

National Type Evaluation Program (NTEP) Committee Interim Report

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

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.

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.

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Table B
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 Agreement	VCAP	Verification Conformity Assessment Program

Details of All Items
(In order by Reference Key)

510 INTERNATIONAL

510-1 Mutual Recognition Agreement (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 will be 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.

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 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*.

At the 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 United States 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 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 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 B3 and B10 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.

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 43rd 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. TC3/SC5 voted in May, 2012, to approve a 2nd Committee Draft (CD) of an Amendment to OIML B10 that would permit, on a strictly volunteer basis, the use of test data from MTLs in the MAA. The US (NTEP) supported this 2nd 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 CIML was expected to vote on this at its October 2012 Meeting in Bucharest.

An OIML Meeting to discuss Conformity to Type (CTT) was held June 29-30, 2011, in Utrecht, Netherlands. NCWM was invited to the meeting to give a presentation about the Verification Conformity Assessment Program (VCAP) initiative. NCWM Executive Director Mr. Onwiler made the presentation for NCWM. Dr. Ehrlich, NIST, OWM, forwarded a *Report on OIML Utrecht Seminar on Conformity to Type* to NCWM. The CIML, noting the written report of the seminar on *Conformity to Type* held in the Netherlands in June 2011, and noting the oral report and presentation by the CIML member for New Zealand, Mr. O'Brien, on the outcome of the follow-up CTT Seminar held in Prague on 10 October 2011, approved the establishment of a new Subcommittee of TC 3, to be titled *Conformity to Type*. The Subcommittee shall undertake as a work item the development of a guidance document on the "scope for pre-market surveillance activities focused on the conformity assessment of measuring instruments to give assurance that manufactured (or production) instruments meet their approved type". The responsibility for the Secretariat of the new Subcommittee was assigned jointly to New Zealand and the International Bureau of Legal Metrology.

The Committee and NCWM Board of Directors were invited to review the reports and make comments. Dr. Chuck Ehrlich is expected to give an update during the 2013 Interim Meeting.

From January 2011 to November 2012, eighteen 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 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 NTETC Weighing Sector in Annapolis, Maryland, and the NTEP measuring laboratories met once more in October 2012, prior to the NTETC Measuring Sector meeting in Louisville, Kentucky.

2013 NTEP Meetings:

- | | | |
|---------------------------------|----------------------|---------------|
| • NTETC Belt-Conveyor Sector | February 19-20, 2013 | Charlotte, NC |
| • NTETC Software Sector Meeting | March 19-20, 2013 | Columbus, OH |
| • NTEP Laboratory Meeting | April, 2013 | TBD |

- | | | |
|-------------------------------|--------------------|-----------------|
| • NTETC Grain Analyzer Sector | August 21-22, 2013 | Kansas City, MO |
| • NTETC Weighing Sector | August 27-28, 2013 | Albany, NY |
| • NTETC Measuring Sector | October 4-5, 2013 | Charleston, WV |

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 working 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.

NTEP Administrator, 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. Updated NTEP laboratory statistics are provided to the membership in Appendix A.

520-2 NTETC Sector Reports

Background / Discussion:

All NTETC 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/content/meeting-archive; they will not be available in the printed versions of *NCWM Publication 15*.

NTETC Belt-Conveyor Scale Sector:

The NTETC 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 NTETC Belt-Conveyor Scale sector is scheduled for February 19-20, 2013, in Charlotte, North Carolina. 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

NTETC Grain Moisture Meter and NIR Protein Analyzer Sectors:

The NTETC Grain Moisture Meter and NIR Protein Analyzer Sectors held a joint meeting in Kansas City, Missouri, August 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 NTETC Grain Moisture Meter and NIR Protein Analyzer Sectors is scheduled for August 21-22, 2013, in Kansas City, Missouri. For questions on the current status of sector work or to propose items for a future meeting, please contact the Co-Technical Advisors:

Co-Technical Advisor

Mr. Jack Barber
JB Associates
10349 Old Indian Trail
Glenarm, IL 62536
Phone: (217) 483-4232
Fax: NA
Email: barber.jw@comcast.net

Co-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

NTETC Measuring Sector:

The NTETC 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 next meeting of the NTETC Measuring Sector is scheduled to be held in October 4-5, 2013 in Charleston, West Virginia, at the same location as the Southern Weights and Measures Association's 2013 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

Mr. Marc Buttler
NIST, OWM
100 Bureau Drive, MS 2600
Gaithersburg, MD 20899
Phone: (301) 975-4615
Fax: (301) 975-8091
Email: marc.buttler@nist.gov

NTETC Software Sector:

The NTETC 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 NTETC 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
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

NTETC Weighing Sector:

The NTETC 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 NTETC 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
Phone: (301) 975-8107
Fax: (301) 975-8091
Email: richard.harshman@nist.gov

The NTEP Committee is scheduled to review all 2012 NTETC 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/content/initial-verification-report.

