




Department for
Business, Energy
& Industrial Strategy

Office for Product
Safety & Standards

NATIONAL PROJECT 2018 - 2019

Non-automatic Weighing Instruments in Supermarkets



May 2018

Contents

Aim of Project _____	3
The Focus of the Project _____	3
Objectives _____	3
Activities for Local Weights and Measures Authorities _____	3
Activities for the Office for Product Safety and Standards _____	4
Method _____	4
Actions _____	5
Timetable _____	5
Annex 1 _____	6
Annex 2 _____	9
Annex 3 _____	11

Aim of Project

To co-ordinate a project that targets areas of concern that were identified following the results of inspections by a number of Local Weights and Measures Authorities, the project being chosen by the Office for Product Safety and Standards with the agreement of the Local Government Metrology Expert Panel.

The Focus of the Project

The Office for Product Safety and Standards has proposed a project agreed by the Local Government Metrology Expert Panel that will focus upon non-automatic weighing instruments (NAWIs) in supermarkets. These instruments may be freestanding, or connected to scanners and tills as part of an electronic point of sale (EPOS) system. The supermarkets will include both large branches of national supermarkets and small convenience branches of national supermarkets.

Objectives

- Focus on non-automatic weighing instruments in supermarkets
- Identify the levels of compliance with requirements
- Support the use of properly installed instruments
- Support proper and effective maintenance
- Support and demonstrate the need for appropriate training for supermarket staff
- Maintain competence in weights and measures qualified TSOs
- Provide practical experience and training opportunities for TSO trainees and those sitting the Qualification Examinations
- Provide feedback to Supermarket Primary Authorities

Activities for Local Weights and Measures Authorities

- Inspect non-automatic weighing instruments that are installed and used in supermarkets. *As a minimum, please visit 3 large and 3 small supermarkets and in each, test as many NAWIs as is practicable*
- Determine the accuracy of such instruments when in use
- Determine compliance in terms of installation and manner of use including, where appropriate, the competency of users
- Ensure that such instruments have been properly conformity assessed and are marked accordingly

- Identify appropriate maintenance and diligence processes that support the proper use of accurate and compliant instruments
- Record the results of tests and inspections using the test sheets provided (Annex 3). *Please complete the green boxes, and as many of the other details as possible*
- Please create MEMEX/IDB log. where appropriate
- Send a summary of the results of testing in each supermarket to the appropriate Primary Authority Officer as soon as possible after the inspection
- Report, to the Office for Product Safety and Standards, collated results and an overview, summary and comments on the findings of your work using the forms provided (Annex 1 and Annex 2).

Activities for the Office for Product Safety and Standards

- Collate and report on the submitted findings
- Determine, together with the Local Authority Metrology Expert Panel, the focus of appropriate future activities

Method

Because Local Authority Weights and Measures Inspectors will be potentially carrying out a high number of visits at the same time, the scale verification companies may not be able to cope with a high number of call outs to supermarkets if issues are identified.

Many of the supermarkets, have a maintenance contract with a scale verification company and if this imposes a specific time for the visit into store to be carried out once issues are identified, these companies may not be able to comply with this in the worst case scenario, causing issues for the scale verification company and the supermarket.

We, and the colleagues from the Primary Authority Supermarkets Group (PASG), therefore ask participating local authorities to spread out their visits so that a large number of local authorities are not carrying out their supermarket visits simultaneously. The timing of inspections could be planned and spread within a Region to allow for this.

The Primary Authority Officers appreciate and have no issues with any officer visiting a supermarket to carry out regulatory or enforcement functions, but it is clearly helpful for them to receive details of the activities that officers undertook and the results of testing once the visits have been carried out.

A copy of the completed inspection test sheet for each supermarket should therefore be sent to the appropriate Primary Authority Officer with the results of testing as soon as possible after the inspection.

If an officer has concerns about anything that they have seen in any of the supermarkets, please feedback directly to the relevant Primary Authority Officer as soon as possible after the visit, as this can then be raised by the Primary Authority Officer with their supermarket partner to ensure that the matter is being addressed by the store and Head Office, as appropriate.

Whilst it is appreciated that officers may be testing instruments across the full range of weights for which that equipment is certified in the supermarkets, the instruments are generally used at the lower weight range. For this reason, we ask for tests to include minimum load, 2 kg, 5 kg and eccentric loading.

The Primary Authority Supermarkets Group being aware of the project will advise their supermarket partners as appropriate, but do not need details of stores to be visited and dates, since they are of the view that all stores should at all times be operating to company processes, and if this is not the case at the time of the visit, the business needs to be made aware of this so that the necessary action can be taken.

