



# NMi Certification Regulation

*NMi policies, rules and procedures for conformity assessments and certification activities for the control of measurements and measuring instruments.*

An up-to-date version of NMi Certification Regulation is available on the NMi Certin B.V website ([www.nmi.nl](http://www.nmi.nl))

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## 1 Introduction

NMi Certin B.V provides certification services for products, processes or services as a means of assurance that they comply with specified requirements in standards and other normative documents.

NMi Certin B.V is a certification body and has built up considerable experience and expertise in certifying products and processes that its clients have developed. NMi Certin B.V evaluates the supplier or service provider on conformity to recognized and accepted standards, so that everyone can rely on the quality and reliability of products and services. This is only possible if NMi Certin B.V can test and assess in an expert, objective, and independent manner. For this reason, the Dutch Accreditation Body monitors the quality by way of periodically assessing and evaluating of NMi Certin B.V as certification body.

This regulation has been composed by collecting NMi Certin B.V's long years of experience and expertise to provide organisations who consider certifying their products and/or services a practical guide of the process of certification.

NMi Certin B.V considers the certification as joint cooperation process between you as a commissioner and NMi Certin B.V as certification body. Our guiding principles are providing our services as independent, transparent, and reliant partner.



## 2 Scope

This document governs the certification services which NMi Certin B.V provides for the client in one or more certification schemes. These NMi Certin B.V services include:

1. the evaluation and recognition of test reports, review of technical documentation, certification of products, hereinafter referred to as "Product Certification".
2. the quality control- and quality assurance audits, preparation of audit reports, hereinafter referred to as "System Certification"

This regulation contains an overview of

- the certification scheme(s), evaluation procedures, rules and procedures for granting, maintaining, extending, reducing, suspending, withdrawing or refusing of (part of) the (scope of the) certification;
- the **rights and duties** of an applicant, a client and certificate holder, on certification requirements, restrictions or limitations on the use of NMi Certin B.V's name and -certification mark and referencing guidelines of the granted certification.



## 3 Designated, appointed and accredited landscape

### 3.1 Introduction

NMi Certin B.V's certification activities are performed under a designation, appointment and/or accreditation. The reference to legislation and if an activity is performed under accreditation can be seen on the certificate.

### 3.2 Designations

NMi Certin B.V is designated by the Dutch government for several conformity assessment tasks according to national acts and regulations. In Table 1 an overview is provided of the applicable regulations and laws under which NMi Certin B.V is designated (NoBo-0122 and national identification 7575).

Table 1 overview of Dutch legal framework under which NMi Certin B.V is designated

Legislation (Dutch)	Responsible Ministry (Dutch)
<i>Metrologiewet</i>	<i>Ministerie van Economische Zaken</i>
<i>Gaswet</i>	<i>Ministerie van Economische Zaken</i>
<i>Warenwet besluit hoeveelheden voorverpakkingen</i>	<i>Ministerie van Volksgezondheid Welzijn en Sport</i>
<i>Politiewet</i>	<i>Ministerie van Justitie</i>
<i>Wet personenvervoer</i> <i>Besluit Personenvervoer</i> <i>Besluit Taxameters</i>	<i>Ministerie van Infrastructuur en Waterstaat</i>
<i>Wegenverkeerswet</i>	<i>Ministerie van Infrastructuur en Waterstaat</i>

NMi Certin is designated by the German government (Bundesministerium für Wirtschaft und Klimaschutz) under the Mess- und Eichgesetz (MessEG)<sup>1</sup>.

### 3.3 Appointments

NMi Certin B.V is appointed as Issuing Authority by OIML under the OIML Certification System. The identification of NMi Certin B.V is NL1 and the scope of the provided services can be found on the OIML website<sup>2</sup>.

### 3.4 Accreditations

The Services provided by NMi Certin B.V are covered in several accreditations, of which the C681 and I122 are used for the certification of products and systems. In Table 2 an overview of NMi Certin B.V's accreditations is provided. Details on the scope of

<sup>1</sup> The provided designation number is DE-0122.

<sup>2</sup> [https://www.oiml.org/en/oiml-cs/oimlcsiasearch\\_view](https://www.oiml.org/en/oiml-cs/oimlcsiasearch_view)



accreditation can be found on the Dutch Accreditation Council (Raad voor Accreditatie) website<sup>3</sup>.

*Table 2 Reference to Accreditations*

Accreditation	Reg. No.	Standard
Inspection	I122	ISO/IEC 17020:2012 <sup>[1]</sup>
Product Certification	C681	ISO/IEC 17065:2012 <sup>[2]</sup>
Testing	L029	ISO/IEC 17025:2017 <sup>[3]</sup>
Calibration	K163	ISO/IEC 17025:2017 <sup>[3]</sup>

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<sup>3</sup> <https://www.rva.nl/en/>



## 4 General certification process

This chapter describes the general certification process steps in Table 3. The steps are explained in a generic way to provide a clear understanding of the certification process. A reference is made for a more detailed explanation on some specific process steps.

*Table 3 General Certification Process steps and explanation*

Process steps	Short explanation	Reference
1. Application request	Applicant requests NMi Certin B.V for certification.	Chapter 6
2. Application quotation	NMi Certin B.V sends a written certification offer to the applicant containing the certification activities NMi Certin B.V will undertake, certification regulations, pricing and Terms & Conditions applicable.	Chapter 6
3. Application confirmation	The agreement between NMi Certin B.V and Applicant will be established by: <ul style="list-style-type: none"> <li>confirmation of the order by Applicant</li> <li>acceptance of the confirmed order by NMi Certin B.V</li> </ul>	Chapter 9
4. Evaluation (audit)	NMi Certin B.V performs the evaluation activities according to the agreement	Chapter 7 Chapter 8
5. Certification decision	Based on the outcome of the evaluation, the Certification Board will take a certification decision.  From this moment on the client is considered a certificate holder and has (also) to comply to the clauses of the certification agreement.	Chapter 10
6. Certification documentation	After a positive certification decision, NMi Certin B.V will prepare all applicable certification documentation, e.g. certificate (including the statement of conformity) and NMi Certin B.V certification mark, and include the product type in the Certified Products Database, if applicable.	
7. Objection against a decision	Within the certification process of NMi Certin B.V, the client is entitled to file an objection.	Chapter 11



Process steps	Short explanation	Reference
8. Surveillance	When required by the certification scheme, surveillance activities will be conducted according the same policies and procedures as an initial certification. A certification decision, as well as the subsequent certification documentation and any objection are not included in this.	Chapter 7 Chapter 8

## 5 Certification Schemes

### 5.1 Introduction

This chapter describes the certification schemes which NMi Certin B.V maintains under designation, appointment and/ or accreditation. Certification Schemes provide the rules for the certification of products and systems and includes monitoring activities once a certificate is granted.

