

PROCEDURAL
DOCUMENT

**OIML-CS
PD-02**

Edition 1

**Approval of Legal Metrology experts and
QMS experts**

OIML-CS PD-02 Edition 1



ORGANISATION INTERNATIONALE
DE METROLOGIE LEGALE

INTERNATIONAL ORGANIZATION
OF LEGAL METROLOGY

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Foreword

The OIML Certification System (OIML-CS) provisional Management Committee (prMC) has prepared this publication.

This edition 1 of OIML-CS PD-02 was approved by the prMC at the second prMC meeting in June 2017. This edition takes effect immediately upon publication.

This publication is directly related to the *Framework for the OIML Certification System (OIML-CS)* (OIML B 18 [1]) which contains the framework for the operation of the OIML-CS.

The text of this publication is based on the following documents:

Edition	Document	Report on Voting/Acceptance
PD-02: Experts WD 20160708	BIML_P1_SG1_N019	Information Only
PD-02: Experts WD 20160803	BIML_P1_SG1_N032	Information Only
PD-02: Experts WD 20161205	BIML_P5_SG2_N002	Information Only
PD-02: Experts WD 20170403	BIML_P5_SG2_N020	Information Only
PD-02: Experts WD 20170524	BIML_P5_SG2_N028	Information Only
PD-02: Experts Final Draft	BIML_P5_SG2_N037	Approved by prMC - June 2017

Full information on the approval of this publication can be found in the documents indicated in the table above.

1 Introduction

1.1 The OIML Certification System (OIML-CS) has been established

- a) to promote the global harmonization, uniform interpretation and implementation of legal metrological requirements for measuring instruments and/or modules,
- b) to avoid unnecessary re-testing when obtaining national type evaluations and approvals, and to support the recognition of measuring instruments and/or modules under legal metrological control, while achieving and maintaining confidence in the results in support of facilitating the global trade of individual instruments, and
- c) to establish rules and procedures for fostering mutual confidence among participating OIML Member States and Corresponding Members in the results of type evaluations that indicate conformity of measuring instruments and/or modules, under legal metrological control, to metrological and technical requirements established in the applicable OIML Recommendation(s).

1.2 OIML B 18 *Framework for the OIML Certification System (OIML-CS)* [1] establishes the rules for a framework for the OIML-CS. OIML B 18 [1] is supplemented by a range of Operational Documents and Procedural Documents which are developed, maintained and approved by the OIML-CS Management Committee.

2 Scope

This document is one of a series of Operational Documents and Procedural Documents which define the rules for the operation of the OIML-CS.

This publication contains the procedures for the approval of Legal Metrology experts and QMS experts (Lead Assessors), and on-going maintenance of the list of experts.

These procedures relate to the framework for the OIML-CS as given in OIML B 18, the Operational Rules as given in OD-01 [2] and OD-02 [3], and the Procedures as given in PD-01 [4], PD-03 [5], PD-04 [6], PD-05 [7], PD-06 [8], PD-07 [9] and PD-08 [10].

3 Terminology and abbreviations

The terminology and abbreviations defined in Chapter 3 of OIML B 18 [1] apply.

4 General

The criteria for qualification of Legal Metrology experts and QMS experts (Lead Assessors) are performance oriented and flexible so that the Legal Metrology expert or Lead Assessor suitability can be judged on a case-by-case basis. Factors taken into consideration when deciding on the suitability of an expert include education, working knowledge and experience, training and assessment experience, personal skills and auditing skills.

5 Criteria for Legal Metrology Experts

The criteria for the qualification of Legal Metrology experts that will participate in accreditation and peer assessments are defined in section 13.2.1 of OD-01 [2].

6 Criteria for QMS Experts (Lead Assessors)

The criteria for the qualification of QMS experts (Lead Assessors) that will participate in peer assessments are defined in section 13.2.2 of OD-01 [2].

7 Nomination Process

7.1 Legal Metrology Experts

7.1.1 An MC Member from an OIML Member State or a Corresponding Member can nominate a person from their country to be an expert. A person can be nominated to be an expert for a single category or for multiple categories of measuring instruments and the corresponding OIML Recommendation(s).

7.1.2 A completed “*Application to be a Legal Metrology Expert*” form shall be submitted to the Executive Secretary by the MC Member. The Executive Secretary will review the application form to ensure that all of the relevant information has been provided. If information is missing, or further detail is required, the Executive Secretary will contact the MC member.

7.2 QMS experts (Lead Assessors)

7.2.1 Nominations from Accreditation Bodies

7.2.1.1 Persons to be included in the list of QMS experts (Lead Assessors) to participate in OIML peer assessments of test laboratories can be nominated by Accreditation Body signatories to the ILAC Mutual Recognition Arrangement or to a Regional Arrangement recognized by ILAC for the scope of “Testing ISO/IEC 17025”.