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/content/checklists. 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, 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

During the 2012 Annual Meeting it was reported that twenty-one (21) weighing element certificate holders (43 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 **(QUESTION: Is this a correct reflection of the disclaimer?)** 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 expects there will be additional questions and is considering the 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.

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.

530-2 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:

Amend *NCWM Publication 14 Administrative Policy* as follows:

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.

540 NCWM PUBLICATION 14, ADMINISTRATIVE POLICY

540-1 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, NTETC 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.

To date, there has been no negative feedback. The NTEP Committee plans to include the new format in the 2013 *NCWM Publication 14*.

540-2 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.

540-3 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:

Amend *NCWM Publication 14 Administrative Policy* as follows:

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.

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

Appendix A
NTEP Statistics Report

General NTEP Statistics	Last Year	This Year	Grand Total
	10/01/10 – 9/30/11	10/01/11 – 9/30/12	10/1/00 – 9/30/12
Total Applications Processed	(41) 273	(22) 283	(144) 3035
Applications Completed	266	253	2879
New Certificates Issued	246	242	2593
Active NTEP Certificates on 3/31/2012			1896

() = Reactivations

Assignments to Labs per Year	10/1/10 – 9/30/11	10/1/11 – 9/30/12	10/1/00 – 9/30/12
California	(2) 19	27	(16) 408
Canada	8	7	(4) 43
GIPSA-DC	0	1	16
GIPSA-KC	9	10	87
Kansas	10	2	(9) 70
Maryland	(9) 40	(9) 61	(37) 368
New York	1	2	(17) 163
NIST Force Group	8	6	(1) 88
North Carolina	(2) 19	13	(4) 112
Ohio	47	(13) 53	(28) 794
NTEP Staff	(1) 117	(1) 92	(10) 824
Applications Not Yet Assigned to a Lab			1

() = Reassignments from another lab

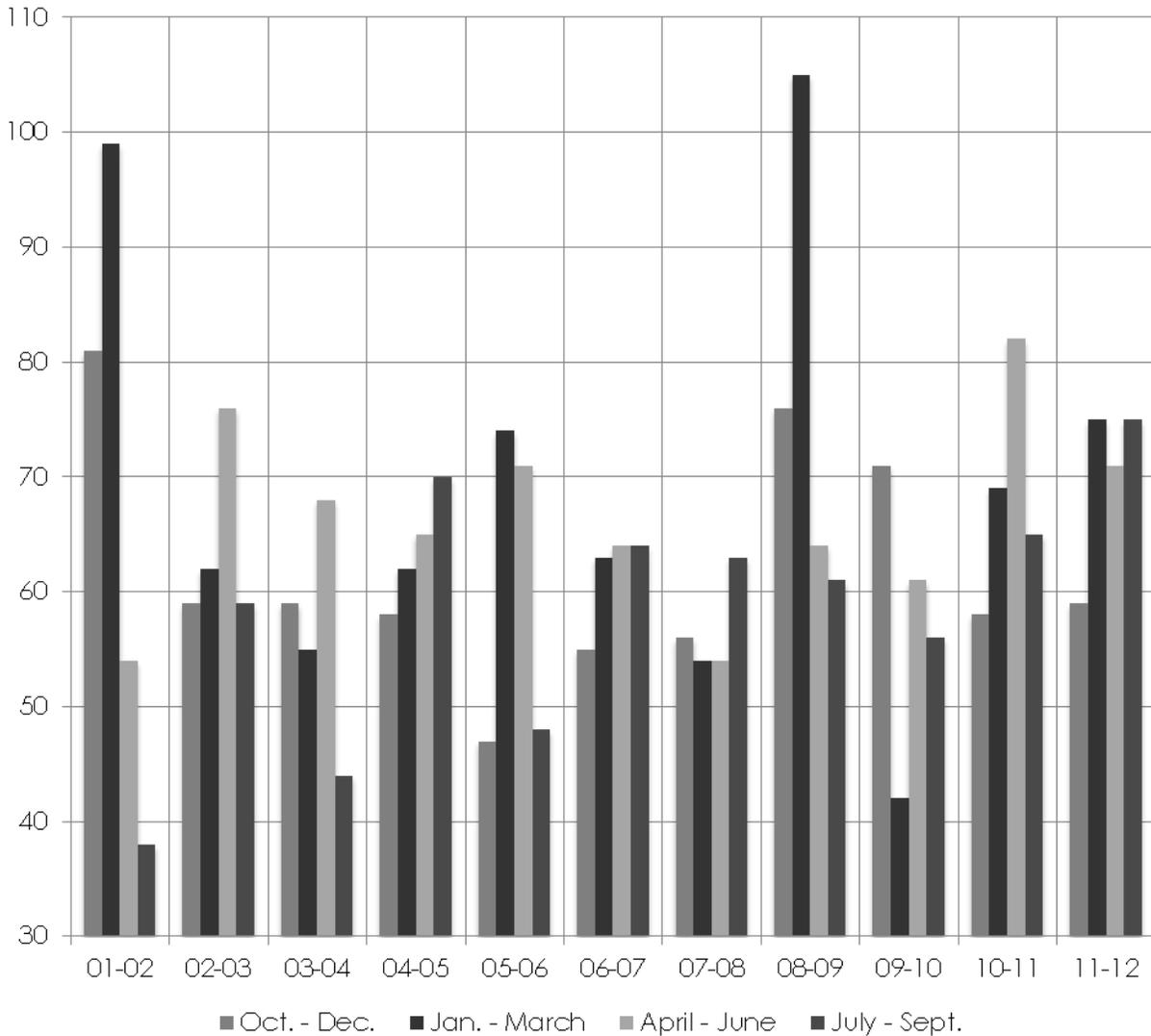
Process Statistics	2011 - 2012	2000 - 2012
Average Time to Assign an Evaluation	4 Days	9 Days
Average Time to Complete an Evaluation		139 Days

