

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.
Seal all affixed labels.
5. Take picture of all the sealed labels as well as the sealed junction box and the weighbridge.
6. Complete the Check list for the Execution of MCA (document X00A-808), sign it and save it as pdf-file.
7. Store the test data:
 - a. The following documents must be submitted in one MCA:
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 files used should be named as follows:
SheetNumber_Series of Indicator_SerialNumber_VerificationOfficer
e.g. “X00A-816_R320-K306_3131313_rvo12121.pdf”.
 - c. Submit the files to **Verification Office Portal** by creating new MCA submission. Check **Annex I** on how to create a submission.

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

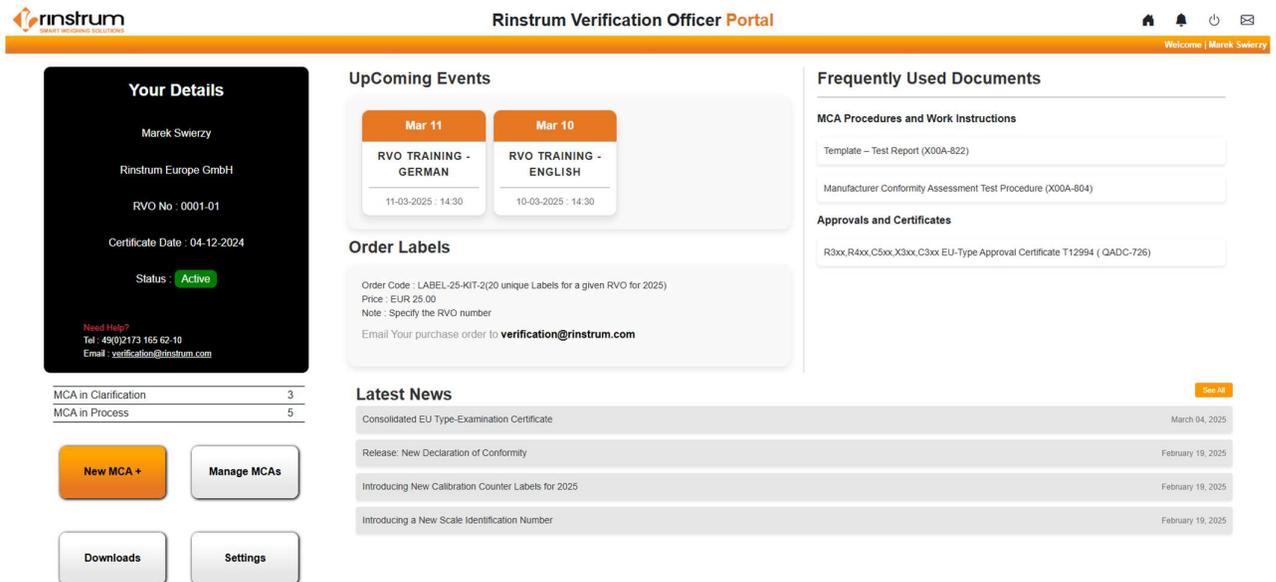
8. Rinstrum will issue a Declaration of Conformity, and it will be stored at Rinstrum EU together with the other documents of the scale. This document can be downloaded through the [Verification Office Portal](#).
9. Send the Declaration of Conformity as pdf or/and original to the customer.
10. According to national law, if requested, RVO should ask the customer to inform the local authority about the verified scale and sending all requested documents.

