

OPERATIONAL
DOCUMENT

OIML-CS
OD-01

Edition 2

Management Committee

OIML-CS OD-01 Edition 2



ORGANISATION INTERNATIONALE
DE METROLOGIE LEGALE

INTERNATIONAL ORGANIZATION
OF LEGAL METROLOGY

Contents

1 Introduction	6
2 Scope.....	6
3 Terminology and abbreviations	6
4 Composition and appointment of members of the MC.....	6
4.1 Composition	6
4.2 Appointment of MC Members and representatives.....	7
5 Review Committee (RC)	9
5.1 Composition	9
5.2 Tasks.....	9
5.3 RC operating rules and procedures.....	10
5.4 Membership of the RC	10
5.5 RC Chairperson	10
5.6 RC Recommendations.....	10
5.7 RC Confidentiality	11
6 MC Working Groups	11
7 Principles of operation of the MC.....	12
7.1 Obligations of MC Members.....	12
7.2 Conduct of work.....	12
7.3 Confidentiality.....	13
7.4 Communication	13
7.5 MC Meetings.....	13
7.6 RC and WG Meetings	14
7.7 MC Voting.....	15
7.8 RC Recommendations	15
7.9 WG Recommendations.....	16
7.10 Timelines.....	16
8 MC Interaction with the CIML.....	17
8.1 General	17

8.2 Content of the annual report	18
8.3 Proposals and Recommendations for CIML approval	18
9 Role of the MC in defining strategy and policy	19
10 Role of the MC in promotion and awareness raising	19
11 Role of the MC in the development, maintenance, approval and publishing of OIML-CS documents	19
11.1 General	19
11.2 Documents requiring CIML approval	20
11.3 Documents requiring MC approval	20
11.4 Other publications and information	20
11.5 Website	21
12 Monitoring of Operation and Effectiveness	21
12.1 General	21
12.2 Measurement of Activities	21
12.3 Benchmarking	21
13 Legal Metrology Experts and Management System Experts	21
13.1 General	21
13.2 Specification of criteria for Legal Metrology Experts and Management System Experts	22
13.3 Approval of experts	23
13.4 Maintenance and publication of expert list	23
14 MC interaction with the Test Laboratories Forum (TLF)	23
14.1 Developing, maintaining and approving the operating rules and procedures for the TLF	23
14.2 Interface with the TLF	24
15 References	24

Foreword

This publication has been prepared by the Maintenance Group of the OIML Certification System (OIML-CS) Management Committee (MC).

The MC approved this Edition 2 of OIML-CS OD-01 by electronic ballot on 30 November 2018. 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	Status
OD-01 Edition 1	OD-01 Edition 1	Published: July 2017
Draft OD-01 Edition 2	BIML_SC8_P1_SG2_N001	Draft for MG comment - 20180226
Draft OD-01 Edition 2	BIML_SC8_P1_SG2_N003	Draft for MG comment - 20180531
Draft OD-01 Edition 2	OIML-CS_SC1_P1_N066 OIML-CS_SC1_P1_N067	Draft for MC approval - 20180928

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 the 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 (MC).

2 Scope

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

This publication contains the Operational Rules of the MC which specify how the MC shall perform its duties and responsibilities. These Operational Rules relate to the framework for the OIML-CS, as given in OIML B 18 [1].

3 Terminology and abbreviations

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

4 Composition and appointment of members of the MC

4.1 Composition

The composition of the MC is defined in OIML B 18, 11.1 [1].

4.2 Appointment of MC Members and representatives

4.2.1 Members from OIML Member States

The CIML Member of an OIML Member State that has at least one OIML Issuing Authority or Utilizer, may designate up to four representatives to participate in the MC. One of the representatives shall be designated by the CIML Member as the “MC Member” for the purposes of voting. Preferably the representatives will be from the OIML Issuing Authorities and/or Utilizers in that country. However, it is possible to designate representatives that are not from an OIML Issuing Authority or Utilizer.

4.2.2 Members from OIML Corresponding Members

The Representative of an OIML Corresponding Member that has at least one Associate in their country or economy may designate up to four representatives to participate in the MC. Preferably the representatives will be from the Associates in that country or economy. However, it is possible to designate representatives that are not from an Associate.

4.2.3 Chairperson

The Chairperson is nominated from amongst the representatives of the MC from OIML Member States and shall be appointed for a term of three years by the CIML.

