

Trade Measurement Accreditation Guide

Information for Accredited Persons

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FOREWORD

Trading Standards of the Ministry of Business, Innovation & Employment provides this guidance document detailing the appointment and administration of Accredited Persons under the Weights and Measures Act 1987 (the Act) and Regulations 1999 (the Regulations).

The accreditation scheme is established under the provisions of section 30A of the Weights and Measures Act 1987.

The accreditation scheme has been available for participation since 1 July 1991.

This document provides guidance on the following; appointment of accredited persons, application process, duration and renewal, revocation, suspension, amendments or extensions to accreditation, conditions, powers, stamping or issuing a certificates of accuracy and notices of non-compliance.

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How does the Trade Measurement system work?

Use for trade

The primary function of the weights and measures legislation is to administer and control weighing and measuring instruments that are in 'use for trade'. 'Use for trade' encompasses any weighing or measuring equipment that is used to determine a quantity (weight, measure, number), which is then used to establish the basis for a financial transaction between two parties. This includes a wide range of trading environments from shops, service stations, processing and manufacturing facilities, to stalls, itinerant vendors and internet based traders etc.

Type Approved

All weighing and measuring equipment in 'use for trade' must be of an 'approved type', with all equipment specifications being detailed within the 'certificate of approval'. Approved equipment has been determined by Trading Standards to be suitable for trade and will not facilitate fraud. When weighing or measuring equipment is submitted to Trading Standards for approval testing; the equipment is examined against the requirements of the legislation and international standards to determine its suitability for trade use in New Zealand.

Mark of Verification

It is a legal requirement for all weighing equipment that is in 'use for trade' to be stamped with a 'Mark of Verification'. The verification test occurs when it is either first put into use, following calibration or significant alterations to the instrument. A 'Mark of Verification' must be applied directly to the instrument following a successful examination and test. The mark can be stamped into a tamper-evident seal or be affixed by an adhesive, destructible label. It will take the form of either the Letters 'AP' followed by the technician's personal identification number or the 'crown stamp'.

Equipment shall be deemed to remain verified until such time as the equipment needs repair work or is rejected by a Trading standards Officer, or issued with a NONC by an Accredited person. Additionally, if seals are broken or the Mark of Verification has been removed or obliterated, then the equipment ceases to be verified.

Certificate of Accuracy

Weighing or measuring equipment may be issued with a 'Certificate of Accuracy' on an annual basis, after receiving a detailed examination and physical test by an AP. Maintaining a current 'Certificate of Accuracy' for equipment that is in 'use for trade' is optional and must only be issued at the request of the trader. However having a current 'certificate of accuracy' in place provides the owner of the equipment with a 'defence' if the equipment is found to be 'false or unjust'. This defence is only available in situations where the operator or owner of the equipment neither knew nor had any reason to suspect the equipment was false or unjust.

Accredited Persons

Accredited Persons (APs) are accredited under the Weights and Measures Act 1987 and have the authority to apply a 'Mark of Verification' and affix a 'Certificate of Accuracy' to weighing and measuring equipment. APs may apply their 'Mark of Verification' and/or issue a 'Certificate of Accuracy' at the request of the owner of any approved equipment that is in use for trade. APs can charge for the work they undertake.

APs do not have any powers of entry and may remain on the premises at the discretion of the owner. Where an AP declines to stamp any weighing equipment on the grounds that it does not comply with the Act and/or the Regulations, they must issue the owner of the equipment with a 'Notice Of Non-Compliance' (NONC). Where a NONC has been issued, the equipment cannot legally be used. The notice further serves to notify the owner of the equipment that continued use may result in legal action being taken by Trading Standards.

What are the functions, duties and responsibilities of an Accredited Person?

Duties and functions of an Accredited Persons

The Accreditation Scheme is detailed in Part 5 of the Act and Part 2 and Part 3 of the Regulations, which includes details of the duties and functions of an Accredited Persons in relation to any weight, measure, weighing or measuring instrument that is used for trade purposes.

For weights, measures and weighing or measuring instruments, Accredited Persons are under a duty to, and responsible for:

- Stamping or affixing their 'Mark of Verification'
- Issuing a 'Certificate of Accuracy'
- Declining to stamp with the 'Mark of Verification'
- Declining to issue a 'Certificate of Accuracy'

Process of stamping with a 'Mark of Verification' / issuing a 'Certificate of Accuracy'

Accredited Persons must take the following steps before applying their 'Mark of Verification' or issuing a 'Certificate of Accuracy'

- Examine the instrument and find that it:
 - Complies with the requirements detailed in the 'Certificate of Approval'
 - Complies with the requirements of the Regulations
 - Complies with any applicable requirements provided by the Trading Standards Technical Policies
 - Is complete
 - Is suitable to withstand the wear and tear of its intended use
 - Will not facilitate fraud
- Test the instrument in accordance with an accredited organisation's procedure and document all errors to determine if they are within the required Maximum Permissible Errors (MPE)

Process of declining to stamp an instrument with a 'Mark of Verification' / issuing a 'Certificate of Accuracy'

Following examination or test, an Accredited Persons must take the following action when declining to stamp their 'Mark of Verification' or issuing a 'Certificate of Accuracy' to an instrument:

- Identify the non-compliance
- Issuing a written NONC to the person in charge of the instrument
- As soon as practicable, send a copy of the NONC to their Trading Standards Client Manager

Accredited Persons do not have the power to prevent traders from using non-compliant weighing or measuring equipment and a NONC serves to notify traders that continued use may lead to legal action being taken.

Requirements when issuing a 'Notice of Non-Compliance'

Power to reject non-complying weighing or measuring equipment and stop traders using such equipment is limited to Trading Standards Officers.

An Accredited Person may issue a 'notice of non-compliance' (NONC). The intent of this notice is to:

- Ensure that the person in charge of any weight, measure, weighing or measuring instrument receives immediate notification that their equipment has been tested and found to be non-compliant and that continued use of the equipment will be in breach of the Act or Regulations
- Notify Trading Standards so they can follow up on any equipment that remains 'in use for trade' and is in a non-compliant condition

Where an Accredited Person declines to stamp an instrument with the 'Mark of Verification', or to issue a 'Certificate of Accuracy' because it does not comply with the Act or Regulations the Accredited Person must:

- Provide the person in charge of the equipment with a hard copy of the notice
- As soon as practicable send a copy to their Client Manager
- As soon as practicable send a copy to their Management Representative

Please see Accreditation Policy TS - 105 for further information.