The certification schemes of NMi Certin B.V are differentiated in type approval activities (Product Certification) and auditing activities (System Certification). The latest version of the Certification schemes can be found on the NMi Certin B.V website.

Table 4 Overview of certification schemes

Scheme type	Product Certification	System Certification
Directive 2014/31/EU: NAWI <sup>[4]</sup> (Non-Automatic Weighing Instruments)	■	■
Directive 2014/32/EU: MID <sup>[5]</sup> (Measuring Instrument Directive)	■	■
OIML-CS (International Organization of Legal Metrology Certification System)	■	
Regeling nationaal autonoom geregelde meetinstrumenten	■	
APK-meetinstrumenten (Vehicle inspection (PTI) equipment)	■	
Regeling Meetmiddelen Politie (Police measuring equipment)	■	
MessEG / MessEV (Mess- und Eichverordnung / Mess- und Eichgesetz)	■	■
Erkende Keurder		■
Onderzoeksgerechtigde		■



### 5.2 Product Certification: Certification schemes

The aim of product certification is to demonstrate that the product type of the client complies with the requirements from the certification scheme. In Table 4 an overview is given of certification schemes for which NMI Certin B.V performs product certification. The type-approval activities performed under a certification scheme are described in more detail in chapter 7.

### 5.3 System Certification: Certification Schemes

The aim of system certification is to demonstrate that the quality system of the client complies with the requirements from the certification scheme, and when applicable to the requirements which are evaluated during the type-approval. In Table 4 an overview is given of certification schemes for which NMI Certin B.V performs system certification. In the last column a reference is made to the applicable certification scheme in the Annexes. The auditing activities performed under a certification scheme are described in more detail in chapter 8.



## 6 Application for certification

### 6.1 Introduction

This chapter describes the application process of NMI Certin B.V. This is the start of the certification process.

### 6.2 Application process

When a manufacturer or importer needs to demonstrate the fulfilment of specified requirements, it can apply for certification.

An application can be submitted directly via the NMI Certin B.V-website, by phone or e-mail.

As a result of its designations, appointments and accreditations, NMI Certin B.V has to adhere to strict rules with regard to applications that are accepted. All applications will be processed, but in principle, NMI Certin B.V may only accept applications that fall within its designations, appointments and/or accreditations. In exceptional cases, assignments outside this may also be accepted, provided that there is no ambiguity about the status of the results (see paragraph 6.4)

Therefore, the application should include the requested certification scheme (see chapter 5). After receiving the application, NMI Certin B.V will determine the suitability of the application.

An application is suitable in the following situations:

- a. the application is complete
- b. the application is in line with the required certification scheme

An application is not suitable in the following situations:

- It is outside NMI Certin B.V 's competence;
- A dependency relationship between applicant and NMI Certin B.V;
- An insurmountable risk to NMI Certin B.V's impartiality;
- NMI Certin B.V has insufficient capacity available;
- The applicant fails NMI Certin B.V compliance check (e.g., having a history of repeated non-conformities with certification requirements, international sanctions, payment history, fraud, anti-money laundry, ESG)

A history of disputes, objections, appeals or complaints about NMI Certin B.V activities is not a criterium to reject an application.

If the application is suitable, a quotation will be issued. This quotation will be based on the information provided by the applicant. During the execution of the certification activities, it may turn out that not all the information provided was correct, which necessitates adjustments to the planned certification activities. By accepting the offer, the applicant agrees to this, as well as the applicant agrees to the certification agreement



(see chapter 9) in which the mutual responsibilities are laid down once certification has been granted.

A refusal of further processing the application due to non-suitability, will be provided in writing to the applicant.

### 6.3 Application known certification scheme

To be able to review the application for certification the applicant needs to provide adequate information to NMi Certin B.V about the required scope of certification.

When needed, NMi Certin B.V supports applicants to provide the required information.

### 6.4 Application new (or not-yet-existing) certification scheme

When the application for certification includes a type of product, a normative document or a certification scheme with which NMi Certin B.V has no previous experience, a customized approach will be followed, where possible, the standard procedures of NMi Certin B.V are followed.

However, the reports and/or certificates will not be issued under accreditation.



## 7 Evaluation (Product Certification)

### 7.1 Introduction

This chapter describes the stages of type approval which the evaluation team is executing according to the agreement with client.

### 7.2 Evaluation Process Product Certification

The typical process in which most activities are handled is provided in Table 5. It can be that for certain activities steps are skipped because they are not relevant for that activity.

Table 5 Evaluation Process steps and explanation

Evaluation: Performing activities according to the agreement		
Activity	Explanation	Time frame
1. Project acceptance	NMi Certin B.V confirms that the application review has been carried out correctly and that the available information is sufficient to carry out the evaluation plan.	Within 10 working days after order confirmation.
<i>Kick-off meeting</i>	<i>For larger projects a kick-off meeting can be organised to discuss the scope and planning of the project</i>	
2. Assign evaluation team	<p>The evaluation team will be composed when scheduling the evaluation activities.</p> <p>NMi Certin B.V informs the client about the evaluation team.</p> <p>The evaluation team shall be competent and shall not have:</p> <ul style="list-style-type: none"><li>• interest in (results of) the project (impartial); and</li><li>• provided consultancy to the client being evaluated during two years prior to the project.</li></ul> <p>The client can make objection to the composition of the evaluation team.</p>	Within 10 working days before the start of the activities.
3. Evaluate technical documentation	A member of the evaluation team reviews and evaluates the available technical documentation. If additional technical documentation or corrections are needed the client is informed.	

Evaluation: Performing activities according to the agreement		
	<p>NMi Certin B.V can only continue after the receipt of client's updated and corrected technical documentation.</p> <p>The technical documentation required to be provided will depend on the certification scheme that applies. However, the below gives a good generic summary of the sort of documentation that must be provided:</p> <ul style="list-style-type: none"> <li>a) The technical documentation shall render the design, manufacture and operation of the measuring instrument intelligible and shall permit an assessment of its conformity with the appropriate requirements of the relevant directive / regulation / standard.</li> <li>b) The technical documentation shall be sufficiently detailed to ensure: <ul style="list-style-type: none"> <li>i. the definition of the metrological characteristics,</li> <li>ii. the reproducibility of the metrological performances of produced instruments when properly adjusted using appropriate intended means, the integrity of the instrument.</li> </ul> </li> </ul>	
4. Schedule & execute testing	<p>The client shall provide or grant access to (a) representative specimen(s) of the measuring instrument to be tested and ensures that this measuring instrument is the instrument submitted to type evaluation and that it has not been adjusted or modified in a non-authorized way.</p> <p>The evaluation team shall carry out the appropriate tests (or has them carried out), and perform the relevant examinations, to examine whether the specimen(s) fulfil the essential requirements and have been manufactured in compliance with the technical documents.</p>	



