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Framework for the OIML Certification System (OIML-CS)

(Clean version)



ORGANISATION INTERNATIONALE
DE MÉTROLOGIE LÉGALE

INTERNATIONAL ORGANIZATION
OF LEGAL METROLOGY

Contents

Foreword	4
1 Introduction.....	5
2 Objectives.....	6
3 Terminology and abbreviations.....	6
4 Scope.....	10
5 Participation in the OIML-CS	10
6 Governing documents	11
7 Standards.....	12
8 Structure.....	12
9 Responsibilities of the CIML within the OIML-CS.....	13
10 Responsibilities of the BIML within the OIML-CS.....	13
11 Management Committee (MC)	14
12 Test Laboratories Forum (TLF)	16
13 Board of Appeal (BoA).....	17
14 Conduct of the work.....	17
15 Operation of the OIML-CS	18
16 Finance.....	19
17 References	19

Foreword

The International Organization of Legal Metrology (OIML) is a worldwide, intergovernmental organization whose primary aim is to harmonize the regulations and metrological controls applied by the national metrological services, or related organizations, of its Member States. The main categories of OIML publications are:

- **International Recommendations (OIML R)**, which are model regulations that establish the metrological characteristics required of certain measuring instruments and which specify methods and equipment for checking their conformity. OIML Member States shall implement these Recommendations to the greatest possible extent;
- **International Documents (OIML D)**, which are informative in nature and which are intended to harmonize and improve work in the field of legal metrology;
- **International Guides (OIML G)**, which are also informative in nature and which are intended to give guidelines for the application of certain requirements to legal metrology;
- **International Basic Publications (OIML B)**, which define the operating rules of the various OIML structures and systems; and

OIML Draft Recommendations, Documents and Guides are developed by Project Groups linked to Technical Committees or Subcommittees which comprise representatives from OIML Member States. Certain international and regional institutions also participate on a consultation basis. Cooperative agreements have been established between the OIML and certain institutions, such as ISO and the IEC, with the objective of avoiding contradictory requirements. Consequently, manufacturers and users of measuring instruments, test laboratories, etc. may simultaneously apply OIML publications and those of other institutions.

International Recommendations, Documents, Guides and Basic Publications are published in English (E) and translated into French (F) and are subject to periodic revision.

Additionally, the OIML publishes or participates in the publication of **Vocabularies (OIML V)** and periodically commissions legal metrology experts to write **Expert Reports (OIML E)**. Expert Reports are intended to provide information and advice, and are written solely from the viewpoint of their author, without the involvement of a Technical Committee or Subcommittee, nor that of the CIML. Thus, they do not necessarily represent the views of the OIML.

This publication – reference OIML B 18, edition 201x (E) – was developed by the OIML Certification System provisional Management Committee. It was approved for final publication by the International Committee of Legal Metrology at its xx meeting in October 201x.

OIML Publications may be downloaded from the OIML web site in the form of PDF files. Additional information on OIML Publications may be obtained from the Organization's headquarters:

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Framework for the OIML Certification System (OIML-CS)

1 Introduction

- 1.1 The OIML Certification System (hereafter referred to as the OIML-CS) is a system for issuing, registering and using OIML Type Examination Certificates (hereafter referred to as OIML Certificates) and associated OIML type evaluation reports for types of measuring instruments (including families of measuring instruments, modules, or families of modules), based on the requirements of OIML Recommendations.

It is a single Certification System comprising two Schemes; it replaces the previous OIML Basic Certificate System [1] introduced in 1991, and also the OIML Mutual Acceptance Arrangement (MAA) [2] introduced in 2005. The OIML-CS aims to facilitate, accelerate and harmonize the work of national and regional bodies that are responsible for type evaluation and approval of measuring instruments subject to legal metrological control. In the same way, instrument manufacturers, who are required to obtain type approval in some countries in which they wish to sell their products, should benefit from the OIML-CS as it provides evidence that their instrument type complies with the requirements of the relevant OIML Recommendation(s). The OIML-CS may also help to promote the manufacture, marketing and use of measuring instruments that comply with OIML requirements for applications which are not subject to legal metrological control by a national metrology authority.