Additional information

- Where a weighing or measuring instrument does not meet the conditions of its approval and it cannot be repaired while the AP is on site, a NONC must be issued. (it will still be considered to be in use for trade even where the scale is moved out of the customers sight)
- When an instrument is un-manned a NONC must be affixed to the instrument and the owner informed. In this situation there is a greater need to send the NONC promptly to Trading Standards
- On issuing a NONC the responsibility for that instrument has now been placed on the owner
- Any NONC issued by an AP is automatically cancelled when the instrument is verified
- Where a NONC is issued, the instrument can no longer be used for trade (as per the wording on the NONC)
- Where an AP declines to verify/certify an instrument when asked to do so, there is a legal obligation to issue a NONC

Who can become an Accredited Person?

To become an Accredited Person, you must satisfy the requirements of the Regulations.

Regulation 17

- (1) The requirements that must be met by an applicant for accreditation are that the applicant:
 - (a) Operate a Quality Management System that complies with the requirements set out in Schedule 7; and
 - (b) In the case of a natural person, is not:
 - (i) A bankrupt who has not obtained a final order of discharge, or whose order of discharge has been suspended for a term not yet expired, or is subject to a condition not yet fulfilled; or
 - (ii) A person to whom an order made under section 299 of the Insolvency Act 2006 applies; or
 - (iii) A person who is subject to a property order made under section 30 or section 31 of the Protection of Personal and Property Rights Act 1988; or
 - (v) A person who is disqualified under section 383 of the Companies Act 1993 from being a director of a company; or
 - (vi) A person in respect of whom a composition or arrangement with that person's creditors is in force; and
 - (c) In the case of a legal person, is not:
 - (i) Insolvent; or
 - (ii) Being wound up; or
 - (iii) In liquidation; or
 - (iv) In receivership; or
 - (V) Subject to statutory management under the Corporations (Investigation and Management) Act 1989.
- (2) An application for accreditation as an accredited person must be accompanied by:
 - (a) A written document detailing the quality management system that will be operated by the applicant; and
 - (b) A report, prepared by a competent organisation, that contains an assessment of the ability of the applicant to implement that quality management system; and
 - (c) Details of every conviction (if any) under the Act or these regulations of the applicant and, where the applicant is not a natural person, of every natural person whom the applicant proposes will exercise or perform the powers, duties, and functions of an accredited person on behalf of the applicant, including:
 - (i) The offence of which the person was convicted; and
 - (ii) The date and place of the conviction; and
 - (iii) The penalty imposed.

What is the role of the Management Representative?

Every accredited organisation is required to nominate a person to take on the role of Management Representative (MR). The MR acts as the single point of contact between Trading Standards and the Accredited Persons. The responsibilities of the MR include but are not limited to:

- Have a full understanding of the Quality Management System¹
- Ensure the Quality Management System is complete and current
- Respond to any 'Corrective Action Requests' in a timely manner
- Action and respond to any reasonable requests made by Trading Standards
- Monitor the expiry date of Letter of Accreditation
- Monitor expiry dates of Working Standards
- Develop, agree and follow the surveillance plan
- Ensure that an annual audit of the Quality Management System is completed
- Complete and submit application forms when required
- To immediately notify their Client Manager whenever an accredited person ceases their employment
- Ensure applicants are suitably trained
- Have knowledge of and introduce where necessary all accreditation and technical policies issued by Trading Standards
- Maintain a strong understanding of their Accredited Persons duties and responsibilities

What role does Trading Standards perform?

Trading Standards

Trading Standards is the New Zealand government unit responsible for administering the Accreditation Scheme as provided by the Weights and Measures Act 1987. Trading Standards maintain the ['Find an AP'](#) online tool.

Client Manager

Each accredited organisation is assigned a Client Manager who is also a Trading Standards Officer, known within the Act as an 'Inspector of Weights and Measures'. The Client Manager is the MR primary point of contact for all accreditation issues. The Client Managers role also includes but is not limited to:

- Completing an organisation's systems audits
- Ensuring the organisation's quality system is maintained
- Processing and managing all corrective action requests (CAR) issued by Trading Standards
- Managing or overseeing any non-compliances discovered
- Setting up and monitoring a surveillance plan with the Management Representative

Surveillance by Trading Standards Officers

Trading Standards Officers carry out surveillance on Accredited Persons in a number of different ways to ensure APs remain competent and are carrying out their duties in line with the Weights and Measures legislation. This includes:

¹ Accreditation Policy TS – 104, provides clarification on when a MR can be responsible for numerous Accredited Organisations at the same time

- Observations - Officers will accompany APs to observe them certifying the classes of instruments they are accredited for
- Review test sheets – Officers can request test sheets from the MR for review
- Interview – An Officer may conduct interviews with APs to determine their knowledge or competence
- Proactive inspections – Independent proactive inspections are completed at traders premises. During these inspections, verified instruments are examined and tested for compliance against the legislation and the Certificate of Approval

The legislation

The relevant sections of the Weights and Measures Act 1987 (the Act) and the Weights and Measures Regulations 1999 (the Regulations) is:

- [Sections 30A – 30J](#) of the Act provide the infrastructure to the accreditation system including: the duration of the accreditation cycle, duties, controls and appeals
- [Regulations 16](#) of the Regulations states who can be an Accredited Person, requirements for a Quality Manual, unique identifier and prescribes the format of the forms and stickers
- [Schedule 7](#) of the Regulations provides the requirements for an organisations quality management system.

Powers of Trading Standards

Trading Standards has the power and authority to perform or require the following:

- [Section 30A\(3\)](#) provides the power to impose conditions in respect of the accreditation of any person, such as restricting classes of instruments or imposing conditions on the Working Standards used, for example 6 monthly checks
- [Section 30I](#) provides the power to require:
 - The Accredited Person to produce any weight, measure or instrument in possession of an Accredited Person
 - Any documents under the control of that Accredited Person and take copies if required
 - Production within a reasonable time any information or particulars that the inspector requires

Charging for accreditation

Trading Standards will charge for accreditation related activities such as completing systems audits and compliance audits. Invoices will be issued on completion of the audit.

The fee charged by Trading Standards Inspectors is based on an hourly rate (\$111.11/hour excluding GST). The hourly rate will include; time taken to conduct the audit, preparation time, plus any reimbursable expenses (For further detail contact your Client Manager).

What Accreditation policy decisions has Trading Standards made released?

To provide clarity, Trading Standards has developed a number of Accreditation Policy documents that have all originated from enquires. The following polices are contained within the document titled [Trading Standards – Accreditation Polices](#) that is available on the Trading Standards website.