Evaluation: Performing activities according to the agreement		
5. Evaluate test result(s) and evaluate conformity	<p>The evaluation team shall perform the relevant evaluations, to determine whether the specimen(s) fulfil the essential requirements and have been manufactured in conformity with the technical documents.</p> <p>NMi Certin B.V informs client (in writing) about the results and outcome of the evaluation.</p> <p>If there are any deviations or nonconformities these will be communicated directly to the client. If there are no nonconformities the next step is not applicable.</p>	Within 5 working days the client can issue a dispute to a nonconformity (see 11.4)
6. Resolve deviations or nonconformities	<p>The client needs to resolve all deviations or nonconformities if continuing of the certification process is desired.</p> <p>The client will provide the following to the evaluation team of NMi Certin B.V:</p> <ul style="list-style-type: none"> <li>• Results of the analysis of the (technical) cause of the deviation or nonconformity.</li> <li>• The evidence of implemented corrective actions to resolve the deviation or nonconformity.</li> <li>• All updated technical document</li> </ul> <p>The evaluation team will decide what tests need to be re-executed to determine whether the deviation or nonconformities are resolved, and no new deviations or nonconformities are introduced.</p> <p>Note: all nonconformities must be solved before certification can be granted.</p>	
7. Report evaluation results	NMi Certin B.V prepares the draft deliverable(s).	Within 10 working days after

Evaluation: Performing activities according to the agreement		
		finishing the testing/evaluation
8. Conduct peer review	Peer review of the performed activities and deliverables in accordance with the application. All information and results related to the evaluation will be reviewed by a qualified expert who has not been involved in the evaluation process to determine the evaluation activities were conducted in accordance with the evaluation plan and have provided sufficient objective evidence to draw a substantiated conclusion.	
9. Advice to Certification Board	The evaluation team leader or expert issues some advice to the Certification Board.  See paragraph 10.2 for the certification decision process.	

## 7.3 Surveillance activities

NMi Certin B.V performs surveillance activities to confirm and validate whether the certification granted to the certificate holder is maintained in line with the requirements of the certification scheme. For assessment purposes the manufacturer shall allow NMi Certin B.V access to manufacturing, inspection, testing and storage sites, and shall provide all necessary information, in particular the quality system documentation, technical documentation and quality records (such as inspection reports and test data, calibration data, qualification reports on the personnel concerned).

Surveillance activities are performed when one or more situations occur:

- i. Required by the certification scheme
- ii. Changes to the certified instrument: the certificate holder is obliged immediately to report to the NMi Certin B.V any interim changes which may have an impact on the validity of the granted certification.
- iii. Extension and amendment of a certification: when a certificate holder wishes to include a new activity in the certification, NMi Certin B.V applies the evaluation procedure described in paragraph 6.2.
- iv. Complaints about certified products: external information provided by third parties related to nonconforming measuring instruments which (under the responsibility of) the certificate holder has put on the market.
- v. Termination of the certification: when a certificate holder requests to terminate a certification NMi Certin B.V performs a closing evaluation.



## NMi Certification Regulation

Note: For the surveillance activities i- v costs will be invoiced to the certificate holder.

NMi Certin B.V is obliged when required by regulation, to disclose requested information to the accreditation bodies, governmental agencies and/or market surveillance authorities. To this end the certificate holder is obligated and cooperates and grants access to its premises to any of the afore mentioned bodies, agencies or authorities for their evaluation, surveillance and/or auditing activities, or the like or for the evaluation of NMi Certin B.V in respect of NMi Certin B.V's designations, appointments or accreditations.



## 8 Evaluation (System Certification)

### 8.1 Introduction

This chapter describes the activities of system certification which the evaluation (audit) team is executing according to the agreement with client.

### 8.2 Evaluation (Audit) Process System Certification

The typical process in which most activities are handled is provided in Table 6. It can be that for certain activities steps are skipped because they are not relevant for that activity.

Table 6 Evaluation (Audit) Process steps and explanation

Evaluation (Audit): Performing activities according to the agreement		
Activity	Explanation	Time frame
1. Project acceptance	NMi Certin B.V confirms that the application review has been carried out correctly and that the available information is sufficient to draw up an evaluation (audit) plan.	Within 10 working days after order confirmation.
Pre-audit <sup>4</sup>	NMi Certin B.V can perform a pre-audit to determine the 'readiness' of the client.	
2. Assign evaluation (audit) team	NMi Certin B.V informs the client about the evaluation (audit) team.  The evaluation (audit) team shall be competent and shall not have: <ul style="list-style-type: none"><li>• interest in (results of) the project (impartial); and</li><li>• provided consultancy to the manufacturer being evaluated (audited) during the two years prior to the project.</li></ul>	Within 5 working days after order confirmation.  Withing 5 working days after being informed the client can make objection to the composition of the evaluation (audit) team if there are good reasons to do so.
3. Confirmation Stage 1 preliminary investigation	NMi Certin B.V informs the client about the evaluation (audit) plan and evaluation (audit) schedule.	Within 10 working days before the audit starting date.
4. stage 1 - preliminary investigation	The evaluation (audit) team leader performs Stage 1 preliminary investigation preferably on location or remotely including desk review.	

<sup>4</sup> If applicable (on request by the Client only)

Evaluation (Audit): Performing activities according to the agreement		
Activity	Explanation	Time frame
5. Outcome Stage 1 preliminary investigation	<p>NMi Certin B.V informs the client (in writing) about the results of Stage 1.</p> <p>Stage 1 will NOT result in nonconformities, but the evaluation (audit) team can report any 'areas of concern'.</p> <p>In consultation between the evaluation (audit) team and the client, the client's readiness for performing stage 2 is determined, and the final evaluation (audit) plan for stage 2 is drawn up.</p>	
6. Confirmation Stage 2 Evaluation (Audit)	NMi Certin B.V informs the client about the evaluation (audit) team, evaluation (audit) plan and evaluation (audit) schedule (this can be included in the Stage 1 confirmation).	Within 10 working days before the evaluation (audit) starting date
7. Stage 2 Evaluation (Audit)	<p>The evaluation (audit) team performs Stage 2 Evaluation (Audit) on location or remotely<sup>5</sup>.</p> <p>During this Stage 2 Evaluation (Audit), the evaluation (audit) team will collect objective evidence to confirm the client complies with all requirements.</p> <p>A formal closing meeting, where attendance shall be recorded, shall be held with the client's management and, where appropriate, those responsible for the functions or processes evaluated (audited). During the closing meeting the evaluation (audit) team leader informs any findings (positive feedback and if applicable deviations or non-conformities) to the client.</p>	Within 5 working days (see paragraph 11.4) the client can issue a dispute to a nonconformity (only for a difference of interpretation).

<sup>5</sup> When a remote audit is performed the additional requirements of paragraph 8.5 Remote auditing are applicable.

