

Non automatic weighing instruments (IPFNA)

To formalise your application for a CE type examination, you should send the following to the LNE:

- q The type examination application form (720 CIM 0701) completed and signed
- q An application letter on your company's headed letter paper with a file containing the following items (see notes from (1) to (8) at the end of the document)

Part I I General presentation of the application

- q brief presentation of the company ⁽²⁾,
- q reasons for the application (innovative character of the application, economic interest, etc.),
- q production site, if different from the registered office,
- q name and address of the manufacturer and presentation of his activities, if he is not the applicant
- q if the party applying for the CE type approval certificate is not the manufacturer, include a letter (original) appointing the applicant as the mandatory in which the manufacturer also states that he is aware of the necessity to subsequently produce instruments conforming to the type certified in France,
- q written declaration stating that the request has not been made to any other notified body,
- q written declaration stating that the EN 45 501 standard has been applied fully,
- q place where the instrument(s) will be presented for CE type examination,
- q declaration of conformity of the instruments to the requirements of the European directive on electromagnetic compatibility, or a declaration that the verification of this conformity is being done at the same time as the type examination⁽³⁾,
- q specifications according to which the type examination is requested:
 - European Directive 90/384/EEC (modified),
 - EN 45 501:1992/AC:1993,
 - WELMEC 2 guide,
- q copy of the certificate and the related test report, if certification has been granted in another European Union country and if the applicant wishes to claim recognition of these tests ⁽⁵⁾,
- q Letter from the beneficiary of tests carried out in another European Union country (if this beneficiary is different from the applicant) authorising the applicant to use the test results supplied.

Part II I summary data sheet

The purpose of this sheet is to summarise the main characteristics of the IPFNA, i.e.:

- q the type of instrument and the type of sensor installation (conventional or not, critical or not – see the Welmec 2.4 guide)
- q the type designation,
- q the precision class aimed for (I, II, III, IV).
- q value of the smallest scale interval e,
- q value of the maximum number of scale intervals n,
- q single or multi-scale,
- q single or multi-range,
- q minimum range Min,
- q maximum range Max,
- q temperature range,
- q supply voltage,
- q characteristics of the modules making up the prototype provided :
 - indicator module (explain the arrangements for resetting, tare weight, etc),
 - weighing cells (analogue and/or digital).

Part III I Description of the instrument

These items are specified in paragraph 10 of the WELMEC 2. guide

- q general description of the type, explanations necessary to understand the operation of the instrument (operator's manual),
- q Design document, diagrams and drawings of components, sub-units, electrical circuits, especially covering the load receiver, the lever system, the devices for applying the force to the weighing cells, the electrical connection details, the weighing cells and the indicator,
- q Intended use, type of instrument,
- q List of characteristic descriptions and data of all devices incorporated into the instrument,
- q Means of protection for the components and controls,
- q Functions of price calculating instruments (for direct sales to the public),
- q Description of the interfaces
 - types, intended use, immunity to external influences and instructions,
 - peripheral devices presented to be connected during interference testing,
- q Reactions of the instrument to significant faults
- q Division of the instrument into modules – e.g.: weighing cells, mechanical system, indicator, display – indicate the functions of each module and the fractions pi of the maximum acceptable errors
 - for modules that have already been examined, test certificate references,
 - for weighing cells, test certificate references or evaluation according to R60.
- q In the case of an application for CE type examination under a modular approach, you should provide us with :
 - o A representative prototype of your production,
 - o The compatibility sheet for the modules of the prototype provided,
 - o The IPFNA production procedures and the module compatibility sheet verification procedure,

- The list of modules (indicators, weighing cells, etc) to be mentioned in the CE type approval certificate,
- A copy of the up to date test certificate for each of these modules,
- The original written authorisations from the manufacturers of the modules concerned.

Part IV I Instrument marking and sealing

- A projected sealing plan for the instrument,
For a modular approach, the description of the sealing arrangements is included in the test certificate of the indicator concerned. It will be necessary to provide a sealing plan for the connecting box to the weighing cells. These seals consist of a lead pellet or a self-adhesive label that is destroyed by tearing off
- A project for the instrument identification plate,
This plate should include at least the following information:
 - the brand or the manufacturer's name,
 - the type name and serial number of the instrument,
 - the metrological characteristics,
 - the precision class,
 - the number of this CE type approval certificate
- A diagram showing the positions of the various mandatory markings (identification plate, CE marking and associated marks and inspection marks)

Part V I Instrument user's manual

It must be written in French.

Part VI I Documents intended to be attached to the CE type approval certificate ^{(6) (7)}

The following documents must be provided, wherever possible, in the initial file:

- a project for the data sheet,
- a sealing plan, also showing the positions of the inspection marks,
- a diagram of the identification plate,
- a colour photograph of the instrument.

General notes:

- (1) The technical details should provide a detailed description of the instrument. This description must be written in French. It must include the manuals, drawings, diagrams or photographs necessary for the description and comprehension of the working of the instrument. Drawings with indications in a foreign language can be accepted as long as they are comprehensible and when it is not planned to attach them to the type approval certificate.
- (2) It is not necessary to provide the presentation of the company unless it is your first application for a type examination by the LNE.
- (3) As far as magnetic susceptibility is concerned, the levels of severity, the test procedures and the acceptance criteria to be applied are those of the type examination.
- (4) **If the instrument includes software, the information required in the “Software” sheet should be provided in addition to that required in this sheet.**
- (5) In the event of recognition of tests carried out by a legal metrology body in another European Union country, simple copies of the reports may be attached to the file by the applicant to facilitate processing. However, these reports should either be sent directly by the issuing body to the LNE, or be supplied by the applicant in the form of copies certified by the issuing body (original stamps) to guarantee conformity with the original documents.
- (6) Documents intended to be attached to the type examination certificate should be provided in the form of WORD97 or compatible format computer files. They should only contain indications in French. They should be presented without letter headings or title blocks and should not carry a title.
- (7) You can use existing certificates as a model to write the projected data sheet to be attached to the type examination certificate. In this connection, since 1 January 1999 type examination certificates (model approval decisions) for measuring instruments accompanied by their appendices are available on the metrology department website at the following address: www.industrie.gouv.fr. After 1 January 2002, these certificates are available on the LNE website www.lne.fr.
- (8) Additional documents may be requested of you during the processing of the file.