17.2.3 Records of deficiencies and corrective actions are maintained in the laboratory (see Section 13, Records and Appendix O, Forms).

18.0 Site Security

18.1 The laboratory is located within the Weights and Measure Department. Security of the State facilities is the responsibility of the building manager and State contracted security and is subject to the security requirements of the Weights and Measures Department. The laboratory technical manager is responsible for security directly related to the laboratory and designates the specific duties of on-site security to the laboratory staff. Security of the laboratory premises includes the following:

18.1.1 Locking laboratory doors in specific areas when not in use;

18.1.2 Securing all doors and perimeter at the close of the day;

18.1.3 Notifying building security of disturbances and suspicious activity as appropriate;

18.1.4 Securing entrances to the laboratory when disturbance during testing affects the integrity of the type evaluation; and

18.1.5 Securing all areas where standards and equipment are stored or maintained.

18.2 Access

18.2.1 Access to and use of all type evaluation areas are controlled and defined by the technical manager. The laboratory maintains the current access list as follows: [NOTE: Replace Area 1 and Area 2 with a specific measurement area and list the staff (laboratory or support) that has access to the specific area.]

Access			
Staff	Area 1	Area 2	Computers
1	X	X	X
2		X	X
3	X	X	

18.2.2 Laboratory building keys are given to administrative staff members and laboratory personnel.

18.2.3 Cleaning staff has supervised access to the laboratory during normal working hours.

19.0 Safety

19.1 Safe working conditions are prerequisite to good laboratory practices. Laboratory personnel are instructed in safe working practices and are encouraged to look for hazardous conditions and repair or report them to the quality manager, as well as to recommend and implement accident prevention. The quality manager documents hazardous conditions and the actions taken to eliminate the hazardous condition.

19.2 The laboratory maintains a safety manual on file in the laboratory. The safety manual is available to all laboratory staff and management and contains all safety regulations associated with the overall laboratory operations (see Appendix N, Document Control).

19.3 Management provides safe-working conditions, complies with safety regulations, and, along with supervisors, ensures that the staff complies with these regulations.

19.4 It is the responsibility of all staff to be familiar with and comply with all safety guidelines and requirements. The laboratory staff takes proper precautions in the laboratory as described in the safety manual.

20 Sampling

20.1 The laboratory does not use sampling as part of the type evaluation testing.

OR

20.1 The laboratory applies sampling procedures for substances, materials or product for type evaluation testing. A sampling plan and procedure are available at the location where sampling is undertaken (see Appednix H, AP No. 23). The sampling plan is based on appropriate statistical methods, and the process addresses the factors that must be controlled to ensure valid test results.

[NOTE: When sampling, a part of a substance or material is taken as a representative sample of the whole to provide for testing. Sampling procedures may be necessary for devices such as grain moisture meters. The laboratory should briefly describe in section 20.1 how sampling plans are developed or chosen for a particular application.]

20.2 Records are maintained of any client-requested deviations, additions or exclusions from the documented sampling procedure and are reported in the test results. The laboratory maintains procedures for recording to include the sampling procedure used, the identification of the sampler, environmental conditions (if relevant) and the diagrams or other equivalent means to identify the sampling location as necessary, and, if appropriate, the statistics the sampling procedures are based upon. (See Appendix H, AP No. 23.)

Appendix A Page 1 of 2	Definitions

Authorization - a formal recognition that a laboratory is competent to carry out specific tests.

Corrective Action - an action taken to eliminate the causes of an existing deficiency or other undesirable situation in order to prevent recurrence.

Deficiency - the nonfulfillment of an accrediting or authorization body's conditions and/or criteria for accreditation or authorization.

Internal Audit - systematic and documented process for obtaining evidence and evaluating it objectively to verify that a laboratory's operations comply with the requirements of its quality system. [NIST HB 150]

Interlaboratory Comparisons - organization, performance, and evaluation of tests on the same or similar items or materials by two or more laboratories in accordance with predetermined conditions. [ISO/IEC Guide 43-1:1997, 3.7 expanded]

NVLAP - the National Voluntary Laboratory Accreditation Program, a part of NIST

OWM - the Office of Weights and Measures, a part of NIST.

Preventive Action - an action taken to eliminate the causes of a potential deficiency or other undesirable situation in order to prevent occurrence. [NIST HB 143]

Proficiency Testing - determination of laboratory testing performance by means of interlaboratory comparisons. [ISO/IEC Guide 2:1996, 13.5]

Standard, Primary - Standard that is designated or widely acknowledged as having the highest metrological qualities and whose value is accepted without reference to other standards of the same quantity. [VIM:1993, 6.4]

Standard, Reference - Standard, generally of the highest metrological quality available at a given location or in a given organization, from which measurements made at that location are derived. [VIM:1993, 6.6]

Standard, Secondary **-** Standard whose value is assigned by comparison with a primary standard of the same quantity. [VIM:1993, 6.5]

Standard, Working **-** Standard that is used routinely to calibrate or check material measures, measuring instruments, or reference materials. [VIM:1993, 6.7, without notes]

Traceability **-** the property of a result of a measurement or the value of a standard whereby it can be related to stated references, usually national or international standards, through an unbroken chain of comparisons all having stated uncertainties. [VIM:1993, 6.10, without notes]

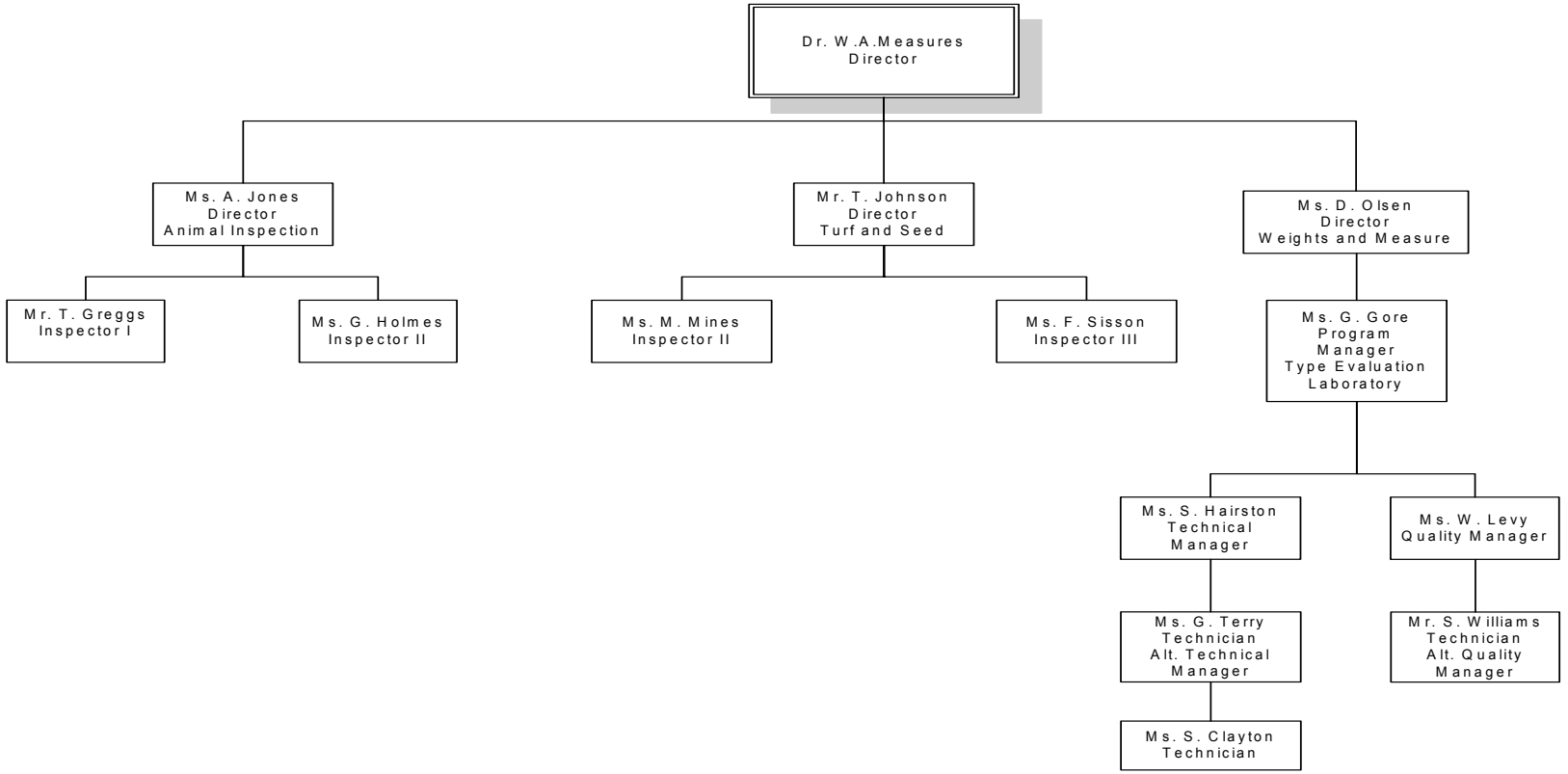
Uncertainty of Measurement **–** parameter, associated with the result of a measurement, that characterizes the dispersion of the values that could reasonably be attributed to the measurand. [VIM:1993, 3.9, without notes]

Uncertainty, Type A (evaluation of) **-** method of evaluation of uncertainty by the statistical analysis of series of observations. [GUM:1993, 2.3.2]

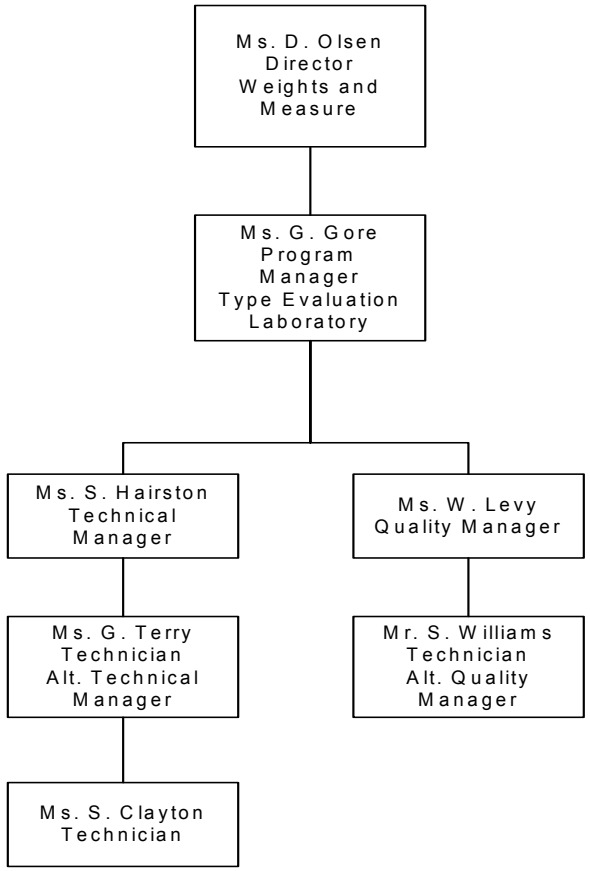
Uncertainty, Type B (evaluation of) **-** method of evaluation of uncertainty by means other than the statistical analysis of series of observations. [GUM:1993, 2.3.3]

