

Report of the National Type Evaluation Program (NTEP) Committee

Mr. Stephen Benjamin, Chairman
North Carolina

500 INTRODUCTION

This is the report of the NTEP Committee (hereinafter referred to as the “Committee”) for the 99th Annual Meeting of the National Conference on Weights and Measures (NCWM). This report is based on the Interim Report offered in the NCWM Publication 16, testimony heard at public hearings, comments received from the regional weights and measures associations and other parties, the NCWM 2014 Online Position Forum, the addendum sheets issued at the Annual Meeting, and actions taken by the membership at the voting session of the Annual Meeting. The informational items presented below were adopted as presented when the Committee’s report was approved.

Table A identifies the agenda items and appendix items. The agenda items in the Report are identified by Reference Key Number, title, page number and the appendices by appendix designations. The acronyms for organizations and technical terms used throughout the agenda are identified in Table C. The first three digits of the Reference Key Numbers of the items are assigned from The Subject Series List. The status of each item contained in the report is designated as one of the following: **(D) Developing Item:** the Committee determined the item has merit; however, the item was returned to the submitter or other designated party for further development before any action can be taken at the national level; **Informational (I) Item:** the item is under consideration by the Committee but not proposed for Voting; **(V) Voting Item:** the Committee is making recommendations requiring a vote by the active members of NCWM; **(W) Withdrawn Item:** the item has been removed from consideration by the Committee.

Table B provides a summary of the results of the voting on the Committee’s items and the report in its entirety. Some Voting Items are considered individually, others may be grouped in a consent calendar. Consent calendar items are Voting Items that the Committee has assembled as a single Voting Item during their deliberation after the Open Hearings on the assumption that the items are without opposition and will not require discussion. The Voting Items that have been grouped into consent calendar items will be listed on the addendum sheets. Prior to adoption of the consent calendar, the Committee entertains any requests from the floor to remove specific items from the consent calendar to be discussed and voted upon individually.

Proposed revisions to the handbook(s) are shown as follows: 1) deleted language is indicated with a **bold face font using strikeouts** (e.g., ~~this report~~), 2) proposed new language is indicated with an **underscored bold faced font** (e.g., new items), and 3) nonretroactive items are identified in *italics*. When used in this report, the term “weight” means “mass.”

Note: The policy of NIST is to use metric units of measurement in all of its publications; however, recommendations received by NCWM technical committees and regional weights and measures associations have been printed in this publication as submitted. Therefore, the report may contain references to inch-pound units.

Subject Series List

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Activity Reports.....	520 Series
Conformity Assessment Program	530 Series
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Voting Results**

<i>Reference Key Number</i>	<i>House of State Representatives</i>		<i>House of Delegates</i>		<i>Results</i>
	<i>Yeas</i>	<i>Nays</i>	<i>Yeas</i>	<i>Nays</i>	
Report	Voice Vote				Adopted

Table C
Glossary of Acronyms and Terms

Acronym	Term	Acronym	Term
AQL	Acceptable Quality Level	MTL	Manufacturers' Testing Laboratories
B	Basic Publication	NCWM	National Conference on Weights and Measures
CC	Certificate of Conformance	NIST	National Institute of Standards and Technology
CIML	International Committee of Legal Metrology	NTEP	National Type Evaluation Program
CTT	Conformity to Type	NTETC	National Type Evaluation Technical Committee
DoMC	Declaration of Mutual Confidence	OIML	International Organization of Legal Metrology
IV	Initial Verification	OWM	Office of Weights and Measures
MAA	Mutual Acceptance Arrangement	R	Recommendation
MC	Measurement Canada	SC	Technical Subcommittee
MDMD	Multiple Dimension Measuring Devices	TC	Technical Committee
MRA	Mutual Recognition Arrangement	VCAP	Verification Conformity Assessment Program

Details of All Items
(In order by Reference Key)

510 INTERNATIONAL

510-1 Mutual Recognition Arrangement (MRA)

Background/Discussion:

The MRA between Measurement Canada (MC) and NTEP labs originated April 1, 1994. Since that time, the original MRA has expanded, and a second MRA covering measuring devices was developed. On Tuesday July 19, 2011, NCWM Chairman Mr. Tyson and MC President Mr. Johnston signed a renewal MRA that combines the weighing and measuring devices into one document and provides for continued cooperation between the two organizations and continuation of the beneficial partnership. The new MRA is effective for five years.

