



51<sup>st</sup> CIML Meeting – Working Document

## **Addendum 8.2.1**

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**CSPG-Doc-21**

**Working Draft Procedural Document PD-08: Signing the Declaration**



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**Procedural Document PD-08:  
Signing the OIML-CS Declaration**

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**Organisation Internationale  
de Métrologie légale**

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**International Organization  
of Legal Metrology**

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## Foreword

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

This edition x.x of OIML-CS PD-08 was approved by the MC during the 201x MC Meeting. This edition takes effect immediately upon publication.

This publication is directly related to OIML B xx *Framework for the OIML Certification System (OIML-CS)* containing the framework for the operation of the OIML-CS.

The Annexes to this publication are normative.

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

Edition	Document	Report on Voting/Acceptance
Original	PD-08: Declaration WD 201607xx	

Full information on the approval of this publication can be found in the documents indicated in the table above.

## 1 Introduction

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 promote efficiency in the time and cost of obtaining national type evaluations and approvals, or recognition of measuring instruments and/or modules under legal metrological control, while achieving and maintaining confidence in the results in support of facilitating 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 xx *Framework for the OIML Certification System (OIML-CS)* (hereafter referred to as the Framework) establishes the rules for a framework for the OIML-CS. The Framework is supplemented by a range of operational 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 and procedural documents which define the rules for the operation of the OIML-CS.

This publication contains the procedures associated with Issuing Authorities, Utilizers and Associates signing the Declaration under the OIML-CS. Templates are provided for the registration of Issuing Authorities, Utilizers and Associates, the Declaration and the Annexes to the Declaration.

These procedures relate to the Framework for the OIML Certification System (OIML-CS), as given in OIML B xx:201x, and the Operational Rules as given in OD-01 and OD-02.

### 3 Terminology and abbreviations

This section will be completed when the document has been drafted and the relevant terminology and abbreviations identified.

### 4 Record of Participation in the OIML-CS

4.1 Each accepted Issuing Authority, Utilizer and Associate in the OIML-CS shall sign in duplicate a Registration Form drawn up according to the format defined in Annex A.

4.2 The Executive Secretary is responsible for making and maintaining a synthesis (known as the *Declaration*) of the Registration Forms (see Annex B) containing a summary of the relevant information regarding the participants, available to the public. This synthesis represents the official registration of the *Declaration* by the BIML and shall be available on the OIML-CS website.

4.3 The synthesis includes Annexes (see Annex C) which shall specify

- a) The scope of each Issuing Authority detailing the category of measuring instrument(s) and the OIML Certificate(s) and OIML Type Evaluation Report(s) issued under Scheme B and/or Scheme A, plus any tests for additional national requirements that it can perform;
- b) The scope of each Utilizer and Associate detailing the acceptance and utilization of OIML Certificates and OIML Type Evaluation Reports issued under Scheme B and/or Scheme A and any additional national requirements or special requirements which deviate from those in the relevant OIML Recommendation(s).

*Note:* An Issuing Authority is a Utilizer for that category of measuring instrument.

### 5 Initiation and Maintenance of the Declaration

5.1 The Declaration becomes effective from the date that the OIML-CS comes into operation. From this date only OIML Certificates and OIML type evaluation reports that are in accordance with the rules and procedures of the OIML-CS can be issued.

5.2 Once an Issuing Authority has been approved by the MC they must sign the Declaration before they can start issuing OIML Certificates and OIML type evaluation reports for the categories of measuring instruments in the OIML-CS. If the Issuing Authority extends or reduces its scope (see PD-04) the Declaration shall be updated to reflect the updated scope.

5.3 Evaluation and testing of an instrument may be performed for an application received before the Issuing Authority has signed the Declaration, or before the scope of the Issuing Authority has been updated in the Declaration in the case of an extension to scope, provided that requirements in a) and b) below are fulfilled; however, the OIML Certificate and the OIML type evaluation report cannot be issued until the Declaration has been signed or updated as appropriate. The requirements are:

- a) Application for the OIML Certificate and OIML type evaluation report was received, and examination and testing were performed, after the report drawn up by the AP (see PD-04) led to a proposal to accept the potential Issuing Authority.

*Note:* This means that:

- i. the assessment of the Issuing Authority was conducted according to accepted international standards, e.g. ISO/IEC 17065, and assessment of the Test Laboratory was conducted according to ISO/IEC 17025 either under the accreditation process or under the peer assessment process before the application for the OIML Certificate and OIML type evaluation report was received by the potential Issuing Authority; and
  - ii. the assessment Report(s) of the Issuing Authority and Test Laboratory have been evaluated by the AP before the application for the OIML Certificate and OIML type evaluation report was received by the potential Issuing Authority.
- b) The AP has formulated a recommendation to the MC to accept the relevant potential Issuing Participant without any reservations.