Verification **-** confirmation by examination and provision of evidence that specified requirements have been met. [ISO 8402:1994, 2.17, without notes]

Weights and Measures Department



Weights and Measures NTEP Laboratory



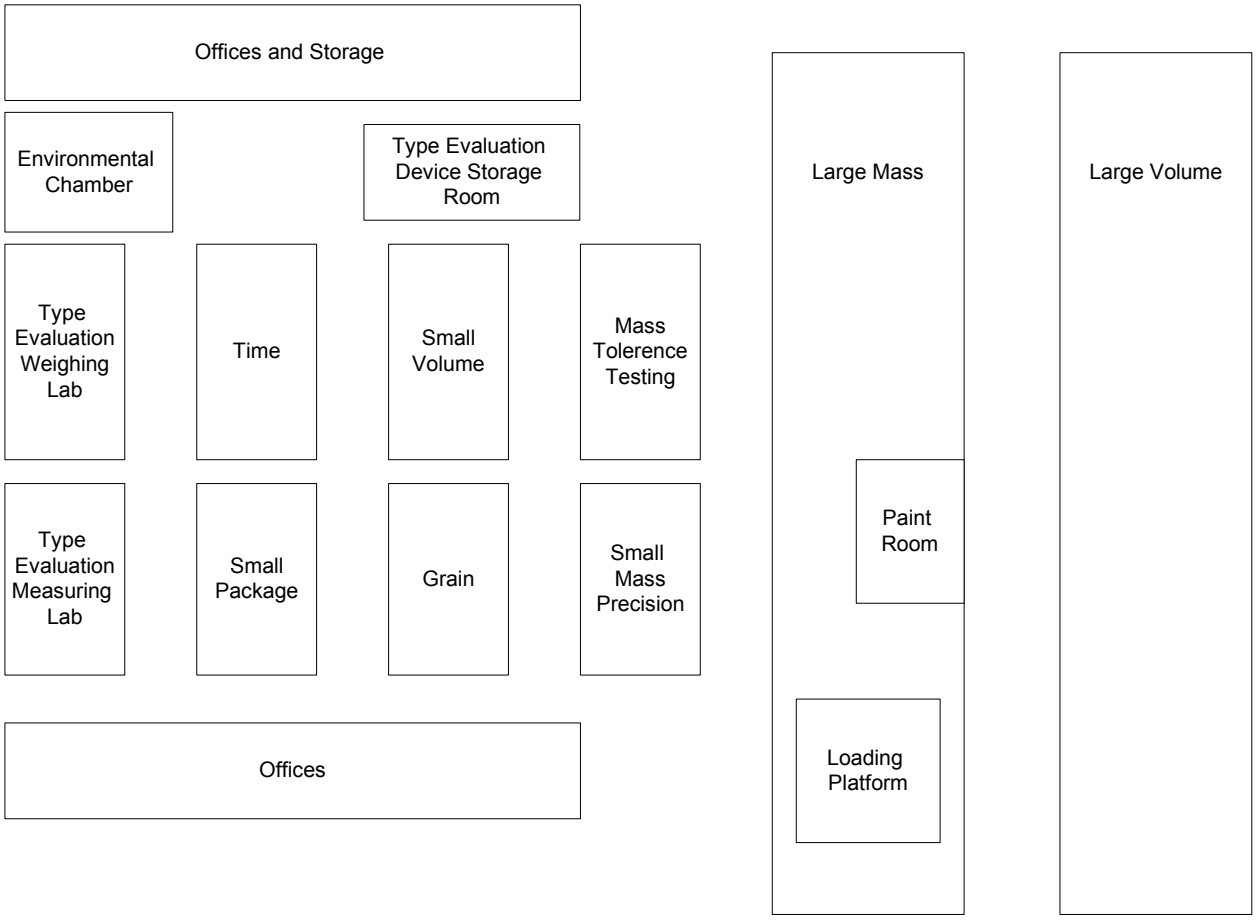
[NOTE: Edit this table to include the devices that are tested in your laboratory.]

Scope of U.S. Type Evaluation Authorization			
Device Type	Range	Device Type	Range
Type Evaluate Weighing and Other Associated Devices to include:		**Type Evaluate Liquid Measuring and Other Associated Devices to include:**	
automatic weighing systems		LPG meter	
axle-load		retail motor fuel consoles	
belt conveyor		retail motor fuel controllers	
counter		retail motor fuel dispensers	
bulkweigher		retail motor fuel registers	
crane		retail motor fuel systems	
floor		vehicle tank meter	
grain test		wholesale meter	
hanging		wholesale VTM	
hopper		wholesale controller	
indicating element		Indicators/ECR's with Measuring Devices[1]	
jeweler's		Mass Flow Meters	
livestock		Other(s)_____	
on-board weighing system		**Type Evaluate Linear Measuring Devices to include:**	
POS		mechanical taximeters	
postal		electrical taximeters	
prepackaging		**Type Evaluate Grain Moisture Meters to include:**	
		dielectric	
		near infrared	
prescription		**Type Evaluate Grain Protein or Other Constituents Devices to include:**	
		grain protein	
		other constituent_____	
		other constituent_____	

Scope of U.S. Type Evaluation Authorization			
Device Type	Range	Device Type	Range
Type Evaluate Weighing and Other Associated Devices to include:		**Field/Perm Test all Liquid Measuring Devices to include: [1]**	
shipping		indicators with measuring devices	
vehicle[1]		mass flow meters	
weight classifier		**Field/Perm Test Weighing Devices to include: [1]**	
wheel-load weigher[1]		test medium capacity scales	
indicators/ECR's with scales[1]		**Field/Perm Test Weighing Devices to include: [1]**	
automatic bulk weighing systems[1]		test large capacity scales	
load cells (inc. influence factors)		test railroad track scales	
perform influence factor testing		test hopper scales	
other_____		belt-conveyor scales	
Type Evaluate Devices (Per OIML Requirements)		add models to Certificates of Conformance	
nonautomatic weighing instruments		cross-reference products between Certificates of Conformance	N/A
load cells			
		make corrections to Certificates of Conformance	N/A
		other(s)_____	N/A

[1] Type evaluate and generate Certificates of Conformance but may include field permanence testing by other authorized laboratories.

Sample Diagram [NOTE: Include a diagram of your type evaluation laboratory in this Appendix.]



Laboratory Dimensions	
Laboratory	**Dimensions (Length and Width)**

Appendix E Page 1 of 1	Environmental Conditions

[NOTE: Specify what needs to be controlled or monitored and the limits]

Location / Test Type	**Environmental Conditions**			
	Temperature EC/ Relative Humidity %	**Within " EC**	**Other Environmental Factors**	**Limits**

Appendix F Page 1 of 2	Equipment and Materials

[NOTE: List laboratory equipment]

Equipment List		
Equipment	**Model and Serial No.**	**Location**

Environmental Equipment List		
Equipment	**Model and Serial No.**	**Location**

Associated Equipment and Materials List		
Equipment	**Model and Serial No.**	**Location**

Appendix G Page 1 of 1	Standards and Reference Materials

[NOTE: List the laboratory standards and reference material and location in the laboratory.]

Working Standards List			
Type	**Item**	**SI (Metric)/ Inch-Pound**	**Location**

Reference Materials List	
Item	**Location**

Appendix H Page 1 of 4	Procedures List

[Note: List your laboratory procedures in this section.]

NCWM Publication 14, Administrative Procedures, Technical Policy, Checklist and Test Procedures	
No.	**Administrative Procedures**

NCWM Publication 14, Administrative Procedures, Technical Policy, Checklist and Test Procedures, Current Edition	
No.	**Administrative Procedures**

NCWM Publication 14, Administrative Procedures, Technical Policy, Checklist and Test Procedures	
No.	**Test Procedures and Checklists**

No.	**OIML Recommendations**

[NOTE: The procedures in this list are those that are required by ISO/IEC 17025. The quality manual makes reference to the procedures in this list. List all the laboratory administrative procedures in this section and reference them in the appropriate sections of your quality manual. The laboratory must document and maintain these procedures as part of the laboratory quality system documentation.]

