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DE MÉTROLOGIE LÉGALE

BUREAU INTERNATIONAL DE MÉTROLOGIE LÉGALE

OIML CERTIFICATE SYSTEM
FOR MEASURING INSTRUMENTS

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EXPLANATORY NOTE

This document was approved by the International Committee of Legal Metrology at its twenty-fifth meeting in October 1990.

The *OIML Certificate System for Measuring Instruments* was launched on 1991.01.01 for categories of instruments covered by International Recommendations that satisfy the provisions of subclause 1.2 of this document. Its field of application will be extended to other categories of instruments as and when the International Committee of Legal Metrology approves, for those categories, new or revised Recommendations satisfying those provisions.

Work on the *OIML Certificate System for Measuring Instruments* started in 1987 on the initiative of the International Committee of Legal Metrology; it was the subject of a resolution of the Eighth International Conference of Legal Metrology in 1988, on the basis of which the Committee continued its work to culminate with its decision of 1990.

In this work the greatest importance has been attached to the international activities in certification of ISO, IEC and ILAC, as well as to the general principles laid down by GATT.

If necessary the rules laid down in this document will be extended or adapted in accordance with future decisions of the Committee; besides which the International Bureau of Legal Metrology has been instructed by the Committee to produce one or several final model certificates, and to assist Member States in solving the problems that may arise in the implementation of the *System*.

OIML CERTIFICATE SYSTEM FOR MEASURING INSTRUMENTS

0. Introduction

The OIML Certificate System for Measuring Instruments (hereafter in brief: "OIML Certificate System" or "System") is a system for the issue, registration, and use, on a voluntary basis, of certificates of conformity of patterns(*) of measuring instruments with Recommendations of the International Organization of Legal Metrology (OIML). It aims to facilitate, accelerate, and harmonize the work of the national or regional bodies that approve patterns of measuring instruments that are subject to state control in OIML Member States or groups of Member States. In the same way, instrument manufacturers, who are required to obtain pattern approval in some countries in which they wish to sell their products, should benefit from the OIML Certificate System if their instruments comply with the requirements of the relevant OIML Recommendations. The OIML Certificate System also aims to facilitate initial verification of measuring instruments in countries where pattern approval is not required, and may help to promote the manufacture, marketing and use of measuring instruments that comply with OIML requirements, for applications that are not subject to legal control.

General rules for the certification of products, processes, and services have been laid down by recognized international organizations (see bibliography). The OIML Certificate System follows these general rules and applies them to patterns of measuring instruments. Those who implement and those who participate in the System shall make sure that the international guidelines on certification and testing are observed.

1. Scope

1.1. An OIML certificate of conformity of a pattern of a measuring instrument attests the conformity of that pattern, as represented by the sample(s) submitted and tested, with the requirements of the relevant OIML Recommendation(s).

1.2. An OIML certificate of conformity may be issued only for the categories of measuring instruments for which the relevant existing OIML Recommendation(s) specifies(y): a) the metrological and technical requirements applicable to the instruments concerned, b) a test method, and c) the format of the test report.

A list of the categories of measuring instruments concerned, with references to the relevant OIML Recommendations, is maintained by the International Bureau of Legal Metrology (BIML) under the supervision of the International Committee of Legal Metrology (CML).

1.3. An OIML certificate of conformity is issued by an issuing authority of an OIML Member State. In a given OIML Member State there may be one or several issuing

(*) The term "pattern" is most often used in legal metrology whereas the term "type" is now commonly used in other fields of certification; in this document, the term "pattern" is maintained with the same meaning as "type".

authorities; however, for each category of measuring instrument there shall be only one issuing authority. The CIML member of a given Member State may be the issuing authority or one of the issuing authorities in that State.

1.4. OIML Member States that choose to implement the OIML Certificate System shall ensure that procedures for the operation, supervision, and control of the System, including appeals, are established and are consistent with national laws.

2. Abbreviations and terminology

The following abbreviations and definitions apply:

OIML	means	International Organization of Legal Metrology
CIML	"	International Committee of Legal Metrology
BIML	"	International Bureau of Legal Metrology
Member State	"	an OIML Member State
Recommendation	"	an OIML International Recommendation
System	"	OIML Certificate System for Measuring Instruments
Certificate	"	OIML certificate of conformity

2.1. Conformity

The fulfilment by a pattern of a measuring instrument of all metrological and technical requirements specified in the relevant Recommendation(s).

