

Guidelines for submitting an application for type examination of a measuring instrument

Please read these guidelines carefully. If your application for type examination is incomplete, the estimate you will be sent on receipt of your application may need to be revised. Any omission may result in delays and/or additional estimates during examination of your file.

❶ Each application must be supported by a technical file. It must include all the components listed in the file preparation notes for the instrument concerned (sent by LNE). Additional information may be requested by LNE on receipt of the application. The file must precisely indicate the standard on the basis of which the application is submitted.

❷ In cases where the estimate drawn up by LNE does not include type examination tests because the applicant has requested test recognition, or in cases where a study of the instrument is required to draw up the test programme, the applicant will bear the cost of the tests requested by LNE either by accepting an additional estimate from LNE for the tests (sent to the applicant during examination of the application), or by subcontracting the tests, under conditions specified by LNE, to another laboratory providing an equivalent service.

❸ The applicant must be able to supply LNE with a sufficient quantity of samples, prototypes or equipment in order for LNE to:

- check that the samples, prototypes or equipment correspond to the specifications in the technical file and comply with the regulations,
- perform the type examination tests required under the regulations in force.

If the applicant modifies the design of the instrument during the certification procedure without the written agreement of LNE, the entire examination procedure may be rendered invalid. Modifications made to equipment in order to correct any nonconformity identified by LNE must be made under conditions specified by LNE. These modifications must be documented by the applicant and detailed in an additional technical file to be submitted to LNE.

❹ The examination lead time stated on an LNE estimate begins on the date LNE sends the customer a letter of acceptance following receipt of his order with a full technical file. Examination lead times indicated on an estimate do not apply to assessment applications requiring a decision by the French Ministry of Industry (under Article 9 of French statutory order no. 2001-387) or by a Prefect for instruments installed in France (dispensations covered under Article 41 of the same statutory order).

❺ The prices given on the estimate or order are calculated on the basis of the data supplied by the customer, in particular the full certification application file and this application form, and for normal service performance conditions. Normal service performance conditions are as follows:

- The technical file sent by the customer contains all the components required by LNE and is drafted in English or French. For files submitted in any other language, the customer will bear the translation costs incurred by LNE.
- The instrument submitted for type examination tests corresponds to the technical description contained in the application file.
- The results of the technical and file examinations and the control of test results do not reveal any nonconformities whose correction would involve major modifications invalidating the technical and file examinations or tests already performed.

❻ If examination of the application reveals any nonconformities whose correction involves major modifications to the instrument submitted and/or the technical file, the conformity examinations or tests already performed may have to be repeated. In this case LNE will bill the time actually spent and will draw up a corresponding additional estimate. The cost of any additional tests required will be borne by the customer.

❼ Depending on the time required to examine the application, LNE may send the customer intermediate partial invoices. If a certification procedure in progress is discontinued at the customer's request, LNE will bill the customer on a prorata basis for the work already performed.

APPLICATION FORM

1 APPLICANT

Surname First name

Company name

Address

.....

.....

.....

Telephone Fax

E-mail

2 OBJECT OF APPLICATION

(Please tick the appropriate boxes)

National (French) type examination EC type examination Ec pattern approval

OIML certificate Initial Extension Renewal

Supplementary assessment for EMC Directive

3 MANUFACTURER

(Please fill in this section if the manufacturer is not the applicant)

Surname First name

Company name

Address

.....

.....

.....

Telephone Fax

E-mail

4 TYPE OF INSTRUMENT OR MODIFICATION TO BE EXAMINED

Please provide a brief description. You may enclose an additional document if required.

5 MODIFICATION

Please list the numbers of certificates, decisions or type approvals or modified instruments.

6 RENEWAL

Please list the numbers of certificates, decisions or type approvals to be renewed.

7 AVAILABILITY OF EQUIPMENT

Available for delivery to LNE

Available at another location

Address where equipment is available

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8 PRE-DIAGNOSIS AND TECHNICAL ASSISTANCE

Prior to this application for certification, have you applied to LNE for a pre-diagnosis or technical assistance concerning the type of instrument to be examined?

Yes

No

APPLICANT'S AGREEMENT

I certify:

- that I have read and understood LNE's guidelines 1 to 7 concerning applications for type examination
- that the information supplied in this application form is correct
- that I agree to pay the fees billed on the basis of the estimate(s) drawn up by LNE
- that I have not submitted a similar application to another notified body for the instrument concerned (applies to EC type examination and EC pattern approval only).

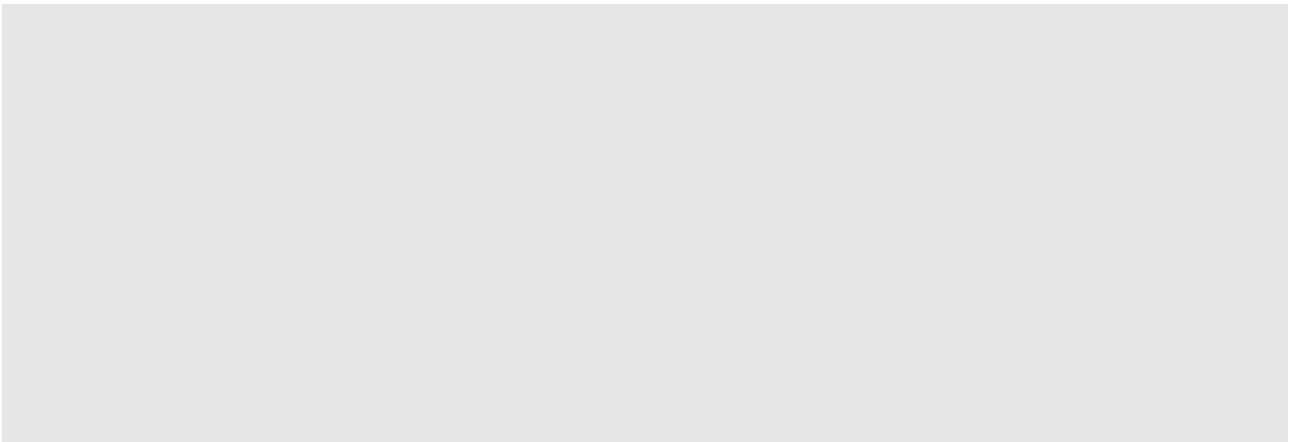
Surname First name
Position in company
Date Signature

DOCUMENTS TO BE SUPPLIED

- This application form, completed and signed
- A complete technical file for the instrument, including all items listed in the file preparation guidelines

COMMENTS ON LNE'S SERVICES

If you have already made use of LNE's services and feel there are aspects that could be improved, we would appreciate your comments and suggestions.



PLEASE RETURN THIS FORM TO

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DDC CIM
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75724 PARIS cedex 15 - France
Fax : 33 1 40 43 37 37
