

PROCEDURAL  
DOCUMENT

**OIML-CS**  
**PD-05**

Edition 1

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**Processing an OIML Type Evaluation  
Report and OIML Certificate**

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OIML-CS PD-05 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-05 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-05: Issuing Certs WD 20160708	BIML_P1_SG1_N021	Information Only
PD-05: Issuing Certs WD 20160803	BIML_P1_SG1_N035	Information Only
PD-05: Processing Certificates 20161205	BIML_P5_SG2_N005	Information Only
PD-05: Processing Certificates 20170403	BIML_P5_SG2_N023	Information Only
PD-05: Processing Certificates 20170524	BIML_P5_SG2_N031	Information Only
PD-05: Processing Certificates Final Draft	BIML_P5_SG2_N040	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 processing an OIML type evaluation/test report and an OIML Certificate under the OIML-CS.

These procedures relate to the framework for the OIML-CS, as given in OIML B 18 [1], the Operational Rules as given in OD-01 [2] and OD-02 [3], and the Procedures as given in PD-01 [4], PD-02 [5], PD-03 [6], PD-04 [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 Processing an OIML Certificate under Scheme B**

### **4.1 Application**

4.1.1 The manufacturer, or an authorized representative of the manufacturer, of a type of measuring instrument or module may apply to an OIML Issuing Authority listed in the Declaration for an OIML Certificate under Scheme B.

4.1.2 The application shall include the following:

- a) the name and address of the manufacturer and, if appropriate, of the authorized representative;
- b) a statement that no concurrent application for OIML type evaluation has been made to any other OIML Issuing Authority;
- c) a description of the type as distinct from other types, and any information related to testing; in the case of a family of instruments or modules, the description of the operation may include, as appropriate, information concerning each instrument or module that belongs to the family;
- d) a description of the instrument's operation, including the manufacturer's operating instructions; in the case of a module, the description of the modules' operation may include, as appropriate, information concerning the characteristics of the category of instruments of which the module may be part and information concerning the conditions for compatibility between the various modules that compose the instrument, as defined in the relevant OIML Recommendation;
- e) a list of specified manufacturer's documentation, necessary and sufficient for the identification of the type submitted such as lists of modules (OIML D 11, 3.2 [11]) and (electronic) devices (OIML D 11, 3.3 [11]), serial or reference number for electronic components, software programs, etc.;
- f) information on, or details of, the sample(s), representative of the production envisaged, to be submitted for tests and examinations on the basis of the relevant OIML Recommendations;
- g) if applicable, results of test reports of previous OIML Type Evaluation(s) (see 4.3.3).

4.1.3 The applicants may also submit test results from a Test Laboratory listed in the Declaration in support of the claim that the instruments or modules meet the requirements of the relevant OIML Recommendation.

## **4.2 Consideration of the application by the OIML Issuing Authority**

4.2.1 The OIML Issuing Authority receiving the application shall review it and may request the applicant to provide additional information and documents prior to further processing of the application.

4.2.2 The OIML Issuing Authority may refuse the application if any of the following conditions apply:

- a) the category of measuring instrument or module concerned is not included in the scope of the OIML Issuing Authority in the Declaration;
- b) the type does not correspond to the category or module covered in the relevant OIML Recommendation;
- c) the information required for the application (including any additional information and documents requested) is incomplete;
- d) other clearly identified reasons.

4.2.3 In the first case mentioned in 4.2.2 the OIML Issuing Authority may, however, refer the applicant to an OIML Issuing Authority in another Member State listed in the Declaration, which may be capable of conducting the OIML Type Evaluation, without obligating the latter thereby.

4.2.4 The OIML Issuing Authority shall inform the applicant in writing of its decision concerning the acceptance or refusal of an application. If the application is refused, the reason shall be given.

*Note:* The OIML Issuing Authority may also request the applicant to provide any specialized equipment necessary to conduct the tests.

