

DESCRIPTION OF THE ADMINISTRATIVE SERVICE TO GIVE A RIGHT FOR MEASURING INSTRUMENT TYPE EXAMINATION, MEASURING INSTRUMENTS VERIFICATION, COMPLIANCE OF CONTROL SYSTEM ON QUANTITY OF PREPACKED PRODUCT AND / OR VOLUME OF MEASURING CONTAINER BOTTLE AND / OR CHECKING QUANTITY OF PREPACKED PRODUCT AND / OR VOLUME OF MEASURING CONTAINER BOTTLE

1.	Name of service	Giving the right to carry out measuring instrument type examination, measuring instruments verification, compliance of control system of quantity of prepacked product and volume of measuring container bottle and / or check of quantity of prepacked product and volume of measuring container bottle
2.	Recipients of service	Legal persons, structural units of legal persons, as well as legal persons and other organizations established in other Member States of the European Union and States of the European Economic Area and their branches in the Republic of Lithuania (below - legal person, it's branch, division)
3.	Type of service: electronic/ non-electronic	Non-electronic service
3.1.	Link to electronic service	–
3.2.	Link to online application form (when electronic service unavailable)	Appendixes 1 and 3 of Description of the procedure for the providing of applications and other documents by legal persons, their branches or divisions seeking to become designated bodies, approved by minister's of Economy of the Republic of Lithuania April 13 Order no. 4-215. https://e-seimas.lrs.lt/portal/legalAct/lt/TAD/9df000a23f5211e89517ff5ccea63d58
4.	Timeframe of service	A legal person, it's branch or division got the right to carry out type examination, verification, compliance of control system and / or checks on the following day it's application and other documents submitted in the Lithuanian Metrology Inspectorate or a day after the date of the application and other documents, if this date is later than the day following the date of submission of the application and other documents to the Lithuanian Metrology Inspectorate. The Lithuanian Metrology Inspectorate shall notify the legal person, its branch, division having right for measuring instruments verification, about the recognition mark assigned on the next working day after submission of the application and other documents, and for the legal person, it's branch, division having right for tachographs verification, about the verification mark provided.
5.	Fees of service	The service is free of charge
6.	Cross-border payment measures and procedure	–
7.	Description of process for obtaining a service	http://metrinsp.lrv.lt/lt/veiklos-sritys/paskirtosios-istaigos-1
8.	List of documents to be submitted to obtain a permit	Legal person, it's branch, division for the right to carry out type examination, verification, compliance of control system and / or checks, remotely, electronically through the Service and Product Contact Center, as defined in the Republic of Lithuania Services Law, at www.verslovartai.lt or by directly applying to the Lithuanian Metrology Inspectorate submitting the prescribed form application (Annex 1 to the Description) and the following documents:

		<p>1. When a legal person, its branch or division applying for the designation is accredited in accordance with the procedure established by the Law on Conformity Assessment of the Republic of Lithuania, it shall submit to the authorized institution together with the application:</p> <ol style="list-style-type: none"> 1.1. copy of the accreditation certificate and the accreditation scope; 1.2. completed table of scopes in which the legal person, its branch or division wants to carry out measuring instrument type examination, measuring instruments verification, compliance of the control system of quantity of the prepacked product and volume of measuring container bottle and / or check of quantity of prepacked product and volume of measuring container bottle, submitted as attachment to the application (Annex 3 to the Description); 1.3. copies of documents proving the legality of use of the reference measuring instruments and related equipment, if such instruments and equipment are not the property of a legal person, its branch or division seeking to become a designated body; 1.4. common list of the legal person's, its branch or division responsible and executive staff in the field (s) of designation by separate scopes; 1.5. copies of documents certifying qualifications of responsible and executive staff of legal person, its branch or division in the field (s) of designation. <p>2. When a legal person, its branch or division applying for the designation has confirmed its competence and its impartiality by a procedure other than accreditation in accordance with the procedure established by the Law on Conformity Assessment of the Republic of Lithuania, it shall submit to the authorized institution together with the application:</p> <ol style="list-style-type: none"> 2.1. compliance table for LST EN ISO/IEC 17020:2012 „Conformity assessment—Requirements for the operation of various types of bodies performing inspection (ISO / IEC 17020: 2012)” and the management system and parts of this management system installed and / or certified by the legal person, its branch or division; 2.2. completed table of scopes submitted as attachment to the application; 2.3. copies of the description of the measuring instrument type examination test programs (measuring instrument type examination procedures) approved by the legal person, its branch or division head, or measuring instrument verification methodology (measuring instrument verification procedures); 2.4. copies of calibration certificates for reference measuring instruments; 2.5. copy of the internal procedure for use and maintenance of reference measuring instruments, approved by the legal person, its branch or division head, or its authorized representative; 2.6. copies of documents proving the legality of use of reference measuring instruments and related equipment, if such instruments and equipment are not the property of a legal person, its branch or division seeking to become a designated body; 2.7. common list of legal person's, its branch or division responsible and executive staff in the field (s) of designation by separate scopes; 2.8. copies of documents certifying qualifications of responsible and executive staff of legal person, its branch or division in the field (s) of designation. <p>3. When a legal person, its branch or division applying for the designation of tachographs verification has confirmed its competence and its impartiality by a procedure other than accreditation in accordance with the procedure established by the Law on Conformity Assessment of the Republic of Lithuania, it shall submit to the authorized institution together with the application:</p>
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9.	Contact details of the authority providing a service (position of responsible employee, name and surname, e-mail, phone no.)	<p>Lithuanian Metrology Inspectorate</p> <p>Chief specialist Svetlana Vinžanova</p> <p>Phone: +370 706 68015</p> <p>E-mail: Svetlana.Vinzanova@metrinsp.lt</p>
10.	Information concerning available remedies	In accordance with the procedure and terms established by the Law on Administrative Proceedings of the Republic of Lithuania
11.	Contact details of organisations from which providers or recipients can obtain practical assistance	–