

**Weights and Measures Act 1985 – Section 18(1)**

Application for certification of persons attending public weighing and measuring equipment

Particulars of Applicant (The certificate is issued to you personally in your name):		
Title:	Family name/surname:	Forenames:
Home address, including post code:		
Telephone number we may contact you on to arrange appointment:		
Particulars of Weighing or Measuring Equipment for which certificate is required:		
Manufacturer:	Capacity:	Certificate of Approval No,
Address where equipment is installed:		
<p>I declare that the particulars given above are true, that I have sufficient knowledge for the proper performance of my duties in attending to weighing or measuring by means of the equipment mentioned above, and I hereby apply for a certificate under Section 18(1) of the Weights and Measures Act 1985.</p>		
Signed:		Dated:
<p>In the case of an applicant who is an employee, the following consent should be signed by or on behalf of their employer and/or the occupier of the premises on which the equipment is situated. I, on behalf of the occupiers of the premises on which the equipment above is situated, and being the employers of the Applicant, hereby consent to the Applicant being examined on these premises and to the use of the equipment as reasonably necessary for such purposes.</p>		
Name:		Position:
Signed:		Dated:

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**Section 20 - Offences in connection with attending public equipment**

- (1) Subsection (2) of this Section shall apply where any article, vehicle (whether loaded or unloaded) or animal has been brought for weighing or measuring by means of weighing or measuring equipment which is available for use by the public and is provided for the purpose of weighing or measuring articles, vehicles or animals of the description in question.
- (2) If any person appointed to attend to weighing or measuring by means of the equipment in question:
  - (a) without reasonable cause fails to carry out the weighing or measuring on demand, or
  - (b) carries out the weighing or measuring unfairly, or
  - (c) fails to deliver to the person demanding the weighing or measuring or to his agent a statement in writing of the weight or other measurement found, or
  - (d) fails to make a record of the weighing or measuring, including the time and date thereof and, in the case of the weighing of a vehicle, such particulars of the vehicle and of any load thereon as will identify that vehicle and that load, he shall be guilty of an offence.
- (3) If in connection with any such equipment as aforesaid:
  - (a) any person appointed to attend to weighing or measuring by means of the equipment delivers a false statement of any weight or other measurement found or makes a false record of any weighing or measuring, or
  - (b) any person commits any fraud in connection with any, or any purported, weighing or measuring by means of that equipment, he shall be guilty of an offence.
- (4) If in the case of a weighing or measuring of any article, vehicle or animal carried out by means of such equipment as aforesaid the person bringing the article, vehicle or animal for weighing or measuring, on being required by the person attending to the weighing or measuring to give his name and address, fails to do so or gives a name or address which is incorrect, he shall be guilty of an offence.
- (5) The person making any weighing or measuring equipment available for use by the public (in this section referred to as 'the responsible person') shall retain for a period of not less than two years any record of any weighing or measuring by means of that equipment made by any person appointed to attend to the weighing or measuring.
- (6) An Inspector, subject to the production of his credentials if so requested may require the responsible person to produce any such record as is mentioned in subsection (5) above for inspection at any time while it is retained by him.
- (7) If the responsible person fails to retain any such record as is mentioned in subsection (5) above in accordance with that subsection or fails to produce it in accordance with subsection (6) above, he shall be guilty of an offence.
- (8) If any person wilfully destroys or defaces any such record as is mentioned in subsection (5) above before the expiration of two years from the date when it was made he shall be guilty of an offence.

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#### **Subject matter of examination**

1. The need to have basic computer literacy and a knowledge of PC based weighing instruments.
2. The need to keep the instrument in correct balance or at gross zero for electronic or mechanical conversion instruments, and the method by which the balance or zero is maintained.
3. The meaning of the terms 'gross', 'tare' and 'net' weight and the ability to record a weighing correctly.
4. The operation of the instrument, ticket printing and recording mechanisms.
5. Common faults likely to lead to inaccuracy in weighing in particular, badly or incorrectly located loads, fouling between the load receptor and surround, flooding of pit, dirt on load receptor.
6. The precautions to be observed in weighing vehicles: in particular, proper visibility of the load receptor; proper positioning of the vehicle; no person to be on vehicle during weighing.
7. The need for level approaches to the weighbridge load receptor where a double weighing is permitted (not permitted for trade transactions) and the need to record each axle weighing separately.
8. The responsibilities imposed on keepers of public weighing equipment by section 20 of the Act.
9. The making out of documents: In particular dates and times of weighings always to be inserted; particulars of tare and gross weighings not to be entered in a single document unless the interval between the two weighings was less than twenty-four hours, documents not to be handed to drivers (or otherwise issued) with blank spaces for recording particulars of tare weights or net weights (i.e. if there are no weight entries in one or more spaces provided for that purpose, the space or spaces should either be crossed through or cancelled by inserting words such as 'not ascertained' or 'vehicle not tared'); all entries and cancellations on document to be made indelibly; alterations to be avoided.
10. The requirements for keepers of public weighing equipment to record each weighing and to retain the records for at least two years.