

National Type Evaluation Program (NTEP) Committee 2021 Interim Meeting Report

Mr. Craig VanBuren, Committee Chair
Michigan

INTRODUCTION

The NTEP Committee will address the following 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 headings and subjects apply to *Handbook 44 Specifications, Tolerances, and Other Technical Requirements for Weighing and Measuring Devices, 2020 Edition*. The first three letters of an item's reference key are assigned from the Subject Series List. The next 2 digits represent the year the item was introduced. 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 the 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 identified, which will be presented for a vote at the Annual Meeting. 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 NCWM Policy 3.1.4. Handbooks, *Procedures to Modify Handbooks*. 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 possible, the posting will be done at least a day prior to the planned closed session.

Note: It is policy to use metric units of measurement in 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

International.....	INT Series
Activity Reports.....	ACT Series
Conformity Assessment Program	CAP Series
NCWM Publication 14, Administrative Policy	ADM Series
Other Items	OTH Series

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Table B
Glossary of Acronyms and Terms

Acronym	Term	Acronym	Term
CC	Certificate of Conformance	NCWM	National Conference on Weights and Measures
CIML	International Committee of Legal Metrology	NIST	National Institute of Standards and Technology
DoMC	Declaration of Mutual Confidence	NTEP	National Type Evaluation Program
IV	Initial Verification	OIML	International Organization of Legal Metrology
MAA	Mutual Acceptance Arrangement	OIML-CS	International Organization of Legal Metrology – Certificate System
MC	Measurement Canada	OWM	Office of Weights and Measures
MDMD	Multiple Dimension Measuring Devices	R	Recommendation
MRA	Mutual Recognition Arrangement	VCAP	Verification Conformity Assessment Program

Details of All Items
(In order by Reference Key)

1 **INT – INTERNATIONAL**

2 **INT-1 I Mutual Recognition Arrangement (MRA)**

3 The MRA between Measurement Canada (MC) and NTEP labs originated April 1, 1994. Since that time, the original
4 MRA has expanded, and a second MRA covering measuring devices was developed. On Tuesday July 26th, 2016,
5 NCWM Chairman Jerry Buendel and Measurement Canada President Alan Johnston signed a renewal MRA that
6 provides for continued cooperation between the two organizations and continuation of the beneficial partnership. The
7 new MRA will be effective for 5 years.

8 **The scope of the current MRA includes:**

- 9
- 10 • gasoline and diesel dispensers;
 - 11 • high-speed dispensers;
 - 12 • gasoline and diesel meters intended to be used in fuel dispensers and truck refuelers;
 - 13 • electronic computing and non-computing bench, counter, floor, and platform scales with a capacity up to
14 1000 kg (2000 lb);
 - 15 • weighing/load receiving elements with a capacity of up to 1000 kg (2000 lb);
 - 16 • electronic weight indicating elements (except those that are software based, i.e., programmed by
17 downloading parameters); and
 - 18 • mechanical scales up to 10 000 kg (20 000 lb).

18 MC, NTEP, and all our mutual stakeholders agree that the MRA is a benefit for the North American weights and
19 measures industry. The NTEP Committee appreciates the efforts and cooperation of Measurement Canada and is
20 working with MC to continue the cooperative arrangement.

21 The current agreement expires on July 26th, 2021.

22 NCWM 2021 Interim Meeting: Mr. Darrell Flocken (NTEP Administrator) reported that work will begin later this
23 month on updating the current agreement to extend into 2026. The updated agreement will be prepared for signing at
24 the 2021 NCWM Annual Meeting. There are no expected changes to the MRA.

1 **INT-2 I OIML-Certification System (CS)**

2 Implementation of the (new) International Organization of Legal Metrology – Certification System (OIML-CS)
3 officially began in January 2018, replacing the previous OIML MAA and basic certificate systems. NCWM signed
4 the OIML MAA Declaration of Mutual Confidence (DoMC) for Recommendation (R) 60 “Load Cells” as a Utilizing
5 Participant in 2006 and NCWM signed the OIML-CS Utilizer Declaration for R 60 in January 2018. A Utilizer is a
6 participant in the system that does not issue any OIML Certificates of Conformance (CC) or OIML Test Reports but
7 does utilize the reports issued by OIML-CS Issuing Authorities and Authorized Testing Laboratories.

8 Dr. Ehrlich serves on the Management Committee of the OIML-CS, and Mr. Flocken serves on the OIML-CS Review
9 Committee. The US (NTEP) supports the OIML-CS process and has agreed to continue accepting OIML-CS R 60
10 test data for load cells with the provision that any use of manufacturer test data is clearly identified on the test report
11 section of the certificate because NTEP cannot use manufacturer test data towards issuance of an NTEP certificate.
12 The OIML-CS criteria aligns with the NTEP Committee's recommendations and the instructions provided by the NCWM
13 Board of Directors.

14 Dr. Ehrlich has requested, on multiple occasions, that NCWM review its policy regarding participation in the OIML-
15 CS (and previously participation in the OIML-MAA) for R76 (Non-Automatic Weighing Instruments). The NCWM
16 has continued to follow a policy that was established in 2006 to not participate in R76 until NCWM can do so as an
17 Issuing Authority. In 2016, the Board revisited the 2006 discussions leading to that decision, including considerations
18 for NTEP labs’ workload, potential lost expertise, concerns with quality of evaluations at some foreign labs, etc. Since
19 there were no new developments to affect its decision, the NCWM Board of Directors agreed to maintain existing
20 policy. Dr. Ehrlich suggested that if there was no possibility in sight that the NCWM could become an Issuing
21 Authority, then it should consider becoming a Utilizer for OIML R76 under the OIML-CS. Some U.S. manufacturers
22 support current NCWM policy on this, but others would prefer a change.

23 The OIML-CS now includes 37 categories of measuring instruments under what is called “Scheme A”, where
24 accreditation or peer review is required of the Issuing Authority and its Test Labs. In addition to R60 and R76, some
25 the instruments and systems in the OIML-CS that are probably of the most interest to NCWM members include:
26 OIML R21 (Taximeters), R46 (Active Electrical Energy Meters), R49 (Water meters), R51 (Automatic catch-
27 weighers), R59 (Moisture meters for cereal grains and oilseeds), R61 (Automatic gravimetric filling instruments), R85
28 (Level gauges for stationary storage tanks), R106 (Automatic rail-weighbridges), R117 (fuel dispensers and other
29 liquid flow systems), OIML R129 (Multi-dimensional measuring instruments), and R137 (Gas meters).

30 Information regarding the OIML-CS can be found at www.oiml.org. Dr. Ehrlich represents the U.S. interests in this
31 work and regularly provides updates to the NCWM Board of Directors on these activities.

32 **ACT – ACTIVITY REPORTS**

33 **ACT-1 I NTEP Participating Laboratories and Evaluations Reports**

34 The NTEP Weighing Laboratories held a video conference meeting on July 23, 2020. The NTEP Measuring
35 Laboratories held a video conference meeting on August 26, 2020.

