

# Report of National Type Evaluation Program (NTEP) Committee

Mr. Kurt Floren, Chairman  
Los Angeles County Department of Agriculture  
California

## 500 INTRODUCTION

This is the report of the NTEP Committee (hereinafter referred to as the “Committee”) for the 98<sup>th</sup> 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 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 and appendix items. Agenda items are identified in the Report by Reference Key Number, Item Title, and Page Number. Item numbers are those assigned in the Interim Meeting agenda. A Voting item is indicated with a “V” after the item number. An item marked with an “I” after the reference key number is an Informational item. An item marked with a “D” after the reference key number is a Developing item. The developing designation indicates an item has merit; however, the item was returned to the submitter for further development before any action can be taken at the national level. Suggested revisions are shown in **bold** face print by ~~striking-out~~ information to be deleted and underlining information to be added. New items proposed for the handbook are designated as such by underscored bold face print, and nonretroactive items are indicated in *italics*. Table B lists the results of any voting items.

**Note:** It is the policy of the National Institute of Standards and Technology (NIST) 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 in inch-pound units.

---

### Subject Series List

---

Introduction .....	500 Series
International.....	510 Series
Activity Reports.....	520 Series
Conformity Assessment Program .....	530 Series
NCWM Publication 14, Administrative Policy .....	540 Series
Other Items – Developing Items .....	550 Series

**Table A  
Table of Contents**

Reference Key	Title of Item	NTEP Page
<b>500</b>	<b>INTRODUCTION .....</b>	<b>1</b>
<b>510</b>	<b>INTERNATIONAL .....</b>	<b>3</b>
510-1	I Mutual Recognition Arrangement (MRA).....	3
510-2	I Mutual Acceptance Arrangement (MAA).....	4
<b>520</b>	<b>ACTIVITY REPORTS.....</b>	<b>6</b>
520-1	I NTEP Participating Laboratories and Evaluations Reports.....	6
520-2	I NTEP Sector Reports.....	6
<b>530</b>	<b>CONFORMITY ASSESSMENT PROGRAM.....</b>	<b>8</b>
530-1	I Conformity Assessment Program.....	8
530-2	I Conformity Assessment Program – NTEP Administrative Policy.....	11
<b>540</b>	<b>NCWM PUBLICATION 14, ADMINISTRATIVE POLICY.....</b>	<b>12</b>
540-1	I Administrative Policy Section Format.....	12
540-2	I Administrative Policy Section – NTEP Advisory Committee.....	13
540-3	I Administrative Policy Section – National Type Evaluation Program Technical Committees...	13
<b>550</b>	<b>OTHER ITEMS – DEVELOPING ITEMS.....</b>	<b>14</b>
550-1	D NTEP Contingency Plan.....	14

**Appendices**

A —	Item 520-1: NTEP Statistics Report .....	A1
B —	Item 520-2: NTETC Belt-Conveyor Scale Sector Meeting Summary.....	B1
C —	Item 520-2: NTETC Grain Analyzer Sector Meeting Summary .....	C1
D —	Item 502-2: NTETC Measuring Sector Meeting Summary .....	D1
E —	Item 520-2: NTETC Software Sector Meeting Summary .....	E1
F —	Item 520-2: NTETC Weighing Sector Meeting Summary .....	F1

**Table B  
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>	
To Accept the Report	Voice Vote				Adopted

**Table C**  
**Glossary of Acronyms and Terms**

<b>Acronym</b>	<b>Term</b>	<b>Acronym</b>	<b>Term</b>
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 I 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).

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.

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.

NCWM private sector members continue to reiterate their desire to see Multiple Dimension Measuring Devices included under the MRA. Measurement Canada and the NTEP Committee continue to discuss and evaluate matters regarding such an expansion of the MRA.

2013 Annual Meeting: Measurement Canada 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.

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 Measurement Canada.

## **510-2 I Mutual Acceptance Arrangement (MAA)**

### **Background/Discussion:**

Information regarding the International Organization of Legal Metrology (OIML) MAA can be found at [www.oiml.org/maa](http://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.