2.2. OIML Certificate System for Measuring Instruments

The system for the issue, registration, and use, on a voluntary basis, of certificates of conformity of patterns of measuring instruments with the relevant Recommendation(s).

2.3. OIML certificate of conformity

A document, issued under the rules of the System by an issuing authority, indicating that adequate confidence has been provided through testing that a duly identified pattern of a measuring instrument, represented by identified samples submitted to test, is in conformity with the relevant Recommendation(s).

2.4. Test report

A report that summarizes, as appropriate, the various test results obtained for an identified pattern, and that is prepared according to the format provided in the relevant Recommendation(s).

2.5. Issuing authority

A body or a person, in a Member State, that issues OIML certificates of conformity for all or for certain categories of measuring instruments.

Notes: 1) A CIML member may be an issuing authority.

2) A list of all the issuing authorities in the various OIML Member States is maintained by BIML and is permanently available to Member States and other interested parties on request.

3. Issue of certificates

3.1. Application

3.1.1. The manufacturer, his representative or the importer of a pattern of measuring instrument may apply to any CIML member for a certificate.

The application shall include:

- the name and address of the manufacturer and, if appropriate, of his representative or importer,
- a statement that no concurrent application for a certificate for the pattern has been made by the applicant to any other CIML member,
- a description of the pattern, sufficiently detailed to identify the pattern as distinct from other patterns, and any information related to testing,
- a description of the instrument's operation, including the manufacturer's operating instructions,
- if applicable, results of previous pattern-evaluation tests (see 3.3.3).

The applicant may also submit his own test results, or those of a third-party testing laboratory, in support of the claim that the instrument meets the requirements of the relevant Recommendation(s).

3.1.2. The CIML member shall refer the application to the appropriate issuing authority in his country or shall consider it directly on his own authority, and shall inform the applicant accordingly. The applicant shall be informed that his application cannot be processed if:

- the pattern of the instrument does not belong to one of the categories within the System (see 1.2),
- an issuing authority does not exist in the Member State for the category of instrument concerned; in this case the CIML member may refer the applicant to another CIML member, without obligating the latter thereby.

3.2. Consideration of the application

3.2.1. The issuing authority receiving the application shall review it and may ask the applicant for additional information and documents prior to further processing the application.

3.2.2. The issuing authority shall refuse the application if:

- the pattern does not correspond to the category of instrument covered in the relevant Recommendation(s),
- the information required for the application is incomplete.

The application may be refused for other, clearly identified reasons.

3.2.3. The issuing authority shall inform the applicant (and, if applicable, the CIML member) in writing of its decision concerning the acceptance or refusal of an application. If the application is refused the reason shall be given.

3.2.4. If the application is accepted the issuing authority shall inform the applicant of the number of samples of the pattern that are required for testing. This number is usually specified in the relevant Recommendation(s) but, if not, it shall be mutually agreed between the issuing authority and the applicant. In certain cases the issuing authority may be satisfied with the results of previous pattern evaluation tests (see 3.3.3) and therefore new samples of the pattern may not be necessary; however, the issuing authority shall obtain evidence that pattern for which a certificate is requested is identical to the previously-evaluated pattern.

The issuing authority shall provide the applicant with an estimate that is as accurate as possible of the fees for testing and for issuing the certificate, and the exact amount of the fee for registration; the amounts of the fees for testing and issuing shall be decided according to national practice; fees for registration shall be decided by the CIML.

The issuing authority shall inform the applicant in writing of the approximate time necessary to complete all testing and prepare a test report.

3.3. Test of conformity

3.3.1. The tests of conformity shall be performed in the laboratory(ies) designated by the issuing authority that accepted the application. In the choice of this (these) laboratory(ies) the issuing authority shall observe the principles established in international guidelines on testing, in particular in ISO/IEC Guides 25 and 38 "General requirements for the competence of calibration and testing laboratories", "General requirements for the acceptance of testing laboratories" respectively.