36 NTEP continues to routinely survey customers pertaining to NTEP administration and laboratories customer service.
37 The survey is released to active Certificate of Conformance (CC) holders. The NCWM Board of Directors routinely
38 reviews the results of the survey to form a continuous improvement plan for NTEP. With any survey, the challenge
39 is to develop a document that is concise enough that customers will respond, while also providing a meaningful set of
40 data. To date, the NCWM Board of Directors is finding general approval of NTEP services.

41 NCWM 2020 Annual Meeting: The Committee reviewed NTEP statistics through September 2020. The review of
42 statistics shows that incoming applications are relatively comparable to normal and there exist no significant laboratory
43 backlog issues. See Appendix A for NTEP statistics.

1 The NTEP Participating Laboratories Meeting was scheduled for March 2021 in Annapolis, MD.

2 NCWM 2021 Interim Meeting: Mr. Darrell Flocken (NTEP Administrator) reported that the 2021 NTEP Participating
3 Laboratories Meeting would move to a virtual format.

4 **ACT-2 I NTEP Sector Reports**

5 All NTEP Sector Reports are available to members at the time *NCWM Publication 15* is published. The NTEP
6 Committee is committed to ensuring electronic versions of sector reports are available with *NCWM Publication 15*.
7 Please note the sector summary reports will only be available in the electronic version of *NCWM Publication 15* and
8 at www.ncwm.com/interim-archive; they will not be available in printed versions of *NCWM Publication 15*.

9 **NTEP Belt-Conveyor Scale Sector:**

10 The NTEP Belt-Conveyor Scale Sector did not meet in 2020, however; all members of the sector did participate in a
11 meeting of the Belt-Conveyor Scale Task Group hosted by Mr. John Barton (NIST OWM) on May 28, 2020. For
12 minutes of the Task Group Meeting, please contact Mr. Barton at john.barton@nist.gov.

13 The next meeting of the NTEP Belt-Conveyor Scale Sector will be held in conjunction with the 2021 Weighing Sector
14 Meeting scheduled for August 17-18, 2021 with the location to be determined. For questions on the status of sector
15 work or to propose items for a future meeting. For questions on the status of sector work or to propose items for a
16 future meeting, please contact the sector Chair and/or the NTEP Administrator:

Mr. Peter SIRRICO
Thayer / Hyer Industries
psirrico@thayerscale.com

Mr. Darrell Flocken
NTEP Administrator
614-620-6134, darrell.flocken@ncwm.com

17
18 **NTEP Grain Moisture Meter and NIR Protein Analyzer Sectors:**

19 The NTEP Grain Analyzer Sector held a video meeting on August 11, 2020. A draft of the final summary was
20 provided to the Committee prior to the 2021 NCWM Interim Meeting for review and approval. Please note the sector
21 summary report will only be available in the electronic version of *NCWM Publication 15* and at
22 www.ncwm.com/grain-sector; they will not be available in printed versions of *NCWM Publication 15*.

23 The next meeting of the NTEP Grain Moisture Meter and NIR Protein Analyzer Sectors is scheduled for
24 August 10, 2021 in Kansas City, MO. For questions on the status of sector work or to propose items for a future
25 meeting, please contact the sector Chair and/or the NTEP Administrator:

Mr. Karl Cunningham
Illinois
karl.cunningham@illinois.gov

Mr. Darrell Flocken
NTEP Administrator
614-620-6134, darrell.flocken@ncwm.com

26
27 **NTEP Measuring Sector:**

28 The NTEP Measuring Sector held a video meeting on September 22-23, 2020. A draft of the final summary was
29 provided to the Committee prior to the 2021 NCWM Interim Meeting for review and approval. Please note the sector
30 summary report will only be available in the electronic version of *NCWM Publication 15* and at [www.ncwm.com/ntep-](http://www.ncwm.com/ntep-measuring-sector)
31 [measuring-sector](http://www.ncwm.com/ntep-measuring-sector); they will not be available in printed versions of *NCWM Publication 15*.

32 The next meeting of the NTEP Measuring Sector Meeting is scheduled for late September 21-22, 2021 with the
33 location to be determined. For questions on the status of sector work or to propose items for a future meeting, please
34 contact the sector Chair and/or the NTEP Administrator:

Mr. Michael Keilty
Endress + Hauser Flowtec AG, USA
michael.keilty@us.endress.com

Mr. Darrell Flocken
NTEP Administrator
614-620-6134, darrell.flocken@ncwm.com

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NTEP Software Sector:

3 The NTEP Software Sector held a video meeting on August 12, 2020. It was a joint meeting with the NTEP Measuring
4 Sector. A final draft of the meeting summary was provided to the Committee prior to the 2021 NCWM Interim Meeting
5 for review and approval. Please note that the sector summary report will only be available in the electronic version of
6 *NCWM Publication 15* and at www.ncwm.com/software-sector; copies will not be available in the printed versions
7 of *NCWM Publication 15*.

8 The next meeting of the NTEP Software Sector is scheduled for May 5-6, 2021 in Columbus, OH. The meeting will
9 be a joint meeting of the Software Sector and the Multiple Dimensioning Measuring Device Work Group. For
10 questions on the status of sector work or to propose items for a future meeting, please contact the sector Chair and/or
11 the NTEP Administrator:

Mr. James Pettinato
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jim.pettinato@technipfmc.com

Mr. Darrell Flocken
NTEP Administrator
614-620-6134, darrell.flocken@ncwm.com

12 **NTEP Weighing Sector:**

13 The NTEP Weighing Sector held a video meeting on August 18, 2020. A final draft of the meeting summary was
14 provided to the Committee prior to the 2021 NCWM Interim Meeting for review and approval. Please note that the
15 sector summary report will only be available in the electronic version of *NCWM Publication 15* and at
16 www.ncwm.com/weighing-sector; they will not be available in printed versions of *NCWM Publication 15*.

17 The next NTEP Weighing Sector meeting is scheduled for August 17-18, 2021 with the location to be determined.
18 For questions on the status of sector work or to propose items for a future meeting, please contact the sector Chair
19 and/or the NTEP Administrator:

Mr. Rob Upright
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21

NTEP Multiple Dimension Measuring Devices (MDMD) Work Group:

22 The NTEP MDMD Work Group did not meet in 2020.

23 The next NTEP MDMD Work Group meeting is scheduled for May 4-5, 2021 in Columbus, OH. This meeting will
24 be held in conjunction with the Software Sector Meeting scheduled for May 5-6, 2021 at the same location. For
25 questions on the status of work group or to propose items for a future meeting, please contact Work Group Chair
26 Chris Senneff or NTEP Administrator, Darrell Flocken.

Mr. Chris Senneff
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csenneff@ricelake.com

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27 The NTEP Committee is scheduled to review and approve all 2020 NTEP Sector and Work Group reports, for those
28 sectors and work groups that met in 2020, during the 2021 Interim Meeting.

29 NCWM 2021 Interim Meeting: Mr. Darrell Flocken (NTEP Administrator) reported that the 2021 NTEP Sector and
30 Task Group Meeting will be individually reviewed for the decision to hold the meeting in a virtual or in-person format.