The above-mentioned requirements apply to a new potential Issuing Authority and to an existing Issuing Authority that has applied to extend its scope to include a new or existing category of measuring instrument.

5.4 Following the periodic review detailed in PD-03, any changes to the scope or status of an Issuing Authority shall be recorded in the Declaration.

5.5 Any changes in the acceptance and utilization of OIML Certificates and OIML type evaluation reports by Utilizers and Associates shall be recorded in the Declaration.

## **6 Acceptance of OIML Certificates and OIML Type Evaluation Reports**

6.1 Although signing the Declaration commits in principle signatories to accept OIML Certificates and OIML Type Evaluation Reports from Issuing Authorities, in accordance with section 16.9 of OIML B xx *Framework for the OIML Certification System (OIML-CS)* there are conditions under which test data may not legitimately be accepted on the provision that a written justification and explanation is provided.

6.2 Acceptance of test results from MTLs is on a voluntary basis and does not require a justification or explanation where they are not accepted. Due to the voluntary nature of the acceptance of test results from MTLs, this information is not detailed in the Declaration.

6.3 The acceptance of existing OIML MAA Certificates issued under the OIML MAA Certificate System by a Utilizer or Associate shall be detailed in the Declaration along with any conditions.

## **7 Bibliography**



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## Annex A (Mandatory) – Individual Registration Forms



# Registration of an Issuing Authority in the OIML Certification System

ORGANISATION  
INTERNATIONALE  
DE MÉTROLOGIE  
LÉGALE

**1. Country**

.....

**2. Details of the Participant**

Name	Address	Contact Person

**3. Details of the categories of measuring instruments and the relevant OIML Recommendations for which it has been approved to issue OIML Certificates and OIML type evaluation reports**

Category of Measuring Instrument	OIML Recommendation	Scheme A or B

**4. Details of Test Laboratory(ies)**

Ref	Name	Address	Contact Person	Internal, Subcontracting or MTL

**5. Testing capabilities of the Test Laboratory(ies)**

[These will be specified in accordance with the requirements of the relevant categories of measuring instrument and the relevant OIML Recommendation]

**6. Additional national requirements requested by the Issuing Authority and included in the OIML-CS**

Measuring Instrument Category	Name of Requirement	Requirements and applicable test procedure reference document

**7. The additional national requirements included in the Declaration to be performed**

State	Measuring Instrument Category	Name of Requirement	Requirements and applicable test procedure reference document

**8. Categories of measuring instruments that the Issuing Authority will accept and utilize OIML Certificates and OIML type evaluation reports**

*Note:* categories of measuring instrument for which the Issuing Authority issues Scheme A certificates, as specified in 3, are automatically included in the table below.

Category of Measuring Instrument	OIML Recommendation	Scheme A or B	OIML MAA*

\* Any conditions for the acceptance of OIML MAA Certificates shall be specified here:

.....  
 .....

On the basis of the decision of the OIML-CS Management Committee dated [date], [name of Issuing Authority] decided to sign the Declaration to be an Issuing Authority under the OIML-CS for the categories of measuring instruments specified in 3 and to accept and utilize OIML Certificates and OIML type evaluation reports issued by other Issuing Authorities in its national type approval program for the categories of measuring instruments specified in 8. In signing the Declaration, [name of Issuing Authority] commits to abide by the rules and procedures of the OIML-CS. The Declaration is established in accordance with the requirements of OIML B xx *Framework for the OIML Certification System (OIML-CS)*.

Date: .....

Signature: .....

[Name of the responsible person]

[Position of the responsible person]



# Registration of a Utilizer or Associate in the OIML Certification System

**ORGANISATION  
INTERNATIONALE  
DE MÉTROLOGIE  
LÉGALE**

**1. Country**

.....

**2. Details of the Participant**

Name	Address	Contact Person

**3. Status of Participation**

☐ Utilizer

☐ Associate

**4. Additional national requirements requested by the Utiliser or Associate and included in the OIML-CS**

Measuring Instrument Category	Name of Requirement	Requirements and applicable test procedure reference document

**5. Categories of measuring instruments that the Utilizer or Associate will accept and utilize OIML Certificates and OIML type evaluation reports**

Category of Measuring Instrument	OIML Recommendation	Scheme A or B	OIML MAA*

\* Any conditions for the acceptance of OIML MAA Certificates shall be specified here:

.....  
 .....

On the basis of the decision of the OIML-CS Management Committee dated [date], [name of Utilizer or Associate] decided to sign the Declaration to accept and utilize OIML Certificates and OIML type evaluation reports issued by Issuing Authorities in its national type approval program for the categories of measuring instruments specified in 5. In signing the Declaration, [name of Utilizer or Associate] commits to abide by the rules and procedures of the OIML-CS. The Declaration is established in accordance with the requirements of OIML B xx *Framework for the OIML Certification System (OIML-CS)*.

