

National Type Evaluation Program (NTEP) Committee Interim Agenda

Judy Cardin, Chairman
Chief
Wisconsin, Weights and Measures

Reference
Key Number

500 INTRODUCTION

The NTEP Committee will address the following items at its 2010 Interim Meeting. Except when posted, all meetings are open to the membership. The members will be invited to dialogue with the NTEP Committee on issues on its agenda. The NTEP Committee is currently working on the following issues:

Table A
Index to Reference Key Items

Reference Key Number	Title of Item	Page
500	INTRODUCTION	1
500-1 I	Mutual Recognition Arrangement (MRA).....	2
500-2 I	Mutual Acceptance Arrangement (MAA)	3
500-3 I	NTEP Participating Laboratories and Evaluations Reports	3
500-4 I	NTETC Sector Reports	4
500-5 I	Conformity Assessment Program	5
500-6 I	NTEP Contingency - NCWM NTEP Laboratory	7

Table B
Appendices

Appendix	Title	Page
A	*NTETC Grain Analyzer Sector Meeting Summary.....	A1
B	*NTETC Measuring Sector Meeting Summary	B1
C	*NTETC Weighing Sector Meeting Summary.....	C1
D	*NTETC Software Sector Meeting Summary	D1
E	*NTETC Belt-Conveyor Sector Meeting Summary..	E1

*Sector summaries can be viewed online at NCWM (www.ncwm.net) under Meetings, or at NIST Weights and Measures Division (<http://ts.nist.gov/WeightsAndMeasures/Publications/pub15-10.cfm>) under Publication 15 Interim Meeting Agenda for 2010.

Table D
Glossary of Acronyms*

BIML	Bureau of International Legal Metrology	IR	International Recommendation
CD	Committee Draft ¹	MAA	Mutual Acceptance Arrangement
CIML	International Committee of Legal Metrology	OIML	International Organization of Legal Metrology
CPR	Committee on Participation Review	MC	Measurement Canada
DD	Draft Document ²	R	Recommendation
DR	Draft Recommendation ²	SC	Subcommittee
DV	Draft Vocabulary ²	TC	Technical Committee
DoMC	Declarations of Mutual Confidence	UT	Utilizing Participant
IP	Issuing Participant	WD	Working Document ³

¹ CD: a draft at the stage of development within a technical committee or subcommittee; in this document, successive drafts are numbered 1 CD, 2 CD, etc.

² DD, DR, DV: draft documents approved at the level of the technical committee or subcommittee concerned and sent to BIML for approval by CIML.

³ WD: precedes the development of a CD; in this document, successive drafts are number 1 WD, 2 WD, etc.

* Explanation of acronyms provided by OIML.

Details of All Items
(In Order by Reference Key Number)

500-1 I Mutual Recognition Arrangement (MRA)

Background/Discussion: Both Measurement Canada (MC) and the NTEP labs continue striving to improve the data exchange under the Mutual Recognition Arrangement (MRA). During the 2009 NTEP labs meeting, MC supplied the U.S. NTEP labs with an updated version of an Excel spreadsheet program to standardize the test report forms for weighing devices that fall under the MRA. This updated version of the spreadsheet is now in use for evaluations conducted by the labs. NTEP will continue to review progress and work on improvements during the NTEP lab meetings.

The NTEP Committee was asked to consider expanding the MRA to higher capacity scales. The NTEP weighing labs agreed that expanding the MRA should be considered and MC expressed willingness to consider a proposal from NCWM.

Current Comment: The NTEP Administrator opened communication with MC with a recommendation to expand the MRA to include electronic platform scales up to 14 000 kg (30 000 lb). The current limit is 1000 kg. If the limit was expanded to just platform scales (i.e., not including hoppers, OBWS, IILL, etc.), it appeared the only addition to what is required during an evaluation would be the field permanence test criteria (Pub 14, DES Sections 62.22, 63.7., 64.3., & 64.4.). Upon discussion with MC type evaluation personnel, other issues surfaced: a) MC tests some weighing elements up to 10 000 kg in the lab, applying influence factor requirements (power, temperature, EMI, etc). There is a size limit of 1.6 m x 1.6 m. NTEP has a lab test limit of 1000 kg and some of the chambers will not accommodate the larger weighing elements, and b) MC does not apply the minimum 20 day use limit for field permanence tests for “cost factor” reasons (i.e., they want to avoid a second visit to the site). MC initially had a 20 day use requirement, then did away with the time requirement, now only requiring 300 weighments, and may not want to reinstitute the time requirement for NTEP.