Appendix I – how to use Verification Officer Portal

1. Login to [Verification Office Portal using](#) your credentials.



2. Home Screen



New MCA request

3. Use "MCA Requests" to Create new MCU.

Rinstrum Europe GmbH

RVO No : 0001-01

Certificate Date : 04-12-2024

Status : Active

Need Help?
 Tel : 49(0)2173 165 62-10
 Email : verification@rinstrum.com

MCA in Clarification	3
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New MCA +

Manage MCAs

Downloads

Settings

GERMAN
11-03-2025 : 14:30

ENGLISH
10-03-2025 : 14:30

Order Labels

Order Code : LABEL-25-KIT-2(20 unique Labels for a given RVO for 2025)
 Price : EUR 25.00
 Note : Specify the RVO number
 Email Your purchase order to verification@rinstrum.com

Latest News

- Consolidated EU Type-Examination Certificate
- Release: New Declaration of Conformity
- Introducing New Calibration Counter Labels for 2025
- Introducing a New Scale Identification Number

4. Fill MCA details in the New MCA screen

Create new MCA

MCA ID.	<input type="text" value="SC0001-01-25-09"/>
Scale number	<input style="border-bottom: none; border-right: none; border-left: none; border-top: none;" type="text" value="25-09"/> ▼
Document Date	<input style="border-bottom: none; border-right: none; border-left: none; border-top: none;" type="text" value="24/02/2025"/> 📅 2025-Feb-24

5. Upload MCA documents, images and test certificates. (max: single file size – 20mb)

Compatibility module (X00A-805)	<input type="button" value="Choose File"/> No file chosen
Test report (X00A-822)	<input type="button" value="Choose File"/> No file chosen
Checklist (X00A-808)	<input type="button" value="Choose File"/> No file chosen
Test certificate for load cells	<input type="button" value="Choose File"/> No file chosen
Images	<div style="border: 1px dashed gray; height: 30px; width: 100%;"></div> Drag and drop , click

6. Click submit.

A new MCA will be created in “Submitted” state.

MCA ID	Requested Date	Document Date	Scale No.	Indicator
SC0001-01-25-15	2025-02-10 11:45	2025-02-07 11:00	25-15	R400
SC0001-01-25-13	2025-02-10 11:10	0001-01-01 05:20	25-13	R420
SC0001-01-25-14	2025-02-10 11:10	2025-02-12 11:00	25-14	R420
SC0001-01-25-01	2025-02-10 11:10	0001-01-01 05:20	25-01	R320
SC0001-01-25-16	2025-02-10 12:11	2024-02-20 11:00	25-16	R320

Process Clarification

1. When RMSA found an error with the MCA submission, RVO gets an error description detail through the RVO clarification view.

Go to Home >> MCA Manage >> In Clarification view to check MCAs in clarification state.

MCA ID	Requested Date	Document Date	Scale No.	Indicator	Scale Calibration No.	Serial No.	Status
SC0001-01-25-03	2025-02-21 16:08	2025-02-13 05:30	25-03	R320	-	3663862	In clarification

2. RVO can submit corrected MCA details to the same MCA submission. If the MCA clarification submission is accepted the MCA will be processed through to the next stage of the verification process.
3. When the Verification is completed, the submitted MCA will be marked as "Completed".

MCA ID	Requested Date	Document Date	Scale No.	Indicator	Scale Calibration No.	Serial No.	Status
SC0001-01-25-15	2025-02-10 11:45	2025-02-07 11:00	25-15	R400	-	123456	Completed
SC0001-01-25-13	2025-02-10 11:10	0001-01-01 05:20	25-13	R420	-	123456	Completed
SC0001-01-25-14	2025-02-10 11:10	2025-02-12 11:00	25-14	R420	-	1234	Completed
SC0001-01-25-01	2025-02-10 11:10	0001-01-01 05:20	25-01	R320	-	1234567	Completed
SC0001-01-25-16	2025-02-10 12:11	2024-02-20 11:00	25-16	R320	-	1234	Completed

Declaration of Conformity

1. Declaration of Conformity will be available to download as a pdf through the RVO portal when the verification is completed.

Go to Home >> MCA Manage >> Completed view and **click on the relevant MCA** to download the Declaration of conformity.

The MCA - SC0001-01-25-13 certificate is ready for collection. Please click the download button to download the MCA certificate.

Download MCA Close

If MCA is shown verification is completed and Declaration of conformity is not available, click on the "Request" to get the document.

Request MCA Close

This will create a new request in the RVO Portal and once the Declaration of conformity available for download, RVO will be notified.