The Chairperson is eligible for re-appointment for one further term of three years. If at the end of a second, or a subsequent, term there are no new candidates nominated for appointment to the position of Chairperson, the MC may propose to the CIML that the incumbent Chairperson be appointed for a further term of three years.

In the event that the Chairperson is unable to fulfil his/her duties, the Deputy Chairperson shall substitute for him/her.

4.2.4 Deputy Chairperson

The Deputy Chairperson is nominated from amongst the representatives of the MC from OIML Member States and shall be appointed for a term of three years by the CIML.

The Deputy Chairperson is eligible for re-appointment for one further term of three years. If at the end of a second, or a subsequent, term there are no new candidates nominated for appointment to the position of Deputy Chairperson, the MC may propose to the CIML that the incumbent Deputy Chairperson be appointed for a further term of three years.

The Deputy Chairperson may at the same time act as a representative of his/her country at an MC meeting, except when he/she takes on the role of Chairperson at the meeting.

4.2.5 Procedure for nominating Chairperson and Deputy

During an MC meeting, the candidates will give a short presentation of their candidacy. The selection is then processed, by secret ballots, as follows:

- a) As long as there are two candidates or more:
 - i. MC Members from OIML Member States vote for one of the candidates, and the candidate who obtained the smallest number of votes is eliminated;
 - ii. in the case where two candidates share the lowest number of votes, the candidate who was most recently appointed as an MC representative is eliminated;

Note: if one of the candidates receives a number of “yes” votes greater than 50% of the number of MC Members from OIML Member States then that candidate is selected for nomination.

- b) If there is only one candidate or when only one candidate remains, MC Members from OIML Member States vote “yes” or “abstention” and the candidate is selected for nomination if he/she obtains a number of “yes” votes greater or equal to 50 % of the number of MC Members from OIML Member States.
- c) In the case where the remaining candidate has not obtained the required 50 % majority:
 - i. for the selection of the Chairperson, the Deputy Chairperson becomes Acting Chairperson until the next MC meeting, at which time a new selection is organized;
 - ii. for the selection of a Deputy Chairperson, the position shall remain vacant until the next MC meeting, at which time a new selection is organized.
- d) The selected candidate (nominee) is then proposed to the CIML for appointment. CIML Members vote “yes” or “abstention” and the nominee is appointed if he/she obtains a number of “yes” votes greater or equal to 50 % of the number of OIML Member States. The conditions specified in 4.2.5 c) apply where the nominee does not receive the required 50% majority.
- e) Where the positions of Chairperson and Deputy Chairperson are both vacant, should both candidates (nominees) fail to receive the required 50% majority the CIML First Vice-President shall assume the role of Chairperson (ex officio) until such time as a candidate (nominee) achieves the required 50% majority.

4.2.6 Executive Secretary

As a BIML staff member the Executive Secretary shall act independently of any OIML Issuing Authority, Utilizer or Associate and shall not act as a representative of a Member State or an OIML Corresponding Member. The Executive Secretary shall be present at all meetings of the MC.

4.2.7 TLF Chairperson

The Chairperson of the TLF may attend MC meetings as an observer and participate in other MC activities.

4.2.8 Secretariats of OIML TCs/SCs

The Secretariats of the OIML TCs/SCs responsible for the OIML Recommendations that are included in the OIML-CS (see OIML B 18, 4.2 [1]) may attend MC meetings as observers and participate in other MC activities. Secretariats may designate representatives to participate on behalf of their TC/SC.

4.2.9 Representatives from Organizations in Liaison

Representatives from Organizations in Liaison may, with the agreement of the Chairperson, attend MC meetings as observers and participate in other MC activities.

4.2.10 Representatives from countries that have expressed a clear intention to participate in the OIML-CS

OIML Member States or Corresponding Members that have expressed a clear intention to participate in the OIML-CS as an OIML Issuing Authority, Utilizer or Associate, as appropriate, but are not yet in a position to be able to participate, e.g. capability is being developed or legislation is being developed, may, with the agreement of the Chairperson, designate representatives to participate in the MC and to attend MC meetings as observers. The status of these representatives shall be reviewed annually.

5 Review Committee (RC)

5.1 Composition

The composition of the RC is defined in OIML B 18, 11.6.1 [1].