- 1.2 The OIML-CS is a voluntary system and OIML Member States and Corresponding Members are free to participate or not. Participating in the OIML-CS, and signing the Declaration (see 5.3-5.5), commits in principle the signatories to abide by the rules of the OIML-CS. This Framework establishes these rules whereby signatories voluntarily accept and utilize OIML type evaluation reports, when associated with an OIML Certificate issued by an OIML Issuing Authority, for type approval or recognition in their national or regional metrological controls.
- 1.3 The OIML-CS requires a type evaluation of sample(s) of measuring instruments which should be representative of the production. However, the type evaluation conducted within the OIML-CS does not include any formal evaluation to establish that the type is representative of the intended production. Such an evaluation, and the assessment of the conformity of the produced instruments to the certified type, may be addressed in other OIML publications.

Note: The OIML-CS is classified to Scheme 1a defined in ISO/IEC 17067 [3].

- 1.4 A manufacturer or its authorized representative from any country may apply for type evaluation and an OIML Certificate to be issued by a designated OIML Issuing Authority in any OIML Member State that participates in the OIML-CS. Likewise, any OIML Certificate and/or its associated OIML type evaluation report may be accepted and utilized by any national issuing authority or national responsible body in any country.
- 1.5 The present publication, OIML B 18 *Framework for the OIML Certification System*, is supplemented by Operational Documents and Procedural Documents which are developed, maintained and approved by the OIML-CS Management Committee.

2 Objectives

The objectives of the OIML-CS are

- 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).

3 Terminology and abbreviations

The abbreviations and definitions listed below apply to this publication and the OIML-CS Operational Documents and Procedural Documents.

- 3.1 **Accreditation (from ISO/IEC 17000, 5.6 [4]):** third party attestation related to a conformity assessment body conveying formal demonstration of its competence to carry out specific conformity assessment tasks.

Note: In the OIML-CS, accreditation is equivalent to peer assessment (see 3.29).

- 3.2 **Additional national requirement:** Requirement that is not included in the relevant OIML Recommendation but that is required in order to issue a national/regional type approval, and that has been included in the scope of the Declaration.

- 3.3 **Applicant:** Manufacturer and/or authorized representative who submits an application for an OIML type evaluation of a measuring instrument to an OIML Issuing Authority in order to receive an OIML type evaluation report and an OIML Certificate for that type of measuring instrument.

Note: Upon issuance of the OIML Certificate, the applicant becomes the owner of the OIML Certificate.

- 3.4 **Associate:** National Issuing Authority or National Responsible Body from an OIML Corresponding Member that has signed the Declaration indicating the terms of acceptance of OIML Certificates and/or OIML type evaluation reports.

- 3.5 **Board of Appeal (BoA):** Internal appeals committee of the OIML-CS.

- 3.6 **Category:** Classification of measuring instruments for which technical and metrological requirements are laid down in an OIML Recommendation (for instance OIML R 76 [5] for the category of non-automatic weighing instruments).

- 3.7 **Conformity assessment (from ISO/IEC 17000, 2.1 [4]):** demonstration that specified requirements related to a product, process, system, person or body are fulfilled.

- 3.8 **Declaration:** Document that is signed by OIML Issuing Authorities, Utilizers and Associates accepting to abide by the rules of the OIML-CS. The scope of certification and/or acceptance of OIML type evaluation reports issued with an OIML Certificate under Scheme A or B are detailed in separate annexes which form part of the Declaration.
- 3.9 **Executive Secretary:** BIML staff member appointed by the BIML Director who is responsible for the day-to-day operation of the OIML-CS under the direction of the Management Committee (MC).
- 3.10 **Family of measuring instruments:** Identifiable group of measuring instruments belonging to the same manufactured type that have the same design features and metrological principles for measurement but which may differ in some metrological and technical performance characteristics, as defined in the relevant Recommendation.
- Note:* The concept of a “family” primarily aims to reduce the testing required for OIML Type Evaluation. It does not preclude the possibility of listing more than one family in one OIML Certificate.
- 3.11 **Family of modules:** Identifiable group of modules belonging to the same manufactured type that have similar design features but which may differ in some metrological and technical performance requirements as defined in the relevant Recommendation.
- 3.12 **Internal Test Laboratory:** A Test Laboratory that is designated by an OIML Issuing Authority, and registered in the Declaration, that is a part of the same organization as the OIML Issuing Authority.
- 3.13 **Legal Metrology expert:** A person, approved by the MC, to provide specific technical and metrological expertise with respect to the scope of an accreditation or peer assessment; is a team member who provides advice but is not considered as an assessor unless he/she has the relevant assessor qualifications and training.
- 3.14 **Management Committee (MC):** Committee established by the CIML to manage the OIML-CS (see 11).
- 3.15 **Manufacturer:** Company or person legally responsible for producing measuring instruments and/or modules which conform to the certified type.
- 3.16 **Manufacturer’s Test Laboratory (MTL):** A Test Laboratory of a manufacturer that is designated by an OIML Issuing Authority, and registered in the Declaration, that performs specific tests under controlled supervision (see section 7 of PD-04 [6]) or as a third-party laboratory of an OIML Issuing Authority.
- Note 1:* An MTL may conduct tests for the parent company and/or for other companies. The requirements for controlled supervision apply if tests are performed for the parent company. Otherwise the MTL is considered as a third-party Test Laboratory, in which case the requirements for third-party laboratories must be satisfied.
- Note 2:* In the event that test data is obtained from an MTL this must be clearly indicated on the OIML type evaluation report (see section 5.5.4 of PD-05 [7] and acceptance of that report is on a voluntary basis (see section 4.9 of PD-06 [8]).