Evaluation (Audit): Performing activities according to the agreement		
Activity	Explanation	Time frame
8. Reporting	NMi Certin B.V prepares the concept deliverable(s) which consists at least of an evaluation (audit) report with the findings/ results. If there are no nonconformities the next step is not applicable.	Within 10 working days
9. Resolve nonconformities	<p>The client needs to resolve all nonconformities if continuing of the certification process is desired.</p> <p>The client will provide the following to the evaluation (audit) team of NMi Certin B.V:</p> <ul style="list-style-type: none"> <li>• Results of the analysis of the (technical) cause of the nonconformity.</li> <li>• The evidence of implemented corrective actions to resolve the nonconformity.</li> <li>• All updated system documents.</li> </ul> <p>The evaluation (audit) team will decide what tests need to be re-executed to determine whether the nonconformities are resolved, and no new deviations of nonconformities are introduced.</p> <p>Note: all nonconformities must be solved before certification can be granted.</p>	Within the agreed term.
10. Conduct Peer review	Peer review of the performed activities and deliverables in accordance with the application. All information and results related to the evaluation (audit) will be reviewed by a qualified expert who has not been involved in the evaluation (audit) process to determine the evaluation (audit) activities were conducted in accordance	



Evaluation (Audit): Performing activities according to the agreement		
Activity	Explanation	Time frame
	with the evaluation (audit) plan and have provided sufficient objective evidence to draw a substantiated conclusion.	
11. Advice to Certification Board	<p>The evaluation (audit) team leader or expert issues an advice to the Certification Board.</p> <p>See paragraph 10.2 for the certification decision process.</p>	

### 8.3 Surveillance activities

NMi Certin B.V performs surveillance activities to confirm and validate whether the certification granted to the certificate holder, is maintained in line with the requirements of the certification scheme. For assessment purposes the manufacturer shall allow NMi Certin B.V access to manufacturing, inspection, testing and storage sites, and shall provide all necessary information, in particular the quality system documentation, technical documentation and quality records (such as inspection reports and test data, calibration data, qualification reports on the personnel concerned).

Surveillance activities are performed when one or more situations occur:

- i. Required by the certification scheme (e.g., annual surveillance- and/or re-audit).
- ii. Changes to the quality system: the certificate holder is obliged immediately to report to the NMi Certin B.V any interim changes which may have an impact on the validity of the granted certification of the quality system. Interim changes can be:
  - a. changes in the location, ownership situation, organisational status or key personnel (mentioned in the certification) of certificate holder;
  - b. changes in policy in relation to compliance with the requirements;
  - c. significant changes in ways of working or procedures.
- iii. Extension and amendment of a certification: if a certificate holder wishes to include a new activity or a new location in the certification, NMi Certin B.V applies the evaluation procedure described under paragraph 6.2.
- iv. Complaints about certified instrument: external information provided by third parties related to non-conforming products which (under the responsibility of) the certificate holder has put on the market.
- v. Termination of the certification: When a certificate holder requests to terminate a certification NMi Certin B.V performs a closing evaluation. During this closing evaluation NMi Certin B.V evaluates the products which are placed on



the market since the last evaluation in the light of NMi Certin B.V's surveillance role on the granted certificates.

Note: For the surveillance activities i- v costs will be invoiced to the certificate holder.

NMi Certin B.V is obliged when required by regulation, to disclose requested information to the accreditation bodies, governmental agencies and/or market surveillance authorities. To this end the certificate holder is obligated and cooperates and grants access to its premises to any of the afore mentioned bodies, agencies or authorities for their evaluation, monitoring and/or auditing activities, or the like or for the evaluation of NMi Certin B.V in the light of NMi Certin B.V's designations, appointments or accreditation.

### 8.4 Audit Findings & Follow Up

Audit observations and findings can exist of conformities, deviations and non-conformities. When deviations or nonconformities are reported to the client or certificate holder, they need to be solved by closing the NC Evaluation Form, within the timeline mentioned on the NC Evaluation Form. The default time span is given in Table 7.

*Table 7 Default time spans for resolving NC's and deviations*

	<b>Initial</b>	<b>Surveillance</b>
Non-conformity	within 6 months from closing meeting	within 3 months from closing meeting
Deviation	Agreed term	Agreed term

The client or certificate holder is expected to perform analysis of the extent and cause of the deviation or non-conformity and implement suitable corrections and/or corrective actions.

The evaluation team leader reviews the corrections and/or corrective actions and close the NC Evaluation Form within 10 working days.

A nonconformity reported during surveillance not corrected within the restricting time span can result into suspension of the certificate (see paragraph 10.4.4).

### 8.5 Remote auditing

In certain cases, NMi Certin B.V can offer the possibility to perform a surveillance audit remotely.

The aim by applying the method as described below, is to achieve a comparable quality level in comparison to a physical assessment.

Disclaimer: Not every audit is suitable for a remote audit, and it is not always possible to perform an audit by remote auditing. In general, there will not be 2 remote audits after each other.





### Obligation of the certificate holder

1. The certificate holder provides NMi Certin B.V with all relevant documentation, as listed in the applicable documentation request letter for remote auditing (Document request – Remote Auditing.docx). This is done at least 2 weeks up-front of the planned remote audit.
2. The certificate holder takes care for setting up a secure video connection at his premises, for both the meeting room as well for the technical room(s). The platform for this video connection is chosen in cooperation between certificate holder and NMi Certin B.V.
3. The platform compatibility is tested before the audit takes place.
4. The connection shall have sufficient sound and video quality.
5. The video camera(s) shall have the possibility to zoom in on a person or on an object.
6. The assessment should be facilitated in quiet environments whenever possible to avoid interference and background noise (i.e. speakerphones).

### Judgement of the remote audit

1. If during the remote audit the scope of the audit cannot be covered or if the certificate holder does not meet its obligations, NMi Certin B.V can decide that the remote audit is not providing a sufficient basis for the conformity assessment. In that case an additional physical audit is necessary. This physical audit will be performed against additional costs.
2. The decision whether or not the remote audit provides sufficient proof shall be taken by NMi Certin B.V during or at the end of the audit. It will be reported to the certificate holder during the closing meeting of the remote audit.



## 9 Certification Agreement

### 9.1 Introduction

This chapter describes the responsibilities of NMi Certin B.V and its certificate holders. By applying for a certification, a client agrees that these responsibilities will be followed when they are granted a certification.

### 9.2 Validity and Applicability of this Certification Agreement

Client hereby agrees that this Certification Agreement will be followed and fulfilled during the period that the granted certificate is valid.

### 9.3 Fulfilling Requirements

Client always fulfils the certification requirements, including implementing appropriate changes when they are communicated by NMi Certin B.V.

In order to conduct (verification) audits to verify the performance of the quality system access to the premises should be granted when requested.

This access shall include experts performing audits on behalf of NMi Certin B.V, but also trainees of NMi Certin B.V and officials of supervisors, including accreditation body officials.