Laboratory Administrative Procedures	
No.	**Procedure**
AP No. 1	Protection of Client Confidentiality and Proprietary Rights
AP No. 2	Impartial Service
AP No. 3	Document Control
AP No. 4	Ensuring Traceability (includes traceability to certified reference materials, agreed methods and/or consensus standards and traceability analysis)
AP No. 5	Handling Calibration and Test Items (Incoming inspection and review; Review of new incoming work; Receipt, retention, and return to include work order and work log instructions and packing and shipping instructions, avoiding deterioration, loss or damage, security)
AP No. 6	Preventive Actions, Corrective Actions, Feedback
AP No. 7	Internal Audits and Management Reviews (Client notification regarding adverse findings)
AP No. 8	Control of Data and Software Data Integrity (Security, access, verification of new software and protection and update of stored data)
AP No. 9	Purchase, Storage, and Evaluation of Supplies and Services (includes inspection and verification of quality and qualification of subcontractors)
AP No. 10	Complaints
AP No. 11	Laboratory Housekeeping/ Laboratory Maintenance to Support Activities and Test Results
AP No. 12	Review and Maintenance of Control Charts (Covered in SOP 9, 17, 20)
AP No. 13	Calibration, Verification, Maintenance, Handling, Transport, Storage, and Use of Standards
AP No. 14	Calibration, Verification, Maintenance, Handling, Transport, Storage, Intermediate Calibration Status Checks, Updating Correction Status of M&TE (includes new equipment and verification of equipment outside laboratory control)
AP No. 15	Departure from Documented Policies and Procedures
AP No. 16	Investigation of Complaints, Adverse Audit Findings or Discrepancies, and Notifying Clients when Test Results are Affected
AP No. 17	Identifying Training Needs, Training, and Qualification of Laboratory Personnel
AP No. 18	Control of Non-conforming Work
AP No. 19	Validation of Non-standard Test Methods to include lab designed and developed methods
AP No. 20	Monitoring the Validity of Tests (Quality Control, Statistical Process Control)
AP No. 21	Review of Contracts, Tenders and Work Request
AP No. 22	Record Maintenance (Identification, Collection, Indexing, Access, Filing, Storage, Maintenance, and Disposal of Quality and Technical Records)
AP No. 23	Sampling (Developing and Choosing Sampling Plans, Recording Relevant Data and Operations)
AP No. 24	Avoiding Activities that Diminish Confidence in the Competence, Impartiality, Judgement or Operational Integrity of Tests.
AP No. 25	Use of Accrediting Body Logo
AP No. 26	Identifying Approved Signatories
AP No. 27	Environmental Conditions for Laboratory and Field Evaluation (acceptable limits, measuring and monitoring environmental conditions, making corrections due to environmental conditions that exceed the limits)

Appendix I Page 1 of 1	Assessment of Uncertainties

(As appropriate) Uncertainties Chart for Type Evaluation Test _____					
Range	**Type A Uncertainty**	**Type B Uncertainty**	**Combined Uncertainty**	**Expanded Standard Uncertainty (k = 2)**	**Procedure**

Appendix J Page 1 of 1	Control Charts List

[NOTE: List the control charts and graphs that are maintained in the laboratory. The control charts numbers on this form are examples]

No.	Equipment and Standards (as appropriate)	Nominal Value	Comments
ST03CC1			
ST03CC2			
ST03CC3			

Appendix K Page 1 of 1	Proficiency Tests

[NOTE: List the proficiency test and results in this section.]

Interlaboratory / Proficiency Test Results

Date	Transfer Standard and Range of Test	Accuracy Class	Coordinating Organization	Procedure Used	Operator	Results			
						Passed	Passed With Concerns	Failed	Corrective Action Follow-Up

[NOTE: Record the laboratory staff training. Use a separate form for each person]

Personnel Training and Competency

Name of Staff _____

Position _____

Training Provider Subject/Topics	Training Dates		Hours	Completed		Staff		Supervisor	
	From	To		Yes	No	Initial	Date	Initial	Date

[NOTE: This is a sample job description. This must be edited to fit your laboratory.]

Job Description: Type Evaluation Laboratory Staff

Note: Because the responsibilities of type evaluation laboratory staff vary, this job description is an example that only includes specific objectives and tasks. As a minimum, the following should be described in a job description:

- Responsibilities for:
  - performing testing;
  - planning for tests and evaluation results;
  - reporting opinion and interpretations;
  - modification, development and validation of new methods.
- Required expertise and experience
- Qualifications and training programs
- Managerial duties

Under the direction of the State Director (or Laboratory Supervisor), the type evaluation laboratory staff is directed to meet the following objectives and perform the associated tasks.

Objective - Maintain Working Standards and Test Equipment

Tasks:

1. Take charge of the working standards and assure their safekeeping.

2. Perform periodic maintenance of the working standards including cleaning.

3. Perform periodic maintenance on the test equipment including cleaning and minor adjustments. Assure that instruments such as precision balances receive routine preventative maintenance by qualified technicians.

4. Arrange for calibration as needed.

5. Ensure that the test devices are safely returned to the custody of the person or company that submitted them.

Objective - Maintain the Standard and Equipment Monitoring Programs (when developed)

Tasks:

1. Select check standards and/or equipment for use in the monitoring program.
2. Perform repeated measurements using the check standards or equipment to gather data for control charts as needed.
3. Construct control charts for appropriate type evaluation tests used in the laboratory. Evaluate control limits.
4. Compare new data points to these control limits to monitor the laboratory output.
5. Document, investigate, and correct any out-of-control condition. Evaluate the potential impact on clients that may have been affected by the condition. Notify clients of significant out-of-control conditions so that they may take appropriate action.

Objective - Perform Type Evaluation Examinations

Tasks:

1. Schedule the workload of the laboratory.
2. Receive the devices submitted for test. Identify them and ensure their safekeeping while in the custody of the laboratory.
3. Select and perform the appropriate tests on the device submitted following the procedures in the Type Evaluation Checklists.
4. Document the tests through test worksheets and prepare the formal Certificate of Conformance document. Ensure that all paperwork is correct and ensure that copies are safely maintained for a time period defined in the laboratory's Quality Manual.
5. Ensure that the devices are safely returned to the custody of the person or firm that submitted them.

Objective - Correspondence

Tasks:

1. Correspond with potential clients regarding the capabilities, schedules, and requirements of the laboratory.

2. Answer questions regarding metrology, specifications and tolerances of standards and measuring equipment, and other related activities.

3. Provide technical assistance to enforcement officials and other clients regarding proper use and maintenance of standards.

Appendix N Page 1 of 5	Document Control

No.	Manuals	Responsible for Review	Revision Date	Location
ST03SM-01	Safety Manual			
ST03QM-01	Quality Manual			
ST03OM-01	Administrative Procedures Manual			

[NOTE: Manual numbers and format are examples only. The laboratory may have an existing format. The first 2 digits of the manual control numbers represent the State; the second 2 digits represent the revision year; the third 2 digits represent the type of manual, e.g., QM = Quality Manual; and the fourth 2 digits represent the revision number. Controlled documents that are distributed contain an additional digit representing the distribution number. Records of the distribution numbers are located in the laboratory files.]

No.	Administrative Forms	Responsible for Review	Revision Date	Location
ST03AF1-01	Management Review			
ST03AF2-01	Complaints			
ST03AF3-01	Work Orders			
ST03AF4-01	Work Logs			
ST03AF5-01	Subcontractors & Outside Suppliers			
ST03AF6-01	Personnel Training and Competency Log			
ST03AF7-01	Control Document Distribution List			

[NOTE: Form numbers are examples only. The laboratory may have an existing format. The first 2 digits of the form control numbers represent the State; the second 2 digits represent the revision year; the third 2 digits represent the type of form, e.g., AF = Administrative Form; the next digit identifies the specific form; and the last two digits

represent the revision number.]

No.	Measurement-Related Forms	Responsible for Review	Revision Date	Location
ST03MR1-01	Environmental Conditions/Deviations Log			
ST03MR2-01	Calibration, Maintenance, Verification Log - Standards and Equipment			
ST03MR3-01	Weighing Equipment Assessment			
ST03MR4-01	Assessment of Measurement Uncertainties			
ST03MR5-01	Software Verification			
ST03MR6-01	Audits			
ST03MR7-01	Observation and Data Sheet			
ST03MR8-01	Type Evaluation Report			
ST03MR9-01	Test Report			

No.	Administrative Procedures	Responsible for Review	Revision Date	Location
AP No. 1	Protection of Client Confidentiality and Proprietary Rights			
AP No. 2	Impartial Service			
AP No. 3	Document Control			
AP No. 4	Ensuring Traceability (includes traceability to certified reference materials, agreed methods and/or consensus standards and traceability analysis)			
AP No. 5	Handling Calibration and Test Items (Incoming inspection and review; Review of new incoming work; Receipt, retention, and return to include work order and work log instructions and packing and shipping instructions, avoiding deterioration, loss or damage, security)			
AP No. 6	Preventive Actions, Corrective Actions, Feedback			
AP No. 7	Internal Audits and Management Reviews (Client notification regarding adverse findings)			
AP No. 8	Control of Data and Software Data Integrity (Security, access, verification of new software and protection and update of stored data)			
AP No. 9	Purchase, Storage, and Evaluation of Supplies and Services (includes inspection and verification of quality and qualification of subcontractors)			
AP No. 10	Complaints			
AP No. 11	Laboratory Housekeeping/ Laboratory Maintenance to Support Activities and Test Results			
AP No. 12	Review and Maintenance of Control Charts (Covered in SOP 9, 17, 20)			
AP No. 13	Calibration, Verification, Maintenance, Handling, Transport, Storage, and Use of Standards			

AP No. 14	Calibration, Verification, Maintenance, Handling, Transport, Storage, Intermediate Calibration Status Checks, Updating Correction Status of M&TE (includes new equipment and verification of equipment outside laboratory control)			
AP No. 15	Departure from Documented Policies and Procedures			
AP No. 16	Investigation of Complaints, Adverse Audit Findings or Discrepancies, and Notifying Clients when Test Results are Affected			
AP No. 17	Identifying Training Needs, Training, and Qualification of Laboratory Personnel			
AP No. 18	Control of Non-conforming Work			
AP No. 19	Validation of Non-standard Test Methods to include lab designed and developed methods			
AP No. 20	Monitoring the Validity of Tests (Quality Control, Statistical Process Control)			
AP No. 21	Review of Contracts, Tenders and Work Request			
AP No. 22	Record Maintenance (Identification, Collection, Indexing, Access, Filing, Storage, Maintenance, and Disposal of Quality and Technical Records)			
AP No. 23	Sampling (Developing and Choosing Sampling Plans, Recording Relevant Data and Operations)			
AP No. 24	Avoiding Activities that Diminish Confidence in the Competence, Impartiality, Judgement or Operational Integrity of Tests.			
AP No. 25	Use of Accrediting Body Logo			
AP No. 26	Identifying Approved Signatories			

AP No. 27	Environmental Conditions for Laboratory and Field Evaluation (acceptable limits, measuring and monitoring environmental conditions, making corrections due to environmental conditions that exceed the limits)			

No.	References and Test Procedures	Responsible for Review	Revision Date	Location

Forms

[Note: Include copies of the forms used in the type evaluation laboratory. The forms in this section are samples.]

