

National Type Evaluation Program (NTEP) Committee

2014 Interim Meeting Agenda

Mr. Stephen Benjamin, Chairman
North Carolina

500 INTRODUCTION

The NTEP Committee will address the items in Table A during the Interim Meeting. Table A identifies the agenda items by reference key, title of item, page number and the appendices by appendix designations. The first three digits of an item's reference key are assigned from the Subject Series List. The acronyms for organizations and technical terms used throughout the agenda are identified in Table B. In some cases, background information will be provided for an item. The fact that an item appears on the agenda does not mean it will be presented to National Conference on Weights and Measures (NCWM) for a vote. The Committee will review its agenda and may withdraw some items, present some items for information meant for additional study, issue interpretations, or make specific recommendations for change to the publications *NCWM Publication 14, Administrative Policy* and *NCWM Publication 14, Technical Policy, Checklists, Test Procedures*. Changes to *NCWM Publication 14, Administrative Policy* are by recommendation of the Committee and a majority vote of the Board of Directors. Changes to *NCWM Publication 14, Technical Policy, Checklists, Test Procedures* are by recommendation of the National Type Evaluation Technical Committee (NTETC) sectors and a majority vote of the NTEP Committee. The Committee may also take up routine or miscellaneous items brought to its attention after the preparation of this document. The Committee may decide to accept items for discussion that are not listed in this document, providing they meet the criteria for exceptions as presented in Section H of the introductions to *NIST Handbook 44* and *NIST Handbook 130*. The Committee has not determined whether the items presented will be Voting or Informational in nature; these determinations will result from their deliberations at the Interim Meeting.

An "Item Under Consideration" is a statement of proposal and not necessarily a recommendation of the Board of Directors. Suggested revisions are shown in **bold face print** by ~~striking out~~ information to be deleted and underlining information to be added. Requirements that are proposed to be nonretroactive are printed in ***bold faced italics***.

All sessions are open to registered attendees of the conference. If the Committee must discuss any issue that involves proprietary information or other confidential material; that portion of the session dealing with the special issue may be closed provided that (1) the Chairman or, in his absence, the Chairman-Elect approves; (2) the Executive Director is notified; and (3) an announcement of the closed meeting is posted on or near the door to the meeting session and at the registration desk. If at all possible, the posting will be done at least a day prior to the planned closed session.

Comments may also be submitted after April 1 and in advance of the Annual Meeting through the NCWM Online Position Forum available at www.ncwm.net. This is a forum where members may register unofficial positions, comments, and supporting documents to be viewed by the NCWM Committees and members.

Note: The policy 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

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
500	INTRODUCTION	1
510	INTERNATIONAL	3
510-1	I Mutual Recognition Arrangement (MRA).....	3
510-2	I Mutual Acceptance Arrangement (MAA)	4
520	ACTIVITY REPORTS.....	5
520-1	I NTEP Participating Laboratories and Evaluations Reports	5
520-2	I NTEP Sector Reports.....	5
530	CONFORMITY ASSESSMENT PROGRAM.....	7
530-1	I Conformity Assessment Program	7
540	NCWM PUBLICAITON 14 – ADMINISTRATIVE POLICY.....	10
540-1	I 20.3.1.1. Certification Body’s Responsibilities	10
550	OTHER ITEMS – DEVELOPING ITEMS.....	12

Appendices

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

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 19th, 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 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. During the 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 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.

The last meeting of the Committee on Participation Review (CPR) for R60 and R76 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 next meeting of the CPR is scheduled to be hosted by NIST the week of March 17, 2014.

The US (NTEP) supported the OIML B10 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 CIML voted and approved the Amendment to B10 to allow the inclusion of test data from manufacturers, on a strictly voluntary basis, at its October 2012 meeting in Bucharest. Dr. Chuck 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. Charles Ehrlich requested in January 2013 that NCWM review its MAA policy regarding participation in R76. The NCWM Board recapped the decision process to participate as a utilizing participant for R60. Existing policy from 2006 is not to participate in R76 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' work load, 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 R76. Some U.S. manufacturers support NCWM policy, but others would like to have one-stop shopping. The MAA also includes R51 (water meters) and R117 (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 October 2013, twenty eight 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.