Based upon this information, taking the current workload of the weighing labs and current economic conditions into consideration, NTEP does not plan to move forward with the expansion of the MRA at this time.

500-2 I Mutual Acceptance Arrangement (MAA)

Background/Discussion: Information regarding the OIML MAA can be found at www.oiml.org/maa. NCWM has signed the OIML MAA Declaration of Mutual Confidence (DoMC) for R 60 Load Cells as a utilizing participant.

OIML technical subcommittee for TC 3/SC 5 “Conformity assessment” is revising the following OIML B documents that are classified as Basic Publications:

- OIML B 3, “OIML Certificate System for Measuring Instruments;” and
- A combined revision of OIML B 10-1, “Framework for a Mutual Acceptance Arrangement on OIML Type Evaluations;” and OIML B 10-2, “Checklists for Issuing Authorities and Testing Laboratories carrying out OIML Type Evaluations.”

A 2 CD of B 3 and a 1 CD of the combined B 10 revision were distributed to TC 3/SC 5 “Conformity assessment” in December 2009.

A meeting of the MAA Committee on Participation Review (CPR) was held in June 2009 in Berne, Switzerland. The NCWM was represented at the CPR meeting by Mr. Jim Truex. Dr. Charles Ehrlich and Mr. John Barton of NIST also attended the meeting as Secretariats of OIML TC 3/SC 5 “Conformity assessment” and TC 9 “Instruments for measuring mass,” respectively.

A major discussion topic at the CPR meeting was whether to allow data from manufacturers’ test laboratories (obtained under ‘unsupervised’ conditions) as part of the MAA process. While this issue was not resolved at the CPR meeting, a way of possibly moving forward was developed. The CPR members have been queried to better understand the minimum requirements they would have for assessing the impartiality of manufacturers’ test labs (MTLs), as well as the minimum requirements that an MTL must meet so that those MTLs that were excluded would not have a basis for complaint. CPR members have also been queried on their view of a possible compromise, where a minimum requirement on ‘frequency of supervision’ of an MTL could be established.

Another discussion topic at the CPR meeting was whether to accept laboratories in three countries into the MAA program for OIML R 76 (non-automatic weighing instruments) and OIML R 60 (load cells). These three countries were approved, and this is anticipated to soon lead to a significant increase in the number of OIML MAA Certificates that are issued for these instruments.

An update of related OIML activities will be given to the Committee during the Interim Meeting.

500-3 I NTEP Participating Laboratories and Evaluations Reports

Background: During the 2009 NCWM Annual Meeting, Mr. Jim Truex, NTEP Administrator, updated the Committee on NTEP laboratory and administrative activities.

The NTEP weighing and measuring laboratories held a joint meeting March 31 - April 2, 2009, in Reynoldsburg, Ohio. The NTEP weighing laboratories also met in August 2009, prior to the meeting of the Weighing Sector in Columbus, Ohio. The NTEP measuring laboratories met again in October 2009, prior to the Measuring Sector meeting in Clearwater Beach, Florida.

Current Comment: NTEP Administrator, Mr. Truex, reported that incoming applications remain strong and all labs are busy. He reported there is no backlog concern for measuring devices, but three of the brick and mortar weighing labs still report about a three-month backlog.

2010 NTEP Meetings:

- NTETC Belt-Conveyor Sector February 24 - 25, 2010 St. Louis, Missouri (if needed)
- NTETC Software Sector Meeting March 2 - 3, 2010 Sacramento, California
- NTEP Laboratory Meeting March 22 - 26, 2010 Sacramento, California
- NTETC Grain Analyzer Sector August 25 - 26, 2010 Kansas City, Missouri
- NTETC Weighing Sector August 31 - September 2, 2010 Columbus, Ohio
- NTETC Measuring Sector Date and Location TBD (in conjunction with the SWMA mtg)

500-4 I NTETC Sector Reports

Background/Discussion:

The NTEP Committee is working to correct the sector report process to ensure the reports are posted for members on the NCWM website prior to the Interim Meeting.

