



**Agenda item 15.2**

**Recommendation from the OIML-CS Management Committee to  
the CIML**

**Final Draft revision of OIML B 18 *Framework for the OIML Certification  
System (OIML-CS)* - Clean**



FINAL DRAFT  
BASIC PUBLICATION

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**SUBMITTED  
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APPROVAL**

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Revision of B 18:

Framework for the OIML Certification System (OIML-CS)

(Clean version)

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ORGANISATION INTERNATIONALE  
DE MÉTROLOGIE LÉGALE

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INTERNATIONAL ORGANIZATION  
OF LEGAL METROLOGY



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## Foreword

The International Organization of Legal Metrology (OIML) is a worldwide, intergovernmental organization whose primary aim is to harmonise the regulations and metrological controls applied by the national metrological services, or related organisations, 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 harmonise 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 *Framework for the OIML Certification System (OIML-CS)*, edition 20xx (E) – was developed by the OIML Certification System Management Committee. It was approved for final publication by the International Committee of Legal Metrology at its xxth meeting in October 20xx. It replaces the previous edition dated 2018.

The OIML acknowledges that parts of the terminology, operational rules and organisational structure in this OIML Basic Publication and in the OIML-CS Operational and Procedural Documents were developed following discussions with the IEC and from documents developed and published by the IEC for the operation of their global Conformity Assessment Systems. The OIML thanks the IEC for granting the OIML permission to use its intellectual property and agreeing to explore opportunities for cooperation in areas of mutual interest.

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 Organisation'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.

The OIML-CS replaces the previous OIML Basic Certificate System [1] introduced in 1991, and also the OIML Mutual Acceptance Arrangement (MAA) [2] introduced in 2005. It aims to facilitate, accelerate and harmonise 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 all OIML Member States and Corresponding Members are free to participate. Participating in the OIML-CS, and signing a Declaration (see 5.2.4, 5.3.1 and 5.3.2), commits in principle the signatories to abide by the rules of the OIML-CS. This Framework establishes these rules whereby signatories voluntarily accept and utilise 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 authorised representative from any country may apply for type evaluation and for an OIML certificate to be issued by an 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 utilised by any national issuing authority or national responsible body in any country.
- 1.5** This publication, OIML B 18 *Framework for the OIML Certification System (OIML-CS)*, is supplemented by Operational Documents and Procedural Documents which are developed, maintained and approved by the OIML-CS Management Committee.

## 2 Objectives of the OIML-CS

The objectives of the OIML-CS are

- a) to promote the global harmonisation, 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 definitions and abbreviations listed below apply to this publication and the OIML-CS Operational Documents and Procedural Documents.

### 3.1

#### **accreditation (from ISO/IEC 17000, 7.7 [4])**

third-party attestation related to a conformity assessment body, conveying formal demonstration of its competence, impartiality and consistent operation in performing specific conformity assessment activities

*Note:* In the OIML-CS, accreditation is equivalent to peer assessment (see 3.33).

### 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 authorised representative who applies 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**

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

#### **certification body (from ISO/IEC 17065, 3.12 [6])**

third-party conformity assessment body operating certification schemes

*Note:* A certification body can be non-governmental or governmental (with or without regulatory authority).

### 3.8

#### **conformity assessment (from ISO/IEC 17000, 4.1 [4])**

demonstration that specified requirements are fulfilled

### 3.9

#### **conformity assessment body (from ISO/IEC 17000, 4.6 [4])**

body that performs conformity assessment activities, excluding accreditation

### 3.10

#### **Declaration**

document that is signed by an individual OIML Issuing Authority, Utilizer or Associate, whereby it accepts to abide by the rules of the OIML-CS

*Note 1:* The scope of certification is detailed in the individual Declaration for each OIML Issuing Authority, and the scope of acceptance of OIML type evaluation reports issued with an OIML certificate under Scheme A or B is detailed in the individual Declaration for each Utilizer and Associate.

*Note 2:* Each OIML Issuing Authority, Utilizer and Associate signs an individual Declaration under the OIML-CS.

### 3.11

#### **Executive Secretary**

staff member of the International Bureau of Legal Metrology (BIML), 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

### 3.12

#### **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.

### 3.13

#### **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

### 3.14

#### **field site test**

test performed on a measuring instrument at a site or facility outside of the permanent control of a Test Laboratory

*Note:* Field site tests are generally the only practical way to test very large scale or large capacity measuring instruments, where it is not possible to perform the testing in a controlled laboratory environment.