- 3.17 **MC Chairperson:** Individual, appointed by the CIML, who presides over the Management Committee. He/she is responsible for the operation of the MC and is the functional supervisor of the Executive Secretary in matters related to the OIML-CS.
- 3.18 **Measuring instrument:** Device used for making measurements, alone or in conjunction with supplementary device(s) (VIM, 3.1 [9]).
- 3.19 **Module:** Identifiable part of a measuring instrument or of a family of measuring instruments that performs a specific function or functions that can be separately evaluated according to prescribed metrological and technical performance requirements in the relevant Recommendation.
- 3.20 **National Issuing Authority:** Certifying body or person in an OIML Member State or Corresponding Member that is responsible for national type approval and that issues national/regional Type Approval Certificates for specific categories of measuring instruments or modules on the basis of examination and testing under its own control.
- 3.21 **National Responsible Body:** Organization within an OIML Member State or Corresponding Member that does not conduct type evaluation but that is responsible for the metrological control of measuring instruments and/or modules.
- 3.22 **OIML Certificate:** A Type Examination Certificate, issued by an OIML Issuing Authority, attesting the conformity of a type of a measuring instrument or module with the relevant requirements of an OIML Recommendation at the time of testing and evaluation.
- 3.23 **OIML Certification System (OIML-CS):** System for issuing, registering and using OIML Certificates and associated OIML type evaluation reports for types of measuring instruments (including families of measuring instruments, modules, or families of modules), based on the requirements in the relevant OIML Recommendations.
- 3.24 **OIML Issuing Authority (IA):** Certification Body from an OIML Member State issuing OIML Certificates and associated OIML type evaluation reports in accordance with Scheme A or Scheme B.
- Note:* An OIML Member State having an OIML Issuing Authority for a category of measuring instrument under Scheme A shall designate at least one Utilizer (see 3.42) for that category of measuring instrument. The Utilizer(s) may be a different organization(s) than the OIML Issuing Authority.
- 3.25 **OIML Technical Committees and Subcommittees (TC/SC):** Committees comprising representatives from OIML Member States and OIML Corresponding Members, with linked Project Groups, responsible for the development and revision of OIML Recommendations, Documents and Guides.
- 3.26 **OIML test report:** Report issued by a test laboratory that includes the results of tests and examinations it carried out on the basis of the relevant OIML Recommendation during OIML type evaluation on identified sample(s) of a given type of measuring instrument or module.
- Note:* Unless the OIML Recommendation states otherwise, several test reports may be issued if several test laboratories are involved in covering all of the tests and examinations specified in the relevant OIML Recommendation.

