



**Agenda item 8.2 - OIML-CS (Certification System) Project Group  
8.2.1 Report on activities**

**Additional Meeting Document (51-CIML-AMD-02)**

**Contents**

**A Supplementary Information to the Report of the Certification System Project Group**

CSPG-Doc-17:	Amended Final Draft Basic Publication OIML B xx Framework for the OIML-CS (marked)
CSPG-Doc-18:	Amended Final Draft Basic Publication OIML B xx Framework for the OIML-CS (clean)
CSPG-Doc-19:	Amended Draft CIML Resolutions 2016/xa and 2016/xb
CSPG-Doc-20:	Working Draft Procedural Document PD-07: Converting Certificates
CSPG-Doc-21:	Working Draft Procedural Document PD-08: Signing the Declaration
CSPG-Doc-22:	Updated Working Draft Cross-reference Tables



**A**

**Supplementary Information to the Report of the Certification System Project Group**

**1. Background**

Following a meeting of the OIML Certification Project Group (CSPG) on the 23-24 August 2016, this *Additional Meeting Document* has been produced to provide supplementary information to the CIML on the proposals and recommendations contained in Agenda items 8.2.1 and 8.2.2 of the CIML Working Document.

The CSPG meeting had been called primarily to discuss the Working Drafts of the Operational and Procedural Documents that underpin the Final Draft Basic Publication (FDBP) *OIML B xx Framework for the OIML Certification System (OIML-CS)*, hereafter referred to as the 'FDBP', in accordance with the Updated Project Roadmap (CSPG-Doc-01). However, following the development of the FDBP that had been submitted to the CIML for approval (Agenda item 8.2.2) a number of CSPG members raised questions/concerns regarding the process that had been followed and the changes that had been incorporated in the FDBP in response to the comments received during the CIML Preliminary Online Ballot (POB). A portion of the CSPG Meeting was therefore devoted to addressing the questions/concerns that had been raised by some of the CSPG members.

**2. CSPG comments**

Some CSPG members had raised concerns that:

- the Updated Project Roadmap indicated that the CIML were only being asked to comment, and were not due to undertake a POB,
- there was insufficient support for the Preliminary Draft Basic Publication *OIML B xx Framework for the OIML Certification System (OIML-CS)* received following the POB, and
- the full CSPG should have had an opportunity to consider the changes that had been incorporated into the FDBP.

It was confirmed that conducting a POB was a valid interpretation of asking the CIML to comment on the Preliminary Draft Basic Publication. Regarding support for the Preliminary Draft Basic Publication, a number of the comments supporting a negative vote or abstention related to the lack of draft Operational and Procedural Documents (MC Docs) which have subsequently been developed. The other comments received from the POB had been considered by the CSPG Chair and the BIML Secretariat and the FDBP had been produced accordingly. It was considered by the CSPG Chair that the FDBP submitted to the CIML for approval addressed the comments raised and that it was therefore unnecessary to seek further approval from the CSPG.



There was also a discussion on the text in section 8.2.1 of the CIML Working Document v2 which stated that: "The CSPG recommends that the CIML ..." and it was felt that the wording: "The CSPG chair recommends that the CIML ..." would have been more appropriate. However, after coming to this agreement at the CSPG meeting the CSPG chair considered it sufficient to keep the text in the CIML Working Document v2 as it is and to explain the situation in his report to the CIML.

Following discussions on the questions relating to the text of the FDBP, a number of editorial changes and one substantive (non-editorial) change have been made to the FDBP. Further detail on the changes that have been made to the FDBP is provided in section 3 below.

It can be confirmed that those present at the meeting felt that with the editorial changes and the one non-editorial change, the amended FDBP addressed their most important concerns, and were willing to see the amended FDBP move forward for CIML vote. Version 2 of the FDBP, which includes the changes agreed by those present at the CSPG meeting, is submitted to the CIML for approval under agenda item 8.2.2 of the CIML Working Document.