520 ACTIVITY REPORTS

520-1 NTEP Participating Laboratories and Evaluations Reports

Background / Discussion:

During the 2013 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 again in August 2013 prior to the meeting of the NTEP Weighing Sector in Albany, NY, and the NTEP measuring laboratories met once more in October 2013, prior to the NTEP Measuring Sector meeting in Charleston, WV.

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 their October meeting the Committee reviewed NTEP statistics through September 2013. See Appendix A. The review of statistics show that incoming applications are relatively comparable to normal and there exist no significant laboratory backlog issues.

The next meeting of the NTEP Participating Laboratories is scheduled for April 1-3, 2014 in Albany, NY.

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 next NTEP Belt-Conveyor Scale Sector meeting is scheduled for February 20, 2014 in Pittsburgh, PA. 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
Fax: (301) 975-8091
Email: 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 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 Technical Advisor:

Technical Advisor

Ms. G. Diane Lee
NIST, OWM
100 Bureau Drive, MS 2600
Gaithersburg, MD 20707
Phone: (301) 975-4005
Fax: (301) 975-8091
Email: diane.lee@nist.gov

NTEP Measuring Sector:

The NTEP Measuring Sector met October 9-10, 2013, in Charleston, WV. 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 2014 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

Ms. Tina Butcher
NIST, OWM
100 Bureau Drive, MS 2600
Gaithersburg, MD 20899
Phone: (301) 975-2196
Fax: (301) 975-8091
Email: tina.butcher@nist.gov

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, site to be determined. 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:

Chair

Mr. James Pettinato
FMC Technologies Measurement Solutions, Inc.
1602 Wagner Avenue
Erie, PA 16510
Phone: (814) 898-5250
Fax: (814) 899-3414
Email: 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
Email: jim.truex@ncwm.net

NTEP Weighing Sector:

The NTEP Weighing Sector met August 27-28, 2013, in Albany, NY. 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, site to be determined. 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:

Technical Advisor

Mr. Rick Harshman
NIST, OWM
100 Bureau Drive, MS 2600
Gaithersburg, MD 20899
Phone: (301) 975-8107
Fax: (301) 975-8091
Email: richard.harshman@nist.gov

The NTEP Committee is scheduled to review all 2013 NTEP Sector reports during the Interim Meeting.

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 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.

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.

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 twenty-five (25) weighing element certificate holders (44 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 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 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 were 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 3 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:

1. 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 3 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. 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.

Some NCWM members request 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. 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.

540 NCWM PUBLICAITON 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 will 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 3 years at each facility and many are in process now of undergoing their second audits.

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 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.

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

This Page Intentionally Left Blank

Appendix A
NTEP Statistics Report

General NTEP Statistics	Last Year	This Year	Grand Total
	10/01/11 – 9/30/12	10/01/12 – 9/30/13	10/1/00 – 9/30/13
Total Applications Processed	(22) 278	(8) 255	(152) 3286
Applications Completed	259	252	3138
New Certificates Issued	254	253	3129
Active NTEP Certificates on 9/30	1896	1944	

() = Reactivations

Assignments to Labs per Year	10/1/11 – 9/30/12	10/1/12 – 9/30/13	10/1/00 – 9/30/13
California	27	(1) 38	(17) 446
Canada	7	2	(4) 45
GIPSA-DC	1	1	17
GIPSA-KC	10	9	96
Kansas	2	0	(9) 70
Maryland	(9) 61	(7) 50	(44) 418
New York	2	(2) 10	(19) 173
NIST Force Group	6	4	(1) 92
North Carolina	13	8	(4) 120
Ohio	(13) 53	62	(28) 839
NTEP Staff	(1) 92	(2) 70	(12) 910
Applications Not Yet Assigned to a Lab			2