- 3.27 **OIML type evaluation:** Type evaluation conducted on the basis of the relevant OIML Recommendation.
- 3.28 **OIML type evaluation report:** Report issued by an OIML Issuing Authority participating in the OIML-CS that assesses the conformity of the type of a measuring instrument or module to the requirements in the relevant Recommendation and, if applicable, to the additional national requirements specified in the Declaration.
- 3.29 **Peer assessment (from ISO/IEC 17000, 4.5 [4]):** assessment of a body against specified requirements by representatives of other bodies in, or candidates for, an agreement group.
- Note 1:* Within the OIML-CS implementation, this is the procedure by which approved experts assess, against specified requirements, on site, the competence of Issuing Authorities and Test Laboratories to be registered in the Declaration.
- Note 2:* In the OIML-CS, peer assessment is equivalent to accreditation (see 3.1).
- 3.30 **Peer evaluation:** process used by MC members to evaluate the compliance of Issuing Authorities and Test Laboratories.
- 3.31 **QMS expert (lead assessor):** a person, approved by the MC, who has overall responsibility for leading a peer assessment.
- 3.32 **Review Committee (RC):** Sub-committee of the MC that provides recommendations on the approval of OIML Issuing Authorities, Legal Metrology experts and QMS experts.
- 3.33 **Scheme:** Part of the OIML-CS covering one or more categories of measuring instruments and with common requirements for participation (see 4.1 and 5.2).
- 3.34 **Scheme A:** Advanced level of the OIML-CS where accreditation or peer assessment is used as the basis for demonstrating compliance with the requirements of the OIML-CS.
- 3.35 **Scheme B:** Introductory level of the OIML-CS where “self-declaration” is used as the basis for demonstrating compliance with the requirements of the OIML-CS.
- 3.36 **Test Laboratory (TL):** Laboratory performing certain or all tests on a type of measuring instrument. A test laboratory is designated by an OIML Issuing Authority and accepted by the MC.
- Note 1:* A Test Laboratory may be an internal test laboratory of an OIML Issuing Authority, a third-party test laboratory or a Manufacturer’s Test Laboratory (MTL).
- Note 2:* The OIML Issuing Authority, and not the Test Laboratory, is responsible for issuing the OIML type evaluation report.
- 3.37 **Test Laboratories Forum (TLF):** Advisory group that provides a platform for discussion on practical issues pertaining to testing. Each test laboratory in the OIML-CS may be represented in the TLF.
- 3.38 **Third-party Test Laboratory:** A Test Laboratory that is designated by an OIML Issuing Authority, and registered in the Declaration, and which is independent from the OIML Issuing Authority.
- 3.39 **TLF Chairperson:** Individual, appointed by the Management Committee, who presides over and is responsible for the operation of the Test Laboratories Forum.

- 3.40 **Type evaluation:** Systematic examination and testing of the performance of one or more specimens of an identified type of measuring instrument against documented requirements, the results of which are contained in an evaluation report, in order to determine whether the type may be approved (VIML, 2.5 [6]).
- 3.41 **User:** Any organization other than a Utilizer that accepts OIML Certificates and/or OIML type evaluation reports issued under Scheme A or Scheme B.
- 3.42 **Utilizer:** National Issuing Authority or National Responsible Body from an OIML Member State that has signed the Declaration, indicating the terms of acceptance of OIML Certificates and/or OIML type evaluation reports issued under Scheme A or Scheme B.

4 Scope

- 4.1 The OIML-CS is a single Certification System with two Schemes (see 5.2):
- a) Scheme A, and
 - b) Scheme B.
- 4.2 Those categories of measuring instruments (including families of instruments, modules, or families of modules) for which the relevant OIML Recommendation specifies
- a) the metrological and technical requirements,
 - b) the test procedures, and
 - c) the OIML test report format
- are automatically included in the OIML-CS.
- 4.3 A category of measuring instrument is initially placed in Scheme B, with the intention that all categories of measuring instruments in the OIML-CS will transition to Scheme A two years after first being included in the OIML-CS.
- 4.4 Concerning families of instruments, modules and families of modules, the relevant Recommendation(s) shall specify what can be considered as a family and/or a module as well as the specific metrological and technical requirements and test procedures applicable to such families/modules.
- 4.5 A list of the categories of measuring instruments in the OIML-CS, with references to the relevant Recommendations, is maintained by the BIML and is permanently available to Member States and other interested parties on the OIML website and on request.

5 Participation in the OIML-CS

5.1 Membership

- 5.1.1 The CIML Member in a given Member State may put forward to the MC one or more OIML Issuing Authorities in that State per category of measuring instruments for its acceptance under Scheme A or Scheme B.

Note: An OIML Issuing Authority that issues OIML Certificates may or may not be the same organization as the national body that issues national type approval certificates and whose responsibilities are governed by national regulations.

