
	Prime Certification & Inspection			
Title	Metrology System Certification Scheme			
Doc ref: PCI-PCS-06	Issue: 02	Revision: 00	Date: 01/04/2019	Page 1 of 10

CONTENT

SR. NO.	DESCRIPTIONS	PAGE NO.
1.	INTRODUCTION	02
2.	OBJECTIVE	02
3.	DEFINATIONS	03
4.	SCOPE	03
5.	APPLICABLE SCHEME & STANDARDS	04
6.	CERTIFICATION REQUIREMENTS	04
7.	CERTIFICATION PROCESS	06
8.	MARKET MONITORING & VERIFICATION	10
9.	REFERENCES	10

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	Prime Certification & Inspection			
Title	Metrology System Certification Scheme			
Doc ref: PCI-PCS-06	Issue: 02	Revision: 00	Date: 01/04/2019	Page 2 of 10

1. INTRODUCTION

PRIME C&I is an accredited certification body & ESMA approved notified Body under its notification system mandated by UAE decree No (35) Of the year 2015 & UAE Cabinet Resolution No (36). PRIME C&I is an authorized Notified Body by ESMA that it is technically competent to perform the specific tasks of certification to ESMA clients.

It is the responsibility of PRIME C&I as A Notified Body BY ESMA, to establish and maintain the appropriate system to satisfy both ESMA and client's requirements in accordance to the notification system mandated by ESMA. It is the responsibility of ESMA clients and PRIME C&I clients to provide all needed requirements as per ESMA Notification system to ensure their management system compliance to the applicable schemes and standards.

Service Type:

As per Scheme owner rules, PRIME C&I certifies Industrial Measurement System and issues Certificate of Registration (COR) under the "Resolution of the Chairman of the Board of Directors No. 9 of 2017 Concerning the Adoption of the Industrial Measurements System" as per rules/regulations given below;


- Federal Law No. 28 of 2001 concerning the establishment of the Emirates Authority for Standardization and Metrology (ESMA).
- Cabinet Resolution No.31 of 2006 concerning the National Metrological System (NMS)
- Resolution of the board of directors in its first meeting in 2017 on 15 January 2017 approving the Industrial Metrological System (IMS).

Issuance of certificate of registration by PRIME C&I as ESMA's Notified Body assures the compliance of Industrial Measurement System with the requirements of the approved schemes, standards and others specified in the technical regulation by Emirates Authority for Standardization and Metrology (ESMA).

2. OBJECTIVE

This scheme describes the criteria implemented by PRIME C&I as Notified Body of Emirates Authority of Standardization and Metrology (ESMA) that Metrology System intended for certification with ESMA are complying the relevant mandatory schemes and applicable Standards.

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		Prime Certification & Inspection		
Title		Metrology System Certification Scheme		
Doc ref: PCI-PCS-06	Issue: 02	Revision: 00	Date: 01/04/2019	Page 3 of 10

3. DEFINITIONS

- a. **ESMA:** Emirates Standardization and Metrology Authority.
- b. **PRIME C&I:** PRIME Certification & Inspection.
- c. **Scheme:** Certification system related to specified process/products, to which the same specified requirements, specific rules and procedures apply.
- d. **Certification:** Third-party attestation related to products, processes, systems or persons.
- e. **Notified Body:** A conformity assessment body designated by ESMA to conduct conformity assessment process on products and processes in accordance with related schemes/standards/regulations mandated by ESMA.
- f. **Certification Body:** A conformity assessment body designated to conduct conformity assessment process on products and processes in accordance with related schemes/standards/regulations.
- g. **Certificate of Registration:** Formal document issued by PRIME C&I as notified body under approval of ESMA stating that certification is being granted for the process/system/product in accordance with applicable scheme/standards as per ESMA Requirements.

4. SCOPE

The system shall be applied to local and external factories on optional basis provided that these entities are licensed and registered by the official bodies in UAE or competent entities in the country of origin. The system can be applied as mandatory on some types of industries/factories by virtue of a decision taken by the chairman of the board of directors as necessary.