5.2 Tasks

The tasks of the RC are defined in OIML B 18, 11.6.2 [1].

5.3 RC operating rules and procedures

5.3.1 The MC is responsible for developing, maintaining and approving the operating rules and procedures regarding

- a) the roles and duties of the RC,
- b) the appointment of the RC Chairperson,
- c) the selection of RC members,
- d) the conduct of RC work, and
- e) the responsibilities of the Executive Secretary in connection with the activities of the RC.

5.3.2 In accordance with 11.2.1, any proposed changes to the composition and tasks of the RC will require a revision of OIML B 18 [1].

5.4 Membership of the RC

The MC shall identify and select from amongst its members (either MC Members or representatives) at least six people, having the requisite knowledge and experience, to become members of the RC. Representatives from OIML Corresponding Members and Organizations in Liaison (observers) cannot be members of the RC.

5.5 RC Chairperson

5.5.1 The MC shall appoint one of its members (either MC member or representative) from an OIML Member State to be the RC Chairperson.

5.5.2 The principal duties of the RC Chairperson are to

- a) convene and preside over meetings of the RC,
- b) determine the agenda for RC meetings,
- c) report to the MC the advice (in the form of recommendations) from the RC in an appropriate and timely manner, and
- d) provide an annual report of its activities to the MC.

5.6 RC Recommendations

5.6.1 The MC will seek, through the Executive Secretary, recommendations from the RC on

- a) the approval or rejection of potential OIML Issuing Authorities and their Test Laboratories, including changes to scope,
- b) the periodic review of OIML Issuing Authorities and their Test Laboratories, and

- c) the approval or rejection of Legal Metrology Experts and Management System Experts.

5.6.2 It is the responsibility of the RC Chairperson to ensure that recommendations on the above are provided to the MC.

5.6.3 Members of the RC shall not contribute (by comment or opinion) to recommendations concerning potential and existing OIML Issuing Authorities or Test Laboratories where they have participated in the peer assessment or accreditation assessment of that OIML Issuing Authority or Test Laboratory.

5.6.4 Members of the RC may contribute (by comment or opinion) to recommendations concerning potential and existing OIML Issuing Authorities or Test Laboratories from their own country and organization, subject to the exception specified in 5.6.3.

5.7 RC Confidentiality

5.7.1 Members of the RC shall sign a non-disclosure agreement which guarantees that all information received in relation to the work of the RC is held in strict confidence. This agreement is signed with the BIML.

5.7.2 The Executive Secretary will provide members of the RC with the information regarding applications from OIML Issuing Authorities, Test Laboratories, Legal Metrology Experts and Management System Experts. Members of the RC shall destroy all documents associated with these applications once a recommendation has been made.

6 MC Working Groups

6.1 In addition to the RC the MC may establish Working Groups (WG), with clearly defined terms of reference, to advise it on matters related to the management of the OIML-CS or to enhance the efficiency of its operation.

6.2 WGs may be established for the purpose of dealing with matters relating, for example, to developing new or revising Operational Documents or Procedural Documents (see 6.5 below), developing the layout and content of peer assessment report forms for the initial assessment of OIML Issuing Authorities and Testing Laboratories, and developing the layout and content of OIML Certificates.

6.3 All representatives of the MC, as well as the representatives of OIML Issuing Authorities, Utilizers, Associates and Organizations in Liaison are entitled to participate in the activities of a WG. The composition of a WG shall be decided by the MC.

6.4 A member of the WG will be appointed by the MC to be the convener. The Secretariat duties of any WG shall be under the responsibility of the Executive Secretary.

6.5 A permanent WG, referred to as the “Maintenance Group”, with a Convener appointed by the MC, will be established to propose amendments and improvements to OIML B 18 [1] and to develop new, or revise existing, Operational Documents and Procedural Documents.

7 Principles of operation of the MC

7.1 Obligations of MC Members

7.1.1 To ensure the effective and efficient operation of the MC, all MC Members are obliged to attend MC meetings and participate in the work of the MC.

7.1.2 To avoid delays in decision making and approval processes, MC Members are obliged to vote on all proposals developed by the MC whenever asked to do so by the Chairperson or Executive Secretary. If their vote is not in favour of a proposal they are obliged to give reasons for their position.

7.1.3 The Executive Secretary shall inform the Chairperson if an MC Member does not a) vote in two successive votes organized by the Chairperson or Executive Secretary, or b) make a contribution to two consecutive MC meetings (by attendance or by correspondence – preferably electronically).

