
**Operating rules of the Committee on Participation Review and of
Declarations of Mutual Confidence**

Règles de fonctionnement du Comité de Pilotage et des Déclarations de Confiance Mutuelle



**Organisation Internationale
de Métrologie légale**

**International Organization
of Legal Metrology**

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Foreword

The Framework for a Mutual Acceptance Arrangement on OIML Type Evaluations (MAA) was established to further enhance the climate of confidence and recognition of test results between OIML Members by providing a means whereby national metrological services can more directly assess testing and certification capabilities through internationally accepted means, such as laboratory accreditation and peer review.

The peer reviews are conducted under the supervision of the Committee on Participation Review (CPR).

This document is intended for establishing:

- The CPR's operation,
- The role of the BIML,
- The adoption of the decisions,
- The way a Declaration of Mutual Confidence (DoMC) may be signed.

This document is adopted by this particular CPR before being formally transmitted to OIML TC 3/SC 5 with the view to the formal approval of a general document by the CIML.

1 Introduction

The Mutual Acceptance Arrangement (MAA) commits on a voluntary basis Participants to accepting and utilizing OIML Test Reports issued by other Participants under a particular Declaration of Mutual Confidence (DoMC) after having established mutual confidence.

To this end, two types of participants in a DoMC are defined:

- Issuing participants, who are OIML Issuing Authorities which issue OIML Certificates. These OIML Certificates validate OIML Test Reports which are issued by the Issuing Participant or by its principal Testing Laboratory.
- Utilizing participants, who accept OIML Test Reports validated by OIML Certificates but who will not issue any OIML Tests Report or OIML Certificates under the DoMC.

Issuing participants are also utilizing participants.

Utilizing participants are national bodies from OIML Members States or from OIML Corresponding Members (associates), responsible for type evaluation or responsible for authorizing instruments to be placed on the market.

2 DoMC signatories (OIML B 10-1 – 4.4 and 5.5.1)

The signatories of a DoMC are Issuing Participants and Utilizing Participants which have been decided eligible by the CPR.

3 Composition of the CPR (OIML B 10-1 – 3.26, 4.10 and 6.2)

3.1 The CPR is composed of representatives of:

- Each Issuing Participant and Utilizing Participant,
- The Secretariat of OIML TC 3/SC 5 Conformity assessment,

- The Secretariats of the TC and TC/SC involved in the development of the OIML Recommendations relevant to the DoMC (e.g. TC 9 for OIML R 60 and TC 9 and TC 9/SC 1 for OIML R 76),
- The BIML.

The BIML MAA Project Leader is responsible for the Secretariat of the CPR.

Associates do not participate in the CPR.

- 3.2** Each CPR member is designated by the CIML Member of the relevant OIML Member State.
- 3.3** Generally, one CPR per DoMC is established. Nevertheless, in the event that several DoMCs have similar scopes, it is possible that only one CPR be established for all these DoMCs. In such a case, the designated Members should be competent for all the scopes concerned (see 8.1).
- 3.4** In case an OIML Recommendation covers a large number of types of measuring instruments (e.g. OIML R 117 related to measuring systems for liquids others than water), one CPR per type of measuring instrument or per group of measuring instruments, may be established.
- 3.5** Before a DoMC is signed, a provisional CPR is established with representatives of those countries which have requested participation. After the DoMC is signed the definitive CPR is established with representatives of each country having a signatory.
- 3.6** The CPR meets at least once a year, prior to the CIML Meeting, if necessary.

