

To all Rinstrum Verification Officers:

This newsletter covers the following topics:

1. C500 EU Type EU-Type Examination Certificate
2. New Email Templates and Status Codes for MCAs

1. C500 EU Type EU-Type Examination Certificate

Due to the Brexit, the NMO certificate for our C500 series indicators is no longer valid in Europe from 01.01.2021. Therefore, please make sure to use the NMI EU-Type Examination Certificate (**C500-B20 T11767R0**). This is available for download from [here](#).

2. New Email Templates and Status Codes for MCA

We have developed new email templates for MCA process communication.

i. Order Acknowledgement

This email will be sent upon receiving the order with reference to the Serial Number/s on the email subject.

Subject	Order Acknowledgement for MCA - SN : xxxxx
---------	--

Dear RVO,

RVO Name :
RVO Number :
Company :

The following MCA/s have been received and entered for processing. Please refer the attachment for the order acknowledgment.

MCA Number	Status Code	Description	Workflow status	Next Step	Remarks
xxxx-xxx-xxx	MCAE000	MCA Received and Entered	MCA Entered	MCA will be processed.	-

Please note that if there are any issues with the MCA, the time required to process may extend and we will get in touch with you for any clarifications.

Feel free to contact us at verification@rinstrum.com case of any questions.

ii. MCA Clarify

This email will be sent in the case where there are issues with the MCA with reference to the Serial Number/s on the email subject. The **Status Code** and **Description** explain why the MCA is under clarification and the **Next Step** and **Remarks** explain what needs to be done by the RVO to resolve the issue/s.

Subject	Clarification for MCA/s - SN-xxxx				
Dear RVO,					
RVO Name :					
RVO Number :					
Company :					
The following MCA/s are in clarification state. Please take the necessary action/s to resolve the issue/s to obtain the Declaration of conformity. Please refer the table below.					
MCA Number	Status Code	Description	Workflow status	Next Step	Remarks
Please note that if you fail to reply within 1 week the MCA will be rejected and new MCA/s is required to be submitted to obtain the declaration of conformity.					
Feel free to contact us at verification@rinstrum.com case of any questions.					

iii. MCA Declaration of Conformity

This email will be sent once an MCA is successfully processed and approved with reference to the Serial Number/s on the email subject.

Subject	Declaration of conformity for MCA/s - SN : xxxxx
Dear RVO,	
RVO Name :	
RVO Number :	
Company :	
The following MCA/s have been processed and approved. Please find attached the Declaration/s of Conformity.	
1. MCA1	
2. MCA2	
3. MCA3	
Feel free to contact us at email@rinstrum.com in case of any questions.	

iv. MCA Rejection

This email will be sent once an MCA is rejected with reference to the Serial Number/s on the email subject. The **Status Code** and **Description** explain why the MCA was rejected and the **Next Step** and **Remarks** explain what needs to be done by the RVO to resubmit the MCA.

Subject		Rejection of MCA/s - SN : xxxxxx			
Dear RVO,					
RVO Name	:				
RVO Number	:				
Company	:				
The following MCA/s that were in clarification state have been rejected due to the mentioned reason/s.					
MCA Number	Status Code	Description	Workflow status	Next Step	Remarks
Please reach out to us at verification@rinstrum.com to discuss more on the rejected MCA/s and resubmission.					
We can arrange a special training session regarding the MCA process for you, and resolve the above mentioned issues.					

The following table contains the status codes that have been defined for the MCA process:

Status code	Reason Description	Workflow Status
MCAE000	MCA Received and Entered	MCA Entered
MCAE001	Subject of the email doesn't include the indicator serial number	MCA Entered
MCAE002	Document name format is incorrect for X00A-805, X00A-808 and X00A-822.	MCA Entered
MCAE003	Format of the Email subject is incorrect	MCA Entered
MCAE004	MCA documents are sent as a compressed file	MCA Entered
MCAE005	Images of the sealed Junction box is missing	MCA Clarify
MCAE006	Sealing method incorrect	MCA Clarify
MCAE007	Images are unclear	MCA Clarify
MCAE008	Incorrect TAC number is used for R320 HW1.2	MCA Clarify
MCAE009	images of the used standard weights are missing.	MCA Clarify
MCAE010	X00A-822 and X00A-805 are sent as scanned documents	MCA Clarify
MCAE011	Serial number on the indicator label does not match with that on documents	MCA Clarify
MCAE012	MCA test/ tests in X00A-822 are failed	MCA Clarify

MCAE013	Rear image of the Indicator is missing/ Cannot identify R320 V4 vs R320 V4 HW1.2	MCA Clarify
MCAE014	Notified body is incorrect in the documents	MCA Clarify
MCAE015	Number of load cells do not match with X00A-805 and X00A-822	MCA Clarify
MCAE016	Insufficient details to identify whether the truck scale is dual range or single range	MCA Clarify
MCAE017	Certificates for standard weight, small weights and loadcell/s are missing	MCA Clarify
MCAE018	Second page of X00A-805 is missing	MCA Clarify
MCAE019	Verification scale interval on indicator label does not match with the documents (X00A-805,822)	MCA Clarify
MCAE020	Details in X00A-805 on scale, indicator and load cell are incompatible.	MCA Clarify
MCAE021	Incorrect TAC (Type Approval Certificate) and TC (Test certificate) numbers on X00A-805	MCA Clarify
MCAE022	Indicator Serial Number on indicator label does not match with that on documents	MCA Clarify
MCAE023	X00A-808 or X00A-816 (Check List for the Execution of MCA - for RVO) is missing	MCA Clarify
MCAE024	Calibration counter on indicator label does not match the test report X00A-822	MCA Clarify
MCAE025	Test date on indicator label does not match the test report X00A-822	MCA Clarify
MCAE026	RVO has not used the latest documents registered in DRC	MCA Clarify
MCAE027	Incorrect small and standard weights certificates	MCA Clarify
MCAE028	Incorrect loadcell certificates	MCA Clarify
MCAE029	Data Storage Module (M4501) was not used for the process	MCA Clarify
MCAE030	Transparent Foil (X00A-306) is not used for the sealing	MCA Clarify
MCAE031	RVO Account on Hold	Payment pending
MCAE032	RVO has not replied to the mail sent from verification@rinstrum.com regarding the incorrect MCA process within 1 week	MCA rejected
MCAE033	RVO has not replied to the remainder email	MCA rejected
MCAE034	Invalid RVO	MCA rejected
MCAE035	RVO on Hold	MCA rejected