The scope of the current MRA includes:

- gasoline and diesel dispensers;
- high-speed dispensers;
- gasoline and diesel meters intended to be used in fuel dispensers and truck refuelers;
- electronic computing and non-computing bench, counter, floor, and platform scales with a capacity up to 1000 kg (2000 lb);

- weighing/load receiving elements with a capacity of up to 1000 kg (2000 lb);
- electronic weight indicating elements (except those that are software based [i.e., programmed by downloading parameters]); and
- mechanical scales up to 10 000 kg (20 000 lb).

MC, NTEP, and all of our mutual stakeholders agree that the MRA is a benefit for the North American weights and measures industry. The NTEP Committee appreciates the efforts and cooperation of Measurement Canada. The Committee continues working with MC to explore the possibility of expanding the scope to include Multiple Dimension Measuring Devices (MDMD) and higher capacity scales. Technical obstacles have prevented inclusion of both MDMD and higher capacity scales for now, but NTEP and MC remain committed to continue to discuss expansion. NTEP also requested that tests conducted at manufacturers' premises under the supervision of an NTEP evaluator be included in the scope of the MRA. MC expressed the desire to keep these evaluations outside the scope of the MRA for scales, load receiving elements, and electronic weight indicating elements.

NCWM private sector members continue to reiterate their desire to see MDMD included under the MRA. MC and the NTEP Committee continue to discuss and evaluate matters regarding such an expansion of the MRA. During the 2013 Annual Meeting, MC agreed to give further consideration to expansion of the MRA to include MDMDs and to recognition of data collected by NTEP evaluators at manufacturing facilities. During the 2014 Interim Meeting, MC expressed their interest in including MDMDs under the MRA. NTEP has notified the MDMD Work Group and has charged them with: 1) identifying differences in requirements and test procedures; 2) making recommendations to harmonize NIST Handbook 44 when appropriate; and 3) making recommendations to change NCWM Publication 14 as deemed appropriate.

Mettler-Toledo commented that their company has experienced MRA application issues due to differences in the test weights used for evaluation of high precision Class I and II balances. NTEP will discuss the issues with MC.

During the 2014 Annual Meeting, MC announced their agreement to accept test data recorded by an NTEP evaluator at a manufacturer's facility, as per the NTEP contingency plan, if the test site and test plan were agreed upon prior to testing.

The NTEP Committee is in discussion with MC to include Multiple Dimension Measuring Devices (MDMD) in the MRA. MC is requesting that they be the primary laboratory for MDMD evaluations conducted under the MRA. The Committee is requesting input from U.S. manufacturers and the MDMD Work Group (WG). A meeting of the MDMD WG has been scheduled for October 28-29, 2014 in Reynoldsburg, OH.

510-2 Mutual Acceptance Arrangement (MAA)

Background/Discussion:

Information regarding the International Organization of Legal Metrology (OIML) MAA can be found at www.oiml.org/maa. NCWM has signed the OIML MAA Declaration of Mutual Confidence (DoMC) for Recommendation (R) 60 Load Cells as a utilizing participant. A utilizing participant is a participant which does not issue any OIML Certificate of Conformance (CC) nor OIML Test Reports and/or Test Reports under a DoMC but does utilize the reports issued by issuing participants.

A meeting of the Committee on Participation Review (CPR) for R 60 and R 76 was held September 21 - 23, 2011, in Braunschweig, Germany. Dr. Ehrlich, National Institute of Standards and Technology (NIST), Office of Weights and Measures (OWM); Mr. Barton, NIST, OWM; and Mr. Truex, NCWM attended the meeting. A recent meeting of the CPR was hosted by NIST March 18 - 19, 2014, and was attended by Dr. Ehrlich, Mr. Barton, and Mr. Darrell Flocken, NCWM.

