

National Type Evaluation Program (NTEP) Committee 2020 Interim Meeting Agenda

Mr. Stephen Benjamin, Committee Chair
North Carolina

INTRODUCTION

The NTEP Committee will address the items in Table A during the Interim Meeting. Table A identifies the agenda items by reference key, title of item, page number and the appendices by appendix designations. The first four digits of an item's reference key are assigned from the Subject Series List. The acronyms for organizations and technical terms used throughout the agenda are identified in Table B. In some cases, background information will be provided for an item. The fact that an item appears on the agenda does not mean it will be presented to National Conference on Weights and Measures (NCWM) for a vote. The Committee will review its agenda and may withdraw some items, present some items for information meant for additional study, issue interpretations, or make specific recommendations for change to the publications *NCWM Publication 14, Administrative Policy* and *NCWM Publication 14, Technical Policy, Checklists, Test Procedures*. Changes to *NCWM Publication 14, Administrative Policy* are by recommendation of the Committee and a majority vote of the Board of Directors. Changes to *NCWM Publication 14, Technical Policy, Checklists, Test Procedures* are by recommendation of the National Type Evaluation Program (NTEP) sectors and a majority vote of the NTEP Committee. The Committee may also take up routine or miscellaneous items brought to its attention after the preparation of this document. The Committee may decide to accept items for discussion that are not listed in this document, providing they meet the criteria for exceptions as presented in 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: The policy is to use metric units of measurement in all its publications; however, recommendations received by NCWM technical committees and regional weights and measures associations have been printed in this publication as submitted. Therefore, the report may contain references to inch-pound units.

Subject Series List

International.....INT Series

Activity Reports..... ACT Series

Conformity Assessment Program CAP Series

NCWM Publication 14, Administrative PolicyADM Series

Other Items OTH Series

**Table A
Table of Contents**

Reference Key	Title of Item	NTEP Page
INT – INTERNATIONAL		319
INT-1	Mutual Recognition Arrangement (MRA).....	319
INT-2	OIML-Certification System (CS)	320
ACT – ACTIVITY REPORTS		320
ACT-1	NTEP Participating Laboratories and Evaluations Reports	320
ACT-2	NTEP Sector Reports.....	321
CAP – CONFORMITY ASSESSMENT PROGRAM		323
CAP-1	Conformity Assessment Program	323
CAP-2	Timelines for Remaining Device Categories Subject to VCAP	325
ADM – NCWM PUBLICATION 14, ADMINISTRATIVE POLICY		325
ADM-1	Amend VCAP Sections 21.1.3.1. and 21.1.3.6.....	325
ADM-2	Change VCAP Audit Frequency in Sections 3.2.16. and 3.7.10.	326
OTH – OTHER ITEMS		328
OTH-1	Electronic Vehicle Fueling Systems (EVFS).....	328
OTH-2	Create a NCWM Publication 14 Category for Software.....	329

Appendices

A ACT-1: NTEP Statistics Report A331

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

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

2 In January 2018 the International Organization of Legal Metrology (OIML) MAA was officially replaced with the
 3 OIML-Certification System (CS). Information regarding the OIML-CS can be found at www.oiml.org/maa/en/oiml-cs/general. NCWM signed the OIML MAA Declaration of Mutual Confidence (DoMC) for Recommendation (R) 60
 4 Load Cells as a Utilizing Participant in 2006 and NCWM signed the OIML-CS Utilizer Declaration in January 2018.
 5 A Utilizer is a participant which does not issue any OIML Certificate of Conformance (CC) nor OIML Test Reports
 6 but does utilize the reports issued by OIML-CS Issuing Authorities and Authorized Testing Laboratories.
 7

8 Dr. Ehrlich serves on the Management Committee of the OIML-CS, and Mr. Flocken serves on the Review
 9 Committee. The US (NTEP) supported 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 was 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 align with the NTEP Committee's recommendations and the instructions provided by the NCWM
 13 Board of Directors.