This scheme/document covered the Industrial Metrology System Certification for the Sectors & factories as given below;

Scope of Certification	Sectors/Factories under Scope	Type of Certification
METROLOGY SYSTEM	Bottled Drinking Water	Industrial Measurement System
	LPG Cylinders	
	Paints and Varnishes	
	Fresh Chicken	
	Non-Alcoholic Energy Drinks	
	Detergents	
	Juices	
	Perfumes	
Fizzy Drinks		

Note: In case of mandatory application of the system, products used for promotional, educational and military purposes shall be exempted from this provision.

5. APPLICABLE SCHEME & STANDARDS

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	Prime Certification & Inspection			
Title	Metrology System Certification Scheme			
Doc ref: PCI-PCS-06	Issue: 02	Revision: 00	Date: 01/04/2019	Page 4 of 10

The system shall be applied to local and external factories on optional basis provided that these entities are licensed and registered by the official bodies in UAE or competent entities in the country of origin. The system can be applied as mandatory on some types of industries/factories by virtue of a decision taken by the chairman of the board of directors as necessary.

The applicable regulations:

1. Resolution of the Chairman of the Board of Directors No. 9 of 2017 Concerning the Adoption of the Industrial Measurements System.
2. Technical regulation for the Legal Metrology Activities no. 75 of the year 2016;
3. Metrology System Certification Scheme issued by Prime C&I, if needed.
4. Relevant UAE Regulations for specific industry and types of instruments & devices being used by the industry etc.

6. CERTIFICATION REQUIREMENTS

The requirements vary depending on the scope of certified system/process; Details of the documents required for certification for the scope of INDUSTRIAL METROLOGY SYSTEM as per Scheme Owner (ESMA) requirements are detailed as following:

6.1 Service Registration Requirements:


- Registration on ESMA website.
- Apply for registration certificate for Industrial Measurement System.
- Upload the Required Document.
- Documents Review.
- If the Management system is fulfilling with all the requirements, system will notify the clients to pay the fees.
- Obtain a registration certificate

Service Channel: ESMA website & Notified bodies happiness center.

6.2 Supportive Documents:

- Application form (Online).
- Valid UAE Industry/Trade License.
- Identifying all legal requirements for each measurement guide, its accessories and supportive devices through technical regulations and instructions prepared for that purpose.
- Declaration of compliance by the applicant.
- Industry layout & Design
- Industrial Measurement Guidelines Manual

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	Prime Certification & Inspection			
Title	Metrology System Certification Scheme			
Doc ref: PCI-PCS-06	Issue: 02	Revision: 00	Date: 01/04/2019	Page 5 of 10

- Responsibilities of all the personnel appointed to manage and apply IMS.
- Mechanisms of importing measurements devices and how to verify their validity as per UAE Regulations & requirements of International Metrology Bodies.
- List of Equipments & Measuring Devices by indicating their use Internally/Externally
- Equipments and Measuring Devices Manuals
- Calibration status of equipments & measuring devices and their calibration certificates with the relevant traceability to International Standards.
- Procedures for handling, storage and usage of the equipments and measuring devices.
- Deviation records for measuring devices or other equipments.
- Procedure for preventive maintenance and records for preventive & corrective maintenance of equipments and measuring devices.
- Performance record of equipment & measuring devices.
- Mechanism for control of non-conformity & corrective actions.
- Mechanism for review of Measurements Management System & Continual Improvements.
- Mechanism for control of document & record

6.3 Application for Certification (Application Form):

Application to be filled by the client will contain all the necessary information needed by PRIME C&I conducting the certification Process, such important information is:

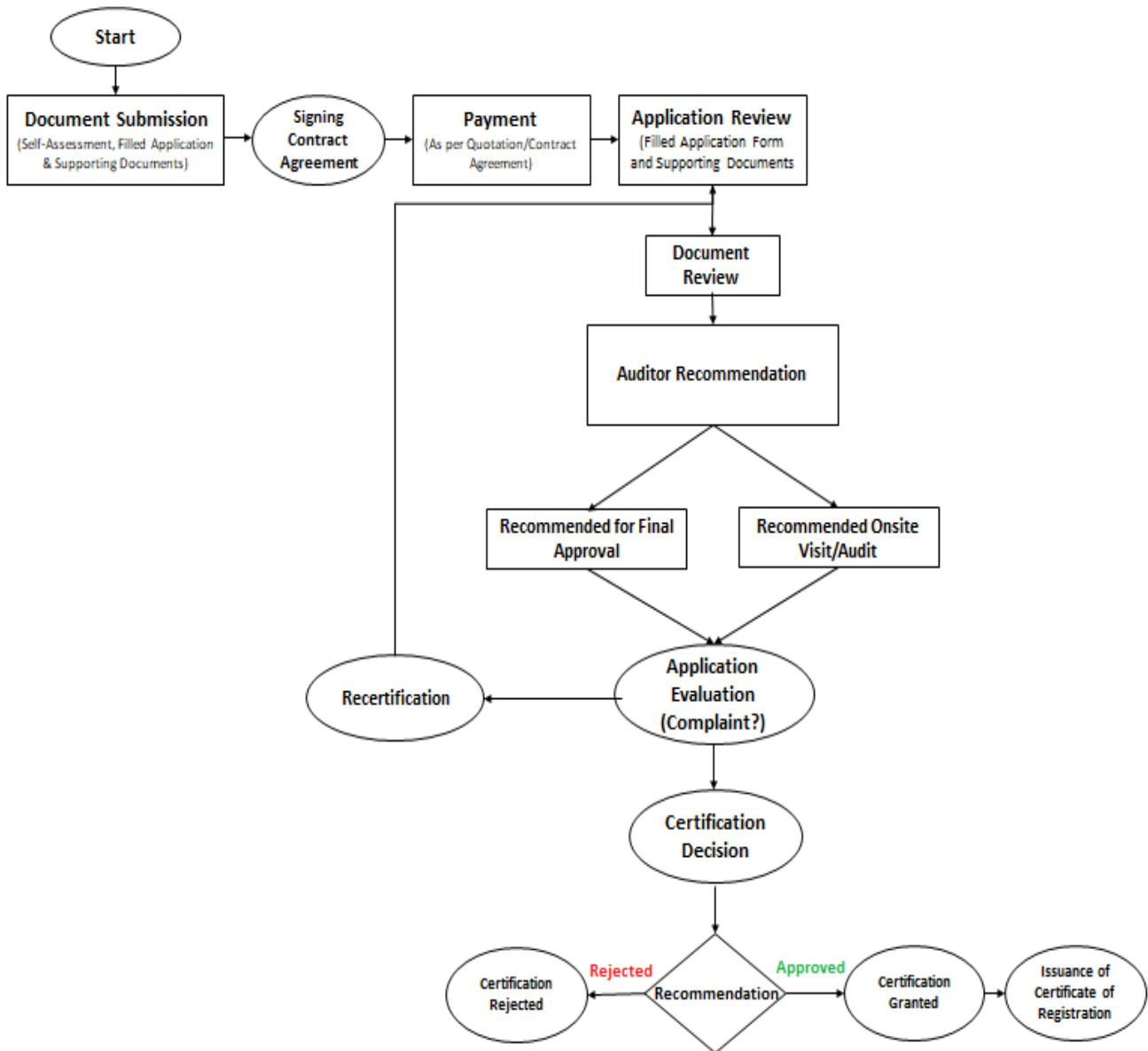
- Type of Process/system to be certified: Facility (Process) to identify the related scheme implemented by ESMA
- Relevant standard/ or normative documents clients is seeking certification for.
- General information: Applicant Business activities & related business facilities & relationship between their facilities, in relevance to the certification scheme applied for information about outsourced processes.
- Any other information needed related to certification requirements.