The United States (NTEP) supported the OIML B 10 documents for the MAA with the provision that the use of manufacturer test data was clearly identified on the MAA test report because NTEP cannot use manufacturer test data towards issuance of an NTEP certificate. Consequently, the OIML voted and approved the Amendment to B 10 to allow the inclusion of test data from manufacturers, on a strictly voluntary basis, at its October 2012 meeting in

Bucharest, Romania. Dr. Ehrlich gave an update to the Committee during the 2013 Interim Meeting, reviewing the history of the above discussions, deliberations, and CIML votes, confirming that the outcomes aligned with the NTEP Committee's recommendations and the instructions provided by the NCWM Board of Directors.

Dr. Ehrlich requested in January 2013 that NCWM review its MAA policy regarding participation in R 76. The NCWM Board recapped the decision process to participate as a utilizing participant for R 60. Existing policy from 2006 is not to participate in R 76 until NCWM is able to do so as an Issuing Participant. The Board revisited the 2006 discussions leading to that decision, including considerations for NTEP labs' workload, potential lost expertise, concerns with quality of evaluations at some foreign labs, etc. Dr. Ehrlich wanted NCWM to reconsider and, if there was no possibility in sight that the NCWM could become an Issuing Participant, then it should consider becoming a Utilizing Participant for OIML R 76. Some U.S. manufacturers support NCWM policy, but others would like to have one-stop shopping. The MAA also includes R 51 (water meters) and R 117 (RMFD) may be added soon. Since there are no new developments to effect the decision, the NCWM Board of Directors agree to maintain existing policy at this time.

From January 2011 to June 2014, 32 NTEP certificates for load cells were issued under the MAA. The NTEP Administrator reviewed all MAA test data and drafted the CCs.

520 ACTIVITY REPORTS

520-1 NTEP Participating Laboratories and Evaluations Reports

Background/Discussion:

During the 2014 Annual Meeting, Mr. Truex, NTEP Administrator, updated the Committee on NTEP laboratory and administrative activities.

The NTEP weighing and measuring laboratories held a joint meeting April 2 - 4, 2013, in Greensboro, North Carolina. The NTEP laboratories, NTEP Committee, and NCWM Board of Directors expressed appreciation to Gilbarco for allowing the NTEP measuring laboratories to utilize their facilities and equipment for hands on training. Special thanks were extended to Gordon Johnson and Gilbarco employees that participated in the training exercises.

The NTEP weighing laboratories met in August 2013 prior to the meeting of the NTEP Weighing Sector in Albany, New York, and the NTEP measuring laboratories met in October 2013, prior to the NTEP Measuring Sector meeting in Charleston, West Virginia. The 2014 meeting of the NTEP Participating Laboratories was held April 1 - 3 in Albany, New York.

In 2011 the Committee announced plans survey NTEP customers and NTEP laboratories regarding customer service. The survey is released to active CC holders. The Board routinely reviews the results of the survey to form a continuous improvement plan for NTEP. With any survey, the challenge is to develop a document that is concise enough that customers will respond, while also providing a meaningful set of data. To date, the NCWM Board of Directors is finding general approval of NTEP services.

During the 2014 Annual Meeting, Mr. Truex updated the Committee on NTEP laboratory and administrative activities. The Committee reviewed NTEP statistics through June 2014. The review of statistics shows that incoming applications are relatively comparable to normal, and there exist no significant laboratory backlog issues.

The State of Oregon has expressed their intent to pursue authorization as an NTEP Participating Field Laboratory for large capacity weighing devices. NTEP is working with Oregon toward that goal.

520-2 NTEP Sector Reports

Background/Discussion:

All NTEP Sector reports were available to members at the time NCWM Publication 15 was published. The NTEP Committee is committed to ensuring that electronic versions of Sector reports are available with NCWM Publication 15 in the future. Please note that the Sector reports will only be available in the electronic version of NCWM Publication 15 at ncwm.net/meetings/interim/archive; they will not be available in the printed versions of NCWM Publication 15.

