



**INSTYTUT NAFTY I GAZU**  
**OIL AND GAS INSTITUTE**

PL 31-503 Kraków, ul. Lubicz 25A  
Tel. +48/12/ 4210033 Fax: +48/12/ 4210050

**BIURO CERTYFIKACJI**  
**CERTIFICATION OFFICE**

Tel. +48/12/ 4303864 www.inig.pl

**C-1/02(c)**

Date of registering:

Application no.:

\_\_\_\_\_

To fill by Certification Office

**A P P L I C A T I O N**

**To carry out conformity assessment procedures**

according to:

- Regulation of Minister of Economy of 18<sup>th</sup> December 2006 on essential requirements for measuring instruments (Journal of Laws of 2007, No. 3, item 27) introducing directive 2004/22/EC into Polish law;

First time <input type="checkbox"/>	Extension <input type="checkbox"/>	EC type examination cert. No.: .....
	Prolongation <input type="checkbox"/>	

**P A R T A**  
**EC type examination**

	Directive 2004/22/EC – essential requirements for measuring instruments, (Journal of Laws, No. 3, item 27).
Producer: _____	
Address: _____	
Tel. / fax /e-mail: _____	
Manufacturing plant: _____	
Address:: _____	
Applicant: _____	
Address: _____	
Authorised contact person: _____	
Tel. / fax /e-mail _____	
Type of measuring instrument: series: _____	
Destination country: _____	

I hereby declare, that I am familiar with general requirements of appropriate New Approach directive(s) and I declare to obey the following rules:

- to comply to general requirements of directive;
- to Inform the Certification Office of Oil and Gas Institute of all the changes introduced to approved types, that may have influence on the conformity with general requirements;
- to send (at Certification Office request) all the documents concerning the product subjected to EC type examination;
- to pay the fees connected with conformity assessment on the basis of received invoices;
- to make some other documents available at the request;

I declare, that any application concerning the products in question has not been lodged with any other notified body.

---

*Place, first name and surname, date, signature and stamp:*

---

## Enclosures to part A:

Enclosed document	Gas-meters / volume conversion device to gas-meter <sup>1</sup> - directive 2004/22/EC
	General description of gas-meter / volume conversion device to gas-meter (technical data),
	Conceptual designs and manufacturing drawings and diagrams of components, sub-assemblies, circuits, etc.
	Description of electronic devices with drawings, charts, flowing schemes general information about software used, that explains their characteristic and operation (if applicable)
	Descriptions and explanations necessary for the understanding of the above, including the operation of the appliance
	The results of construction calculations and checks, if applicable
	Reports of tests made by manufacturer,
	Manuals for installation, maintenance and use of appliance
	Attestations relating to equipment incorporated in the appliance or other (if applicable),
	Exemplar of marking (warnings and marking to put on measuring instruments, on the packaging and on data plate)
	Exemplars of seals and protections with indication when they are placed
	The compatibility conditions with interfaces and sub-assemblies, if they are used.
	In case of using the parts for which the INiG Evaluation Certificate have been issued – the consent issued by manufacturer of conversion devices' parts for notified body (INiG) to make copies of certificate and technical documentation of parts to conversion devices available to manufacturer of appliance that uses these parts.

Note: The list of technical drawings and diagrams should be also attached to documentation. Documentation should be submitted in two copies.

Aktualizacja druku: maj 2012 r.

---

<sup>1</sup> Cross out the unnecessary

**P A R T B**  
**Production surveillance - module D**

Producer:	
Address:	
Tel. / fax / e-mail:	

Manufacturing plant:	
Address	

Applicant:	
Address:	

Authorised contact person:	
Tel. / fax / e-mail:	

Type of measuring instrument: series:	
--	--

No. and name of notified body that issued EC type examination certificate	no. of EC type examination certificate
---	--

**Information concerning quality system or quality management system:**

*Manufacturing plant has documented quality management system according to EN ISO 9000 series of standards:*

YES

NO

*This system has obtain certificate no. ...., issued by:*

.....

*The company has other than above documented quality management system:*

YES

NO

I hereby declare, that I am familiar with general requirements of appropriate New Approach directive(s). Additionally I hereby declare:

- to allow the auditors designated by Certification Office of Oil and Gas Institute access to the place of inspection, testing and storage in order to carry out inspection or testing;
- to provide the auditors with all necessary information;
- to keep Certification Office of Oil and Gas Institute informed about all changes of surveillance conditions;
- to send (at Certification Office request) all the documents concerning the product subjected to EC surveillance;
- to pay the appropriate fees on the basis of received invoices.
- to carry out the obligations arising from the quality system as approved and to maintain the approved quality system to ensure its continuing suitability and effectiveness.

I declare, that any application concerning the products in question has not been lodged with any other notified body.

---

*Place, first name and surname, date, signature and stamp:*

---

## Enclosures to part B:

	<b>PRODUCTION QUALITY ASSURANCE</b>
Documentation includes:	Quality system documentation including the description of:
	the quality objectives, the organizational structure and responsibilities of management and of their powers with regard to appliance's quality;
	the manufacturing processes, quality control and quality assurance techniques and systematic actions that will be used;
	the examinations and tests that will be carried out before, during and after manufacture and the frequency with which they will be carried out;
	the method of monitoring attainment of the required appliance quality and the effective operation of the quality system;
	the quality records, such as inspection reports and test data, calibration data, qualification reports of the personnel concerned, etc
	Documentation relating to the approved type and a copy of the EC type-examination certificate (to enclose only in case when EC type-examination certificate was issued by another notified body)
	Information concerning envisaged category of appliance