The OIML Technical Subcommittee (SC) for Technical Committee (TC) 3/SC 5 *Conformity Assessment* made revisions to the following OIML Basic Publication (B) documents:

- 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*.

January 2011 Interim Meeting: The Committee reviewed four items related to the revisions of B 3 and B 10: (1) housekeeping revisions to document B 3; (2) housekeeping revisions to B 10; (3) revisions to B 10 that would incorporate provisions under which manufacturers' test data would be accepted under the MAA, and (4) a resolution of compromise whereby countries may voluntarily accept manufacturers' test data. The Committee recommended that the Board of Directors authorize the U.S. representative to vote YES on items (1) and (2), NO on item (3), and YES on item (4) with a qualifying statement that the United States would not accept any MAA certificates based on manufacturers' test data. The Board of Directors voted to support all of the recommendations from the NTEP Committee.

A meeting of the Committee on Participation Review 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.

The International Committee of Legal Metrology (CIML) Preliminary Ballots on B 3 and B 10 closed in July 2011 without any negative votes, and a final CIML vote was held at the CIML Meeting in Prague in October 2011. Both B 3 and B 10 passed the CIML vote. International comments on a new document entitled *The Role of Measurement Uncertainty in Conformity Assessment Decisions in Legal Metrology* have been received and the Secretariat is using them to develop the 2 Committee Draft (CD).

The CIML, noting the report of TC 3/SC 5 on the issue of the acceptance of manufacturers' test results within a DoMC under the MAA, and recalling its Resolution no. 20 at the 43<sup>rd</sup> CIML Meeting, decided that Issuing Participants may request the registration of Manufacturers' Testing Laboratories (MTLs) under a DoMC, provided that the conditions agreed by TC 3/SC 5 and laid down in a respective amendment to, or revision of, OIML B 10 are met, and that, after this amendment to, or revision of, OIML B 10, MAA Type Evaluation Reports that contain test results from MTLs may be accepted by Participants on a voluntary basis.

The CIML approved as a new work item for OIML TC 3/SC 5.

- The amendment to or the revision of, OIML B 10 Framework for a MAA on OIML Type Evaluations MAA to include appropriate conditions for the registration of MTLs under a DoMC.

The CIML also decided that the registration of MTLs under a DoMC remains excluded from the scope of the MAA until this amendment to, or revision of, OIML B 10 is approved. TC 3/SC 5 voted in May 2012 to approve a 2 CD of an Amendment to OIML B 10 that would permit, on a strictly volunteer basis, the use of test data from MTLs in the MAA. The United States (NTEP) supported this 2 CD 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. The 2 CD was modified accordingly, after which the CIML 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 Committee's recommendations and the instructions provided by the NCWM Board of Directors.

From January 2011 to December 2012, nineteen NTEP certificates for load cells were issued under the MAA. All to date have been tested by the National Measurement Institute in The Netherlands. The NTEP Administrator reviewed the test data and drafted the CCs.

Dr. Ehrlich requested in January 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 become 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.

## 520 ACTIVITY REPORTS

### 520-1 I NTEP Participating Laboratories and Evaluations Reports

#### **Background/Discussion:**

During the 2012 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 - 5, 2012, in Columbus, Ohio. The NTEP weighing laboratories met again in August 2012 prior to the meeting of the NTEP Weighing Sector in Annapolis, Maryland, and the NTEP measuring laboratories met once more in October 2012, prior to the NTEP Measuring Sector meeting in Louisville, Kentucky.

The Committee announced plans to conduct a survey of NTEP customers and NTEP laboratories regarding customer service. The board plans to use the results of the survey to form a continuous improvement plan for NTEP. A small work group was formed to get the project started. The resulting draft was presented to the board during the 2011 Annual Meeting in Montana. 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. The survey was released to active CC holders. The NCWM Board of Directors reviewed the survey results in October 2011, finding general approval of NTEP services.