Grain Moisture Meter and NIR Protein Analyzer Sectors: The NTETC Grain Moisture Meter and NIR Protein Analyzer Sectors held a joint meeting in Kansas City, Missouri, August 19 - 20, 2009. A draft of the final summary was provided to the Committee prior to the 2010 NCWM Interim Meeting for review and approval.

The next meeting of the Grain Moisture Meter and NIR Protein Analyzer Sectors is scheduled for August 25 - 26, 2010, in Kansas City, Missouri. For questions on the current status of sector work or to propose items for a future meeting, please contact the sector technical advisors:

Ms. Diane Lee
NIST WMD
100 Bureau Drive, Stop 2600
Gaithersburg, MD 20899-2600
Phone: (301) 975-4405
Fax: (301) 975-8091
e-mail: diane.lee@nist.gov

Mr. Jack Barber
J.B. Associates
10349 Old Indian Trail
Glenarm, IL 62536
Phone: (217) 483-4232
e-mail: barber.jw@comcast.net

Measuring Sector: The NTETC Measuring Sector met October 2 - 3, 2009, in Clearwater Beach, Florida. A draft of the final summary was provided to the NTEP Committee prior to the 2010 NCWM Interim Meeting for review and approval.

The next meeting of the Measuring Sector for 2010 has not been scheduled, but will be in conjunction with the Southern Weights and Measures Association's 2010 Annual Meeting. For questions on the current status of sector work or to propose items for a future meeting, please contact the sector technical advisor:

Ms. Tina Butcher
NIST WMD
100 Bureau Drive, Stop 2600
Gaithersburg, MD 20899-2600

Phone: (301) 975-2196
Fax: (301) 975-8091
e-mail: tbutcher@nist.gov

Software Sector: The NTETC Software Sector met March 11 - 12, 2009, in Reynoldsburg, Ohio. A final draft of the meeting summary was provided to the Committee prior to the 2010 NCWM Interim Meeting for review and approval.

The next meeting of the Software Sector is scheduled for March 2 - 3, 2010, in Sacramento, California. For questions on the current status of sector work or to propose items for a future meeting, please contact the sector chairs and NTEP Administrator:

Mr. Jim Pettinato
Sector Chair
FMC Technologies
1602 Wagner Avenue
Erie, PA 16510
Phone: (814) 898-5250
Fax: (814) 899-3414
e-mail: jim.pettinato@fmcti.com

Mr. Norm Ingram
Sector Chair
CA Div. of Measurement Standards
6790 Florin Perkins Road, Suite 100
Sacramento, CA 95828
Phone: (916) 229-3016
Fax: (916) 229-3026
e-mail: ningram@cdfa.ca.gov

Mr. Jim Truex
NTEP Administrator
NCWM
1135 M Street, Suite 110
Lincoln, NE 68508
Phone: (740) 919-4350
Fax: (740) 919-4348
e-mail: jim.truex@ncwm.net

Weighing Sector: The NTETC Weighing Sector met August 25 - 27, 2009, in Columbus, Ohio. A final draft of the meeting summary was provided to the Committee prior to the 2010 NCWM Interim Meeting for review and approval.

The next Weighing Sector meeting is scheduled for August 31 - September 2, 2010, in Columbus, Ohio. For questions on the current status of sector work or to propose items for a future meeting, please contact the sector technical advisor:

Mr. Steven Cook
NIST WMD
100 Bureau Drive, Stop 2600
Gaithersburg, MD 20899-2600

Phone: (301) 975-4003
Fax: (301) 975-8091
e-mail: steven.cook@nist.gov

Belt-Conveyor Scale Sector: The NTETC Belt-Conveyor Scale Sector met February 25 - 26, 2009, in St. Louis, Missouri. A final draft of the meeting summary was provided to the Committee prior to the 2010 NCWM Interim Meeting for review and approval.