Report on Evaluations in Progress

Evaluations in Progress	0-3 Months	3-6 Months	6-9 Months	9-12 Months	Over 1 Year	Total
April 2009	58	29	27	17	36	167
June 2009	48	27	17	12	29	133
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

In Progress by Lab	0-3 Months	3-6 Months	6-9 Months	9-12 Months	Over 1 Year	Total
California	7	7	5	3	5	27
Canada	3	1	1	0	0	5
GIPSA-DC	0	0	0	1	0	1
GIPSA-KC	2	5	0	0	0	7
Kansas	0	0	0	0	0	0
Maryland	8	8	2	1	5	24
New York	2	0	0	0	0	2
NIST Force Group	1	1	0	0	3	5
North Carolina	4	0	1	1	2	8
Ohio	14	8	6	1	4	33
NTEP Staff	9	0	0	0	0	9
Total Pending:						118

Report on Applications Received by Quarter



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

Average Per Quarter Overall: 63.9
Average Per Quarter This FY: 70.0

Appendix B

National Type Evaluation Technical Committee (NTETC) Belt-Conveyor Scale (BCS) Sector Meeting Summary

February 23, 2012 / St. Louis, Missouri

All NTETC 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/content/meeting-documents>; they will not be available in the printed versions of *NCWM Publication 15*.

Appendix C

National Type Evaluation Technical Committee (NTETC) Grain Analyzer Sector Meeting Summary

August 22-23, 2012 / Kansas City, Missouri

All NTETC 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/content/meeting-documents>; they will not be available in the printed versions of *NCWM Publication 15*.

Appendix D

National Type Evaluation Technical Committee (NTETC) Measuring Sector Meeting Summary

October 5-6, 2012 / Louisville, Kentucky

All NTETC 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/content/meeting-documents>; they will not be available in the printed versions of *NCWM Publication 15*.

Appendix E

National Type Evaluation Technical Committee (NTETC) Software Sector Meeting Summary

March 20-21, 2012 / Columbus, Ohio

All NTETC 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/content/meeting-documents>; they will not be available in the printed versions of *NCWM Publication 15*.

Appendix F

National Type Evaluation Technical Committee (NTETC) Weighing Sector Meeting Summary

March 20-21, 2012 / Columbus, Ohio

All NTETC 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/content/meeting-documents>; they will not be available in the printed versions of *NCWM Publication 15*.

