

Application for US/Canada Mutual Recognition Arrangement for Scale



Measurement
Canada
An Agency of
Industry Canada

Mesures
Canada
Un organisme
d'Industrie Canada

Note: If completing application by hand, do so legibly. Illegible applications will delay processing.

This application is used for: 1) electronic computing and non-computing bench and floor scales with a capacity up to 1 000 kg (2 000 lb) 2) separate weighing/load receiving elements with a capacity up to 1 000 kg (2 000 lb) 3) separate electronic indicators (except those that are "software based," i.e., programmed by downloading parameters) or 4) mechanical scales up to 10 000 kg (20 000 lb).

For Use by NCWM

Control #: _____
CC #: _____
Project #: _____
NOA #: _____

Preparation:

- Review applicable checklist in *NCWM Publication 14: Administrative Policy and Measuring Devices*.
- Review *Measurement Canada Engineering and Laboratory Services Directorate*.
- Review applicable sections of *Handbook 44: Specifications, Tolerances and Other Technical Requirements for Weighing and Measuring Devices*.

Application Instructions:

- Complete application, provide payment information and signature. **If not included, application will not be processed.**
- Submit to info@ncwm.com: two digital photos of device; amended CC with changes clearly marked.

Submit Application

- Email NTEP application to NCWM.
- Email Canadian Application to both NCWM (info@ncwm.com) and Measurement Canada (ic.mcacsl-mclsaie.ic@canada.ca).
- Canadian Application can be found at www.ic.gc.ca/eic/site/mc-mc.nsf/eng/lm00573.html.

Part 1. Who will be the Primary Contact during the NTEP evaluation process?

Today's Date:	Are you or someone within your company a National Conference on Weights and Measures (NCWM) Member: <input type="checkbox"/> Yes <input type="checkbox"/> No	NCWM Member ID:	Member Name:
Company:			
Street Address:			
City:	State:	Zip Code:	Country:
Primary Contact Name:		Primary Contact Email Address (Required):	
Phone Number with Extension if Applicable:	Fax Number:	Website:	
Other Authorized Contact Name:	Other Authorized Contact Email Address:	Other Authorized Contact Phone Number:	

Part 2. What Contact Information should appear on the amended Certificate of Conformance?

Company:			
Street Address:			
City:	State:	Zip Code:	Country:
Phone Number with Extension if Applicable:	Fax Number:		
Contact Name:	Email Address:	Website:	

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Part 3. Where Do You Want ALL Billing to Be Sent

Company:		Contact Name:	
Street Address:			
City:	State:	Zip Code:	Country:
Email Address (Required):		Phone Number with Extension if Applicable:	

Part 4. NTEP Fees (Due at time of application.)

	NCWM Member	Non-Member
Application Fee (non-refundable)	\$800	\$1,200
Certificate Processing Fee	\$150	\$225
Total Fees	\$950 (Application & Processing Fees)	\$1,425 (Application & Processing Fees)

**** Additional laboratory fees may apply. Annual Maintenance Fees will also apply. See *Publication 14: Administrative Policy* for details.**

**** Save instantly on your NTEP Application fees by becoming an NCWM Member at www.ncwm.com/membership.**

Part 5. Publications

PUBLICATION (Current Edition)	NCWM MEMBER UNIT PRICE	NON-MEMBER UNIT PRICE	QTY	AMOUNT DUE
<input type="checkbox"/> Handbook 44 Specifications, Tolerances and Other Technical Requirements for Weighing and Measuring Devices," as adopted by the National Conference on Weights and Measures	\$46	\$46		\$
<input type="checkbox"/> Publication 14: Administrative Policy	\$60	\$120		\$
<input type="checkbox"/> Publication 14: Grain Moisture Meters & Near Infrared Grain Analyzers Technical Policy, Checklists and Procedures	\$60	\$120		\$
<input type="checkbox"/> Publication 14: Measuring Technical Policy, Checklists and Procedures	\$60	\$120		\$
<input type="checkbox"/> Publication 14: Weighing Devices Technical Policy, Checklists and Procedures	\$60	\$120		\$
<input type="checkbox"/> Publication 14: Bundle Includes: Administrative Policy, Grain Moisture Meters & Near Infrared Grain Analyzers, Measuring Devices and Weighing Devices	\$135	\$270		\$
SHIPPING & HANDLING	USA ONLY	OUTSIDE USA	SHIPPING DUE	
For quantities larger than those listed, please contact elisa.stritt@ncwm.com for pricing.	Book(s): 1 = \$12 2-3 = \$19	Contact NCWM at 402.434.4872 for shipping rates.	\$	

Part 6. Payment Information (Required at time of application)

