

## 7.0 Personnel

7.1 Members of the laboratory staff are selected for employment based on their professional qualifications, including education and relevant experience (See Appendix H, AP No. 17). The basic qualifications for type evaluation staff include:

- 7.1.1 knowledge of the operation of legal for trade weighing and measuring instruments;
- 7.1.2 experience in applying NIST Handbook 44 requirements for the inspection and test of commercial weighing and measuring devices;
- 7.1.3 knowledge of statistics and uncertainty analysis; and
- 7.1.4 completion of field weights and measures training.

Staffing is sufficient to maintain the timely processing of the client workload, laboratory internal monitoring, quality control, traceability activities, and staff training. New staff is hired as the need arises and is trained in an on-the-job training program that ensures that personnel understand the metrological concepts of legal for trade weighing and measuring device and apply them in their testing of the devices. Laboratory managers, supervisors, and/or senior staff train staff on how to conduct the evaluations according to documented test procedures. Training is verified by the laboratory technical manager, who also ensures that staff is qualified to perform device testing. Additional laboratory training is discussed in Section 7.4. Job descriptions for laboratory personnel are contained in Appendix M (or are on file in the laboratory).

Type evaluations are performed by personnel who are employed or contracted by the laboratory. Personnel who are in the process of training are supervised until their on-the-job training is completed. Contracted personnel are also trained or experienced in testing legal-for-trade weighing and measuring devices.

7.2 Adequately trained staff is a key factor in good type evaluations. The type evaluation laboratory personnel have the necessary background in weights and measures and science as appropriate to ensure comprehension of the laboratory tests and operations. Training is documented and maintained in Appendix L. Procedures for identifying

training needs and providing training and qualifying laboratory personnel are maintained in the laboratory (see Appendix H, AP No. 17).

- 7.3 The laboratory supervisor(s), utilizing staff resources to meet policy goals:
  - 7.3.1 Implements and applies the procedures contained in the referenced documents as listed in Section 2;
  - 7.3.2 Provides ongoing training to ensure proficiency in type evaluation testing;
  - 7.3.3 Develops work plan schedules and requires that the staff follow the procedures in day-to-day operations; and
  - 7.3.4 Assigns and authorizes staff to perform tasks based on personnel training and verified competence. Records of authorizations are maintained in the laboratory files. (See Section 13 Records.)
- 7.4 Other Training
  - 7.4.1 The laboratory staff attend and participate in several training opportunities to include the National Type Evaluation Technical Committee (NTETC) Sector Meetings and NTEP Laboratory Meetings. All training is documented and maintained in the laboratory (see Appendix L).