Personnel Training and Competency

Name of Staff: _____

Position: _____

Training Provider Subject/Topics	Training Dates		Hours	Completed		Staff		Supervisor	
	From	To		Yes	No	Initial	Date	Initial	Date

Form No. ST03AF6-01	Rev. Date: July 1, 2003

Calibration and Maintenance Log (Standards and Equipment)								
Standard or Equipment	**Date**		**Condition on Receipt**	**Manufacturer**	**Model/ Serial**	**Cal. Status/ Maintenance Date**	**Current Location**	**Comments: (Maintenance, Malfunction, Modification, Repair)**
	Received	**In-Service**						

Form No. ST03MR2-01	**Rev. Date: July 1, 2003**

Software Program Verification							
Software Program/Version	**File Name / File size**	**Manufacturer / Developer**	**Verification: Data Set Runs**		**Verification Date**	**Verified by (Initials)**	**Comments**
			Pass	**Fail**			

Form No. ST03MR5-01	**Rev. Date: July 1, 2003**

Equipment Assessment						
Item Information					Accepted	
Range	**Manufacturer**	**Model**	**Test Method**	**Standard Deviation**	**Yes**	**Comments Attached**

Form No. ST03MR3-01	**Rev. Date: July 1, 2003**

Proficiency Test Results									
Date	**Range**	**Accuracy Class**	**Coordinating Organization**	**Procedure Used**	**Operator**	**Results**			
						Passed	**Passed With Concerns**	**Failed**	**Corrective Action Follow-Up**

Form No. ST03MA3-01	**Rev. Date: July 1, 2003**

Audit Log				
Audit Description	**Date Conducted**	**Auditor**	**Location of Audit Report**	**Audit Findings / Corrective Actions**

Form No. ST03MR6-01	**Rev. Date: July 1, 2003**

Work Log								
Test No.	**Date Received**	**Item (s) Received**	**Test Requested**	**Requested By**	**Date Tested**	**Date Completed**	**Date Returned**	**Comments**

Form No. ST03AF4-01	**Rev. Date: July 1, 2003**

Complaints / Corrective Action				
Subject of Complaint / Discrepancy	**Date**	**Response Date**	**Reviewed By**	**Actions Taken / Results**

Form No. ST03AF2-01	**Rev. Date: July 1, 2003**

Environmental Conditions/Deviations Log								
Location	**Date**	**Time**	**Temperature EC**	**Within " EC**	**Relative Humidity %**	**Within " %**	**Pressure mm Hg**	**Within " mm Hg**

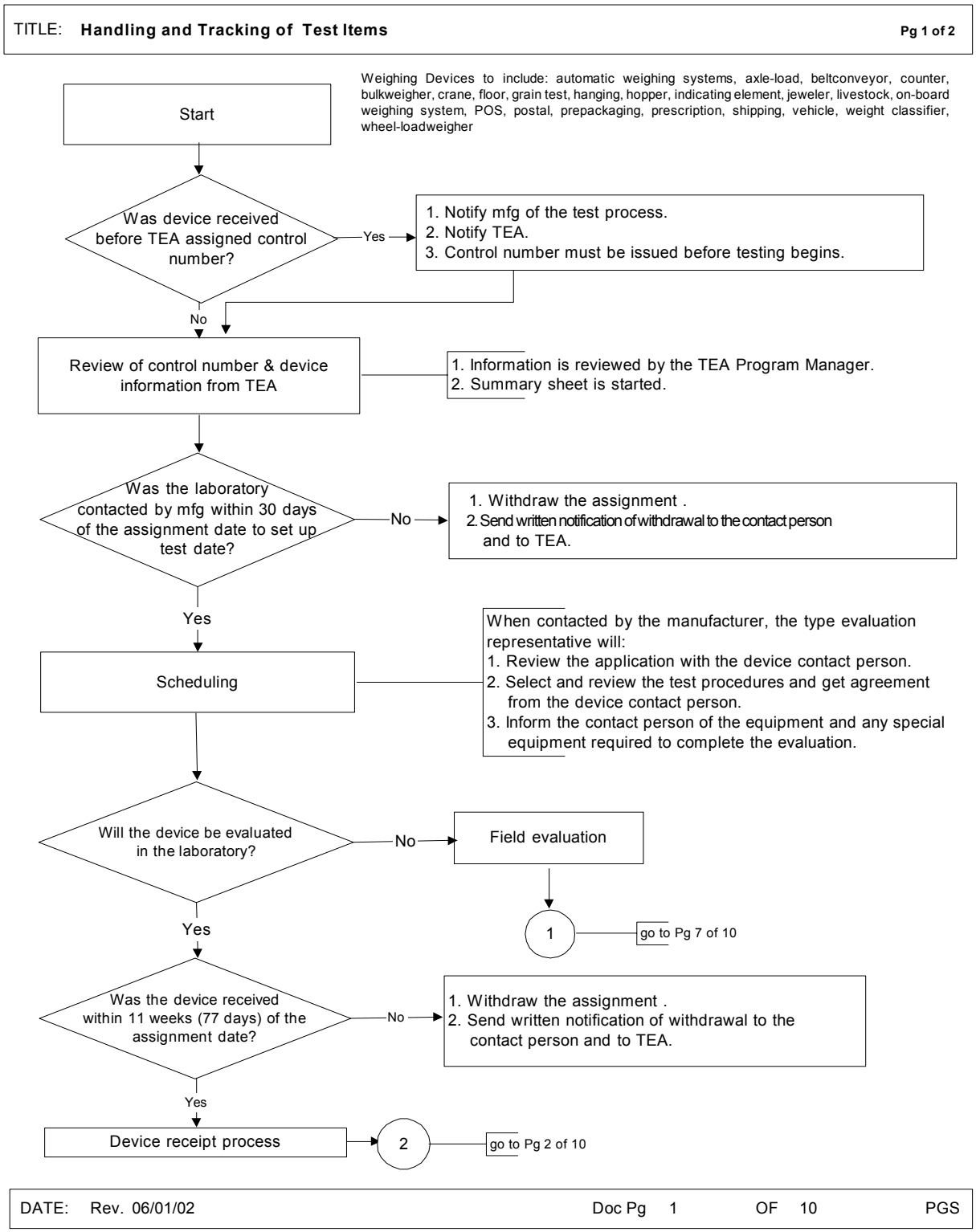
Form No. ST03MR1-01	**Rev. Date: July 1, 2003**

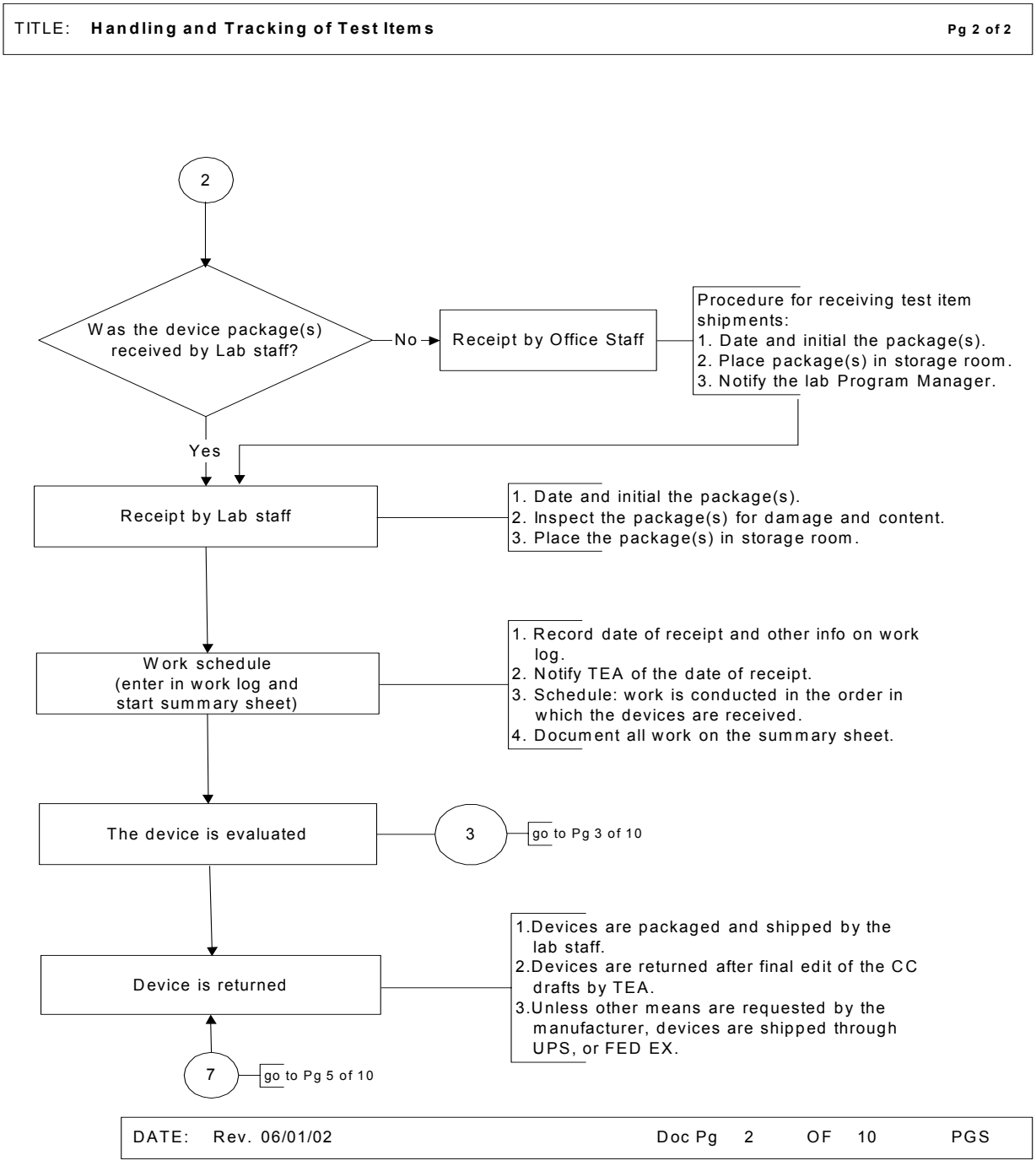
Subcontractors and Outside Suppliers Verification Log									
State Metrology Laboratory Performing Test	**Test Item(s)**	**Date**	**Laboratory Accredited**		**Supplier**	**Type of Supply**	**Verification**		
			Yes	**No**			**Type of Verification Performed**	**Approved**	
								Yes	**No**

Form No. ST03AF5-01	**Rev. Date: July 1, 2003**

[Note: This appendix is an example of a weighing device type evaluation process. If you include this process flowchart in your quality manual it must be edited to represent your laboratory process.]