<input type="checkbox"/> VISA <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover <input type="checkbox"/> American Express <input type="checkbox"/> Check Enclosed (made payable to NCWM)																							
Account Number:														Expiration Date:					Security Code:				
Billing Address:																Zip Code:							
Name on Credit Card:																Total Amount Enclosed:							
																\$							

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Part 7. What Laboratory Would You Like to Conduct the Evaluation (NTEP reserves the right to select the laboratory)

- ☐ First Available
 ☐ Measurement Canada
☐ US NTEP – California
 ☐ US NTEP – FGIS (DC)
 ☐ US NTEP – Maryland
 ☐ US NTEP – Ohio
 ☐ US NTEP – New York

Part 8. General Information

Is this Evaluation to Addend an Existing NTEP Certificate of Conformance(CC): ☐ Yes, Provide CC Number: ☐ No

If Amending CC, Describe the Purpose of Revision:

Part 9. Model Designation

Model Designation(s) How It/They Will Appear on the NTEP Certificate of Conformance:

Part 10. Device Type

Check One:

- ☐ Electronic Computing Scale with a Capacity Less Than 1 000 kg (2 000 lb)
☐ Electronic Non-computing Scale with a Capacity Less Than 1 000 kg (2 000 lb)
☐ Mechanical Scales Up To 10 000 kg (20 000 lb)
☐ Separate Electronic Indicators (except those that are "software based," i.e., programmed by downloading parameters)
☐ Separate Weighing/Load Receiving Elements with a Capacity Up To 1 000 kg (2 000 lb)

Part 11. Units of Measurement the Device is Capable of Displaying

Check All That Apply:

- | | | | |
|--|--|---|--|
| <input type="checkbox"/> Assay Ton (AT) | <input type="checkbox"/> Carat (c) | <input type="checkbox"/> Dram Apothecaries (d rap or 3) | <input type="checkbox"/> Dram (dr avdp) |
| <input type="checkbox"/> Gamma (γ) | <input type="checkbox"/> Grain (gr) | <input type="checkbox"/> Gram (g) | <input type="checkbox"/> Hundredweight (cwt) |
| <input type="checkbox"/> Kilogram (kg) | <input type="checkbox"/> Microgram (μg) | <input type="checkbox"/> Milligram (mg) | <input type="checkbox"/> Ounce (oz) |
| <input type="checkbox"/> Ounce Troy (oz t) | <input type="checkbox"/> Pennyweight (dwt) | <input type="checkbox"/> Pound (lb) | <input type="checkbox"/> Pound Troy (lb t) |
| <input type="checkbox"/> Ton Metric (t) | <input type="checkbox"/> US Short Ton (T) | <input type="checkbox"/> US Long Ton (LT) | |

Can units be individually sealed: ☐ Yes ☐ No

Part 12. Display Type (Only Applies to Complete Scale and Indicating Element)

Check All That Apply:

- ☐ Cathode Ray Tube (CRT)
 ☐ Light Emitting Diode (LED)
 ☐ Liquid Crystal Display (LCD)
 ☐ Touch Screen
☐ 7 or 14 Segment Alphanumeric

Part 13. Means of Calibration

Description	Hardware	Software	Hardware/Software
Coarse Zero	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coarse Span	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fine Zero	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fine Span	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Does the junction box for the load cell cables contain any resistors or potentiometers: ☐ Yes ☐ No ☐ NA

Part 14. Means of Sealing

Is there a physical seal?: ☐ Yes ☐ No

Describe the means and location of physical sealing:

Is there an audit trail?: ☐ Yes ☐ No

What is the audit trail category?: ☐ 1 ☐ 2 ☐ 3

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Part 15. Metrological Data (Applies to Weighing/Load Receiving Element, Indicating Element and Complete Scale)

Model	Maximum Capacity	e	d	n _{max}	Temperature Range if Other Than -10 °C to +40 °C	Accuracy Class

Symbol Key:

- e:** A value expressed in units of weight (mass) and specified by the manufacturer of a device, by which the tolerance values and the accuracy class applicable to the device are determined.
- d:** The value of the scale division, expressed in units of mass, is the smallest subdivision of the scale for analog indication or the difference between two consecutively indicated or printed values for digital indication or printing. Also referred to as minimum graduation value, or minimum division value.
- n_{max}:** The maximum number of scale divisions for which a main element or load cell complies with the applicable requirements.

Part 16. Load Cells Used in Weighing/Load Receiving Element

Manufacturer	Model	E _{max}	V _{min}	n _{max}	Temperature Range	Class

Symbol Key:

- E_{max}:** Largest value of quantity (mass) which may be applied to a load cell without exceeding the mpe.
- V_{min}:** The smallest load cell verification interval, expressed in units of mass into which the load cell measuring range can be divided.
- n_{max}:** The maximum number of scale divisions for which a main element or load cell complies with the applicable requirements.