4.2.5 If the application is accepted, the OIML Issuing Authority shall inform the applicant of the rules of the OIML-CS and of the number of samples of the type that are required for testing. This number is usually specified in the relevant OIML Recommendation but, if not, it shall be mutually agreed upon by the Issuing Authority and the applicant. In certain cases, the OIML Issuing Authority may be satisfied with the results of test reports of a previous OIML type evaluation (see 4.3.3) and, therefore, it may not be necessary to test new sample(s) of the type. The OIML Issuing Authority, however, shall obtain evidence that the type for which an OIML Certificate is requested is identical to the previously evaluated type. If previous test results are accepted, the OIML type evaluation report or accompanying document shall indicate which previous results were accepted and utilized.

4.2.6 In the case of a family of instruments or modules, the OIML Issuing Authority shall inform the applicant of the identity and number of instruments of the family or modules that are to be submitted for testing according to the requirements specified in the relevant OIML Recommendation.

4.2.7 For modules, the OIML Issuing Authority shall inform the applicant which equipment or simulation setup may be necessary to enable testing according to the requirements specified in the relevant OIML Recommendation.

4.2.8 The OIML Issuing Authority shall inform the applicant of the fee for application and an estimate of the fees for OIML type evaluation (including testing and reviewing any OIML type evaluation/test reports submitted by the applicant in support of the application) and issuing the OIML Certificate. The fees for OIML type evaluation (including testing and reviewing any OIML type evaluation/test reports submitted by the applicant in support of the application) and issuing OIML Certificates, OIML type evaluation reports and test reports shall be determined by the OIML Issuing Authority and the associated Test Laboratory(ies).

4.2.9 The OIML Issuing Authority shall inform the applicant in writing of the approximate time necessary to draw up the OIML type evaluation report and test report(s) and complete the OIML type evaluation.

### **4.3 Tests and examinations**

4.3.1 The tests and examinations for OIML type evaluation shall be performed in the Test Laboratories that are listed in the Declaration.

4.3.2 The test procedures shall be consistent with those described in the relevant OIML Recommendation.

4.3.3 The test procedures may be abbreviated or omitted if the OIML Issuing Authority considers that the conclusions necessary for issuing the OIML Certificate and the OIML type evaluation report may be drawn from a previous OIML type evaluation, provided that they were carried out according to the requirements of 4.3.1 above. The conditions under which such test results may be considered shall be specified by documented requirements of the OIML Issuing Authority. If tests have been abbreviated or omitted, it shall be clearly indicated in the OIML type evaluation report (see 4.5.1).

### **4.4 Test Report(s)**

4.4.1 The Test Laboratory conducting tests according to the relevant OIML Recommendation shall issue a test report. In case there are several Test Laboratories conducting such tests, each Test Laboratory shall issue a test report which includes the results of the tests it has conducted.

4.4.2 All the test reports will then be included in the OIML type evaluation report issued by the OIML Issuing Authority (see 4.5).



4.4.3 Each test report shall give, as appropriate, the results of the various tests and examinations obtained for samples of the type. It shall include at least the following:

- a) a title : “Test Report”;
- b) name and address of the Test Laboratory and the location where the tests and examinations were carried out, if different from the address of the laboratory;
- c) unique identification of the Test Report which shall be indicated on each page and a clear identification of the end of the Test Report;
- d) name and address of the applicant for the OIML Type Evaluation;
- e) reference (number and year of edition) to the relevant OIML Recommendation;
- f) identification of the category as defined in the relevant OIML Recommendation (e.g. check weigher, fuel dispenser);
- g) identification of the designation of the type or the family;
- h) identification of specific samples tested;
- i) for each test or examination, dates of testing;
- j) for each test or examination, place of testing;
- k) for each test or examination, name or initials of the person who conducted the test or examination;
- l) for each test or examination, the environmental conditions, if appropriate;
- m) for each test, a description of the test facilities;
- n) for each test or examination, information concerning the instrument or the simulation setup used for testing, especially in the case of a module or family of modules;
- o) identification of any authorized and agreed upon adjustments or modifications made to the sample or samples during the testing;
- p) examination and test results including considerations on measurement uncertainties and a statement on traceability, if specified in the relevant OIML Recommendation;
- q) for each test and examination, a conclusion (pass/fail) as to whether the samples meet the relevant requirement of the appropriate Recommendation;
- r) name(s), function(s) and signature(s) of person(s) authorizing the Test Report.