7.1.4 At the same time, the Chairperson or Executive Secretary shall try to resolve the reasons for non-participation directly with their contact in the country which has not participated. If these attempts fail, the Chairperson shall contact the appropriate CIML Member.

7.1.5 If these attempts do not resolve the situation, the country will lose its vote within the MC and will be classified as an Observer. The Executive Secretary will inform the CIML Member that this has been done. The CIML Member may designate another MC Member for their country. Full membership and voting rights will be granted when the MC Member attends the next meeting.

7.1.6 A CIML Member can appeal against the decision for their country to lose its voting rights and being given Observer status.

7.2 Conduct of work

7.2.1 The MC, the RC and its WGs, shall perform their activities primarily by correspondence.

7.2.2 The MC will identify which documents, minutes of meetings, etc. can be made public. Accreditation and Peer Assessment reports shall never be made public.

7.2.3 An MC Workspace is provided on the OIML-CS website for use by the MC. MC Members and observers will be provided with a username and password to access the MC Workspace.

7.3 Confidentiality

There may be instances where matters of confidentiality associated with decisions to be taken on

- a) approving, rejecting or suspending OIML Issuing Authorities,
- b) extending (reducing) the scope of an OIML Issuing Authority,
- c) the periodic review on the continued participation

need to be addressed. In such cases, the circulation of documents may be restricted to the MC Members by the Chairperson. When such matters are dealt with at a meeting of the MC, the Chairperson may restrict the right for observers to be present. Notification of such action shall be provided in advance of the meeting or, at the discretion of the Chairperson, such discussion can take place without notice. When necessary, these matters may be recorded in separate confidential minutes with restricted circulation.

7.4 Communication

The Executive Secretary shall keep all MC Members and observers informed of all developments within the MC and its WGs. Such communication should as far as possible be electronic and additionally make full use of the MC Workspace on the OIML-CS website. However, the Executive Secretary shall take account of any problems which the MC Members and observers may have with electronic communication, so as not to exclude people from its work.

7.5 MC Meetings

7.5.1 Meetings of the MC shall be held at least annually. Additional meetings of the MC may be convened either if decided upon by the Chairperson or if requested by an MC Member in writing to the Executive Secretary.

7.5.2 Notice of the meetings shall be circulated by the Executive Secretary at least three months prior to the meeting. The agenda and proposal documents shall be circulated at least two months prior to the meeting. Shorter time periods are permitted with the prior agreement of MC Members.

7.5.3 In preparing the agenda, the Executive Secretary shall, as far as possible, list and identify all the documents related to the various items for discussion.

7.5.4 The MC may refuse to consider matters set before it if the relevant documents have not been circulated in accordance with the above.

7.5.5 Minutes of the meetings of the MC shall be circulated by the Executive Secretary to all MC Members within one month of the meeting.

7.5.6 Attendance at MC meetings

The following people may attend MC meetings

- Chairperson;
- Deputy Chairperson;
- Executive Secretary;
- a delegation of up to three people, one of whom is the MC Member, from each OIML Member State and Corresponding Member participating in the OIML-CS;
- TLF Chairperson as an observer;
- Secretariats, or their representatives, of OIML TCs/SCs of measuring instrument categories within the scope of the OIML-CS as observers;
- Representatives of Organizations in Liaison as observers;
- Representatives from countries that have expressed a clear intention to participate in the OIML-CS, at the invitation of the MC Chairperson, as observers; and
- Guests, e.g. guest speakers, at the invitation of the Chairperson.

All those attending a meeting shall have the right to express their views during the meeting.

7.6 RC and WG Meetings

7.6.1 Although it is the intention that the work of the RC and WGs will primarily be by correspondence, where a meeting of the RC or a WG is required notice of the meeting shall be circulated by the Executive Secretary at least three months prior to the meeting. The agenda and proposal documents shall be circulated at least two months prior to the meeting. Shorter time periods are permitted with the prior agreement of RC Members or WG Members as appropriate.

7.6.2 In preparing the agenda, the Executive Secretary shall, as far as possible, list and identify all the documents related to the various items for discussion.

7.6.3 The RC or WG may refuse to consider matters set before it if the relevant documents have not been circulated in accordance with the above.