4 Responsibilities of the CPR

- 4.1** The CPR is responsible for adopting the operating rules of the CPR and DoMCs.
- 4.2** The CPR is responsible for setting rules for qualification of the experts in legal metrology and for validating their qualification. (OIML B 10-1- 4.10)
- 4.3** The CPR is responsible for developing and adopting the assessment report format.
- 4.4** The CPR is responsible for identifying and developing any necessary detailed testing procedures to clarify those defined in the relevant OIML Recommendations. (OIML B 10-1 – 4.6)
- 4.5** The CPR is responsible for defining which examination and/or tests should be out of the scope of the DoMC. (OIML B 10-1 – 4.6)
- 4.6** The CPR is responsible for the examination of the applications for a DoMC. (OIML B10-1 - 4.10.1)
- 4.7** The CPR is responsible for deciding for which participant a peer assessment shall be conducted. If the answer is “yes”, the CPR defines the scope of the peer assessment. (OIML B10-1 – 4.10.1)
- 4.8** The CPR is responsible for the examination of the peer assessment reports. (OIML B10-1 – 4.10.1)
- 4.9** The CPR is responsible for deciding whether the applicant is eligible to sign the DoMC. (OIML B 10-1 – 4.11)

- 4.10** The CPR is responsible for deciding whether to accept additional type evaluation tests required by national regulations and identified by each DoMC Participant. These additional accepted tests are specified in the applicable DoMC, but do not cover those requirements that are excluded from the scope of the DoMC. (OIML B10-1 – 4.6)
- 4.11** The CPR is responsible for proposing to the CIML the deadline after which it will no longer be possible to issue OIML Certificates of Conformity for the relevant category under the existing Certificate System.
- 4.12** The CPR is responsible for organizing the periodic review of membership in a DoMC. (OIML B10-1 – 8)
- 4.13** The CPR is responsible for reviewing the scope of the DoMC in case a revision of the relevant OIML Recommendation is published and consequently is responsible for deciding on additional necessary peer assessments.
- 4.14** The Secretariat of the CPR is responsible for drawing up the decisions of the CPR.
- 4.15** CPR members undertake to maintain confidential any information communicated to them concerning the applications of participants in the DoMCs and to act in a totally impartial manner.

5 Rules for decisions in the CPR

- 5.1** A majority of 80 % of "yes" votes from Participating countries which have appointed a CPR Member (with a maximum of one "no" vote from an Issuing Participant) is required for CPR decisions to be valid.
- 5.2** If an OIML Member State has more than one representative in the CPR, only one vote is taken into account for it.
- 5.3** The representatives of the BIML, of relevant Technical Committee and/or Sub-committee and of TC 3/SC 5 are not authorized to vote in the CPR.
- 5.4** No vote is required for accepting a Utilizing Participant in a DoMC.

6 Assessment by accreditation (OIML B 10-1 - 4.6.1)

- 6.1** The scope of the accreditation mentioned in the accreditation certificate shall specify type testing according to the relevant OIML Recommendation and, when applicable, to the additional requirements.
- 6.2** The accreditation assessment team shall include an expert competent in type evaluation according to the criteria specified in 7.2.

7 Conduct of peer assessments and assessors' obligations (OIML B 10-1 – 4.6.2)

- 7.1** The evaluation will be performed by a team of experts. The team shall be composed of at least:
- One expert in quality systems,
 - One expert in legal metrology for the relevant category of measuring instrument.

- 7.2 The criteria for the qualification of the experts in legal metrology are the following:
- The expert shall have an experience in type evaluation of the relevant category of measuring instrument and shall have a good knowledge of the applicable testing procedures,
 - The expert shall not come from a manufacturer of measuring instruments,
 - The expert shall participate in the initial training and periodic training organized by the BIML for maintaining their qualification and in additional trainings required by the CPR,
 - The expert shall speak good English.
- 7.3 The experts in legal metrology will be chosen from the list of qualified experts validated by the CPR, taking into account the need to keep costs as low as possible. Whenever possible, these experts should be competent for both categories (Load cells and Nonautomatic weighing instruments). Then the evaluation of the peer assessment procedure may be conducted at the same time for both categories, if necessary.
- 7.4 The quality systems experts will be chosen through the National Accreditation Bodies which participate in ILAC (International Laboratory Accreditation Cooperation).
- 7.5 The peer assessments are conducted on the basis of ISO/IEC 17025 and the relevant OIML guidelines.
- 7.6 The expert in legal metrology is the lead assessor of the assessment team. He is responsible for sending the assessment report to the BIML.
- 7.7 The assessment report shall be established according to the format defined in Annex I. If the Principal Testing Laboratory to be assessed has several subcontracting laboratories to be assessed too, one assessment report shall be issued per laboratory to be assessed.
- 7.8 The assessed laboratory is invoiced by the BIML on the basis of a lump sum based on average transport and accommodation costs.
- 7.9 The assessed laboratory has the possibility to object to the designated experts responsible for conducting the peer assessment. The reasons for this objection shall be documented and sent to the BIML.
- 7.10 The expert in legal metrology should sign a non-disclosure agreement which guaranties that all information received from and about the assessed laboratories is held in strict confidence. This agreement is signed with the BIML.