1 CAP – CONFORMITY ASSESSMENT PROGRAM

2 CAP-1 I Conformity Assessment Program

3 The Conformity Assessment Program was established to ensure devices produced after the device has been type
4 evaluated and certified by NTEP continue to meet the same requirements. This program has three major elements: 1)
5 Certificate Review (administrative); 2) Initial Verification (inspection and performance testing); and 3) Verified
6 Conformity Assessment (influence factors). This item is included on the Committee’s agenda to provide an update
7 on these elements.

8 **Certificate Review:**

9 Certificates are constantly under review by NTEP staff and laboratories. Many active certificates are amended
10 annually because of manufacturer submission for evaluation or issues reported by the states pertaining to information
11 on the certificate. When the devices are re-evaluated and certificates are amended, all information is reviewed, and
12 necessary steps are taken to assure compliance and that accurate, thorough information is reported on the certificate.

13 To keep certificate information up to date, the Committee continues to offer an opportunity for active certificate
14 holders to update contact information that is contained in the “Submitted By” box on certificates. This is offered
15 during the payment period of their annual maintenance fee. Many CC holders have taken advantage of the opportunity
16 for hundreds of NTEP certificates.

17 **Initial Verification (IV):**

18 The IV initiative is ongoing. Field enforcement officials perform an initial inspection and test on new installations on
19 a routine basis. The Committee recognized that the states do not want IV reporting to be cumbersome.

20 An IV report form was developed several years ago. The Committee desired a simple form, perhaps web-based for
21 use by state and local regulators. The form was approved by the Committee and distributed to the states. A completed
22 form can be submitted via mail, e-mail, fax, or online. The forms are available on the Conformity Assessment Program
23 web page at www.ncwm.com/conformity-assessment, or on the Forms web page at www.ncwm.com/helpful-forms,
24 or by contacting the NCWM at info@ncwm.com or the NTEP Administrator at darrell.flocken@ncwm.com.

25 NTEP has acknowledged that the state, county, and city regulators have not bought into the IV report form. Industry
26 representatives stated that IV is very important to ensure conformity assessment and the NCWM should push harder
27 for reporting of non-compliance issues found during IV.

28 NTEP is open to suggestions on how to improve the reporting of non-compliant devices found during initial
29 verification.

30 **VCAP:**

31 NCWM has been concerned about production meeting type and protecting the integrity of the NTEP Certificate of
32 Conformance (CC) since the inception of NTEP. The NCWM Board of Directors has consistently reconfirmed its
33 belief that conformity assessment is vital to NTEP’s continued success.

34 Seven weighing device categories subject to influence factors, as defined in *Handbook 44*, were identified and are
35 subject to VCAP audits. Certificate holders for these device types are required to have an on-site audit of the
36 manufacturer’s quality system and on-site random and/or review of a production device by an outside auditor to verify
37 compliance with VCAP. The NTEP Committee and NCWM Board agreed not to include weighing/load receiving
38 elements using NTEP load cells in the list of device categories subject to VCAP. However, the Board notified
39 certificate holders that they have no intention of amending the table of devices subject to influence factor testing found
40 in the Weighing Devices Section of *NCWM Publication 14*.

41 The Committee has received letters, questions, and many other inquiries pertaining to VCAP. The Committee has
42 worked diligently to answer the questions submitted in a very timely manner. The Committee knows that additional
43 questions will be posed as VCAP progresses. Certificate holders and other interested parties are encouraged to submit
44 written questions to the NTEP Committee. The Committee is pleased to report that it has been successful in answering

1 all the questions to date. Clerical changes and additions have been made to affected VCAP documents as deemed
 2 necessary.

3 Load cells traceable to NTEP certificates were selected for the initial assessment effort. NCWM elected to require a
 4 systems audit checklist that is to be completed by an outside auditor and submitted to NCWM per Section 21.3.3.3.5
 5 of the VCAP requirements. A VCAP Systems Audit Checklist for Manufacturers and a VCAP Systems Audit
 6 Checklist for Private Label Certificate Holders have been developed and are available on the website at
 7 www.ncwm.com/vcap. Additionally, the Committee developed a new *NCWM Publication 14*, administrative policy
 8 to distinguish between the requirements for parent NTEP certificate holders (21.3.2) and private label certificate
 9 holders. The requirements in 21.3.3.7 track the private label checklist requirements: traceability of the private label
 10 NTEP CC to its parent NTEP CC, traceability of the parent NTEP CC to a VCAP audit, purchase and sales records,
 11 plan to report non-conforming product and non-conforming product in stock, plan to conduct internal audits to verify
 12 non-compliance action, and internal audit records.

13 **VCAP Audits:**

14 The Committee had discussions about the required number of audits for facilities that manufacture multiple device
 15 types. For example, if a company had successful audits for two device types, they might submit a request for a delay
 16 from audit requirements for remaining device types, stating that they are all subjected to the same processes and will
 17 be audited in the next cycle. The Committee agreed to the request in principal and directed the NTEP Administrator
 18 proposed a change to the VCAP Policy language. This change was adopted by the NCWM Board in 2013.

19 **CAP-2 I Timelines for Remaining Device Categories Subject to VCAP**

20 **Source:**

21 NTEP Committee

22 **Item Under Consideration:**

23 NCWM decided to include the remaining device categories subject to VCAP as soon as practicable. In 2016, the
 24 Committee worked to develop a timeline to include the remaining categories. NTEP has developed timelines to phase
 25 in the remaining device categories. The timelines identify the inclusion of the remaining device types into the NTEP,
 26 Verified Conformity Assessment Program. The timeline includes both manufacturers and private label holders of
 27 Certificates of Conformance for the device type. The NTEP Committee is moving forward with the following
 28 timelines.

29 The remaining device that has not reached the end of its compliance deadline is Belt-Conveyor Scale. The timeline
 30 for this device is shown below:

NCWM/NTEP VCAP Compliance Timeline Belt-Conveyor Scales (weigh-belt systems only)					
July 2020 - Sept. 2020	July 2020 - Nov. 2021	July 2020 - May 2022	July 2020 - June 2022	Dec. 2021	June 2022
NTEP notifies active CC holders of VCAP requirements	Parent CC holders to put VCAP QM system in place	Private Label CC holders to put VCAP QM system in place	NTEP evaluates incoming audit reports	NCWM declares CCs inactive if Parent CC holder fails to comply with VCAP	NCWM declares CCs inactive if Private Label CC holder fails to comply with VCAP
	CC holder to have audit completed by authorized auditing company	CC holder to have audit completed by authorized auditing company	NTEP contacts CC holders not meeting VCAP requirements to encourage compliance		
	Submit audit report to NCWM/NTEP	Submit audit report to NCWM/NTEP			

1 Additional comments from affected stakeholders are welcomed and appreciated.

2 **ADM – NCWM PUBLICATION 14, ADMINISTRATIVE POLICY**

3 **ADM-21.1 I Add Multiple Dimensioning Measuring Devices (MDMD) and Grain Analyzers**
4 **to VCAP Device List**

5 **Source:**
6 NTEP Administrator

7 **Purpose:**
8 Add MDMD and Grain Analyzers to the current list of device types that require VCAP compliance.

9 **Item Under Consideration:**
10 Modification of Publication 14, Administrative Policy, paragraphs 21.3.1. and paragraph 21.3.6. as shown below.