The New York brick and mortar NTEP laboratory for weighing devices is staffed and accepting NTEP evaluation assignments. The NTEP Committee realizes the other weighing laboratories worked very hard to assume additional workload while the NY laboratory was off line and commends the labs for keeping the backlog at a minimum and completing evaluations in a timely manner.

Mr. Truex reported to the Committee that incoming applications remain comparable to normal. He reported there is no backlog concern for measuring devices and the brick and mortar weighing labs at this time.

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 in April. Special thanks were extended to Gordon Johnson and Gilbarco employees that participated in the training exercises.

The Committee reviewed NTEP statistics through June 2013 (see Appendix A). The review of statistics shows that incoming applications are relatively comparable to normal, and there exist no significant laboratory backlog issues.

### 520-2 I 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 continue to be 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](http://ncwm.net/meetings/interim/archive); they will not be available in the printed versions of NCWM Publication 15. However, they will be included in all the *Report of the 98<sup>th</sup> National Conference on Weights and Measures* (NCWM Annual Meeting Reports).

#### **NTEP Belt-Conveyor Scale Sector:**

The NTEP Belt-Conveyor Scale Sector 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).

The next meeting of the NTEP Belt-Conveyor Scale Sector had been scheduled for February 19 - 20, 2013, in Charlotte, 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. 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 20899-2600  
Phone: (301) 975-4002  
Fax: (301) 975-8091  
E-mail: [john.barton@nist.gov](mailto:john.barton@nist.gov)

**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 22 - 23, 2012. A draft of the final summary was provided to the Committee prior to the 2013 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 21 - 22, 2013, in Kansas City, Missouri. NIST reported that their contract with Mr. Jack Barber, Co-Technical Advisor to the NTEP Grain Analyzer Sector, was not renewed. The sole Technical Advisor to the Sector is now Ms. Diane Lee. For questions on the current status of sector work or to propose items for a future meeting, please contact the Technical Advisor:

**Technical Advisor**

Ms. G. Diane Lee  
NIST, OWM  
100 Bureau Drive, MS 2600  
Gaithersburg, MD 20899-2600  
Phone: (301) 975-4005  
Fax: (301) 975-8091  
E-mail: [diane.lee@nist.gov](mailto:diane.lee@nist.gov)

**NTEP Measuring Sector:**

The NTEP Measuring Sector met October 5 - 6, 2012, in Louisville, Kentucky. A draft of the final summary was provided to the Committee prior to the 2013 NCWM Interim Meeting for review and approval (see Appendix D).

The dates for the NTEP Measuring Sector Meeting have been changed to October 9 - 10, 2013 in Charleston, West Virginia, at the same location as the Southern Weights and Measures Association's 2013 Annual Meeting. NIST reported that Mr. Butler, Technical Advisor to the NTEP Measuring Sector, has resigned his position at NIST. 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**

To be Determined  
NIST, OWM  
100 Bureau Drive, MS 2600  
Gaithersburg, MD 20899-2600  
Phone: (301) 975-4615  
Fax: (301) 975-8091  
E-mail:

**NTEP Software Sector:**

The NTEP Software Sector met March 20 - 21, 2012, in Columbus, Ohio. 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 E).

The next meeting of the NTEP Software Sector is scheduled for March 19 - 20, 2013, in Columbus, Ohio. 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:

**Chair**

Mr. James Pettinato  
FMC Technologies Measurement Solutions, Inc.  
1602 Wagner Avenue  
Erie, PA 16510  
Phone: (814) 898-5250  
Fax: (814) 899-3414  
E-mail: [jim.pettinato@fmcti.com](mailto:jim.pettinato@fmcti.com)

**NTEP Administrator**

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

**NTEP Weighing Sector:**

The NTEP Weighing Sector met August 28 - 29, 2012, in Annapolis, Maryland. 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 F).