- 5.1.2 The CIML Member in a given Member State may designate one or more Utilizers in that State per category of measuring instrument.
- 5.1.3 The OIML Corresponding Member Representative may designate one or more Associates in that country per category of measuring instrument.
- 5.1.4 A list of all OIML Issuing Authorities and Utilizers in the various Member States and Associates from OIML Corresponding Members is maintained by the BIML and is permanently available to Member States, Corresponding Members and other interested parties on the OIML website and on request.
- 5.2 The requirements for the participation of OIML Issuing Authorities and their associated Test Laboratories in Scheme A or Scheme B are the same, but the method of demonstrating compliance is different. OIML Issuing Authorities are required to demonstrate compliance with ISO/IEC 17065 [11], and Test Laboratories are required to demonstrate compliance with ISO/IEC 17025 [12]. For participation in Scheme B, it is sufficient to demonstrate compliance on the basis of “self-declaration” with additional supporting evidence. For participation in Scheme A, compliance shall be demonstrated by peer evaluation, on the basis of accreditation or peer assessment.
- 5.3 OIML Issuing Authorities that have been accepted for participation in the OIML-CS (see 11.5 f)) sign a Declaration indicating their scope for issuing OIML Certificates and OIML type evaluation reports under Scheme A and/or Scheme B. When an OIML Issuing Authority is accepted under Scheme A, the OIML Member State shall designate at least one Utilizer for the respective category(ies) of measuring instrument(s). The Utilizer(s) sign(s) the Declaration indicating their acceptance of OIML Certificates and/or OIML type evaluation reports issued under Scheme A for the respective category(ies) of measuring instrument(s). The Utilizer(s) may specify additional national requirements or special requirements which deviate from those in the relevant OIML Recommendation(s).
- 5.4 Utilizers sign a Declaration indicating their scope of acceptance of OIML Certificates and/or OIML type evaluation reports issued under Scheme A and/or Scheme B. They may specify additional national requirements or special requirements which deviate from those in the relevant OIML Recommendation(s).
- 5.5 Associates sign a Declaration indicating their scope of acceptance of OIML Certificates and/or OIML type evaluation reports issued under Scheme A and/or Scheme B. They may specify additional national requirements or special requirements which deviate from those in the relevant OIML Recommendation(s).

6 Governing documents

The governing documents for the OIML-CS are

- a) OIML B 18 *Framework for the OIML Certification System* (this publication), approved by the CIML,
- b) OIML-CS Operational Documents (numbered OD-xx) developed, maintained and approved by the MC,
- c) OIML-CS Procedural Documents (numbered PD-xx) developed, maintained and approved by the MC, and

- d) OIML-CS Guidance, Forms and Templates developed, maintained and approved by the MC.

In the event of a conflict, contradiction or inconsistency between the provisions of one of the above-mentioned documents and the provisions of another of the above-mentioned documents, the provisions of the document listed in a higher position shall take precedence over the provisions of the document listed in a lower position.

7 Standards

The standards applicable within the OIML-CS as defined by the MC are

- OIML Recommendations and Documents,
- ISO/IEC conformity assessment standards, and
- other relevant international standards.

A complete list of the documents and standards that will be identified by the MC and accepted by the CIML will be published and updated by the BIML on the OIML-CS website.

8 Structure

8.1 The structure of the OIML-CS comprises:

- Management Committee (MC);
- Review Committee (RC), which is a sub-committee of the MC;
- Test Laboratories Forum (TLF);
- Board of Appeal (BoA).

Figure 1 illustrates the structure of the OIML-CS within the OIML structure.

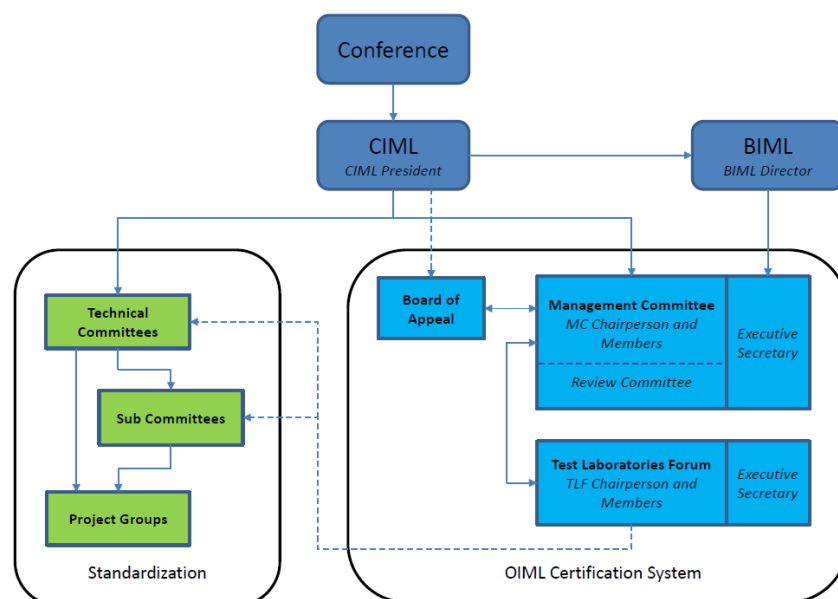


Figure 1 Structure of the OIML-CS within the OIML structure

9 Responsibilities of the CIML within the OIML-CS

The CIML is responsible for

- a) appointing a Chairperson of the MC,
- b) appointing a Deputy Chairperson of the MC,
- c) appointing a Chairperson and members of the BoA,
- d) approving revisions to OIML B 18 *Framework for the OIML Certification System*, and
- e) approving proposals of the MC concerning
 - i. moving a category of measuring instrument (and the applicable OIML Recommendation) from Scheme A back to Scheme B, and
 - ii. extending or reducing the two-year transition period for a category of measuring instrument when moving from Scheme B to Scheme A.

