

PROCEDURAL  
DOCUMENT

**OIML-CS**  
**PD-03**

Edition 1

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**Application and approval of OIML  
Issuing Authorities, Utilizers and  
Associates**

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OIML-CS PD-03 Edition 1



ORGANISATION INTERNATIONALE  
DE METROLOGIE LEGALE

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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-03 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-03: Issuing Authorities WD 20160716	BIML_P1_SG1_N025	Information Only
PD-03: Issuing Authorities WD 20160803	BIML_P1_SG1_N033	Information Only
PD-03: Issuing Authorities WD 20161205	BIML_P5_SG2_N003	Information Only
PD-03: Issuing Authorities WD 20170403	BIML_P5_SG2_N021	Information Only
PD-03: Issuing Authorities WD 20170524	BIML_P5_SG2_N029	Information Only
PD-03: Issuing Authorities Final Draft	BIML_P5_SG2_N038	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 requirements and the associated procedures for adding an OIML Issuing Authority in the OIML-CS, including the processes relating to the assessment of the OIML Issuing Authority, the relationship with the assessment of Test Laboratories (as detailed in PD-04 [2]), the Review Committee (RC) review and Management Committee (MC) approval. It also contains the procedures relating to the extension or reduction of scope of an OIML Issuing Authority, suspension of an OIML Issuing Authority and the periodic review of participation.

This publication also contains the requirements and associated procedures for including Utilizers and Associates in the OIML-CS, including any additional national requirements.

These procedures relate to the framework for the OIML-CS as given in OIML B 18, the Operational Rules as given in OD-01 [3] and OD-02 [4], and the Procedures as given in PD-01 [5], PD-02 [6], PD-04 [2], 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**

4.1 The MC is responsible for approving potential OIML Issuing Authorities and their associated Test Laboratories (see PD-04 [2]), Utilizers and Associates under Scheme A and Scheme B. The Review Committee (RC) is used to provide advice in the form of a recommendation to the MC on the acceptance or rejection of potential OIML Issuing Authorities and their Test Laboratories (see PD-04 [2]).

4.2 An organization in an OIML Member State may apply to be an OIML Issuing Authority. Any application to be an OIML Issuing Authority must be accompanied by a corresponding application to include one or more Test Laboratories as detailed in PD-04 [2].

### **5 Application to be an OIML Issuing Authority under Scheme A**

#### **5.1 Application and accompanying information**

5.1.1 An application to be an OIML Issuing Authority in the OIML-CS under Scheme A shall be sent by the potential OIML Issuing Authority to the CIML Member in their country. The CIML Member is responsible for submitting the application to the Executive Secretary. Applications shall be made using the *OIML Issuing Authority Application Form* (hereafter referred to as the “Application Form”) which can be found on the OIML-CS website. The application form must be endorsed (signed) by the CIML Member and shall be supported by a corresponding application for one, or more, Test Laboratories (see PD-04 [2]). In applying to be an OIML Issuing Authority under Scheme A, this will commit the OIML Member State to designate at least one Utilizer for the category(ies) of measuring instrument(s). Therefore, a corresponding application to be a Utilizer for the category(ies) of measuring instrument(s) will be required (see 8) and shall detail all organizations which will be a Utilizer in that country.

5.1.2 The application to be an OIML Issuing Authority shall be accompanied by the following information:

- a) information about the assessment of competency (either peer assessment or accreditation as detailed in section 5.2);
- b) designation and contact details of the potential OIML Issuing Authority;