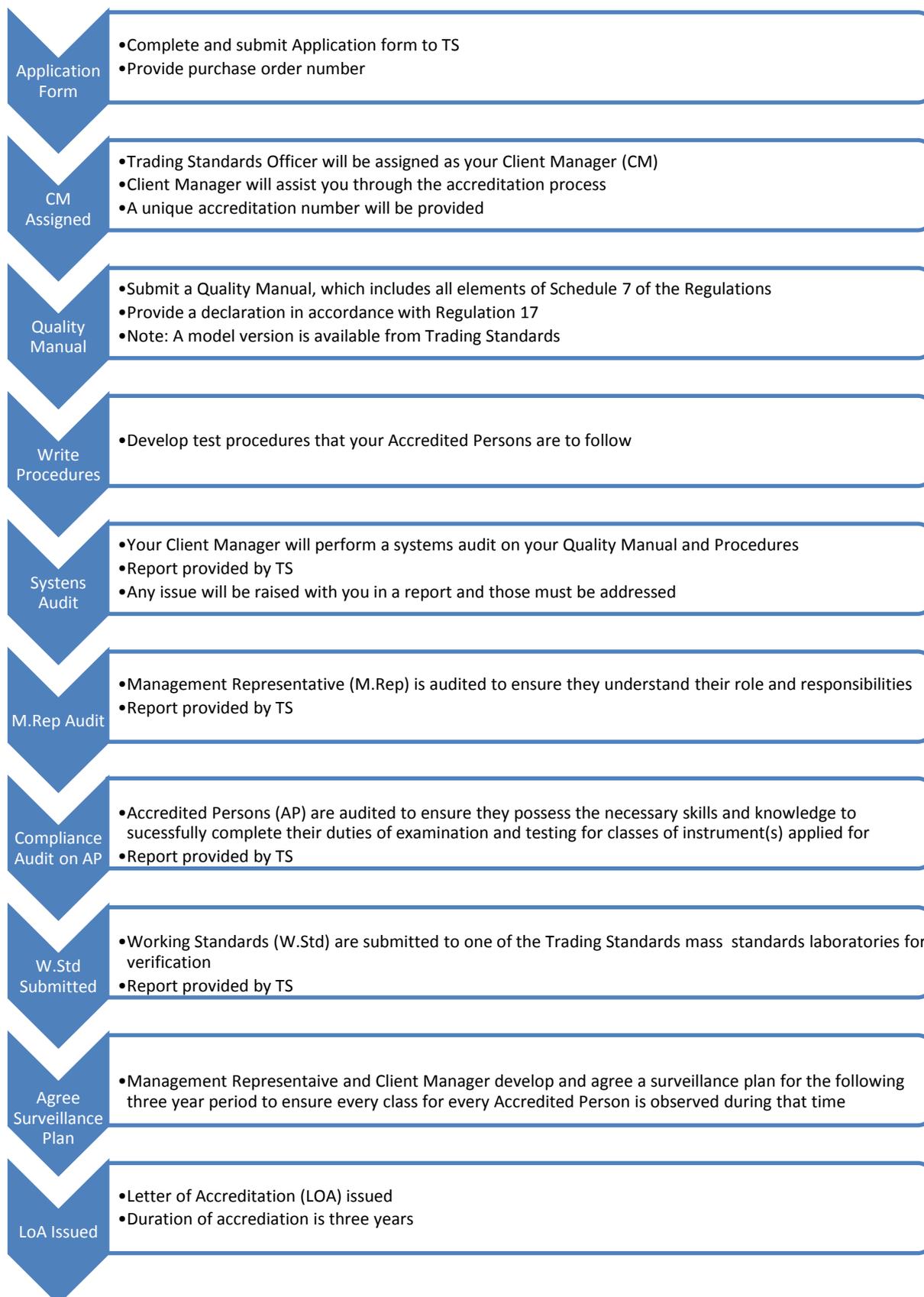
TS–101	Individuals accredited to more than one organisation
TS–102	Accredited Persons can be contractors
TS–103	Accredited Persons individual identification numbers
TS–004	Management Representative nominated for one or more Accredited Organisations
TS–105	Timeframe for issuing a Notice of Non-Compliance
TS–106	Using Trading Standards Logo
TS–107	Transfer of Working Standards from one accredited organisation to another
TS–108	Demonstration of make-weight procedure

Does Trading Standards have a model Quality Manual I can adopt?

Trading Standards has developed a model Quality Manual for use by applicants to make the process of attaining accreditation less onerous.

[Trading Standards Quality Manual](#) available on the Trading Standards webpage.

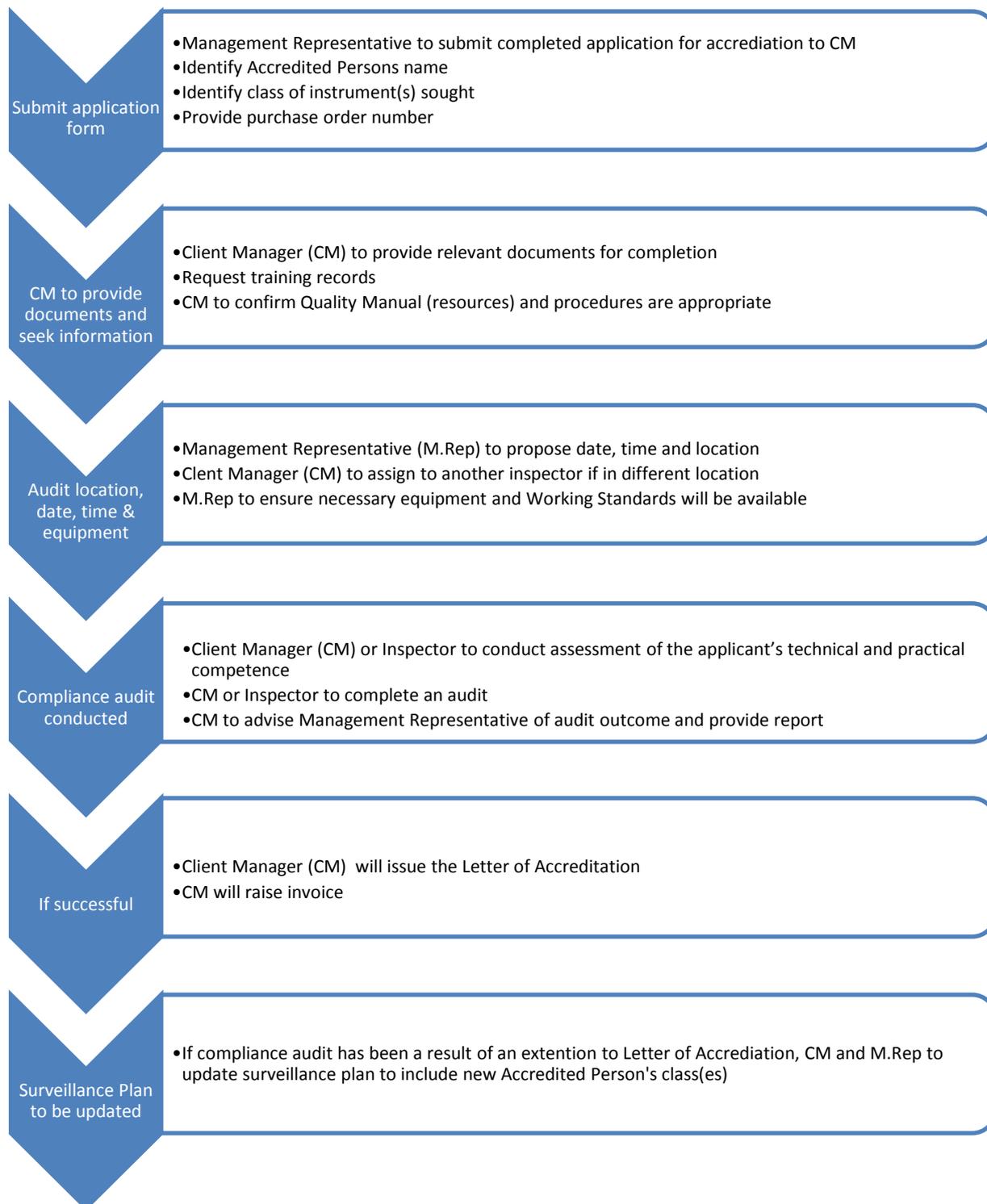
What is the process to become accredited?



