **Company Name** as required by CSA A283-19 clause 5.2.1.1 a);
- (h) I shall ensure that the laboratory meets the minimum requirements of CSA A283-19;
- (i) I have a monthly sign-off in accordance with CSA A283-19 clause 5.2.2.2 n). and it is available for review during annual audits, including documentation (see CCIL's suggested form);
- (j) Attached is a cover letter demonstrating my knowledge and understanding of concrete material testing as required by CSA A283-19 clause 5.2.2.3, including my:
 - a. ability to assess the validity of concrete test results;
 - b. ability to identify the impact of potential sources of error and bias; and
 - c. working knowledge of the use of the equipment and procedures for each test the laboratory is certified to undertake, within the laboratory and in the field;
- (k) I shall ensure the laboratory abides by the test methods and procedures outlined in CSA A283-19 in the performance of the laboratory's duties. This undertaking does not preclude the laboratory from conducting tests in addition to those listed in Clause 6 of the Standard.

Sincerely,

(Signed by the Supervising Professional)
(Insert name of laboratory)

Attachments:

Engineering License, Resume, Organizational Chart, List of Certified Technicians, Cover Letter