- c) the scope of the potential OIML Issuing Authority, including the categories of measuring instrument and the relevant OIML Recommendation and the Scheme(s);
- d) a list of all Test Laboratories indicating, for each one, which tests and examinations of the relevant OIML Recommendation and of additional national requirements included in the scope, if applicable, it performs (the assessment of Test Laboratories is detailed in Procedural Document PD-04 [2]);
- e) where relevant, the procedures between the OIML Issuing Authority and any Manufacturer Test Laboratory (MTL) to manage the controlled supervision according to section 7.1 of Procedural Document PD-04 [2];
- f) in the case of accreditation (see 5.2.2), the certificate(s) of accreditation of the potential OIML Issuing Authority and the most recent accreditation assessment report(s) which includes the relevant scope and enough information that an assessment of the legal metrology aspects of the accreditation can be determined, if accreditation applies;
- g) in the case of peer assessment (see 5.2.3), a copy of the peer assessment report of the potential OIML Issuing Authority;
- h) a copy of the most recent OIML type evaluation report issued for each of the considered categories in the event that the potential OIML Issuing Authority is already an OIML Issuing Authority under Scheme B or an Issuing Authority or Issuing Participant under the OIML Basic or OIML MAA Certificate Systems respectively;
- i) information about any additional tests and examinations required for national type approval that the potential OIML Issuing Authority may require (see 9 below); and
- j) the most recent internal audit of the potential OIML Issuing Authority (whether it is accredited or not) conducted on the basis of accepted international standards, eg. ISO/IEC 17065 [11], and OIML D 29 [12] for the relevant scope.

## **5.2 Assessment requirements for OIML Issuing Authorities**

### **5.2.1 General**

All OIML Issuing Authorities under Scheme A shall be assessed either by accreditation or peer assessment using requirements that comply with ISO/IEC 17065 [11] and OIML D 29 [12] for the scope of the measuring instrument category(ies). In either case, the assessment process must comply with the requirements detailed below. An accreditation assessment report or peer assessment report that will be used to support an application shall include the name(s) of the OIML expert(s) that participated in the assessment.

*Note: For the evaluation of compliance of the OIML Issuing Authority with ISO/IEC 17065 [11], a two-year transition period from the 1 January 2018 is provided. Before the end of this*

*transition period the OIML Issuing Authority must provide a peer assessment report or accreditation assessment report to the Executive Secretary for review by the RC and subsequent MC approval in accordance with the provisions detailed below. If an application to be an OIML Issuing Authority is made during the two-year transition period, and if a peer assessment report or accreditation assessment report is not available at the time of the application then a “self-declaration”, with supporting evidence, shall be provided.*

## 5.2.2 Accreditation

Where accreditation is chosen, the Accreditation Body that carries out the assessment of an OIML Issuing Authority under the OIML-CS shall participate in a mutual recognition arrangement among Accrediting Bodies (regional or international), for instance the IAF Multilateral Recognition Arrangement (MLA).

The assessment team shall comprise at least one Legal Metrology expert validated by the MC. It is possible to use Legal Metrology experts that have not yet been validated by the MC on the condition that the requirements of section 8.3 of PD-02 [6] are followed. The accreditation body shall ensure that the Legal Metrology expert(s) is impartial and independent from the potential OIML Issuing Authority.

The assessment team shall ensure that the requirements of OIML D 29 [12] are addressed with evidence included in the accreditation assessment report.

## 5.2.3 Peer assessment

5.2.3.1 Where peer assessment is chosen, the peer assessment shall be carried out by a team of experts that will include a QMS expert (Lead Assessor), validated by the MC, knowledgeable in assessing quality management systems on the basis of ISO/IEC 17065 [11] and at least one Legal Metrology expert validated by the MC.

5.2.3.2 The potential OIML Issuing Authority shall make the necessary arrangements for an assessment team to be formed from the list of approved experts and will inform the Executive Secretary. It is possible to use experts that have not yet been validated by the MC on the condition that the requirements of section 8.3 of PD-02 [6] are followed. The lead assessor and Legal Metrology expert(s) shall be impartial and independent from the potential OIML Issuing Authority. The lead assessor and Legal Metrology expert(s) shall declare their impartiality and independence prior to the assessment. The potential OIML Issuing Authority is responsible for bearing the cost of the assessment team. The Executive Secretary shall forward the Application Form and all relevant supporting documentation to the members of the assessment team to enable them to commence their assessment. The assessment team shall review the Application Form and the submitted documentation.



If necessary the Lead Assessor may request additional information from the potential OIML Issuing Authority. The initial planning is carried out for the number of days and the number of assessors on site. The date for the assessment is agreed between the potential OIML Issuing Authority and the assessment team.

5.2.3.3 The assessment visit takes place in accordance with ISO/IEC 17065 [11] and OIML D29 [12]. The findings will be discussed with the potential OIML Issuing Authority at the end of the assessment. The assessment team will complete an *OIML Issuing Authority Peer Assessment Report* form. A copy will be given to the potential OIML Issuing Authority and a copy will be sent by the Lead Assessor to the Executive Secretary.

