**TRAINING NOMINATION FORM FOR MEDEA PROJECT**

**Training Course on the Verification of Non-automatic Weighing Instruments including Weighbridges**

**8–11** **May 2018** **at NMIM, Sepang, Malaysia**

Please complete and email this form to [Anne.Hoepfner@ptb.de](mailto:Anne.Hoepfner@ptb.de)

by **15 March 2018**.

All nominations will undergo a selection process and will be evaluated by the members of the MEDEA Coordination Committee.

Selection of participants will be based on the following criteria:

* Years of practical experience in the area of verification of NAWIs
* Experience in training other staff members
* Years of responsibility for implementation metrological control of NAWI
* Willingness to train others within your economy as well as within the framework of future APLMF courses
* Years of experience as an inspector

Only nominations supported by the **Director of your institution** will be considered.

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| **Nominee to complete this section** (Use separate nomination form for each nominee) | | |
| **Participant information** | | |
| Economy | | |
| Institution | | |
| Department | | |
| Title Ms  Mrs  Mr  and if applicable Dr  Prof. | | |
| First Name       Last Name | | |
| Gender Female  Male | | |
| Date of Birth Day    Month    Year | | |
| Passport number       Date of Expiry | | |
| Airport of Departure | | |
| Dietary Requirements | | |
| Email       Telephone | | |
| Address | | |
| **Participant Qualifications** | | |
| Education Qualification       Year  Qualification       Year  Qualification       Year | | |
| What is your current role including your responsibility in your institute and for implementing metrological control of NAWIs? | | |
|  | | |
| How many years of experience do you have verifying NAWIs?  Shop scales       Weighbridges | | |
| If you are new in this field, do you plan to work in this field in the future?   No  Yes If yes  1 year  5 years  10+ years | | |
| What is your experience in training others? | | |
| Are you willing to deliver a lecture or demonstration to support other trainers at an international training course in the future?  1 Yes  2 No | | |
| What changes will you implement in your economy as a result of attending this training course? | | |
| Complete the Action Plan below to show how you will implement the test procedures from the training course. Add additional lines if required | | |
| Due Date | Activity | Who and how many people will be involved |
|  |  |  |
|  |  |  |
|  |  |  |
| After this training you will be expected to implement change within your economy to improve your economy’s capability and harmonisation with OIML. By submitting this form you verify that if you are accepted for training you will:   * give your manager progress reports on your Action Plan * ensure your Action Plan is implemented * produce a report on the implementation of your Action Plan for the next APLMF meeting   I agree to the above terms and conditions:  Yes | | |
| |  | | --- | | **Information about your economy**  The following questions are designed to develop a profile about how NAWIs are regulated within your economy.  Does your economy have adequate **legislation** in place to regulate NAWIs?  Yes , No . If you answered, No, please explain further:  **Who** carries out inspections of NAWIs in your economy?  Inspectors , 3rd party , other  What **verification periods** does your economy implement?  shop scales       weighbridges  What **MPEs** does your economy implement?  shop scales       weighbridges  What verification interval **(e)** is used in your economy?  shop scales       weighbridges  Does your economy have adequate **traceable weights** to verify:  shop scales Yes  No  If no please explain  weighbridges Yes  No  If no please explain  What **% of standard weights** are required during verification of weighbridges using the substitution method?  10% max,  20%max,  1/3max , 1/2 max , others please detail  Does your economy carry out **type approval** **for shop scales**?  Yes , No  If No, explain how you ensure the integrity of the instrument  Does your economy carry out **type approval for weighbridges**?  Yes , No  If No, explain how you ensure the integrity of the instrument  To what extent does your economy implement **OIML R 76**?  Fully implemented , Partially implemented , Not implemented yet  Add any explanation, if required:  List any **problems** your economy needs to overcome in-order-to implement OIML recommendations for NAWIs effectively.  Add **anything else** you feel is important to share with the trainers and other participants.  What specific area/s would you want the trainers **to focus** on in the lectures and demonstrations? | | | |

**Please ask your Director to complete the next section**

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| **Director to complete this section** |
| Name |
| Position |
| Email |
| What skills does the nominee have that makes them suitable for the training course? |
| Describe the potential you see for the nominee to be a future manager/leader in your economy |
| Would you support the nominee as a prospective trainer for delivering training programs within the region in the future?  Yes  No |
| Please explain how attendance at this training course will improve the regulation of NAWIs in your economy? |
| How good are the nominee’s English communication skills?  **Speaking**  1 Basic 2 3 4 5 Excellent  **Written**  1 Basic 2 3 4 5 Excellent  Note: “basic” is the level equivalent to score 500 of TOEIC or score 50 of TOEFL (iBT). |
| I endorse this nomination and I will:  support the implementation of the Action Plan  ensure a report on the Action Plan will be included in the economy report at the next APLMF Meeting |
| Signature       Date |

**Nomination Form to be submitted to** [Anne.Hoepfner@ptb.de](mailto:Anne.Hoepfner@ptb.de) **by the Director.**