

GUIDE

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Guide for CIML Members

Guide pour les Membres du CIML



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Foreword

The **First Edition** of this *Guide for CIML Members* was issued in 1986. A revision was made necessary by the numerous changes in OIML structures and activities (replacement of Pilot and Reporting Secretariats by Technical Committees and Subcommittees, new work methods, certification activities, etc.) that occurred during the 1990s, as well as by developments outside the OIML such as regional cooperation. As a result, the **Second Edition** was issued in 2000.

Whilst the global responsibilities of CIML Members remain similar to what they were during the 1980s, in 2007 a revision of the Guide was considered necessary to bring it up to date with developments over the past six years. The resulting **Third Edition** notably reflected developments in modern communications technology such as the use of the internet for the distribution of documents and the introduction of online voting by CIML Members. Developments were also taken into account with respect to the *OIML Mutual Acceptance Arrangement on OIML Type Evaluations* (OIML MAA) results.

This present edition is the **Fourth Edition**, which again reflects changes in technology and working practices. It also takes into account the revised *Directives for OIML technical work* and the restructured OIML website which went online in October 2013.

This Guide is intended for the use of all CIML Members, and should be especially helpful to new Members. It provides the necessary information on how to realize the OIML objectives and explains CIML Members' obligation to implement the decisions of the International Conference and International Committee of Legal Metrology at the national level.

OIML Publications may be downloaded from the OIML website in the form of PDF files. Additional information on OIML Publications may be obtained from the Organization's headquarters:

Bureau International de Métrologie Légale
11, rue Turgot - 75009 Paris - France
Telephone: 33 (0)1 48 78 12 82
Fax: 33 (0)1 42 82 17 27
E-mail: biml@oiml.org
Internet: www.oiml.org

1 Introduction

To achieve international uniformity and compatibility of measurements and to create the appropriate confidence in measurement results, it is necessary

- a) to define the units of measurement on an international basis and to ensure the equivalence of national measurement standards representing these units,
- b) to harmonize the performance characteristics of measuring instruments and the methods employed in making measurements, and
- c) to develop procedures aimed at demonstrating the equivalence of testing, examination and calibration activities in the field of measuring instruments.

The first of these tasks is the responsibility of the Metre Convention.

The other tasks are the responsibility of several international and regional organizations. Among these is the International Organization of Legal Metrology (OIML), founded in 1955 through an International Convention, to promote uniformity of requirements and control methods for measurements and measuring instruments subject to legal metrological control.

The harmonization of administrative and technical regulations covering measurements and measuring instruments is important, not only to allow for the free circulation of measuring instruments among countries, but also to permit the uniform measurement of goods and services traded in world commerce and the exchange of uniform measurement data between nations in the field of environmental protection, public health, safety, etc.

By its actions, the OIML contributes to the elimination of technical barriers to trade and to the reduction of national or regional controls requiring conformity testing to which measuring instruments and measurements may be submitted, in order to achieve the one-stop testing concept promoted by the World Trade Organization (WTO). Representatives of the OIML regularly attend meetings of the *Technical Barriers to Trade* (TBT) Committee of the WTO.

2 Basic information on the OIML

2.1 Scope, functions and membership of the OIML

According to OIML publication B 15:2011 *OIML Strategy*, the objectives of the OIML are as follows:

- 1) to develop, in cooperation with our stakeholders, standards and related documents for use by legal metrology authorities and industry that when implemented will achieve the mission of the OIML;
- 2) to provide mutual recognition systems which reduce trade barriers and costs in a global market;
- 3) to represent the interests of the legal metrology community within international organizations and forums concerned with metrology, standardization, testing, certification and accreditation;
- 4) to promote and facilitate the exchange of knowledge and competencies within the legal metrology community worldwide;
- 5) in cooperation with other metrology bodies, to raise awareness of the contribution that a sound legal metrology infrastructure can make to a modern economy; and
- 6) to identify areas for the OIML to improve the effectiveness and efficiency of its work.