### 3.15

#### **internal Test Laboratory**

Test Laboratory that is designated by an OIML Issuing Authority, and registered in the Declaration, that is part of the same organisation as the OIML Issuing Authority

### 3.16

#### **Legal Metrology Expert**

person, approved by the Management Committee, who provides 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 to be an assessor unless he/she has the relevant assessor qualifications and training

**3.17****Management Committee**

committee established by the International Committee of Legal Metrology (CIML) to manage the OIML-CS (see clause 11)

**3.18****Management Committee Chairperson**

individual, appointed by the CIML, who presides over the Management Committee and is responsible for the operation of the Management Committee

*Note:* The Management Committee Chairperson is the functional supervisor of the Executive Secretary in matters related to the OIML-CS.

**3.19****Management System Expert**

person, approved by the Management Committee, who has overall responsibility for leading a peer assessment

**3.20****manufacturer**

company or person legally responsible for producing measuring instruments and/or modules which conform to the certified type

**3.21****Manufacturer's Test Laboratory**

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 clause 7 of PD-04 [7]) or as a third-party laboratory of an OIML Issuing Authority

*Note 1:* A Manufacturer Test Laboratory 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 Manufacturer Test Laboratory 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 a Manufacturer Test Laboratory this must be clearly indicated on the OIML type evaluation report (see 5.5.4 of PD-05 [8]) and acceptance of that report is on a voluntary basis (see 4.9 of PD-06 [9]).

**3.22****measuring instrument**

device used for making measurements, alone or in conjunction with one or more supplementary devices (VIM, 3.1 [10])

**3.23****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

**3.24****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

**3.25****national responsible body**

organisation 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

**3.26****OIML certificate**

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

**3.27****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 Recommendation(s)

**3.28****OIML Issuing Authority**

certification body or inspection body from an OIML Member State approved by the Management Committee to issue OIML certificates and associated OIML type evaluation reports in accordance with Scheme A or Scheme B

*Note 1:* 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 3.45) for that category of measuring instrument. The Utilizer(s) may be a different organisation(s) than the OIML Issuing Authority.

*Note 2:* The requirement to designate at least one Utilizer (see 3.45) shall not apply when the OIML Member State does not regulate that particular category of measuring instrument in their country.

**3.29****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 (see OIML B 6-1 [11])

**3.30****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.

**3.31****OIML type evaluation**

type evaluation conducted on the basis of the relevant OIML Recommendation(s)

**3.32****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

**3.33****peer assessment (from ISO/IEC 17000, 6.7 [4])**

assessment of a body against specified requirements by representatives of other bodies in, or candidates for, an agreement group

*Note 1:* Within the context of the OIML-CS implementation, this is the procedure by which approved experts assess, against specified requirements, on site, the competence of OIML 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).

**3.34****peer evaluation**

process whereby Management Committee members evaluate the compliance of OIML Issuing Authorities and Test Laboratories based on a recommendation from the Review Committee

**3.35****Review Committee**

sub-committee of the Management Committee that provides recommendations on the approval of OIML Issuing Authorities, Test Laboratories, Legal Metrology Experts and Management System Experts

**3.36****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)

**3.37****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

**3.38****Scheme B**

introductory level of the OIML-CS where a self-declaration is used as the basis for demonstrating compliance with the requirements of the OIML-CS

**3.39****self-declaration**

statement by an organisation that they fulfil requirements

**3.40****Test Laboratory**

laboratory performing certain or all tests on a type of measuring instrument

*Note 1:* A Test Laboratory is designated by an OIML Issuing Authority and approved by the Management Committee.

*Note 2:* 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.

*Note 3:* The OIML Issuing Authority, and not the Test Laboratory, is responsible for issuing the OIML type evaluation report.

**3.41****Test Laboratories Forum**

advisory group that provides a platform for discussion on practical issues pertaining to testing

*Note:* Each Test Laboratory in the OIML-CS may be represented in the Test Laboratories Forum.

