

OPERATIONAL
DOCUMENT

**OIML-CS
OD-02**

Edition 1

Test Laboratories Forum

OIML-CS OD-02 Edition 1



ORGANISATION INTERNATIONALE
DE METROLOGIE LEGALE

INTERNATIONAL ORGANIZATION
OF LEGAL METROLOGY

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Foreword

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

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

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

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

Edition	Document	Report on Voting/Acceptance
OD-03: TLF WD 20160708	BIML_P1_SG1_N018	Information Only
OD-03: TLF WD 20160803	BIML_P1_SG1_N030	Information Only
OD-03: TLF WD 20161205	BIML_P5_SG1_N003	Information Only
OD-02: TLF WD 20170403	BIML_P5_SG1_N009	Information Only
OD-02: TLF Final Draft	BIML_P5_SG1_N013	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 Operational Rules of the OIML-CS Test Laboratories Forum (TLF) which specify how the TLF 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 section 3 of OIML B 18 [1] apply.

4 Composition and appointment of members of the TLF

4.1 Composition

The composition of the TLF is defined in section 12.1 of OIML B 18 [1].

4.2 Participation

A representative from each Test Laboratory listed in the Declaration of the OIML-CS may participate in the activities and/or meetings of the TLF. The MC Member from each OIML Member State that has at least one OIML Issuing Authority shall notify the Executive Secretary of the name(s) of the TLF representative(s) and any changes in representation.

Note: where a Test Laboratory provides testing services for more than one category of measuring instrument a representative for each measuring instrument category is permitted.

An up-to-date list of the representatives from Test Laboratories in the TLF is maintained by the Executive Secretary and is published on the OIML-CS website.

4.3 Nomination and appointment of the TLF Chairperson

The TLF Chairperson is nominated from amongst the members of the TLF and shall be appointed for a term of three years by the MC.

The TLF 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 TLF Chairperson, the TLF may propose to the MC that the incumbent TLF Chairperson be appointed for a further term of three years.

5 Duties, roles and responsibilities of the TLF and its members

5.1 Duties and responsibilities of the TLF

The tasks of the TLF are defined in section 12.2 of OIML B 18 [1].

In respect of inter-lab comparison programs, as specified in section 12.2 d) of OIML B 18 [1], the role of the TLF is to encourage inter-lab comparison programs amongst OIML Issuing Authorities and their Test Laboratories. For example, the TLF could encourage the development of an inter-lab comparison program at a regional level, with the support of the relevant Regional Legal Metrology

Organization (RLMO). When encouraging the development of an inter-lab comparison program, the TLF should encourage the adoption of the applicable requirements of ISO/IEC 17043 [3].

5.2 Obligations of Members

Representatives from Test Laboratories are chosen to participate in the activities of the TLF for their technical and metrological expertise and knowledge of the relevant test procedures for a range of measuring instruments and modules.

Members of the TLF are encouraged to participate in the activities of the TLF for the respective measuring instrument(s) or module(s) for which they have been designated as an expert.

5.3 TLF Chairperson

The principal duties of the TLF Chairperson are to

- a) convene and preside over meetings of the TLF,
- b) determine the agenda for TLF meetings,
- c) represent the TLF between meetings,
- d) report to the MC,
- e) provide relevant advice from the TLF to Conveners/Secretariats of OIML TCs/SCs, and
- f) provide an annual report of its activities to the MC.

5.4 Executive Secretary

The Executive Secretary provides the administrative and secretarial services to the TLF.

6 Principles of operation of the TLF

6.1 Conduct of work

The TLF shall perform their activities primarily by correspondence, although meetings of the TLF may be held as and when deemed necessary. A TLF Workspace is provided on the OIML-CS website for use by the TLF, with members of the TLF provided with a username and password to access the TLF Workspace.

6.2 Communication

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

6.3 Meetings

Meetings of the TLF may be convened either if decided upon by the TLF Chairperson or if requested by a TLF Member in writing to the Executive Secretary.

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 TLF Members.

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.

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

Participants in meetings of the TLF shall be appointed by the MC members and shall be experts from Test Laboratories. The names of the participants shall be communicated to the Executive Secretary in due time before each meeting. The number of participants appointed by each MC member simultaneously present at a meeting shall not exceed three. The participants may, however, change during a particular meeting according to the subject to be discussed.

The Executive Secretary shall, as soon as possible after a meeting, prepare and distribute a report and the minutes for consideration by the MC. They shall embody all conclusions of the relevant meeting, together with a brief account of the discussions, covering:

- a. the results of the meeting;
- b. proposals being submitted to TCs and SCs; and
- c. proposals submitted to MC for discussion.

6.4 Recommendations of the TLF

Recommendations of the TLF shall be arrived at by consensus. Where consensus cannot be achieved the matter shall be referred, as appropriate, by the TLF Chairperson, to the MC or to the relevant OIML TC/SC.

6.5 Interface with OIML TCs/SCs

If the TLF decides that it is necessary to revise the testing requirements in an OIML Recommendation, a proposal detailing the changes shall be submitted, by the TLF Chairperson, to the relevant OIML TC/SC. The MC Chairperson shall be notified of the proposal.

7 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] ISO/IEC 17043:2010 *Conformity assessment – General requirements for proficiency testing*