10 Responsibilities of the BIML within the OIML-CS

10.1 The BIML acts as the secretariat of the OIML-CS, undertaking administrative functions defined by the MC, for example (but not limited to)

- a) registering and publishing OIML Certificates,
- b) collecting OIML Certificate registration fees, and
- c) maintaining the OIML-CS website.

10.2 The Executive Secretary is a BIML staff member, appointed by the BIML Director. The Executive Secretary is responsible for the day-to-day operation of the OIML-CS under the direction of the MC. The tasks and duties of the Executive Secretary are to

- a) provide general administrative and secretarial services for the MC, the MC Working Groups, the TLF and the BoA,
- b) organize MC, MC Working Group, TLF and (where necessary) BoA meetings,
- c) process applications from OIML Issuing Authorities or Test Laboratories in accordance with the Operational and Procedural rules approved by the MC,
- d) provide advice on initial peer assessment and peer reassessment of OIML Issuing Authorities and Test Laboratories, including the selection of assessors,
- e) maintain up to date records regarding the OIML Issuing Authorities and Test Laboratories,
- f) maintain up to date records of MC members and representatives of Test Laboratories in the TLF,
- g) assume responsibility for editing and organizing the publication of OIML-CS publications,
- h) assume responsibility for maintaining a list of Legal Metrological experts and Quality Management System (QMS) experts (lead assessors) approved by the MC,
- i) monitor OIML-CS activities for reporting purposes, and
- j) monitor the countries that have signed the Declaration.

11 Management Committee (MC)

11.1 Composition

- a) one member per OIML Member State that has at least one OIML Issuing Authority or Utilizer, designated by the respective CIML Member;
- b) one member per OIML Corresponding Member that has at least one Associate, designated by the respective OIML Corresponding Member Representative;
- c) a Chairperson, nominated from amongst the MC members from OIML Member States and appointed by the CIML;
- d) a Deputy Chairperson, nominated from amongst the MC members from OIML Member States and appointed by the CIML;
- e) an Executive Secretary;
- f) the TLF Chairperson;
- g) Secretariats of relevant OIML TCs/SCs as observers; and
- h) representatives from Organizations in Liaison as observers.

11.2 The principal duties of the Chairperson are to

- a) convene and preside over meetings of the MC,
- b) determine the agenda for MC meetings,
- c) represent the MC between its meetings, and
- d) report to the CIML.

11.3 Meetings and other activities

In addition to its ongoing activities, the MC shall meet at least once a year. At meetings of the MC a delegation of up to three people from each OIML Member State and Corresponding Member participating in the OIML-CS may attend. For OIML Member States, the member of the MC designated by the CIML Member (see 11.1 a)) has the vote for that country (see 11.4.1 a)).

11.4 Voting

11.4.1 Eligibility

- a) the member from each OIML Member State has a vote;
- b) the Chairperson and Deputy have a vote, if their Member State is not otherwise represented in the MC;
- c) members from OIML Corresponding Members have a voice but do not have a vote;
- d) the Executive Secretary does not have a vote;
- e) the TLF Chairperson does not have a vote;
- f) secretariats of OIML TCs/SCs do not have a vote; and
- g) representatives of Organizations in Liaison do not have a vote.

11.4.2 Decisions taken during an MC meeting

Approval, re-approval or suspension of an OIML Issuing Authority or a Test Laboratory requires the support of at least 80 % of the MC members from OIML Member States. All other proposals require the support of at least half of the MC members from OIML Member States to be accepted.

In exceptional cases, an MC member from an OIML Member State who is unable to be present at an MC meeting may give a proxy either to another representative from their own country, or to another MC member's representative.

Abstentions are not considered as voting. Members who vote against a proposal or abstaining shall provide their reasons for doing so.

11.4.3 Decisions taken outside an MC meeting

Decisions are normally taken during meetings. Between meetings, if the Chairperson so decides, voting can take place by correspondence.

Approval, re-approval or suspension of an OIML Issuing Authority or a Test Laboratory requires the support of at least 80 % of the MC members from OIML Member States. Other decisions shall be valid when two-thirds of the votes cast by MC members from OIML Member States are in favor.

