

Notification of the Central Bureau of Weights and Measures

Regarding Rules, Procedures and Conditions Relating to Registration
as Test Unit of Prototype of Measuring Instrument¹

Whereas the Minister of Commerce, upon the recommendation of the Committee on Weights and Measures, already issued the Notification of the Ministry of Commerce regarding Rules, Procedures and Conditions Relating to Submission of Prototype and Approval for Prototype of Measuring Instrument by Competent Official, dated 11th July B.E. 2566 (2023), prescribing that the Central Bureau of Weights and Measures shall prescribe a test unit of a prototype of a measuring instrument in order to test the prototype of the measuring instrument pursuant to the checklist as prescribed by the Central Bureau of Weights and Measures and to make a test report to be considered for approving the prototype of the measuring instrument by a competent official.

By virtue of the definition of the word “test unit” as provided in Article 2 of the Notification of the Ministry of Commerce regarding Rules, Procedures and Conditions Relating to Submission of Prototype and Approval for Prototype of Measuring Instrument by Competent Official, dated 11th July B.E. 2566 (2023), the Director-General of the Department of Internal Trade, therefore issues this Notification, as follows.

Article 1. This Notification shall come into force as from the date of its publication onwards.

Article 2. In this Notification,

“test unit” means a state agency or a state organization, a state enterprise, an educational institution, a juristic-person private agency, that have the qualifications under Article 4 and are registered as the test unit by the Central Bureau of Weights and Measures, the Department of Internal Trade, the Ministry of Commerce.

¹ Published in the Government Gazette, Volume 140, Special Part 318 d, Page 46, dated 19th December B.E. 2566 (2023).

Article 3. A person who intends to be registered as the test unit shall submit an application together with documents or evidence as specified in Form ChorVor.NorTorBor. 01 as attached to this Notification to the competent official at the Central Bureau of Weights and Measures, the Department of Internal Trade, the Ministry of Commerce.

The submission of the application together with documents or evidence under paragraph one shall be mainly made by an electronic means. In the event that the electronic means cannot be operated for whatever reason, it is required to send them by an electronic mail (cbwmtpe@gmail.com) or to submit them to the competent official at the Central Bureau of Weights and Measures, the Department of Internal Trade, the Ministry of Commerce.

Article 4. The person who intends to apply for the registration as the test unit under Article 3 shall have the following qualifications.

(1) It is required to have the laboratory that is used for carrying out the test of the prototype of the measuring instrument pursuant to the checklist as prescribed by the Central Bureau of Weights and Measures, which has been certified in accordance with Thai Industrial Standards TIS. 17025 or ISO/IEC 17025 and the term of the aforesaid certification does not expire. In the case where the laboratory has not been certified in accordance with the aforesaid Thai Industrial Standards, it is required to present an operation manual or relevant academic documents such as Standard Operating Procedure : SOP, etc. pursuant to the checklist for testing the prototype of the measuring instrument which is intended to be registered.

(2) There shall be a tool, equipment and a measurement standard which are suitable and sufficient for carrying out the test of the prototype of the measuring instrument pursuant to the checklist as prescribed by the Central Bureau of Weights and Measures. In this regard, the measurement standard shall be calibrated by the Central Bureau of Weights and Measures, the Branch Bureau of Weights and Measures, or the laboratory that has been certified Thai Industrial Standards TIS. 17025 or ISO/IEC 17025.

(3) There shall be personnel who have knowledge and capability for carrying out the test of the prototype of the measuring instrument pursuant to the checklist as prescribed by the Central Bureau of Weights and Measures.

Article 5. Upon receipt of the application together with documents or evidence under Article 3, the competent official who is a receiver of the application together with documents or evidence shall proceed to follow the below mentioned rules and procedures as.