In response to the concerns raised that further development of the FDBP is required, it was clarified at the CSPG Meeting that it will be a task of the Management Committee (MC) (and the provisional MC (prMC) when it is formed) to propose changes and improvements to OIML B xx.

### **3. Proposed changes to FDBP OIML B xx Framework for the OIML Certification System (OIML-CS)**

As mentioned above, in response to the comments received from CSPG members a number of changes have been made to the FDBP that has been submitted for approval. The changes are shown in the marked version of the FDBP which can be found at CSPG-Doc-17. A clean version of the amended FDBP is also provided at CSPG-Doc-18.

All but one of the proposed changes to the FDBP can be considered as editorial. The editorial changes that have been made are as follows:

- Section 1.2    The text that has been included has been taken from the existing OIML B 10:2011 and provides clarification that it is type evaluation/test reports that are accepted and utilized by Utilizers and Associates, and that these reports shall be associated with an OIML Certificate issued by an Issuing Authority.
- Section 2 b)   The text specifies that the intention is to avoid unnecessary re-testing which has the desired impact of reducing time and costs.
- 3.14           A reference has been added to the Bibliography.



## Addendum 8.2.1

Version 2 - 2016-09-13

51<sup>st</sup> CIML Meeting Additional Meeting Document 51-CIML-AMD-02

- 3.23 Text changed to state that OIML Certificates and/or OIML type evaluation/test reports can be accepted. This clarification has been made throughout the document to ensure consistency – all of these changes have not been listed but are clearly shown in CSPG-Doc-17.
- 4.1 A cross-reference to section 5.2 has been included to provide clarification of the two Schemes.
- 5.2 The text: “, but the method of demonstrating compliance is different” has been added at the end of the first sentence to improve understanding. References to the Bibliography have also been included.
- 7 “respective” has been replaced with “OIML-CS” in the final sentence to remove any ambiguity.
- 8.2 This text has now been moved to section 11.5 as section 8 relates only to Structure.
- 10.2 Simple editorial changes to text in b), i) and j).
- 11.4.2 The text: “If the votes are equally divided, the Chairperson has the casting vote.” has been deleted as it contradicts with the requirement that proposals require support of at least half of the MC members from OIML Member States to be accepted.
- 11.4.3 The possibility to decide on whether to conduct a vote by correspondence should be limited to the MC Chairperson so the text “or Executive Secretary” has been deleted from the second sentence.
- 11.5 Text from previous section 8.2 is now located here.
- 11.5 b) The text has been improved to make it clear that proposals will be made to the CIML relating to changes in OIML-CS strategy and policy.
- 12.1 & 13.1 “An Executive Secretary” has been changed to “The Executive Secretary” to avoid confusion.
- 13.2 b) The text “have to” has been replaced by “may” to improve understanding of the requirement.
- 14 Text has been reinstated to clarify that the Board of Appeal is independent of the Management Committee and the Advisory Panel.
- 16.9 Simple editorial change.
- 18 Document references have been included.



## **Addendum 8.2.1**

Version 2 - 2016-09-13

51<sup>st</sup> CIML Meeting Additional Meeting Document 51-CIML-AMD-02

As has been mentioned, one of the changes being proposed should be considered as being substantive (non-editorial). The non-editorial change that is being proposed to the FDBP is as follows:

- 11.4.3      The text: “and a failure to reply shall be considered as a positive vote” has been deleted from the penultimate sentence in section 11.4.3. The text had originally been included in an attempt to prevent the problems that exist in the current OIML MAA system where insufficient votes are received for decisions taken outside of the Committee on Participation Review (CPR) meetings resulting in significant delays to the decision making process.