There are two categories of OIML Members:

- **Member States** which have ratified the OIML Convention, thereby committing themselves to contribute financially to the OIML's operation, to attend the Conference and CIML meetings, and to participate in OIML technical work as much as possible; only Member States have voting rights; and
- **Corresponding Members** which are kept informed of the progress of OIML work and may participate in some activities as observers (the Conference, CIML, technical committees, subcommittees and project groups, technical seminars, etc.).

The OIML structure comprises

- a) the International Conference on Legal Metrology,
- b) the International Committee of Legal Metrology (CIML),
- c) the CIML Presidential Council,
- d) technical committees and subcommittees and their project groups, and
- e) the International Bureau of Legal Metrology (BIML, located in Paris - the Headquarters of the OIML).

The functions and responsibilities of each of these bodies are outlined below.

2.1.1 International Conference on Legal Metrology

The Conference is convened every four years. Member States are represented by delegations designated by their respective governments. The Conference also includes representatives from Corresponding Members and international and regional liaison organizations as observers. The Conference establishes the OIML long-term policy and strategy concerning the aims and objectives of the OIML, sanctions OIML Recommendations and other OIML publications, and approves the OIML four-year budget. According to Article VIII of the OIML Convention, **Member States are morally obliged to implement the decisions of the Conference as far as possible.**

Note: This "moral" obligation applies in particular to OIML Recommendations, since these are also considered as international standards by the WTO. The rules laid down by the WTO concerning their implementation also apply to OIML Recommendations.

2.1.2 International Committee of Legal Metrology (CIML)

The CIML is the working body of the Conference and meets annually. It comprises one representative appointed by each Member State (referred to as the CIML Member), who may participate in CIML meetings accompanied by national experts. Representatives of Corresponding Members and of Regional Legal Metrology Organizations may also attend CIML meetings. The CIML is responsible for

- a) deciding on the activities of the OIML technical committees, subcommittees and project groups,
- b) supervising the technical work carried out,
- c) approving OIML Recommendations for immediate publication (prior to their sanctioning by the Conference),
- d) approving OIML Documents,
- e) directing and overseeing the work of the International Bureau of Legal Metrology (BIML), and
- f) appointing the BIML Director and Assistant Directors.

The CIML elects its President and the two Vice-Presidents for six-year terms.

2.1.3 *CIML Presidential Council*

The CIML President has an advisory body, the CIML Presidential Council, which is convened as necessary and which consists of the President, the two Vice-Presidents, and a limited number of CIML Members appointed by the President, with the BIML Director as Secretary.

2.1.4 *Technical Committees, Subcommittees and Project Groups (TCs/SCs/PGs)*

OIML technical activities are carried out in a decentralized manner primarily through Member States which assume responsibility for technical committees, subcommittees and project groups formed from such committees.

The CIML assigns responsibility for secretariats to competent Member States on a volunteer basis, or exceptionally to the BIML:

- **Technical committees** cover activities in specific fields of metrology (e.g. length, mass, public health, etc.);
- **Subcommittees** within technical committees deal with specific subjects (e.g. under mass: automatic weighing instruments, non-automatic weighing instruments, etc.). Note: a technical committee does not necessarily include any subcommittees and may or may not have a specific technical activity if responsibility for all projects falls within affiliated subcommittees;
- **Project groups** draw up (by way of electronic or postal correspondence and meetings) draft Recommendations and Documents which, once approved by their P-Members, are submitted through the BIML to the CIML for approval (by electronic or postal ballot or at the CIML meeting).

Any Member State may register as an active participant (P-Member) or as an observer (O-Member) of any TC, SC or PG:

- registering as a P-Member commits the country to participating actively in the work (see OIML publication B 6 *Directives for OIML technical work*);
- O-Members may participate by commenting but may not vote on the work.

Registration as a P- or O-Member, or a change in membership, is possible at any time. International and regional organizations active in fields connected with OIML work (Regional Legal Metrology Organizations, international and regional standardization bodies, manufacturers' and users' associations, etc.) are also invited to participate in the work (see also 3.6 below).