8 Responsibilities of the BIML (OIML B 10-1 - 6)

- 8.1 In the case when one CPR is established for several DoMCs and if a single representative cannot be competent for all the relevant OIML Recommendations, the BIML may authorize more than one representative in the CPR.
- 8.2 The BIML is responsible for coordinating the selection of the team of experts in charge of conducting a peer assessment in agreement with the laboratory to be assessed.
- 8.3 The BIML is responsible for informing the laboratory to be assessed of the composition of the assessment team.
- 8.4 The BIML is responsible for defining the assessment dates in coordination with the assessment team and the laboratory to be assessed.
- 8.5 The BIML is responsible for preparing a report to the CPR about each application which is to be examined.

- 8.6** The BIML is responsible for maintaining the lists of DoMC Participants and for publishing them on the OIML web site. A summary of the capabilities of each Issuing Participant is attached to each list (e.g. measuring ranges, accuracy classes, additional requirements...).
- 8.7** The BIML is responsible, when necessary, for organizing interlaboratory comparisons related to type tests and examinations under the scope of a DoMC.

9 Responsibilities of the participants

- 9.1** The participants shall inform the BIML of any change in the scope of their capabilities (e.g. accreditation, change in testing capabilities ...).

10 Review of participations in a DoMC

- 10.1** As soon as a DoMC is signed, the CPR organizes the intermediate documentary assessment of Issuing Participants every two years and the renewal of participations every four years.
- 10.2** The intermediate documentary assessment of Issuing Participants is based on a documentation review. Issuing Authorities shall submit the BIML with the following documents:
- The report on their last internal audit according to the appropriate checklists defined in OIML Publication B 10-2 or the report on their last accreditation audit,
 - The report on the last internal audit of their subcontracting laboratories according to the appropriate checklists defined in OIML Publication B 10-2 if their subcontracting laboratories have to undergo on-site peer assessments or the report on their last accreditation audit,
 - The complaints received by them and their subcontracting laboratories,
 - The number of OIML reports issued under the DoMC.
 - In addition, complaints received by the BIML are examined.
- 10.3** The renewal of Participants includes:
- A review of the Participations and of their status (Issuing Participants, Utilizing Participants),
 - A modification of the CPR's members, if applicable,
 - A documentation review as defined in 10.2,
 - The necessary periodic peer assessments.
- 10.4** The renewals of participations are examined by the CPR under the same conditions as initial applications.

11 Admission of a new participant

- 11.1** The admission of a new Issuing Participant is examined by the CPR twice a year according to a time schedule defined by the CPR. Such an examination may be performed by E-mail including the voting process.
- 11.2** The application of a new Utilizing Participant may be submitted to the BIML at any time. If this new Utilizing Participant does not require additional national requirements to be included in the DoMC, it is automatically accepted and the CPR's composition is modified consequently.

In case this new Utilizing Participant requires additional national requirements to be included in the DoMC, the BIML organizes an inquiry through the CPR by e-mail for the acceptance of these additional requirements and for decision on conducting additional necessary peer assessments for those Issuing Participants wishing to perform the tests according to the additional requirements.

12 Establishment of a DoMC

- 12.1** Each signatory of a DoMC should sign a registration form, to which the Annexes describing the testing capabilities of signatories and additional national tests required by signatories are to be attached. The registration form and its Annexes should be established according to the format defined in Annex II in duplicate.
- 12.2** The BIML is responsible for making a synthesis of the registration forms to make all the necessary information on participations available. Annexes to the above-mentioned form are also attached to the synthesis and this information is published on the OIML web site.