What is the process for compliance audit?

The purpose of the compliance audit is to determine if the applicant has the required resources and can implement the quality management system (QMS) as documented in their manual.

A compliance audit is conducted on new AP or where an AP extends their scope to include new class of instrument.



System audit carried out by other accreditation bodies or organisations

Applicants can choose to have their system audit completed by Trading Standards or other competent bodies or organisations that are listed in the Weights and Measures Regulations.

- Lloyd's Register Quality Assurance Limited
- The Standards Association of New Zealand
- The Accreditation Council
- The Ministry of Business, Innovation, and Employment (MBIE)
- Any other body or organisation that satisfies the Secretary that it is competent

All are required under the legislation to achieve the same outcome; to assess applicants QMS and ensure that it meets the requirements of the Weights and Measures Act 1987 and Regulations 1999.

For applications where the systems audit has been undertaken by an assessment body other than MBIE, an application form must be submitted along with a full systems report to Trading Standards (for assessment) before accreditation is granted.

Only Trading Standards can make the decision as to whether an applicant will be granted accreditation under the Act.

What are the different accreditation classes?

Type	Class of Instrument	Sub-categories	
Masses	Traders Weights M ₁ M ₂ M ₃		
Measures	Material Measures of Length		
	Measures of Volume	Milk and cream bottles	
		Oil bottles	
		Milk delivery measures	
		Milk delivery measures (level test only)	
		Milk delivery measures (volume test)	
		Beer delivery measures (volume test)	
		Spirit dispensers	
Cubic Measures			
Weighing Instruments (Includes both electronic and mechanical instruments.)**	Class I Precision balances		
	Class II Precision balances, beam scales, counter scales		
	Class III and IIII	Maximum capacity <250 kg	
		No maximum capacity	Including - Weighbridges*
			Including - Hoppers and Bins
			Including - On-board weighing instrument*
	Including - Container Weighing Instrument *		
	Semi-Automatic Weighers		
	Axle Weighing Instrument*	Static	
		Dynamic	
Beltweighers Class 0.5, 1 and 2			
Automatic Catch weighing Instruments Class Y(a) & Class Y(b)	Maximum capacity <250 kg		
	No maximum capacity e.g. front-end loaders, loadrite etc.		
	Container Weighing Instrument*		
Automatic weighing instruments			

* see definition in glossary of terms

** All test procedures must be documented and approved by Trading Standards

Type	Class of Instrument
Measuring Instruments	Liquid measuring systems on pipelines – Class 0.3
	Liquid measuring systems for refuelling aircraft or loading ships – Class 0.5
	Measuring system for milk – Class 0.5
	Measuring system for unloading ships tanks, rail tankers, or road tankers – Class 0.5
	Measuring systems for liquids of low viscosity on road tankers (also known as liquid fuel measuring instruments fitted on delivery vehicles) – Class 0.5
	Measuring systems in fuel dispensers (other than LPG dispensers) for motor vehicles (also known as fixed liquid fuel measuring instruments) – Class 0.5
	Measuring systems (other than LPG dispensers) for liquefied gases under pressure measured at a temperature equal to or above -10°C, and LPG dispensers for motor vehicles – Class 1.0
	Measuring systems for liquefied carbon dioxide, or liquefied gases under pressure (other than LPG) measured at a temperature below -10°C (other than cryogenic liquids) – Class 1.5
	Measuring systems for liquids at a temperature below -153°C – Class 2.5
	Area measuring instruments
	Length measuring instruments
	Multidimensional measuring instruments
	Direct mass flow measuring instruments
	Miscellaneous weighing or measuring instruments

What are the minimum resources required for testing each accreditation class?

Class of Instrument	Resources	Additional Information
Traders Weights M1 M2 M3	Weighing Instrument as required in Table 2 Set of Reference Standards as listed in Table 1 <ul style="list-style-type: none"> • Class F2 for testing traders weights Class M1 • Class M1 (or M1-2) for testing traders weights Class M2 and M3 	Reg 26 – 28
<ul style="list-style-type: none"> • Measures of Length • Cubic Measures 	One metre rigid length standard	Reg 29 -33
	Twenty metre flexible length reference standard	Reg 47
<ul style="list-style-type: none"> • Measures of Volume • Milk and cream bottles • Oil bottles 	Volume Standard(s) as listed in Table 3	Reg 34, 35
	Gravimetric testing equipment as approved by Trading Standards	Reg 37 - 41
Milk delivery measures (level test only)	Level equipment with 90 second sensitivity	Reg 42, 43
Milk delivery measures (volume test)	Volume measures as listed in tables 3-6	Reg 42, 43
	Proving meter or Loop prover complying with specifications and construction as agreed by Trading Standards	
Beer delivery measures(volume test)	Volume measures as listed in tables 3-6	Reg 44 - 46
	Proving meter or Loop prover complying with specifications and construction as agreed by Trading Standards	
Spirit dispensers	Graduated Class Measures as listed in Table 4	Reg 36
Miscellaneous weighing or measuring instruments	Appropriate testing equipment as agreed by Trading Standards	Reg 78