Once approved, draft Recommendations and Documents are edited and published by the BIML. Editing by the BIML pertains to the style and clarity of the text without changing the substance of the publication; any amendments are agreed with the responsible secretariat prior to publication.

After approval by the CIML, OIML Recommendations are submitted to the Conference for formal sanctioning. Alternatively, they may be sanctioned by the Conference directly without prior approval by the CIML; this is the case for Recommendations approved in a year during which a Conference takes place.

2.1.5 *International Bureau of Legal Metrology (BIML)*

The BIML prepares and organizes the Conference and CIML meetings, coordinates the activities of technical committees and subcommittees, liaises with other international and regional organizations, maintains official records of all OIML activities and publishes reports about these, edits publications (Recommendations, Documents, other publications, Bulletin, etc.), maintains a website (www.oiml.org) and performs various administrative functions.

It also collects information on subjects related to legal metrology concerning national, regional and international regulations, normative and technical papers, etc. of relevance to OIML activities. The

BIML may also carry out other tasks (e.g. responsibility for TC/SC secretariats) as decided by the CIML.

Not least of all, the BIML prepares the budget for each four-year period; the Director of the BIML has full authority to manage the financial affairs of the Bureau (with the exception of extra-ordinary expenses).

2.2 International cooperation

2.2.1 *Liaisons with other international organizations*

The OIML has established liaisons with a large number of international and regional organizations. In some cases, where the cooperation is particularly important from the perspective of the objectives and purpose of the OIML, the cooperation is formalized in agreements (Memoranda of Understanding - MoU).

MoUs have been concluded between the OIML and

- the BIPM and UNIDO,
- ISO,
- the IEC, and
- ILAC and the IAF.

For information about these MoUs, see the OIML web site at: <http://www.oiml.org/en/about/about-oiml/mou>.

2.2.2 *DCMAS Network*

The OIML participates in the *Network on Metrology, Accreditation and Standardization for Developing Countries* (DCMAS Network). The DCMAS Network was established by the principal international organizations that have mandates to strengthen technical infrastructures and deliver capacity building in metrology, standardization and conformity assessment (including accreditation).

The members of the DCMAS Network are, in alphabetical order:

- International Accreditation Forum (IAF);
- International Bureau of Weights and Measures (BIPM);
- International Electrotechnical Commission (IEC);
- International Laboratory Accreditation Cooperation (ILAC);
- International Organization for Standardization (ISO);
- International Organization of Legal Metrology (OIML);
- International Trade Centre – UNCTAD/WTO (ITC);
- Telecommunication Standardization Bureau of ITU (ITU-T);
- United Nations Economic Commission for Europe (UNECE); and
- United Nations Industrial Development Organization (UNIDO).

The members exchange information and share their experiences in providing technical assistance to developing countries. They coordinate, where possible, the members' individual technical assistance work programs, and identify synergies amongst themselves and with other organizations, such as the WTO and UN agencies.

2.2.3 *Joint Committee for Guides in Metrology (JCGM)*

The OIML is a member organization of the Joint Committee for Guides in Metrology (JCGM).

The terms of reference of the JCGM are:

- to develop and maintain, at the international level, guidance documents addressing the general metrological needs of science and technology, and to consider arrangements for their dissemination; in particular, the Joint Committee shall take responsibility for maintaining and updating the *International vocabulary of basic and general terms in metrology (VIM)* and the

Guide to the expression of uncertainty in measurement (GUM) in their two versions (English and French);

- to promote worldwide adoption and implementation of the results of its work;
- to provide advice, when requested, on questions related to the implementation of its guidance documents; and
- to be responsible for the overall monitoring of its work and its associated working groups.

The member organizations of the JCGM are: the BIPM, the OIML, ISO, the IEC, the International Union of Pure and Applied Chemistry (IUPAC), the International Union of Pure and Applied Physics (IUPAP), the International Federation of Clinical Chemistry and Laboratory Medicine (IFCC) and the International Laboratory Accreditation Cooperation (ILAC).

2.3 OIML Publications

The various categories of OIML Publications are described below.