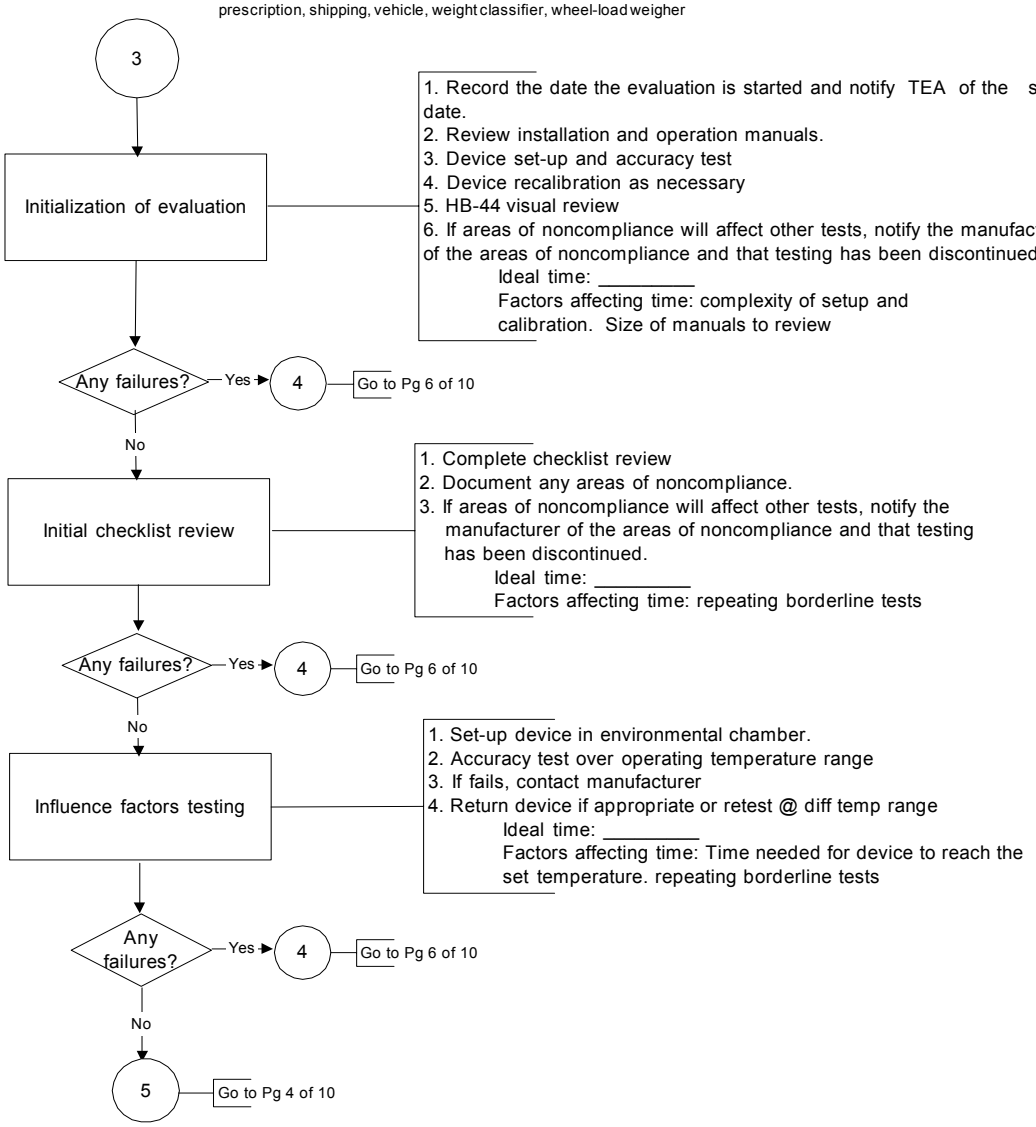
[Note: (TEA) – type evaluation administrator]




TITLE: Handling and Tracking of Test Items
Pg 2 of 2
2
Was the device package(s) received by Lab staff?
No
Receipt by Office Staff
Procedure for receiving test item shipments:
1. Date and initial the package(s).
2. Place package(s) in storage room.
3. Notify the lab Program Manager.
Yes
Receipt by Lab staff
1. Date and initial the package(s).
2. Inspect the package(s) for damage and content.
3. Place the package(s) in storage room.
Work schedule (enter in work log and start summary sheet)
1. Record date of receipt and other info on work log.
2. Notify TEA of the date of receipt.
3. Schedule: work is conducted in the order in which the devices are received.
4. Document all work on the summary sheet.
The device is evaluated
3
go to Pg 3 of 10
Device is returned
1.Devices are packaged and shipped by the lab staff.
2.Devices are returned after final edit of the CC drafts by TEA.
3.Unless other means are requested by the manufacturer, devices are shipped through UPS, or FED EX.
7
go to Pg 5 of 10
DATE: Rev. 06/01/02
Doc Pg 2 OF 10 PGS

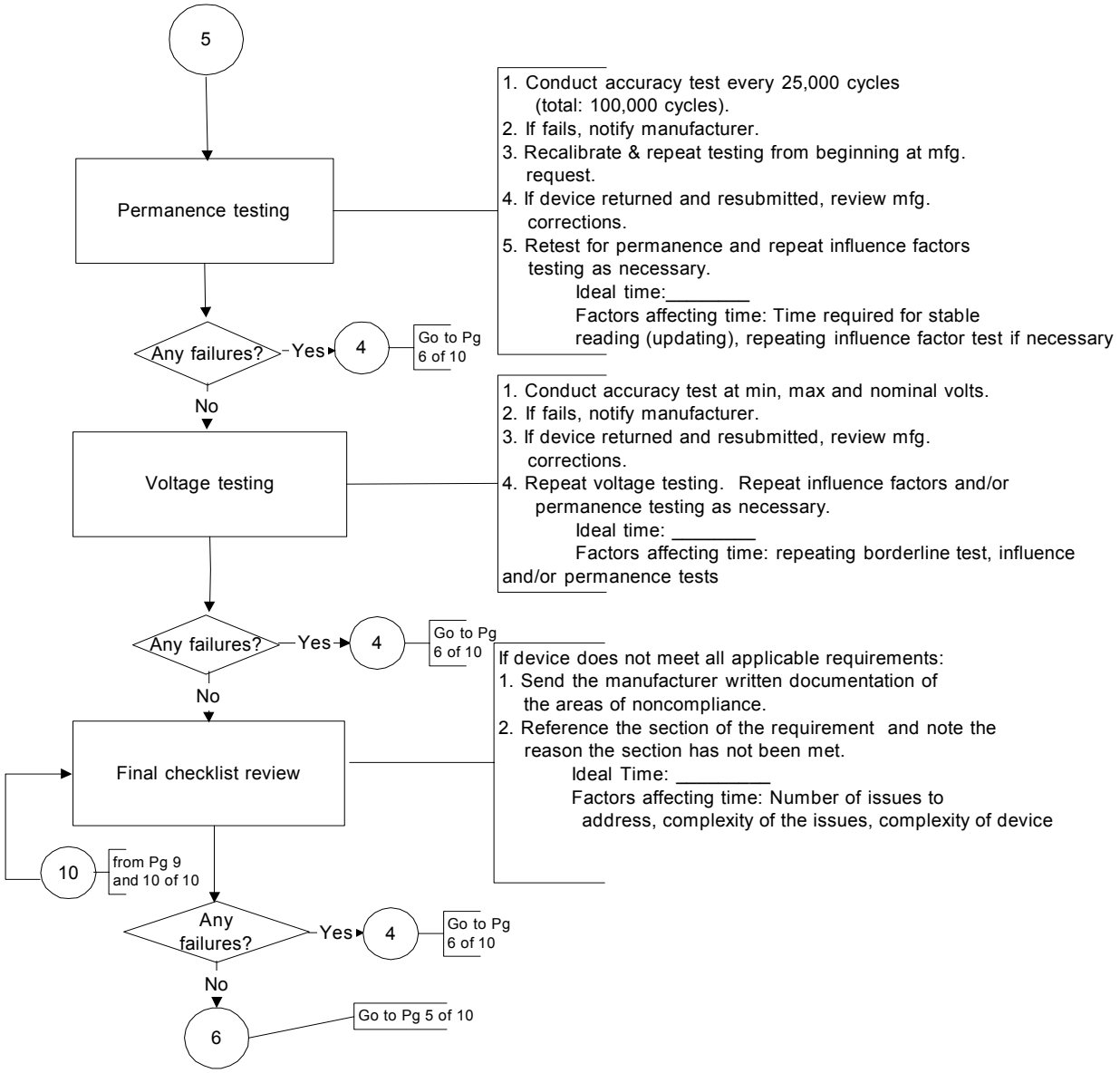
TITLE: **Conducting Laboratory Type Evaluations** **Pg 1 of 2**

Weighing Devices to include: automatic weighing systems, axle-load, beltconveyor, counter, bulkweigher, crane, floor, grain test, hanging, hopper, indicating element, jeweler, livestock, on-board weighing system, POS, postal, prepackaging, prescription, shipping, vehicle, weight classifier, wheel-load weigher