Weighing Instruments (Reg 48 - 66)

Class of Instrument	Maximum capacity	Minimum masses required	Class of masses
I		100% of the instrument's maximum capacity	F ₁
II		100% of the instrument's maximum capacity	F ₂
III, IIII, Y(a),Y(b), Automatic Weighing Instruments and hoppers	≤ 250 kg	100% of the instrument's maximum capacity	M ₁ or M ₂
	> 250 kg to 500 kg	250 kg	
	> 500 kg to 1000 kg	50% of the instrument's maximum capacity	
	> 1000 kg to 2500 kg	500 kg	
	> 2500 kg	20% of the instrument's maximum capacity 10% of instrument's maximum capacity for hopper/bin weighing instruments	
Weighbridges (incl in-motion)	No max capacity	10 x 1000 kg	M ₁ or M ₂
Beltweighers - 0.5, 1 and 2		Appropriate testing equipment as per AP test procedures	

Measuring Instruments

Class of Instrument	Resources	Additional info
Liquid measuring systems on pipelines – Class 0.3	Volume standards must comply with table 3	Reg 67, 68, 73 See technical doc – TS005? I think we should incorporate that technical doc into here
	Proving meter or Loop prover approved by Trading Standards	
Liquid measuring systems for refuelling aircraft or loading ships – Class 0.5	Proving meter or Loop prover approved by Trading Standards	Reg 67, 68, 73
<ul style="list-style-type: none"> • Measuring system for milk – Class 0.5 • Measuring system for unloading ships tanks, rail tankers, or road tankers – Class 0.5 • Measuring systems for liquids of low viscosity on road tankers (also known as liquid fuel measuring instruments fitted on delivery vehicles) – Class 0.5 • Measuring systems in fuel dispensers (other than LPG dispensers) for motor vehicles (also known as fixed liquid fuel measuring instruments) – Class 0.5 	Measures of volume that are proportional to the flow rate approved by Trading Standards and are within the MPE detailed in tables 3-6	Reg 67 - 73
	Proving meter or Loop prover approved by Trading Standards	
Measuring systems (other than LPG dispensers) for liquefied gases under pressure measured at a temperature equal to or above - 10°C, and LPG dispensers for motor vehicles – Class 1.0	Appropriate testing equipment as agreed by Trading Standards	Reg 67, 68, 70, 73
	Proving meter verified with reference to the Trading Standards LPG Master meter	
	ASTM tables	

Class of Instrument	Resources	Additional info
<ul style="list-style-type: none"> • Measuring systems for liquefied carbon dioxide, or liquefied gases under pressure (other than LPG) measured at a temperature below -10°C (other than cryogenic liquids) – Class 1.5 • Measuring systems for liquids at a temperature below -153°C – Class 2.5 	<p>Verified weighing or measuring equipment, which is accurate to 0.15 of the measured quantity, measured on the instrument under test.</p>	<p>Reg 67, 68, 73</p> <p>Technical Policy Document TS-015</p>
<p>Area measuring instruments</p>	<p>Standard reference area templates of suitable diameter to within an accuracy of plus or minus 0.1% of nominal area.</p>	<p>Reg 76</p>
<ul style="list-style-type: none"> • Length measuring instruments • Multidimensional measuring instruments 	<p>One metre rigid length standard</p> <p>Twenty metre flexible length reference standard</p>	<p>Reg 75,77</p>
<p>Direct mass flow measuring instruments</p>	<p>A Class III weighing instrument</p> <p>With a capacity that allows for the gross weight of the largest delivery taken from the mass flow meter during testing.</p>	<p>Reg 74</p> <p>Technical Policy Document TS-015</p>

Reference Tables

Table 1:

STANDARDS OF MASS

Maximum permissible errors

Error in mg, in excess or deficiency, on verification or inspection.

Nominal Value of Standards	For testing Traders' M ₁ and class II weighing instruments	Inspectors & Accredited Persons' Working Standards	Traders' Weight	Traders' Weights AP standards > 50 kg	Traders' Weights
	Class F ₂ ± mg	Class M ₁ ± mg	Class M ₁₋₂ ± mg	Class M ₂ ± mg	Class M ₂₋₃ ± mg
1000 kg		50 000	100 000	160 000	300 000
500 kg		25 000	50 000	80 000	160 000
200 kg		10 000	20 000	30 000	60 000
100 kg		5 000	10 000	16 000	30 000
50 kg	800	2500	5 000	8 000	16 000
20 kg	300	1000		3000	
10 kg	160	500		1600	
5 kg	80	250		800	
2 kg	30	100		300	
1 kg	16	50		160	
500 g	8.0	25		80	
200 g	3.0	10		30	
100 g	1.6	5		16	
50 g	1.0	3		10	
20 g	0.8	2.5		8.0	
10 g	0.6	2.0		6.0	
5 g	0.5	1.6		5.0	
2 g	0.4	1.2		4.0	
1g	0.3	1.0		3.0	
500 mg	0.25	0.8		2.5	
200 mg	0.20	0.6		2.0	
100 mg	0.16	0.5		1.6	
50 mg	0.12	0.4			
20 mg	0.10	0.3			
10 mg	0.08	0.25			
5 mg	0.06	0.20			
2 mg	0.06	0.20			
1 mg	0.06	0.20			

Note:

Refer to Schedule 3 of the Weights and Measures Regulations 1999 as amended for the Maximum Permissible Errors for Class M3.

Corrected errors are taken from OIML R111 Table 1

Table 2:

SPECIFICATIONS FOR WEIGHING EQUIPMENT FOR VERIFICATION AND CERTIFICATION OF TRADERS' WEIGHTS

- Note:**
- 1 Column 1 lists the denominations of Traders' weights.
 - 2 Column 2 lists the best measurement capability weighing equipment must meet for the combined value of discrimination and repeatability tests for each denomination of Traders' weight listed in Column 1 for each class of Traders' Weight.