11 **21.3.1. Devices that Must Meet this Requirement are Limited to the List Below:**

- 12 Load Cell (T.N.8.)
- 13 Indicating Elements (T.N.8.)
- 14 Weighing/Load Receiving Elements 2000 lb capacity and less with non-NTEP Load Cells (T.N.8.)
- 15 Complete Scales 2000 lb capacity and less (T.N.8.)
- 16 Automatic Weighing Systems 2000 lb capacity and less (T.7.)
- 17 Belt-Conveyor Scales (weigh-belt systems only) 2000 lb capacity and less (T.3)
- 18 Automatic Bulk Weighing Systems 2000 lb capacity and less (T.7.)
- 19 **Multiple Dimensioning Measuring Devices (T.5.)**
- 20 **Grain Analyzers (T.N.8.)**

21 **21.3.6. Devices that Must Meet this Requirement are Limited to the List Below:**

- 22 Load Cell (T.N.8.)
- 23 Indicating Elements (T.N.8.)
- 24 Weighing/Load Receiving Elements 2000 lb capacity and less with non-NTEP Load Cells (T.N.8.)
- 25 Complete Scales 2000 lb capacity and less (T.N.8.)
- 26 Automatic Weighing Systems 2000 lb capacity and less (T.7.)
- 27 Belt-Conveyor Scales (weigh-belt systems only) 2000 lb capacity and less (T.3)
- 28 Automatic Bulk Weighing Systems 2000 lb capacity and less (T.7.)
- 29 **Multiple Dimensioning Measuring Devices (T.5.)**
- 30 **Grain Analyzers (T.N.8.)**

31 The addition of MDMD and Grain Analyzers to the current list of devices is consistent with the scope of the VCAP
32 Policy, that being, all devices that require influence factor testing during the NTEP evaluation and certification
33 process are subject to VCAP Policy requirements.

34 No comments were heard on this item during the 2021 NCWM Interim Meeting.

35 **ADM-2 I Change VCAP Audit Frequency in Sections 3.2.16. and 3.7.10.**

36 **Source:**
37 Scale Manufacturers Association (SMA)

38 **Purpose:**
39 Change NTEP Administrative Policy VCAP surveillance requirements for both original (Section 3.2.16.) and private
40 label (Section 3.7.10.) certificate holders so audit frequency can be extended from every 3 years to every 5 years.

41

1 **Item Under Consideration:**

2 Amend NCWM Publication 14, Administrative Policy, Section 21.3.2.16. NTEP VCAP Procedures for Private
3 Label Certificate Holders as follows:

4
5 **21.1.3. NTEP Verified Conformity Assessment Program Procedures**

6 ...

7 21.1.3.2.16. Subsequent audits will be held on-site to verify conformance to these standards. Subsequent
8 audits will be conducted every three years ~~until objective evidence is obtained to move to a~~
9 **maximum of every five years.**

10 ...

11 Amend NCWM Publication 14, Administrative Policy, Section 21.3.7.10. NTEP VCAP Procedures for Private Label
12 Certificate Holders as follows:

13
14 21.1.3.7.10. Surveillance audits for VCAP conducted by an outside auditor representing a certification every
15 three years ~~until objective evidence is obtained to move to a maximum of every five years.~~

16 ...

17 **Previous Item Under Consideration:**

18 Amend NCWM Publication 14, Administrative Policy, Section 21.3.2.16. NTEP VCAP Procedures for Private
19 Label Certificate Holders as follows:

20
21 **21.1.4. NTEP Verified Conformity Assessment Program Procedures**

22 ...

23 21.1.3.2.16. Subsequent audits will be held on-site to verify conformance to these standards. ~~Subsequent~~
24 ~~audits will be conducted every three years until objective evidence is obtained to move to~~
25 ~~a maximum of every five years. The first subsequent audit shall be conducted within three~~
26 ~~years of the initial audit, after which the audit frequency becomes five years.~~
27 **years of the initial audit, after which the audit frequency becomes five years.**

...

28 Amend NCWM Publication 14, Administrative Policy, Section 21.3.7.10. NTEP VCAP Procedures for Private Label
29 Certificate Holders as follows:

30
31 21.1.3.7.10. Surveillance audits for VCAP conducted by an outside auditor ~~representing a certification~~
32 ~~every three years until objective evidence is obtained to move to a maximum of every five~~
33 ~~years. A subsequent surveillance audit shall be conducted within three years of the initial~~
34 ~~audit, after which the audit frequency becomes five years.~~
35 **audit, after which the audit frequency becomes five years.**

...

36 **Original Proposal:**

37 Amend NCWM Publication 14, Administrative Policy, Section 21.3.2.16. NTEP VCAP Procedures as follows:

38 3.2.16. ~~Subsequent audits will be held on-site to verify conformance to these standards. Subsequent audits will~~
39 ~~be conducted every three years until objective evidence is obtained to move to a maximum of every five~~
40 ~~years.~~

41 **Surveillance audits shall be conducted at the manufacturer's facility to verify conformance to these**
42 **standards. These audits will be conducted every (3) years until the following criteria has been met:**

- 43 • **The manufacturer has completed at least (2) surveillance audits by a VCAP auditor.**
- 44 • **No major non-conformances are reported on the previous (2) surveillance audits.**
- 45 • **All actions taken to correct minor non-conformances have been verified and accepted by the**
46 **auditor.**

1 **Once these criteria have been met the manufacturer may notify the VCAP administrator and request**
 2 **that the surveillance audit schedule be extended to every (5) years. The (5) year audit schedule will**
 3 **apply until any of the criteria is not met, at which point the audit schedule will reset back to every (3)**
 4 **years and the process will begin anew.**

5 Amend NCWM Publication 14, Administrative Policy, Section 21.3.7.10. NTEP VCAP Procedures for Private Label
 6 Certificate Holders as follows:

7 3.7.10. ~~Surveillance audits for VCAP conducted by an outside auditor representing a certification every three~~
 8 ~~years until objective evidence is obtained to move to a maximum of every five years.~~

9 **Surveillance audits shall be conducted at the manufacturer’s facility to verify conformance to these**
 10 **standards. These audits will be conducted every (3) years until the following criteria has been met:**

- 11 • **The manufacturer has completed at least (2) surveillance audits by a VCAP auditor.**
- 12 • **No major non-conformances are reported on the previous (2) surveillance audits.**
- 13 • **All actions taken to correct minor non-conformances have been verified and accepted by the**
 14 **auditor.**

15 **Once these criteria have been met the manufacturer may notify the VCAP administrator and request**
 16 **that the surveillance audit schedule be extended to every (5) years. The (5) year audit schedule will**
 17 **apply until any of the criteria is not met, at which point the audit schedule will reset back to every (3)**
 18 **years and the process will begin anew.**

19 NTEP Administration has internally discussed the proposals and did not support the proposals as originally written
 20 but could consider support if a) The criteria were changed to require both audits to be performed by the same auditor.,
 21 and b) The criteria were changed to place the responsibility/decision of extending the resetting of the audit timeline,
 22 based upon the criteria, to the auditor.