3.3.2. The methods of test shall be compatible with those described in the relevant Recommendation(s).

3.3.3. The tests of conformity may be abbreviated or omitted if the issuing authority considers that the conclusions necessary for issuing the certificate may be drawn from previous pattern evaluation tests, provided that they were carried out according to the requirements of 3.3.1 and 3.3.2 above. Where applicable, relevant test results of a manufacturer or of a third-party testing laboratory may be considered.

3.3.4. A test report summarizing, as appropriate, the various test results obtained for the pattern shall be prepared in the format provided in the relevant Recommendation(s). The test report shall include at least the following:

- the name and address of the laboratory(ies) that performed the tests, with a statement of compliance with the guidelines mentioned in 3.3.1, e.g. details of any accreditation,
- reference (number and year of edition) to relevant Recommendation(s),
- identification of the pattern of instrument (e.g. designation, description, external and internal photographs, marking, inscriptions, specifications, electronic circuitry and parts list, etc. including, if applicable, the accuracy class),
- identification of the samples tested,
- the name and address of the manufacturer,

- the name and address of the applicant for the certificate,
- the date (period) of the tests,
- the place of testing,
- the specific conditions of the tests, if applicable,
- the test results,
- a conclusion as to whether the samples meet all the requirements of the relevant Recommendation(s).

The test report shall be dated, signed, and provided with a unique identification number by the responsible person(s) of the laboratory(ies) or of the issuing authority.

The test report shall be in French or English (preferably both).

Note: In some cases translation of the test report into an additional language other than French or English may assist in national or regional implementation and interpretation of the System.

3.3.5. The issuing authority shall keep on file the information provided with the application and a copy of the test report (see also 3.4.5). In addition, by agreement with the applicant, the tested samples may be kept by the issuing authority or by the testing laboratory(ies), or by the applicant, the decision taking into account the size and the commercial value of those samples.

3.3.6. If it is concluded that the samples meet all the requirements of the Recommendation(s), a certificate shall be issued in accordance with 3.4.

If not, the applicant shall be informed in writing of the reason for failure, and the test report may be given to the applicant, if requested. The applicant may submit a new application with samples of a modified and newly-identified pattern. New tests shall be conducted but may be limited to those requirements for which the previous pattern was found not to comply, provided that evidence supports the conclusion that the instrument's performance according to all other requirements is not likely to have been affected by the modification of the pattern.

3.3.7. The fees for testing shall be collected in accordance with national practice.

3.4. OIML certificate of conformity

If the pattern of a measuring instrument is found to conform to all the requirements of the relevant Recommendation(s), a certificate shall be issued at the conclusion of the tests.

3.4.1. The certificate shall be prepared according to the model given in Annex 1, or preferably by completing a pre-printed certificate form available from BIML. It shall be signed by the issuing authority or the CIML member or both.

3.4.2. The certificate shall be in French or English (preferably both).

3.4.3. The certificate shall bear a unique reference number indicating:

- the relevant Recommendation(s),
- the name of the Member State in which the certificate was issued,
- the year of issue,
- a serial number.

This reference number shall be established according to the form specified in Annex 2.

3.4.4. The certificate shall also include a mention of the identification number of the associated test report.

3.4.5. The certificate and the associated test report shall be given to the applicant, who then becomes their owner. The CIML member and the issuing authority shall keep a copy.

3.4.6. The fees for issuing the certificate shall be collected in accordance with national practice.

4. Registration of a certificate

4.1. The CIML member shall send a copy of each certificate issued in his country to BIML for registration. BIML shall check the certificate to ensure that all the required information is correctly provided.

4.2. BIML shall send the owner of the certificate an invoice for the registration fee. A certificate shall be registered only after the fee has been collected.

4.3. Periodically BIML shall inform the Member States and any other interested parties of the registration of certificates, through appropriate publications, and shall maintain lists of registered certificates, permanently available to CIML members on request(*).

