

People Handbook: Issuance of License to Provide Service as an Inspector and provide

Self-Verification for Repaired or Manufactured Weighing and Measuring Instruments

Service Provider: Central Bureau of Weights and Measures, Ministry of Commerce

Criteria, procedure, condition (if any) of application and consideration

Criteria

The manufacturer or the repairer shall ask the permission from the Director-General or the appointed representative to become an authorized inspector and being able to self-verify repaired or manufactured weighing and measuring instruments. Application for license and issuance license shall be in accordance with a Ministerial Regulation on a determination of criteria, procedure and condition.

The License- holder shall use the license within the validity period as stated on the license but must no longer than five years starting from the issued date. The holder may renew a license by submitting an application before the expiration date of the license. After submitting an application, the holder shall be responsible for ensuring that the Director-General or appointed representative shall not reject his or her renewal requests. License renewal and approval shall be in accordance with a Ministerial Regulation on a determination of criteria, procedure and condition. If the license application or renewal is denied, the applicant or the holder may have right to appeal against the decision by filing a complaint to the Minister within 30 days starting from the day the applicant or the holder receive the notice of such rejection from the Director-General or appointed representative.

To request for issuance of license to provide service as an inspector and assurer of one's own repaired or manufactured weighing and measuring instruments, please contact an authority at Central Bureau of Weights and Measures and submit application form Chor Wor.002 (Application for asking permission to be an inspector and assurer of weighing and measuring instruments according to the Weights and Measures Act. B.E. 2542 (1992))

If approved, the applicant shall receive certificate to inspect and self-verify of manufactured or repaired weighing and measuring instruments and shall make a fee payment for submitting the application at Central Bureau of Weights and Measures, Weights and Measures Promotion and Development Section, Laboratory Analysis Building 2nd Floor, Department of Internal Trade.

Note: The procedure starts from the day when an officer has thoroughly checked the documents mentioned in the public handbook. In the case of any missing documents and/or any document incompleteness resulting in an officer being unable to review them, the officer shall provide an applicant with a record containing the list of the missing or additional documents or supporting documents. Applicants must submit the missing and/or additional documents mentioned within the date identified in the record; otherwise, the application shall be discarded. The officer and the applicant or the representative shall sign names in the record and a certified true copy of the record shall be given to the applicant or the representative as the evidence.

Service Channel

Location	Service Hour
((Note: Department of Internal Trade, Ministry of Commerce, 563 Nonthaburi Road, Bang Kra Sor, Muang, Nonthaburi Tel: 0 2547 4354/ Fax: 0 2547 4352)) Central Bureau of Weights and Measures, Weights and Measures Promotion and Development Section, Laboratory Analysis Building 2 nd Floor / Please contact in person	Monday- Friday (Except Public Holiday) From 8.30 a.m.-4.30 p.m. (off work at lunch time)

Procedure Duration and Department in Charge

Total Duration: 10 Working Days

No.	Procedure	Duration	Department in Charge
1)	<p>Document Validation</p> <p>An officer shall proceed document validation process of the required application and documents.</p> <p>(Note:-)</p>	15 mins.	Central Bureau of Weights and Measures
2)	<p>Consideration</p> <p>(Note: (An officer shall appoint and set the date with an applicant to inspect the place of business within 2 days.</p> <p>It shall take 1-working day to do the inspection</p> <p>(In case of any incorrect or incomplete application and supporting documents, the officer shall notify the applicant of making a correction or complete them within 30 days starting from the day of being notified. If not completed or corrected in the mentioned period, the application shall be discarded.</p> <p>)))</p>	1 working day	Central Bureau of Weights and Measures

No.	Procedure	Duration	Department in Charge
3)	Consideration Issuing the License (Note:-)	8 working days	Central Bureau of Weights and Measures