23 During the 2019 NCWM Interim Meeting in Charleston, SC. The changes suggested by the NTEP Administration
 24 was presented for comments. During the Open Hearing, no support for the suggested changes was heard. The
 25 Committee heard comments that suggested change eliminated the possibility to change auditing firms during a 3-year
 26 period. The Committee hear a proposal from Mr. Eric Golden (Cardinal Scale) suggesting the extended audit
 27 frequency to a simpler requirement based on the number of previous external audits. This suggestion grew into the
 28 revised proposal shown above.

29 During the November 2019 Board of Directors and NTEP Committee Meeting, the NTEP Committee discussed this
 30 item and felt that additional work is needed. The Committee also felt that this item should be linked to a new item
 31 dealing with the certification of 2nd party auditing firms or individual. The NTEP Administrator was assigned the
 32 responsibility of developing a proposal to implement a certification plan.

33 During the Open Hearings of the 2020 Interim Meeting, the Committee was reminded that the possibility to extend
 34 the audit frequency to 5 years was already in the VCAP Policy, however; no criteria was included to identify when
 35 the switch to a 5-year frequency was possible. During the Committee Work Session, the members discussed the idea
 36 of separating the discussion of the certification of 2nd party auditing firms or individual and keep this item focused on
 37 the audit frequency. During their March 2020 NTEP Committee Meeting, the Committee will be presented with the
 38 current proposal along with the amended wording offered by Mr. Eric Golden (Cardinal Scale). From this discussion,
 39 the item will be updated and presented for comments during the NCWM 2020 Annual Meeting. A new proposal will
 40 be developed and included the March 2020 Meeting agenda regarding the certification of 2nd party auditing firms or
 41 individuals.

42 During the 2021 NCWM Interim Meeting, Mr. Darrell Flocken (NTEP Administrator) explained the origin of this
 43 item and reviewed the current proposal. Mr. Craig VanBuren (NTEP Committee Chair) asked the memberships if the
 44 extension to five years would have any negative impact on the program. Mr. Flocken commented that he had received
 45 a few comments from auditing firms stating that five years between audits was longer than the customary time period.

1 Mr. Lou Straub (Fairbanks Scales) commented that this item has been on the NTEP Committee agenda three years
2 and he hopes it moves forward in a timely manner. Lou Straub voiced his support of increasing the period to five years
3 and asked when the committee felt a resolution would be made. Mr. Eric Golden (Cardinal Scale) mentioned that the
4 5-year time is currently mentioned in the VCAP Policy and questioned why. Mr. Darrell Flocken (NTEP
5 Administrator) provided the history of the policy development and explained that the idea of extending the period was
6 based on information documented in previous versions of the ISO 9001:2008 standard. Mr. Craig VanBuren (MI)
7 informed the membership that the NTEP Committee will forward a recommendation to the NCWM Board of Directors
8 by the 2021 NCWM Annual Meeting.

9 The NTEP Committee reviewed the item during their April Meeting and agreed that an extension of the audit
10 frequency to 5-years was not in the best interest of the program. It was reported that the current 3-year audit cycle is
11 in line with other auditing programs and that the required year 1 and 2 audits may be performed by internal company
12 personnel, this provides relief that is not offered by other similar programs. The NTEP Committee Members asked
13 Mr. Flocken to amend the proposal to remove the reference to a 5-year audit cycle and agreed to forward the proposal
14 to the NCWM Board of Directors with the recommendation to adopt the Item Under Consideration, shown above. Mr.
15 Flocken will report the actions of the NCWM Board of Directors during the NTEP Committee's Open Hearing during
16 the 2021 NCWM Annual Meeting in July.

17 **ADM-21.2 I Correction to VCAP Policy to add NCWM Technical Employee Responsibilities**
18 **to the Paragraphs 21.3.8., 21.3.8.2., and 21.3.8.3.**

19 **Source:**
20 NTEP Administrator

21 **Purpose:**
22 Recognize an NCWM technical employee as a VCAP auditor and define their responsibilities for private labeler audits
23 as currently recognized in for manufacturers audits.

24 **Item Under Consideration:**
25 Amend Administrative Policy paragraphs 21.1.3.8., 21.1.3.8.2., and 21.1.3.8.3., as shown below, to be consistent
26 with paragraphs 21.1.3.3., 21.1.3.3.4., and 21.1.3.3.5.

27
28 **21.1.3.8 Certification Body's Responsibilities and NCWM Technical Employee Responsibilities:**

29 21.1.3.8.2 The selected Certification Body (auditor) shall be accredited to the ISO 9001:2008
30 standard for providing audits and certifications of management systems.

31 21.1.3.8.3 The Certification Body **or NCWM technical employee** is required to notify NCWM
32 when a major breakdown of the NTEP private label CC holder's VCAP program is
33 found.

34 21.1.3.8.4 The Certification Body **or NCWM technical employee** shall submit a completed
35 "VCAP Systems Audit Checklist for Private Label Certificate Holders" to NCWM.
36 Submitted documentation must contain a clear statement of compliance as a result
37 of the VCAP audit.

38
39 During the 2021 NCWM Interim Meeting, no comments were heard regarding this item.

1 **ADM-21.3 I Enhance VCAP Policy to Require 2nd Party Auditors to be Certified By NTEP**

2 **Source:**
3 NTEP Administrator

4 **Purpose:**
5 Add the requirement that individual auditors associated with a Certification Body, are required to have successfully
6 completed an NCWM, VCAP Auditor Certification Class before being qualified to perform VCAP audits on
7 manufacturers holding an NTEP Certificate of Conformance. The proposal also removes the accreditation requirement
8 based on Standard Industry Classification codes and updates the certification body auditors to require accreditation to
9 ISO 9001:2018 from the currently stated ISO 9001:2008.

10 **Item Under Consideration:**
11 Revise paragraph 21.1.3.3 Certification Body’s Responsibilities and NCWM Technical Employee Responsibilities
12 as follows:

13 **21.1.3.3 Certification Body’s Responsibilities and NCWM Technical Employee Responsibilities:**

14 21.1.3.3.1 The selected Certification Body is to be accredited by ANSI-ASQ National Accreditation
15 Board (ANAB) or by a Signatory of the International Laboratory Accreditation
16 Cooperation (ILAC) Mutual Recognition. The ANSI, ANAB and ILAC are accreditation
17 bodies for management systems. ANAB and ILAC accredit certification bodies (CBs)
18 for ISO 9001 quality management systems (QMS), ISO 17025 laboratory testing
19 facilities and ISO 14001 environmental management systems (EMS), ~~as well as a~~
20 ~~number of industry specific requirements.~~

21 ~~21.1.3.3.2 With accreditation to Standard Industry Classification (SIC) codes (3596/3821) or~~
22 ~~equivalent.~~

23 ~~Sequence Number 2007 NAICS, U.S. Code 2007 NAICS U.S. Title~~
24 ~~847 333997 Scale and Bench Manufacturing~~

25 **The auditor representing the Certification Body shall have successfully completed the**
26 **NCWM, Verified Conformity Assessment Program Training Class. (Effective**
27 **January 1, 20xx.)**

28
29 21.1.3.3.2. **Auditor training may be conducted in person, or via video conferencing, at the**
30 **trainer discretion. A Train-the-Trainer method may be used by Certification Bodies**
31 **that have an internal training program, however; all training performed through an**
32 **internal training program must be conducted in person.**