14 Dr. Ehrlich requested, on multiple occasions, that NCWM review its policy regarding participation in the OIML MAA
 15 (and now the OIML-CS) R76 (Non-Automatic Weighing Instruments). The NCWM Board recapped the decision
 16 process to participate in the utilization of R60 test data. Existing policy from 2006 is not to participate in R76 until
 17 NCWM can do so as an Issuing Participant., now referred to under the OIML-CS as an Issuing Authority. The Board
 18 has revisited the 2006 discussions leading to that decision, including considerations for NTEP labs' work load,
 19 potential lost expertise, concerns with quality of evaluations at some foreign labs, etc. Dr. Ehrlich wanted NCWM to
 20 reconsider and, if there was no possibility in sight that the NCWM could become an Issuing Authority, then it should
 21 consider becoming a Utilizer Participant for OIML R76. Some U.S. manufacturers support NCWM policy, but others
 22 would like to have one-stop shopping. The OIML-CS also includes R49 (water meters), R51 (automatic
 23 catchweighers), and R117 (RMFD) (under what is called "Scheme A", which is the introductory level of the OIML-
 24 CS where "self-declaration" is used as the basis for demonstrating compliance with the OIML-CS). OIML R60 and
 25 OIML R76 are already under "Scheme A", where either accreditation or peer review required. Since there are no new
 26 developments to affect the decision, the NCWM Board of Directors agreed to maintain existing policy at this time.

27 From January 2011 to October 2019, ninety-four (October 2018 to November 2019 = 5 (3 new and 2 amended)) NTEP
 28 certificates for load cells were issued under the former MAA, now OIML Certification System. The NTEP Administrator
 29 or NTEP Specialist has reviewed all test data and drafted the NTEP certificates.

30 Dr. Ehrlich is representing the U.S. interests in this work and will update the Board at the NCWM Interim Meeting in
 31 January 2020.

32 **ACT – ACTIVITY REPORTS**

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

34 The NTEP weighing and measuring laboratories held a joint meeting March 26-28 in Tulsa, Oklahoma.

35 The NTEP weighing laboratories also met in August 2019, prior to the NTEP Weighing Sector meeting in Denver,
 36 Colorado to discuss current issues.

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

1 During the 2019 Annual Meeting the Committee reviewed NTEP statistics through June 2019. The review of statistics
2 shows that incoming applications are relatively comparable to normal and there exist no significant laboratory backlog
3 issues. See Appendix A for NTEP statistics.

4 The 2020 meeting of the NTEP Participating Laboratories is scheduled for March 24-26, 2019 in Annapolis, MD.

5 **ACT-2 NTEP Sector Reports**

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

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

11 The NTEP Belt-Conveyor Scale Sector met October 29, 2019, in Hyannis, MA. A draft of the final summary was
12 provided to the Committee prior to the 2020 NCWM Interim Meeting for review and approval. Please note the sector
13 summary report will only be available in the electronic version of *NCWM Publication 15* and at
14 www.ncwm.com/ntep-belt-conveyor-sector; they will not be available in printed versions of *NCWM Publication 15*.

15 The next meeting of the NTEP Belt-Conveyor Scale Sector will be held in conjunction with the 2020 Weighing Sector
16 Meeting scheduled for August 18-19, 2020 in San Antonio, TX. For questions on the status of sector work or to
17 propose items for a future meeting, please contact the sector Technical Advisor:

Technical Advisor

Mr. John Barton
NIST, OWM
100 Bureau Drive, MS 2600
Gaithersburg, MD 20899
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18 **NTEP Grain Moisture Meter and NIR Protein Analyzer Sectors:**

20 The NTEP Grain Analyzer Sector met August 13, 2019 in Kansas City, MO. A draft of the final summary was
21 provided to the Committee prior to the 2020 NCWM Interim Meeting for review and approval. Please note the sector
22 summary report will only be available in the electronic version of *NCWM Publication 15* and at
23 www.ncwm.com/ntep-grain-analyzer-sector; they will not be available in printed versions of *NCWM Publication 15*.

24 The next meeting of the NTEP Grain Moisture Meter and NIR Protein Analyzer Sectors is scheduled for
25 August 11, 2020 in Kansas City, MO. For questions on the status of sector work or to propose items for a future
26 meeting, please contact the Technical Advisor:

Technical Advisor

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1 **NTEP Measuring Sector:**

2 The NTEP Measuring Sector met September 24-25, 2019 in Denver, CO. A draft of the final summary was provided
3 to the Committee prior to the 2020 NCWM Interim Meeting for review and approval. Please note the sector summary
4 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)
5 [measuring-sector](http://www.ncwm.com/ntep-measuring-sector); they will not be available in printed versions of *NCWM Publication 15*.