4.4.4 The test report shall be dated, signed, and provided with a unique identification number by the responsible person of the Test Laboratory who authorizes the report.

4.4.5 The test report shall be in English, or the national language of the Test Laboratory, and shall not bear any OIML or OIML-CS logo. Where the Test Report is issued in a language other than English, an English translation shall be provided or authorized by the responsible OIML Issuing Authority.

*Note:* In some cases, translation of the test report into additional languages may assist in national or regional interpretation and implementation.

#### **4.5 OIML type evaluation report**

Note: The OIML type evaluation report is prepared according to the format specified in the relevant OIML Recommendation, and includes all the relevant test report(s).

4.5.1 The OIML type evaluation report shall give, as appropriate, the results of various tests and examinations obtained for samples of the type and shall be drawn up in the format provided in the relevant OIML Recommendation. It shall include at least the following:

- a) name and address of the OIML Issuing Authority which is responsible for issuing the report;
- b) name and address of the test laboratory or test laboratories identified according to the specific tests performed;
- c) reference (number and year of edition) to the relevant OIML Recommendation;
- d) identification of the category (e.g. check weigher, fuel dispenser);
- e) identification of the type (e.g. reference to specific designation, description of the instrument, external and internal photographs, marking, software, inscriptions, specifications, etc. including, if applicable, the accuracy class); in the case of a family of instruments or a module or family of modules, additional information according to 4.1.2 shall be provided;
- f) identification of the specific samples tested;
- g) justification of the selection of samples, in particular in case of a family of instruments or modules or if specific requirements are mentioned in the relevant OIML Recommendation;
- h) identification of any authorized and agreed upon adjustments or modifications made to the sample or samples during the testing;
- i) name and address of the manufacturer;
- j) name and address of the applicant for the OIML Certificate;
- k) test report(s);
- l) identification of test results from an MTL which have been taken into account, if applicable;
- m) general conclusion as to whether the samples conform to the relevant OIML Recommendation;
- n) annexed listing of the manufacturer's documentation submitted with the application for an OIML Certificate and used for identification of the type submitted (see 4.1.2).

4.5.2 The OIML type evaluation report shall be dated, signed by the responsible persons (e.g. evaluator and supervisors according to OIML D 29 [12]) of the OIML Issuing Authority that performed the OIML type evaluation, and provided with a unique identification number.

4.5.3 The OIML-CS logo shall be affixed on the OIML type evaluation report.

4.5.4 The OIML type evaluation report shall be in English or the national language of the OIML Issuing Authority. Where the OIML type evaluation report is issued in a language other than English, an English translation shall be provided or authorized by the OIML Issuing Authority.

*Note:* In some cases, translation of the OIML type evaluation report into additional languages may assist in national or regional interpretation and implementation.

4.5.5 The OIML Issuing Authority shall keep on file a copy of the OIML type evaluation report and the information provided with the application (see also 4.5.6). By agreement with the applicant, the tested samples may be kept by the OIML Issuing Authority, the Test Laboratory(ies), or the applicant, the decision taking into account the size and, if appropriate, the commercial value of those samples.

4.5.6 If it is concluded that the samples meet all the requirements of the OIML Recommendation, an OIML Certificate shall be issued in accordance with 4.6. If the samples do not meet the requirements, the applicant shall be informed in writing of the reason for the failure, and the OIML type evaluation report shall be given to the applicant, if requested.

4.5.7 In the event that the samples failed a previous evaluation, the applicant may submit a new application with samples of a modified or newly identified type. New tests may be conducted but may be limited to those requirements for which the previous type was found not to comply only if evidence provided supports the conclusion that the instrument's performance for all other requirements is not likely to have been affected by the modification of the type. If the application applies to a type for which an OIML Certificate has already been issued, the procedure in 7.1 applies.

4.5.8 Fees for type evaluation and testing shall be collected by the OIML Issuing Authority and associated Test Laboratory(ies) in accordance with the national practice.