### 9.4 Ongoing Production

Client ensures that the certified product continues to fulfil the product requirements.

### 9.5 Necessary Arrangements

Client makes all necessary arrangements for

1. the conduct of the evaluation and surveillance (if required), including provision for examining documentation and records, and access to the relevant equipment, location(s), area(s), personnel, and client's subcontractors;
2. investigation of complaints;
3. the participation of observers, if applicable.

### 9.6 Claims regarding Certification

Client makes claims regarding certification consistent with the scope of certification.

### 9.7 Misuse of Certification

Client does not use its product certification in such a manner as to bring NMi Certin B.V into disrepute and does not make any statement regarding its product certification that NMi Certin B.V may consider misleading or unauthorized.

### 9.8 Fraudulent Behaviour

NMi Certin B.V is obligated to act on any reports regarding fraudulent behaviour as follows:



- Report instances of fraudulent behaviour;
- Investigate any allegations made against NMi Certin B.V's certified clients and take timely actions to suspend or withdraw certification if necessary;
- Verify the implementation of measures taken by NMi Certin B.V's certified clients.

### 9.9 Advertising invalid certification

Upon reduction of the scope, suspension, withdrawal, or termination of certification, client discontinues its use of all advertising matter that contains any reference thereto and takes action as required by the certification scheme (e.g., the return of certification documents) and takes any other required measures.

### 9.10 Provision of Certificate Copies

If client provides copies of the certification documents to others, the documents shall be reproduced in their entirety or as specified in the certification scheme.

### 9.11 Promoting Certification

In making reference to its product certification in communication media such as documents, brochures or advertising, the client complies with the requirements of NMi Certin B.V or as specified by the certification scheme.

### 9.12 Use of marks and information of conformity

Client complies with any requirements that may be prescribed in the certification scheme relating to the use of marks of conformity, and on information related to the product.

NMi Certin B.V shall exercise the control as specified by the certification scheme over ownership, use and display of licenses, certificates, marks of conformity, and any other mechanisms for indicating a product is certified.

Incorrect references to the certification scheme, or misleading use of licenses, certificates, marks, or any other mechanism for indicating a product is certified, found in documentation or other publicity, shall be dealt with by suitable action.

The rules for using and applying NMi Certin B.V and Accreditation logos and quality marks can be found in the document "Conditions for use of the NMi Certin B.V Quality mark" on the NMi Certin B.V website.

### 9.13 Complaints

The client keeps a record of all complaints made known to it relating to compliance with the certification requirements and makes these records available to NMi Certin B.V when requested, and

1. takes appropriate action with respect to such complaints and any deficiencies found in products that affect compliance with the requirements for certification;
2. documents the actions taken.



### 9.14 Information to NMi Certin B.V

Client informs NMi Certin B.V without delay, of changes that may affect its ability to conform with the certification requirements. The client will at least inform NMi Certin B.V the following changes:

- Changes in legal status;
- Changes in the leadership, organizational structure, authorities or key personnel related to the scope of the certification;
- Changes in the policy related to meeting the certification requirements;
- Changes in production facilities or -equipment utilized for activities within the scope of the certification;
- Changes in practices or procedures related to the scope of certification.

NMi Certin B.V will decide if additional evaluation activities are necessary to substantiate the validity of the certificate. The client enables NMi Certin B.V to conduct these extra activities.

### 9.15 Unplanned control activities

#### 9.15.1 General

NMi Certin B.V may, for the following reasons, carry out unplanned audit activities:

- persistent negative publicity (related to the scope of the certificate) about the client;
- announcements or reports of investigations/shutdowns of client's activities by the competent authority;
- suspending certificates.

#### 9.15.2 Other control activities

Other control activities may include:

- questions from NMi Certin B.V to client in connection with components of certification;
- assessing client's statements in relation to its activities (e.g., promotional material, website);
- requests to client to make documented information (on paper or digitally) available;
- conducting a verification audit.

### 9.16 Conducting verification audits

The management of NMi Certin B.V determines, where appropriate, whether a verification audit is necessary. A verification audit shall always be announced in writing with the client.

If client does not cooperate in the execution of a verification audit, the management of NMi Certin B.V shall have the right to suspend and/or revoke the certificate in question.



## NMi Certification Regulation



## 10 Certification Board

### 10.1 Introduction

This chapter describes the process of decision making by the Certification Board, a board established within NMi Certin B.V to operate the last part of the certification process.

### 10.2 Certification Decision process

The Certification Board of NMi Certin B.V is responsible for all certification decisions. NMi Certin B.V's Certification Board has been established to:

- make sure that the certification process is compliant to internal and external rules and regulations;
- add additional checks and balances to the certification process to safeguard its impartiality like the Advisory Committee;
- issue certificates as quickly as possible in order to shorten the 'Time to Market' for clients.

The typical process in which certification decisions are handled is provided in Table 8.

*Table 8 Certification decision steps and explanation*

Certification Decision steps and explanation		
Activity	Explanation	Time frame
1. Advice to CB	After completion of an evaluation an advice (grant, reduce, extend, continue, withdraw) is given to the Certification Board.	
2. Review	<p>The Certification Board reviews the project information.</p> <p>Certification can only be granted if there is sufficient objective evidence that all certification requirements are met. The main objective of this review is to determine the availability of enough objective evidence.</p> <p>When needed, additional information is requested to the Expert/Auditor.</p>	
3. Decision	The Certification Board decides to grant, reduce, extend, continue or withdraw a certificate.	Within 6 weeks the client can object to a decision.



Certification Decision steps and explanation		
Activity	Explanation	Time frame
4. Send certification documentation	The Certification Board digitally seals the certification documentation and sends them to client. When required by the Certification Scheme the deliverables are also sent to the accreditation body, market surveillance authority or national authority. Client explicitly agrees with NMi Certin B.V sharing these documents.	Within 5 working days after the decision.

### 10.3 Monitoring certifications

The Certification Board is monitoring the validity of the granted certifications. When a certificate is no longer valid (validity expired) the certificate holder will be informed. To extend the certification term a (re-) certification evaluation will be performed after which the certification can be extended.

If changes occur in certification scheme, NMi Certin B.V will assess the impact of these changes. In the event that these changes affect existing certifications, NMi Certin B.V will inform the relevant clients about these changes, including the period within which the client must implement the changes.

The management of NMi Certin B.V is authorized to make changes in this certification regulations which do not affect the certification status of a client.

Any changes which do affect the certification status of a client shall be authorized by the Certification Board and the client will be informed about the changes.

### 10.4 Sanctions and Enforcement of the Certification Decisions

#### 10.4.1 Introduction

When needed, the Certification Board is authorized to impose a sanction to a certificate holder. When required by the certification scheme, or other normative document, NMi Certin B.V will also inform other bodies like Certification Bodies, Notified Bodies (accredited or approved for the related scope) or regulators.