6 The next meeting of the NTEP Measuring Sector Meeting is scheduled for late September 22-23, 2020 in San Antonio,
7 TX. For questions on the status of sector work or to propose items for a future meeting, please contact the sector
8 Technical Advisor:

Technical Advisor

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9 **NTEP Software Sector:**

10 The NTEP Software Sector met August 25-26, 2019 in Denver, CO. It was a joint meeting with the NTEP Measuring
11 Sector. A final draft of the meeting summary was provided to the Committee prior to the 2020 NCWM Interim Meeting
12 for review and approval. Please note that the sector summary report will only be available in the electronic version of
13 *NCWM Publication 15* and at www.ncwm.com/ntep-software-sector; copies will not be available in the printed
14 versions of *NCWM Publication 15*.

15 The next meeting of the NTEP Software Sector is scheduled for August 11-12, 2020 in Kansas City, MO. The meeting
16 will be a joint meeting of the NTEP Grain Analyzer Sector and Software Sector. For questions on the status of sector
17 work or to propose items for a future meeting, please contact the sector Chair and/or the NTEP Specialist:

Chair

Mr. James Pettinato
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NTEP Administrator

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18 **NTEP Weighing Sector:**

19 The NTEP Weighing Sector met August 20-21, 2019, in Denver, CO. A final draft of the meeting summary was
20 provided to the Committee prior to the 2020 NCWM Interim Meeting for review and approval. Please note that the
21 sector summary report will only be available in the electronic version of *NCWM Publication 15* and at
22 www.ncwm.com/ntep-weighing-sector; they will not be available in printed versions of *NCWM Publication 15*.

23 The next NTEP Weighing Sector meeting is scheduled for August 18-19, 2020 in San Antonio, TX. For questions on
24 the status of sector work or to propose items for a future meeting, please contact the sector Technical Advisor:

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NTEP Multiple Dimension Measuring Devices (MDMD) Work Group:

The NTEP MDMD Work Group met May 7-8, 2019, in Columbus, OH. A final draft of the meeting summaries was provided to the Committee prior to the 2020 NCWM Interim Meeting for review and approval. Please note the sector summary report will only be available in the electronic version of *NCWM Publication 15* and at www.ncwm.com/ntep-mdmd-workgroup; they will not be available in printed versions of *NCWM Publication 15*.

The next NTEP MDMD Work Group meeting is scheduled for May 5-6, 2019 in Columbus, OH. For questions on the status of work group or to propose items for a future meeting, please contact Work Group Chair Chris Senneff or NTEP Administrator, Darrell Flocken.

Chair

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The NTEP Committee is scheduled to review and approve all 2019 NTEP Sector and Work Group reports during the 2020 Interim Meeting.

15 CAP – CONFORMITY ASSESSMENT PROGRAM

16 CAP-1 Conformity Assessment Program

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

22 Certificate Review:

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

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

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1 **Initial Verification (IV):**

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

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

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

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

14 **VCAP:**

15 NCWM has been concerned about production meeting type and protecting the integrity of the NTEP CC since the
16 inception of NTEP. The board has consistently reconfirmed its belief that conformity assessment is vital to NTEP's
17 continued success.

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

25 The Committee has received letters, questions, and many other inquiries pertaining to VCAP. The Committee has
26 worked diligently to answer the questions submitted in a very timely manner. The Committee knows that additional
27 questions will be posed as VCAP progresses. Certificate holders and other interested parties are encouraged to submit
28 written questions to the NTEP Committee. The Committee is pleased to report that it has been successful in answering
29 all the questions to date. Clerical changes and additions have been made to affected VCAP documents as deemed
30 necessary.

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

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

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

2 **Source:** NTEP Committee

3 **Item Under Consideration:**

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

10 The one remaining device that has not reached the end of its compliance deadline is Belt Conveyor Scale. The timeline
 11 for this device is shown below.

NCWM/NTEP VCAP Compliance Timeline					
Belt-Conveyor Scales					
July 2018- Sept 2018	July 2018- Nov 2019	July 2018- May 2020	July 2018- Jun 2020	Dec 2019	Jun 2020
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			

12 Additional comments from affected stakeholders are welcomed and appreciated.

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

14 **ADM-1 Amend VCAP Sections 21.1.3.1. and 21.1.3.6.**

15 **Source:** Scale Manufacturers Association

16 **Purpose:** Clarify NTEP Administrative Policy VCAP requirements list for both original (Section 21.1.3.1.) and
 17 private label (Section 21.1.3.6.) certificate holders to show there is a capacity limitation that applies.