() = Reassignments from another lab

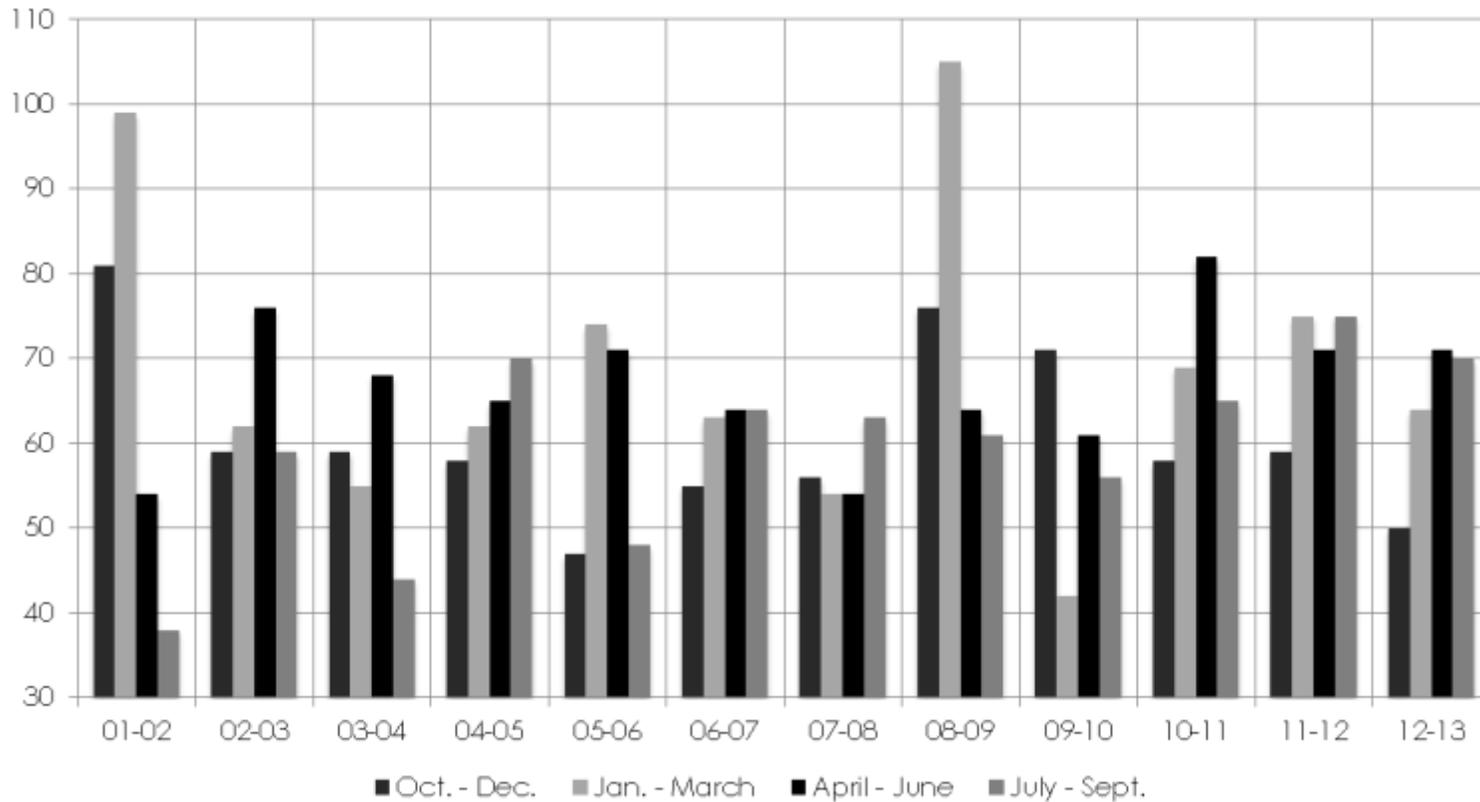
Process Statistics	2012 - 2013	2000 - 2013
Average Time to Assign an Evaluation	4 Days	9 Days
Average Time to Complete an Evaluation		137 Days