1	2		
Nominal Value of Traders Weights	BMC on Weighing Instrument used to test Traders' Weights (\pm mg)		
	Class M ₁	Class M ₂	Class M ₃
50 kg	500	1500	5000
20 kg	200	600	2000
10 kg	100	300	1000
5 kg	50	150	500
2 kg	20	60	200
1 kg	10	30	100
500 g	5	15	50
200 g	2	6	20
100 g	1	3	10
50 g	1	2	6
20 g	1	2	5
10 g	1	1	4
5 g	1	1	3
2 g	1	1	2
1g	1	1	2
500 mg		1	
200 mg		1	
100 mg		1	
50 mg			
20 mg			
10 mg			
5 mg			
2 mg			
1 mg			

Table 3:

STANDARDS OF VOLUME

SCHEDULE OF MAXIMUM PERMISSIBLE ERRORS

METAL CONTENTS MEASURES

Nominal Value of Volume Standard	Maximum Permissible Error (MPE) in Excess or Deficiency in millilitres (\pm ml) Working Standard
2400 L	2400
2000 L	2000
1000 L	1000
500 L	500
400 L	400
220 L	110.0
200 L	100.0
50 L	50.0
20 L	20.0
10 L	10.0
5 L	5.0
2 L or 1 L	2.0
500 ml	1.0
200 ml	0.8
100 ml	0.4
50 ml	0.3
20 ml	0.2
10 ml, 5 ml	0.2
2 ml or 1 ml	0.1

Table 4:

GLASS CONTENTS AND DELIVERY MEASURES

GRADUATED GLASS MEASURE

Nominal Capacity	Volume Equivalent to One Subdivision of Scale	Maximum Permissible Error (MPE)
5 ml	0.1 ml	0.2 ml
10 ml	0.2 ml	0.2 ml
25 ml	0.5 ml	0.25 ml
50 ml	1.0 ml	0.5 ml
100 ml	1.0 ml	0.8 ml
500 ml	5.0 ml	2.0 ml
1000 ml	10.0 ml	4.0 ml
2000 ml	20.0 ml	8.0 ml

Table 5:

PIPETTES

Nominal Capacity	Maximum Permissible Error (MPE) \pm ml
1	0.1
2	0.1
5	0.2
10	0.2
25	0.2

Table 6:

BURETTES

Nominal Capacity	Maximum Permissible Error (MPE) \pm ml
10 millilitres	0.2
25 millilitres	0.2
50 millilitres	0.3
100 millilitres	0.4

What is the process to maintain my accreditation status?

The process for an organisation to maintain their accreditation status is detailed below. An accreditation cycle lasts for 3 years and the three main elements for maintaining this status is:

Working Standards

Working Standards (WS) are submitted to one of the Trading Standards laboratories for verification on an annual basis. Unverified standards are not considered a WS and therefore no accreditation work can be completed using them (unless used as makeweight).

Adequate notice to the relevant TS laboratory is required before WS are due for re-test to arrange a date for submission. Upon delivery APs are required to provide a Purchase Order Number, without which the WS will not be tested. Confirmation is also required to confirm that Laboratory Staff can adjust the WS if found to be outside legal tolerance.

When WS are submitted for verification, they must be clean, free from defect and, in the case of volumetric measures, free from fuel and contaminants.

If any WS are altered and/or replaced, the Quality Manual must be updated to reflect the change(s) made.

Surveillance Plan

A Surveillance Plan is developed between the Client Manager and the Management Representative at the start of every three year accreditation cycle and then reviewed at each annual meeting. A minimum of 1 observation per accreditation classes is to be completed by an individual AP within the cycle. Multiple accreditation classes can be observed during a single observation, as long as the appropriate instruments are available.

The Surveillance Plan provides an agreed timetable to ensure all observations are completed during the cycle and also to ensure an annual meeting is scheduled. The Surveillance Plan is a living document and will be updated as new APs are accredited or existing APs obtain new accreditation class.

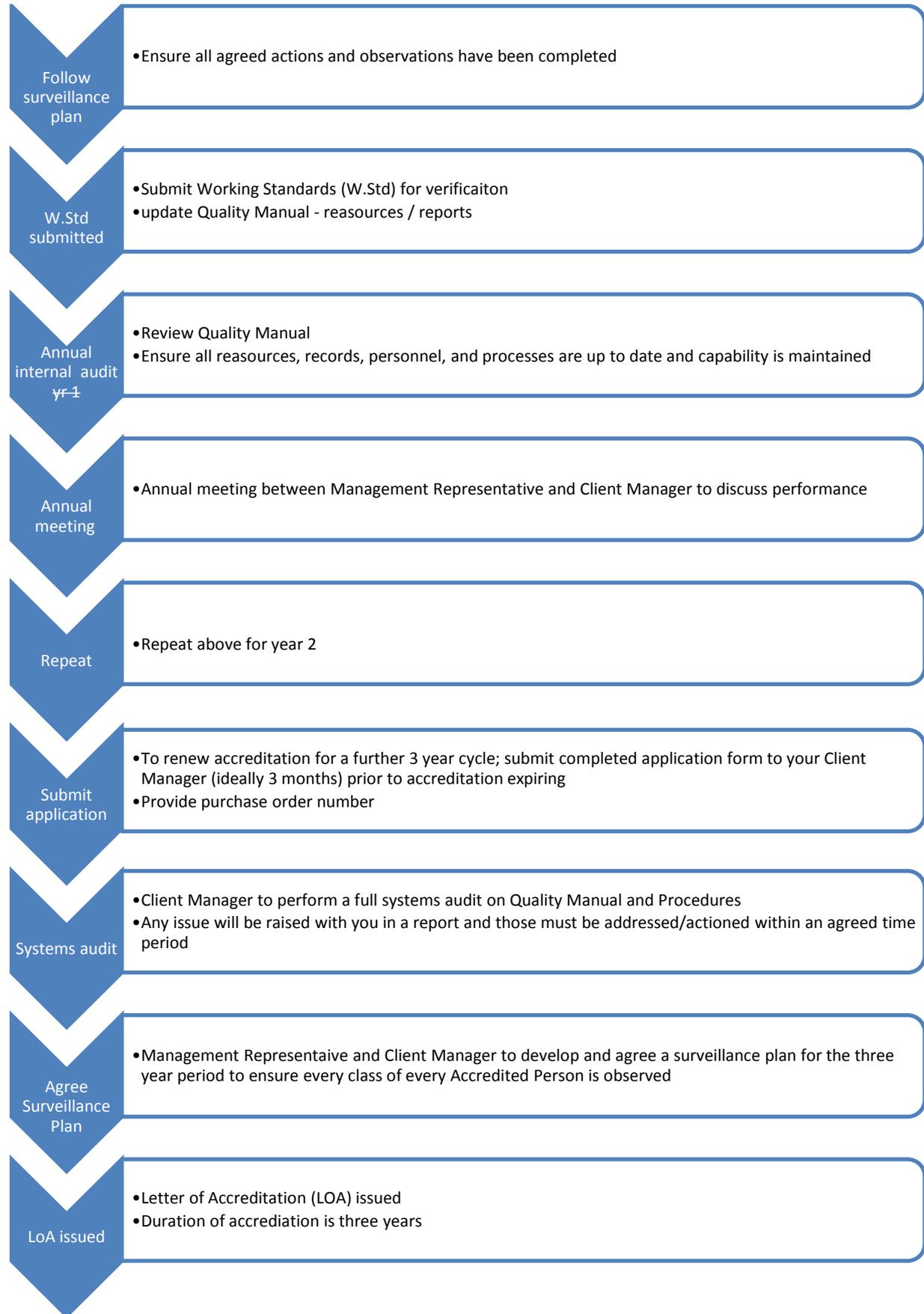
The observations are to be planned in advance and the responsibility is with the MR to facilitate this. If planned observations are not completed, they must be rearranged for another date in the future and the Surveillance Plan updated.