### **4. Further improvements/amendments to OIML B xx**

It was discussed and agreed at the CSPG meeting that further improvements and amendments to OIML B xx will be considered by the provisional Management Committee (prMC) as part of its work. If it is considered by the prMC, and the full MC in the future, that changes/improvements are required then they will be submitted to the CIML as a revision to OIML B xx. It should be noted that this ability to develop recommendations to the CIML to improve/change OIML B xx is already foreseen in the duties and responsibilities of the MC (see 11.5 k) of the FDBP).

### **5. Draft Resolutions**

Following discussion of the two draft resolutions that had been included in section 8.2.2 of the CIML Working Document, the CSPG has suggested proposed amendments to the two draft resolutions. The two amended resolutions can be seen in document CSPG-Doc-19.

### **6. Provisional Management Committee**

If the FDBP is approved at the CIML meeting and the CSPG is disbanded (as detailed in the draft CIML Resolution 2016/xb – see CSPG-Doc-19) a provisional Management Committee (prMC) will need to be established to continue the development of the Operational and Procedural Documents and the templates/forms so that the OIML-CS can come into effect from the 01 January 2018.

CIML Members, representatives from Corresponding Members and representatives from Organisations in Liaison are requested to nominate representatives on the prMC by 18 November 2016. It is proposed that the first meeting of the prMC will take place during the week commencing 13 February 2017. The prMC will continue the development of the Operational and Procedural Documents and the various templates and forms that are required to enable the OIML-CS to function effectively and efficiently.



CIML Members are also requested to propose technical and metrological experts for the measuring instrument categories covered by OIML Recommendations R 46, R 49, R 51, R 60, R76, R 117 and R 137. In order to start the new OIML-CS it is very important that there are sufficient experts approved by the prMC so that they can support the accreditation or peer assessment of potential new Issuing Authorities.

## **7. Development of Operational and Procedural Documents**

The Report of the CSPG provided under agenda item 8.2.1 makes reference to three Operational Documents (OD-01 to OD-03) and six Procedural Documents (PD-01 to PD-06). As per the Updated Project Roadmap (CSPG-Doc-01), Working Drafts of the documents had been included in the Addendum 8.2.1 for information in support of the CIML vote on the FDBP. As indicated would happen in the original Report, further work has taken place to refine those documents and two additional Procedural Documents (PD-07 Conversion of Certificates and PD-08 Signing the Declaration) have now been produced. PD-07 and PD-08 are shown in documents CSPG-Doc-20 and CSPG-Doc-21 respectively. All of the documents that have been submitted are Working Drafts and they have been supplied to provide the CIML with an understanding of the nature of the documents and the content that they will include. As mentioned above, these Working Drafts will be used by the prMC to produce the final approved versions of the documents for when the OIML-CS becomes operational.

Updated Cross-reference Tables (CSPG-Doc-22) have also been produced which show how the relevant clauses of OIML B 3, B10 and MAA 01 have been transferred to the OIML-CS documents (B xx, ODs and PDs). The cross-reference tables show that that there are no obvious gaps in the draft documentation that has been produced by the CSPG for the OIML-CS.

*Note:* the updated Cross-reference Tables (CSPG-Doc-22) relate to the latest versions of the ODs and PDs developed by the CSPG, and not the versions previously submitted in Addendum 8.2.1 (CSPG-Doc-06 to CSPG-Doc-14).

## **8. Relationship between the MC and the CIML**

At the CSPG Meeting there was some discussion on the balance of the content of the documents and where information should reside, i.e. in the Framework (OIML B xx) which is approved by the CIML or in the ODs/PDs which are developed, maintained and approved by the MC. This was in response to concerns raised by some CSPG members that the CIML should have the ability to approve ODs/PDs. It was discussed and agreed that it is one of the responsibilities of the MC to approve changes to the ODs/PDs. The MC will ensure that changes to the ODs/PDs will be fully considered and approved by its members, and that any change could ultimately be vetoed by the CIML as part of the annual reporting process. However, it was clarified that where a potential change to an OD and/or PD could be contentious, or would represent a significant change in policy, the MC would consult with the CIML prior to making the change.