2.3.1 OIML International Recommendation (OIML R)

An OIML Recommendation is, in most cases, a set of metrological (and as necessary, technical) requirements and associated conformity assessment procedures (generally type evaluation and/or verification) drafted in the form of a model regulation. OIML Recommendations should also include, whenever appropriate, standardized formats to report test and examination results. Implementation of OIML Recommendations in national or regional regulations may be achieved through harmonization of the existing national or regional regulations with the corresponding Recommendations, through outright adoption of the Recommendations as national or regional regulations, or through reference to the Recommendations. Since it is not always feasible to apply one of these methods, it may be sufficient to achieve the compatibility of national or regional regulations with the corresponding Recommendations by ensuring that those instruments that comply with all the relevant OIML requirements will be considered as acceptable at the national or regional level.

2.3.2 OIML International Document (OIML D)

An OIML Document constitutes a set of guidelines or information that addresses legal metrology in general or a specific measurement topic or instrument, and that has been judged useful by the competent bodies of the Organization. Documents are approved by the CIML and may address subjects of importance for carrying out OIML work; in such cases, their implementation by the working groups concerned is mandatory. Their application by Member States is entirely voluntary.

2.3.3 Vocabulary (OIML V)

A Vocabulary contains general terms and definitions to be used in the drafting of OIML Recommendations and Documents and in some national and regional legal metrology provisions. The two main vocabularies in use within the OIML are the *International Vocabulary of Metrology - Basic and General Concepts and Associated Terms (VIM)* and the *International Vocabulary of Terms in Legal Metrology (VIML)*. Terms for a specific category of instruments or fields are included in relevant OIML Recommendations or Documents.

2.3.4 Guide, Expert Report and Basic Publication (OIML G, E and B)

These include the present *Guide for CIML Members*, the *Guide to the Expression of Uncertainty in Measurement (GUM)*, Expert Reports and other publications on subjects that are of use to Member States or for the drafting of OIML Recommendations and which are developed by the BIML or by other bodies as the need arises.

2.3.5 OIML Bulletin

The OIML Bulletin is the official quarterly periodical of the Organization, as provided for in Article XIX of the OIML Convention. The Bulletin contains technical papers and news of interest to national legal metrology services. CIML Members are responsible for providing the BIML with such technical papers and news and should encourage others (manufacturers, authorities, etc.) to make contributions. It also contains a list of OIML Certificates issued since the last issue of the Bulletin and a list of OIML Issuing Authorities.

A limited number of printed copies are distributed free of charge to CIML Members, OIML Corresponding Members and to certain educational establishments and libraries. The electronic version of the Bulletin is available online, again free of charge.

2.4 Other necessary publications for CIML Members

In addition to the above-mentioned publications, CIML Members must be aware of and (whenever appropriate) refer to the publications listed below, which are updated by the BIML and which are available to CIML Members via the OIML website either as PDF files or in the form of an online database:

- OIML B 1 *Convention establishing an International Organization of Legal Metrology*;
- OIML B 15 *OIML Strategy*;
- OIML B 6 *Directives for OIML Technical Work*;
- information on OIML technical committees, subcommittees and project groups including their composition and the state of progress of their work;
- general information on the OIML, available in the “ABOUT” and “STRUCTURE” sections of the website;
- resolutions and minutes of CIML meetings and Conferences;
- lists of Member States and Corresponding Members, and names of the respective CIML Members and Representatives;
- information on the OIML Basic Certificate System and on the OIML Mutual Acceptance Arrangement (MAA), including lists of instruments covered, OIML Issuing Authorities, and OIML Certificates;
- OIML E 2 *The Birkeland Report, Legal metrology at the dawn of the 21st century*; and
- any other similar papers drawn up after the publication of the present *Guide for CIML Members*.

2.5 Languages

The official language of the OIML is French and the main working language is English. Some Member States have also translated OIML publications into their own national languages. These translations are made available on the OIML website.

2.6 OIML website

The BIML is constantly developing and implementing internet tools to support the operational functions of the OIML.