The following sanctions are available, but are not limited to:

- Intensification of surveillance;
- Reduction of certification scope;
- Suspension;
- Withdrawal;
- Postponing or terminating the process for extension of certification;
- Legal actions.



Sanctions might lead to a public notice of scope reduction, suspension, withdrawal or misrepresentation of certification.

The following clauses give a specification of the possible sanctions.

### 10.4.2 Intensification of surveillance

To regain confidence in the competence of the certificate holder, NMi Certin B.V can decide to intensify the surveillance activities and/or conduct targeted investigations. This can include document reviews, office audits and witness assessments.

Intensification of surveillance can be imposed when a relatively large number of deviations or nonconformities are observed and/or (almost) the same deviations or nonconformities are observed during subsequent evaluations.

### 10.4.3 Reduction of certification scope

When the certification scope contains more than one scope-item or location, NMi Certin B.V can decide to remove specific items or locations from the certification scope.

After the reduction, the certificate holder is no longer allowed to use the certification for the removed scope-items or locations. The certification for the remaining scope-items and locations can still be used.

### 10.4.4 Suspension

NMi Certin B.V can decide to withdraw the certification temporarily as a whole, or a part of it. During this suspension period the suspended certificate holder is not allowed to use the suspended (part of the) certification.

Reasons for suspension can be, but is not limited to:

- Failure to resolve deviations or nonconformities in a timely manner as a result of surveillance audits;
- Large number of complaints from the market regarding the certified product type;
- Failure to enable NMi Certin B.V to carry out the necessary surveillance activities;
- Incorrect use of the NMi Certin B.V certification mark or other false statement with regard to the awarded certification;
- Failure to fulfil financial obligation to NMi Certin B.V;
- Sanctions imposed by other regulators, such as government agencies.

In Table 9 a description of the suspension process.





Table 9 Suspension process steps and explanation

Suspension Process		
Activity	Explanation	Time frame
1. Notice to CB	<p>The input of the suspension process consists of information showing that:</p> <ol style="list-style-type: none"> <li>1. A certificate holder cannot demonstrate that he has taken adequate corrective measures reported by NMi Certin B.V in a timely manner</li> <li>2. A certificate holder cannot demonstrate it meets new or changed requirements of the normative documents within its scope of certification;</li> <li>3. A certificate holder makes improper use of the registrations, certificate, or Quality Mark (or other references to certification)</li> <li>4. A certificate holder lacks to fulfil its financial obligations to NMi Certin B.V;</li> <li>5. A certificate holder does not enable NMi Certin B.V to execute it required surveillance activities within the prescribed period.</li> </ol>	
2. Review	<ul style="list-style-type: none"> <li>• The Certification Board reviews the available information. The Certification Board determines whether the violation is ground for suspending the certificate.</li> <li>• When needed, additional information is requested to the Expert/Auditor.</li> </ul>	
3. Decision	The Certification Board decides to suspend a certificate.	Withing 6 weeks the certificate holder can object to a decision.

Suspension Process		
Activity	Explanation	Time frame
4. Inform Client	<p>The Certification Board will notify the certificate holder of the suspension in a letter. This letter shall specify the conditions to be met by the certificate holder to overturn the suspension of the certificate and the adjective that the certificate holder may not use the expressions of the certification.</p> <p>Certification Board will change the certification status of the client to 'suspended'.</p> <p>Other bodies like Certification Bodies, Notified Bodies (designated, appointed or accredited for the related scope) or regulators will be notified of the suspension, when relevant.</p> <p>The period during which the certificate is suspended is a maximum of 6 months (unless the certification scheme defines a shorter period) and depends on the stated and defined reasons.</p> <p>All suspensions are discussed in the Certification Board meetings.</p>	
5. Take measures	<p>To overturn a suspension, a suspended certificate holder shall implement appropriate (correction and/or corrective) measures without undue delay. The suspended certificate holder shall approach NMi Certin B.V in writing (on paper or digitally) about the implemented measure(s), including evidence of effectiveness when appropriate.</p>	



Suspension Process		
Activity	Explanation	Time frame
6. Verify measures	The Certification Board evaluates the implemented measures. Depending on the original reason for the suspension, NMi Certin may decide to conduct the appropriate evaluation activities in whole or in part (see Chapter 7 or 8).	
7. Undo suspension	As soon as the conditions regarding the stated reasons are met within the specified period, the Secretary of the Certification Board will reverse the suspension of the certificate and inform the suspended certificate holder accordingly. If the measures are not adequate within the maximum period, the withdrawal procedure will enter into force.	

### 10.4.5 Withdrawal

NMi Certin B.V can decide to withdraw the certification permanently as a whole, or a part of it. The former certificate holder is not allowed to use the withdrawn (part of the) certification anymore.

Reasons for withdrawal can be, but is not limited to:

- Failure to comply with the conditions to end a suspension; or
- Failure to carry out the relevant production processes for more than 2 years.



In Table 10 a description of the withdrawal process.

*Table 10 Withdrawal Process steps and explanation*

Withdrawal Process		
Activity	Explanation	Time frame
1. Notice to Certification Board	<p>The following information can be input of the withdrawal process:</p> <ol style="list-style-type: none"> <li>1. A certificate holder fails to implement the measures to overcome a suspension;</li> <li>2. A certificate holder ceases to provide the measuring instruments to the market for more than 6 months;</li> <li>3. A certificate holder voluntarily requests to withdraw (a part of) the certification</li> </ol> <p>for other reasons, provided that this reason is specifically included in these certification regulations, or this reason has been formally agreed between NMi Certin B.V and the client.</p>	
2. Review	<p>The Certification Board reviews the available information. The Certification Board determines whether the violation is grounds for withdrawal of the certificate.</p> <p>When needed, additional information is requested to the Expert/Auditor</p>	
3. Decision	<p>The Certification Board decides to withdraw a certificate.</p>	<p>Within 6 weeks a client can object to a decision.</p>



Withdrawal Process		
Activity	Explanation	Time frame
4. Inform Client	<p>The Certification Board will notify client of the withdrawal of the certificate in a registered letter.</p> <p>The withdrawal will be communicated by means of the withdrawal letter, which contains the instructions regarding the withdrawal to the former certificate holder.</p> <p>Other bodies like Certification Bodies, Notified Bodies (designated, appointed or accredited for the related scope) or regulators will be notified of the withdrawal, when relevant.</p> <p>The client cannot undo the withdrawal of a certificate. If a client still wants to demonstrate that it meets all the requirements of the normative document, it must go through a completely new certification (audit).</p>	

Note: when a certificate holder request for a 'withdrawal' of a certificate (a termination), the same instructions will be sent.

Other bodies like Certification Bodies, Notified Bodies (designated, appointed or accredited for the related scope) or regulators will also be notified of the withdrawal, when relevant.

Note: NMI Certin B.V may publish the notification of the withdrawal of the certificate.