7.7 MC Voting

7.7.1 The voting rules for the MC are defined in OIML B 18, 11.4 [1].

7.7.2 For voting at meetings, in exceptional cases an MC Member who is unable to be present at an MC meeting, may give a proxy to either another representative from their own country, or to another MC Member, under the following conditions:

- a) the MC member who is unable to be present informs their CIML Member, who officially asks the Chairperson or Executive Secretary to accept a proxy, by designating another representative; and
- b) the Chairperson agrees and accepts the reasons given, as well as the proposed other representative; and
- c) no MC Member holds more than two votes in addition to their own.

7.7.3 The MC is required to seek a recommendation from the RC prior to voting on the following matters:

- a) the approval, rejection or suspension of an OIML Issuing Authority or a Test Laboratory; and
- b) the validation of a Legal Metrology Expert or a Management System Expert.

7.8 RC Recommendations

7.8.1 There is no formal voting in the RC, but the RC shall provide a report to the MC on its recommendations, including information on the level of consensus reached.

7.8.2 Recommendations decided during an RC meeting

Recommendations to the MC on

- a) the approval, rejection or suspension of an OIML Issuing Authority or a Test Laboratory, and
- b) the approval or rejection of a Legal Metrology Expert or Management System Expert

shall be valid when two-thirds of the opinions of the RC members are in favour. However, a lower level of support can be used as the basis for making a recommendation to the MC, in which case the actual level of support obtained will be included in the report to the MC. It will be for the MC to vote on the basis of the RC recommendation.

Other recommendations shall be valid when at least half of the opinions of the RC members are in favour.

In exceptional cases, a member of the RC who is unable to be present at a RC meeting may give a proxy to another member of the RC. Members of the RC shall not hold more than one proxy (in addition to their own opinion) at an RC meeting unless additional proxies are needed at the meeting in order to reach a quorum, in which case two proxies shall be permitted.

Abstentions will not be considered as contributing to a recommendation. RC members giving an opinion against a proposal or abstaining shall provide their reasons for doing so.

7.8.3 Recommendations made outside an RC meeting

If the RC Chairperson or Executive Secretary so decides, developing a recommendation to the MC can take place by correspondence.

All recommendations to the MC, including those relating to

- a) the approval, rejection or suspension of an OIML Issuing Authority or a Test Laboratory, and
- b) the approval or rejection of a Legal Metrology Expert or Management System Expert

shall be valid when two-thirds of the opinions given are in favour. However, a lower level of support can be used as the basis for making a recommendation to the MC, in which case the actual level of support obtained will be included in the report to the MC. It will be for the MC to vote on the basis of the RC recommendation.

Abstentions and failures to reply are not considered as contributing to a decision. Members giving an opinion against a proposal shall provide their reasons for doing so.

7.9 WG Recommendations

7.9.1 There is no voting in WGs, but the WG shall provide a report to the MC on its recommendations, including information on the level of consensus reached.

7.10 Timelines

7.10.1 MC

7.10.1.1 For decisions to be taken outside of an MC meeting, the following timelines apply:

- a) One month for decisions relating to approval, renewal or suspension of OIML Issuing Authorities
- b) One month for decisions relating to the approval of Legal Metrology Experts and Management System Experts

- c) Two months for decisions relating to the approval of new or revised Operational Documents and Procedural Documents

7.10.2 RC

7.10.2.1 For recommendations made outside of an RC meeting, the following timelines apply:

- a) Six weeks for recommendations relating to approval, renewal or suspension of OIML Issuing Authorities
- b) One month for recommendations relating to the approval of Legal Metrology Experts and Management System Experts

7.10.3 Maintenance Group

Unless otherwise indicated in their Terms of Reference, the Maintenance Group (MG) should try to keep to the following suggested timelines when developing new or revising Operational Documents or Procedural Documents:

- a) the MG convener or the Executive Secretary should distribute the first WD to the MG members within three months of starting work on the project;
- b) the MG convener or the Executive Secretary should allow at least two months for the MG members to provide comments on each WD;
- c) the MG convener or the Executive Secretary should distribute all comments received on a WD (but not necessarily the responses to those comments) within two months after the deadline for comments;
- d) the period between distributing successive WDs, together with comments received on the previous WD and the MG convener's response to these comments, should not exceed three months; and
- e) the MG should send a final WD to the MC for approval within eighteen months of starting work on the project.