The next NTEP Weighing Sector meeting is scheduled for August 27 - 28, 2013, in Albany, New York. 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. Rick Harshman  
NIST, OWM  
100 Bureau Drive, MS 2600  
Gaithersburg, MD 20899-2600  
Phone: (301) 975-8107  
Fax: (301) 975-8091  
E-mail: [richard.harshman@nist.gov](mailto:richard.harshman@nist.gov)

The NTEP Committee reviewed all 2012 NTEP Sector reports during the Interim Meeting. All reports were approved in their entirety.

## **530 CONFORMITY ASSESSMENT PROGRAM**

### **530-1 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:**

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](http://www.ncwm.net/ntep/conformity/verification).

**Verified Conformity Assessment Program (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 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 website at [www.ncwm.net/ntep/conformity/vcap/checklists-faqs](http://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 (S.1.c.) and private label certificate holders. The requirements in S.1.d. 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.

The Committee announced that the next device category is weighing/load receiving elements, 1000 kg (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.

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

2013 NCWM Interim Meeting: it was reported that 25 weighing element certificate holders (46 active NTEP CCs) have been identified and all have been notified. The following disclaimer has been advertised and communicated by NCWM: "NCWM is working to identify all active certificates for weighing elements 1000 kg (2000 lb) capacity and less, using non-NTEP load cells. As a courtesy, certificate holders are being notified of VCAP requirements and the established time line. 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."

The Committee received two letters, a list of questions, and many other inquiries pertaining to VCAP. The Committee worked diligently to answer the questions submitted in a very timely manner. The Committee anticipated that additional questions would be posed and considered the potential need to form a VCAP Committee. Certificate holders and other interested parties were encouraged to submit written questions to the NTEP Committee so decisions could be made regarding the need for a VCAP Committee and, if needed, the make-up of the group. The Committee is pleased to report that it was successful in answering all the questions to date. Clerical changes have been made to affected VCAP documents.

Recurring questions involve the five remaining device types under the VCAP umbrella. When will these remaining device types be added to the VCAP program? Will they be added all at one time or only a single device type every two to three years? The Committee is very carefully considering possible options. With each device type added to the VCAP, the administrative overhead of NTEP increases proportionately. At the present time, additional device types cannot be added until increased capacity within NTEP administration is achieved. The NCWM Board is currently reviewing alternatives to this increase in capacity, including consideration of an option to add all of the remaining device types at one time. There is no formally accepted schedule for completion of this effort.

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. The five remaining device categories are: indicating elements, complete scales, automatic weighing systems, belt-conveyor scales, and automatic bulk weighing systems. 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.

There was discussion on 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.

Cardinal Scale suggested that all additional device categories subject to VCAP be included under the VCAP umbrella all at once and in the near future. The NCWM NTEP Committee and Board of Directors want to again stress to NTEP Certificate holders that they must pay attention to the continued progress of VCAP as it applies to their devices. Certificate holders are encouraged to expand their current VCAP audit certification to include the other device categories likely to be included under the VCAP umbrella in the near future.

**NTEP Staffing for VCAP Workload:** Comments on the proposal to hire another NTEP staff person have been positive. The Board discussed the extensive travel requirements for the person and reviewed the duties and desired qualifications. The decision was made to advertise the position with applications due by July 31, 2013, and the goal to have the person on staff sometime in November.

**530-2 I Conformity Assessment Program – NTEP Administrative Policy**

**Source:**

NTEP Committee

**Purpose:**

Clarify the intent of NCWM Publication 14, *Administrative Policy*, Conformity Assessment Process.

**Item Under Consideration:**

The 2013 Version of NCWM Publication 14 reflects these changes.

**S.1.c. NTEP Verified Conformity Assessment Program Procedures**

**Introduction**

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 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.**

Amend Section S.1.c.1.4. as follows:

1.4 An appropriate sampling plan and acceptance criteria is in place and operating.

1.4.1. The NTEP CC holder shall establish a random sampling plan appropriate for the production quantity of the device that is traceable to a nationally recognized quality standard, i.e., Acceptable Quality Level (AQL) or equivalent, or meet the minimum requirements as defined in Section 4 of this document.