NTEP Belt-Conveyor Scale Sector:

The NTEP Belt-Conveyor Scale Sector last met February 22 - 23, 2012, in St. Louis, Missouri. A final draft of the meeting summary was provided to the Committee prior to the 2013 NCWM Interim Meeting for review and approval (See Appendix B). A meeting for the Sector had been scheduled for February 19 - 20, 2013, in North Carolina. The meeting was cancelled due to a lack of significant NTEP agenda items; however, a meeting of the U.S. National Work Group was held.

The NTEP Belt-Conveyor Scale Sector meeting was held February 20, 2014 in Pittsburgh, Pennsylvania. For questions on the current status of Sector work or to propose items for a future meeting, please contact the Sector Technical Advisor:

Technical Advisor

Mr. John Barton
NIST, OWM
100 Bureau Drive, MS 2600
Gaithersburg, MD 20899
Phone: (301) 975-4002
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NTEP Grain Moisture Meter and NIR Protein Analyzer Sectors:

The NTEP Grain Moisture Meter and NIR Protein Analyzer Sectors held a joint meeting in Kansas City, Missouri, August 20 - 21, 2013. A draft of the final summary was provided to the Committee prior to the 2014 NCWM Interim Meeting for review and approval. (See Appendix C)

The next meeting of the NTEP Grain Moisture Meter and NIR Protein Analyzer Sectors is scheduled for August 20 21, 2014, 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 Advisor:

Technical Advisor

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NTEP Measuring Sector:

The NTEP Measuring Sector met October 9 - 10, 2013, in Charleston, West Virginia. A draft of the final summary was provided to the Committee prior to the 2014 NCWM Interim Meeting for review and approval. (See Appendix D.)

The next meeting of the NTEP Measuring Sector Meeting is scheduled for October 3 - 4, 2014, in Raleigh, North Carolina, in conjunction with the Southern Weights and Measures Association's 2014 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:

Technical Advisor

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NTEP Software Sector:

The NTEP Software Sector met March 19 - 20, 2013, in Columbus, Ohio. A final draft of the meeting summary was provided to the Committee prior to the 2014 NCWM Interim Meeting for review and approval. (See Appendix E.)

The next meeting of the NTEP Software Sector is scheduled for August 27 - 28, 2014, in Atlanta, Georgia. The first day of the meeting will be a joint meeting of the NTEP Weighing and Software Sectors. For questions on the current status of Sector work or to propose items for a future meeting, please contact the Sector Chair and/or the NTEP Administrator:

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NTEP Weighing Sector:

The NTEP Weighing Sector met August 27 - 28, 2013, in Albany, New York. A final draft of the meeting summary was provided to the Committee prior to the 2014 NCWM Interim Meeting for review and approval (see Appendix F).

The next NTEP Weighing Sector meeting is scheduled for August 26 - 27, 2014, in Atlanta, Georgia. The second day of the meeting will be a joint meeting of the NTEP Weighing and Software Sectors. For questions on the current status of Sector work or to propose items for a future meeting, please contact the Sector Technical Advisor:

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The NTEP Committee reviewed and approved all 2013 NTEP Sector reports during the 2014 Interim Meeting.

The Board has approved a meeting of the Multiple Dimension Measuring Device Work Group for October 28 - 29, 2014, at the Ohio Department of Agriculture complex in Reynoldsburg, Ohio. For more information contact WG Chair Mr. Robert Kennington (rkennington@cubiscan.com), or NTEP Specialist Mr. Darrell Flocken (darrell.flocken@ncwm.net).

530 CONFORMITY ASSESSMENT PROGRAM

530-1 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:

Certificates are constantly under review by NTEP staff and laboratories. Many active certificates are amended annually because of manufacturer submission for evaluation or issues reported by the states pertaining to information on the certificate. When the devices are re-evaluated and certificates are amended, all information is reviewed and necessary steps are taken to assure compliance and that accurate, thorough information is reported on the certificate.

In an effort to keep certificate information up to date, the Committee continues to offer an opportunity for active certificate holders to update contact information that is contained in the "Submitted By" box on certificates. This is offered during the payment period of their annual maintenance fee. Many Certificate of Conformance (CC) holders have taken advantage of the opportunity.

