



G030001 – Certification on site of use
by authorized representative

CECOD SG3

**Certification on site of use by an authorized
representative**

G030001

Version: 0.a

Date: --/01/2011



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Document Identification	
Title	Certification on site of use by an authorized representative
Reference	G030001
Prepared by	Study Group #3 – Jean-Luc Le GARREC
Creation Date	31/01/2011
Version	0.a

Document Status	comment	
Draft	0a	← draft revisions are from 0a to 0z...
Final		← released revisions are from 1 and up

History of Changes			
Date	Author	Version	Description of Changes
--/01/2011	JLLG	0	creation
31/01/2011	JLLG	0a	corrections

Revised By	
Name	Title/Role
Jean-Luc Le GARREC	SG3 Chairman

Publishing				
Destination	Level	Date	Authorized by (name)	Signature
Study Group only	SG CHAIR	31/01/2011	JL Le Garrec	
Internal	TC CHAIR	-----	-----	-----
Public	CECOD CHAIR	-----	-----	-----



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SCOPE:

The present Cecod Document provides best practice guidance to ensure a certification on site of use by an authorised representative.

1) Domain – Foreword:

Welmec WG10 states that many families of measuring systems for liquid other than water have the necessity of certification on site of use, either under Module D or F.

Even though at the level of the production most of the tests and/or examination are performed at the manufacturer premises, it remains cases where due to the design of the system, it is necessary that some tests or part of the examination should be performed when the instrument is installed at the place of use just before it is legally put into use; these are called operations of certification on site of use. Most of the time, the location where the instrument is put into use, is far from the manufacturer premises; thus the manufacturer who cannot perform the certification on site of use by himself, may ensure the certification by an authorised representative.

It applies namely to Industrial Measuring Systems.

The present Cecod Document provides best practice guidance to ensure a certification on site of use (in situ) by an authorised representative.

2) References to standards - Bibliography:

NLF Directive: Decision n° 768/2008/EC

Welmec Guide 8.4, for module D

WG10 19_16 tablel On-site certification final version, April 2009.

3) Terms and acronyms, definitions:

An authorised representative is any natural or legal person established within the Community who has received a written mandate from a manufacturer to act on his behalf in relation to specified tasks (NLF Directive).

MI: Measuring Instrument

4) **Introduction:**

Guidance is provided for both cases: at first when the authorised representative is a natural person and then when it is a legal person.

For each case, the guidance provides an example for the written mandate.

5) **Guidance:**

In the mandate, the manufacturer should specify each MI for which the mandate is given and should refer for each MI to a list of specified tasks that have to be performed by the authorised representative to whom the manufacturer delegate the certification in situ or the final part of the certification performed in situ.

a) Certification in situ by a natural person as authorised representative

When the mandate is given to a natural person, the manufacturer should enable namely the authorised person.

For doing so, the manufacturer should

- establish the competences required of the authorised person,
- provide the training to the authorised person if needed,
- include the authorised person in his overall audit programme (and namely if the mandate is given under module D)
- and should have a follow up of each authorised person to ensure that the person remains in condition of being enabled.

Typically the required competences are:

Knowledge of legal metrology and namely of MID and its annexes B, D or F (according to the module for which the mandate is given) and MI005

Knowledge of each MI for which the mandate given

Ability to perform the tasks listed for each MI for which the mandate given

Written mandate for a natural person

Example

We, "*name and address of the manufacturer*", give hereby mandate to "*full name and function of the authorised person*", hereafter named the Authorised Person, to perform on behalf of ourselves as manufacturer the certification (or the final part of the certification) in situ following module "*module name: D or F*" of the hereunder Measuring Instruments manufactured by ourselves:

- "*name of the model*" that is certified according to Certificate of EC Type Examination "*number, date of certificate and name and address of issuance NB*".

The specified tasks in relation with the present mandate are listed "*reference of the listing document*".

The present mandate is delivered following our personal enabling program to which the Authorised Person has satisfied.

"Date and place of issue"

For an implementation of the example, italic parts are to be filled in accordingly

b) Certification in situ by a legal person as authorised representative

When the mandate is given to a legal person, 2 situations are to be considered:

- the legal person is certified following ISO 9001 or preferably following module D of MID,
- the legal person has not such a certification.

In the first case, the manufacturer gives mandate to the legal person provided that the legal person includes in his certified quality system the enabling program described here above for performing certification (or the final part of the certification) in situ of the MI of the manufacturer.

In the other alternative, it is recommended that only natural persons belonging to the legal person perform certification (or the final part of the certification) in situ of the MI of the manufacturer according to the here above guidance.



Written mandate for a legal person

Example

We, "*name and address of the manufacturer*", give hereby mandate to "*name and address of the authorised person*", hereafter named the Authorised Person, to perform on behalf of ourselves as manufacturer the certification (or the final part of the certification) in situ following module "*module name: D or F*" of the hereunder Measuring Instruments manufactured by ourselves:

- "*name of the model*" that is certified according to Certificate of EC Type Examination "*number, date of certificate and name and address of issuance NB*".

The specified tasks in relation with the present mandate are listed "*reference of the listing document*".

The present mandate is delivered following the fact that the Authorised Person has included in his certified quality system the enabling program that we have defined for performing certification in situ of our MI.

"Date and place of issue"

For an implementation of the example, italic parts are to be filled in accordingly