The next Belt-Conveyor Scale Sector meeting is scheduled for February 24 - 25, 2010, in St. Louis, Missouri. For questions on the current status of sector work or to propose items for a future meeting, please contact the sector technical advisor:

Mr. John Barton
NIST WMD
100 Bureau Drive, Stop 2600
Gaithersburg, MD 20899-2600

Phone: (301) 975-4002
Fax: (301) 975-8091
e-mail: john.barton@nist.gov

500-5 I Conformity Assessment Program

Background/Discussion: The Conformity Assessment Program was established to ensure devices produced after the device has been type evaluated and certified by NTEP continue to meet the same requirements. This program has three major elements: (1) Certificate Review (administrative); (2) Initial Verification (inspection and performance testing); and (3) Verified Conformity Assessment (influence factors). This item is included on the Committee's agenda to provide an update on these elements.

Certificate Review: The question addresses how this would be accomplished given the limited resources of NCWM. It was suggested this item may need to continue on a "back burner" until resources can be clearly identified to proceed with the project in an efficient, thorough, and accurate manner.

During the 92nd NCWM (2007), it was reported that this item continues on the "back burner" until funding can be identified for this project. The NTEP Committee considered the fact that continuing improvement is occurring on Certificates of Conformance (CC) and the improvements are making it easier for inspectors to verify. Therefore, for

the time being, the NTEP Committee plans to discontinue reporting on this portion of Conformity Assessment in future NTEP reports.

Initial Verification (IV): Work group (WG) chair, Lou Straub, reported that Initial Verification checklists have been developed for small scales, vehicle scales, and retail motor-fuel dispensers. Data has been received from several states on small-capacity price computing scales, and the pilot of Initial Verification for small-capacity scales has been completed. All data has been forwarded to NCWM staff for safekeeping.

The WG asked for direction from the NTEP Committee on how to proceed to the next step. Mr. Straub clarified that not all states or jurisdictions need to participate in submitting information to NCWM on Initial Verification. A subset of states would be sufficient. The NTEP Committee instructed the WG to proceed with development of additional checklists, but there was a sense that the WG was reluctant until they know how states will react and use the developed checklists. The NTEP Committee also noted the need to decide how to process the data generated from Initial Verification. The Committee acknowledges that Verification Conformity Assessment (VCAP) is the priority and thinks IV is a very important element of conformity assessment but may need to rest until the states are ready to act.

Verified Conformity Assessment Program (VCAP): NCWM and NTEP have been concerned about production meeting type, protecting the integrity of the NTEP CC since the inception of NTEP. A WG was developed to assist the NCWM with this effort, which has provided feedback and recommendations to the conference. The NCWM Board of Directors thinks it has reached a point that the Verified Conformity Assessment Program can be launched. Load cells traceable to NTEP certificates have been selected for the initial effort. All holders of NTEP CCs for load cells have been notified.

The NTEP Committee has been asked to announce which device(s) will be next after load cells. The NTEP Committee wants some additional time to see what issues and concerns come to light with the load cell effort before making a decision.

The NTEP Committee decided to use the current process in Publication 14, Administrative Policy, Section T, "Appeal and Review Process" for all VCAP appeals. To make it clear, the NTEP Committee decided to add a bullet to Pub. 14, Section T to read: "A certificate holder may appeal a certificate made inactive due to non-compliance with VCAP. However, the decision of the Certification Body or VCAP auditor cannot be appealed to the NCWM."

During the 2009 Annual Meeting, a decision was made to keep the established timeline for load cell manufacturers with NTEP certificates but to delay the timeline by six months for "private label" load cell certificate holders. A new timeline was developed.

Current Comment: The NTEP Administrator updated the NTEP Committee and the NCWM Board regarding progress of Conformity Assessment issues. The VCAP/Load Cell Project is progressing. The NTEP Administrator attended the fall SMA meeting to explain and update details of the project.