33
34
35 **Original Proposal:**
36 Revise paragraph 21.1.3.3 Certification Body’s Responsibilities and NCWM Technical Employee Responsibilities
37 as follows:

38 **21.1.3.3 Certification Body’s Responsibilities and NCWM Technical Employee Responsibilities:**

39 21.1.3.3.3 The selected Certification Body is to be accredited by ANSI-ASQ National Accreditation
40 Board (ANAB) or by a Signatory of the International Laboratory Accreditation
41 Cooperation (ILAC) Mutual Recognition. The ANSI, ANAB and ILAC are accreditation
42 bodies for management systems. ANAB and ILAC accredit certification bodies (CBs)
43 for ISO 9001 quality management systems (QMS), ISO 17025 laboratory testing
44 facilities and ISO 14001 environmental management systems (EMS), ~~as well as a~~
45 ~~number of industry specific requirements.~~

1 ~~21.1.3.3.4 With accreditation to Standard Industry Classification (SIC) codes (3596/3821) or~~
2 ~~equivalent.~~

3 Sequence Number 2007 NAICS, U.S. Code 2007 NAICS U.S. Title
4 847-333997 Scale and Bench Manufacturing

5 **The auditor representing the Certification Body shall have successfully completed the**
6 **NCWM, Verified Conformity Assessment Program Training Class. (Effective**
7 **January 1, 20xx.)**

8
9 ~~21.1.3.3.3~~ **21.1.3.3.2.**

10 ~~21.1.3.3.4~~ **21.1.3.3.3.**

11 ~~21.1.3.3.5~~ **21.1.3.3.4.**

12 This adoption of this item will increase the consistence and quality of a VCAP audit. Qualified auditors are well
13 trained for auditing procedures, but often do not understand the technical requirements the VCAP Policy places on
14 the sample testing to influence factors. This change to the policy would require audits to receive training which
15 would be focused on the technical requirements.

16 NCWM 2021 Interim Meeting: The Committee heard no comments regarding this item.

17 During the April NTEP Committee Meeting, the NTEP Committee agreed with the proposed policy change and
18 suggested this item be forward to the NCWM Board of Directors with the recommendation to adopt the change. Mr.
19 Darrell Flocken (NTEP Administrator) reviewed the proposal and determined that additional changes are needed to
20 address issues such as allowing the idea of Train-the-Trainer for Certification Bodies that have internal training
21 programs, and online (video) training classes for national and international auditors. The Item Under Consideration,
22 shown above, has been modified to add policy statement for consideration.

23 **ADM-21.4 I Update reference to auditors accreditation to ISO 9001:2018**

24 **Source:**

25 NTEP Administrator

26 **Purpose:**

27 Updates the certification body auditors for private label audits to require accreditation to ISO 9001:2018 from the
28 currently stated ISO 9001:2008.

29 **Item Under Consideration:**

30 Revise paragraph 21.1.3.8.1. as shown below:

31 21.1.3.8.1 The selected Certification Body (auditor) shall be accredited to the ISO 9001:~~2008~~**2018** standard
32 for providing audits and certifications of management systems.

33
34 NCWM 2021 Interim Meeting: The Committee heard no comments regarding this item.
35

36 **ADM-21.5 I Expand VCAP to Include Devices That do not Require Influence Factor Testing** 37 **during the NTEP Certification Evaluation**

38 **Source:**

39 NTEP Administrator

40 **Purpose:**

41 Modify VCAP Policy to included NTEP certified devices which do not undergo influence testing during the evaluation
42 process.

Item Under Consideration:

Amend the current VCAP Policy as shown below.

3. NTEP Verified Conformity Assessment Program Procedures

Manufacturers of Many NTEP certified devices must **ensure that ongoing production of these NTEP certified devices must continue to** meet *NIST Handbook 44* requirements for ~~influence factors~~**the device type**. It is not **always** possible to verify **compliance to** these requirements during the Initial Verification in the field. Therefore, manufacturers of **NTEP certified** 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*. **For all other devices, NTEP will require an on-site audit of the manufacturer’s quality system.**

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, **but not limited to:** different models, capacities, **flow rates**, 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

3.1. Requirements by Device Type

3.1.1. **Weighing** devices that must meet **influence factor testing** ~~this~~ requirement are limited to the list below:

- Load Cell (T.N.8.)
- Indicating Elements (T.N.8.)
- Weighing/Load Receiving Elements 2000 lb capacity and less with non-NTEP Load Cells (T.N.8.)
- Complete Scales 2000 lb capacity and less (T.N.8.)
- Automatic Weighing Systems 2000 lb capacity and less (T.7.)
- Belt-Conveyor Scales (weigh-belt systems only) 2000 lb capacity and less (T.3)
- Automatic Bulk Weighing Systems 2000 lb capacity and less (T.7.)

3.1.2. All other weighing and measuring devices must meet the quality control requirements of this policy

3.2. Requirements, The NTEP CC Holder’s Control Facility Responsibilities:

3.2.1. A documented Quality Management System governing the design and manufacture of the device.

3.2.1.1 The NTEP CC holder shall prepare documentation of its various quality activities and practices required by this document and by NCWM’s Verified Conformity Assessment Program policy and procedures; and shall demonstrate the effective implementation of those activities and practices. This should include (and/or reference) the manufacturer’s quality manual, written procedures and work instructions, flowcharts, diagrams, drawings, etc., as appropriate.

3.2.1.2. In addition to the requirements stated in 3.2.1.1., the following requirement apply to devices that requirement influence testing.

..... Renumber, as needed to next proposed change.

1 3.2.4.1. The NTEP CC holder, **for weighing devices subject to influence factor testing** shall
 2 establish a random sampling plan appropriate for the production quantity of the device
 3 that is traceable to a nationally recognized quality standard, i.e., Acceptable Quality Level
 4 AQL or equivalent, or meet the minimum requirements as defined in Section 21.1.3.5 of
 5 this document.

6 3.2.4.1.1. The NTEP CC holder shall maintain a controlled document listing all the
 7 devices, their estimated annual production quantity, the CC number of the
 8 device and the date that the device was added to or removed from the sampling
 9 plan.

10 3.2.4.1.2. Devices shall be selected and tested in accordance to NCWM Publication 14 as
 11 designated by the established sampling plan.

12 3.2.4.1.3. Results of the testing, along with values of pertinent control parameters (e.g.,
 13 time, temperature, humidity, etc.), shall be recorded and shall clearly identify
 14 whether the test passed or failed.

15 3.2.4.1.4. Records shall be made available to the VCAP auditor of test results since the
 16 last VCAP audit.

17 Renumber, as needed to next proposed change.

18
 19 **3.5. Sample Sizes:**

20 3.5.1. **For devices subject to influence factor testing,** the following sample sizes are to be used based
 21 on annual production.