13 Establishment of an OIML Certificate of Conformity under a DoMC

- 13.1** It is not permitted to take into account tests performed before the DoMC is signed to issue an OIML Test Report and/or an OIML Certificate of Conformity under the DoMC.

Annex I

Report format

Peer assessment



Reference document : ISO/IEC 17025

REPORT ON PEER ASSESSMENT no

Member State:

Name and address of the principal testing laboratory:

Name and address of the assessed laboratory *(if different from the Principal Testing Laboratory):*

DoMCs concerned by the peer assessment:

R 60

R 76

Type of peer assessment		Scope of the peer assessment
<input type="checkbox"/>	Initial	
<input type="checkbox"/>	Renewal	
<input type="checkbox"/>	Complementary	

This report contains pages and annex(es).

Dates of peer assessment:

Team responsible for peer assessment:

Assessors	Name, first name
Metrological and technical expert Person responsible for peer assessment team	
Expert in quality systems	

Lead assessor	Date	Signature

Summary of nonconformities identified

ISO/IEC 17025 Applicable clauses		NC ¹	NA/NE ²	NC sheet number	Comments
4 – Management requirements					
4.1	Organization				
4.2	Quality system				
4.3	Document control				
4.4	Review of request, tender or contract				
4.5	Subcontracting of tests and calibrations				
4.6	Purchasing services and supplies				
4.7	Service to the client				
4.8	Complaints				
4.9	Control of nonconforming testing and/or calibration work				
4.10	Corrective action				
4.11	Preventive action				
4.12	Records				
4.13	Internal audits				
4.14	Management reviews				
5 – Technical requirements					
5.1	General				
5.2	Personnel				
5.3	Accommodation and environmental conditions				
5.4	Test and calibration methods including sampling				
5.5	Equipment				
5.6	Measurement traceability				
5.7	Sampling				
5.8	Handling and transportation of test and calibration items				
5.9	Assuring the quality of test and calibration results				
5.10	Reporting the results				
TOTAL					

¹ NC: nonconformity

² NA : not applicable – NE : not examined

METROLOGICAL and TECHNICAL CONCLUSIONS

Metrological and technical expert	Date	Signature

QUALITY SYSTEM CONCLUSIONS

Expert in quality systems	Date	Signature

NONCONFORMITY SHEET No

Audit no		
Reference standard: ISO/IEC 17025		Reference of standard clause:
Nonconformity related to:		<input type="checkbox"/> Requirements <input type="checkbox"/> Implementation
Observation:		
Consequence:		
Assessor/expert:	Date:	Signature:
Laboratory agreement:		<input type="checkbox"/> Yes <input type="checkbox"/> No
Laboratory representative:	Date:	Signature:
Corrective action(s):		
Delay for implementation:		
Laboratory representative:	Date:	Signature:

Annex II

Registration Form

Registration of a DoMC Signatory



**REGISTRATION OF A SIGNATORY
of a Declaration of Mutual Confidence (DoMC)**

1. **Signatory registration number:**

2. **Relevant OIML Recommendation:**

3. **Country:**

4. **References of the signatory:**

Name	Address	Contact Person

5. Issuing signatory Utilizing signatory

6. **In case the signatory is an Issuing signatory,**

**Name and address of the Principal Testing Laboratory
(if different from the Issuing Signatory):**

7. **Items of the OIML Recommendation which are not covered by the DoMC according to the CPR decision**

OIML Recommendation (Sub)Clause number	Item concerned

Date:
Signature:

Date recorded at BIML:
Signature of BIML Director:

Annex to the DoMC Signatory Registration Document No.

1. Evaluation capabilities *(only for Issuing Signatories)*

2. References of each subcontracting laboratory:
(only for Issuing Signatories)

Name	Address	Test References according to the applicable OIML Recommendation

3. Additional national requirements

Name of requirement	Reference document(s) and applicable (sub)clause(s) for requirements	Reference document(s) and applicable (sub)clause(s) for evaluation procedures if necessary