18 **Item Under Consideration:** Amend NCWM Publication 14, Administrative Policy, Section 21.1.3.1. NTEP VCAP
 19 Procedures as follows:

20 21.1.3.1 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 **2000lb capacity and less** with non-NTEP Load Cells (T.N.8.)
- 25 • Complete Scales **2000lb capacity and less** (T.N.8.)
- 26 • Automatic Weighing Systems **2000lb capacity and less** (T.7.)
- 27 • Belt-Conveyor Scales **2000lb capacity and less** (T.3)
- 28 • Automatic Bulk Weighing Systems **2000lb capacity and less** (T.7.)

1 Amend NCWM Publication 14, Administrative Policy, Section 21.1.3.6. NTEP VCAP Procedures for Private Label
2 Certificate Holders as follows:

3
4 21.1.3.6 Devices that Must Meet this Requirement are Limited to the List Below:

- 5 • Load Cell (T.N.8.)
- 6 • Indicating Elements (T.N.8.)
- 7 • Weighing/Load Receiving Elements **2000 lb capacity and less** with non-NTEP Load Cells (T.N.8.)
- 8 • Complete Scales **2000 lb capacity and less** (T.N.8.)
- 9 • Automatic Weighing Systems **2000 lb capacity and less** (T.7.)
- 10 • Belt-Conveyor Scales **2000 lb capacity and less** (T.3)
- 11 • Automatic Bulk Weighing Systems **2000 lb capacity and less** (T.7.)

12 **Justification:** The requirements for VCAP influence testing do not clarify that they are for devices of 2000lb or less.
13 This stipulation is generally known, but it needs to be properly documented in the handbook to eliminate any “grey
14 areas” of enforcement for VCAP audits.

15 During the November 2019 Board of Directors and NTEP Committee Meeting, the NTEP Committee recommend that
16 the Board of Directors approve the proposed capacity limitation for devices with a capacity greater than 2000 lb. The
17 Board of Directors approved this change. The wording change will appear in the 2020 edition of Publication 14,
18 Administrative Policy.

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

20 **Source:** Scale Manufacturers Association

21 **Purpose:** Change NTEP Administrative Policy VCAP surveillance requirements for both original (Section 3.2.16.)
22 and private label (Section 3.7.10.) certificate holders so audit frequency can be extended from every 3 years to every
23 5 years.

24 **Item Under Consideration:** Amend NCWM Publication 14, Administrative Policy, Section 21.3.2.16. NTEP VCAP
25 Procedures as follows:

26 3.2.16. ~~Subsequent audits will be held on-site to verify conformance to these standards. Subsequent audits will~~
27 ~~be conducted every three years until objective evidence is obtained to move to a maximum of every five~~
28 ~~years.~~

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

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

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

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

1 3.7.10. ~~Surveillance audits for VCAP conducted by an outside auditor representing a certification every three~~
2 ~~years until objective evidence is obtained to move to a maximum of every five years.~~

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

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

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

13 NTEP administration has internally discussed the proposals and did not support the proposals as originally written but
14 could consider support if a) The criteria were changed to require both audits to be performed by the same auditor., and
15 b) The criteria were changed to place the responsibility/decision of extending the resetting of the audit time line, based
16 upon the criteria, to the auditor.

17 During the 2019 NCWM Interim Meeting in Charleston, SC. The changes suggested by the NTEP Administration
18 was presented for comments. During the Open Hearing, no support for the suggested changes was heard. The
19 Committee heard comments that suggested change eliminated the possibility to change auditing firms during a 3-year
20 period. The Committee hear a proposal from Eric Golden suggesting the extended audit frequency to a simpler
21 requirement based on the number of previous external audits. This suggestion grew into the revised proposal shown
22 above.

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

27 **ADM-3 Exclude Large Belt-Conveyor Scales from VCAP Device Listing Sections 21.3.1.**
28 **and 21.3.6.**

29 **Source:** Rice Lake Weighing Systems

30 **Purpose:** Exclude large belt-conveyor scales from VCAP testing.

31 **Item Under Consideration:** Amend NCWM Publication 14, Administrative Policy, Sections 21.3.1. and 21.3.6. as
32 follows:

33 **21.3.1. Devices that Must Meet this Requirement are Limited to the List Below:**

- 34 • Load Cell (T.N.8.)
- 35 • Indicating Elements (T.N.8.)
- 36 • Weighing/Load Receiving Elements with non-NTEP Load Cells (T.N.8.)
- 37 • Complete Scales (T.N.8.)
- 38 • Automatic Weighing Systems (T.7.)
- 39 • Belt-Conveyor Scales (**weigh-belt systems only**) (T.3)
- 40 • Automatic Bulk Weighing Systems (T.7.)

