

Pattern Approval Process from 2023-01-01

01	<p>Application submission time</p> <p>Application and sample submission form 9: 00 AM to 3:00 PM on Monday to Friday at the pattern approval counter</p>	<p>Time duration</p>
02	<p>Application sample submission</p> <p>Documents submitted are checked at the counter according to the checklist, all documents shall include the company seal and signature of the authorized person of the company</p> <p>If all documents are available, application and sample are accepted. A letter is given for the submission. Patten approval fee to be paid to the finance division and receipt need to be submitted along with the application. The receipt is returned to the applicant after taking a copy.</p> <p>If the required major documents are missing, the application is rejected giving a letter mentioning the missing documents. Applicant can submit the application again as a new application when the required documents are available with the applicant</p> <p>All accepted documents are date-stamped except documents available as a single document in the form of books, in such situation day stamped the document in front page, in approximate middle and in the last page at the counter</p>	<p>1 day</p>
03	<p>Checking compliance of the documentation and the sample</p> <p>Compliance of the sample equipment with the documents are checked and if major deviations are found the application is rejected and sample is return to the applicant with in 2 weeks</p> <p>If the application includes all major documents and missing supporting documents, a letter is issued mentioning missing documents to submit missing documents within 2 weeks</p>	<p>2 weeks</p>
04	<p>Assign for testing</p> <p>Sample sent to the laboratory, Officer for conducting the testing on the sample is assigned and given a due date (1 to 3 months depending on the equipment type)</p>	<p>1 day</p>

05	<p>Preliminary check1: Compatibility of the sample with general construction, technology, metrological control(Potential access to internal parts, Sealing and stamping), and general and specific engineering considerations,Compatibility of the sample with submitted documentation(without disassembling sample)</p> <p>If the testing officer determined that the general construction, technology, metrological control(Potential access to internal parts, Sealing and stamping) and engineering considerations are not fulfilled by the sample, If the testing officer determined that the outer appearance or enclosure is different from the documents submitted by the applicant, or the submitted sample is different from the documentation submitted by the applicant, the application is closed and the sample is returned to the applicant informing the rejection and reason for rejection by a letter after rechecking by the supervisor, recommendation of the committee and approval of the director.</p>	2 weeks
06	<p>Preliminary check2: Compatibility of the sample with submitted documentation(After disassembling the sample)</p> <p>If the testing officer determined that the inner parts(Load cell, Motherboard, display boards, communication boards, etc...) are different from the specifications given in the documentation submitted by the applicant, the application is closed and the sample is returned to the applicant informing the rejection and reason for rejection by a letter after rechecking by the supervisor, recommendation of the committee and approval of the director.</p>	
07	<p>Metrological requirement check1: Compatibility of equipment markings and functions with metrological requirements (1 month)</p> <p>If the sample passes the preliminary checks following functional checks are conducted; Calibration procedure, Suitability of sealing locations, method, and positions Display visibility and indicators Energy saving futures Leveling mechanism and leveling indicator Platform size and other dimensional specifications Basic operation for measurement Power plug type (Shall be G type) Low battery indications and functions Overload indication Metrological marking requirements</p>	1 month

	<p>Add function operation Price computing function Print function when the measurement is unstable Preset tare function Requirements for tare function (One time, and +/- Tare function) Initial zero range and function Semi Automatic zero range and function Functions of Interfaces Calibration seal or switch Discrimination test Electrostatic Discharge(ESD) test</p>	
08	<p>Metrological requirement check2: Compatibility of equipment performance with metrological requirements (In laboratory</p> <p>Tests to be repeated for Battery power and Mains power or DC input Linearity test 1 Eccentricity Creep test Zero return Time dependence Linearity test2 Span stability</p> <p>Compatibility of equipment performance with metrological requirements (At sites for scale capacity more than 1000 kg and weighbridges) (1 month)</p> <p>Tests to be repeated for Battery power and Mains power or DC input Linearity test 1 Eccentricity Creep test Zero return Time dependence Linearity test2 Span stability</p>	1 month
09	<p>Software requirement check: Compatibility of equipment software with metrological requirements</p> <p>Software functions and process implementation Software ownership Integrity and stable software version Access and security requirements Data security concerns</p>	2 weeks
10	<p>Preparation of document for Committee and committee</p>	1 week

	recommendation Recommendation given for pass or fail or any further comments to the director	
11	Preparation of certificate, approval of director and issue of certificate Certificate issued for pass models and rejection letter sent to the applicant for fail models mentioning the reasons for failure and return the sample.	1 week
12	Document verification is continuing up to the issue of the certificate and if later found that the submission of forged documents approval will be canceled	
	Time frame for the process	
	Maximum application acceptance time	2 weeks
	Maximum testing time	3 months
	Maximum testing time for weighbridge in the laboratory is 3 months and the applicant has to construct weigh bridge in a suitable location for final site testing, therefore it takes additional time for final testing depending on the construction time of the weighbridge	3 months+
	Maximum time for Recommendation of the committee, Preparation of certificate and approval of director and issue of certificate	2 weeks
	Total process time- Maximum from the start of testing to certificate issuing	3 months and 2 weeks
	Total process time- Maximum from application submission to certificate issuing	4 months