The OIML website contains all of the information mentioned above and many pages may be accessed freely. General information, Recommendations, Documents and all other publications are available for download free of charge, the objective being to disseminate the work of the Organization, and notably the end result (i.e. its publications, especially Recommendations) to as wide an audience as possible.

In addition to the public pages, CIML Members and OIML Corresponding Members have access to a restricted area of the OIML website by means of a personal login and password. Here CIML Members can view, comment on, and vote on draft Recommendations and Documents and may also update their

contact details. Additionally, they may set up their country's participation in OIML TCs, SCs and PGs. Development of these facilities is ongoing.

The MAA section of the OIML website also has a restricted area for Members of Committees on Participation Review and MAA assessors.

All issues of the OIML Bulletin are also available online in PDF format.

The BIML is revising and improving the Workspaces section, the purpose of which is to allow interactivity in both technical and non-technical work. Project group members can view and upload documents, presentations, reference documents, etc. which are relevant to the subject field covered by the project group. They may also submit comments and this important facility is constantly being improved and expanded by the BIML web team.

3 Responsibilities of CIML Members

3.1 General

The role of CIML Members is specified in Articles I, XIII, XVII and XVIII of the *OIML Convention*, which are summarized below.

The CIML consists of representatives designated by each Member State. According to the Convention, these persons “*shall be serving officials in the department concerned with measuring instruments or have active official functions in the field of legal metrology*”. They cease to be CIML Members when these conditions are no longer met. In such cases the Member State concerned shall designate a successor.

CIML Members should normally be part of their country's delegation to the International Conference on Legal Metrology. This is not a strict obligation as the selection of Conference delegates is a matter of national prerogative. Nevertheless, CIML Members, by virtue of their knowledge of OIML activities, are often qualified to represent national interests during the Conference. It is also important that Member States make every effort to be represented at the International Conference, not only so that they may play an active role in the Organization, but also because quorum requirements imposed by the Convention make it necessary for a minimum of two-thirds of the Member States to be present for the decisions of the Conference to be considered valid.

Any decisions made by the CIML are based on the appropriate sections of OIML Basic Publications.

The CIML assigns the responsibility for secretariats of TCs and SCs and convenerships of PGs to qualified Member States who volunteer to undertake the work, or exceptionally to the BIML. Likewise, it approves proposals for the creation of new TCs or SCs. In assuming responsibility for a secretariat or convenership, a Member State undertakes to carry out the assigned work in accordance with OIML B 6 *Directives for OIML technical work*.

With regard to OIML activities, CIML Members have a double role:

- a) To act as representatives of their countries mainly with regard to
 - the CIML, especially by contributing to discussions and decisions, and expressing their views on the management and strategic direction of the OIML,
 - technical committees and subcommittees and other technical bodies, especially by appointing national experts to contribute to the work (see 3.2 below), and
 - the BIML, by providing it with all the necessary information and replying to inquiries (see 3.3 below).
- b) To also act as national representative of the OIML in their countries mainly with regard to (see also 3.4 below)
 - the use of all national metrological resources in OIML work,
 - the implementation of OIML decisions at the national level,

- the operation of the OIML Basic Certificate System and the MAA, and
- the organization of liaisons with other governmental ministries, departments or agencies and with bodies representing other international and regional organizations.

The most important of these functions are detailed below.

3.2 Role of CIML Members in the work of OIML technical committees and subcommittees

As previously mentioned, responsibility for technical committees, subcommittees and project groups set up by them, is assigned by the CIML to qualified Member States on a voluntary basis. In accepting this responsibility, the CIML Member concerned is responsible for ensuring that the work is carried out in a timely manner and in accordance with the *Directives for OIML Technical Work* (OIML B 6). Similarly, participation of Member States in technical committees, subcommittees and project groups as P- or O-members takes place through their CIML Members. The *Directives for OIML Technical Work* provide detailed instructions concerning TC/SC/PG activities and CIML Members must familiarize themselves with these guidelines.