5.2.3.4 Any issues or non-compliances identified during the assessment process must be resolved by the potential OIML Issuing Authority to the satisfaction of the assessment team. In some cases it may be necessary for a follow-up visit by one or more members of the assessment team. The final reports are sent by the Lead Assessor for submission to the Executive Secretary. Where non-conformities identified during the site visit require rectification or corrective action by the potential OIML Issuing Authority, the Lead Assessor shall review the corrective actions and determine whether the item(s) raised has(have) been sufficiently addressed in order to close the issue. Where non-compliances, identified during the site visit, remain unresolved more than 12 months beyond the site visit, the Executive Secretary shall manage the difficulties in consultation with the Lead Assessor.

### **5.3 Approval process**

5.3.1 The Executive Secretary will review the Application Form and the supporting documentation, including the relevant accreditation or peer assessment report and the documentation associated with the Test Laboratory(ies) (see PD-04 [2]), and will complete the *Executive Secretary Review* section of the Application Form. The Executive Secretary may request further information to be supplied by the potential OIML Issuing Authority.

#### **5.3.2 Documentation review and approval**

5.3.2.1 Once the Executive Secretary has reviewed the documentation and is satisfied that all information is present, the Executive Secretary will distribute the Application Form and all of the supporting documentation to the RC for review. Where the RC review raises questions and/or dissatisfaction the Executive Secretary will refer the matter to the potential OIML Issuing Authority, or to the Lead Assessor in the case of questions/concerns being raised regarding the Peer Assessment Report, to seek additional information. Any additional information supplied will be circulated to the RC.

5.3.2.2 When the RC has completed its review of the Application Form and supporting documentation the RC will provide a recommendation to the MC of acceptance or refusal of the potential Issuing Authority. The recommendation is recorded in the *Review Committee* section of the Application Form and is sent to the Executive Secretary. In the event that the RC makes a recommendation to approve the Issuing Authority the Executive Secretary shall forward the Application Form and supporting documentation to the MC for approval. In the event that the RC does not make a recommendation to approve the potential OIML Issuing Authority the Executive Secretary shall notify the potential OIML Issuing Authority of the reasons for the recommendation.

5.3.2.3 Where the RC makes a positive recommendation, the MC shall vote on the acceptance of the potential OIML Issuing Authority. If the MC refuses the application then the MC shall specify the reasons for the refusal. The Executive Secretary shall notify the potential OIML Issuing Authority of the refusal and the associated reasons and further action will be discussed at the next MC meeting. If the application is approved the Executive Secretary shall notify the potential OIML Issuing Authority of its acceptance by a formal *OIML Issuing Authority Letter of Acceptance*.

5.3.2.4 When a new OIML Issuing Authority is approved by the MC the OIML Issuing Authority will sign the Declaration as detailed in Procedural Document PD-08 [10]. The Declaration will list the scope of the categories of measuring instruments and the Scheme(s) for which the OIML Issuing Authority and its Test Laboratory(ies) have been approved. By signing the Declaration the OIML Issuing Authority states that it will abide by the rules and procedures of the OIML-CS.

Under Scheme A, an OIML Member State having an OIML Issuing Authority shall designate at least one Utilizer for those categories of instruments. The organization(s) that will be the Utilizer(s) will sign in the Declaration (see 8).

*Note:* Acceptance of OIML Certificates and OIML type evaluation/test reports under Scheme B is voluntary and may be detailed in the Declaration.

5.3.2.5 When the Declaration has been signed the Executive Secretary will also update the list of OIML Issuing Authorities on the OIML-CS website.

## **6 Application to be an OIML Issuing Authority under Scheme B**

### **6.1 Application and accompanying information**

An application to be an OIML Issuing Authority in the OIML-CS under Scheme B shall be sent by the potential OIML Issuing Authority to the OIML Member in their country. The OIML Member is responsible for submitting it to the Executive Secretary. Applications shall be made using the “*OIML*

*Issuing Authority Application Form*” (hereafter referred to as the “Application Form”) which can be found on the OIML-CS website. The application form must be endorsed (signed) by the CIML Member and shall be accompanied by the following information:

- a) information about the assessment of competency (on the basis of “self-declaration”);
- b) designation and contact details of the potential OIML Issuing Authority;
- c) a list of all Test Laboratories indicating, for each one, which tests and examinations of the relevant OIML Recommendation and of additional national requirements included in the scope, if applicable, it performs;
- d) evidence to support the “self-declaration”, e.g. internal assessment reports;
- e) a copy of the most recent OIML type evaluation report issued for each of the considered categories in the event that the potential OIML Issuing Authority is already an Issuing Authority under the OIML Basic System or an Issuing Participant under OIML MAA Certificate System, or a template showing the proposed format of the OIML type evaluation format where the potential OIML Issuing Authority is not already an Issuing Authority under the OIML Basic System or an Issuing Participant under OIML MAA Certificate System; and
- f) information about any additional tests and examinations required for national type approval that the OIML Issuing Authority may require (see 9 below).

## **6.2 Application review and approval**

6.2.1 Once the Executive Secretary has reviewed the documentation, including the relevant “self-declaration”, and is satisfied that all of the documentation is present, the Executive Secretary will complete the *Executive Secretary Review* section of the Application Form and will distribute the Application Form and the supporting documentation to the RC members for review. Where the RC review raises questions and/or dissatisfaction the Executive Secretary will refer the matter to the potential OIML Issuing Authority to seek additional information.

6.2.2 When the members of the RC have completed their review the RC will provide a recommendation to the MC of acceptance or refusal of the potential OIML Issuing Authority. The recommendation is recorded in the *Review Committee* section of the Application Form and is sent to the Executive Secretary. In the event that the RC makes a recommendation to approve the potential OIML Issuing Authority the Executive Secretary shall forward the Application Form and the supporting documentation to the MC for approval. In the event that the RC does not make a recommendation to approve the potential OIML Issuing Authority the Executive Secretary shall notify the potential OIML Issuing Authority of the decision and the reasons for refusal.

6.2.3 The MC votes on the acceptance of the potential OIML Issuing Authority. If the potential OIML Issuing Authority application is rejected the Executive Secretary shall notify the potential OIML Issuing Authority of the reasons for refusal and further action will be discussed at the next MC meeting. If the application is approved the Executive Secretary notifies the potential OIML Issuing Authority of its acceptance by a formal *OIML Issuing Authority Letter of Acceptance*.

6.2.4 When a new OIML Issuing Authority is approved by the MC the OIML Issuing Authority will sign the Declaration as detailed in Procedural Document PD-08 [10]. The Declaration will list the scope of the categories of measuring instruments and the Scheme(s) for which the OIML Issuing Authority and its Test Laboratory(ies) have been approved.

By signing the Declaration the OIML Issuing Authority states that it will abide by the rules and procedures of the OIML-CS.

*Note:* Acceptance of OIML Certificates and OIML type evaluation reports under Scheme B is voluntary and may be detailed in the Declaration.

## **7 OIML Issuing Authority Appeals Procedures**

7.1 All OIML Issuing Authorities shall have documented procedures for accepting, considering and resolving appeals against decisions.

7.2 A CIML Member may act as a technical advisor and may request assistance from the BIML, the responsible OIML Technical Committee or Subcommittee, and/or the MC in resolving technical issues associated with appeals and disputes of decisions of an OIML Issuing Authority in his or her country.

## **8 Admission of Utilizers and Associates**

### **8.1 Application**

8.1.1 An application to be a Utilizer or Associate in the OIML-CS shall be sent by the potential Utilizer or Associate to the relevant CIML Member or Corresponding Member Representative respectively. The CIML Member or Corresponding Member Representative, as appropriate, is responsible for submitting the application to the Executive Secretary. Applications shall be made using the "*Application to be a Utilizer or Associate*" form which can be found on the OIML-CS website. The application must be endorsed by the CIML Member or Corresponding Member Representative (see a) below), as appropriate, and shall be accompanied by the following information:

- a) an official letter from the CIML Member or Corresponding Member Representative, as appropriate, confirming participation in the OIML-CS; and
- b) information about any additional tests and examinations required for national type approval that the Issuing Authority may require (see 9 below).

8.1.2 Where the potential Utilizer or Associate does not have any additional national requirements the Executive Secretary shall automatically make a recommendation to the MC to approve the Utilizer or Associate.

