Many NTEP Certified devices must meet *NIST Handbook 44* requirements for influence factors. It is not possible to verify these requirements during the initial verification in the field. Therefore, manufacturers of 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/instruments and/or components/modules are produced to perform at a level consistent with that of the device and/or component previously certified.

The VCAP 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 register to verify that all items listed below are currently implemented and functioning to verify compliance to the appropriate sections of *NIST Handbook 44.* **Private label certificate holders are not required to submit devices for testing, on-site or elsewhere.** The private label certificate holder is required to verify that the parent certificate holder has complied with VCAP requirements, has a current VCAP audit certificate, the VCAP certification is traceable back to the parent NTEP certificate and the parent NTEP certificate is active.

The selected Certification Body shall be accredited to the ISO 9001: 2000 standard (or later) for providing audits and certifications of management systems.

**Devices That Must Meet This Requirement Are Limited To:**

1. Load Cell (T.N.8.)
2. Indicating Element (T.N.8.)
3. Weighing/Load Receiving Elements with a Capacity ≤ 2000 lb and using Non-NTEP Load Cell(s) (T.N.8.)
4. Complete Scales with a Capacity ≤ 2000 lb (T.N.8.)
5. Automatic Weighing Systems with a Capacity ≤ 2000 lb (T.7.)
6. Belt-Conveyor Scales (Weigh-Belt Systems only) with a Capacity ≤ 2000 lb (T.3.)
7. Automatic Bulk Weighing Systems with a Capacity ≤ 2000 lb (T.7.)

**NOTES:**

1) The NTEP CC holder has the right to appeal to the National Conference on Weights and Measures if a VCAP certificate has been withdrawn due to the results of the on-site audit.

2) The NTEP CC holder shall take corrective action within 90 daysof non-conformances sited during the on-site audit. It shall be determined during the audit whether a follow up audit is needed, or a review of objective evidence is necessary to close any non-conformances.

|  |  |  |  |
| --- | --- | --- | --- |
| **GENERAL INFORMATION** | | | |
| **Date of Audit:** | **Audit Type:** Click to select audit type | | |
| **Name and Address of Facility being Audited:** | **Name and Affiliation of Auditor:** | | |
| **AUDIT CHECKLIST Note: Include supporting evidence if required. If not, explain in the comments column.** | | | |
| **REQUIREMENTS** | | **REQUIREMENT**  **SATISFIED** | **VCAP Policy, Paragraph Ref#** |
| 1. Is the private label certificate holder’s NTEP certificate traceable back to a parent certificate holder and an active NTEP certificate?   **Note**: Does the private label certificate holder have a controlled document listing all private label devices, the suppliers name and the date that the private label agreement was initiated or cancelled?  The contents should be checked for accuracy during the audit and the revision of this document should be mentioned in the audit report.  (Refer to Item #14 in the VCAP Checklist Supplemental Guide or paragraph 21.1.3.2.4.2 in *NCWM Publication 14*, Administrative Policy for more details on the contents of this controlled document.) | | **Click To Select** | Section 21.1.3.7.3 |
| Comments: | |  |  |
| 1. Are records available to show the private label certificate holder has confirmed that the supplier has a current VCAP audit meeting applicable requirements   Comments: | | **Click To Select** | Section 21.1.3.7.4 |
| 1. Do the private label certificate holder’s purchase records and the supplier sales records verify that no other supplier is providing the product listed on the NTEP certificate?   Comments: | | **Click To Select** | Section 21.1.3.7.5 |
| 1. Do the supplier’s sales records agree with the private label certificate holder’s purchasing records?   Comments: | | **Click To Select** | Section 21.1.3.7.6 |
| 1. Does the private label certificate holder have a plan in place to report non-conformance to the supplier?   Comments: | | **Click To Select** | Section 21.1.3.7.7 |
| 1. Does the private label certificate holder have a plan in place to address non-conforming devices already sold or in stock?   Comments: | | **Click To Select** | Section 21.1.3.7.8 |
| 1. Does the private label certificate holder have a plan in place to conduct internal audits to verify non-conformance action?   Comments: | | **Click To Select** | Section 21.1.3.7.9 |
| 1. Do internal audit records exist?   Comments: | | **Click To Select** | Section 21.1.3.7.12 |
| **RESULTS** | | | |
| Corrective Action Required? **Click To Select**  Explain: | | | |
| Preventive Action Required? **Click To Select**  Explain: | | | |
| Audit Findings: | | | |