## **4.6 Issuance of an OIML Certificate under Scheme B**

4.6.1 If the type is found to conform to all the requirements of the relevant OIML Recommendation, an OIML Certificate shall be issued after the completion of the type evaluation.

4.6.2 The OIML Certificate shall be drawn up according to the requirements given in Annex A and the *OIML Certificate Template* downloadable from the OIML-CS website. It shall be signed by the responsible person within the OIML Issuing Authority. It shall bear the OIML-CS logo.

4.6.3 The OIML Certificate shall be in English or in the national language of the OIML Issuing Authority. Where the OIML Certificate is issued in a language other than English, an English translation shall be provided or authorized by the OIML Issuing Authority.

4.6.4 The OIML Certificate shall have a unique reference number established according to the form specified in Annex B, indicating the following:

- a) the relevant OIML Recommendation with the year of publication;
- b) the character 'B' to denote Scheme B;
- c) the ISO country code [13] of the Member State in which the OIML Certificate was issued, supplemented by the indication of the numbering of the OIML Issuing Authority for the category of instruments concerned in that Member State;
- d) the year of issue;
- e) a sequential two-digit number
- f) revision number.

4.6.5 The OIML Certificate shall also include the identification number of the associated OIML type evaluation report and the identification number of the documentation file as indicated in the *OIML Certificate Template* downloadable from the OIML-CS website .

4.6.6 The OIML Certificate and the associated OIML type evaluation report and the test report(s) shall be given to the applicant, who then becomes their owner. The OIML Issuing Authority shall keep a copy of the OIML Certificate and the OIML type evaluation report and the test report(s). (See 6 for registration by the BIML).

4.6.7 The official date from which an OIML Certificate under Scheme B can be issued by an OIML Issuing Authority for a given OIML Recommendation is the date from which the measuring instrument category and the OIML Recommendation is included in the OIML-CS.

## **5 Processing an OIML Certificate under Scheme A**

### **5.1 Application**

5.1.1 The manufacturer of a type of measuring instrument or module, or an authorized representative of the manufacturer, shall apply to an OIML Issuing Authority listed in the Declaration under Scheme A for an OIML Certificate.

5.1.2 The application shall include the information listed in 4.1.2. If results of previous type evaluation reports (4.1.2 (g)) are provided, they shall come from an OIML type evaluation report issued under Scheme A.

5.1.3 When applicable, the applicant shall also inform the OIML Issuing Authority which additional tests and examinations he is applying for on the basis of additional national requirements listed in the Declaration (see section 9 of PD-03 [6]).

## **5.2 Consideration of the application by an OIML Issuing Authority**

5.2.1 The provisions in 4.2 apply.

5.2.2 Referring to 4.3.3, previous test results shall come from OIML type evaluation reports issued under Scheme A.

## **5.3 Tests and examinations**

5.3.1 The tests and examinations for OIML type evaluation shall be performed in the Test Laboratories of the OIML Issuing Authority registered in the Declaration.

5.3.2 The test procedures shall be consistent with those described in the relevant OIML Recommendation and/or the additional testing procedures annexed to the Declaration for the additional national requirements included in the scope of the Declaration.

5.3.3 The test procedures may be abbreviated or omitted if the OIML Issuing Authority considers that the conclusions necessary for issuing the OIML type evaluation report may be drawn from a previous OIML type evaluation report issued under Scheme A.

## **5.4 Test Report(s)**

5.4.1 The provisions defined in 4.4.1, 4.4.3, 4.4.4 and 4.4.5 above apply.

5.4.2 Results of tests corresponding to the additional national requirements included in the Declaration may be provided in separate test reports, or included in the test reports issued for the tests and examinations conducted according to the relevant OIML Recommendation.

5.4.3 All the test reports will then be included in the OIML type evaluation report issued by the OIML Issuing Authority (see 5.5.1).

## **5.5 OIML Type Evaluation Report**

5.5.1 The OIML type evaluation report is prepared by the OIML Issuing Authority according to the format specified in the relevant OIML Recommendation, and includes all the relevant test report(s).

5.5.2 The provisions in 4.5.2, 4.5.4, 4.5.5, 4.5.6, 4.5.7 and 4.5.8 above apply to OIML type evaluation reports and OIML Issuing Authorities.