Units per Year	Minimum Number (total of samples production) per Year
2 – 50	2
51 – 500	3
501 – 35,000	5
35,001+	8

27
 28 **NTEP Verified Conformity Assessment Program Procedures for Private Label Certificate Holders**

29 ~~Many~~ **Manufacturers of** NTEP certified devices must **ensure that ongoing production of these NTEP**
 30 **certified devices must continue to** meet *NIST Handbook 44, Specifications, Tolerances, and Other*
 31 *Technical Requirements for Weighing and Measuring Devices*, requirements for ~~influence factors~~ **the device**
 32 **type**. It is not **always** possible to verify **compliance to** these requirements during the Initial Verification in
 33 the field. Therefore, manufacturers of **NTEP certified** metrological devices (instruments) and/or
 34 components (modules), ~~which are subject to influence factors, as defined in NIST Handbook 44,~~ must have
 35 a Verified Conformity Assessment Program (VCAP) in place to ensure that these metrological devices and/or
 36 components are produced to perform at a level consistent with that of the device and/or component previously
 37 certified.

38 ~~For weighing devices that are subject to influence factors,~~ **for NTEP certified devices** traceable to a private
 39 label NTEP Certificate of Conformance, NTEP will require **an on-site audit of** the private label certificate
 40 holder **quality system** to verify that the parent certificate holder has complied with VCAP requirements, has
 41 a current VCAP audit certificate, the VCAP certification is traceable back to the parent NTEP certificate, and
 42 the parent certificate is active.

1 It is important for NTEP to know the types of devices included in the VCAP audit and it is for this reason
 2 that the certificate holder shall prepare a controlled quality management system (QMS) document listing the
 3 range of parameters that cover the devices included in the audit. The certificate holder shall include in this
 4 document all certificates and device parameters (For example: **but not limited to**, different models,
 5 capacities, e-min, n-max, sizes-etc.) for the applicable device category. ~~For example, in a load cell audit, a~~
 6 ~~range of capacities of the load cells included in the audit shall be listed in the report.~~ This document shall be
 7 available for the VCAP auditor and NTEP upon request and may be included as an annex to the audit report
 8 if desired.

9 **3.1. ~~Devices that Must Meet this Requirement are Limited to the List Below:~~**

- 10 Load Cell (T.N.8.)
- 11 Indicating Elements (T.N.8.)
- 12 ~~Weighing/Load Receiving Elements 2000 lb capacity and less with non NTEP Load Cells (T.N.8.)~~
- 13 ~~Complete Scales 2000 lb capacity and less (T.N.8.)~~
- 14 ~~Automatic Weighing Systems 2000 lb capacity and less (T.7.)~~
- 15 ~~Belt Conveyor Scales (weigh belt systems only) 2000 lb capacity and less (T.3)~~
- 16 ~~Automatic Bulk Weighing Systems 2000 lb capacity and less (T.7.)~~

17 **3.2. 3.1. Requirements: The Private Label NTEP CC Holder’s Responsibilities:**

18 *Renumber, as needed to the end of the section.*

19 During the 2021 NCWM Interim Meeting, no comments were heard regarding this item.
 20

21 **ADM-21.6 I Revised Administrative Policy, Section 9.2. to Include Action Based on Unpaid**
 22 **Evaluation Fees**

23 **Source:**

24 NTEP Administrator

25 **Purpose:**

26 Modify NTEP Application Policy to include a decision to reject an application based on the existence of an overdue
 27 invoice for evaluation services performed by an NTEP Participating Laboratory or Field Evaluator.

28 **Item Under Consideration:**

29 Amend Administrative Policy, Section 9.2.1 as shown below.

30 **9. Process to Obtaining Type Evaluation and NTEP Certification**

31 The type evaluation process follows a sequence of steps. These are explained further in this section.

32 The type evaluation process is the first step of regulatory involvement in the legal metrology control system. Test
 33 criteria and procedures are contained in *Weighing Devices*, *Measuring Devices* and *Grain Moisture Meters &*
 34 *Near Infrared Grain Analyzers* sections of *NCWM Publication 14*.

35 **9.1. Filing an Application**

36

37 **9.2. Processing an Application**

- 38 1. The **NCWM Coordinator or the** NTEP Administrator will review the application and either accept or
 39 reject the request. A decision to reject an application ~~is~~ **will be** based ~~solely~~ upon **one or both of the**
 40 **following considerations:**

1 **1.1. Any overdue invoice from either a participating NTEP Laboratory, or an NTEP Field**
2 **Evaluator, for services performed on a previous device evaluation, or**

3 1.2. **The** inability of NTEP to perform an evaluation on the device due to lack of procedures in *NCWM*
4 *Publication 14 Weighing Devices, Measuring Devices or Grain Moisture Meters & Near Infrared*
5 *Grain Analyzers*.

6 2. If accepted, the NTEP Administrator will assign the evaluation to a Participating Laboratory. *See*
7 *Section 8 Participating Laboratories*.

8

9 During the April NTEP Committee Meeting, the Committee Members agreed to add this item to the NTEP
10 Committee Report to receive comments for the NCWM Membership during the remainder of the 2021 and the
11 complete 2022 meeting cycle.

12 **OTH – OTHER ITEMS**

13 **OTH-1 I Electronic Vehicle Fueling Systems (EVFS)**

14 The California Division of Measurement Standards and NTEP Measuring Laboratories are working with U.S. National
15 Work Group Representatives and other experts to develop an NTEP checklist for electronic vehicle supply equipment
16 (EVSE).

17 In July 2015, the NCWM adopted a tentative code for electronic vehicle fueling systems. The tentative code includes
18 a provision that allows NTEP to accept EVSE for type evaluation to the *Handbook 44* code. The USNWG for EVSE
19 developed the tentative code in *Handbook 44* and has been working to address evaluation criteria (NTEP checklist)
20 and test standards to be used.

21 The NTEP Measuring Labs discussed the item during their meeting on September 20, 2016. The consensus of the
22 laboratories was that the examination procedure outline developed by the State of California was not in a proper
23 *NCWM Publication 14* checklist format. Another prime issue that is still being developed is the test equipment
24 necessary to test these devices. NTEP cannot evaluate without standards for test equipment. Will NIST traceability
25 be required? The Measuring Laboratories concluded that the present *NCWM Publication 14* checklist for RMFDs
26 would be a good starting point to use in drafting a *NCWM Publication 14* checklist for EVSE. The NTEP
27 Administrator and NTEP Measuring Laboratories recommend the NCWM Board of Directors / NTEP Committee
28 consider establishing an NTEP Work Group or Task Force to address the EVSE issues.

29 The NTEP Committee agreed with the recommendations of the NTEP Measuring Laboratories and worked to establish
30 a NTEP EVSE Work Group. The NTEP EVSE Work Group was developed with Mr. Andrei Moldoveanu, Senior
31 Program Manager for NEMA appointed as Chair. The Work Group currently consisted of three public sector members
32 and five private sector members representing associate membership.

33 The NTEP EVSE Work Group (WG) had their kick-off web-based meeting March 14, 2017. The WG had monthly
34 web meetings with the initial goal of having a draft checklist ready for NCWM Board/NTEP Committee review.
35 Significant progress has been made and during the 2018 NCWM Interim Meeting the NTEP Committee reviewed the
36 updated Work Group's draft NTEP checklist. NTEP was given permission to proceed with checklist development
37 and evaluations as deemed appropriate. NTEP is working with NIST/OWM to ensure proper requirements for test
38 standards and test procedures are in place. Some technical policy issues still need to be worked out. Additionally,
39 NTEP found out that many of these devices also have a timing feature to allow a charge for parked time (like a parking
40 meter). NTEP will work to develop a timing feature supplemental checklist to the EVSE checklist.