8 MC Interaction with the CIML

8.1 General

In accordance with the requirements of OIML B 18, 11.5 a) [1] the MC will report annually to the CIML. The report will provide information on the activities of the MC, the results of the monitoring of the operation and effectiveness of the OIML-CS and will specify any proposals and/or recommendations that require approval by the CIML. The Executive Secretary shall prepare the annual report and the

Chairperson shall present the report to the CIML at its annual meeting. The MC shall be provided with the opportunity to review and comment on the report before it is submitted to the CIML.

8.2 Content of the annual report

The annual report shall contain information relating, but not limited, to

- a) activities of the MC and its Working Groups, including changes to Operational Documents and Procedural Documents, guidance, forms and templates,
- b) categories of measuring instruments in the system and the respective Scheme,
- c) functioning of the system, e.g. number of OIML Certificates issued, the number of OIML Certificates (OIML type evaluation/test reports) that have not been accepted including the reasons for non-acceptance,
- d) appointment, rejection and suspension of OIML Issuing Authorities and Test Laboratories,
- e) the number of OIML Issuing Authorities and Utilizers and their scopes,
- f) continuing compliance of OIML Issuing Authorities and Test Laboratories with the rules of the system,
- g) appointment of Legal Metrology Experts and Management System Experts,
- h) a summary of appeals, including the content, nature and resolution to the greatest extent possible giving consideration to the privacy of the parties involved,
- i) promotional activities,
- j) finances (income and expenditure) of the OIML-CS, and
- k) outlook for the next year with a focus on planned activities.

A template for the annual report is provided on the OIML-CS website.

8.3 Proposals and Recommendations for CIML approval

The annual report will contain proposals and recommendations of the MC that require approval by the CIML regarding

- a) changes to OIML B 18 [1],
- b) appointment of the Chairperson and Deputy Chairperson, as appropriate,
- c) proposals to the CIML to extend or reduce the transition period from Scheme B to Scheme A for a measuring instrument category in the OIML-CS,
- d) proposals on the transition of measuring instrument categories from Scheme A back to Scheme B,
- e) including a new category of measuring instrument in the OIML-CS,
- f) maintaining an earlier version of an OIML Recommendation in the OIML-CS when an OIML Recommendation is revised, and

- g) proposals for changes to strategy and/or policy (see 9 below).

9 Role of the MC in defining strategy and policy

The MC shall

- a. consult with all stakeholders, interested parties and users of the system,
- b. review feedback, and
- c. use the output from OIML-CS monitoring activities

to inform the development of proposals to the CIML that support the delivery of Objective 2 of the OIML strategy defined in OIML B 15 [2]. The MC is responsible for the implementation of initiatives relating to the OIML-CS that support the OIML strategy. These initiatives may result in the need to revise OIML B 18 [1], which will require CIML approval (see 8.3 a)), the Operational Documents and Procedural Documents and/or to make amendments to other OIML-CS publications and the OIML-CS website.

Note: There is no separate Strategy or Policy document relating to the OIML-CS.

10 Role of the MC in promotion and awareness raising

One of the duties of the MC is to promote and raise awareness of the OIML-CS amongst stakeholders, interested parties and potential users. The MC will make use of the publications and the OIML-CS website as detailed in 11.4 and 11.5 for this purpose.

11 Role of the MC in the development, maintenance, approval and publishing of OIML-CS documents

11.1 General

During the conduct of its activities, the MC may determine that new or revised Operational Documents, Procedural Documents, guidance, forms or templates may be required to ensure that the OIML-CS continues to develop and to operate effectively and efficiently. The need to develop new or to revise existing documents may be identified through the monitoring of the effectiveness of the OIML-CS, periodic reviews and/or through feedback obtained from users of the OIML-CS (see 12).

The Maintenance Group will undertake the work to develop or revise a document, guidance, form or template.

Procedures, guidance, forms and templates associated with the OIML-CS are published, and are publically available, on the OIML-CS website.

11.2 Documents requiring CIML approval

11.2.1 As an OIML Basic Publication, any revision to OIML B 18 [1] will require CIML approval.

11.2.2 When the MC determines that a revision of OIML B 18 [1] is required, the Maintenance Group will develop a draft revision. When the draft revision has been created it will be submitted by the Executive Secretary to the MC Members for voting. The voting rules defined in OIML B 18, 11.4 [1] will apply to MC approval of the draft revision.

