

**95<sup>th</sup> Annual Meeting of the  
National Conference on Weights and Measures**

**July 11 – 15, 2010  
St. Paul, Minnesota**

**Addendum Sheets of the Interim Report of the  
National Type Evaluation Program (NTEP) Committee**

Reference  
Key Number

**500 INTRODUCTION**

The National Type Evaluation Program (NTEP) Committee (hereinafter referred to as “Committee”) submits its Interim Report to the National Conference on Weights and Measures. The Report consists of the Interim Report offered in Publication 16, “NCWM Committee Reports,” and this Addendum. Page numbers in tables below refer to pages in Publication 16.

Presented below is a list of voting and information items. Voting items are indicated by the suffix **V** or, if the voting item is part of the Consent calendar, by the suffix **VC**. If the item is an Information item, it is indicated by the suffix **I**; if the item is Withdrawn, it is indicated by the suffix **W**. Items marked with a **D** after the key numbers are Developing issues. The developing designation indicates an item has merit; however, the item is returned to the submitter for further development before any action at the national level. The Committee’s Final Report is proposed to be grouped in the following order:

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**Information and Developing Items**

**The following items are information (I) or under development (D) and require no formal action of the NCWM:**

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

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

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**500-1 I Mutual Recognition Arrangement (MRA)**

The MRA is due to be renewed. Both countries have expressed a desire to renew the MRA because of the benefits. The NTEP Committee has met with representatives of Measurement Canada regarding renewal and possible expansion of the MRA. We plan to complete discussions, and have a signed MRA by January 2011.

**500-2 I Mutual Acceptance Arrangement (MAA)**

Dr. Chuck Ehrlich gave an update of current international activities. Plans to revise the OIML B3 and B10 documents are proceeding (the present revision will not incorporate the inclusion of test data from MTLs into B10, but only keep it in B3). It has recently been clarified by a TC 3/SC 5 Member that wants to include test data from MTLs into B10 that the data is not obtained under "unsupervised" conditions, but rather under conditions of "controlled supervision", meaning that, at a minimum, 1) a thorough review of the manufacturer's quality system has been performed, 2) the manufacturer has an independent testing laboratory that reports to the highest management level of the organization, 3) the Issuing Authority must be notified before any type approval tests are begun, 4) the Issuing Authority must be allowed to observe any and all testing on a short-notice basis, 5) the Issuing Authority is entitled to repeat any tests that it deems necessary, either at the manufacturing facility or at its own laboratory, at the manufacturer's expense, plus 6) possibly other requirements. In addition, the Issuing Authority (Issuing Participant) would take all responsibility for any test data it obtained from the manufacturer. It would not be required, however, that the Issuing Authority be present at the MTL for all of the testing. The NTEP Committee heard this clarification but maintains the position that it would not support the inclusion of test data from manufacturers unless there was an NTEP representative on-site at the manufacturer's site supervising 100% of the testing.

**500-3 I NTEP Participating Laboratories and Evaluations Reports**

The Committee plans to conduct a survey of NTEP customers and NTEP laboratories regarding customer service. The Board of Directors will use the results of the survey to form a continuous improvement plan for NTEP.

The Committee reviewed NTEP statistics through June 2010. The current statistics are attached to this report.

**500-4 I NTETC Sector Reports**

No Change.

**500-5 I Conformity Assessment Program**

An "Initial Verification" report form has been developed. The Committee wanted a simple web based form for state and local regulators to use. The form has been approved by the Committee and distributed to the states. A completed form can be submitted via mail, email, fax or on-line. The form is attached to this report.

The NCWM revised requirements for private label CC holder audits and auditors. A new checklist for private label certificate holders was developed and distributed. The requirements for the Certification Body and VCAP auditor were changed to require an "ISO auditor." Clarification was requested to avoid confusion by private label auditors. The Committee plans to add clarification language to the introduction section of the private label checklist to read:

**Private label certificate holders are not required to submit devices for testing, on-site or elsewhere. The private label certificate holder is required 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 NTEP certificate is active.**

**The selected Certification Body shall be accredited to the ISO 9001:2000 standard for providing audits and certifications of management systems.**

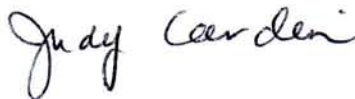
Additionally, the Committee plans to create a new section S.1.d. in NCWM Publication 14, Administrative Policy to distinguish between the requirements for parent NTEP certificate holders (S.1.c.) and private label certificate holders. The requirements in S.1.d. will track the private label checklist 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. Requirements for the Certification Body and their auditors will also be included.

### **500-6 I NTEP Contingency – NCWM NTEP Laboratory**

An industry representative requested the Committee keep a close watch over the status of the laboratories and make NTEP contingency a priority.