Initial Verification (IV):

The IV initiative is ongoing. Field enforcement officials perform an initial inspection and test on new installations on a routine basis. The Committee recognized that the states do not want IV reporting to be cumbersome.

An IV report form has been developed. The Committee desired a simple form, perhaps web-based for use by state and local regulators. The form has been approved by the Committee and distributed to the states. A completed form can be submitted via mail, e-mail, fax, or online. The form is available to regulatory officials who are members of NCWM at www.ncwm.net/ntep/conformity/verification.

During the 2014 Annual Meeting, NTEP acknowledged that the regulators have not bought into the IV report form. Industry representatives stated that IV is very important to ensure conformity assessment and the NCWM should push harder for reporting of non-compliance issues found during IV.

VCAP:

NCWM has been concerned about production meeting type and protecting the integrity of the NTEP CC since the inception of NTEP. The board has consistently reconfirmed its belief that conformity assessment is vital to NTEP's continued success.

Load cells traceable to NTEP certificates were selected for the initial assessment effort. NCWM elected to require a systems audit checklist that is to be completed by an outside auditor and submitted to NCWM per Section 221.3.3.3.5 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 website at www.ncwm.net/ntep/conformity/vcap/checklists-faqs. Additionally, the Committee developed a new NCWM Publication 14, administrative policy to distinguish between the requirements for parent NTEP certificate holders (21.3.3.2) and private label certificate holders. The requirements in 21.3.3.7. track the private label checklist requirements: traceability to parent NTEP CC, traceability of the private label cell to a VCAP audit, purchase and sales records, plan to report non-conforming product and non-conforming product in stock, plan to conduct internal audits to verify non-compliance action, and internal audit records.

As a result of VCAP activities, 24 load cell certificates, involving 12 different certificate holders, were changed to "inactive" status.

In 2012, the Committee announced that the next device category is weighing/load receiving elements, 2000 lb capacity and less, using load cells that are not traceable to their own NTEP certificate. The following compliance timeline was developed for weighing/load receiving element CC holders with active certificates using non-NTEP load cells. The Committee encourages affected certificate holders to start the process immediately.

NCWM/NTEP VCAP Compliance Timeline Weighing/Load Receiving Element, 2000 lb Capacity and Less Using Non-NTEP Load Cells					
January 2012 – Ongoing	July 2012 – November 2013	July 2012 – May 2014	July 2012 – November 2013	December 2013	June 2014
<ul style="list-style-type: none"> • NTEP to review and refine VCAP procedures • NTEP answers incoming questions • NTEP notifies active CC holders of VCAP requirements 	<ul style="list-style-type: none"> • Parent CC holders to put VCAP QM system in place • CC holder to have audit conducted by Certified Body • Submit audit report to NCWM/NTEP 	<ul style="list-style-type: none"> • Private Label CC holders to put VCAP QM system in place • CC holder to have audit conducted by Certified Body • Submit audit report to NCWM/NTEP 	<ul style="list-style-type: none"> • NTEP evaluates incoming audit reports • NTEP contacts CC holders not meeting VCAP requirements to encourage compliance 	<ul style="list-style-type: none"> • NCWM declares CCs inactive if Parent CC holder fails to comply with VCAP 	<ul style="list-style-type: none"> • NCWM declares CCs inactive if Private Label CC holder fails to comply with VCAP

NTEP reported that 25 weighing element certificate holders (44 active NTEP CCs) were identified and all were notified. The following disclaimer has been advertised and communicated by NCWM: “NCWM is working to identify all active certificates for weighing elements 2000 lb capacity and less, using non-NTEP load cells. As a courtesy, certificate holders are being notified of VCAP requirements and the established timeline. Please note that the NCWM Board of Directors does not consider it to be NCWM's responsibility to notify all certificate holders and affected certificates. Certificate holders are responsible for reviewing their active NTEP certificates and compliance with VCAP.” As a result of VCAP, 13 certificates, involving 10 different certificate holders, were declared inactive January 1, 2014.

The Committee has received letters, questions, and many other inquiries pertaining to VCAP. The Committee has worked diligently to answer the questions submitted in a very timely manner. The Committee knows that additional questions will be posed as VCAP progresses. Certificate holders and other interested parties are encouraged to submit written questions to the NTEP Committee. The Committee is pleased to report that it has been successful in answering all the questions to date. Clerical changes have been made to affected VCAP documents as deemed necessary.

