

Manufacturer Conformity Assessment Procedure

Use and fill in the Check List for the Execution of Manufacturer Conformity Assessment X00A-808 accordingly.

1. Visually inspect the scale – indicator and weighbridge - for:
 - a. Damage or other problems which may make the scale unsuitable
 - b. Metrological characteristics, i.e. accuracy class, Min, Max, e, d
 - c. Ensure the settings in the indicator – according to OIML
(USE: OIML, zero range and zero band not more than 4% Max)
 - d. Identification of firmware
 - e. Ensure the correct modules are used
 - f. Prescribed inscriptions and positions for verification and control marks
 - g. Ensure that the cable shield and earth are connected. If RS232-interface is used, please advise the manufacturer to install a module to avoid damage because of potential differences.
 - h. Check the construction of the weighbridge to be in accordance with EN45501:2015 and WELMEC 2.4
2. Find / prepare the “Verification of Compatibility for Modules of Weighing Instruments” using spreadsheet X00A-805. Ensure that the modules are compatible.
3. Find the correct Test Report (X00A-822) dependent upon scale type / weigh bridge, Max. load and number of ranges, according to work instruction X00A-804 and corresponding to DIN EN 45501. Check that indicator will show OLOAD if the load is more than 9e over Max. At the end of the tests for Test Report, HI_RES should be switched off **before** the calibration counter is recorded.
4. Affix the verification labels. Ensure they are filled out correctly.
Put the transparent foil over the verification labels for protection.
Seal all affixed labels.
5. It is possible to create the trade label independently according to the specifications from dokumet X00A-304 and to print it on a self-adhesive foil (e.g. L6013 from Zweckform or destructible foil).
Before using this label for the for the first time, you **have to send it to us** for approval and release.
6. Take picture of all the sealed labels as well as the sealed junction box and the weighbridge.
7. Complete the Check list for the Execution of MCA (document X00A-808), sign it and save it as pdf-file.
8. Store the test data:
 - a. The following documents must be stored in one subdirectory:
X00A-805 / X00A-822 / X00A-808 / photos / copy of a certificate of used standard weights / copy of a certificate of the used delta-weights.

- b. The subdirectory should be named as follows:
Series of Indicator_SerialNumber_Company_VerificationOfficer
e.g. "R320_3131313_abcde_rvo12121-01"
- c. The files used should be named as follows:
SheetNumber_Series of Indicator_SerialNumber_VerificationOfficer
e.g. "X00A-816_R320-K306_3131313_rvo12121.pdf".
- d. Send the files by e-mail to verification@rinstrum.com with the following details in re.: "Series of Indicator_Indicator-SerialNumber_SerialNumber of Scale_RVO-No.". The data must be unzipped. Only the files of one scale may be attached to one mail.

Attention: The documents have to be sent within maximum 5 working days after performing the tests and affixing the labels.

9. Rinstrum will issue a Declaration of Conformity and it will be stored at Rinstrum EU together with the other documents of the scale. Rinstrum will ensure that the test officer gets a scanned pdf of the declaration asap. This pdf will also be valid like the original. The original document will be sent to the RVO at the end of the appropriate month.
10. Send the Declaration of Conformity as pdf or/and original to the customer.
11. According to national law, if requested, RVO should ask the customer for informing the local authority about the verified scale and sending all requested documents.