



**FEDERAL MINISTRY OF INDUSTRY, TRADE AND
INVESTMENT**

WEIGHTS AND MEASURES DEPARTMENT

**GUIDELINES
FOR
RECOGNISED CALIBRATOR
SCHEME**

1.0 Overview

The Weights and Measures Act, CAP W.3 LFN 2004 aims to protect consumers and traders by regulating the use of weighing and measuring instruments for trade use by weight or measure and pre-packaged goods.

To ensure a uniform and accurate system of weights and measures in Nigeria, the Weights and Measures Department performs the following functions;

- Designate Recognised Calibrators to perform calibration of weighing and measuring instruments for trade use in the Federal Republic of Nigeria.
- Register approved pattern of weighing and measuring instruments.
- Verify and stamp/seal all new or repaired weighing and measuring instruments for trade use in the Federal Republic of Nigeria.
- Inspect weighing and measuring instruments used for trade purposes for accuracies and to ensure that they have not been tampered with.
- Investigate complaints pertaining to weight and measure matters from consumers and traders.

2.0 RECOGNISED CALIBRATOR SCHEME

The Recognised Calibration (RC) Scheme allows qualified calibrators of weighing and measuring instruments to perform Calibration on Weighing and Measuring instruments for trade use in the Federal Republic of Nigeria.

3.0 CRITERIA

The applicant seeking designation to become a Recognised Calibrator shall:

- a. Carry out his business as a legal entity.
- b. Have sufficient capital and financial resources to maintain viable operations.
- c. Possess the knowledge, competence, tools, machineries and equipment to perform calibration operations.
- d. Possess the required types and classes of standard weights or measures up to the maximum capacity of the instrument that the applicant intends to calibrate.
- e. Have staff with adequate skills to calibrate weighing or measuring instruments to the required standard
- f. Accredited to ISO 17025 General Requirements for Competence of Testing and Calibration Laboratory

4.0 HOW TO APPLY

The Applicant shall submit the following to the Weights and Measures Department of the Federal Ministry of Industry, Trade and Investment for a Recognised Calibrator;

- a. Completed Application Form : “Application for Appointment as Recognised Calibrators” with evidence of payment of the application processing fee
- b. A copy of the incorporation documents with the Corporate Affairs Commission
- c. A copy of the Applicant’s business Profile
- d. A copy of the ISO 17025 Certification
- e. Layout of testing facility
- f. A list of the required types and classes of standard Weights or Measures up to the maximum capacity of the instrument that the applicant intends to service for the purpose of verification of the instrument to the required accuracy.
- g. A declaration of compliance to the provision of the above stated information.

5.0 AUDIT SURVILLANCE

An Audit/Surveillance shall be carried out by the Inspectors of the Weights and Measures Department on the facility of the Applicant at the expense of the Applicant.

6.0 GRANT OF APPLICATION

If satisfied that the applicant meets the necessary requirements and is deemed fit and proper to be granted an approval, the Weights and Measures Department shall grant an approval permitting the applicant to calibrate specified types and classes of equipment.

An approval granted shall be for a specified period not exceeding 1 year but will be subject to earlier withdrawal if the applicant is found to be in breach of the approval conditions.

7.0 REFUSAL OF APPLICATION

The Director, Weights and Measures Department will be under a duty to refuse an application if he is not satisfied that the applicant meets the approval requirements outlined above.

Where the Director, Weights and Measures Department, refuses an application, the applicant will be given an opportunity to make representations to him.

8.0 MONITORING OF APPLICANT

An approved calibrator shall be subjected to an on-going monitoring, not only for the purposes of establishing that the approval conditions are being met, including the keeping up to date of the quality system manual, but also to ensure that the quality system remains fully up to standard.

Application for Designation as Recognised Calibrator

1. General Particulars

Name of Company / Organisation Seeking Recognition:			WMD Issued Company Registration No.:
Address:			Postal Code:
Telephone Number:	Fax:	Mobile phone:	E-mail Address:
Name OF Company Representative:			RC No.:

2. Inspection and Testing Facility

Testing Facility Address:		Postal Code:
Telephone Number:	Fax:	
ISO 9000 Certification Number:	Issued By:	Date of Certification / Accreditation:
ISO/IEC 17025 Accreditation Number:		
Quality Manager's Name / Quality Management Representative's Name		
Qualified Mechanics / Technicians Employed:		
1. _____ (Name)	_____ (Phone No)	_____ (Educational Qualification)
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____

3. Type of Weighing/Measuring Instrument/Working Standard Verified/Calibrated

Type and Brand of Instrument	Capacity of Instrument

4. Workshop/Testing Facilities

(Please list out all the necessary tools and machineries, standard Weights, Measures, etc that are used for verification or proving)

Type	Capacity	Quantity

Note: Please submit the following documents (where applicable)

1. ☐ Application processing fee of **N 250, 000.00** made payable to “WMD”.
2. ☐ A copy of both sides of the applicant's identity card.
3. ☐ A copy of the company's Certification to ISO 9001 or Accreditation to ISO/IEC 17025 General Requirements for competence of testing and calibration laboratories.
4. ☐ A copy of the implemented ISO/IEC/17025 Quality Manual and Supporting documents.
5. ☐ A copy of the Business Profile.
6. ☐ Certified true copies of the incorporation documents with the Corporate Affairs Commission.
7. ☐ A copy of the applicants Tax Clearance certificate for the preceding three (3) years.
8. ☐ The Organisation chart with information on its key personnel, and with evidence of training provided by the principal of the weighing and measuring instruments; Information of its key personnel; certificates to attest the educational and professional qualification, criminal records and suspension records, if any.
9. ☐ Layout of testing facility.

10. ☐ A list of the required types and classes of standard weights or measures up to the maximum capacity of the instrument that the person intends to service for the purpose of verification, proving of the instrument to the required accuracy

5. Declaration

I (Name of Applicant), declare that the particulars stated in this application are correct to the best of my knowledge and I am aware that any false declaration on my part will result in the withdrawal as Recognised Calibrator.

Fulfill all conditions and meet all requirements in accordance with the Weights and Measures Regulations for the Designation as a Recognised Calibrator.

Indemnify WMD from and against all liabilities, damages, claims, cost and expenses incurred or sustained by WMD as a result of any action taken by WMD relating to the designation as Recognised Calibrator.

I also undertake to inform the Director of Weights and Measures immediately of any change in particulars given in this application.

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Applicant's Signature and Date

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Name and Designation