The Committee had discussions about the required number of audits for facilities that manufacture multiple device types. For example, if a company had successful audits for two device types, they might submit a request for a delay from audit requirements for remaining device types, stating that they are all subjected to the same processes and will be audited in the next cycle. The Committee agreed to the request in principal and directed the NTEP Administrator to develop NCWM policy language for consideration during the next Board meeting. As a result the following policy was adopted by the NCWM Board in October 2013.

Adding Device Categories to VCAP:

Purpose: To establish criteria for NTEP and NTEP certificate holders who have successfully completed a VCAP audit in the proper response when a new device category is added to the VCAP.

Background: It has come to the attention of the NTEP Committee that when a new device category is added to the VCAP, the addition might create a potential problem for NTEP certificate holders who have already successfully completed a VCAP audit. The request submitted asks NTEP to recognize previous VCAP audits when adding new device types to the VCAP. It makes sense to allow certificate holders, who have already successfully completed a

VCAP certification audit, to cover the new device category under their existing quality management system until the due date of their next VCAP audit. Once all the device types have been added, the question will become moot within three years since the next regularly scheduled audit will address all device types within that facility. Likewise, NTEP already applies the same philosophy when a new model is introduced by the same certificate holder. That is, the new model is considered covered by the audit because it is a process audit, not a device evaluation. This effectively allows a certificate holder to conduct a single audit for all device categories under the VCAP umbrella.

Policy:

When a new device category is added to the VCAP requirement, NTEP will recognize the current VCAP audit certification in effect, submitted by a certificate holder, for the same certificate holder and same production facility(s), to cover the new device category, continue the manufacturing process for devices covered by NTEP certificates in the newly added device category, until the due date of the next VCAP audit.

Example: If a company had successful audits for two device types, they might submit a request for exemption from audit requirements for remaining device types, stating that they are all subjected to the same quality management system and will be included in the next audit cycle. The next VCAP audit must be done within three years of the last audit and address all applicable device types produced within that facility.

Seven weighing device categories subject to influence factors, as defined in NIST Handbook 44, were identified and are subject to VCAP audits. The VCAP process requirement is ongoing for load cells and weighing elements that use non-NTEP load cells. Certificate holders for these device types are encouraged to take note that the NTEP Committee and NCWM Board is seriously considering the application of the VCAP requirement to all five remaining categories in the very near future. If and when the VCAP requirements are applied, the certificate holder would be required to have an on-site audit of the manufacturer's quality system and on-site random and/or review of a production device by an outside auditor to verify compliance with VCAP. Certificate holders are encouraged to research the VCAP requirements on the NCWM website under the NTEP, Conformity Assessment section. Certificate holders are encouraged to review the VCAP requirements applicable to their devices and report concerns to the NTEP Committee. It is important to reiterate that the NCWM Board of Directors does not consider it to be NCWM's responsibility to notify all certificate holders. Certificate holders are responsible for reviewing their active NTEP certificates and compliance with VCAP.

An NTEP Committee proposal to expand VCAP was advertised prior to the Annual Meeting, on the NCWM website and during this Annual Meeting via a handout. The Committee was strongly considering inclusion into the Verified Conformity Assessment Program of Electronic Weighing Instruments and Main Elements with capacities ≤ 2000 lbs of the following Device Types:

- Complete Scales*,
- Indicating Elements,
- Automatic Weighing Systems,
- Weighing/Load Receiving Elements,
- Belt-Conveyor Scales, and
- Automatic Bulk Weighing Systems.

This includes both Manufacturers and Private Label Holders of Certificates of Conformance (CC) for these Device Types.

*The category of complete scales includes types such as but not limited to Computing, Non-computing Point of Sale, Crane, Monorail, Hopper, and Grain Test Scales.