#### 10.4.6 Postponing or terminating the process for extension of certification

When during the process of obtaining or extending certification reasons occur NMI Certin B.V can decide to postpone or terminate that process. In the case of postponing, the process can be resumed within 6 months when the previous reasons for postponing have been resolved.

Postponing or terminating can be imposed when observing fundamental deviations or nonconformities in an early stage of the certification process, so it does not make sense to continue the process immediately.

The sanction may also relate to existing certifications.



### 10.4.7 Legal actions

In specific situations, involving serious violations of mutual agreements, NMi Certin B.V may decide to take legal action.

Legal actions can be imposed, for example, if fraudulent acts, attempted bribery or threats against NMi Certin B.V employees are established.



## 11 Feedback: objection and appeal, dispute and complaint

### 11.1 Introduction

Interested parties can provide different kinds of feedback to NMi Certin B.V. In this chapter, explanation is given on this subject.

### 11.2 Objection

When a client or certificate holder disagrees with a certification decision made by NMi Certin B.V.'s Certification Board, an objection can be filed.

When certification decisions of the Certification Board concern public tasks performed by NMi Certin B.V, other interested parties can file an objection as well.

The specific procedures for objecting, which apply at NMi Certin B.V, can be found in the [Regulation feedback procedure NMi Certin](#) document which is available on the NMi Certin B.V -website.

### 11.3 Appeal

When a client or certificate holder disagrees with the resolution on the objection, an appeal can be issued by the Trade and Industry Appeals Tribunal.

The specific procedures for appealing, which apply at NMi Certin B.V, can be found in the [Regulation feedback procedure NMi Certin](#) document which is available on the NMi Certin B.V-website.

### 11.4 Dispute

When a client or certificate holder believes that NMi Certin B.V is misinterpreting a certification requirement, or bases its judgement on incomplete or incorrect evidence, on the basis of which a nonconformity has been reported, a dispute can be filed. The dispute can be accompanied by additional, verifiable evidence of conformity. This evidence must have been demonstrably already available during the execution of the evaluation.

The dispute will explain why the client believes that NMi Certin B.V is using an incorrect interpretation of the certification requirement or the evidence collected.

The dispute will be processed by one or more different experts than the experts who conducted the evaluation.

A filed dispute does not suspend resolution of the deviation or nonconformity.

### 11.5 Client complaints

When a client or certificate holder has the perception that NMi Certin B.V has not complied with a specific part of the (certification) agreement between both parties, a complaint can be filed.



The specific procedures for filing a complaint can be found in the [Regulation feedback procedure NMI Certin](#) document which is available on the NMI Certin B.V -website.

### 11.6 Third party complaints

When a customer of a certificate holder, or an other interested party issues a complaint about a certified product or activities of a certificate holder at NMI Certin B.V, NMI Certin B.V will refer the complainant to the certificate holder or a dispute resolution process provider.

NMI Certin B.V will make a record of the complaint and decide whether an extra evaluation is required, or whether the complaint needs to be input for a next regular evaluation.





## 12 Terms and definitions

This chapter provides the most important terms and definitions used in this document. Some of the definitions have been taken – whether or not modified – from: ISO/IEC 17022:2012 <sup>[1]</sup>, ISO/IEC 17065:2012 <sup>[2]</sup>, ISO/IEC 17025 <sup>[3]</sup>, ISO/IEC 17000:2020 <sup>[6]</sup>, ISO/IEC 17021-1:2015 <sup>[7]</sup> and ISO 9000:2015 <sup>[8]</sup>.

### **Accreditation**

Third-party attestation related to a conformity assessment body, conveying formal demonstration of its competence, impartiality and consistent operation in performing specific conformity assessment activities.

### **Appeal ('Beroep')**

Request by a client of NMi Certin B.V that issued an objection to NMi Certin B.V for (re)consideration by the Trade and Industry Appeals Tribunal on the NMi Certin B.V has made relating to that objection.

Note to entry: the term 'Appeal' as used in the standards (ISO/IEC 17020, ISO/IEC 17025, ISO/IEC 17065) is in this document used for 'Objection'.

### **Applicant**

Organization which has submitted an application to be admitted into a certification process.

### **Appointment**

Appointment by an authorized entity to perform a certain task.

### **Certificate holder**

Organization named as a subject of a valid certificate.

### **Certification**

Third-party attestation related to an object of conformity assessment, with the exception of accreditation.

### **Certification board**

The group of persons collectively responsible for making decisions about granting, suspending, withdrawing, extending, reducing certification.

### **Certification body**

Third-party conformity assessment body operating certification schemes.



Note to entry: A certification body can be non-governmental or governmental (with or without regulatory authority).

### **Certification requirement**

Specified requirement, including product requirements, which is fulfilled by the client as a condition of establishing or maintaining certification.

EXAMPLE The following are certification requirements that are not product requirements:

- completing the certification agreement;
- paying fees;
- providing information about changes to the certified measuring instrument;
- providing access to certified measuring instruments for surveillance activities.

### **Certification scheme**

Set of rules and procedures that describes the instruments, identifies the specified requirements and provides the methodology for performing certification.

### **Client**

Organization responsible to NMI Certin B.V for providing the measuring instrument and/or operating the quality system, and ensuring that certification requirements, including product requirements, are fulfilled.

### **Complaint (Client~)**

Expression of dissatisfaction, other than appeal, dispute or objection, by a client of NMI Certin B.V, relating to the services of NMI Certin B.V as laid down in an (certification) agreement, where a response is expected.

### **Conformity**

Fulfilment of a requirement.

### **Consultancy**

participation in:

- a) the designing, manufacturing, installing, maintaining or distributing of a certified product or a product to be certified, or
- b) the designing, implementing, operating or maintaining of a certified process or a process to be certified, or
- c) the designing, implementing, providing or maintaining of a certified service or a service to be certified.



Note 1 to entry: In these regulations, the term “consultancy” is used in relation to activities of NMI Certin B.V, personnel of NMI Certin B.V and organizations related or linked to NMI Certin B.V.

Note 2 to entry: In commercial documents, the term ‘consultancy’ can be used in relation to explanations of findings or clarifying requirements. The same applies to the term ‘training’.

### **Correction**

Action to eliminate a detected deviation of nonconformity.

Note 1 to entry: A correction can be made in advance of, in conjunction with or after a corrective action.

Note 2 to entry: A correction can be, for example, rework or regrade.

### **Corrective action**

Action to eliminate the cause of a nonconformity and to prevent recurrence.

Note 1 to entry: There can be more than one cause for a nonconformity.

Note 2 to entry: Corrective action is taken to prevent recurrence whereas preventive action is taken to prevent occurrence.

### **Decision date**

The date on which the certification decision was made, which is also the effective date of the certification.

### **Designation**

Designation by an authorized entity to perform a certain task.