**3.42****third-party Test Laboratory**

Test Laboratory that is designated by an OIML Issuing Authority, and registered in the Declaration, and which is independent from the OIML Issuing Authority

**3.43****type (pattern) evaluation**

conformity assessment procedure on one or more specimens of an identified type (pattern) of measuring instruments which results in an evaluation report and / or an evaluation certificate

*Note:* “Pattern” is used in legal metrology with the same meaning as “type” (VIML, 2.04 [12]).

**3.44****user**

any organisation other than a Utilizer or an Associate that accepts OIML certificates and/or OIML type evaluation reports issued under Scheme A or Scheme B

**3.45****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 5.2.3):

- 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, including (where applicable) the selection of the instrument or module to be tested from the family of measuring instruments or family of modules under evaluation,
- c) the OIML test report format, and
- d) the OIML type evaluation report format

are automatically included in the OIML-CS.

*Note:* the OIML test report format and the OIML type evaluation report format may be separate Parts of an OIML Recommendation or may be combined in the same Part of an OIML Recommendation.

**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, Corresponding Members, and other interested parties on the OIML website and on request.

## 5 Participation in the OIML-CS

### 5.1 Type of participation

- 5.1.1 The CIML Member in a given Member State may put forward to the Management Committee 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 organisation 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 OIML Issuing Authorities and Test Laboratories

- 5.2.1 OIML Issuing Authorities are required to demonstrate their competence through compliance with either ISO/IEC 17065 [6] or ISO/IEC 17020 [13] (with additional requirements as detailed in Procedural Document PD-03 [14]). The OIML Issuing Authority shall decide whether to use ISO/IEC 17065 [6] or ISO/IEC 17020 [13] (with additional requirements) to demonstrate their competence.

*Note 1:* ISO/IEC 17065 [6] is the preferred standard for OIML Issuing Authorities to use to demonstrate their competence.

*Note 2:* Information on the OIML-CS and the functional approach is given in Annex A.

- 5.2.2 Test Laboratories are required to demonstrate their competence through compliance with ISO/IEC 17025 [15].
- 5.2.3 For participation in Scheme B, it is sufficient to demonstrate compliance on the basis of a self-declaration with additional supporting evidence. For participation in Scheme A, compliance shall be demonstrated by peer evaluation, on the basis of an accreditation or peer assessment. Accreditation assessment teams shall include Legal Metrology Expert(s), and peer assessment teams shall comprise a Management System Expert and Legal Metrology Expert(s), as specified in Procedural Documents PD-03 [14] and PD-04 [7].



- 5.2.4 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).

*Note:* The requirement to designate at least one Utilizer shall not apply when the OIML Member State does not regulate that particular category of measuring instrument in their country.

### 5.3 Utilizer and Associates

- 5.3.1 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).
- 5.3.2 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).
- 5.3.3 It is the responsibility of Utilizers and Associates to specify from which OIML Issuing Authorities and Test Laboratories they will accept evaluation reports, test reports and test data for additional national requirements. It is also the responsibility of Utilizers and Associates to specify whether they will accept OIML certificates and/or type evaluation reports issued on the basis of a test report(s) from a Manufacturer Test Laboratory. This information shall be provided in the Declaration of the Utilizer or Associate.

## 6 Governing documents

The governing documents for the OIML-CS are

- a) OIML B 18 *Framework for the OIML Certification System (OIML-CS)* (hereafter referred to as “B 18”), approved by the CIML;
- b) OIML-CS Clarification and Interpretation Document (numbered CID-01) developed, maintained and approved by the Management Committee,
- c) OIML-CS Operational Documents (numbered OD-xx) developed, maintained and approved by the Management Committee;
- d) OIML-CS Procedural Documents (numbered PD-xx) developed, maintained and approved by the Management Committee; and
- e) OIML-CS Guidance, Forms and Templates developed, maintained and approved by the Management Committee.

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 Management Committee are

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

A complete list of the documents and standards identified by the Management Committee and accepted by the CIML is published and updated by the BIML on the OIML website.

## 8 Structure

8.1 The structure of the OIML-CS comprises:

- a) Management Committee;
- b) Review Committee, which is a sub-committee of the Management Committee;
- c) Test Laboratories Forum; and
- d) Board of Appeal.

