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| Policy Number  | LM-G-005-08-19   | Compiled by: | Signature:  |
| Effective Date | 2019-08-14   | K Tshele     |  |
| Version No:    | 1  | Approved by: | Signature:  |
| File name:     | LM-G-005-08-19-Guidance on application as Repair and Verification Body |              |  |

## Legal Metrology guidance on application for designation as a verification and/or a repair body

| POLICY         |  |  <b>NRCS</b>   national regulator for compulsory specifications |  |
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## 1. Scope

This document provides guidance regarding the process of application for designation as a verification body, repair body, verification officer or repairer.

## 2. Process

**I want to:**

### A) as a current Verification Body, apply for LM designation as a Repair Body




- Current Verification Bodies shall submit an application form (see attached form RB01) by end of business on 21 August 2019, for designation as a Repair Body without the VOs being subjected to the prescribed requirements in LM Regulation.
- complete (electronically) application form (RB01) in full,
- attach current/valid supporting documents with application,
- submit by e-mail to Mr K Tshele, Tel 012 482 8897, e-mail: [Kabelo.tshele@nrccs.org.za](mailto:Kabelo.tshele@nrccs.org.za)

### B) for the first time, apply as a Verification Body or a Repair Body

- contact SANAS for the requirements to initiate the SANAS accreditation process in terms of SANS10378
- once accredited, complete (electronically) NRCS-LM application form for designation as a Verification Body (VB01) or Repair Body (RB01) or both in full,
- attach current/valid supporting documents with application(s),
- submit by e-mail to Mr K Tshele, Tel: 012 482 8897, e-mail: [Kabelo.tshele@nrccs.org.za](mailto:Kabelo.tshele@nrccs.org.za)
- acknowledgement of application by NRCS-LM
- validation of application and supporting documents,
- application approved a designation certificate shall be issued, which is valid for 4 years.
- On expiry of designation the applicant shall initiate a new application and the process shall be repeated.
- application rejected, NRCS-LM to inform applicant of reasons for rejection

### C) apply to be appointed as a Verification Officer, be registered as a Repairer or extend my scope of qualification.

- complete (electronically) application form (VR01) in full,
- submit by e-mail to Mr K Tshele, Tel 012 482 8897, e-mail: [Kabelo.tshele@nrccs.org.za](mailto:Kabelo.tshele@nrccs.org.za)
- validation of application,
- application approved,
- conduct theoretical examination, as per scheduled date,
- on successfully complete theoretical examination
- body request suitable date for practical assessment,

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- practical assessment is conducted (body to supply equipment for assessment),
- on successful completion NRCS-LM issues Certificate,
- application rejected, NRCS-LM to inform applicant of reasons for rejection

### 3. General

#### 3.1 Verification and repair bodies




- 3.1.1 Any current Verification Body who did not submit an application form to be designated as repair body by 21 August 2019 shall be subject to all the requirements in LM Act and Regulations.
- 3.1.2 Repair Bodies will be designated for the scope for which they are designated as a Verification Body. as indicated on their current accreditation schedule.
- 3.1.3 Annual designation fees are applicable and applicants will be invoiced accordingly

#### 3.2 Verification Officers and Repairer

- 3.2.1 Verification Officers shall only be appointed as Repairers for the categories as reflected on their current certificate of registration.
- 3.2.2 A person who did not practice as a verification officer within a verification body for the past 24 months shall not be registered as a repairer and need to undergo the full qualification and registration process.
- 3.2.3 Fees for the issuing of a certificate of appointment and/or registration will be invoiced accordingly.

#### 3.3 Supporting Documents

Supporting documents required, that are valid for a year shall be re-submitted to NRCS-LM before the expiry date of the document.

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Supporting documents that are not submitted before the expiry date shall results in the designation as a Verification Body or Repair Body be withdrawn, see Regulation 119 and 126