11.2.3 If the MC approves the draft revision the document will then be forwarded by the Executive Secretary to the BIML so that it can be submitted to the CIML for approval.

11.3 Documents requiring MC approval

11.3.1 The MC is responsible for developing, maintaining and approving the Operational Documents, Procedural Documents, guidance, templates and forms that support the successful operation of the OIML-CS. The CIML will be informed of any new or revised document, guidance, form or template as part of the annual reporting process (see 8.2).

11.3.2 The Maintenance Group will develop the draft of a new or revised Operational Document or Procedural Document, guidance, template or form. When a draft of the new or revised Operational Document or Procedural Document, guidance, template or form has been developed it will be submitted by the Executive Secretary to the MC Members for voting. The voting rules defined in OIML B 18, 11.4 [1] will apply to MC approval of the new or revised document.

11.3.3 If the MC approves the draft document then the Executive Secretary will arrange for the new or revised document to be published on the OIML-CS website.

11.3.4 For any proposed change to an Operational Document or Procedural Document that the MC considers could be contentious, or where it would present a significant change in policy, the MC shall consult with the CIML prior to making the change.

11.4 Other publications and information

The MC is responsible for developing literature, including guidance and training materials, and other publicity materials which support the development and promotion of the OIML-CS to existing and potential new users and other stakeholders. The OIML Bulletin may be used to publicize developments within the OIML-CS including information regarding, but not limited to, new OIML Issuing Authorities

or Test Laboratories, new instrument categories being included, matters relating to relevant International Standards and changes to the Rules.

11.5 Website

The MC is responsible for developing proposals for the content and functionality of the OIML-CS website in relation to the OIML-CS. The decisions taken by the MC regarding the OIML-CS website shall be reported by the Executive Secretary to the BIML for implementation.

12 Monitoring of Operation and Effectiveness

12.1 General

To ensure that the OIML-CS continues to develop and to operate in an effective and efficient manner the MC shall establish mechanisms for measuring key activities and outcomes. The MC shall also seek feedback from stakeholders and users of the OIML-CS in order to identify possible improvements. The monitoring of the operation and effectiveness of the OIML-CS will be reported to the CIML as part of the annual report detailed in 8.2.

12.2 Measurement of Activities

The activities that may be measured by the MC are detailed in 8.2.

12.3 Benchmarking

The MC may choose to undertake benchmarking to gather information to support the monitoring of the operation and effectiveness of the OIML-CS and to compare the performance of the OIML-CS with other well-established certification systems. The outputs from benchmarking exercises will be incorporated into the monitoring and reporting process.

13 Legal Metrology Experts and Management System Experts

13.1 General

The MC is responsible for approving and maintaining the lists of OIML Legal Metrology Experts and Management System Experts (team leaders) that will participate in the Accreditation Assessments or Peer Assessments of OIML Issuing Authorities and Test Laboratories, including the specification of the criteria that the experts have to fulfil. The RC is used to provide advice in the form of a recommendation to the MC on the approval of the Legal Metrology Experts and Management System Experts.

Note: Management System Experts participate in Peer Assessments as the team leader (lead assessor) for the assessment. For Accreditation Assessments, the team leader (lead assessor) from the accreditation body fulfills that role.

13.2 Specification of criteria for Legal Metrology Experts and Management System Experts

13.2.1 Legal Metrology Experts

The criteria for the qualification of Legal Metrology Experts are the following:

- a) The expert shall be independent and shall have sufficient experience in type evaluation of the relevant category of instrument or module and shall have a good knowledge of the applicable testing procedures; and
- b) The expert shall not be an employee of a manufacturer of measuring instruments.
- c) The experience of the Legal Metrology Expert may be demonstrated through participation in training organized by the BIML or equivalent training organized by accreditation bodies or by being a qualified assessor from an accreditation body and, if applicable, participation in additional training required by the MC.

13.2.2 Management System Experts

The criteria for the qualification of Management System Experts are that the person shall be knowledgeable in assessing quality management systems of OIML Issuing Authorities on the basis of ISO/IEC 17065 [5], and/or Test Laboratories on the basis of ISO/IEC 17025 [3]. A team leader of an Accreditation Body as defined in the Joint IAF-OIML Assessment Procedure [7] and the Joint ILAC-OIML Assessment Procedure [8] automatically fulfils this requirement. However, other means may be used to demonstrate fulfillment of the qualification criteria, e.g. an IRCA (International Register of Certified Auditors) registered lead assessor (auditor) or an expert with the requisite knowledge and experience.