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

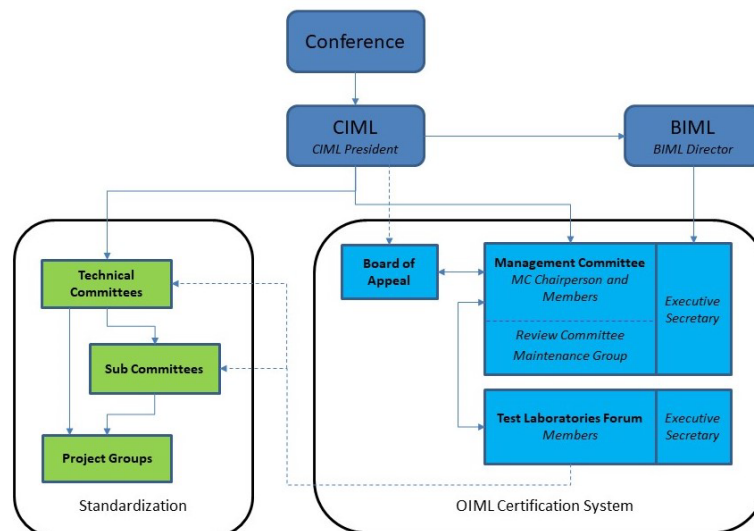


Figure 1 Structure of the OIML-CS within the OIML structure

## **9 Responsibilities of the CIML within the OIML-CS**

The CIML is responsible for

- a) appointing the Chairperson of the Management Committee,
- b) appointing the Deputy Chairperson of the Management Committee,
- c) appointing the Chairperson and members of the Board of Appeal,
- d) approving revisions to B 18, and
- e) approving proposals of the Management Committee concerning
  - i. including a new category of measuring instrument in the OIML-CS,
  - ii. moving a category of measuring instrument (and the applicable OIML Recommendation) from Scheme A back to Scheme B,
  - iii. extending or reducing the two-year transition period for a category of measuring instrument when moving from Scheme B to Scheme A, and
  - iv. withdrawing previous editions of an OIML Recommendation from the OIML-CS (see 15.5).

## **10 Responsibilities of the BIML within the OIML-CS**

**10.1** The BIML acts as the secretariat of the OIML-CS and undertakes the relevant administrative functions to support the operation of the OIML-CS, for example (but not limited to)

- a) registering and publishing OIML certificates,
- b) collecting OIML certificate registration fees, and
- c) maintaining the OIML-CS pages on the OIML 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 Management Committee. The tasks and duties of the Executive Secretary are to

- a) provide general administrative and secretarial services for the Management Committee, the Management Committee Working Groups, the Review Committee, the Test Laboratories Forum and the Board of Appeal,
- b) organise meetings of the Management Committee, Management Committee Working Groups, Test Laboratories Forum and (where necessary) Board of Appeal,
- c) process applications from OIML Issuing Authorities or Test Laboratories in accordance with the Operational and Procedural rules approved by the Management Committee,
- 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 Management Committee members and representatives of Test Laboratories in the Test Laboratories Forum,

- g) assume responsibility for editing and organising the publication of OIML-CS publications,
- h) assume responsibility for maintaining a list of Legal Metrology Experts and Management System Experts approved by the Management Committee,
- i) monitor OIML-CS activities for reporting purposes, and
- j) monitor the countries that have signed the Declaration.

## **11 Management Committee**

### **11.1 Composition**

- a) 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 Management Committee. One of the representatives shall be designated by the CIML Member as the “Management Committee Member” for the purposes of voting;
- b) the Representative of an OIML Corresponding Member that has at least one Associate may designate up to four representatives to participate in the Management Committee;
- c) a Chairperson, nominated from amongst the representatives from OIML Member States and appointed by the CIML;
- d) a Deputy Chairperson, nominated from amongst the representatives from OIML Member States and appointed by the CIML;
- e) an Executive Secretary;
- f) Secretaries (or their nominated representatives) of relevant OIML TCs/SCs as observers;
- g) representatives from Organisations in Liaison as observers; and
- h) representatives from OIML Member States or Corresponding Members that have expressed a clear intention to participate in the OIML-CS, with the agreement of the Chairperson, as observers.