There are no strict rules governing the way a Member State may organize its participation as a P-member of a technical committee, subcommittee or project group. However, CIML Members are recommended to establish small national working groups comprising representatives of the various national interested parties (legal metrology experts, manufacturers and users of the measuring instruments concerned, testing laboratories and standardization experts, and representatives of consumer associations) to review and comment on the drafts and participate in developing national consensus.

It should also be remembered that the burden of technical work should not be the sole responsibility of the secretary of the technical committee or subcommittee, or of the convener of the project group: Experts from P-members have an obligation to assist the secretary or convener in carrying out work by accepting certain responsibilities, e.g. that of leader of a subgroup.

3.3 Contacts between CIML Members and the BIML

Beyond personal contacts on the occasion of the various OIML meetings, visits to the BIML or visits from BIML staff to Member States, contacts between CIML Members and the BIML are primarily maintained by e-mail. The most important and frequently occurring correspondence is concerned with the following:

- a) composition of the CIML (nominations, retirements, changes of addresses, etc.);
- b) documentation for the Conference and CIML meetings (agenda, documentation, reports, etc.);
- c) draft OIML Recommendations and OIML Documents submitted to preliminary online ballot or direct online approval;
- d) financial questions: notification and acknowledgment of annual contributions, reports on the management of the budget, etc.)¹; both the CIML Members and the embassies of the Member States have the responsibility to ensure that contributions to the OIML are paid on time;
- e) correspondence concerning the activity of technical committees, subcommittees and project groups (including planning of work and annual reports);
- f) additions and amendments to the information published on the OIML website, announced on the News page;
- g) information on meetings of OIML technical committees, subcommittees and project groups or of other international and regional organizations which are of interest to the OIML; and
- h) inquiries on technical subjects.

This list is not exhaustive; other subjects may result from initiatives of individual Member States as represented by their Committee Members. It should be noted that the BIML publishes all

¹ For these administrative subjects, the correspondence is also sent to the embassies of Member States in Paris.

communications sent to CIML Members (and other information such as deadlines for replying to inquiries, future meetings, committee drafts of Recommendations and Documents received by the BIML, etc.) on the OIML website, either in the restricted Members' area or on the public pages, as appropriate.

CIML Members are also encouraged to inform the BIML of any legal metrology related events occurring in their countries which may be of interest to other CIML Members: new laws and regulations, new testing facilities, training seminars, etc. Such information is disseminated by the BIML using appropriate means, including the Bulletin and the website. In this connection, CIML Members should remember that the BIML is permanently in search of technical articles, information papers, etc., to be published in the Bulletin. CIML Members are encouraged to provide the BIML with such material.

3.4 Obligations of CIML Members as national representatives

The structure and organization of legal metrology differ from country to country. In most cases, there is a national legal metrology service that is responsible for the control of measuring instruments used in trade. These are generally the classical "Weights and Measures" departments which are responsible for type approval, initial and subsequent verification of measuring instruments, most often the departments from which CIML Members are appointed. However, the OIML's mission extends to all measurements and measuring instruments which are the subject of laws and regulations within the OIML Member States.

At present, a majority of Member States also regulates measurements in the fields of public health, transportation safety, occupational safety and environmental protection. In general, separate government ministries, departments or agencies assume these responsibilities and there may or may not be close coordination with the national legal metrology services.

It is important that CIML Members understand their role as national representatives of the OIML. As such, CIML Members are responsible for making sure that all government ministries, departments or agencies concerned with legal metrology are informed of relevant OIML activities and are given the opportunity to participate. This can be a difficult task for CIML Members since in most cases it will involve considerable effort to raise awareness within other government ministries, departments or agencies as to the activities of the OIML and, in some cases, to persuade the officials of other ministries, departments or agencies of the national importance of being involved in such work. A suitable approach would be to make it understood that the OIML's activities could contribute in an internationally harmonized way to their ability to regulate the measuring instruments that are used in their field of responsibility and competence.

In this connection, CIML Members should consider establishing (or, if one already exists, actively participating in) an inter-departmental advisory body for legal metrology, aimed at coordinating and developing metrological activities within the country.