List of Supporting Documents

No.	Document(s), Quantity and Details (if any)	Department in Charge
1)	<p>A Letter of Authorization (if any) Original copy of the letter of authorization (if any): 1 Certified true copy of the letter of authorization: 1</p> <p>Note: (The letter of authorization with revenue stamp amount 10 baht affixed can be used per one issue. (The original letter with the signature is required.) or the letter of authorization issued by the company/the applicant asking for the permission with revenue stamp amount 30 baht affixed can be used up to one year (1 certified true copy with the signature)</p>	

No.	Document(s), Quantity and Details (if any)	Department in Charge
2)	<p>ID Card of Authorization grantor and Authorization Representative</p> <p>Original Copy: 0</p> <p>Copy of the ID card(s): 1</p> <p>Note (Please certify the copy of ID Card of grantor of Authorization and Authorization Representative)</p>	Department of Provincial Administration
3)	<p>The Business Operation Certificate for manufacturing or repairing of weighing and measuring instruments</p> <p>Original Copy: 0</p> <p>Copy of the certificate: 1</p> <p>Note: (Please certify a document as a true copy)</p>	Central Bureau of Weights and Measures
4)	<p>Chor Wor.002 Application form asking for a permission to be an inspector and assurer of weighing and measuring instruments according to Weights and Measures Act. B.E. 2542 (1992)</p> <p>Original Copy: 1</p>	Central Bureau of Weights and Measures

	<p>Copy of the application: 0</p> <p>Note: (Please sign your name on the original document)</p>	
5)	<p>Details of laboratory room (A Planning of laboratory room and a map of location the factory manufacturing weighing and measuring instruments)</p> <p>Original Copy: 0</p> <p>Copy of the details: 1</p> <p>Note: (The document must be issued by the company/the applicant asking for the permission and please certify a document as a true copy)</p>	
6)	<p>Details of instruments and equipment</p> <p>(The Standards of Weights and Measures with Calibration Report and instruments required by Central Bureau of Weights and Measures)</p> <p>Original Copy: 1</p> <p>Copy of the details: 0</p>	

	<p>Note: (The document must be issued by the company/the applicant asking for the permission and please certify a document as a true copy)</p>	
7)	<p>List of personnel(s) (List of personnel(s) trained and copy of certificate of training approved by Central Bureau of Weights and Measures)</p> <p>Original Copy: 0</p> <p>Copy of the list and certificate: 1</p> <p>Note: (The document must be issued by the company/the applicant asking for the permission and please certify a document as a true copy)</p>	

Fees

No.	Details	Fee (baht/percent)
1)	Fee payment of issuing License to provide service as an inspector and assurer of his or her manufactured weighing and measuring instruments (annually)	5,000 baht
2)	Fee payment of issuing License to provide service as an inspector and assurer of his or her repaired weighing and measuring instruments (annually)	1,000 baht

Complaint and Suggestion Channel

No.	Complaint and Suggestion Channel
1)	Central Bureau of Weights and Measures, Department of Internal Trade, Laboratory Analysis Building 2 nd Floor (Tel. 02-547-4354 Fax. 02-547-4352) www.cbwmthai.org/ (Note:-)
2)	Department of Internal Trade Call Center Tel. 1569 (Note:-)

3)	Complaint Center in Department of Internal Trade, Building 2 on 3 rd Floor, Nonthaburi Road. Muang, Nonthaburi 11000 (Note:-)
4)	Complaint Center according to Facilitation Act. www.dit.go.th (Note:-)
5)	Center of Public Service Office of the Permanent Secretary (Note: (1 Phitsanulok Rd., Dusit, Bangkok 10300/ Hotline: 1111/http://www.1111.go.th/ P.O. Box 1111, 1 Phitsanulok Road., Dusit, Bangkok 10300))

Application Form, Sample and How to Apply

No.	Application Form
1)	Chor Wor.002 Application form for asking permission to be an inspector and assurer of weighing and measuring instruments according to Weights and Measures Act. B.E. 2542 (1992)

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