

## SCHEDULES

### [<sup>F1</sup>SCHEDULE 2A

#### APPROVALS UNDER ARTICLE 9A

**F1** 2000 c. 5(NI)

### PART II

#### REQUIREMENTS TO BE MET BY APPROVED VERIFIERS

##### Preparation etc. of quality system manual

**8.—**(1) An approved verifier shall prepare and keep up-to-date a quality system manual, that is to say, a document—

- (a) showing how his quality system satisfies the requirements of paragraph 7(1);
- (b) setting out the objectives of that system;
- (c) containing details of his organisational structure, including details
  - (i) the persons who have management responsibility for that system, including their names and individual responsibilities;
  - (ii) the persons who are authorised to test, pass or stamp weighing or measuring equipment with which the verifier is concerned, including their names and qualifications;
- (d) containing details of the equipment and other items required for the testing of weighing or measuring equipment with which the verifier is concerned;
- (e) containing a description of the regulations made under this Order and certificates of approval issued under Article 10, which are applicable to the testing, passing or stamping of weighing or measuring equipment with which the verifier is concerned;
- (f) containing a description of the verifier's procedures.
  - (i) for the testing of weighing or measuring equipment;
  - (ii) for ensuring that weighing or measuring equipment passed as fit for use for trade conforms with any such regulations and (where applicable) any such certificates of approval;
  - (iii) for ensuring that weighing or measuring equipment which does not conform with any such regulations, or (where applicable) any such certificates of approval, is prevented from being passed as fit for use for trade;
  - (iv) for ensuring that any persons conducting tests of weighing or measuring equipment have the necessary skills and qualifications to do so;
  - (v) for ensuring that the verifier exercises control over and retains responsibility for the actions of any sub-contractor of his in relation to the testing of weighing or measuring equipment;

**Changes to legislation:** *There are currently no known outstanding effects for the Weights and Measures (Northern Ireland) Order 1981, Preparation etc. of quality system manual. (See end of Document for details)*

- (vi) for enabling identification of individual items or batches of weighing or measuring equipment;
  - (vii) for the control of the equipment used for the testing of weighing or measuring equipment;
  - (viii) for the control and use of the prescribed stamp;
  - (ix) for the control of documents and data;
  - (x) for undertaking internal reviews and audits of the verifier's quality system; and
  - (g) containing a description of the verifier's system of records for showing that any weighing or measuring equipment passed as fit for use for trade conforms with any such regulations and (where applicable) any such certificates of approval.
- (2) An approved verifier shall, on demand by the Department, provide it with such copies of or extracts from the verifier's quality system manual as may be specified or of a description specified in the demand.]

**Changes to legislation:**

There are currently no known outstanding effects for the Weights and Measures (Northern Ireland) Order 1981, Preparation etc. of quality system manual.