



**Application for product examination of weighing instruments (according to Module F)**

Annex 2, Paragraph 1, Module F, MessMV / Annex F, Directive 2014/32/EU of the European Parliament and of the Council of measuring instruments

or

Annex 3, Paragraph 3, NSWV / Annex II, Paragraph 3, Directive 2014/31/EU of the European parliament and of the Council of non-automatic weighing instruments

**Applicant (manufacturer or authorised representative)**

Company Department Street ZIP / City / Country <b>Contact person</b> Name Phone / Mobile / E-Mail	
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**Invoice recipient (      is Applicant)**

Company Department Street ZIP / City / Country <b>Contact person</b> Name Phone / Mobile / E-Mail	
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**Place of installation of measuring instrument (      is test location)**

Company Department Street ZIP / City / Country <b>Contact person</b> Name Phone / Mobile / E-Mail	
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**Test location (if not at place of installation)**

Company Department Street ZIP / City / Country <b>Contact person</b> Name Phone / Mobile / E-Mail	
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## Application Module F

### General information

If available No Quotation / Date	
Your order reference	
Wish date <sup>1</sup>	

### Measuring instrument

Non-automatic weighing instrument

Automatic weighing instrument

Instrument category <sup>2</sup>	
Type designation	
Type examination certificate no.	
Number of weighing instruments	

### Metrological indications

	Range 1	Range 2	Range 3	Unit
Max. load <i>Max</i>				
Calibration value <i>e</i>				
Scale interval <i>d</i>				
Min. load <i>Min</i>				
Multi-range weighing instrument		Multi-interval weighing instrument		
Dimension load recept.				
Auxiliary devices				

*Additional indications for automatic weighing instruments:*

Speed/cycle	
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### Enclosures:

- Type Examination Certificate (MID) or Type Approval Certificate (NAWI)
- Draft of manufacturer's declaration of conformity of measuring instrument
- WELMEC compatibility calculation for modules (for modular weighing instruments)
- Drawing (for unusual load receptacles)
- Pictures of weighing instruments with surroundings (for bridge or large scales)

### Comments

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<sup>1</sup> Please inform METAS-Cert as early as possible

<sup>2</sup> As indicated in Type Examination Certificate (TEC)

## Application Module F

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As the applicant, we hereby agree to the METAS General Terms and Conditions of Business [www.metas.ch/AGB](http://www.metas.ch/AGB) and the METAS-Cert Certification Agreement [6030B03](#).

Place and date:

Legally binding signature(s):

**Applicant**

**Invoice Receptient**

(mandatory if different than applicant)

**Submit this application to:**

**Federal Institute of Metrology METAS**  
Conformity Evaluation Body METAS-Cert  
Lindenweg 50, 3003 Bern-Wabern, Switzerland  
Phone +41 58 387 01 11, [Info.Cert@metas.ch](mailto:Info.Cert@metas.ch)

### Process

The procedure is carried out according to the information given in the METAS-Cert Guide [6030B01](#). METAS-Cert will get in touch with the notified contact persons for additional information and to arrange the test date. The applicant will receive an order confirmation with the order data and a target price for the test. Upon reception of the order confirmation, the customer has the possibility to cancel the order free of charge during five working days, but at the latest 2 working days prior to testing. If these deadlines are exceeded, the accrued expenses will be charged. A conformity assessment expert of METAS-Cert will organise the test at the agreed test site.

### Additionally for testing of large weighing instruments (more than 2 t)

For the testing of large weighing instruments (weighing instruments for which the use of a test truck is required), the customer must provide the required substitution load and auxiliary personnel.

The availability of the test trucks is very limited. The applicant undertakes to register for the test as soon as the date for the provision of the scales is known so that the test equipment can be reserved at an early stage.

In order for the owner to be able to use the weighing instrument immediately after installation, a comparative weighing must be carried out in advance with the consent of METAS-Cert. The comparative weighing must be approved by METAS-Cert and carried out by a private person authorised to secure measuring equipment. The comparative weighing is recorded in writing, sent to METAS-Cert electronically and kept available for the market surveillance authorities or cantonal enforcement authorities (verification offices) on request.

The protocol must contain the following items:

1. Name and identification number of the authorised private person,
2. Job number of METAS-Cert,
3. Date of the test,
4. Details of the weighing instrument concerned,
5. Details of the reference weighing instrument and the expiry of its calibration period,
6. Climatic conditions (the test may only be carried out if the climatic conditions allow: no precipitation, no wind influence)

METAS-Cert will organise the examination as soon as the required resources are available.

### After the verification

After successful completion of the verification, METAS-Cert issues a certificate of conformity for the measuring instrument. If the measuring instrument does not pass the conformity test, the applicant will receive a written non-conformity notification. The responsible verification office will receive a copy. The certificate of conformity is intended only for the applicant as confirmation of the conformity of the measuring instrument to the market surveillance authorities. The user should receive for this purpose the declaration of conformity from the manufacturer. The applicant shall provide a declaration of conformity for each measuring instrument or series thereof.

### Invoice

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The invoice recipient is specified in the order. This can be adjusted free of charge until the invoice is settled. For changes to the invoice recipient after the invoice has been issued, the administrative costs of cancelling, adjusting and resending the bill will be charged at CHF 120.

### **Digital signature**

This form can be filled out and signed with Adobe Acrobat Reader. If an electronic ID is used, it must be authenticated. If you send this order in paper form with a manual signature, please also send the completed PDF form by e-mail [Info.Cert@metas.ch](mailto:Info.Cert@metas.ch).

### **Sending the files**

Files should be sent via our file transfer service (invitation procedure) if:

- The volume exceeds 10 MB,
- programs or documents with macros can be sent.