7.2.1.2 Persons to be included in the list of QMS experts (Lead Assessors) to participate in OIML peer assessments of certification bodies can be nominated by Accreditation Body signatories to the IAF Multilateral Recognition Arrangement (MRA) or to a Regional Arrangement recognized by IAF for the scope of “Product Certification ISO/IEC 17065”.

7.2.1.3 The nomination along with evidence of an understanding of the OIML-CS and OIML D 29 [11] and/or OIML D 30 [12], as appropriate, is submitted to the Executive Secretary by the MC member of the country of the Accreditation Body.

7.2.2 Nominations from MC members

The MC Member from an OIML Member State or a Corresponding Member can nominate a person from their country to be a QMS expert. An “*Application to be a QMS Expert*” form shall be completed and submitted to the Executive Secretary by the MC Member. The Executive Secretary will review the application form to ensure that all of the relevant information has been provided. If information is missing, or further detail is required, the Executive Secretary will contact the MC member.

8 Review of application and decision

8.1 When the Executive Secretary is satisfied that all relevant information regarding the proposed expert has been provided the application will be sent to the Review Committee (RC). Members of the RC will review the application, either at an RC meeting or by correspondence, and will provide a recommendation to the MC to approve or reject the expert. In the event that the RC makes a recommendation to approve the expert the Executive Secretary shall forward the documentation to the MC for approval. In the event that the RC does not make a recommendation to approve the expert the Executive Secretary shall notify the expert and the respective MC member of the decision and the reasons for refusal.

8.2 The MC votes on the acceptance of the expert. If the expert is rejected the Executive Secretary shall notify the expert of the reasons for refusal. If the expert is approved the Executive Secretary shall notify the expert of his/her acceptance. The Executive Secretary shall request that the expert signs a non-disclosure agreement which guarantees that all information received from and about assessed organizations is held in strict confidence. This agreement is signed with the BIML.

8.3 It is permitted to use a Legal Metrology expert that has not yet been approved in an accreditation assessment or peer assessment on the provision that an application to approve the expert is made in conjunction with the application to be an OIML Issuing Authority/Test Laboratory. In doing so, the potential OIML Issuing Authority/Test Laboratory accepts the risk that the expert may not be approved. In this instance the application to be an OIML Issuing Authority/Test Laboratory could be rejected.

9 Publication of List of Experts

9.1 When an expert has been approved by the MC the Executive Secretary will update the list of experts that is published on the OIML-CS website.

9.2 For an expert that is included on the list of Lead Assessors, the Executive Secretary will send a notification to ILAC and/or IAF as appropriate.

10 Annual Review of Experts

10.1 As outlined in section 13.4 of OD-01 [2], the list of experts will be reviewed each year.

10.2 The Executive Secretary shall, through the respective MC member, contact each expert that is on the list to determine if there has been any change in status, e.g. no longer wish to be an expert, or if they would like to request a change of scope, e.g. to add or remove a measuring instrument category. Experts, as part of the review process, should provide evidence/information on the activities that they have been involved in during the year to support their on-going competence.

10.2 The Executive Secretary will compile a report outlining any proposed changes to the status or scope of the experts. If an expert wishes to extend their scope to include a measuring instrument category (and associated Recommendation) the relevant information shall be provided to the Executive Secretary. The report, and any information supporting an extension of scope, will be provided to the RC for their review and recommendation according to 8.1 above. The recommendation(s) of the RC regarding extensions to scope will be reported to the MC for their approval.

10.3 Reductions in scope, or a request to be removed from the list, do not need to undergo formal review by the RC. In these cases, the Executive Secretary will notify the MC as part of the report and the list will be updated accordingly.

11 References

- [1] Final Draft revision OIML B 18 *Framework for the OIML Certification System (OIML-CS)* (Version BIML_P5_SG3_N012)
- [2] OD-01 *OIML-CS Operational Document OD-01: Management Committee*
- [3] OD-02 *OIML-CS Operational Document OD-03: Test Laboratories Forum*
- [4] PD-01 *OIML-CS Procedural Document PD-01: Appeals, Resolution of Complaints and Disputes*
- [5] PD-03 *OIML-CS Procedural Document PD-03: Application and approval of OIML Issuing Authorities, Utilizers and Associates*
- [6] PD-04 *OIML-CS Procedural Document PD-04: Assessment of Test Laboratories*
- [7] PD-05 *OIML-CS Procedural Document PD-05: Processing an OIML Type Evaluation Report and OIML Certificate*
- [8] PD-06 *OIML-CS Procedural Document PD-06: Use of OIML Type Evaluation Reports and OIML Certificates*
- [9] PD-07 *OIML-CS Procedural Document PD-07: Transition Arrangements under the OIML-CS*
- [10] PD-08 *OIML-CS Procedural Document PD-08: Signing the OIML-CS Declaration*
- [11] OIML D 29:2008 *Guide for the application of ISO/IEC Guide 65 to assessment of measuring instrument certification bodies in legal metrology*
- [12] OIML D 30:2008 *Guide for the application of ISO/IEC 17025 to the assessment of Testing Laboratories involved in legal metrology*