Because OIML Recommendations can have a substantial impact on international trade in measuring instruments, CIML Members should be aware of this aspect of the OIML work and should ensure, as far as possible, that manufacturers are aware of and may participate in activities that may affect their ability to export and to market even if there may be no national legal requirements covering the instruments being addressed.

Via the OIML website, CIML Members may specify their country's participation in the work of the various OIML TCs, SCs and PGs. They may also designate individuals who play an active role in the technical activities within the TC/SC/PG structures.

3.5 Role of CIML Members in the implementation of OIML decisions

CIML Members are responsible for monitoring the obligation of their countries to implement the OIML decisions as stated in Article VIII of the Convention. This applies, in particular, to the implementation of OIML Recommendations whenever national regulations already exist or are being proposed.

The field of application of legal metrology in any given country depends on the decisions of the national and/or regional authorities concerned. The aim of the OIML is to harmonize any existing or proposed metrological regulations within the Member States. Consequently, the fact that an OIML Recommendation exists for a given category of measuring instruments does not create an obligation on the part of a Member State to establish legal controls for that category of instruments if none exist.

However, when such controls do exist, the obligation is to harmonize them with the relevant OIML Recommendation(s). To the extent possible, CIML Members should play a role in the various administrative and legal processes necessary to achieve such harmonization. It should be remembered that OIML Recommendations are international standards and that their use in the development of national or regional technical regulations is in line with the principles and requirements of the WTO Technical Barriers to Trade (TBT) Agreement.

In those fields in which there are no national regulations, consideration should be given to the use of OIML Recommendations as voluntary standards. In this way, manufacturers would be informed about the legal requirements which are or are likely to be in force in some countries in which the given type of instrument is subject to legal control.

3.6 Role of CIML Members regarding liaison with national bodies representing other international and regional organizations

3.6.1 General

The BIML is responsible for maintaining liaison activities with other international and regional organizations having an interest in the work of the OIML. In most OIML Member States there are also national bodies which may participate on behalf of their countries in these organizations. CIML Members should establish contact with these national bodies to ensure that there is good coordination in technical areas of common interest. It is highly desirable that national positions on common subjects be coordinated within various international and regional organizations so that conflicts among interested groups within the same country are avoided or minimized.

3.6.2 Regional Legal Metrology Organizations (RLMOs)

Regional Legal Metrology Organizations (RLMOs) deserve special attention because of their important role and responsibilities, and the synergetic effects between their goals and those of the OIML. It is the constant policy of the OIML to favor the development of RLMOs while ensuring that regional activities are in line with the general lines developed at the international level within the OIML. Any OIML Member State (and therefore any CIML Member) should have the possibility to participate in at least one RLMO. It is therefore the responsibility of CIML Members to ensure, in close cooperation with the BIML, that the work programs of the RLMO(s) in which their countries participate are compatible with those of the OIML and may benefit all countries in the region whether or not they are Members of the OIML.

3.7 Role of CIML Members regarding the operation of the OIML Basic Certificate System

The aim of the *OIML Basic Certificate System* for measuring instruments is to issue certificates of conformity and test reports² for types of measuring instruments that comply with OIML requirements; these certificates and test reports may be subsequently used as a basis for granting national or regional type approvals.

It is a general task for CIML Members to promote the system within their countries by keeping regulatory bodies, manufacturers and users of measuring instruments informed of relevant developments. In particular, manufacturers should be informed of the advantages of the system and should receive information on how to apply for the testing required for obtaining certificates and test reports. In the same way, regulatory bodies should be aware of the benefits they might draw from the recognition of OIML Basic certificates and results of test reports.

3.7.1 Issuing OIML Basic certificates

The *OIML Basic Certificate System* for measuring instruments operates with three components at the level of each participating Member State: the CIML Member, the Issuing Authorities (appointed by the CIML Member) and the testing laboratories which operate as subcontractors of the Issuing Authorities (Note: the CIML Member's ministry, department or agency may itself be an Issuing Authority and the testing laboratories may be those of the CIML Member's organization).

