

Service Company and Service Technician Licensing & Registration

Last Revision: January 17, 2006

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 [ATCP 92 Subchapter III](#)

Background

What procedure should be followed by an inspector/sealer when a suspected unlicensed service company or unregistered technician is found?

Weights and Measures Service Company licensing requirement has been in effect since 1993. On December 31, 2004 certification of weights and measures service technicians became effective. Successful registration includes the technician passing exams with a score of at least 70% on core competencies for sections of NIST Handbook 44 general code and applicable device codes.

Procedure

During an inspection, if a service company or technician license is in question the following applies:

1. Licensed Service Company – Verify the license is current for each service company by referencing the current Service Company Technician Listing or contacting the department.
2. Technician Certification – Verify an individual providing service for weights and measures devices is certified by referencing the current Service Company Technician Listing or contacting the department.
3. Seal Identifiers - Verify a device has been sealed by a certified technician. Seal should contain both a unique identifier for the service company and the technician.
4. Test Reports - Verify private test reports left with the owner are current and contain all required information.
5. Test Equipment and Standards– Verify all testing equipment and standards used for testing by service companies have been tested by a NIST certified metrology laboratory at least once every two years.
6. Work Quality – Verify that service company work meets NIST Handbook 44 standards and specifications. Some examples are as follows:
 - Test Measures and Standards are accurate and have been tested at a NIST approved lab within two years.
 - Tolerances and standards are accurate when testing, installing and servicing.
 - Reports including all required information provided to the owner/operator within 10 days.
 - Test reports submitted to the department when returning a device to service.

The annual report of service companies and technicians should be a primary point of reference for all inspectors to verify the above information is correct and compliant. If further questions arise, contact Madison at 1-608-224-4942 or e-mail: datcpweightsandmeasures@wi.gov

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