Abstentions are not considered as votes cast. Members who vote against a proposal shall provide their reasons for doing so.

11.5 Duties and responsibilities

The MC is responsible for the operation of the OIML-CS under the authority of the CIML. The MC shall

- a) report annually to the CIML,
- b) develop and make proposals to the CIML for changes in OIML-CS strategy and policy,
- c) promote and raise awareness of the OIML-CS and its schemes,
- d) make 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,
- e) make proposals to the CIML on the transition of measuring instrument categories from Scheme A back to Scheme B,
- f) make decisions on the participation of new OIML Issuing Authorities in a scheme,
- g) organize periodic reviews on the continuity of participation of OIML Issuing Authorities in a scheme,
- h) appoint the Review Committee Chairperson and the Test Laboratories Forum Chairperson,
- i) approve and maintain the list of OIML Legal Metrology experts and QMS experts,
- j) develop recommendations to the CIML for improvements/changes to OIML B 18 *Framework for the OIML Certification System*,
- k) develop, maintain and approve rules and procedures for the operation of the schemes in accordance with OIML B 18 *Framework for the OIML Certification System*,

- l) develop, maintain and approve guidance documents, templates and forms in support of the rules and procedures of OIML B 18 *Framework for the OIML Certification System*,
- m) monitor the operation and effectiveness of the OIML-CS Schemes,
- n) establish working groups to enhance the efficiency of its operation,
- o) develop proposals for the content and functionality of the OIML-CS website in relation to the OIML-CS,
- p) define the roles and duties of the BIML Secretariat,
- q) handle appeals against RC recommendations.

11.6 Review Committee (RC)

The RC is a sub-committee of the MC.

11.6.1 Composition

- a) minimum of six members of the MC from OIML Member States;
- b) a Chairperson, from amongst the MC members from OIML Member States, appointed by the MC; and
- c) the Executive Secretary.

11.6.2 The tasks of the RC are to

- a) review the documentation submitted by potential OIML Issuing Authorities, including accreditation certificates and assessment reports, peer assessment reports, etc. and to make recommendations to the MC on the acceptance of potential OIML Issuing Authorities,
- b) review the documentation submitted by OIML Issuing Authorities for periodic reviews of the participation, and to make recommendations to the MC on the continuation as OIML Issuing Authorities,
- c) make recommendations to the MC on the validation of the Legal Metrology and QMS experts who will participate in accreditation or peer assessments of test laboratories, and
- d) provide make recommendations to the MC on the validity of complaints.

11.7 Working Groups

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.

12 Test Laboratories Forum (TLF)

12.1 Composition

- a) one representative from each test laboratory, including manufacturers' test laboratories, listed in the Declaration of the OIML-CS;
- b) a Chairperson, nominated from amongst the TLF members and appointed by the MC; and

- c) the Executive Secretary.

12.2 The tasks of the TLF are to

- a) provide a platform for handling practical and/or technical questions pertaining to test specifications, test methods and test equipment detailed in standards (see 7) accepted for use in the OIML-CS,
- b) detail the way in which the tests specified in OIML Recommendations may be carried out so as to achieve the necessary reproducibility of test results,
- c) draw up “best practice” papers and/or propose amendments to OIML Recommendations relating to test specifications, test procedures and reporting of test results.

Note: It is envisaged that the TLF will focus on issues that are common across Recommendations, thereby supporting a consistent means of resolving issues across OIML technical work, and

- d) work towards the development of inter-lab comparison programs for the test laboratories of the OIML Issuing Authorities.

13 Board of Appeal (BoA)

The BoA is independent of the MC.

13.1 Composition

- a) a Chairperson appointed by the CIML; and
- b) four members appointed by the CIML.

13.2 The tasks of the BoA are to

- a) manage appeals against decisions of the MC relating to
 - i. participation in the OIML-CS, and
 - ii. Legal Metrology experts and QMS experts,
- b) recommend solutions to any other dispute referred to it with regard to the application of the rules of the OIML-CS.

14 Conduct of the work

The MC, TLF, BoA and working groups shall perform their activities primarily by correspondence. Detailed arrangements will be provided in the respective OIML-CS Operational Documents and Procedural Documents. All documents, meeting reports, etc. shall be public, unless otherwise defined in the OIML-CS Operational Documents and Procedural Documents.