5. Use of a certificate

5.1. A registered certificate and the associated test report may be used by its owner:

- in support of an application for pattern approval in any country or group of countries; it is the responsibility of the applicant to give evidence upon request that the pattern presented for approval is identical to the pattern identified by the certificate;

Note: The legal metrology service (or other responsible body) to which an application for pattern approval is made should take into consideration the certificate and the associated test report to the extent that is possible; the attention of the legal metrology services of Member States is especially drawn to the advantages that may accrue from the recognition of certificates and the acceptance of the reported test results to facilitate, accelerate and harmonize the processes of national or regional pattern approval.

- in support of the presentation of an individual instrument for initial verification in a country where pattern approval is not required; it is the responsibility of the applicant to give evidence upon request that the instrument presented for verification is of the pattern that is identified in the certificate;

(*) In addition to the reference number referred to in 3.4.3, BIML may apply a special number to each registered certificate to facilitate the maintenance and use of its lists of registered certificates.

- to inform buyers, users and other interested parties that the pattern of measuring instrument (represented by the tested samples) was found to conform to the requirements of relevant Recommendation(s). Such evidence of conformity (and the name of the OIML Member State in which the certificate was issued) may be referred to or included (however, see 5.2) in e.g. manufacturer's catalogues and other marketing literature but shall not be used as a proof of conformity of an individual instrument to the requirements of relevant Recommendation(s). In particular neither a certificate's reference number nor any other reference to OIML shall be affixed to an individual instrument.

5.2. Apart from the mention of the certificate's reference number with the name of the OIML Member State in which the certificate was issued (see 5.1), partial quotation of the certificate or of the associated test report is not permitted, but they may be reproduced in full.

6. Supervision and control

6.1. General

The CIML shall supervise the implementation of the general rules, their adaptation to changing needs, and the formulation of additional rules that may be necessary for the effective operation of the System.

6.2. Appeal

Each issuing authority shall have procedures for accepting, considering, and resolving appeals against its decisions.

A CIML member may act as a technical advisor and may request assistance from BIML, the responsible OIML working group(s), or CIML in resolving technical issues associated with appeals and disputes of decisions of an issuing authority in his country.

6.3. Role of a CIML member

In addition to the various tasks described above, a CIML member shall promptly:

- inform BIML about the establishment or change of an issuing authority in his country,
- provide the issuing authority(ies) in his country with current information concerning the operation of the System.

6.4 Misuse of a certificate by its owner

When documented and substantiated evidence is presented to BIML that the owner has used a certificate in a manner that does not conform to the requirements of clause 5, BIML shall, after consultation with the CIML member of the Member State in which the certificate was issued, inform the Member States and other interested parties accordingly. In addition BIML shall directly inform the owner that continued misuse of the certificate will initiate corrective actions by CIML that could result in the delisting of the certificate by BIML.

6.5. Certificate issued on the basis of wrong conclusions

When documented and substantiated evidence is presented to BIML that the tests providing the basis for issuing a certificate were performed or interpreted incorrectly, BIML shall, after consultation with the CIML member of the Member State in which the certificate was issued, delist the certificate and inform its owner, the Member States and other interested parties accordingly. In such cases the conditions under which the fees for the tests and for the issue of the certificate are reimbursed shall be determined by an agreement between the issuing authority or the CIML member of the Member State involved, and the owner.

6.6. Revision of Recommendations

After revision of the relevant Recommendation(s) for a given category of measuring instrument for which certificates may be issued, the responsible OIML working group(s) shall declare, and the CIML shall confirm, whether instruments complying with the previous relevant Recommendation(s) also comply with the revised Recommendation(s), or whether they may not comply with those revisions.

If the instruments are declared to comply, an owner of a certificate provided in accordance with the previous Recommendation(s) may apply for a certificate referring to the revised Recommendation(s); a new certificate shall be provided to the owner by the relevant issuing authority and shall be registered by BIML, at no charge.

If it is declared that the instruments may not comply, an owner may apply for a new certificate according to the revised Recommendation(s), by submitting the same pattern or a modified pattern of the instrument concerned, following the same procedure as in 3.3; the tests required for issuing a new certificate may be abbreviated according to 3.3.3.