5.5.3 The OIML-CS logo shall be affixed on the OIML type evaluation report.

5.5.4 In the event that test results from an MTL are utilized, this must be prominently stated and the respective tests identified at the beginning of the OIML type evaluation report, together with the designation of the MTL as registered in the Declaration.

## **5.6 Issuance of an OIML Certificate under Scheme A**

5.6.1 The provisions defined in 4.6.1, 4.6.3, 4.6.4 (see note below), 4.6.5, 4.6.6 and 4.6.7 above apply to OIML Certificates issued under Scheme A, OIML type evaluation reports and OIML Issuing Authorities.

*Note:* In 4.6.4 b) the character 'B' shall be replaced with the character 'A' to denote Scheme A.

5.6.2 The OIML Certificate shall be drawn up according to the requirements given in Annex A and the *OIML Certificate Template* downloadable from the OIML-CS website. It shall be signed by the responsible person within the OIML Issuing Authority and bear the OIML-CS logo.

5.6.3 In the event that tests according to the additional national requirements included in the Declaration have been conducted, a letter issued by the OIML Issuing Authority may validate the conformity of the instrument to these requirements. A copy of such a letter shall be sent to the BIML with the OIML Certificate.

## **6 Registering an OIML Certificate: Schemes A and B**

6.1 The OIML Issuing Authority shall send a copy of each OIML Certificate it issues to the BIML for registration either directly or via its CIML Member (according to the agreement between the OIML Issuing Authority and the Member). The copy of each OIML Certificate shall be sent to the BIML in a protected PDF file format.

6.2 The BIML shall send the OIML Issuing Authority an invoice for the registration fee. The OIML Certificate will be added to the list of registered certificates but will be withdrawn if payment is not received from the OIML Issuing Authority within 3 months of the invoice date.

*Note 1:* The BIML registration fee is set by the CIML.

*Note 2:* The OIML Issuing Authority may choose to pass the BIML registration fee on to the owner of the OIML Certificate. In this case, the exact amount in Euros shall be charged.

6.3 Where national regulations do not permit the OIML Issuing Authority to pass the BIML registration fee on to the owner of the OIML Certificate, the BIML shall invoice the owner of the OIML Certificate instead of the OIML Issuing Authority. When the owner of the OIML Certificate is invoiced, the OIML Certificate will be added to the list of registered certificates when payment has been received.

6.4 A list and copies of registered OIML Certificates are available on the OIML-CS web site. In addition, periodically, the BIML shall inform the Member States and other interested parties of the registration of OIML Certificates through appropriate publications, including the OIML Bulletin.

## **7 OIML Certificate issued on the Basis of Wrong Conclusions**

7.1 The Executive Secretary shall consult with the relevant OIML Issuing Authority when documented and substantiated evidence is presented indicating that the tests providing the basis for issuing the OIML Certificate were performed and/or interpreted incorrectly. In this instance the procedure detailed in section 6.1 of PD-01 [4] shall be applied.

## **8 Modification of an OIML Certificate: Schemes A and B**

### **8.1 Revision of an OIML Certificate**

8.1.1 It may be necessary to revise an issued and registered OIML Certificate for reasons such as

- a) to correct an error made by the applicant or the OIML Issuing Authority, or
- b) to modify the OIML Certificate upon request of its owner, in particular when the certified type has been modified or when ownership of the OIML Certificate is transferred to a new applicant.

In such cases, the OIML Issuing Authority shall revise the OIML Certificate using the same reference number as for the initial OIML Certificate, indicating in addition the revision number (Revision 1,

Revision 2, etc. together with a statement explaining the reason for the amendment) and the date of issue, if appropriate. The revised OIML Certificate has to be registered according to 6. A registration fee equal to that of the registration of an initial OIML Certificate shall be required to be paid to the BIML for a revised OIML Certificate, with the exception of revisions that are made to correct an error as specified in a) above.

8.1.2 A statement shall indicate that the revised OIML Certificate replaces the previous version(s) and summarize the reason(s) for the revision.

