

LEGAL METROLOGY

Legal Metrology Compliance & Audit

Document Checklist for Legal Metrology

For conducting a compliance review/audit of a business's adherence to Legal Metrology Act and Packaged Commodities Rules.

Documents Required

- Existing Legal Metrology licence(s) held by the business
- Sample product labels/packaging used by the business
- Details of weighing/measuring instruments used, with calibration certificates
- Purchase/sale records related to packaged commodities
- Previous inspection reports/notices, if any, from the Legal Metrology Department
- Business registration proof and GST registration certificate
- List of products/commodities dealt in by the business

Note: The above list indicates commonly required documents. Additional documents may be requested by the Legal Metrology Department (Controller of Legal Metrology) depending on the specific case. Expert Registration confirms the exact requirement after a brief consultation.