Report on Evaluations in Progress

Evaluations in Progress	0-3 Months	3-6 Months	6-9 Months	9-12 Months	Over 1 Year	Total
October 2009	41	33	18	12	33	137
December 2009	45	30	22	12	28	137
March 31, 2010	24	20	18	19	23	104
June 30, 2010	37	12	11	13	24	97
October 30, 2010	40	30	8	8	20	106
December 31, 2010	39	25	22	5	20	111
March 31, 2011	37	27	13	19	17	107
June 30, 2011	47	20	7	7	21	102
September 30, 2011	42	28	11	5	19	105
December 31, 2011	37	19	23	5	17	101
March 31, 2012	40	17	7	21	14	99
June 30, 2012	41	21	10	6	20	98
September 30, 2012	50	30	15	7	19	121
December 31, 2012	32	24	17	7	18	98
March 31, 2012	36	12	14	12	18	92
June 30, 2013	53	18	6	6	19	102
September 30, 2013	44	32	5	4	21	106

In Progress by Lab	0-3 Months	3-6 Months	6-9 Months	9-12 Months	Over 1 Year	Total
California	4	15	0	1	5	25
Canada	1	0	0	0	0	1
GIPSA-DC	0	1	0	0	1	2
GIPSA-KC	1	8	0	0	1	10
Maryland	13	2	0	0	3	18
New York	2	2	1	0	0	5
NIST Force Group	3	0	0	0	4	7
North Carolina	1	1	0	0	2	4
Ohio	14	2	4	3	5	28
NTEP Staff	3	1	0	0	0	4
Unassigned	2	0	0	0	0	2
Total Pending:						106

Report on Applications Received by Quarter



	01-02	02-03	03-04	04-05	05-06	06-07	07-08	08-09	09-10	10-11	11-12	12-13
Oct – Dec	81	59	59	58	47	55	56	76	71	58	59	50
Jan – Mar	99	62	55	62	74	63	54	105	42	69	75	64
Apr – Jun	54	76	68	65	71	64	54	64	61	82	71	71
Jul - Sep	38	59	44	70	48	64	63	61	56	65	75	70
Total	272	256	226	255	240	246	227	306	230	274	280	255

Average Per Quarter Overall: 63.9

Average Per Quarter This FY: 63.8

THIS PAGE INTENTIONALLY LEFT BLANK

Appendix B

National Type Evaluation Program Belt-Conveyor Scale (BCS) Sector Meeting Summary

February 23, 2012 / St. Louis, Missouri

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 www.ncwm.net/committees/ntep/sectors/belt-conveyor/archive; they will not be available in the printed versions of *NCWM Publication 15*. The BCS Sector did not meet during 2013, therefore there is no 2013 report.

THIS PAGE INTENTIONALLY LEFT BLANK

Appendix C

National Type Evaluation Program Grain Analyzer Sector Meeting Summary

August 21-22, 2013 / Kansas City, Missouri

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 <http://www.ncwm.net/committees/ntep/sectors/grain-analyzer/archive>; they will not be available in the printed versions of *NCWM Publication 15*.

THIS PAGE INTENTIONALLY LEFT BLANK

Appendix D

National Type Evaluation Program Measuring Sector Meeting Summary

October 9-10, 2013 / Charleston, West Virginia

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 <http://www.ncwm.net/committees/ntep/sectors/measuring/archive>; they will not be available in the printed versions of *NCWM Publication 15*.

THIS PAGE INTENTIONALLY LEFT BLANK

Appendix E

National Type Evaluation Program Software Sector Meeting Summary

March 19-20, 2013 / Columbus, Ohio

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 <http://www.ncwm.net/committees/ntep/sectors/software/archive>; they will not be available in the printed versions of *NCWM Publication 15*

THIS PAGE INTENTIONALLY LEFT BLANK

Appendix F

National Type Evaluation Program Weighing Sector Meeting Summary

August 27-28, 2013 / Albany, New York

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 <http://www.ncwm.net/committees/ntep/sectors/weighing/archive>; they will not be available in the printed versions of *NCWM Publication 15*

THIS PAGE INTENTIONALLY LEFT BLANK