8.1.3 In case of a modification according to 8.1.1 b), the revised OIML Certificate shall include all the information from the previous revision(s). The revised OIML Certificate shall indicate references to all the OIML type evaluation/test reports that have been used to determine conformity, including those attached to previous version(s) where still valid.

8.1.4 When revising an OIML Certificate, the OIML Issuing Authority is responsible for determining the list of tests and examinations to be performed on the modified instrument.

8.1.5 In case a revised OIML Certificate is issued to correct an error, when the revised OIML Certificate is registered the previous OIML Certificate shall be marked as being superseded in the lists maintained by the BIML.

8.1.6 In case the revised OIML Certificate concerns the transfer of ownership of an OIML Certificate to a new applicant, the OIML Issuing Authority shall verify that the new applicant is in possession of all the technical documentation as defined in 4.1.2, and the relevant OIML type evaluation report and test report(s). The OIML Issuing Authority should make any necessary inquiry, for example, with the bodies, to ensure the validity of the transfer.

8.1.7 Previous versions of OIML Certificates will remain on the OIML web site except in the case of the correction of errors (see 8.1.5)

## **8.2 OIML Certificates issued in parallel**

8.2.1 A new applicant may apply to the original OIML Issuing Authority to issue a new OIML Certificate in parallel to the one previously issued to the original applicant provided that the new applicant is also in possession of all the technical documentation as defined in section 4.1.2, and of the existing OIML type evaluation report.

8.2.2 The OIML Issuing Authority should make any necessary inquiry to ensure the validity of the application.

*Note:* This includes, for example, the permission of the original applicant.



8.2.3 The registration of the OIML Certificate by the BIML is performed according to section 6.

### **8.3 Revision of an OIML Recommendation**

8.3.1 After revision of the relevant OIML Recommendation for a given category of measuring instrument(s) for which OIML Certificates may be issued, the owner of an OIML Certificate issued on the basis of the previous edition of the relevant OIML Recommendation may apply for updating his OIML Certificate on the basis of the revised OIML Recommendation.

*Note:* The OIML Issuing Authority must be approved by the MC to issue OIML Certificates in accordance with the revised OIML Recommendation.

8.3.2 When reviewing the application, the OIML Issuing Authority is responsible for determining, depending on the modifications implemented in the revised OIML Recommendation, whether the type complies with the revised OIML Recommendation and, if applicable, defining the additional tests and examinations to be performed.

8.3.3 Upon successful completion of any additional tests and examinations, a new OIML Certificate and OIML type evaluation report shall be issued to the owner by the relevant OIML Issuing Authority. The registration of the OIML Certificate by the BIML is performed according to section 6.

## **9 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-02: Test Laboratories Forum*
- [4] PD-01 *OIML-CS Procedural Document PD-01: Appeals, Resolution of Complaints and Disputes*
- [5] PD-02 *OIML-CS Procedural Document PD-02: Procedures to approve Legal Metrology experts and QMS experts*
- [6] PD-03 *OIML-CS Procedural Document PD-03: Application and approval of OIML Issuing Authorities, Utilizers and Associates*
- [7] PD-04 *OIML-CS Procedural Document PD-04: Assessment of Test Laboratories*
- [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 11:2013 *General Requirements for measuring instruments – Environmental conditions*
- [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 3166-1:2006 *Codes for the presentation of names of countries and their subdivisions - Part 1: Country codes*

## Annex A (Mandatory) - Format for an OIML Certificate

A.1 The OIML Certificate issued by an OIML Issuing Authority shall be either identical to the format presented in the *OIML Certificate Template* downloadable from the OIML-CS website or based on that Format, including the essential elements. Bilingual Certificates in which the text is in English and another language may be issued.

A.2 The *OIML Certificate Template* downloadable from the OIML-CS website constitutes the first two pages of the OIML Certificate. Additional pages shall be included in the OIML Certificate to define the essential technical and metrological characteristics of the measuring instrument. A specific Format for these additional pages may be available in the relevant OIML Recommendation.

A.3 In addition to the OIML-CS logo (see 4.6.2 and 5.6.2), the logo of the OIML Issuing Authority may be placed on the OIML Certificate according to national rules.

