

**Annex 7  
MID02****APPLICATION FORM FOR BODIES APPLYING TO BE APPOINTED AS A UNITED KINGDOM NOTIFIED BODY UNDER ARTICLE 11 OF THE MEASURING INSTRUMENTS DIRECTIVE 2004/22/EC**1. **Applicant details**

(A) Name of Body	
(B) Liaison Officer	
(C) Address (A)	Address (B)
Tel. Number:	Tel. Number:
E-mail:	E-mail:

Where applicant has already been designated as a Notified Body under other 'New Approach' Directives e.g. NAWI Directive 90/384/EEC please provide the following information:

(D) Applicable Legislation and Identification Number
--



Annex	Measuring instrument	Complete Conformity Assessment Modules														Other identifiable sub-category of equipment	
		A	A1	B	C	C1	D	D1	E	E1	F	F1	G	H	H1		
<b>6</b>	<b>Electronic systems or systems containing software "Automatic Weighing Instruments"</b>																
	Automatic catchweighers																
	Automatic gravimetric filling instruments																
	Discontinuous totalisers																
	Continuous totalisers																
	Automatic rail- weighbridges																
<b>8</b>	<b>"Material Measures"</b>																
	Material measures of length																
	Capacity serving measures																
<b>9</b>	<b>Mechanical and electromechanical "Dimensional Measuring Instruments"</b>																
	Length measuring instruments																
	Area measuring Instruments																
	Multi-dimensional measuring instruments																
<b>9</b>	<b>Electronic or instruments containing software "Dimensional Measuring Instruments"</b>																
	Length measuring instruments																
	Area measuring Instruments																
	Multi-dimensional measuring instruments																
This form in its final format will be part of any letter of appointment.																	

Additional Information not covered above:

**2. UKAS Accreditation or Assessment**

(F) Accreditation Number and/or Assessment date

(G) Scope of accreditation/assessment  
(including SIC reference where applicable)

3. **Use of suitably qualified assessors or assessment teams**

(H) Inclusion of suitably qualified assessors or assessment teams in the examination and evaluation of the quality system and EC surveillance teams - please acknowledge by ticking the box below.

4. **Details of any Sub-Contracted Tasks**

(I) Task/s sub-contracted, details of how the sub-contractor/s meets the requirements of the Directive in particular Article 12, including references to procedures.

5. **Details of Insurance**

(J) Name of Insurance Company(s), Policy Numbers and Summary of cover provided.

(K) Reference to applicants quality manual/procedures

6. **Personnel statement**

(L) Number of staff

(M) Technical competence

7. **Statements of independence and impartiality**

(N) Statement of conformance with sections 1 and 2 of Article 12

8. **Confidentiality statement**

(O) Brief description of confidentiality arrangements

9. **DECLARATION**

(P) As an organisation prepared to carry out the tasks defined in section E) Scope of this application I declare that

(insert name of organisation)  
meets the core criteria as set out in Article 12 of the Directive.

I agree to pay the prescribed fees and where designation is granted such fees as may be prescribed for subsequent verification of compliance with the Article 12 requirements.

.....  
(signature of Chief Executive)

.....  
(name in block capitals)

.....  
(date)

Guidance on completion of the application form is provided by the following notes.

## **GUIDANCE NOTES**

Please refer to the 'letters' against each entry on the application form to identify the relevant notes for the following 'numbered' sections:-

### 1. **Applicant details**

**A** Enter the name of the organisation.

**B** Enter the name of the officer to be contacted in the event of further information or clarification being required.

**C** Enter the official address of the organisation and, where different, the address of the officer named in B above.

**D** Enter the details of any designation the organisation has already been granted as a Notified Body under other 'New Approach' Directives e.g. EC verification under Council Directive 90/384/EEC for NAWI. Also enter any details of any appointment held in relation to self verification under the UK deregulation order 1999.

**E** Tick the box/es corresponding to the instrument type and conformity assessment module you wish to be appointed for. Your organisation will be assessed for this scope only and this scope will be included in the letter of appointment.