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Ms. Judy Cardin, Wisconsin, NTEP Committee Chair



Mr. Randy Jennings, Tennessee, NCWM Chair

Mr. Tim Tyson, Kansas

Mr. Mike Sikula, New York

Mr. Kirk Robinson, Washington

NTEP Technical Advisor: Mr. Jim Truex, NTEP Administrator

**National Type Evaluation Program Committee**

## NTEP Statistics Report

<b>General NTEP Statistics</b>	<b>2008 - 2009</b>	<b>2009 - 2010</b>	<b>Grand Total</b>
	10/01/08 – 9/30/09	10/01/09 – 6/30/10	10/1/00 – 6/30/10
Total Applications Processed	(20) 310	(6) 181	(80) 2564
Applications Completed	336	226	2572
New Certificates Issued	301	203	2322
Active NTEP Certificates			1772

( ) = Reactivations

<b>Assignments to Labs per Year</b>	10/1/08 – 9/30/09	10/1/09 – 6/30/10	10/1/00 – 6/30/10
California	(1) 36	(1) 22	(14) 355
Canada	(4) 12	4	(4) 26
GIPSA-DC	0	1	15
GIPSA-KC	10	6	66
Kansas	(2) 14	10	(8) 55
Maryland	(1) 22	(4) 32	(13) 255
Minnesota	(Inactive)	(Inactive)	10
Montana	(Inactive)	(Inactive)	(1) 2
Nebraska	(Inactive)	(Inactive)	(1) 38
New York	(6) 30	5	(15) 157
NIST Force Group	2	(1) 11	(1) 72
North Carolina	(1) 12	(1) 8	(2) 76
Ohio	(8) 58	25	(15) 686
Oregon	(Inactive)	(Inactive)	6
NTEP Staff	(5) 135	60	(8) 736
Applications Not Yet Assigned to a Lab			1

( ) = Reassignments from another lab

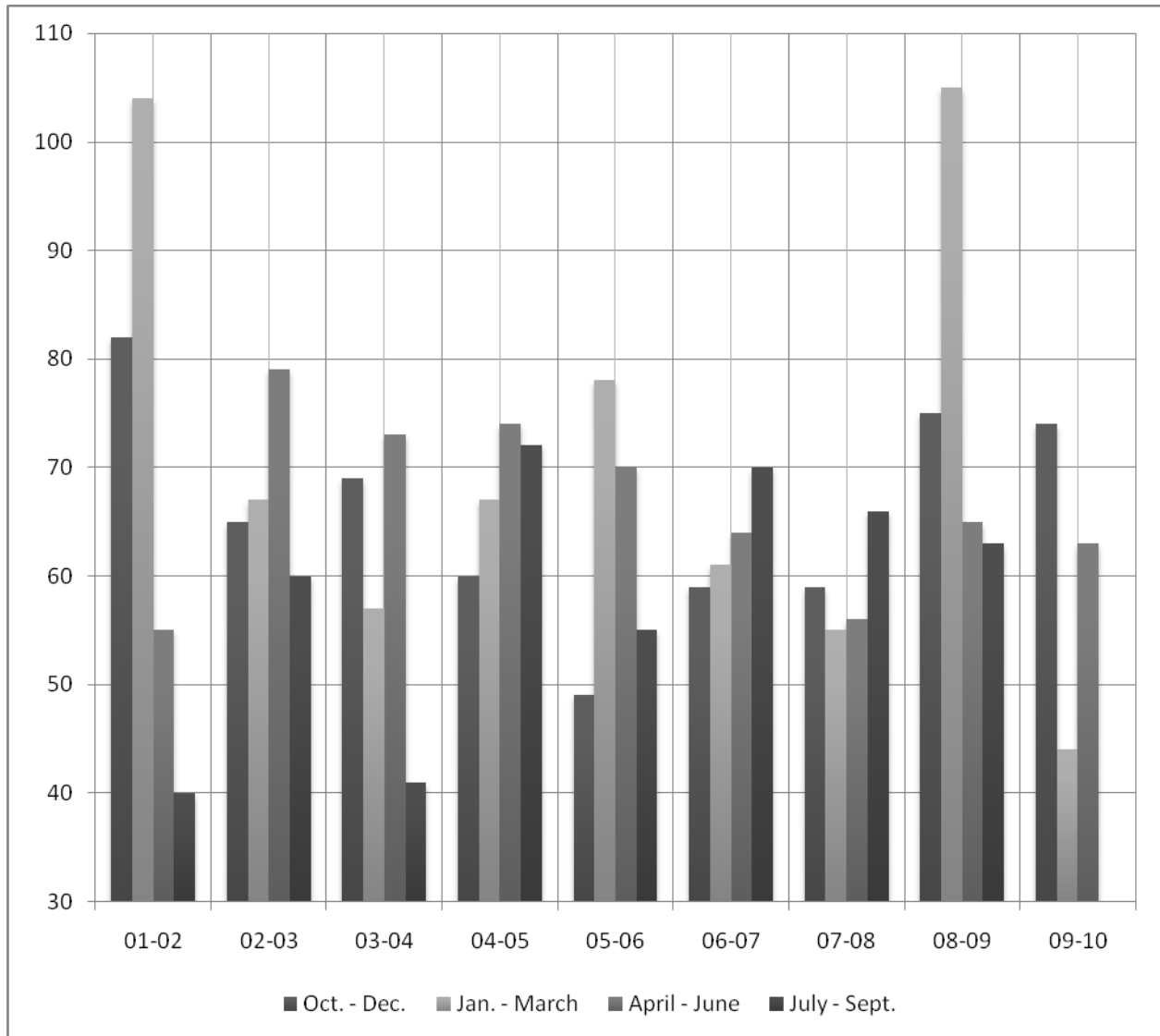
<b>Process Statistics</b>	<b>2009 - 2010</b>	<b>2000 - 2010</b>
Average Time to Assign an Evaluation	5 Days	10 Days
Average Time to Complete an Evaluation		150 Days