Date: .....

Signature: .....

[Name of the responsible person]

[Position of the responsible person]

## Annex B (Mandatory) – Template for the Declaration



# Declaration of Participation in the OIML Certification System

**ORGANISATION  
INTERNATIONALE  
DE MÉTROLOGIE  
LÉGALE**

### 1. Revision History

Revision	Date of Revision	Nature of the revision
Rev.0		
Rev.1		

### 2. Scope of Issuing Authorities and Test Laboratories

State	Issuing Authority (IA)	Category of measuring instrument	OIML Recommendation	Test Laboratories (TL)
State A	IA 1	NAWIs	R 76:2006	TL 1, TL 2
		Load Cells	R 60:2000	TL 2
	IA 2	Water Meters	R 49:xxxx	TL 3
State B	IA 3	NAWIs	R 76:2006	TL 4
...				
...				
...				

### 3. Range of evaluation capability

The range of the evaluation capability for each Issuing Authority and their Test Laboratory(ies) is defined in the Annexes to this Declaration.

### 4. Summary of additional national requirements

State	Measuring Instrument Category	Name of Requirement	Requirements and applicable test procedure reference document

Conformity to the above-mentioned additional national requirements may be evaluated by the following Issuing Authorities and their Test Laboratories.

State	Measuring Instrument Category	Name of Requirement	Issuing Authority	Test Laboratory

#### 5. Means used for establishing competence

State	Means for establishing competence			
	Issuing Authority	Accreditation or Peer Assessment	Test Laboratory	Accreditation or Peer Assessment

#### 6. Participation

The Participants indicated below have signed the Declaration to accept and utilize OIML Certificates and OIML type evaluation/test reports issued by the above-mentioned Issuing Authorities in their national type approval program for the category(ies) of measuring instruments and OIML Recommendations specified below. This Declaration has been established in accordance with the requirements of OIML B xx *Framework for the OIML Certification System (OIML-CS)*.

State	Identity of Participant	Status of Participation*	Category of measuring instrument	Scheme A or B	Date of Participation

\* An Issuing Authority is also a Utilizer for that category of measuring instrument



## Annex C (Mandatory) – Templates for the Annexes to the Declaration

### Annex to the Declaration: Issuing Authority

**1. Country**

.....

**2. Details of the Issuing Authority**

Name	Address	Contact Person

**3. The means used to establish competency of the Issuing Authority**

☐ Accreditation

☐ Peer Assessment

**4. Details of each Test Laboratory**

*(see section x.x for detailed information regarding the test capability of each Test Laboratory)*

Ref	Name	Address	Contact Person	Internal, Subcontracting or MTL	Accreditation or Peer Assessment
1					
2					
...					
x					

## 5. Overview of Issuing Authority Scope

Category of Measuring Instrument	OIML Recommendation	Scheme A or B	Test Laboratory(ies)	Date Approved

## 7. Range of Evaluation Capability – OIML-CS Measuring Instrument Categories

### 7.1 Category of Measuring Instrument and OIML Recommendation

.....

#### a) Test Laboratory

[Table specifying test capability for category of measuring instrument and OIML IR]

#### b) Test Laboratory

[Table specifying test capability for category of measuring instrument and OIML IR]

### 7.2 Category of Measuring Instrument and OIML Recommendation

.....

#### a) Test Laboratory

[Table specifying test capability for category of measuring instrument and OIML IR]

**8. Range of Evaluation Capability – Additional National Requirements**

Test Laboratory	Additional National Requirements			
	State	Measuring Instrument Category	Name of Requirement	Requirements and applicable test procedure reference document

**9. Scope of Acceptance of OIML Certificates and OIML Type Evaluation Reports**

Measuring Instrument Category	OIML Recommendation	Scheme A or B <sup>1</sup>	MAA <sup>2</sup>	Date Included

1 An Issuing Authority is automatically a Utilizer for that category of measuring instrument under Scheme A

2 Any conditions for the acceptance of OIML MAA Certificates shall be specified here:

.....

.....

**10. Revision History**

Revision	Date of Revision	Nature of the revision
Rev.0		
Rev.1		

## Annex to the Declaration: Utilizer or Associate

**1. Country**

.....

**2. Details of the Utilizer or Associate**

Name	Address	Contact Person

**3. Status**

☐ Utilizer

☐ Associate

**4. Additional National Requirements (if any)**

Measuring Instrument Category	Name of Requirement	Requirements and applicable test procedure reference document

**5. Scope of Acceptance of OIML Certificates and OIML Type Evaluation Reports**

Measuring Instrument Category	OIML Recommendation	Scheme A or B	MAA*	Date Included

\* Any conditions for the acceptance of OIML MAA Certificates shall be specified here:

.....

.....

**6. Revision History**

Revision	Date of Revision	Nature of the revision
Rev.0		
Rev.1		

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