### 2. **UKAS accreditation or assessment**

This section is designed for those applicants that have already been accredited or assessed by UKAS for the full scope of their application. If the applicant is applying for a scope for which UKAS has not yet assessed or accredited them they should indicate that the UKAS form AC6 has been completed and sent to UKAS and a copy should be attached to this application.

**F/G** Enter the accreditation number given by UKAS and provide details of the scope of the accreditation together with the Standard Industry Code (SIC) reference where applicable. If no accreditation was granted but a UKAS assessment was carried out then please give the date of the assessment and attach a copy of the assessment report. Also enter any details of any accreditation held in relation to self verification under the UK deregulation order 1999.

To be accepted, the accredited scope or assessment of the applicant body must cover the scope for which the applicant body wishes to be appointed for .

In applying for designation the applicant body should undertake to verify

- (i) that where a supplier agrees to supply such an instrument in conformity with a design for which he has type approval, his systems are such as to ensure conformity of the instruments with the type and with the requirements of the Directive.
- (ii) that where an EC mark e.g. green M (or other symbol indicating compliance to specified requirements) is placed on a measuring instrument the suppliers quality systems ensure conformity of that instrument so marked with the requirements indicated by the mark.

A quality system certificate issued by an appointed Notified Body should refer to the supply or manufacture of measuring instruments complying with the terms of the Measuring Instruments Directive 2004/22/EC.

### 3. **Use of suitably qualified assessors**

**H** UKAS will use suitably qualified assessors or assessment teams to undertake the assessment and make clear to applicant bodies when sub-contracted assessors or technical experts are to be used. Applicant bodies will have the right to object to specific assessors and experts where there are concerns about potential conflicts of interest. UKAS has established procedures to handle complaints or appeals associated with its assessment activities.

You are asked to indicate acceptance by placing a tick in the box provided.

### 4. **Details of any sub-contracted tasks**

**I** Enter a description of any specific tasks that are subcontracted by the applicant body to any other organisation and what procedures are in place to ensure that the requirements of the Directive are met, in particular Article 12.

### 5. **Details of insurance**

**J/K** A description of the arrangements made by the applicant body must be included with specific reference to the policy number, the nature and extent of the cover provided in monetary terms, whether there is any excess (and if so how much), whether the limit is per 'occurrence' or otherwise, whether the applicant body will seek to limit liability with its customers (and if so a copy of the relevant clause(s) should be appended to the application). In addition please provide details of the appropriate references in your quality manual or procedures.

### 6. **Personnel Statement**

**L** Applicant bodies should enter the number of staff that will be involved in conformity assessment and what level of qualifications and/or experience they have. Local Authorities should enter the number of officers in post holding a certificate issued or deemed to have been issued under Section 73 of the Weights and Measures Act 1985.

**M** Briefly describe how the technical competence of staff is assured; this will need to include reference to the maintenance of staff competence, quality management systems, management supervision and review.

### 7. **Statements of independence and impartiality**

**N** The first criterion in Article 12 of the Directive prohibits the notified body from being any of the types of economic operators listed, or from being directly involved in any of the activities listed. The second criterion refers to the notified body being "...free from all pressures and inducements, in particular financial inducements, that might influence their judgement or the results of their conformity assessment.....". A statement of conformance with these criteria should be entered by the applicant body.

### 8. **Confidentiality statement**

**O** Subject to any arrangements in respect of the release of information to other notified bodies in accordance with the relevant conformity assessment procedures, the notified body shall have adequate arrangements for ensuring confidentiality of information obtained in the course of its certification activities between itself and its clients. The applicant body should enter a brief description of its confidentiality arrangements.

### 9. **Declaration**

**P** Enter here the name of the organisation and have the form signed and dated by the Chief Executive.

**FEES**

A fee plus additional expenses, if any, to cover the costs of considering the application will be due and payable on completion of the consideration. The level of the fee is set out in NWML's Fees Regulations.

NWML  
August 2005