

## **PROCEDURE FOR INSPECTION (VERIFICATION)**

### **NEW ARTICLES:-**

- For initial verification / Inspection of New Weight and Measure, the Manufacturer / Dealer / User of Weights and Measures has to inform the concerned Legal Metrology Officer via email requesting to verify the Weights and Measures that are manufactured by the Manufacturer / Possessed for sale by the dealer and possessed for use by the user with the details of the Weights & Measures to be verified.

- The email IDs for the concerned Legal Metrology officers are as below

S. No	District	Email ID
1.	Srikakulam & Vizianagaram	aclmviz@gmail.com
2.	Visakhapatnam	aclmvis@gmail.com
3.	East Godavari	aclmego@gmail.com
4.	West Godavari	aclmwg@gmail.com
5.	Krishna	aclmvijayawada@gmail.com
6.	Guntur	aclmgnt@gmail.com
7.	Prakasam & Nellore	aclmnel@gmail.com
8.	Chittoor & Ananthapur	aclmatp@gmail.com
9.	Kadapa & Kurnool	aclmknl@gmail.com

- The Legal Metrology officer shall intimate the date & time via email and visit the premises for Inspection/Verification.
- Copies of the following documents shall be made available for verification
  1. Model Approval copies
  2. Invoices in case of Dealer / User

### 3. Copy of Licensed documents in case of Manufacturer / Dealer

- The Manufacturer/Dealer/User shall pay the prescribed Stamping Fee on the date of verification informed by the Legal Metrology Officer.
- The District Inspector shall issue a certificate of verification, after verification of the Weight /Measure.
- The Manufacturer / Dealer / User shall download the Verification Certificate and exhibit the same at a conspicuous place.

## **RE-VERIFICATION OF WEIGHTS / MEASURES:-**

- The Legal Metrology Officer shall visit the premises for the inspection/re-verification based on the date of last verification of weight/measure and validity of the certificate.
- The inspection date & time shall be intimated via email
- The User shall provide such facilities as may be specified by the Legal Metrology Officer, such as Test Weights / Manpower for handling etc. The Weight or Measure shall be kept in neat and clean condition for verification.
- The User shall submit the following documents at the time of verification.
  1. Copy of the model approval certificate
  2. Copy of previous year verification certificate
- The User shall pay the prescribed fee as intimated by the Legal Metrology Officer and obtain the receipt for the same.
- The Legal Metrology Officer's shall stamp every Weight or Measure, if after verification is satisfied, that Weight or Measure confirms to the standards and issue a Verification Certificate.
- The User shall download the Verification Certificate and exhibit the same at a conspicuous place.