During the 2014 Annual Meeting, the Committee heard objections from several companies to expanding VCAP to all the device types. The Committee also heard objections to weighing/load receiving elements being included on the list of device types. It became obvious to the Committee that there is a difference in interpretation stemming from the conflicting list of device types in Publication 14 Administrative Policy (specifying weighing/load receiving elements using non-NTEP load cells) versus the list of devices to be tested for influence factors in Publication 14, DES, Technical Policy (specifying weighing /load receiving elements).

The Committee decided to only include indicating elements at this time and approved developed timeline below. Certificate holders should take notice that the other categories will be considered and may be added in the very near future. The Committee will continue to take comments pertaining to the weighing elements conflict and ask the NTEP Weighing Sector for input.

NCWM/NTEP VCAP Compliance Timeline Indicating Elements					
Jan 2015 – March 2015	Jan 2015 – May 2016	Jan 2015 – Nov 2016	Jan 2015 – Dec 2016	Jun 2016	Dec 2016
NTEP notifies active CC holders of VCAP requirements	Parent CC holders to put VCAP QM system in place	Private Label CC holders to put VCAP QM system in place	NTEP evaluates incoming audit reports	NCWM declares CCs inactive if Parent CC holder fails to comply with VCAP	NCWM declares CCs inactive if Private Label CC holder fails to comply with VCAP
	CC holder to have audit conducted by Certified Body	CC holder to have audit conducted by Certified Body	NTEP contacts CC holders not meeting VCAP requirements to encourage compliance		
	Submit audit report to NCWM/NTEP	Submit audit report to NCWM/NTEP			

540 NCWM PUBLICATION 14 – NTEP ADMINISTRATIVE POLICY

540-1 20.3.1.1. Certification Body’s Responsibilities

Source:
NTEP Committee

Purpose:
Clarify that NCWM employees may perform VCAP audits under the NTEP Conformity Assessment Program.

Item under Consideration:
Amend NCWM Publication 14, Administrative Policy as follows:

21.3.3 NTEP Verified Conformity Assessment Program Procedures

Many NTEP certified devices must meet NIST Handbook 44 requirements for influence factors. It is not possible to verify these requirements during the Initial Verification in the field. Therefore, manufacturers of metrological devices (instruments) and/or components (modules) which are subject to influence factors, as defined in NIST Handbook 44, must have a Verified Conformity Assessment Program (VCAP) in place to ensure that these metrological devices and/or components are produced to perform at a level consistent with that of the device and/or component previously certified. The Verified Conformity Assessment Program audit will be at one or more sites as required to verify compliance.

For weighing devices that are subject to influence factors, NTEP will require an initial on-site audit of the manufacturer’s quality system and on-site random testing and/or review of a production device(s) (instrument(s)) by the Registrar **or an NCWM authorized technical employee** to verify that all items listed below are currently implemented and functioning to verify compliance to the appropriate sections of NIST Handbook 44.

It is important for NTEP to know the types of devices included in the VCAP audit and it is for this reason that the certificate holder shall prepare a controlled quality management system (QMS) document listing the range of parameters that cover the devices included in the audit. The certificate holder shall include in this document all certificates and device parameters (For example: different models, capacities, e-min, n-max, sizes etc.) for the applicable device category. For example, in a load cell audit, a range of capacities of the load cells included in the audit shall be listed in the report. This document shall be available for the VCAP auditor and NTEP upon request and may be included as an annex to the audit report if desired.

21.3.3.3 Certification Body’s Responsibilities and NCWM Technical Employee Responsibilities:

21.3.3.3.1 The selected Certification Body is to be accredited by ANSI-ASQ National Accreditation Board (ANAB). The ANSI-ASQ National Accreditation Board is the U.S. accreditation body for management systems. ANAB accredits certification bodies (CBs) for ISO 9001 quality management systems (QMS) and ISO 14001 environmental management systems (EMS), as well as a number of industry-specific requirements, or equivalent.

21.3.3.3.2 With accreditation to Standard Industry Classification (SIC) codes (3596/3821) or equivalent.

<u>Sequence Number</u>	<u>2007 NAICS, U.S. Code</u>	<u>2007 NAICS U.S. Title</u>
847	333997	Scale and Bench Manufacturing

21.3.3.3.3 The selected Certification Body shall have international auditors available.

21.3.3.3.4 The Certification Body **or NCWM technical employee** is required to notify NCWM when a major breakdown of the NTEP CC holder’s VCAP program is found.