DATE: Rev. 06/01/02 Doc Pg 3 OF 10 PGS

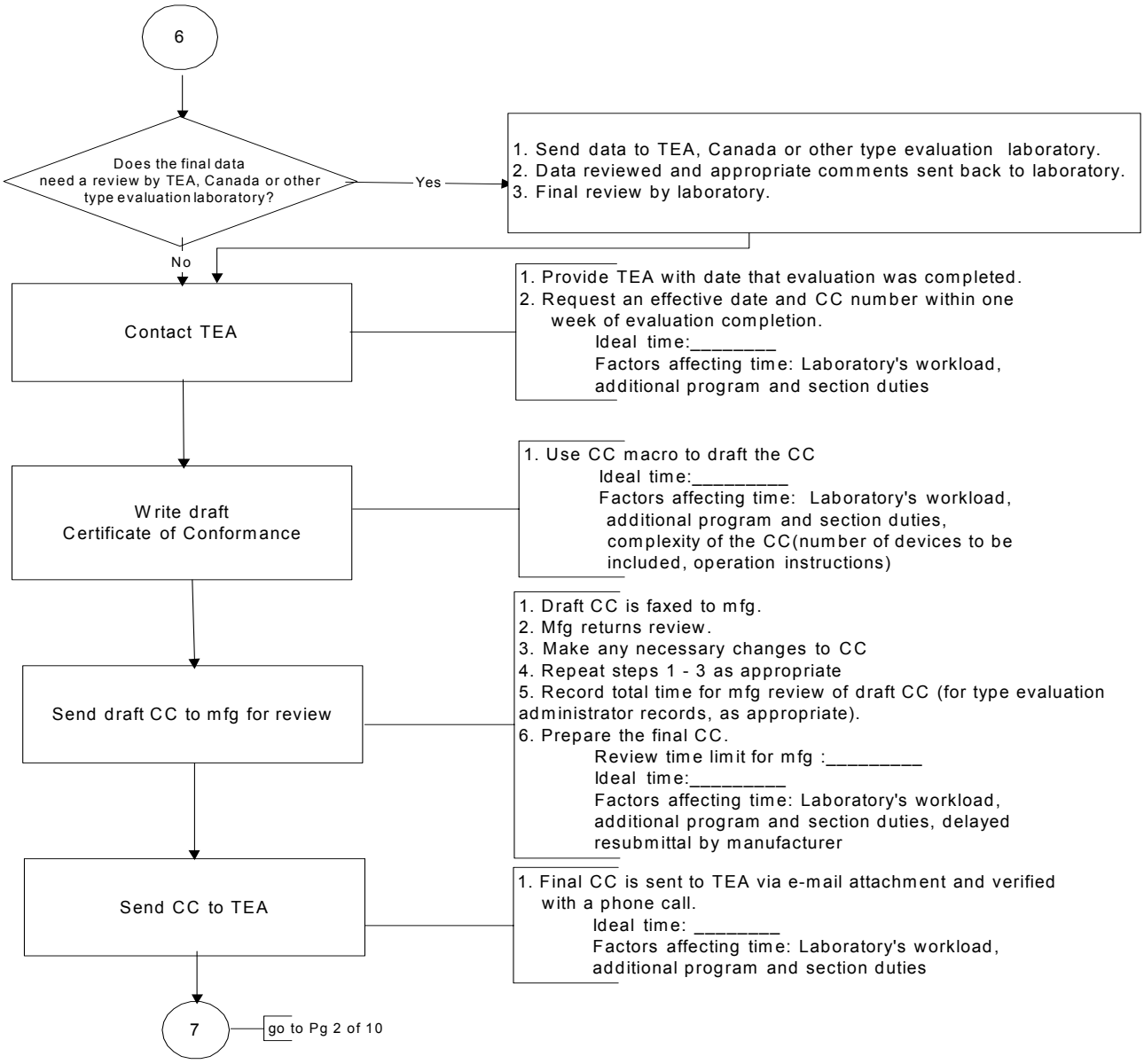
TITLE: **Conducting Laboratory Type Evaluations** **Pg 2 of 2**



DATE: Rev. 06/01/02 Doc Pg 4 OF 10 PGS

TITLE: **Drafting The Certificate of Conformance** **Pg 1 of 1**

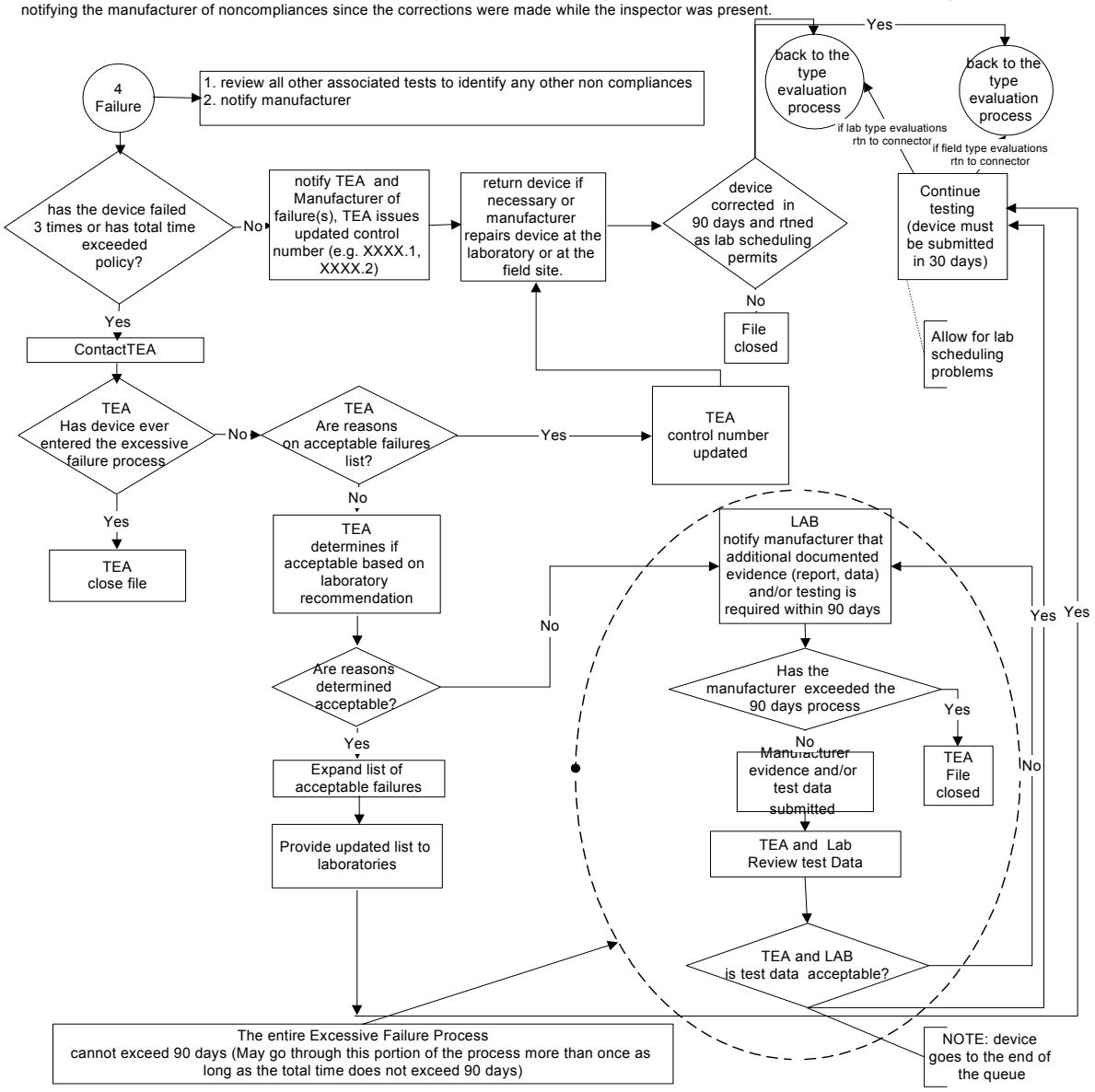
Weighing Devices to include: automatic weighing systems, axle-load, beltconveyor, counter, bulkweigher, crane, floor, grain test, hanging, hopper, indicating element, jeweler, livestock, on-board weighing system, POS, postal, prepackaging, prescription, shipping, vehicle, weight classifier, wheel-load weigher



DATE: Rev. 06/01/02 Doc Pg 5 OF 10 PGS

TITLE: **Type Evaluation Failure Process** **Pg 1 of 1**

1. Failure:
All unresolved deficiencies found until the point that no other testing can be conducted. All deficiencies found during permanence testing is considered a failure. Written correspondence is sent to the manufacturer after each failure to include all deficiencies found and NIST is notified. (see Publication 14, Administrative Procedures, Section Q - Report of Deficiencies).
2. NON-failure: In laboratory or initial field evaluation
Deficiencies corrected while the inspector is present and testing, and there is minimal time delay to the testing. The inspector should document the deficiencies but this is not considered a failure and will not require the issuance of an updated control number. There is no written correcspondance notifying the manufacturer of noncompliances since the corrections were made while the inspector was present.



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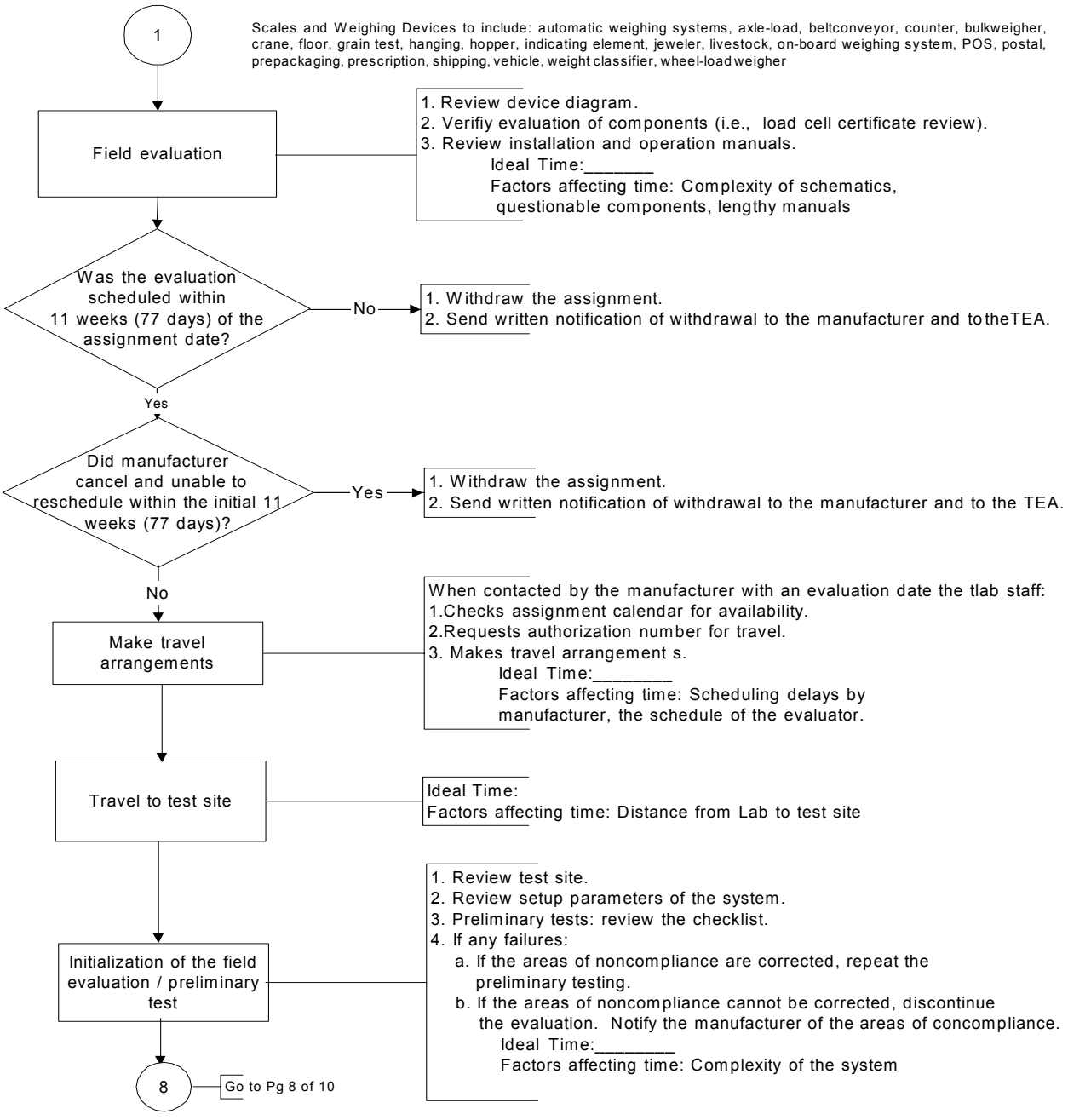
TITLE: **Conducting Initial Field Performance Type Evaluations** Pg 1 of 2