### **Deviation**

Isolated shortcoming regarding the requirements of the standard that has a limited effect on the functioning of the quality system or the conformity with the requirements of a measuring instrument.

### **Dispute**

Request by a client of NMI Certin B.V for reconsideration by NMI Certin B.V of a finding it has reported relating to a measuring instrument or quality system.

### **Evaluation**

Combination of the selection and determination functions of conformity assessment activities.



Note to entry: The selection and determination functions are specified in ISO/IEC 17000:2020.

### **Impartiality**

Objectivity with regard to the outcome of a conformity assessment activity.

Note to entry: Objectivity can be understood as freedom from bias or freedom from conflicts of interest.

### **Independence**

Freedom of a person or organization from the control or authority of another person or organization

EXAMPLE: NMi Certin B.V is independent from the organization providing the object of conformity assessment.

### **Issuing Authority**

Certification body in an OIML Member State that has been approved to issue OIML certificates and OIML type evaluation reports.

### **NMi Expert:**

Test engineer or an approval expert possessing required qualifications.

### **Nonconformity**

Non-fulfilment of a requirement.

### **Object of conformity assessment**

The measuring instrument or the quality system of the client which is evaluated against requirements.

### **Objection ('Bezwaar')**

Request by a client of NMi Certin B.V for reconsideration by NMi Certin B.V of a decision it has made relating to a measuring instrument, the assignment of the evaluation team or an imposed sanction.

Note to entry: in the standards (ISO/IEC 17020, ISO/IEC 17025, ISO/IEC 17065) the term 'appeal' is used for this type of request.

**Process**

Set of interrelated or interacting activities that use inputs to deliver an intended result.

**Product**

Output of an organization that can be produced without any transaction taking place between the organization and the client.

**Product requirement**

Requirement that relates directly to a measuring instrument, specified in standards or in other normative documents identified by the certification scheme.

Note to entry: Product requirements can be specified in normative documents such as regulations, standards and technical specifications.

**Requirement**

Need or expectation that is stated, generally implied or obligatory.

**Scope of certification**

Identification of:

- the product(s), process(es) or service(s) for which the certification is granted,
- the applicable certification scheme, and
- the standard(s) and other normative document(s), including their date of publication, to which it is judged that the product(s), process(es) or service(s) comply.

**Scheme owner**

Person or organization responsible for developing and maintaining a specific certification scheme.

Note to entry: The scheme owner can be the certification body itself, a governmental authority, a trade association, a group of certification bodies or others.

**Service**

Output of an organization with at least one activity necessarily performed between the organization and the client.

Note 1 to entry: The dominant elements of a service are generally intangible.

Note 2 to entry: Service often involves activities at the interface with the client to establish client requirements as well as upon delivery of the service and can involve a continuing relationship such as banks, accountancies or public organizations, e.g. schools or hospitals.



Note 3 to entry: Provision of a service can involve, for example, the following:

- an activity performed on a client-supplied tangible product (e.g. a car to be repaired);
- an activity performed on a client-supplied intangible product (e.g. the income statement needed to prepare a tax return);
- the delivery of an intangible product (e.g. the delivery of information in the context of knowledge transmission);
- the creation of ambience for the client (e.g. in hotels and restaurants).

Note 4 to entry: A service is generally experienced by the client.

### **Stage 1 preliminary investigation**

Investigation to gather information related to the client, the client's quality system and the client's production process in preparation for the stage 2 – audit.

Note to entry: stage 1 can be considered the sampling activity of auditing activities.

### **Stage 2 - audit**

Audit carried out for the purpose of certifying the client's management system.

Note 1 to entry: Certification audits include initial, surveillance, re-certification audits, and can also include special audits.

### **Suspension**

Temporary restriction of the statement of conformity by NMI Certin B.V, for all or part of the specified scope of attestation.

### **Termination**

Revocation of the statement of conformity at the request of the certificate holder.

### **Valid until date**

Date until a certification is valid.

### **Withdrawal**

Evocation of the statement of conformity by NMI Certin B.V.



## 1 REFERENCE LIST

- [1] ISO/IEC 17020:2012, General criteria for the operation of various types of bodies performing inspection
- [2] ISO/IEC 17065:2012, Conformity assessment - Requirements for bodies certifying products, processes and services
- [3] ISO/IEC 17025:2017, General requirements for the competence of testing and calibration laboratories
- [4] Directive 2014/31/EU of The European Parliament and of The Council of 26 February 2014 on the harmonisation of the laws of the Member States relating to the making available on the market of non-automatic weighing instruments.
- [5] Directive 2014/32/EU of The European Parliament and of The Council of 26 February 2014 on the harmonisation of the laws of the Member States relating to the making available on the market of measuring instruments.
- [6] ISO/IEC 17000:2020, Conformity assessment — Vocabulary and general principles
- [7] ISO/IEC 17021-1:2015, Conformity assessment — Requirements for bodies providing audit and certification of management systems Part 1: Requirements
- [8] ISO 9000:2015, Quality management systems - Vocabulary



## 13 Document Management

This document has been revised to align with the latest way of working.

The certification schemes have not changed, neither have the other requirements and therefore there are no new certification requirements for the client or certificate holder.

From 01-Aug-25 on, this version of the NMI Certification Regulation will apply.

**Disclaimer:** NMI Certin B.V has carried out this revision with the greatest possible care, with the intention of not making any substantive changes other than those in the table below. If new requirements appear to have been added as a result of textual changes, please contact NMI Certin B.V (quality@nmi.nl)

Changes to the previous versions

Publication	Description
April 2025	Removed references to UKCA, removed detailed explanation of certification schemes, integrated Certification Agreement and added a more detailed explanation of the certification process.
August 2023	Updated as a result of conversion of activities to the C681 scope.
July 2021	Revised to accommodate UKCA.
June 2021	Responsibility communication changes in certification requirements added.
April 2021	Chapter Sanctions added.
January 2021	Revision, updating Certification scheme iMess- und Eichgesetz – MessEG.
January 2020	Revision, updating hyperlinks β4.8 and β6 – November 2019, revision, updating NMI Certin B.V contact information in Delft and minor lay-out.
May 2018	Revision, new NMI Certin B.V logo, minor lay-out and textual changes.
February 2018	Revision formulation of various Modules related to criteria of ISO/IEC 17065, MID, OIML CS.
July 2017	Revision including OIML-B18, ISO/IEC 17065.
December 2016	Contents of the complete document are updated with new directive numbers.
January 2009	Revision of initial assessment 3.3 and validity of agreement (1.4 and 3.3.2).
June 2008	Modification of making appeal.
April 2008	Description of stage 1 and stage 2 audits.
October 2007	Replacement College of Experts by Advisory committee.
October 2007	Scheme NMI Legal replaced by scheme NL Metrology.
June 2005	Addition of 4.2.2 Scope and 4.3.1 Categorizing non-conformities.
May 2005	Correction table MID instruments.