21.3.3.3.5 The Certification Body **or NCWM technical employee** shall submit a completed “Systems Audit Checklist” to NCWM. Submitted documents must contain a clear statement of compliance as a result of the VCAP audit.

Background/Discussion:

NCWM has hired a new employee who will serve in many facets of the NTEP Activities. One such activity is the Verified Conformity Assessment Program. In addition to reviewing the audit reports submitted to NCWM, the employee will also be available to follow up on audits and conduct VCAP audits. NCWM has establish fees comparable to those of other organizations providing similar services to ensure that it is not underpricing and putting those organizations at a competitive disadvantage on pricing.

As VCAP expands to reach the full scope of the NTEP Administrative Policy in Publication 14 there may be a lack of available auditors to meet the demand. Audits are required every three years at each facility and many are in process now of undergoing their second audits.

During the 2014 Annual Meeting, the Committee heard comments complimenting the actions taken by NCWM and heard a request that the supplemental guide go into more detail pertaining to the test sample selection criteria. NTEP is working to improve the guide.

550 OTHER ITEMS – DEVELOPING ITEMS

550-1 D NTEP Contingency Plan

Source:

NTEP Committee

Purpose:

NTEP Contingency Plan was created to keep NTEP operating and to ensure that NTEP services are available at an adequate level including an appropriate number of laboratories and personnel (evaluators) to maintain viable support for NTEP services, including MRAs, MAAs, and potentially to be an R 76 Issuing Participant.

Item Under Consideration:

The NTEP Committee discussed contingency planning for continuity of NTEP operations. With the state of today’s economy, one of the NTEP-authorized labs could close due to government budget cuts. How would NTEP maintain workflow? Are there additional states interested in applying to become an NTEP field lab or an NTEP brick-and-mortar lab? The 2014 hiring of an NTEP Specialist helps with contingency concerns. The Committee continues to discuss these issues during long-range planning sessions and welcomes comments from the membership.

Background/Discussion:

The Committee continues to consider whether NCWM should:

1. Have additional evaluators under contract to conduct testing at manufacturers’ facilities and assist state NTEP laboratories?
2. Have an NCWM brick and mortar NTEP laboratory and NTEP evaluators?
3. Use a private third party laboratory to conduct NTEP evaluations?
4. OIML MAA Participation as an issuing or utilizing participant.

The Committee has heard testimony expressing support and concerns pertaining to the options. Several stated that the Committee should consider adding OIML MAA participation as a Utilizing Participant to the list. Others have urged the Committee to continue working on the idea of NCWM NTEP evaluators, an NCWM NTEP lab, and keeping all options open. One member asked the Committee to consider accepting manufacturer compliance data in lieu of hiring NTEP contractors. Another suggestion from the floor was to consider strengthening and utilizing IV as part of the NTEP process. A representative of a state brick and mortar NTEP laboratory asked the Committee to move cautiously forward and not destroy the state NTEP labs. He expressed concern that the establishment of an NCWM NTEP brick and mortar lab could lead to significant legal complications for the states.

The Committee continues to reiterate to the membership that, at this time, the preferred course of action would be the option of evaluators under contract or use NCWM NTEP staff to assist the laboratories. The Committee recognizes the commitment that the states with NTEP laboratories have made over the years and would only resort to contingency measures in the event of a severe loss of state lab resources. Labs are handling current demands without a need for contingency measures. The Committee is updated on the status of the participating laboratories, personnel, and backlog on a quarterly basis and will continue to keep NTEP contingency a priority.

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- Mr. Stephen Benjamin, North Carolina | Committee Chair
 - Mr. John Gaccione, Westchester County, New York | NCWM Chairman
 - Mr. Ron Hayes, Missouri | Chairman-Elect
 - Mr. James Cassidy, City of Cambridge, Massachusetts | Member
 - Mr. Jerry Buendel, Washington State | Member
 - Mr. Jim Truex, NCWM | NTEP Administrator

National Type Evaluation Program Committee

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