(1) The competent official shall examine the correctness and completeness of the application and supporting documents or evidence. In the case where it appears that the application, documents or evidence are incorrect or incomplete, it is required to notify the applicant to make revision for correctness, or to submit additional documents or evidence for correctness and completeness within thirty days as from the date of receiving the notification. In this regard, the competent official and the applicant shall sign a memorandum, and a copy of the memorandum shall be given to the applicant as evidence. If the applicant can neither revise for correctness nor submit documents or evidence for correctness and completeness within the specified period, the competent official shall cancel the application, and notify the applicant of the cause of the cancellation of the application in writing.

(2) In the case of the application and supporting documents or evidence being correct and complete, if the competent official has already examined that the applicant has the qualifications as specified in Article 4, it is required to make an examination report and a comment to be sent to the Director-General or the person who is entrusted by the Director-General for consideration.

(3) When the Director-General or the person who is entrusted by the Director-General has already received the report and the comment under (2) and it appears that the applicant has the qualifications as specified in Article 4, the Director-General or the person who is entrusted by the Director-General shall consider the issuance of a certificate of registration as the test unit within seven working days as from the date of receiving the aforesaid report and comment.

Article 6. The certificate of registration as the test unit under Article 5 (3) shall be in accordance with Form ChorVor.NorTorBor. 01-1 as attached to this Notification. It is required to specify the category and the type of the prototype of a weighing instrument, a volume measuring tool or a measurer, as the case may be, in the certificate of registration as the test unit. And it is required to stipulate the duration of registration of no more than two years at a time as from the date of the issuance of the certificate of registration as the test unit.

Article 7. The agency that has been registered as the test unit and has intended to renew the registration shall submit an application for the renewal of the registration together with documents or evidence as specified in Form ChorVor.NorTorBor. 02 to the competent official at the Central Bureau of Weights and Measures, the Department of Internal Trade, the Ministry of Commerce within thirty days prior to the expiry date of the certificate of registration as the test unit. And the provision contained in Article 5 shall be applicable, *mutatis mutandis*.

In renewing the certificate of registration as the test unit under paragraph one, the Director-General or the person who is entrusted by the Director-General shall issue the certificate of registration as the test unit under Article 6 by specifying statements about the renewal and the duration of the renewal at the end of the certificate of registration as the test unit as well.

Article 8. The test unit that has been registered and has intended to change the information under Article 4 or to cancel the registration as the test unit shall submit an application together with documents or evidence as specified in Form ChorVor.NorTorBor. 03 as attached to this Notification. And the provision contained in paragraph two of Article 3 and Article 5 shall be applicable, *mutatis mutandis*.

Article 9. The Director-General or the person who is entrusted by the Director-General may issue an order for suspending the certificate of registration as the test unit, by ordering the test unit to temporarily suspend the test of the prototype of the measuring instrument not exceeding thirty working days at a time in the following cases:

(1) the test unit of the prototype has incorrect and incomplete qualifications as specified in Article 4;

(2) the Director-General of the Department of Internal Trade deems it appropriate.

In the case where the test unit that has been ordered the suspension of the certificate under paragraph one exceeding two times, the Director-General or the person who is entrusted by the Director-General may revoke the certificate of registration as the test unit immediately.

In issuing the order for suspending or revoking the certificate of registration as the test unit under paragraph one or paragraph two, as the case may be, the competent official shall quickly make a summary of all the facts and comments together with relevant legal issues and present the summary to the Director-General or the person who is entrusted by the Director-General for considering the issuance of the order.

When the Director-General or the person who is entrusted by the Director-General has already issued the order under paragraph three, the competent official shall notify the test unit of the order in writing, and demand that the aforesaid test unit return the prototype of the measuring instrument, supporting documents, documents presenting the prototype, and other documents and evidence being pertinent to the aforesaid prototype of the measuring instrument (if any) to the competent official at the Central Bureau of Weights and Measures, the Department of Internal Trade, the Ministry of Commerce within thirty working days as from the date when the test unit receives the notification.

Given on the 27th Day of November B.E. 2566 (2023)

Wattanasak Sur-iam

Director-General of the Department of Internal Trade