8.1.3 Where the potential Utilizer or Associate has specified additional national requirements the process detailed in section 9 shall be applied regarding the additional national requirements. The MC will note any recommendation from the RC regarding the need to conduct additional assessments of potential OIML Issuing Authorities wishing to perform the tests according to the additional requirements. The potential Utilizer or Associate will then be approved for inclusion in the OIML-CS and the Executive Secretary shall notify the potential Utilizer or Associate of its acceptance by a formal *OIML Utilizer/Associate Letter of Acceptance*.

8.1.4 Once a Utilizer or Associate has been approved, they will sign the Declaration (see PD-08 [10]) and the Executive Secretary will update the list of Utilizers or Associates on the OIML-CS website.

## **9 Declaring Additional National Requirements**

9.1 In order to issue a national type approval certificate on the basis of an OIML type evaluation/test report received from an OIML Issuing Authority, the National Issuing Authority may be required by national or regional laws and regulations to perform additional evaluations to those defined in the relevant OIML Recommendation.

9.2 Where a potential OIML Issuing Authority, Utilizer or Associate requires additional national requirements to be included for a measuring instrument category, they will be detailed in an “*Additional National Requirements*” form which shall accompany the application to be an OIML Issuing Authority, Utilizer or Associate. The information provided shall clearly identify the additional requirements along with any necessary additional associated testing procedures and test report format, if appropriate.

9.3 The Executive Secretary will consult the RC for a recommendation on the need to conduct additional assessments for those potential OIML Issuing Authorities wishing to perform the tests according to the additional national requirements.

9.4 The Executive Secretary will include the recommendation from the RC on the need to conduct additional assessments as part of the report on the additional national requirements to the MC. The MC will note the additional national requirements, including the need to conduct additional assessments of potential OIML Issuing Authorities, and the additional national requirements will be included in the scope of utilization in the Declaration (see Procedural Document PD-08 [10]).

## **10 Process to suspend an OIML Issuing Authority**

10.1 Where evidence is provided to the Executive Secretary that an OIML Issuing Authority has failed over time to abide by the rules of the OIML-CS, the Executive Secretary shall contact the OIML Issuing Authority concerned.

10.2 If the OIML Issuing Authority cannot provide evidence that they have complied with the rules of the OIML-CS, or if they cannot provide a solution to the reasons for non-compliance, the Executive Secretary shall produce a report to the RC detailing the alleged non-compliance.

10.3 The RC will review the report and, if based on the outcome of the review the RC decides that the OIML Issuing Authority has not complied with the rules of the OIML-CS, it will request that the OIML Issuing Authority develop an action plan (including proposed timescales) to address the reasons for non-compliance.

10.4 If the OIML Issuing Authority fails to subsequently provide evidence that it has taken the appropriate action then the RC may make a recommendation to the MC regarding the possible suspension of the OIML Issuing Authority.

*Note:* Depending upon the nature of the non-compliance the RC may recommend a partial suspension of the scope of an OIML Issuing Authority.

10.5 If the MC votes to suspend the OIML Issuing Authority, or to partially suspend the scope of the OIML Issuing Authority, the Executive Secretary will notify the OIML Issuing Authority of the suspension and the actions that it must take to lift the suspension. Whilst it is suspended, the OIML Issuing Authority may only complete any ongoing applications under conditions defined by the MC. These conditions should take into account the fact that tests and examinations may already have started. The OIML Issuing Authority shall not start any new applications whilst it is suspended.

10.6 The OIML Issuing Authority has the right to appeal the MC decision to suspend it according to Procedural Document PD-01 [5].

## **11 Extension or reduction of scope of an OIML Issuing Authority**

11.1 Existing OIML Issuing Authorities may apply to extend their scope for the following:

- a) inclusion of additional national requirements of an OIML Issuing Authority, Utilizer or Associate;
- b) extension of capabilities of an existing Test Laboratory;
- c) addition of a new Test Laboratory; or
- d) addition of a new category of measuring instrument.

11.2 Conversely, an existing OIML Issuing Authority can apply to reduce their scope for the following:

- a) exclusion of additional national requirements of an OIML Issuing Authority, Utilizer or Associate;
- b) reduction in the capabilities of an existing Test Laboratory;
- c) removal of a new Test Laboratory; or
- d) removal of a category of measuring instrument.