By signing the application form, the applicant and the manufacturer agrees to comply with these General Rules and with the Specific Management System regulations covered by;

- Certification Agreement:
- Non-Disclosure Agreement


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7. CERTIFICATION PROCESS



Based on its role as ESMA's Notified body, Procedure will be performed as following given below:

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	Prime Certification & Inspection			
Title	Metrology System Certification Scheme			
Doc ref: PCI-PCS-06	Issue: 02	Revision: 00	Date: 01/04/2019	Page 7 of 10

7.1 Preparatory Steps:

- Application Form shall be submitted by applicant to PRIME C&I, submission can be done via PRIME C&I's affordable communication methods (mail, emails, hard copy, website, E-System).
- Sales and Marketing Executive/Administrative assistant will review it to check documents availability on a primary basis.
- A quotation will be sent to applicant by Head of Sales and Marketing; containing the scope of certification and fees related to each step of the certification process.
- Payment shall be done by applicant.

7.2 Application Review:

- Upon acceptance of quotation by client, he is requested to sign the General Conditions for Certification Services.
- Application along with related supportive documents will be received by PRIME C&I's Conformity Manager who shall assign one of PRIME C&I's technical team members (Conformity Officer- (Evaluator or Auditor)).


7.3 Application Evaluation

Auditor shall perform evaluation steps related to the certification scheme.

System Certification.

- Detailed documents review for all the documents
- Document review includes the verification of Industrial Measurement system and its related documents & records like;
 - Application form (Online).
 - Valid UAE Industry/Trade License.
 - Identifying all legal requirements for each measurement guide, its accessories and supportive devices through technical regulations and instructions prepared for that purpose.
 - Declaration of compliance by the applicant.
 - Industry layout & Design
 - Industrial Measurement Guidelines Manual
 - Responsibilities of all the personnel appointed to manage and apply IMS.
 - Mechanisms of importing measurements devices and how to verify their validity as per UAE Regulations & requirements of International Metrology Bodies.
 - List of Equipments & Measuring Devices by indicating their use Internally/Externally
 - Equipments and Measuring Devices Manuals
 - Calibration status of equipments & measuring devices and their calibration certificates with the relevant traceability to International Standards.
 - Procedures for handling, storage and usage of the equipments and measuring devices.
 - Deviation records for measuring devices or other equipments.
 - Procedure for preventive maintenance and records for preventive & corrective

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	Prime Certification & Inspection			
Title	Metrology System Certification Scheme			
Doc ref: PCI-PCS-06	Issue: 02	Revision: 00	Date: 01/04/2019	Page 8 of 10

maintenance of equipments and measuring devices.

- Performance record of equipment & measuring devices.
- Mechanism for control of non-conformity & corrective actions.
- Mechanism for review of Measurements Management System & Continual Improvements.
- Mechanism for control of document & record

Note-1: Retention time for all related documents and record shall be more than 3 years.

Note-2: Onsite facility visit/audit is not mandatory. Although after document review (initial assessment) if Lead Auditor/Auditor will not satisfy with provided documented information, onsite audit may be required by the auditors to the facility where the IMS (Industrial Measurement Guide) is implemented to assure the quality management system adopted in full compliance with applicable standards and technical regulations.

Evaluation Outcome Results:

- If evaluation is pending for missing or invalid documents or other needed information to complete evaluation; Additional Supportive Documents will be requested by Applicant.
- Evaluation includes management system verification through documents/records provided on all parameters requested by applicable scheme/standards, calibration certificates shall be issued by 3rd party accredited Laboratory sub-contracted according to the approved Standards and applicable technical requirements.
- If calibration certificates are not complying with Standards; Lead Auditor/Auditor requests rectification of the non-complying aspects, then based on applicant confirmation of rectification, re-calibration will be done to conduct the same laboratory again and for once.
- Evaluation will be repeated upon applicant re-submission of needed documents/information.


7.4 Decision of Certification:

Upon submission of this information, and as per the result of documents review and completing evaluation process. Recommendation of approval of certification: Evaluation shows full compliance with applicable schemes/standards:

- Application is initially approved by Lead Auditor/Auditor
- Recommendation for certification approval will be made by Technical Manager
- Certification decision will be done by Decision Committee
- Granting the issuance of Certificate of Registration, recognized by scheme owner (ESMA)
- Certified Facility will be listed in PRIME C&I's Certified Facility Registry.