1.4.2. **The NTEP CC holder shall maintain a controlled document listing all the devices, their estimated annual production quantity, the CC number of the device and the date that the device was added to or removed from the sampling plan.**

1.4.23. Devices shall be selected and tested in accordance to *NCWM Publication 14* as designated by the established sampling plan.

1.4.34. Results of the testing, along with values of pertinent control parameters (e.g., time, temperature, humidity, etc.), shall be recorded and shall clearly identify whether the test passed or failed.

1.4.45. Records shall be made available to the VCAP auditor of test results since the last VCAP audit.

Amend Section S.1.d as follows:

**d. NTEP Verified Conformity Assessment Program Procedures for Private Label Certificate Holders**

**Introduction**

Many NTEP certified devices must meet NIST Handbook 44, *Specifications, Tolerances, and Other Technical Requirements for Weighing and Measuring Devices*, 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.

For weighing devices that are subject to influence factors, traceable to a private label NTEP Certificate of Conformance, NTEP will require the private label certificate holder to verify that the parent certificate holder has complied with VCAP requirements, has a current VCAP audit certificate, the VCAP certification is traceable back to the parent NTEP certificate, and the parent certificate is active.

**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.**

Amend Sections S.1.d.1. by adding a new Section 1.3. as follows and renumbering subsequent sections:

**1.3. The private label certificate holder shall maintain a controlled document listing all the private label devices, the suppliers' name and the date the private label agreement was initiated or cancelled.**

**Background/Discussion:**

It has been recommended to the Committee that the VCAP requirement and other conformity assessment documents be clarified. The amendments proposed above reflect the primary significant changes. The Committee discussed the recommended changes and concluded they were clerical in nature and did not affect the integrity of VCAP or change the intent of the VCAP requirements. If the changes above are accepted, it will be necessary to incorporate the changes into the two checklists (parent CC holder and private label CC holder), the VCAP supplemental guide, and other electronic documents on the NCWM website as deemed appropriate.

The Committee did not receive any negative comments about the proposed changes. During the Interim Meeting, the Committee recommended to the NCWM Board that the changes be accepted and incorporated into the 2013 version of NCWM Publication 14. The Board approved the recommendation and authorized NTEP to move forward accordingly.

**540 NCWM PUBLICATION 14, ADMINISTRATIVE POLICY**

**540-1 I Administrative Policy Section Format**

**Source:**

NTEP Committee

**Purpose:**

Revise the format of NCWM Publication 14, *Administrative Policy* section by converting to a numbering format and putting content in more logical order.

**Background/Discussion:**

NCWM is working to revise NCWM Publication 14, *Administrative Policy* to arrange content in a more logical order and to develop a more understandable form. The purpose is not to change the intent of the publication, but to realign and clarify sections as necessary. During 2012, NTEP Sectors and the NTEP labs were asked to review the revised section, "NTEP Administrative Policy," and provide feedback. An electronic copy of the revised document was shared with members of the Sectors and NTEP lab representatives.

The Committee did not receive any negative comments about the proposed changes. During the Interim meeting, the Committee recommended to the NCWM Board that the changes be accepted and incorporated into the 2013 version of NCWM Publication 14. The Board approved the recommendation and authorized NTEP to move forward accordingly. The 2013 version of NCWM Publication 14 reflects these changes.

**540-2 I Administrative Policy Section – NTEP Advisory Committee**

**Source:**

NTEP Committee

**Purpose:**

Update NCWM Publication 14, *Administrative Policy* (A.10. and B.5.) to reflect current practice.

**Item Under Consideration:**

Amend NCWM Publication 14, *Administrative Policy* as follows:

Delete sections A.10. and B.5. providing for an "NTEP Advisory Committee."