If an observation is not completed during the accreditation cycle, the individual AP may have their accreditation status amended for the specific category until the CM is satisfied the AP is competent.

Internal Audit

An internal audit is to be completed on an annual basis by the MR (as per the Quality Manual). The completed internal audit documentation is to be kept on file for TS review. This documentation will be used by the CM when completing their annual meeting/review with the MR. Any issues found during the internal audit must be actioned in accordance with Section 9 of the Quality Manual.

Maintenance and Renewal of Accreditation



Termination of Accreditation for an Organisation or Individual

If an accredited organisation or individual's accreditation is terminated before the organisations date of expiry, the Management Representative or authorised company representative should advise their Client Manager in writing as soon as practicable.

Where an accreditation class is to be removed from an Accredited Person, this must be completed by submitting an application form to the Client Manager.

Where the Management Representative ceases to be employed by the accredited person, or the organisation has decided to change the Management Representative, they must submit a completed application form to the Client Manager.

Note:

Accreditation is **NOT** transferable. This means if an accredited person (individual) is employed by one accredited person (company) and the individual leaves that company, then the accreditation status of that individual ceases. Accreditation is not transferable to other legal entities.

What happens to non-compliant accredited organisations?

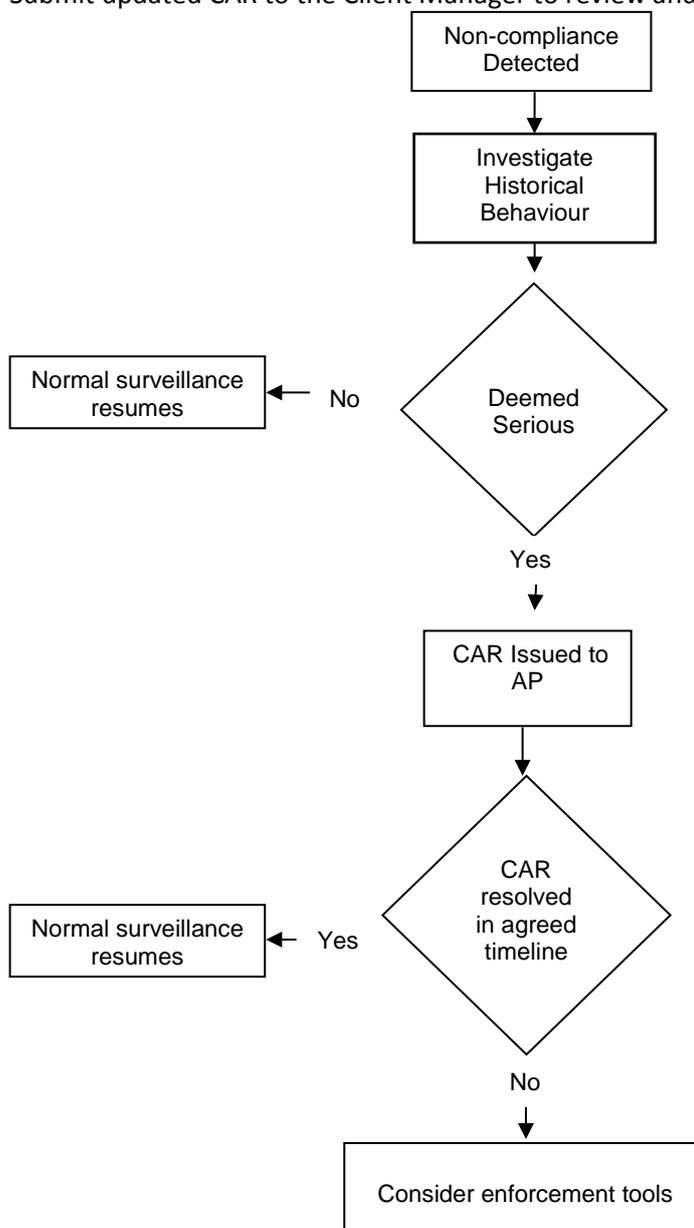
Trading Standards has a number of mechanisms and enforcement tools available to use when Accredited Persons are considered not to be operating in accordance with their duties and responsibilities provided in the weights and measures legislation. These are summarised as follows:

Corrective Action Request

A 'Corrective Action Request' (CAR) is a mechanism introduced by Trading Standards for situations where an Officer is concerned that an instrument, accredited individual or organisation may be in breach of the legislation. Serving a CAR notice to the Management Representative is a mechanism to prompt an investigation or to provide clarification on the area of uncertainty.

Responding to a Corrective Action Request

1. Investigate cause and document findings
2. Document remedial action applied to prevent reoccurrence such as any training provided and updates to controlled documents etc.
3. Submit updated CAR to the Client Manager to review and consider



Revoke, Amend or add any conditions

Where necessary, Trading Standards can revoke, amend or add any conditions to an Accredited Person Letter of Accreditation.

Suspension and Revocation of Accreditation

Suspension: This is where an accredited individual or organisation has been suspended for a set number of days from being permitted to perform any of their accreditation duties.

Revocation: This is where Trading Standards revokes the accreditation of an accredited individual or organisation. The person or individual will no longer be considered accredited for the purposes of the Act.

Examples of when Trading Standards may suspend or revoke an accredited organisation include:

- no longer meets all the requirements for accreditation prescribed by regulations made under this Act; or
- has failed to comply with any condition imposed by Trading Standards in respect of that person's accreditation; or
- has failed to exercise or perform the powers, functions, and duties of an accredited person to a satisfactory standard.