### **11.2 The principal duties of the Chairperson are to**

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

### 11.3 Meetings and other activities

In addition to its ongoing activities, the Management Committee shall meet at least once a year. At meetings of the Management Committee a delegation of up to three of the representatives from each OIML Member State and Corresponding Member participating in the OIML-CS may attend. For OIML Member States, the Management Committee Member designated by the CIML Member (see 11.1 a)) has the vote for that country (see 11.4.1 a)). The Chairperson can invite guests, e.g. guest speakers, to attend Management Committee meetings in support of the activities of the Management Committee.

### 11.4 Voting

#### 11.4.1 Eligibility

- a) the Management Committee Member from each OIML Member State has a vote;
- b) the Chairperson and Deputy Chairperson have a vote, if their Member State is not otherwise represented in the Management Committee;
- c) the representatives from OIML Corresponding Members have a voice but do not have a vote;
- d) the Executive Secretary does not have a vote;
- e) secretaries (or their nominated representatives) of OIML TCs/SCs do not have a vote;
- f) representatives of Organisations in Liaison do not have a vote; and
- g) representatives from OIML Member States or Corresponding Members that have expressed a clear intention to participate in the OIML-CS do not have a vote.

#### 11.4.2 Decisions taken during a Management Committee meeting

Approval, re-approval or suspension of an OIML Issuing Authority or a Test Laboratory requires the support of at least 80 % of the Management Committee Members from OIML Member States. All other proposals require the support of at least half of the Management Committee Members from OIML Member States.

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

A Management Committee Member from an OIML Member State shall not hold more than two proxies (in addition to their own vote) at a Management Committee meeting.

Abstentions are not considered as voting. A Management Committee Member from an OIML Member State who votes against a proposal or abstaining shall provide their reason(s) for doing so.

#### 11.4.3 Decisions taken outside a Management Committee 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 Management Committee Members from OIML Member States. Other decisions shall be valid when two-thirds of the votes cast by Management Committee Members from OIML Member States are in favour.

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

### 11.5 Duties and responsibilities

The Management Committee is responsible for the operation of the OIML-CS under the authority of the CIML. The Management Committee 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 and Test Laboratories in a scheme,
- g) organise periodic reviews on the continuity of participation of OIML Issuing Authorities and Test Laboratories in a scheme,
- h) appoint the Review Committee Chairperson,
- i) approve and maintain the list of Legal Metrology Experts and Management System Experts,
- j) develop recommendations to the CIML for improvements/changes to B 18,
- k) develop, maintain and approve rules and procedures for the operation of the schemes in accordance with B 18,
- l) develop and maintain guidance documents, templates and forms in support of the rules and procedures of B 18,
- 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 pages on the OIML website,
- p) define the roles and duties of the Executive Secretary, and
- q) develop and approve proposals for periodic reviews of OIML publications of relevance to the OIML-CS (see OIML B 6-1, 6.12 [11]).

### 11.6 Review Committee

The Review Committee is a sub-committee of the Management Committee.

### 11.6.1 Composition

- a) a minimum of six members from the representatives of OIML Member States in the Management Committee (11.1 a));
- b) a Chairperson, from amongst the members from OIML Member States (11.6.1), appointed by the Management Committee; and
- c) the Executive Secretary.

### 11.6.2 The tasks of the Review Committee are to

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

## 11.7 Working Groups

The Management Committee may establish Working Groups, 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

### 12.1 Composition

- a) one representative from each Test Laboratory, including Manufacturer Test Laboratories, listed in the Declarations of OIML Issuing Authorities; and
- b) the Executive Secretary.

### 12.2 The tasks of the Test Laboratories Forum 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 clause 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 Test Laboratories Forum 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-laboratory comparison programs for the Test Laboratories of the OIML Issuing Authorities.

## 13 Board of Appeal

The Board of Appeal is independent of the Management Committee.