15 Operation of the OIML-CS

- 15.1 A category of measuring instrument that is covered by a new or existing OIML Recommendation that fulfils the conditions mentioned in 4.2 shall automatically be included in the OIML-CS in Scheme B.
- 15.2 Two years after inclusion in the OIML-CS, the category of measuring instrument shall automatically transition to Scheme A. In exceptional circumstances the MC may propose to the CIML that a category of measuring instrument transitions to Scheme A in a time period less than two years.
- 15.3 In exceptional circumstances the MC may propose to the CIML that a category of measuring instrument does not automatically transition after two years, e.g. suitable experts for assessments have yet to be identified, in which case a time period for transition will be defined.
- 15.4 For both new and revised OIML Recommendations the BIML is responsible for publishing the appropriate information on the OIML-CS website. This information includes the date on which the new or revised OIML Recommendation is published on the OIML website.
- 15.5 If a revised version of an OIML Recommendation is published, the earlier version is maintained in the OIML-CS together with the new version as long as the CIML, on a recommendation by the MC, does not decide to withdraw the earlier version from the OIML-CS.
- Note:* The earlier version may be maintained in order to accommodate situations where the earlier version is still in use in certain countries.
- 15.6 A category of measuring instrument covered by a revised version of an OIML Recommendation shall remain in the same Scheme (A or B as appropriate). An existing OIML Issuing Authority wishing to include the revised version in its scope shall provide evidence of its competency in respect of the revised version. Utilizers and Associates shall indicate their acceptance of OIML Certificates and/or OIML type evaluation reports issued in accordance with the revised version in the Declaration.
- 15.7 It may be proposed by the MC and decided by the CIML to move a certain category of measuring instrument from Scheme A back to Scheme B.
- 15.8 The only valid version of an OIML Certificate is the printed or electronic version issued by an OIML Issuing Authority. The validity of any OIML Certificate (printed or electronic) can be verified with the copy of the OIML Certificate registered and published on the OIML website.
- 15.9 In the event that questions arise during the review of an OIML Certificate and/or OIML type evaluation report, a Utilizer or Associate shall consult the relevant OIML Issuing Authority for clarification of the matter and take any further appropriate actions. If the test data are not accepted, written justification for denial shall be sent to the relevant OIML Issuing Authority, manufacturer and the MC. The OIML Issuing Authority may subsequently appeal this decision to the BoA.
- 15.10 OIML MAA certificates that were issued under the OIML MAA Certificate System are considered to remain valid. Utilizers and Associates in the OIML-CS may establish

conditions for acceptance of these OIML MAA certificates and/or OIML MAA type evaluation reports in the Declaration defined in 3.8.

- 15.11 OIML Basic certificates that were issued under the OIML Basic Certificate System are considered to remain valid. Utilizers, Associates and Users may continue to accept these OIML Basic certificates and/or OIML Basic type evaluation reports on a voluntary basis.

16 Finance

- 16.1 The BIML Director is responsible for drawing up an annual budget and the accounts applicable to the operation of the OIML-CS.
- 16.2 To help facilitate that the operation of the OIML-CS will not lead to an increase in OIML membership fees, income and expenses for the OIML-CS are budgeted and accounted for separately from the OIML budget, but are consolidated into the OIML budget and accounts.
- 16.3 Income consists of the fees from the registration of OIML Certificates. No entrance fees will be charged for Issuing Authorities.

17 References

- [1] OIML B 3:2011 *OIML Basic Certificate System for OIML Type Evaluation of Measuring Instruments*
- [2] OIML B 10:2011 *Framework for a Mutual Acceptance Arrangement on OIML Type Evaluations*
- [3] ISO/IEC 17067:2013 *Conformity assessment – Fundamentals of product certification and guidelines for product certification schemes*
- [4] ISO/IEC 17000:2004 *Conformity assessment – Vocabulary and general principles*
- [5] OIML R 76:2006 *Non-automatic weighing instruments*
- [6] PD-04 *OIML-CS Procedural Document PD-04: Assessment of Test Laboratories*
- [7] PD-05 *OIML-CS Procedural Document PD-05: Processing an OIML Type Evaluation Report and OIML Certificate*
- [8] PD-06 *OIML-CS Procedural Document PD-06: Use of OIML Type Evaluation Reports and OIML Certificates*
- [9] VIM (ISO/IEC Guide 99:2007) *International vocabulary of metrology – Basic and general concepts and associated terms*
- [10] VIML (OIML V 1:2013) *International vocabulary of terms in legal metrology*
- [11] ISO/IEC 17065:2012 *Conformity assessment – Requirements for bodies certifying products, processes and services*
- [12] ISO/IEC 17025:2005 *General requirements for the competence of testing and calibration laboratories*