11.3 Where the OIML Issuing Authority wishes to reduce its scope the OIML Issuing Authority shall inform the Executive Secretary. The Executive Secretary shall amend the scope of the OIML Issuing Authority accordingly in the Declaration. Approval of the MC is not required in this situation, although the Executive Secretary will notify the MC of the change.

11.4 Where the OIML Issuing Authority wishes to extend its scope it shall complete an “*Extension to Scope*” application form which can be downloaded from the OIML-CS website.

11.5 Where the OIML Issuing Authority wishes to add a new Test Laboratory, or where the capabilities of an existing Test Laboratory are to be extended, the procedures detailed in Procedural Document PD-04 [2] shall be followed.

11.6 Where the OIML Issuing Authority wishes to add a new category of measuring instrument, or to include additional national requirements of an OIML Issuing Authority, Utilizer or Associate, evidence shall be provided in support of the application which details the competency of the OIML Issuing Authority and its associated Test Laboratory(ies) for the category of measuring instrument and/or the additional requirements as appropriate. The appropriate procedures detailed in section 6 will be applied as appropriate.

## 12 Periodic review of participation

### 12.1 Scheme A

12.1.1 OIML Issuing Authorities and their associated Test Laboratories are required to undergo internal audits and re-assessments of competence according to the following maintenance process:

- a) a review by the MC, once a year, of an internal summary report submitted to the Executive Secretary. The report shall highlight in particular, for the relevant scope of the OIML Issuing Authority and Test Laboratories:
  - i. Results of comparisons;
  - ii. Changes in personnel, structure and organization;
  - iii. Results of management reviews;
  - iv. Results of internal audits;
  - v. Results of accreditation (surveillance) assessments, where applicable;
  - vi. Complaints received; and
  - vii. Number of certificates issued.

An “*OIML Issuing Authority Report*” template can be downloaded from the OIML-CS website.

- b) a review by the MC, every four years, of the accreditation assessment and peer assessment reports of the OIML Issuing Authorities and their Test Laboratories submitted to the Executive Secretary.

12.1.2 Where the evaluation of competence of an OIML Issuing Authority and their associated Test Laboratory(ies) has been based on peer assessment, the Issuing authority is responsible for organizing peer assessments every four years under the conditions defined in section 6.2.3 above for the Issuing Authority activities and in section 6.2.3 of Procedural Document PD-04 [2] for the Test Laboratory(ies).

12.1.3 Where the evaluation of competence of an OIML Issuing Authority and their associated Test Laboratory(ies) has been based on accreditation, the OIML Issuing Authority is responsible for requesting their national accreditation body to include a Legal Metrology expert validated by the MC in the assessment team as soon as the scope of the Declaration is included in the assessment. A Legal Metrology expert validated by the MC for the appropriate scope shall, at least once over the renewal cycle, participate in the accreditation assessment team with a maximum interval of five years.



12.1.4 The OIML Issuing Authority shall send all information, including accreditation certificates and assessment reports, peer assessment reports, etc., to the Executive Secretary as specified in 12.1.1. The Executive Secretary will review the documentation and will issue a Review Report to the OIML Issuing Authority, and may request further information to be supplied by the OIML Issuing Authority. Once the review of the documentation is satisfactorily completed by the Executive Secretary, the Executive Secretary distributes the Review Report and documentation to the RC.

12.1.5 The RC will review the report and the documentation and will make a recommendation to the MC to approve or reject the continued participation of the OIML Issuing Authority. Based on the RC recommendation the MC will vote on the continued participation of the OIML Issuing Authority. If the MC approves the continued participation the Executive Secretary will notify the OIML Issuing Authority.

12.1.6 If the MC does not approve the continued participation of an OIML Issuing Authority the Executive Secretary will notify the OIML Issuing Authority, and may request additional information to address the reason for the non-acceptance. The OIML Issuing Authority will have the opportunity to submit the information to the Executive Secretary who will notify the MC. The MC will then reconsider the continued participation of the OIML Issuing Authority.

## **12.2 Scheme B**

OIML Issuing Authorities and their associated Test Laboratories are required to provide, on an annual basis, evidence to support the “self-declaration”, e.g. internal assessment reports, for a review by the MC. An “*OIML Issuing Authority Report*” template can be downloaded from the OIML-CS website.

