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Requirements for Verification Marks, Procedure for Ordering, Use and Maintenance of Verification Marks and Mandatory Data for the Verification Certificate and Certificate of Non-Conformity

Passed 05.02.2019 No. 14

The Regulation is established pursuant to subsection 14 (8) of the Metrology Act.

§ 1. Scope of application

This Regulation governs the presentation of the results of the national initial verification and subsequent verification of measuring instruments, and the ordering and use of verification marks.

§ 2. Verification marks

(1) Verification marks are verification stickers, verification seals and digital seals.

(2) Verification stickers are:

- 1) information stickers – mandatory verification stickers that give information about the verifier and the verification time;
- 2) closing stickers – verification stickers for preventing the replacement of the assemblies or sub-assemblies of a measuring instrument and for closing access to the adjustment elements of a measuring instrument.

(3) Verification seals are:

- 1) seals marked and attached using a seal matrix;
- 2) seals marked with a verification stamp.

(4) In the case of a measuring tank used for alcohol and liquid fuels and the permanent pipeline belonging thereto, the verification mark is the identification number affixed to the measuring instrument with a corresponding verification certificate.

(5) Digital seals mean digital information that prevents adjusting the measuring instrument.

§ 3. Requirements for verification marks

(1) Information stickers must contain the following easily identifiable information:

- 1) international symbol for the Republic of Estonia – EE;
- 2) month of verification, shown by the number of the month and the year or two last digits of the year;
- 3) identification number of the verification laboratory;
- 4) the word 'TAADEL DUD' (verified).

(2) The following information must be easily identifiable on closing stickers, on matrices used for attaching verification seals and on verification stamps:

- 1) international symbol for the Republic of Estonia – EE;
- 2) identification number of the verification laboratory.

(3) In the cases established in § 10 (3) of the Metrology Act, the verification stickers of the Consumer Protection and Technical Regulatory Authority (hereinafter the *Authority*) shall bear the letter combination 'TTJA' instead of the identification number of the verification laboratory.

(4) If it is impossible to attach an information sticker onto a measuring instrument, the verification seal must bear the year of verification or last two digits of the year.

(5) The material of verification stickers shall be such that verification stickers remain on the measuring instruments in their entirety and allow the identification of the information referred to in subsection (1) or (2) for the whole verification validity period.

(6) When attaching a verification sticker onto a measuring instrument, it must be ensured that the sticker remains in place and breaks upon removal or that its reuse is prevented in another way.

(7) Verification stamps and matrices used for marking verification seals must be manufactured in such a way that the impressions made are clearly legible.

(8) The impression of the verification stamp affixed to measuring instruments as a verification mark is invalidated by using the deletion stamp with the impression 'X' if it is ascertained in the verification process that the measuring instrument does not meet the requirements.

(9) In the case of a measuring tank used for alcohol and liquid fuels and the permanent pipeline belonging thereto, the identification number affixed to measuring instruments as a part of the verification mark must be indelible and legible.

(10) Digital seals must meet the requirements of the manufacturer and type approval documents of measuring instruments.

§ 4. Ordering verification stickers, verification stamps and matrices

(1) The verification laboratory shall order the verification stickers, verification stamps and matrices.

(2) The verification laboratory shall present a sample of the verification sticker it wishes to use and a copy of the impression on the verification seal before placing an order, for approval to the Authority.

(3) The Authority shall approve or legitimately refuse to approve the sample and copies referred to in subsection (2) within 30 calendar days.

(4) The Authority shall refuse to approve the verification marks that do not meet the requirements of the Regulation.

(5) The Authority shall make samples of the shape and items of the approved verification sticker and seals available on its website within 10 business days from the date of providing the approval.

(6) The verification laboratory is responsible for the conformity of verification marks with the requirements established by this Regulation, and the use of verification marks is permitted only in the form approved by the Authority.

(7) The manufacturing costs of verification stickers, verification stamps and matrices shall be covered by the verification laboratory that ordered them.

§ 5. Use and handling of verification marks

(1) Verification marks shall be attached to measuring instruments in a manner ensuring that:

- 1) it is not possible to adjust the measuring instrument nor replace its sub-assemblies or assemblies without damaging at least one verification mark;
- 2) all the required items are easily identifiable on the verification mark;
- 3) the information sticker is visible to the user of the measuring instrument.

(2) Verification seals or verification stickers are used for preventing the replacement of the sub-assemblies and assemblies of a measuring instrument and for closing access to the adjustment elements of a measuring instrument. Verification seals and closing stickers must be used together with information stickers.

(3) Marks denoting the time of verification are affixed to verification stickers in such manner that the verification time can be determined unequivocally.

(4) Verification stickers, stamps and matrices are maintained in such manner as to ensure they are out of reach of unauthorised persons.

(5) The verification laboratory shall record lost or unusable verification stickers, stamps and matrices and shall notify the Authority of their loss.

(6) At the end of the period of validity, the verification sticker and the parts of the matrix and verification stamp concerning the items shall be destroyed and a corresponding written instrument shall be prepared.

(7) The verification laboratory is responsible for ordering, record-keeping, issue to verifiers, use, maintenance and destruction of verification stickers, stamps and matrices.

§ 6. Mandatory items in verification certificate

The verification certificate must contain at least the following data:

- 1) name and identification number of the verification laboratory;
- 2) number of the verification certificate;
- 3) date of verification;
- 4) name of the measuring instrument or set of measuring instruments and numbers or symbols necessary for identification;
- 5) number and type of the verification marks attached onto a measuring instrument, a short description of their place of attachment and the reference values of digital seals;
- 6) assessment of the compliance of the measuring instrument with the requirements established by legislation, relevant standards or other regulatory documents;
- 7) tolerable errors or accuracy class of the measuring instrument;
- 8) name and signature of the verifier or confirmation by the verification laboratory.

§ 7. Mandatory items in certificate of non-conformity of measuring instrument

The certificate of non-conformity of a measuring instrument must contain at least the following data:

- 1) name and identification number of the verification laboratory;
- 2) number and date of the certificate;
- 3) name of the measuring instrument or set of measuring instruments and numbers or symbols necessary for identification;
- 4) reasons for the non-conformity of the measuring instrument with the requirements established by legislation, relevant standards or other regulatory documents;
- 5) name and signature of the verifier or confirmation by the verification laboratory.

§ 8. Transitional provisions

The verification marks that meet the requirements of the Minister of Economic Affairs and Communication Regulation No 56 of 21 June 2006 *Description of Verification Marks, Procedure for Manufacture, Use and Maintenance of Verification Marks and List of Mandatory Items in Verification Certificate and Certificate of Non-conformity*, and were ordered before the date of entry into force of this Regulation may be used until the end of the period of verification marked on them.

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