### 13.1 Composition

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

### 13.2 The tasks of the Board of Appeal are to

- a) manage appeals against decisions of the Management Committee relating to
  - i. participation in the OIML-CS, and
  - ii. Legal Metrology Experts and Management System 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 Management Committee, Management Committee Working Groups, Test Laboratories Forum and Board of Appeal shall perform their activities primarily by correspondence. Detailed arrangements are 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. The Management Committee 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** The Management Committee 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 pages of the OIML website. This information includes the date on which the new or revised OIML Recommendation is published on the OIML website.
- 15.5** When a revised edition of an OIML Recommendation is published, the earlier edition is maintained in the OIML-CS as long as the CIML, on a recommendation by the Management Committee, does not decide to withdraw the earlier edition from the OIML-CS.
- Note:* The earlier edition may be maintained in order to accommodate situations where the earlier edition is still in use in certain countries.
- 15.6** When a revised edition of an OIML Recommendation is published the revised edition of the Recommendation shall be included in the OIML-CS. A category of measuring instrument covered by the revised edition of the OIML Recommendation shall remain in the same Scheme (A or B as appropriate). An existing OIML Issuing Authority or Test Laboratory wishing to include the revised edition in its scope shall provide evidence of its competency in respect of the revised edition. Utilizers and Associates shall indicate their acceptance of OIML certificates and/or OIML type evaluation reports issued in accordance with the revised edition in their Declaration.
- Note 1:* An OIML Issuing Authority may issue OIML certificates and OIML type evaluation reports for any edition of an OIML Recommendation that is within its scope and included in the OIML-CS.
- Note 2:* A Test Laboratory may issue OIML test reports for any edition of an OIML Recommendation that is within its scope and included in the OIML-CS.
- 15.7** It may be proposed by the Management Committee 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-CS pages of 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 Management Committee. The OIML Issuing Authority may subsequently appeal this decision to the Board of Appeal.
- 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 3.10.

- 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 OIML Issuing Authorities, Test Laboratories, Utilizers or Associates.

## **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 17000:2020 *Conformity assessment – Vocabulary and general principles*
- [5] OIML R 76:2006 *Non-automatic weighing instruments*
- [6] ISO/IEC 17065:2012 *Conformity assessment – Requirements for bodies certifying products, processes and services*
- [7] PD-04 *OIML-CS Procedural Document PD-04: Assessment of Test Laboratories*
- [8] PD-05 *OIML-CS Procedural Document PD-05: Processing an OIML Type Evaluation Report and OIML certificate*
- [9] PD-06 *OIML-CS Procedural Document PD-06: Use of OIML Type Evaluation Reports and OIML certificates*
- [10] VIM (OIML V 2-200:2012) *International vocabulary of metrology – Basic and general concepts and associated terms*
- [11] OIML B 6-1:2019 *Directives for OIML technical work*
- [12] VIML (OIML V 1:2013) *International vocabulary of terms in legal metrology*
- [13] ISO/IEC 17020:2012 *Conformity assessment - Requirements for the operation of various types of bodies performing inspection*
- [14] PD-03 *OIML-CS Procedural Document PD-03: Application and approval of OIML Issuing Authorities, Utilizers and Associates*
- [15] ISO/IEC 17025:2017 *General requirements for the competence of testing and calibration laboratories*

- [16] OIML D xx:202x *Guide for the application of ISO/IEC 17020 to the assessment of OIML Issuing Authorities under the OIML Certification System*

## **Annex A**

### **(Informative)**

#### **OIML-CS and the functional approach**

**A.1** The ISO Committee on Conformity Assessment (ISO/CASCO) has developed International Standards and Guides to support conformity assessment. The basic concept under these standards is the Functional Approach as described in ISO/IEC 17000:2020, Annex A [4], which divides conformity assessment into three functions:

- selection;
- determination; and
- review, decision and attestation.

**A.2** Under the functional approach, ISO/IEC 17065 [6] is a standard for certifying products which includes requirements corresponding to all three functions. Furthermore, ISO/IEC 17065 [6] includes requirements for the processes after attestation. Consequently, it is the preferred standard to be applied by OIML Issuing Authorities to demonstrate their competence under the OIML-CS.

**A.3** OIML Issuing Authorities can instead chose to apply ISO/IEC 17020 [13] to demonstrate their competence. ISO/IEC 17020 [13] on itself is a standard only for the “determination” function covering only the performance of the inspection. However, with the existence of specific rules detailed in OIML publications (e.g. Recommendations, Guidance and OIML-CS Procedural Documents), the “selection” and “review, decision and attestation” functions, and the processes after attestation can be supplemented. Therefore, in addition to demonstrating compliance with the requirements of ISO/IEC 17020 [13], the OIML Issuing Authority must also demonstrate compliance with the relevant OIML publications, including the additional guidance in OIML D xx [16] which supplements the specific requirements necessary for operation of the OIML Issuing Authority under the OIML-CS and are included in ISO/IEC 17065 [6].