41 The California Lab has purchased EVSE test standards for both laboratory and field testing. The test standards are
42 out for certification. NTEP expects to perform the initial evaluation of an EVSE device in early 2020.

1 For questions on the status of the work group, please contact NTEP Administrator Darrell Flocken at
2 darrell.flocken@ncwm.com.

3 NCWM 2021 Interim Meeting: The Committee heard no comments regarding this item.

4 The EVSE Work Group completed the 2nd draft of the NTEP Evaluation Checklist in early November 2020. The
5 checklist is undergoing formatting work. In December 2020, a small group began the final comparison review of the
6 checklist contents to the tentative EVSE Code in *Handbook 44*. Once completed, the checklist will be compared to
7 the California evaluation checklist currently in use to include any additions or corrections learned from their evaluation
8 experience.

9 NCWM 2021 Interim Meeting: Mr. Darrell Flocken (NTEP Administrator) provided an update on the status of the
10 NTEP Evaluation Checklist for the evaluation of charging systems. Mr. Flocken reported that NTEP had received
11 the most recent draft of the checklist from the EVSE Task Group and has finalized the formatting effort to make it
12 align with that of NCWM Publication 14 Checklists for other devices. NTEP's goal is to have a draft Checklist
13 available for NTEP Committee adoption by the Committee's 2021 spring meeting.

14 Mr. Craig VanBuren, Michigan | Committee Chair
15 Mr. Hal Prince, Florida | NCWM Chairman
16 Mr. Mahesh Albuquerque, Colorado | Member
17 Mr. Jack Walsh, Town of Wellesley, Massachusetts | Member
18 Mr. Ivan Hankins, Iowa | Member
19 Mr. Darrell Flocken, NCWM | NTEP Administrator

20 **National Type Evaluation Program Committee**

Appendix A

NTEP Statistics Report

(As of September 30, 2020)

General NTEP Statistics	Last Year	This Year
	10/01/18 – 9/30/19	10/01/19 – 9/30/20
Total Applications Processed	(24) 350	(19) 298
Applications Completed	345	293
New Certificates Issued	316	270
Active NTEP Certificates		2244

() = Reactivations

Assignments to Labs per Year	10/1/18 – 9/30/19	10/01/19 – 9/30/20
California	29	(2) 30
Canada	2	1
FGIS-IL	0	0
FGIS-KC	12	9
Kansas	3	2
Maryland	7	6
New York	(2) 22	(1) 19
NIST Force Group	2	5
North Carolina	7	(1) 6
Ohio	62	(1) 62
Oregon	1	0
NTEP Staff	80	(4) (7) 158
Applications Not Yet Assigned to a Lab	0	1

() = Reassignments from another lab

Process Statistics	10/2008 - Present
Average Time to Assign an Evaluation	4.1 Days
Average Time to Complete an Evaluation	80.8 Days

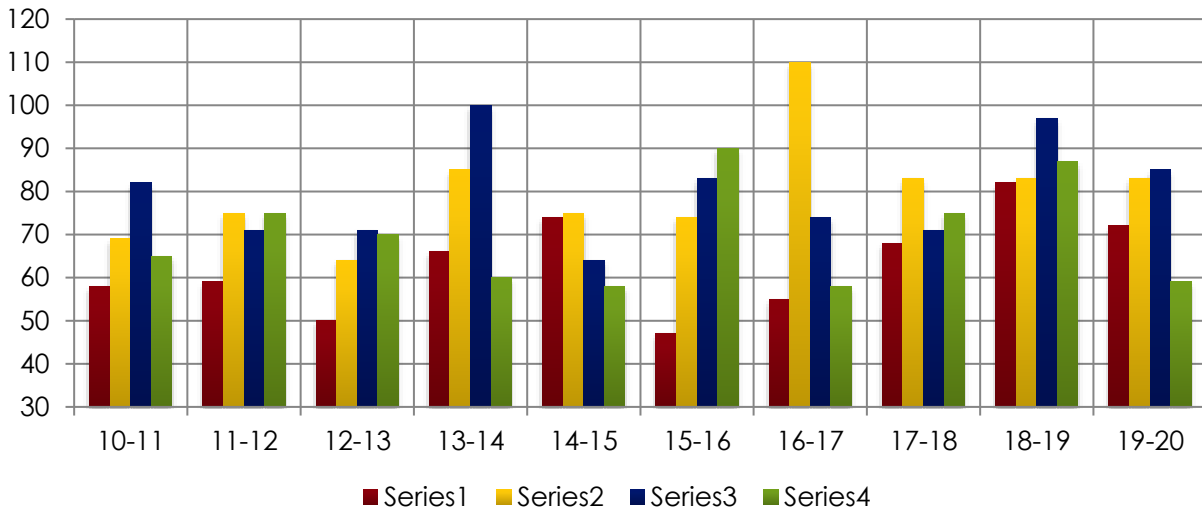
Report on Evaluations in Progress

Evaluations in Progress	0-3 Months	3-6 Months	6-9 Months	9-12 Months	Over 1 Year	Total
September 30, 2016	60	31	9	5	7	87
December 22, 2016	34	30	21	6	9	112
March 30, 2017	45	14	6	12	7	100
June 30, 2017	42	27	5	5	11	84
September 30, 2017	32	21	16	4	14	90
December 31, 2017	38	15	15	9	13	90
March 31, 2018	44	15	8	10	12	89
June 30, 2018	55	28	9	4	12	108
September 30, 2018	39	27	14	3	7	90
December 31, 2018	42	17	18	11	8	96
March 15, 2019	36	16	11	13	15	91
June 30, 2019	55	16	6	5	16	98
September 30, 2019	40	23	11	4	11	89
December 31, 2019	35	23	17	6	10	91
February 29, 2020	43	19	16	8	11	97
June 30, 2020	61	28	14	7	11	121
September 30, 2020	36	28	18	8	18	109

In Progress by Lab	0-3 Months	3-6 Months	6-9 Months	9-12 Months	Over 1 Year	Total
California	6	7	4	1		18
Canada		1			2	3
FGIS-IL						0
FGIS-KC		9			2	11
Kansas		1				1
Maryland	2	1		1	5	9
New York	2	1	4		1	8
NIST Force Group				1	1	2
North Carolina	3					3
Ohio	5	6	3	5	3	22
Oregon						0
NTEP Staff	18	2	7		4	31
Unassigned	1					

Total Pending: 109

10-Year Report on Applications Received by Quarter



	09-10	10-11	11-12	12-13	13-14	14-15	15-16	16-17	17-18	18-19
Oct – Dec	58	59	50	66	74	47	55	68	82	72
Jan – Mar	69	75	64	85	75	74	110	83	83	84
Apr – Jun	82	71	71	100	64	83	74	71	98	85
Jul – Sep	65	75	70	60	58	90	58	73	87	59
Total	274	280	255	311	271	294	297	295	350	300

Average Per Quarter: 10-YR: 73.2

Average Per Quarter This FY: 75.0

Average per Year: 10-YR: 292.7