The NCWM Board of Directors reconfirmed its belief that conformity assessment is vital to NTEP's continued success and will be implemented. The NCWM Board recently made decisions that affect Private Label NTEP Load Cell certificate holders and Manufacturers of NTEP Load Cell certificate holders. The Board extended the timeline by six months for both "Manufacturer" and "Private Label" NTEP load cell certificate holders. VCAP Audit Reports for manufacturers with load cell certificates are now due no later than June 30, 2010. VCAP Audit Reports for private label certificate holders are now due no later than November 30, 2010. These decisions finalize the load cell VCAP audit process and timeline. VCAP for load cells will occur according to the final timelines below.

NTEP VCAP Timeline – Load Cell Manufacturer Certificate Holders				
Jul 2008–ongoing	Jan 2009–Jun 2010	Jan 2010-Sep 2010	Jul 2010-May 2011	May 2011
Refine VCAP procedures	LC Manufacturers to put VCAP QM system in place	NTEP to evaluate incoming Certification Body audit reports	NTEP to contact manufacturers not meeting VCAP and encourage compliance	CCs declared inactive if CC holder fails to meet VCAP
Answer incoming questions	Conduct audit by Certified Body		Continue to evaluate incoming audit reports	
Refine/develop appeals process	Submit audit report to NCWM/NTEP			
Notify all CC holders of updated plan, Q&A, etc.				

NTEP VCAP Timeline – Load Cell Private Label Certificate Holders				
Jul 2008–ongoing	Jan 2009–Nov 2010	Jun 2010-Mar 2011	Dec 2010-May 2011	Nov 2011
Refine VCAP procedures	CC holders to put VCAP QM system in place	NTEP to evaluate incoming Certification Body audit reports	NTEP to contact manufacturers not meeting VCAP and encourage compliance	CCs declared inactive if CC holder fails to meet VCAP
Answer incoming questions	Insure audit by Certified Body		Continue to evaluate incoming audit reports	
Refine/develop appeals process	Submit audit report to NCWM/NTEP			
Notify all CC holders of updated plan, Q&A, etc.				

The NCWM decided to require a systems audit checklist that is to be completed by an outside auditor and submitted to the NCWM per section 2.5 of the VCAP requirements. A “VCAP Systems Audit Checklist for Manufacturers” and a “VCAP Systems Audit Checklist for Private Label Certificate Holders” have been developed and are available on the NCWM website at www.ncwm.net.

The NTEP Committee has also established a work group to modify VCAP frequently asked questions and other clarifications and a guideline document to assist manufacturers and auditors when completing the checklist and VCAP audit.

500-6 I NTEP Contingency - NCWM NTEP Laboratory

Source: NTEP Committee

Purpose: NTEP Contingency, to keep NTEP operating and ensure NTEP services are available at an adequate level. The NTEP Committee wants to ensure there is an appropriate number of laboratories and personnel (evaluators) to maintain viable support for NTEP services, including MRAs, MAAs and potentially to be an R76 Issuing Participant.

Item Under Consideration: The NTEP Committee discussed contingency planning for continuity of NTEP operations. With the state of today’s economy, what if NTEP lost a lab? How will NTEP maintain workflow? Are there additional states interested in applying to become an NTEP field lab or an NTEP brick-and-mortar lab? The

NTEP Committee 2010 Interim Agenda

NTEP Committee will continue to discuss the issues during a long-range planning session and welcomes comments from the membership.

Issues under consideration include should the NCWM:

1. Employ NTEP evaluators to conduct testing at manufacturer's facilities?
2. Have evaluators under contract to conduct testing at manufacturer's facilities?
3. Employ NTEP evaluators or have evaluators under contract to assist the state NTEP laboratories?
4. Have a brick and mortar NTEP laboratory and NTEP evaluators?
5. Use a private third party laboratory to conduct NTEP evaluations?

Ms. Judy Cardin, Wisconsin, NTEP Committee Chair

Mr. Randy Jennings, Tennessee, NCWM Chair

Mr. Tim Tyson, Kansas

Mr. Mike Sikula, New York

Mr. Kirk Robinson, Washington

NTEP Technical Advisor: Mr. Jim Truex, NTEP Administrator

National Type Evaluation Program Committee