



**Note
to the Secretariats of OIML Technical Committees and Subcommittees (TCs/SCs)
and to the Conveners of Working Groups established within TCs/SCs**

Subject: Draft OIML Recommendation Format

Dear Colleagues,

On the occasion of the first session of the OIML Training Seminar held last April in Douai (France) for the Secretariats of OIML TCs/SCs and for the Conveners of ad-hoc Working Groups established within TCs/SCs, a draft OIML Recommendation Format has been developed; it was used for training purposes during the practical exercises conducted during the seminar.

Feedback from Seminar participants was that this Format was very helpful, in particular to guide Secretariats as to how to implement the appropriate requirements in the relevant sections. It was also highlighted that it represented a tool for harmonizing OIML Recommendations.

Consequently, even if this Draft does not yet have official status, the BIML has decided to make it available to Secretariats on the interactive TC/SC pages of the OIML web site (<http://workgroups.oiml.org/tcsc>) and to invite Secretariats and Conveners to use it when starting a new project (i.e. when drawing up a new OIML Recommendation or revising an existing one).

These interactive pages contain a folder called “General templates” in which you will find in particular the following three files:

- The Draft Recommendation Format Part 1: Metrological and technical requirements and Part 2: Metrological controls and performance tests;
- The Draft Recommendation Format Part 3: Report format for type evaluation;
- The presentation given by Mr. Gep Engler at the Training Seminar which gives clarification on how to use the Format.

To access these documents, you must first log in: your login is your last name and the password is 12345 by default. As soon as you log in, you are invited to change this password using the heading “preferences” in the blue menu line on the top of the page. For Secretariats or Conveners who are also CIML Members in their countries, your login is also your last name but the password is the same as the one given to you by the BIML to update your personal data.

The development of this Draft Recommendation Format and its improvement will continue under the responsibility of the BIML since the work is linked to the revision of the Directives for the OIML Technical Work and in particular to that of Part 2 of the Directives. To this end, an ad-hoc Working Group will be set up by the BIML to continue the work.

In the meantime, Secretariats and Conveners are kindly invited to send any comments and suggestions to the BIML on the current Draft, in particular if you encounter any difficulties in using it. These comments and suggestions should please be sent to Ms. Régine Gaucher (regine.gaucher@oiml.org), OIML TC/SC Training Manager.

Please do not hesitate to contact us if you require any additional information.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'JF Magaña', with a horizontal line drawn underneath it.

Jean-François Magaña
BIML Director