For assessing OIML Issuing Authorities, Management System Experts must also be able demonstrate that they are familiar with the requirements of the OIML-CS, OIML D 32 [6] and the Joint OIML-IAF Assessment Procedure [7].

For assessing Test Laboratories, Management System experts must also be able demonstrate that they are familiar with the requirements of the OIML-CS, OIML D 30 [4] and the Joint OIML-ILAC Assessment Procedure [8].

Participation in relevant training courses organized by the BIML may be used to demonstrate fulfillment of these requirements.

13.3 Approval of experts

The procedure for applying to be a Legal Metrology Expert or a Management System Expert, and the subsequent MC approval of experts, is detailed in PD-02 [9].

13.4 Maintenance and publication of expert list

A list of Legal Metrology Experts and Management System Experts approved to serve as assessors for the relevant category of measuring instruments is maintained by the Executive Secretary and shall be available on the OIML-CS website.

In the case of an accreditation assessment the Executive Secretary may, with prior consent of the expert, provide to the relevant Accreditation Body the expert's CV and other relevant information.

The list of experts will be reviewed on a 3-yearly basis by the MC to ensure that the status, scope and suitability of the experts is correct. Prior to the review the Executive Secretary shall contact each expert to determine if there has been any change to their status or if they request a change of scope.

The review will confirm

- a) if the expert wishes to remain on the list,
- b) whether the expert wishes to change their scope, i.e. add or remove instrument categories from their scope of expertise, and
- c) whether the expert continues to fulfil the criteria specified in 13.2.1 or 13.2.2, as appropriate, including participation in relevant activities.

In accordance with PD-02, 10.2 [9], advice from the RC on the continued suitability of the experts will be sought by the Executive Secretary. This advice will be incorporated into the review conducted by the MC.

14 MC interaction with the Test Laboratories Forum (TLF)

14.1 Developing, maintaining and approving the operating rules and procedures for the TLF

The MC is responsible for developing, maintaining and approving the operating rules and procedures regarding

- a) the roles and duties of the TLF,
- b) the criteria for membership of the TLF,
- c) the nomination and appointment of the TLF Chairperson,
- d) the conduct of TLF work, and
- e) the responsibilities of the Executive Secretary in connection with the activities of the TLF.

The operating rules of the TLF are specified in document OD-02 [10]. In accordance with 11.2.1 above, any proposed changes to the roles and duties of the TLF will require a revision of OIML B 18 [1].

14.2 Interface with the TLF

The MC may seek the advice of the TLF on issues associated with the application of testing requirements specified in OIML Recommendations, interpretations, inter-lab comparison programs, etc. The Executive Secretary shall raise issues for consideration by the TLF in accordance with document OD-02 [10].

The TLF may identify issues or provide feedback to the Executive Secretary on items that are considered to be of relevance to the successful operation of the OIML-CS. The Executive Secretary will review the feedback/output from the TLF and will raise the topic with the MC for their consideration and action, as appropriate.

15 References

- [1] OIML B 18:2018 *Framework for the OIML Certification System (OIML-CS)*
- [2] OIML B 15:2011 *OIML Strategy*
- [3] ISO/IEC 17025:2005 & 2017 *General requirements for competence of testing and calibration laboratories*
- [4] OIML D 30:2008 *Guide for the application of ISO/IEC 17025 to the assessment of Testing Laboratories involved in legal metrology*
- [5] ISO/IEC 17065:2012 *Conformity assessment – Requirements for bodies certifying products, processes and services*
- [6] OIML D 32:2018 *Guide for the application of ISO/IEC 17065 to assessment of measuring instrument certification bodies in legal metrology*
- [7] Joint OIML-IAF Assessment Procedure in the field of legal metrology (Draft, Version 1.7 20181022)
- [8] Joint OIML-ILAC Assessment Procedure in the field of legal metrology (February 2018)
- [9] PD-02 *OIML-CS Procedural Document PD-02: Procedures to approve Legal Metrology Experts and Management System Experts*
- [10] OD-02 *OIML-CS Operational Document OD-02: Test Laboratories Forum*