## **13 Change of status**

### **13.1 OIML Issuing Authority to Utilizer**

An OIML Issuing Authority may decide, for operational, business or commercial reasons, to change their status from an OIML Issuing Authority to a Utilizer. In this instance they shall notify the Executive Secretary and the relevant process detailed in section 8 shall be applied. However, the OIML Issuing Authority shall meet all current obligations to customers before changing status.

### **13.2 Utilizer to OIML Issuing Authority**

If a Utilizer wishes to become an OIML Issuing Authority then the process detailed in sections 5 or 6, as appropriate, shall apply.

## 14 Withdrawal of an OIML Issuing Authority from the OIML-CS

14.1 In the event that an OIML Issuing Authority wishes to withdraw from the OIML-CS, the OIML Issuing Authority shall give notice to the Executive Secretary of its intention, but shall meet all current obligations to customers before actual withdrawal.

14.2 If the OIML Issuing Authority is withdrawn from the OIML-CS at the proposal of the MC, any ongoing applications shall be completed under the conditions defined by the MC. These conditions should take into account the fact that tests and examinations may already have started.

14.3 In both cases, the Executive Secretary shall in turn notify all other OIML Issuing Authorities, Utilizers and Associates who shall accept and utilize or recognize the OIML Certificates and OIML type evaluation reports that were issued and registered prior to the withdrawal.

## 15 Notification of changes

An OIML Issuing Authority shall immediately inform the Executive Secretary of an essential organizational or technical change, such as a change to key staff or a change of location, which could impact on compliance with ISO/IEC 17065 [11]. The Executive Secretary shall consult with the RC for a recommendation on the appropriate action to take, e.g. temporary suspension of scope.

## 16 References

- [1] Final Draft revision OIML B 18 *Framework for the OIML Certification System (OIML-CS)* (Version BIML\_P5\_SG3\_N012)
- [2] PD-04 *OIML-CS Procedural Document PD-04: Assessment of Test Laboratories*
- [3] OD-01 *OIML-CS Operational Document OD-01: Management Committee*
- [4] OD-02 *OIML-CS Operational Document OD-02: Test Laboratories Forum*
- [5] PD-01 *OIML-CS Procedural Document PD-01: Appeals, Resolution of Complaints and Disputes*
- [6] PD-02 *OIML-CS Procedural Document PD-02: Procedures to approve Legal Metrology experts and QMS experts*
- [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] ISO/IEC 17065:2012 *Conformity assessment – Requirements for bodies certifying products, processes and services*

- [12] OIML D 29:2008 *Guide for the application of ISO/IEC Guide 65 to assessment of measuring instrument certification bodies in legal metrology*
- [13] ISO/IEC 17025:2005 *General requirements for competence of testing and calibration laboratories*
- [14] OIML D 30: 2008 *Guide for the application of ISO/IEC 17025 to assessment of Testing Laboratories involved in legal metrology testing*

## **Annex A (Informative) - Summary of the tasks of an Issuing Authority**

A.1 This annex summarizes the tasks of the Issuing Authority in order to assist them in understanding their central role in implementing the OIML-CS.

A.2 The Issuing Authority carries out the following tasks:

- a. designates the laboratory(ies) that it wishes to use to carry out the necessary examinations and tests of the submitted type (of measuring instrument) and prepares the Test Report(s) of the results;
- b. ensures that the testing laboratory(ies) is(are) competent according to requirements compatible with ISO/IEC 17025 [13] and OIML D 30 [14];
- c. ensures that the application and test procedures reflect the current OIML-CS requirements;
- d. specifies documented conditions under which tests are abbreviated or omitted;
- e. reviews the results of tests and examinations included in the Test Report(s);
- f. issues the OIML type evaluation report;
- g. for a successful evaluation, issues a Certificate for the type (of measuring instrument) to the applicant;
- h. for an unsuccessful evaluation, notifies the applicant in writing of the deficiencies in performance of the type (of measuring instrument);
- i. submits (directly or via its country's CIML Member according to the mutual agreement between the two) the Certificate to the BIML for registration;
- j. maintains active liaison with its CIML Member, whenever appropriate; and
- k. makes available documented procedures for accepting, considering, and resolving appeals against decisions.