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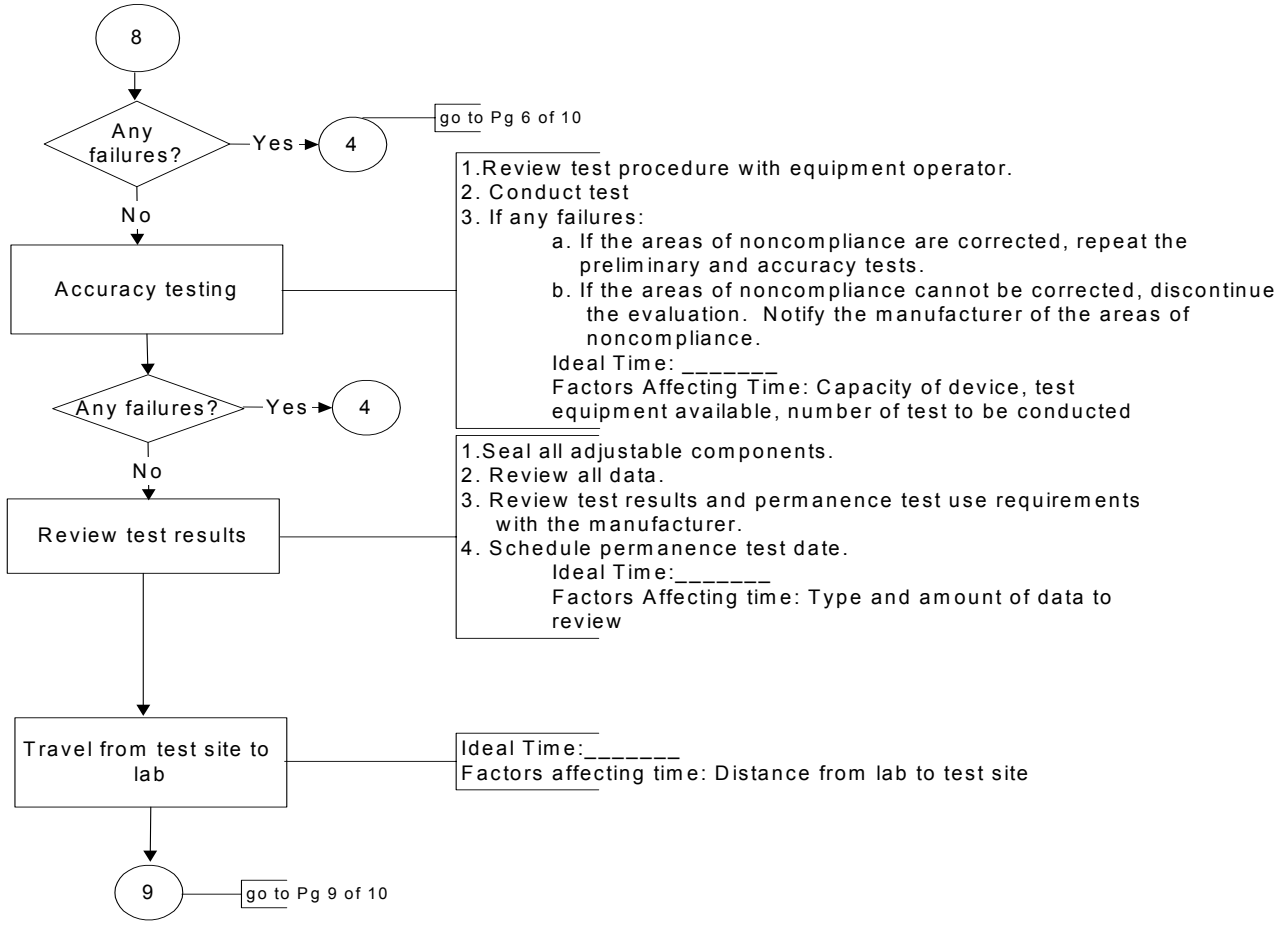
TITLE: **Conducting Initial Field Performance Type Evaluations** Pg 2 of 2



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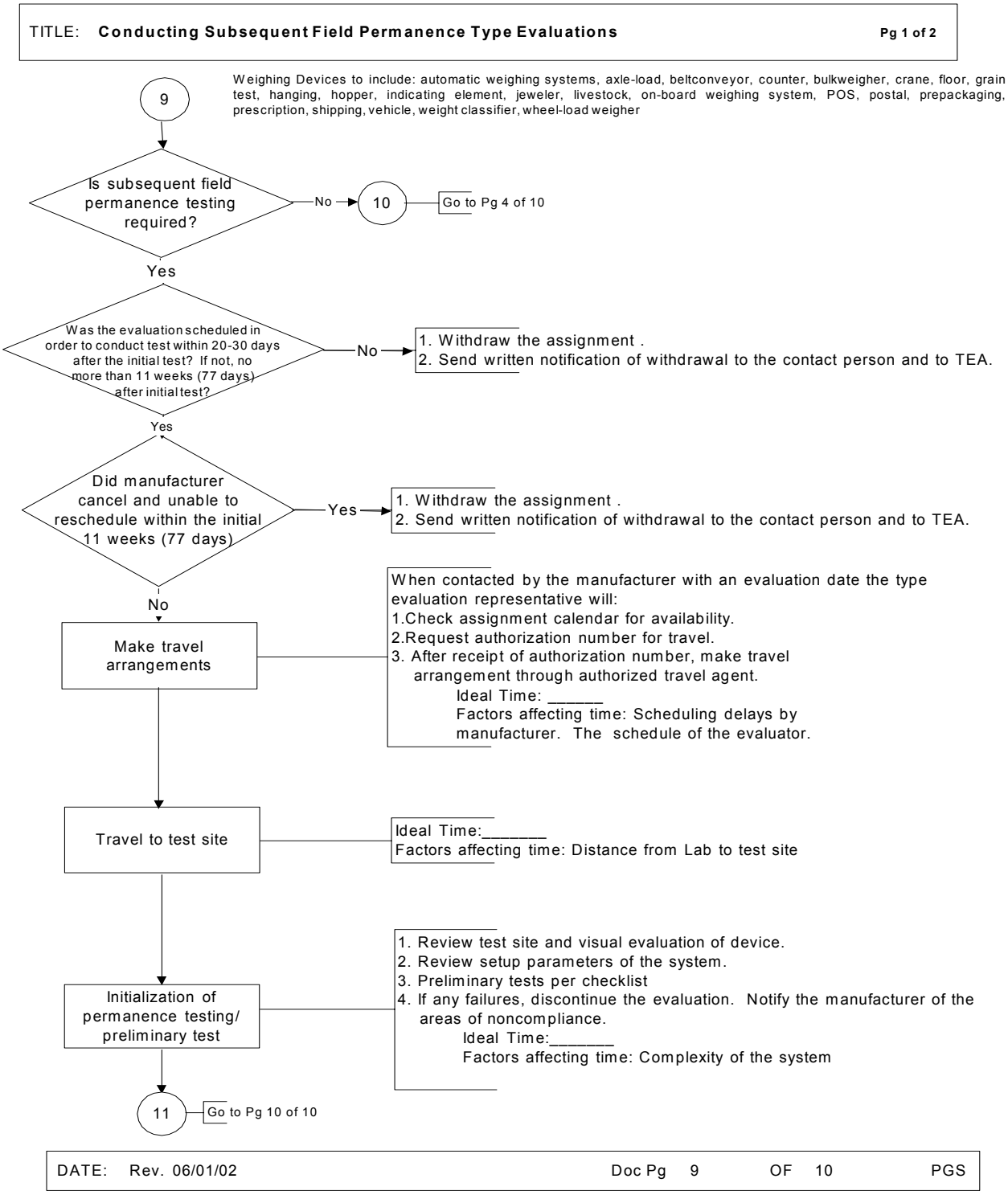
TITLE: Conducting Subsequent Field Permanence Type Evaluations
Pg 1 of 2
Weighing Devices to include: automatic weighing systems, axle-load, beltconveyor, counter, bulkweigher, crane, floor, grain test, hanging, hopper, indicating element, jeweler, livestock, on-board weighing system, POS, postal, prepackaging, prescription, shipping, vehicle, weight classifier, wheel-load weigher
9
Is subsequent field permanence testing required?
No
10
Go to Pg 4 of 10
Yes
Was the evaluation scheduled in order to conduct test within 20-30 days after the initial test? If not, no more than 11 weeks (77 days) after initial test?
No
1. Withdraw the assignment .
2. Send written notification of withdrawal to the contact person and to TEA.
Yes
Did manufacturer cancel and unable to reschedule within the initial 11 weeks (77 days)
Yes
1. Withdraw the assignment .
2. Send written notification of withdrawal to the contact person and to TEA.
No
Make travel arrangements
When contacted by the manufacturer with an evaluation date the type evaluation representative will:
1.Check assignment calendar for availability.
2.Request authorization number for travel.
3. After receipt of authorization number, make travel arrangement through authorized travel agent.
Ideal Time: _____
Factors affecting time: Scheduling delays by manufacturer. The schedule of the evaluator.
Travel to test site
Ideal Time:_____
Factors affecting time: Distance from Lab to test site
Initialization of permanence testing/ preliminary test
1. Review test site and visual evaluation of device.
2. Review setup parameters of the system.
3. Preliminary tests per checklist
4. If any failures, discontinue the evaluation. Notify the manufacturer of the areas of noncompliance.
Ideal Time:_____
Factors affecting time: Complexity of the system
11
Go to Pg 10 of 10
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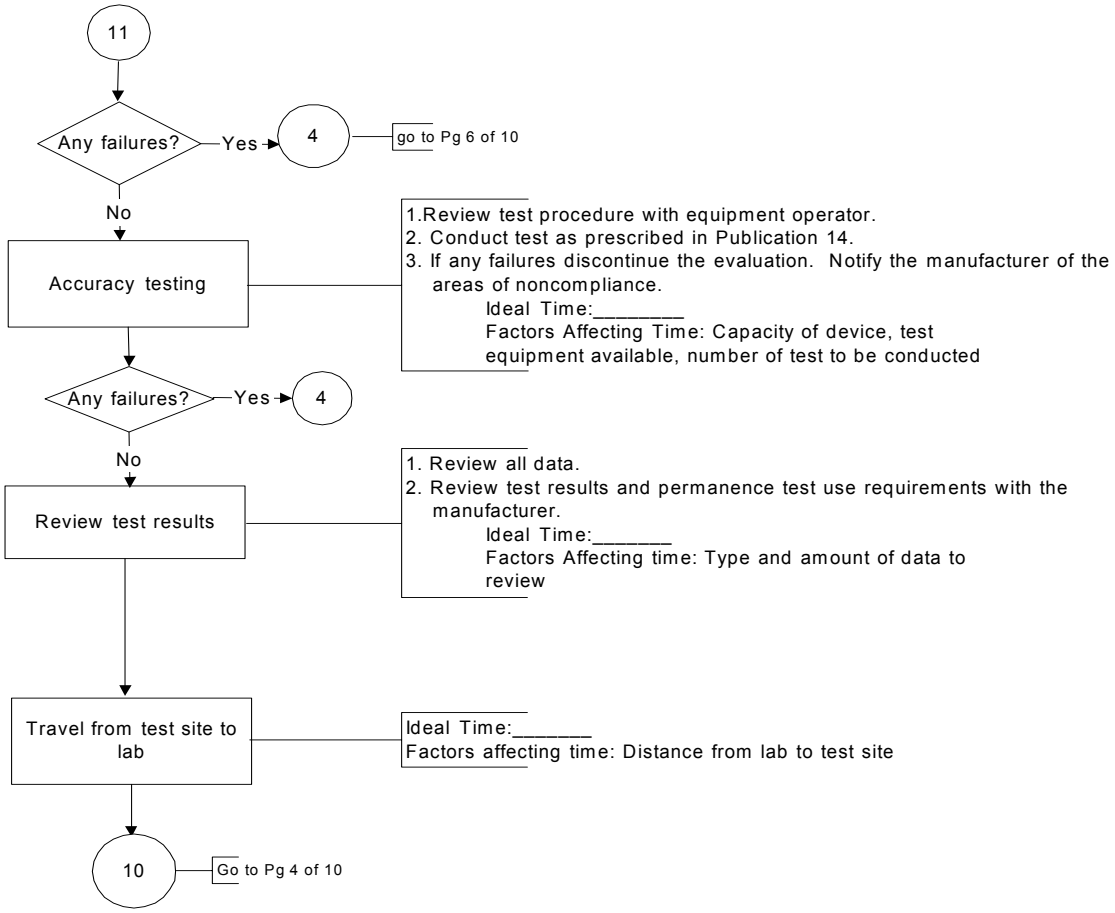
TITLE: **Conducting Subsequent Field Permanence Type Evaluations** **Pg 2 of 2**