Actions

- Local Weights and Measures Authorities (LWMAs) who will take part in the project are asked to advise Christine.munteanu@beis.gov.uk
- A copy of the completed inspection test sheet, Annex 3, for each supermarket should be sent by LWMAs to the appropriate Primary Authority Officer with the results of testing as soon as possible after the inspection.
- After completing their work as part of the project, LWMAs are asked to complete two summary forms, Annex 1 (in respect of large branches of national supermarkets) and Annex 2 (in respect of small convenience branches of Large National Supermarkets) and submit them to Christine.munteanu@beis.gov.uk
- If there are issues that come to light in the process of conducting the project, the Local Authority concerned will liaise with the appropriate Primary Authority.

Timetable

- From May until the end of November 2018 – LWMAs conduct inspections
- By the end of December 2018 – LWMAs send collated results, on the Annex 1 and Annex 2 forms, to Christine.munteanu@beis.gov.uk
- A report on the project will be subsequently be published by the Office for Product Safety and Standards.

Annex 1

Collated NAWI Inspection Records and Report for National Supermarkets - Large Branches *only*

Local Authority	
Number of premises visited	
Number of premises visited which had a service contract	
Number of MEMEX/IDB logs created – where appropriate	

EPOS Non-automatic Weighing Instruments

Tests to be conducted in 'as found' state. As a minimum, please check zero, minimum load, 2 kg, 5 kg and eccentric loading	Non-self service	Self service
Number of instruments tested		
Number of instruments improperly installed (e.g. plate binding, incorrect height in relation to surround). Record name of the Approved Verifier in comments box below		
Number of instruments out of level		
Number of instruments not correctly zeroed		
Number of instruments outside inspection tolerance - excess/fast indication of true weight		
Number of instruments outside inspection tolerance - deficient/slow indication of true weight		
Number of instruments rejected		
Number of instruments given formal notice, but not rejected		
Number of instruments giving rise to a Report for Formal Enforcement Action		
Number of instruments not carrying the correct verification markings		
Number of instruments not properly marked		

Number of instruments not in conformity with Approval certification		
Number of instruments with calibration access not properly sealed		
Number of instruments with faulty displays		
Number of instruments with incorrect EPOS price look up		

Freestanding Non-automatic Weighing Instruments

Tests to be conducted in 'as found' state. As a minimum, please check zero, minimum load, 2 kg, 5 kg and eccentric loading	Non-self service	Self service
Number of instruments tested		
Number of instruments improperly installed (e.g. plate binding, incorrect height in relation to surround). Record name of the Approved Verifier in comments box below		
Number of instruments out of level		
Number of instruments not correctly zeroed		
Number of instruments outside inspection tolerance - excess/fast indication of true weight		
Number of instruments outside inspection tolerance - deficient/slow indication of true weight		
Number of instruments rejected		
Number of instruments given formal notice, but not rejected		
Number of instruments giving rise to a Report for Formal Enforcement Action		
Number of instruments not carrying the correct verification markings		
Number of instruments not properly marked		
Number of instruments not in conformity with Approval certification		
Number of instruments with calibration access not properly sealed		
Number of instruments with faulty displays		

If instruments were found to be outside inspection tolerances, please give an indication of the applied load when outside tolerance

Applied load when outside inspection tolerance	No. with fast error	No. with slow error
Zero		
Minimum load		
2 kg		
5 kg		
Higher load		
Eccentric load		

Overview, Summary and Comments

Annex 2

Collated NAWI Inspection Records and Report for Small Convenience Branches of Large National Supermarkets

Local Authority	
Number of premises visited	
Number of premises visited which had a service contract	
Number of MEMEX/IDB logs created – where appropriate	

EPOS Non-automatic Weighing Instruments

Tests to be conducted in 'as found' state. As a minimum, please check zero, minimum load, 2 kg, 5 kg and eccentric loading	Non-self service	Self service
Number of instruments tested		
Number of instruments improperly installed (e.g. plate binding, incorrect height in relation to surround). Record name of the Approved Verifier in comments box below		
Number of instruments out of level		
Number of instruments not correctly zeroed		
Number of instruments outside inspection tolerance - excess/fast indication of true weight		
Number of instruments outside inspection tolerance - deficient/slow indication of true weight		
Number of instruments rejected		
Number of instruments given formal notice, but not rejected		
Number of instruments giving rise to a Report for Formal Enforcement Action		
Number of instruments not carrying the correct verification markings		
Number of instruments not properly marked		
Number of instruments not in conformity with Approval certification		
Number of instruments with calibration access not properly sealed		
Number of instruments with faulty displays		
Number of instruments with incorrect EPOS price look up		