41 **21.3.6 Devices that Must Meet this Requirement are Limited to the List Below:**

- 42 • Load Cell (T.N.8.)
- 43 • Indicating Elements (T.N.8.)

- 1 • Weighing/Load Receiving Elements with non-NTEP Load Cells (T.N.8.)
- 2 • Complete Scales (T.N.8.)
- 3 • Automatic Weighing Systems (T.7.)
- 4 • Belt-Conveyor Scales (**weigh-belt systems only**) (T.3)
- 5 • Automatic Bulk Weighing Systems (T.7.)

6 **Justification:** In general, belt-conveyor scales are large installations that do not fit into standard climate chambers.
 7 For this reason, type evaluation is performed using specially constructed models that will fit into the lab’s climate
 8 chamber. This would not be practicable for on-going quality control like VCAP. Weigh-belt systems, on the other
 9 hand, come in sizes that can be accommodated in a standard climate chamber and so would be included as part of the
 10 VCAP program.

11 During the November 2019 Board of Directors and NTEP Committee Meeting, the NTEP Committee discussed this
 12 proposal and agreed that it had merit. The Committee would like to hear comments in support or opposition for this
 13 item from interested parties.
 14

15 **OTH – OTHER ITEMS**

16 **OTH-1 Electronic Vehicle Fueling Systems (EVFS)**

17 The California Division of Measurement Standards and NTEP Measuring Laboratories are working with U.S. National
 18 Work Group Representatives and other experts to develop an NTEP checklist for electronic vehicle supply equipment
 19 (EVSE).
 20

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

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

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

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

45 The next schedule conference call for the EVSE Work Group is scheduled for Tuesday, January 7, 2020.

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

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

5 **OTH-2 Create a NCWM Publication 14 Category for Software**

6 **Source:** NTEP Software Sector

7 **Item Under Consideration:**

8 Create a Publication 14 Software category, which includes requirements, considerations and test procedures common
9 to all software-based devices, including software-only products.

10 There is no single Publication 14 device category in which to place software-specific requirements, considerations
11 and test procedures. Since most modern measurement devices contain software, to appropriately address any concerns
12 each section of Publication 14 must include all software considerations. Further, each device section has a different
13 governing Sector, which makes the process of change an exercise in convincing each Sector to make needed additions
14 while keeping those additions harmonized across Sectors; an effort that has proven very difficult and time consuming.

15 Such a software section might include the following:

- 16 1. Models to be submitted for evaluation
- 17 a. What constitutes approved software?
- 18 i. Measurement and presentation
- 19 ii. Calculations based on a measured value
- 20 iii. Manual entry of measured value
- 21 iv. Other
- 22 b. Application of software may lead to additional Pub. 14 section consideration
- 23 c. Minimum computing requirements statement
- 24 2. Software Identification
- 25 a. Appropriate means of 'marking' metrologically significant software
- 26 b. Software Separation and marking consequences
- 27 c. Relationship between software and software identifier
- 28 d. Presentation of software identifier
- 29 i. Example icons and menu text
- 30 ii. Exceptions
- 31 3. Protection against unauthorized software change
- 32 a. How is software "sealed"?
- 33 b. Remote software update considerations
- 34 c. Audit trail (if employed) requirements for software updates
- 35 4. Accuracy of data calculations
- 36 a. When to stop evaluating calculations & data manipulation
- 37 5. Software Evaluation Checklist

38 **Future Topics**

- 39 1. Distributed software considerations
- 40 a. Securing communications between metrologically significant distributed software modules or
- 41 components of a system
- 42

43 The NTEP Committee reviewed and discussed the proposal from the NTEP Software Sector. The Committee is very
44 interested in this idea but heard no comment during the 2018 Interim Meeting open hearings. During the 2018 Annual
45 Meeting open hearings NTEP Software Sector Chair Mr. Jim Pettinato encouraged the Committee to seriously
46 consider and move forward with the proposal. The Sector thinks this would improve the type evaluation process and

1 avoid deviation in language or requirements from Pub 14 section to Pub 14 section. He also pointed out that
2 internationally there is a separate document for software.

3 During the November 2019 Board of Directors and NTEP Committee Meeting, the NTEP Committee recommend
4 that the Board of Directors approve the proposal giving the Software Sector its own section in Publication 14. The
5 Board of Directors approved this request. The NTEP Administrator will work with the Software Sector to develop
6 this document.

