

WEIGHTS AND MEASURES OFFICE

Reference : WMO-040621-02
Date : 04 June 2021
To : Authorised Verifiers
Subject : Update to the AV Scheme information booklet on conflict of interest

Dear Authorised Verifiers (AVs),

This circular is to inform you that we have updated sections of the AV Scheme information booklet to clarify on requirements pertaining to conflict of interest (COI). AVs are to refer to the following sections of the [AV Scheme booklet](#) for further details and undertake the necessary actions:

- I. Section 5.2 (h) – new applicants and existing AVs will be assessed for potential COI for purposes of AV designation. See the explanatory notes under this section for further details on what constitutes COI and the declaration process;
- II. Appendix D – Terms and Conditions of appointment / re-appointment as AV has been updated to include provisions on COI. See paragraphs 7 to 10;
- III. Appendix G – Conflict of Interest Declaration Form.

2. This update provides further clarity on how the WMO manages COI for the purpose of AV designation. The update is also part of the WMO's ongoing effort to improve on our AV Scheme framework to ensure a fair and transparent system of weights and measures in Singapore.

3. This update is effective from 04 June 2021. AVs due for AV re-designation from 04 June 2021 onwards will have to submit the completed Conflict of Interest Declaration Form found in Appendix G of the [AV Scheme booklet](#) prior to their onsite audit. **Please refer to the Annex of this Circular for more information regarding this update.**

4. The updated Terms and Conditions of appointment and re-appointment as AV found in Appendix D of the [AV Scheme booklet](#) will apply to AVs designated from 04 June 2021 onwards.

5. For further enquiries, you may write to weightsandmeasures@enterprisesg.gov.sg. A copy of this Circular is also available on our website [here](#).

Issued by:

The Weights and Measures Office

This is a computer-generated circular and no signature is required.

Annex – Frequently Asked Questions

Q1. Why is there a need to sign a COI Declaration Form now?

Under Regulation 20 of the Weights and Measures Regulations 2005 (“WMR”) on Qualifications for appointment as Authorised Verifier, Regulation 20(e) states that one of the relevant criteria for appointment as an AV, is that the applicant “...is fit to be an Authorised Verifier”. This refers to considerations such as absence of conflict of interest to assess if the candidate qualifies to be an AV.

By submitting an endorsed COI declaration form, it further ensures our designated AVs are free from COI. This also helps the WMO achieve its objective of ensuring a fair and transparent system of weights and measures in Singapore.

Q2. When is the requirement to declare COI and the updated Terms and Conditions for AV designation effective from?

This update is effective from 04 June 2021. AVs due for AV re-designation from 04 June 2021 onwards will have to fill up the Conflict of Interest Declaration Form found in Appendix G of the [AV Scheme booklet](#) prior to their onsite audit.

The updated Terms and Conditions of appointment and re-appointment as AV apply to AVs designated from 04 June 2021 onwards. Refer to Appendix D of the [AV Scheme booklet](#) for the updated version.

To provide an illustration, if your AV designation is due for renewal after 04 Jun 2021, you will be required to submit the Conflict of Interest Declaration Form. You will also be subjected to the updated Terms and Conditions if redesignated as AV.

If your AV designation was renewed earlier this year before 04 June 2021, then you will be required to submit the Conflict of Interest Declaration Form in the next AV renewal cycle. You will also be subjected to the updated Terms and Conditions in the next AV renewal cycle if redesignated as AV.

Take note this does not mean AVs designated before 04 June 2021 are not subjected to the pre-existing requirement on conflict of interest under Regulation 20(e) of the Weights and Measures Regulations. The WMO reserves the right to suspend/withdraw any of the designated AVs if they fail to meet the requirements to be an AV at any point.

Q3. If I have existing COI , will the WMO still designate me as an AV?

If the AV makes a declaration of COI as per the declaration form provided, the WMO will perform an assessment and reserves the right to either approve/ reject the application or impose additional condition(s) where necessary for the appointment of any person as an AV or Authorised Verification Officer (AVO), as per Regulation 23(3) of the Weights and Measures Regulations.

Take note that in the event of a false or incorrect declaration of conflict of interest, the WMO reserves the right to suspend/ withdraw the AV/ AVO appointment.

Q4. How shall the existing AVs or new applicant go about submitting the COI Declaration Form? What is the process like?

An officer from the WMO will get in touch with you prior to your AV designation renewal. The officer will share with you the Conflict of Interest Declaration Form and provide the guidance on filling up the form should you have any questions. AVs are to submit the form at least 5 working days before the on-site audit to allow the officer time to process the declaration form.

If the AV declares no conflict of interest, the audit will proceed as per current process.

If the AV declares that there is conflict of interest, the audit will still proceed as per current process, and the officer or auditor may ask further questions during the audit.

The WMO will then assess accordingly and either approve/ reject the application or impose additional condition(s) where necessary for the appointment of any person as an AV or AVO.

Q5. Who can complete and sign the COI Declaration Form?

The person signing the COI Declaration Form may not necessarily be an AVO. The person, however, should be authorised to represent the company to make such a declaration on behalf of the company.

Q6. What should I do if conflicts of interest arise after I have submitted the COI Declaration Form?

AVs are to notify the WMO immediately if the AV or any of the appointed AVOs are put in any position of potential conflicts of interest.