## Report on Evaluations in Progress

<b>Evaluations in Progress</b>	<b>3 Months</b>	<b>3-6 Months</b>	<b>6-9 Months</b>	<b>9-12 Months</b>	<b>Over 1 Year</b>	<b>Total</b>
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	<b>97</b>

<b>In Progress by Lab</b>	<b>3 Months</b>	<b>3-6 Months</b>	<b>6-9 Months</b>	<b>9-12 Months</b>	<b>Over 1 Year</b>	<b>Total</b>
California	8	3	4	3	8	26
Canada	0	2	1	0	0	3
GIPSA-DC	0	0	0	0	0	0
GIPSA-KC	6	0	0	1	1	8
Kansas	3	1	3	2	2	11
Maryland	9	2	1	1	1	14
New York	2	0	0	2	5	9
NIST Force Group	4	3	1	1	1	10
North Carolina	2	0	0	0	0	2
Ohio	3	1	1	3	5	13
NTEP Staff	0	0	0	0	1	1
<b>Total Pending:</b>						<b>97</b>

## Report on Applications Received by Quarter



<b>Applications</b>	<b>01-02</b>	<b>02-03</b>	<b>03-04</b>	<b>04-05</b>	<b>05-06</b>	<b>06-07</b>	<b>07-08</b>	<b>08-09</b>	<b>09-10</b>
Oct - Dec	82	65	69	60	49	59	59	75	74
Jan - Mar	104	67	57	67	78	61	55	105	44
Apr - Jun	55	79	73	74	70	64	56	65	63
Jul - Sep	40	60	41	72	55	70	66	63	
<b>Total</b>	<b>281</b>	<b>271</b>	<b>240</b>	<b>273</b>	<b>252</b>	<b>254</b>	<b>236</b>	<b>308</b>	<b>181</b>

Average No. of Applications per Quarter: 66

## NTEP INITIAL VERIFICATION REPORT FORM

Initial Verification is the first official inspection and test of a commercial weighing and measuring device by a weights and measures official. It is another element in the metrological control system. These tests offer an invaluable means to check production devices and many of their features against the current requirements of *NIST Handbook 44* and to verify the information provided in the National Type Evaluation Program (NTEP) Certificate of Conformance is both accurate and correct.

The information gathered by the states during Initial Verification may be submitted through this simple form to provide feedback to NTEP. NTEP will use this information to assist in the process of verifying that production devices remain in compliance and that the information on the NTEP Certificate of Conformance remains accurate.

GENERAL INFORMATION		
Date:	First Name:	Last Name:
Email Address (required):		
Weights and Measures Jurisdiction Reporting:		
DEVICE INFORMATION		
NTEP CC Number:		
Make of Device (CC Holder):		
Model:		
Device Type (select one):		
<input type="checkbox"/> Automatic Bulk Weighing System	<input type="checkbox"/> Automatic Weighing System	<input type="checkbox"/> Belt-Conveyor Scale
<input type="checkbox"/> Card Reader	<input type="checkbox"/> Computing Scale	<input type="checkbox"/> Console Controller
<input type="checkbox"/> Crane Scale	<input type="checkbox"/> Dry Measure	<input type="checkbox"/> ECR Interfaced with Scale
<input type="checkbox"/> ECR/POS Interfaced with RMFD	<input type="checkbox"/> Equal Arm Scale	<input type="checkbox"/> Grain Analyzer
<input type="checkbox"/> Grain Test Scale	<input type="checkbox"/> Hanging Scale	<input type="checkbox"/> Hopper Scale
<input type="checkbox"/> Indicating Element	<input type="checkbox"/> Load Cell	<input type="checkbox"/> Meter Indicating Mass
<input type="checkbox"/> Meter Indicating Volume	<input type="checkbox"/> Monorail Scale	<input type="checkbox"/> Multiple Dimension Measuring Device
<input type="checkbox"/> Non-Computing Scale	<input type="checkbox"/> Onboard Weighing System	<input type="checkbox"/> Point-of-Sale Scale
<input type="checkbox"/> Point-of-Sale System	<input type="checkbox"/> Register	<input type="checkbox"/> Retail Motor Fuel Dispenser
<input type="checkbox"/> Scale System Controller	<input type="checkbox"/> Taximeter	<input type="checkbox"/> Weigh-In/Weigh-Out System
<input type="checkbox"/> Weighing/Load Receiving Element	<input type="checkbox"/> Other (describe below)	
If "Other" was selected for Device Type, describe:		
Description of Non-conformity (e.g., failure, deficiency, etc.):		