7 Mr. Stephen Benjamin, North Carolina | NTEP Committee Chair

8 Mr. Craig VanBuren, Michigan | NCWM Chairman

9 Mr. Hal Prince, Florida | NCWM Chair-Elect

10 Mr. Mahesh Albuquerque, Colorado | Member

11 Mr. Jack Walsh, Town of Wellesley, Massachusetts | Member

12 Mr. Darrell Flocken, NCWM | NTEP Administrator

13 **National Type Evaluation Program Committee**

Appendix A

NTEP Statistics Report

General NTEP Statistics	Last Year	This Year
	10/01/17 – 9/30/18	10/01/18 – 9/30/19
Total Applications Processed	(15) 295	(24) 350
Applications Completed	288	345
New Certificates Issued	273	316
Active NTEP Certificates	2,133	2216

() = Reactivations

Assignments to Labs per Year	10/01/16 – 9/30/17	10/01/18 – 9/30/19
California	23	(2) 29
Canada	1	2
FGIS-IL	0	0
FGIS-KC	9	12
Kansas	3	3
Maryland	18	7
New York	(5) 32	(2) 22
NIST Force Group	6	2
North Carolina	11	7
Ohio	83	62
Oregon	0	1
NTEP Staff	122	(4) 80
Applications Not Yet Assigned to a Lab		0

() = Reassignments from another lab

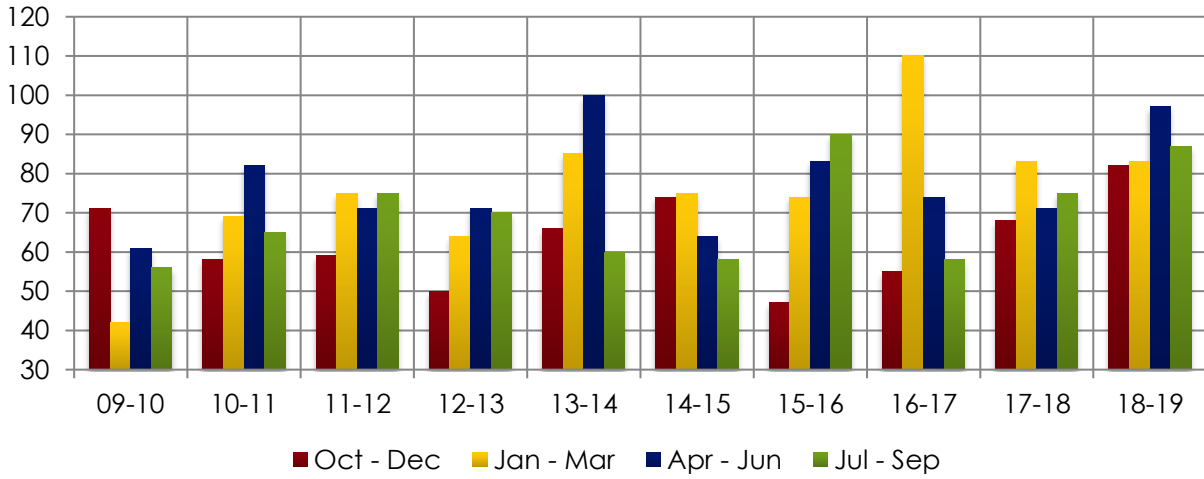
Process Statistics	10/2008 - Present
Average Time to Assign an Evaluation	3.4 Days
Average Time to Complete an Evaluation	81.8 Days

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 18, 2015	28	20	8	5	12	92
December 23, 2015	43	14	5	7	13	73
March 31, 2016	48	15	7	6	8	82
June 30, 2016	57	13	7	3	7	84
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

In Progress by Lab	0-3 Months	3-6 Months	6-9 Months	9-12 Months	Over 1 Year	Total
California	5	1	5		1	12
Canada	2					2
FGIS-IL						0
FGIS-KC	3	7			1	11
Kansas	1		1			2
Maryland	4				5	9
New York	5	2				7
NIST Force Group					3	3
North Carolina			1			1
Ohio	13	10	4	4	1	32
Oregon		1				1
NTEP Staff	7	2				9
Unassigned						0
					Total Pending:	89

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	71	58	59	50	66	74	47	55	68	82
Jan - Mar	42	69	75	64	85	75	74	110	83	83
Apr - Jun	61	82	71	71	100	64	83	74	71	98
Jul - Sep	56	65	75	70	60	58	90	58	73	87
Total	230	274	280	255	311	271	294	297	295	350

Average Per Quarter: 10-YR: 71.4

Average Per Quarter This FY: 87.5