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Part 17. Features and Options (Only Applies to Complete Scale and Indicating Element)											
List Each Model:											
Zero Setting Mechanisms	Automatic Zero Tracking (AZT):										
	Initial Zero Setting Mechanism (IZSM):										
	Semi-Automatic Zero (Push Button):										
	Other:										
Tare	Keyboard Tare:										
	Multiple Tare Memories:										
	Percentage Tare:										
	Programmable Tare:										
	Proportional Tare:										
	Semi-Automatic (Push Button) Tare:										
	Tare Save Key:										
	Other:										
Power Supply	AC Power:										
	DC Power/Battery:										
	Power Saving Feature (Sleep Mode):										
	Power Saving Feature (Auto Shut Off):										
	Other:										
Display(s)	Alphanumeric Display:										
	Customer Display (Dual):										
	Gross/Net Display:										
	Integral Display:										
	Liquid Crystal Display:										
	Pedestal Display:										
	Remote Customer Display:										
	Separate Gross/Tare/Net Display:										
	Touch Screen:										
	Other (Describe):										
Communication Ports	4-20 mA Loop:										
	IEEE-488:										
	Parallel Communication:										
	Printer:										
	Other:										
Other Characteristics	Can Be Remotely Calibrated or Configured:										
	Linearity Calibration Points:										
	Multi-deck (Multichannel) Capability:										
	Wireless Communication:										
	Other:										

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Part 18. Canada Weights and Measures Act

EXTRACTS FROM THE WEIGHTS AND MEASURES ACT (S.C. 1970-71, CHAPTER 36) AND THE WEIGHTS AND MEASURES REGULATIONS (C.R.C. 1978, CHAPTER 1605).

ACT

3. 1. The Minister shall, in accordance with the regulations, approve devices, or classes, types or designs of devices for use in trade.
8. No trader shall use, or have in his possession for use, in trade, any devices unless
- A. that device or class, type or design of device has been approved for use in trade pursuant to section 3

REGULATIONS

14. An application for the approval of a device, or of a class, type or design of device for use in trade shall be made in writing to the Minister and shall contain the following information:
- A. a description of the commodity that a device of that class, type or design is designed to measure;
- B. the different units of measurement registered by a device of that class, type or design;
- C. the range of flow rate or a capacity of a device of that class, type or design; and
- D. where the manner of installation or use affects the performance of a device of that class, type or design, the manner in which the device is to be installed or used.
15. 1. The application referred to in section 14 shall be accompanied by duplicate copies of:
- A. test data relating to the actual service performance of the device or to the simulated service performance of the device;
- B. the principal drawings and specifications to be used by the manufacturer in assembling, testing and, where applicable, installing devices of that class, type or design; and
- C. the promotional material, bulletins, brochures, instructions and other information distributed or intended for distribution to purchasers or prospective purchasers of a device of the class, type or design to which the application relates.
2. A person who submits an application under section 14 shall, when requested to do so by the Minister, supply to the Minister such information, test data, drawings or specifications as are necessary to enable the Minister to deal with the application.
16. On the request of the Minister and under any conditions that may be specified by him or her, the applicant shall make available to the Minister one or more devices of the class type or design to which the application relates, together with any information, equipment, material and services that are required to evaluate the device for approval.

NOTE: The Director, Engineering and Laboratory Services Directorate are authorized to perform the duties and exercise the powers under the provisions quoted above.

IMPORTANT: Materials to be handled as protected commercial information must be so identified.

Part 19. Signature

- ☐ By checking this box, the applicant authorizes the National Type Evaluation Program to disclose to Regulatory Officials, upon their request, that this application has been submitted and whether the file is currently open or closed.

**Sign
Here**

Applicant agrees to and accepts all of the following terms and conditions for application for a National Type Evaluation Program (NTEP) Certificate of Conformance (US) and the Notice of Approval (Canada). 1) All the devices manufactured as the type referenced will continue to conform to the same specifications and tolerances and be of the same type without technical or metrological deviation of consequence. 2) All costs incurred by the NTEP, participating laboratory(s) and Approval Services Laboratories; Measurement Canada will be paid by the applying company. 3) The NCWM policies, practices and procedures set forth in its Bylaws and publications are incorporated by reference as terms and conditions of the issuance/renewal under NTEP. 4) Applicant agrees that the law of the State of Nebraska shall control the interpretation and construction of NTEP and business relationships, including choice of law provisions. The parties agree that the exclusive legal forum of choice of the parties shall be the Lancaster County State District Court located in Lincoln, Nebraska. 5) Applicant agrees that NCWM, its officers, directors, employees and agents shall have no liability for any damages of any nature in excess of the application fee or the annual renewal fee, as applicable. This limitation of liability is a condition of the issuance of any certificate of conformance or renewal certificate under the NTEP Program. **Please be aware that an electronic signature is as legally binding as a handwritten signature.**

Signature

Date

Title