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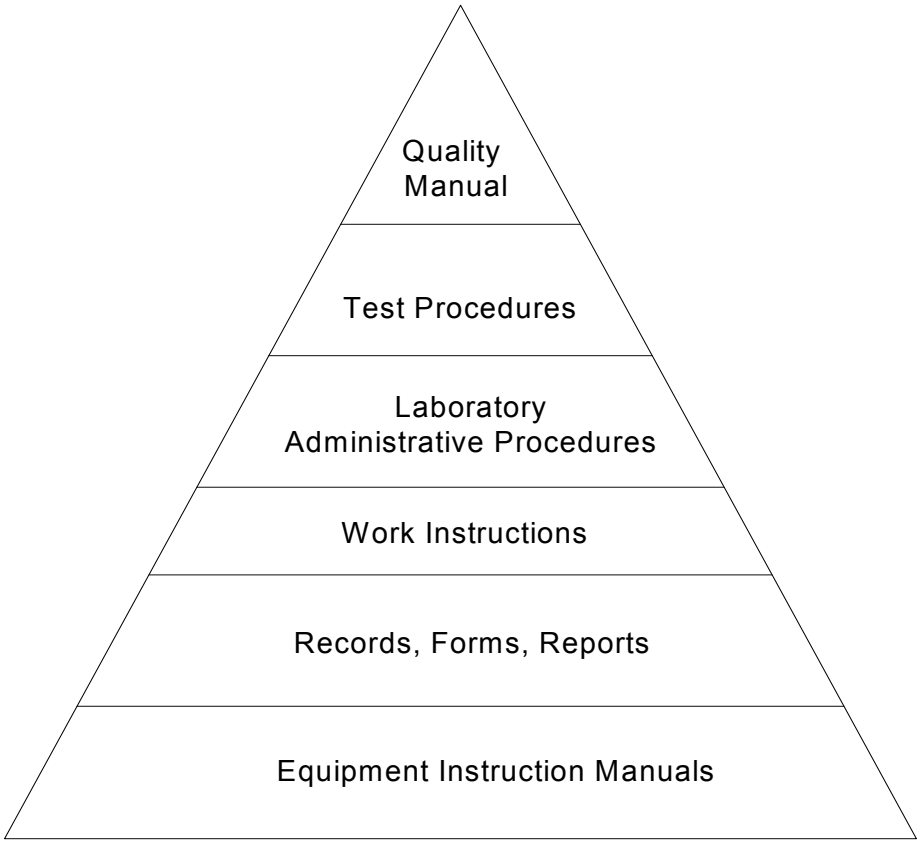
Appendix Q Page 1 of 1	Laboratory Documentation Outline

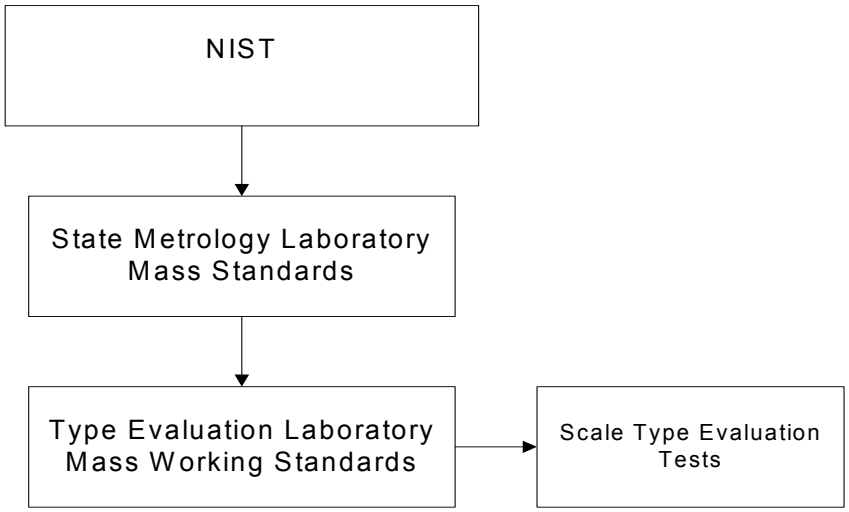


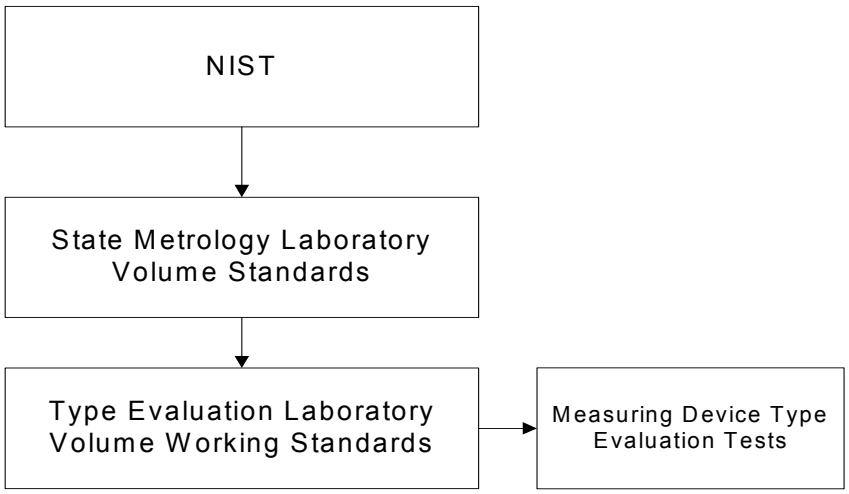
Documentation	Type of Testing			
	Weighing	Measuring	Grain Moisture / NIR	Linear
Quality Manual	All applies	All applies	All applies	All applies
NCWM Publication 14 "Administrative Procedures, Technical Policy, Checklists and Test Procedures"	Adm. procedures, and § 2, Chap 1, 2, 3, 4, 5, and 8.	Adm. procedures, and § 2, Chap 9 and 10.	Adm. procedures, and § 2, Chap 8 and 9.	Adm. procedures and § 2, Chap. 11.
Laboratory Administrative Procedures	All (Appendix H)	All (Appendix H)	All (Appendix H)	All (Appendix H)
Work Instructions	List	List	List	List
Records, Forms and Reports	List	List	List	List
Equipment Instruction Manuals	List	List	List	List

[NOTE: List the procedures, instructions, records, and forms for the type of testing performed in the laboratory]

Appendix R Page 1 of 1	Traceability Flowchart

[NOTE: Edit this traceability chart to represent your laboratory chain of traceability.]





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