Examples of when Trading Standards may suspend or revoke an accredited individual include:

- has failed to comply with any condition imposed by Trading Standards in respect of that letter of accreditation; or
- has failed to exercise or perform the powers, functions, and duties of an accredited person to a satisfactory standard.

Appeals

An organisation that has received notification of suspension will be provided an opportunity to appeal the suspension.

Trading Standards will provide an organisation the opportunity to be heard before processing the removal of the organisations or individuals accreditation.

Some frequently asked questions

GENERAL ISSUES

Q *Is my accreditation transferable?*

A No. If you change from one Accredited Company to another your new employer is required to apply for you to be included in their Accreditation.

Ref. W&M Act 1987, Section 30D (4)

Q *Are we Contractors to Trading Standards?*

A No. Accredited Persons are independent parties required to operate following procedures laid down in an approved QMS manual in order to maintain their accreditation by the Ministry.

Ref. W&M Act 1987, Section 30A

Q *The instrument has no serial number. What do I do?*

A Accredited persons are required to identify their records to any measuring equipment tested therefore they shall ensure that each instrument has a number to identify it from others.

Ref. W&M Regulations 1999, Schedule 7, Clause 11 (3) (c)

Q *If an instrument has been previously stamped with the Mark of Verification and I can't find an approval certificate for it, can I stamp it?*

A No. You must first contact your Management Representative for the correct Approval Certificate Number.

Q *What date do I put on a Certificate of Accuracy?*

A *Today's date 12 months from now*

Ref. W&M Regulations 1999, Regulation 21

Q Do I have to put the Certificate of Approval number on a weighing or measuring instruments?

A Yes. It is a legal requirement for any instrument to be labelled according to the Regulations.

Ref. W&M Regulations 1999, Regulation 9(3)

Q What should I do when I see a weighing or measuring equipment used for trade but does not comply with the requirements of the legislation?

A The Accredited Person should notify their local Trading Standards office so an officer can investigate. The Weights and Measures Act and regulations are silent on this particular issue and whilst there is no legal obligation to do so, we believe in the spirit of the scheme, as an Accredited Person you can not choose when you wear your 'AP hat'. The scheme relies on 'trade being conducted on a fair and accurate basis' and for the system to work efficiently we believe that where instances of non-compliance are witnessed, then Accredited Persons should notify us.

WEIGHING INSTRUMENTS

Q *If the resolution of the equipment allows me to clearly see that it is within tolerance do I still have to calculate the error?*

A No, although all readings must be recorded on test sheet.

Q *Are Weighing and Measuring Instruments required to have the Certificate of Approval Number marked on the indicator and the base?*

A Yes, if the indicator and the base were not approved as a complete unit and issued with a single Certificate of Approval number.

Ref. W&M Regulations 1999, Regulation 9(3)

Q *Where do I test for error on multi interval instruments?*

A Each range has a separate MPE, whereas multiple range instruments must be treated as separate instruments.

Example

A class III instrument with 3 ranges (on certification test only):

Range 1

0-3 kg x 0.001 kg	test at	500 e	or	0.5 kg
		2000 e	or	2 kg
		Load – 5 e	or	2.995 kg

Range 2

3 kg-6 kg x 0.002 kg	test at	500 e not in Range 2 can't be tested		
		2000 e	or	4 kg
		Load – 5 e	or	5.990 kg

Range 3

6-15 kg x 0.005 kg	test at	500 e not in Range 3 can't be tested		
		2000 e	or	10 kg
		3000 e or		15 kg

MEASURING INSTRUMENTS

Q *Do I issue a Notice of Non-compliance for an LPG dispenser that it is not fitted with a temperature compensation device?*

A Yes

Ref. W&M Regulations 1999 Regulation 70(a)

Q *When I issue a Certificate of Accuracy for a driveway flowmeter, and later in the verification period an electrician removes the seal for some reason, do I retest it?*

A Yes the DFM is no longer verified.

Q *Can I do a \$5 pre-set test and call it a price computing test and not fill up the measure?*

A Yes. Pre-set tests on driveway flowmeters are to determine if the solenoids are functioning correctly, e.g. switching off at the pre-set amount. When doing pre-set tests you are not required to carry on and fill the measure. Volume tests are performed at 5 litres and 20 litres fast and slow to determine accuracy.

Glossary of terms

Certification work means:

- The examination and testing of measuring equipment
- The stamping of measuring equipment
- The issuing of certificates of accuracy

Management representative means the person nominated in accordance with clause 4, schedule 7.

Measuring equipment means weights, measures, and weighing or measuring instruments.

- **Axle Weighing Instrument**
 - **Dynamic** means a weighing instrument that determines the vehicle mass, axle loads and if applicable, the axle-group loads of a road vehicle while the vehicle is crossing over the load receptor/s of the weighing instrument.
 - **Static** means a weighing instrument that determines the vehicle mass, axle loads and if applicable, the axle-group loads of a road vehicle by weighing the vehicle statically over the load receptor/s of the weighing instrument.
- **Container Weighing Instrument** means a container weighing instrument means a weighing instrument exclusively approved for weighing a shipping container.
- **On-board weighing instrument** means a weighing system mounted on a vehicle and used to determine the weight of a load (either added or removed) carried by a vehicle.
- **Weighbridge** means a weighing instrument used to determine the weight of a load carried by a vehicle by statically weighing the vehicle on the load receptor.

Non-compliance, in relation to any measuring equipment, means the failure of that equipment to comply with the requirements of the Act or of these regulations; and non-complying has a corresponding meaning.

Operations, in relation to an accredited person, means the operations of that accredited person as they relate to the exercise or performance, by that accredited person, of the powers, duties, and functions of an accredited person under the Act or these regulations.

Quality management system means a system of operation for exercising or performing the powers, functions, and duties of an accredited person.

TS – Trading Standards, part of the Markets Services Group within the Ministry of Business, Innovation & Employment.

Client Manager – person within TS who you contact with regard to accreditation matters.

Regulation means a Regulation of the **Weights and Measures Regulations 1999**.

Section means a Section of the **Weights and Measures Act 1987**.

The **Weights and Measures Act 1987** and **Weights and Measures Regulations 1999** can be viewed at: <http://www.legislation.govt.nz/>.

The Secretary under this legislation refers to the Chief Executive of the Ministry of Business, Innovation & Employment. This authority is delegated to TS.

LOA – Letter of Accreditation

COA – Certificate of Accuracy

MOV – Mark of Verification

CAR – Corrective Action Request

NONC – Notice of Non Compliance

QMS – Quality Management System

MBIE – Ministry of Business, Innovation & Employment