ANNEX 1

(This Annex forms an integral part of this document)

GENERAL MODEL FOR AN OIML CERTIFICATE

Below is a general model of an OIML certificate of conformity. It may be used directly by issuing authorities and CIML members of OIML Member States either by simply reproducing it or by creating certificate forms based on the model. The French version of this document includes the same general model in French. Bilingual certificates in which the text is in both English and the language of the Member State may be produced.

Model certificates proper to certain categories of instruments will possibly be established by BIML as and when the OIML Certificate System applies to those categories. Those models will then be made available by BIML.

Member State

OIML Certificate N°

OIML CERTIFICATE OF CONFORMITY

Issuing authority

Name:

Address:

Person responsible:

Applicant

Name:

Address:

Manufacturer of the certified pattern (if the manufacturer is not the applicant)

Name:

Address:

Identification of the certified pattern

(identification continued overleaf if necessary)

This certificate attests the conformity of the above-mentioned pattern (represented by the samples identified in the associated test report) with the requirements of the following Recommendation(s) of the International Organization of Legal Metrology (OIML):

R

edition

for accuracy class (if applicable).

This certificate relates only to the metrological and technical characteristics of the pattern of the instrument concerned, as covered by the relevant OIML International Recommendation(s).

This certificate does not bestow any form of legal international approval.

OIML Certificate N°

The conformity was established by tests described in the associated test report N° _____, that includes _____ pages.

Identification(s) and signature(s) or stamp(s), of (as applicable):

The issuing authority

The CIML member

Date

Date

*
* *

Identification continued (if necessary)

Important note: Apart from the mention of the certificate's reference number and the name of the OIML Member State in which the certificate was issued, partial quotation of the certificate or of the associated test report is not permitted, though they may be reproduced in full.

ANNEX 2

(This Annex forms an integral part of this document)

REFERENCE NUMBER OF AN OIML CERTIFICATE

The reference number of an OIML certificate includes three parts:

- the number(s) and year(s) of publication(*) of the relevant Recommendation(s), as specified in a separately published list of measuring instruments that are included in the OIML Certificate System,
- a two-letter code indicating the Member State in which the certificate was issued (in accordance with ISO code: see below), and
- the last two figures of the year of issue of the certificate, followed by a sequential number, restarting from 1 each year for each Member State.

Example: reference number "R76/1988 – AA – 91.14" represents the 14th certificate issued in 1991 in the Member State for which the code is AA for the instruments covered by Recommendation R76, edition 1988.

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* *

International codes for names of OIML Member States

Algeria	DZ	Japan	JP
Australia	AU	Kenya	KE
Austria	AT	Rep. of Korea	KR
Belgium	BE	Dem. People's Rep. of Korea	KP
Brazil	BR	Lebanon	LB
Bulgaria	BG	Monaco	MC
Cameron	CM	Morocco	MA
Canada	CA	Netherlands	NL
People's Rep. of China	CN	Norway	NO
Cuba	CU	Pakistan	PK
Cyprus	CY	Poland	PL
Czechoslovakia	CS	Portugal	PT
Denmark	DK	Romania	RO
Egypt	EG	Saudi Arabia	SA
Ethiopia	ET	Spain	ES
Finland	FI	Sri Lanka	LK
France	FR	Sweden	SE
Germany	DE	Switzerland	CH
Greece	GR	Tanzania	TZ
Hungary	HU	Tunisia	TN
India	IN	United Kingdom	GB
Indonesia	ID	United States of America	US
Ireland	IE	U.S.S.R.	SU
Israel	IL	Yugoslavia	YU
Italy	IT		

(*) When the years of publication of the French and English versions of a Recommendation are different, the reference number shall mention the year of publication of the French version.

Bibliography

ISO/IEC Guide 2	General terms and their definitions concerning standardization and related activities
ISO/IEC Guide 16	Code of principles on third party certification systems and related standards
ISO/IEC Guide 25	General requirements for the competence of calibration and testing laboratories
ISO/IEC Guide 28	General rules for a model third-party certification system for products
ISO/IEC Guide 38	General requirements for the acceptance of testing laboratories
ISO/IEC Guide 40	General requirements for the acceptance of certification bodies
GATT	Agreement on technical barriers to trade (the Standards Code).

Other reference documents

OIML D 19	Pattern evaluation and pattern approval
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