The CIML Member is responsible for ensuring that the provisions contained in the operational rules of the system are actually fulfilled by the Issuing Authorities, and that testing laboratories and manufacturers who have applied for certificates are well aware of such provisions.

3.7.2 Acceptance of OIML Basic certificates and test reports

OIML Basic certificates are intended to be accepted, on a voluntary basis, by OIML Member States and Corresponding Members which may, according to national or regional rules

- a) issue national or regional type approvals solely on the basis of OIML Basic certificates and test reports,
- b) consider the OIML test reports, compare OIML test results with national or regional requirements and issue national or regional type approvals accordingly, and
- c) repeat certain tests when necessary and compare them with OIML test results and issue a national or regional type approval accordingly.

Note: Some OIML Members may require that when measuring instruments are placed on the market they are accompanied by an OIML Basic certificate and test report.

The CIML Member should seek, if appropriate in cooperation with the national type approval authorities, to determine the degree of acceptance of OIML Basic certificates (for instance: what types of certificates are accepted, whether only certain elements of a certificate are to be accepted, etc.).

When issued, OIML Basic certificates are listed in the OIML Bulletin and a complete listing can be found in a database on the OIML website.

3.8 Role of CIML Members regarding the OIML Mutual Acceptance Arrangement (MAA)

While the acceptance of OIML certificates of conformity under the *OIML Basic Certificate System* is and remains voluntary, the *Mutual Acceptance Arrangement on OIML Type Evaluations* (MAA) is designed to strengthen the commitment of its signatories.

² Although the term "test report" is used in this context for historical reasons, it is actually a report of the evaluation of the type of a measuring instrument, covered by an OIML certificate of conformity. The report includes the results of examinations and tests and complies with the "test report format", which is part of the OIML Recommendation for the category of measuring instruments concerned.

The MAA enhances the *OIML Basic Certificate System*. Participation is voluntary and open to all OIML Member States and Corresponding Members (see below). However, as signatories to a Declaration of Mutual Confidence (DoMC), participants have the moral obligation to accept and utilize the OIML test reports issued under the relevant DoMC, unless there are serious questions or concerns.

In any DoMC there are two kinds of OIML Member State participants:

- Issuing Participants – OIML Member States who issue OIML certificates and test reports under the DoMC; and
- Utilizing Participants – OIML Member States who do not themselves issue such certificates and reports under the DoMC.

OIML Corresponding Members may participate in a DoMC as Associates (i.e. observers). Their status is close to that of Utilizing Participant, except that they have no vote in the Committee on Participation Review (CPR).

A participant may be an Issuing Participant in one DoMC and a Utilizing Participant in another.

Confidence in the results of examinations and tests is achieved by evaluating the capabilities and competences of the laboratories that are conducting the OIML type evaluation tests and examinations under a DoMC. The evaluation is carried out under the responsibility of the CPR based on an accreditation or peer assessment of the laboratory. Additional national requirements of participating countries whose national regulations are not fully aligned with the requirements of the relevant OIML Recommendation may be taken into account. Both in the case of an accreditation or of a peer assessment, the assessment teams include experts with relevant technical and metrological knowledge (including legal aspects) as well as knowledge of quality systems. These experts are validated by the relevant CPR.

The MAA is presently operational for a limited number of categories of measuring instruments. Information about the MAA and the categories of measuring instrument to which it is applicable may be found on the OIML website.

In the context of the MAA, the role of the OIML Member is

- a) to forward to the BML applications of those Issuing Authorities who are candidates to become Issuing or Utilizing Participants under a Declaration of Mutual Confidence (DoMC) for a particular category of measuring instruments under the MAA,
- b) to identify the expert to be the representative on the CPR, and
- c) to recommend experts for audits.

4 Concluding remarks

The BIML hopes that this *Guide for CIML Members* explains not only what the OIML offers to its Members, but also what is expected of them as CIML Members.

This two-way exchange is a stimulating and ongoing process. As the OIML goes from strength to strength we are certain that as the technology and services available to our Members improves, so they will be better equipped to participate in the technical work and play their fullest possible role in the Organization.