A.4 Since the Reference Number of the OIML Certificate (see Annex B) includes the category only through the number of the OIML Recommendation, the module shall be clearly identified in the OIML Certificate in the event that the OIML Certificate concerns a module. This identification shall be made in the heading “designation of the module”.

*Examples:*

- a) **Designation of the module:** Indicating device
- b) **Designation of the module:** Electronic printer

A.5 The identification of the certified type shall be defined as it is indicated on the instrument (marking) and shall be identical to that defined in the OIML type evaluation report.

A.6 The reference number of the documentation file/folder for the certified type shall be indicated on the OIML Certificate.

## Annex B (Mandatory) - Reference Number of an OIML Certificate

The reference number of a OIML Certificate is divided into the following parts:

- a) the number and year of the edition of the relevant OIML Recommendation as specified in the latest published list of OIML Recommendations included in the OIML-CS;
- b) the letter “A” or “B” to signify that the OIML Certificate has been issued under Scheme A or Scheme B respectively;
- c) a two-letter code indicating the Member State in which the OIML Certificate was issued in accordance with the ISO country codes [13] along with the number indicating the specific OIML Issuing Authority beginning with 1 (Example 1) and in the order as designated by the OIML Member; and
- d) the last two figures of the year of issue of the OIML Certificate followed by its two-digit sequential number for that particular year for each OIML Issuing Authority.

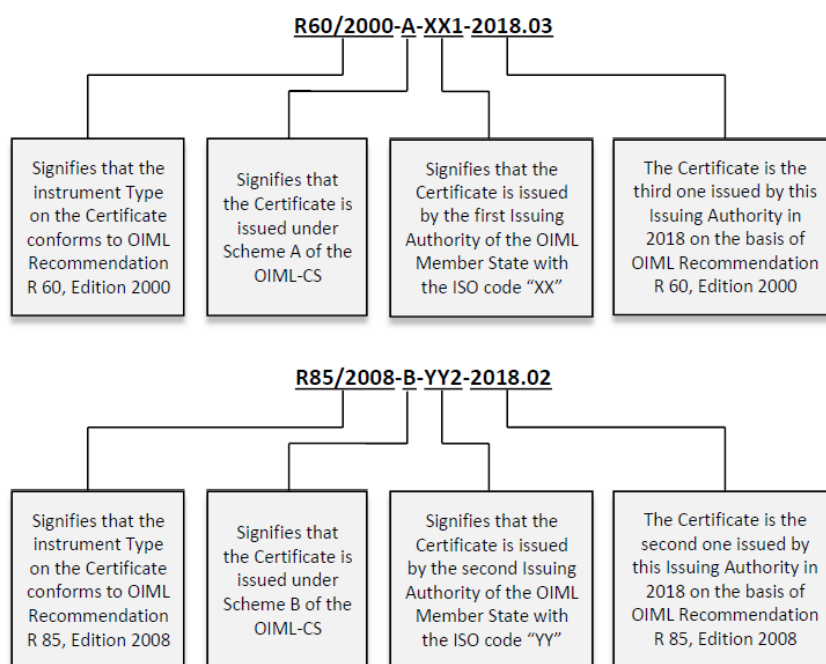
*Note 1:* The number as defined in a) consists of the generic number of the OIML Recommendation (without indication of the parts) and the year of publication. Example: R 60/2000

*Note 2:* If one of the OIML Issuing Authorities in a Member State ceases to issue OIML Certificates, its “serial number” shall not be allocated to any other OIML Issuing Authority.

*Note 3:* As soon as a first OIML Issuing Authority is designated in a Member State and registered by the BIML, this first OIML Issuing Authority is identified by its country code associated to the serial number “1” (e.g. XX1). When a second OIML Issuing Authority is registered in the same country, it is identified by the same country code associated to the serial number “2” (e.g. XX2).

*Note 4:* For revised OIML Certificates, the same reference number shall be used as for the initial OIML Certificate (see 7.1).

### Example 1



## Annex C (Informative) - Example of the OIML-CS operation

The following diagram uses the appropriate terminology. References in parenthesis refer to the definitions in section 3 of OIML B 18 [1].