Freestanding Non-automatic Weighing Instruments

Tests to be conducted in 'as found' state. As a minimum, please check zero, minimum load, 2 kg, 5 kg and eccentric loading	Non-self service	Self service
Number of instruments tested		
Number of instruments improperly installed (e.g. plate binding, incorrect height in relation to surround). Record name of the Approved Verifier in comments box below		
Number of instruments out of level		
Number of instruments not zeroed		
Number of instruments outside inspection tolerance - excess/fast indication of true weight		
Number of instruments outside inspection tolerance - deficient/slow indication of true weight		

Number of instruments rejected		
Number of instruments given formal notice, but not rejected		
Number of instruments giving rise to a Report for Formal Enforcement Action		
Number of instruments not carrying the correct verification markings		
Number of instruments not properly marked		
Number of instruments not in conformity with Approval certification		
Number of instruments with calibration access not properly sealed		
Number of instruments with faulty displays		

If instruments were found to be outside inspection tolerances, please give an indication of the applied load when outside tolerance

Applied load when outside inspection tolerance	No. with fast error	No. with slow error
Zero		
Minimum load		
2 kg		
5 kg		
Higher load		
Eccentric load		

Overview, Summary and Comments

Annex 3

Individual Test Sheet for NAWI Inspection Supermarkets Project 2018

Please complete the green boxes, and as much of the rest of the form as possible

Local Authority	
Name and size of business	
Did the premise have a service contract?	

EPOS Non-automatic Weighing Instruments

Tests to be conducted in 'as found' state. As a minimum, please check zero, minimum load, 2 kg, 5 kg and eccentric loading	Non-self service	Self service
Number of instruments tested		
Number of instruments improperly installed (e.g. plate binding, incorrect height in relation to surround).		
Number of instruments out of level		
Number of instruments not correctly zeroed		
Number of instruments outside inspection tolerance - excess/fast indication of true weight		
Number of instruments outside inspection tolerance - deficient/slow indication of true weight		
Number of instruments rejected		
Number of instruments given formal notice, but not rejected		
Number of instruments giving rise to a Report for Formal Enforcement Action		
Number of instruments not carrying the correct verification markings		
Number of instruments not properly marked		
Number of instruments not in conformity with Approval Certification		
Number of instruments with calibration access not properly sealed		
Number of instruments with faulty displays		
Number of instruments with incorrect EPOS price look up		

Freestanding Non-automatic Weighing Instruments

Tests to be conducted in 'as found' state. As a minimum, please check zero, minimum load, 2 kg, 5 kg and eccentric loading	Non-self service	Self service
Number of instruments tested		
Number of instruments improperly installed (e.g. plate binding, incorrect height in relation to surround).		
Number of instruments out of level		
Number of instruments not correctly zeroed		
Number of instruments outside inspection tolerance - excess/fast indication of true weight		
Number of instruments outside inspection tolerance - deficient/slow indication of true weight		
Number of instruments rejected		

Number of instruments given formal notice, but not rejected		
Number of instruments giving rise to a Report for Formal Enforcement Action		
Number of instruments not carrying the correct verification markings		
Number of instruments not properly marked		
Number of instruments not in conformity with Approval Certification		
Number of instruments with calibration access not properly sealed		
Number of instruments with faulty displays		

If instruments were found to be outside inspection tolerances please, if possible, give an indication of the applied load when outside tolerance

Applied load when outside inspection tolerance	No. with fast error	No. with slow error
Zero		
Minimum load		
2 kg		
5 kg		
Higher load		
Eccentric load		

Overview, Summary and Comments

This document is available in large print, audio and braille on request. Please email enquiries@beis.gov.uk with the version you require.

NATIONAL PROJECT

2018 - 2019

Non-automatic Weighing Instruments in Supermarkets

Acknowledgements

Acknowledgement is given to the Legal Metrology Expert Panel for their help in formulating this project brief.

© Crown copyright [insert year of publication]

You may re-use this information (not including logos) free of charge in any format or medium, under the terms of the Open Government Licence.

To view this licence, visit www.nationalarchives.gov.uk/doc/open-government-licence/version/3/ or write to the Information Policy Team, The National Archives, Kew, London TW9 4DU, or email: psi@nationalarchives.gsi.gov.uk.

Any enquiries regarding this publication should be sent to us at [insert contact for department].

This publication is available for download at www.gov.uk/government/publications.