Recommendation of rejection of certification: Evaluation shows non-compliance with applicable

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	Prime Certification & Inspection			
Title	Metrology System Certification Scheme			
Doc ref: PCI-PCS-06	Issue: 02	Revision: 00	Date: 01/04/2019	Page 9 of 10

schemes/standards, due to any reason preventing system/process from Certification:

- Application is declined by Lead Auditor/Auditor
- Recommendation for certification - rejection will be made by Technical Manager
- Rejection decision will be done by Decision Committee
- PRIME C&I will inform client by an Official rejection statement (Letter of certification Status) by e-mail stating the reason of rejection.

Notes for clients:


- For some scopes where it is required to have a quality system available, clients seeking to be certified for any of their (facility/Process) to Schemes and applicable standards through PRIME C&I are requested to implement relevant Quality System including documentation in a way to meet all requirements of this standard and all relevant specific standards depending on the nature of service (certified system/Process).
- In case of a Client newly operating, and seeking to be certified, Client is required to demonstrate more than 3 months compliance against the standard immediately preceding the date of the Pre-Assessment performed by PRIME C&I. This will prove the efficacy and sustainability of the implemented system. After which PRIME C&I will be contacted to decide for required audits and Certification.
- Client seeking extension or renewal of Certification scope shall as well submit the self-assessment checklist specifying the extension or renewal of the Certification scope.
- Whenever applicable, Additional Certification requirements per Certification schemes: Legal & Quality documents (such as Client Quality Manual) and supportive documents (records and checklists used by applicant), are to be attached to the Self-Assessment Checklist requirements and submitted along with the application as well.
- As per ESMA guidelines:
 - i. The average Period for Service Completion is 8 working days.
 - ii. Limitations of service: Applications will be canceled after 6 months without completing the requirements by the Applicant.

7.5 Renewal:

Metrology System Certification:

- Validity of certificate is One year
- COR (Certificate of Registration) should be renewed 2 months prior expiry.

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	Prime Certification & Inspection			
Title	Metrology System Certification Scheme			
Doc ref: PCI-PCS-06	Issue: 02	Revision: 00	Date: 01/04/2019	Page 10 of 10

8. MARKET MONITORING & VERIFICATION

- Markets survey aims to ensure that the Metrologic instruments or pre-packed packages that putted in the market for first time are meets the mandatory requirements in order to protect the benefits of the individuals and economy from illegal compete, and to determine the systematic errors in the Metrologic instruments or the pre-packed packages only.
- In case of necessity to implement mandatory inspections on the samples in the markets, these samples shall be purchased on the account of the authority.
- The manufacturers, importers or their representatives shall inform the authority about the places of the Legal Metrological Instruments that putted for service. Also, the manufacturers, importers or their representatives shall cooperate with audit team to view the technical documents and necessary information to assess the risk resulted from these instruments.
- Planning to market survey shall be done based on the results of assessing the risk and market analysis. Survey markets processes are not intended to cover the markets fully.

9. REFERENCES

- Board of Directors' Resolution No. (75) of 2016 - Regarding Approval of the Regulation of the Legal Standards Works
- ISO/IEC 17021, Conformity Assessment — Requirements for bodies Providing audit and Certification of management systems.
- ISO 9001:2015 Quality Management Systems
- IAF Mandatory Document: Determination of Audit Time of Quality and Environmental Management System.
- ISO/IEC 17000, Conformity Assessment — Vocabulary and general principles.
- ISO/IEC 17020, Conformity Assessment— Requirements for the operation of various types of bodies performing inspection.
- ISO/IEC 17025, General requirements for the competence of testing and calibration laboratories.
- ISO17067, in combination with ISO Guide 28 and ISO Guide 53
- ISO/IEC 17030, Conformity Assessment — General requirements for third-party marks of conformity.
- ISO Guide 23:1982 Methods of indicating conformity with Standards for third-Party certification Systems
- ISO Guide 27:1983 Guidelines for corrective action to be taken by a certification body in the event of misuse of its mark of conformity
- General Requirements for Notified Bodies issued by Emirates Authority for Standardization and Metrology (ESMA).
- PRIME C&I Quality Manual.

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