~~**A.10. NTEP Advisory Committee—An ad hoc committee that reviews long range plans and recommends policy changes to the NTEP Committee.**~~

~~**B.5. The Advisory Committee is an ad hoc committee that recommends policy and long range planning to the NTEP Committee. The Advisory Committee meets as needed and is made up of members appointed by the NTEP Committee Chair, representing all segments of NCWM.**~~

**Background/Discussion:**

The NTEP Committee was unable to verify that an NTEP Advisory Committee has ever been officially appointed by any NTEP Committee Chair. The charges of long range planning and policy changes are fulfilled by the NCWM Board of Directors. The Committee did not receive any negative comments about the proposed changes. During the Interim Meeting, the Committee recommended to the NCWM Board that the changes be accepted and incorporated into the 2013 version of NCWM Publication 14. The Board approved the recommendation and authorized NTEP to move forward accordingly.

**540-3 I Administrative Policy Section – National Type Evaluation Program Technical Committees**

**Source:**

NTEP Committee

**Purpose:**

Change the name of the Sectors from "National Type Evaluation Technical Committee" (NTETC) to "NTEP Sectors."

**Item Under Consideration:**

The 2013 Version of NCWM Publication 14 reflects these changes.

**A.14. National Type Evaluation ~~Technical Committee~~ Program Sector (~~NTETC~~NTEP Sector)**

A Committee that develops and recommends test criteria and procedures to the NTEP Administrator, known as a “Sector” (e.g., Weighing Sector).

**B.3. National Type Evaluation ~~Technical Committee~~ Program Sector (~~NTETC~~ NTEP Sector)**

The National Type Evaluation ~~Technical Committees~~ Program Sectors (~~NTETC~~ or NTEP Sectors) have the responsibility of advising the NTEP Administrator by developing and recommending test criteria and procedures for use in the evaluation process by the Participating Laboratories. The ~~NTETC~~ NTEP Sectors also may recommend specific changes to NIST Handbook 44 to assure consistency between the handbook and the checklist published in NCWM Publication 14.

Meetings are held annually, or as needed and are open to all NCWM members and other registered parties. An ~~NTETC~~ NTEP sector seeks to form a consensus among all parties in attendance. Sectors are formed to address specific device areas of NTEP (e.g., weighing, measuring, grain moisture). Each Sector has a chairperson that is appointed by the NTEP Committee Chair. There is no fixed term for this position. The ~~NTETC~~ NTEP Sector Chair must be a current member of NCWM.

If for any reason an ~~NTETC~~ NTEP Sector member cannot attend the scheduled meeting, he/she may designate an alternate, with prior approval of the ~~NTETC~~ NTEP Sector Chair. This alternate will have the same voting rights as the ~~NTETC~~ Sector member they replace, for that particular meeting.

The membership and voting status of the ~~NTETC~~ NTEP Sector is as follows:

**Background/Discussion:**

The term “National Type Evaluation Technical Committee (NTETC)” has reportedly led to confusion by many individuals over the years. The Committee believes that changing the name to “NTEP Sectors” may simplify understanding and reflect the role of the Sectors. The Committee acknowledges that, if the name change is approved, references to NTETC throughout NCWM Publication 14 will need to be changed. The Committee did not receive any negative comments about the proposed changes. During the Interim Meeting, the Committee recommended to the NCWM Board that the changes be accepted and incorporated into the 2013 version of NCWM Publication 14. The Board approved the recommendation and authorized NTEP to move forward accordingly.

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

**Background/Discussion:**

The Committee continues to consider whether NCWM should:

1. Employ NTEP evaluators to conduct testing at manufacturers' facilities?
2. Have evaluators under contract to conduct testing at manufacturers' 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?

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 reiterated to the membership that, at this time, the preferred course of action would be the option of evaluators under contract. 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.

---

Mr. Kurt Floren, Los Angeles County, California | Committee Chair  
Mr. Stephen Benjamin, North Carolina | NCWM Chairman  
Mr. John Gaccione, Westchester County, New York | Chairman-Elect  
Mr. Ron Hayes, Missouri | Member  
Mr. James Cassidy, City of Cambridge, Massachusetts | Member

Mr. Jim Truex, NCWM | NTEP Administrator

**National Type Evaluation Program Committee**

THIS PAGE INTENTIONALLY LEFT BLANK