



Australian Government
Department of Industry,
Science and Resources

**National
Measurement
Institute**

Licensees Guide to Completion of the Form 6 and Form 6A (Version 3.0)

This document aims to assist licensees in completing the Form 6 and Form 6A, reducing the need for the forms to be resubmitted when information is incomplete or provided in an incorrect format.

This document provide guidance on the following:

1. Important notes to read prior to completing a Form 6 and Form 6A.
2. Guide to completion of Form 6 and Form 6A.
3. Recording of instruments with multiple components (e.g. weighbridges, platform weighing instruments and bulk flow metering systems).
4. Recording of multiple instruments with the same serial number (applies to multi product fuel dispensers)
5. Submission of verification forms - Form 6 and Form 6A
6. Complex measuring instruments and test reports/histograms
7. Submission of test reports/histograms

1. Important notes to read prior to completing Form 6 and Form 6A

- a. Do not leave blank rows in between when recording data on the Form 6 or Form 6A. Any data recorded after a blank row will not be captured by the NMI business system. Also, do not leave the first row blank.
- b. An instrument must be recorded on one line only. DO NOT record an instrument over multiple lines (e.g. a weighbridge with components such as indicators, load cells and remote indicators are not to be recorded).

- c. Do not record multiple instruments on one line.
E.g. Serial number 12345A-F to record ULP 91, ULP 98, Diesel, pump 1 and pump 2. Use separate lines to record each instrument individually. (e.g. 12345A for Pump 1 ULP 91, 12345B for Pump 1 ULP 98, 12345C for Pump 1 Diesel, etc. using separate rows for each dispenser.
- d. The NMI Number to be used is the instrument NMI Certificate of Approval Number (e.g. weighbridges should commence with 6/10...., platform weighing instruments 6/9C.... and bulk fuel metering systems 5/6B....)
- e. Do not modify the Form 6 or Form 6A Excel template (i.e. by adding or removing any fields, or in any other manner) as the NMI business system will not be able to recognise it, resulting in a rejection of the Form 6 or Form 6A.
- f. The Form 6 is designed to record multiple instruments at one location. The verification dates for each instrument do not need to be the same (as long the as the Form 6 is submitted to NMI within the 14 days from the earliest date of verification on the form).
- g. The Form 6A is designed to record multiple instruments at multiple locations. The verification dates for each instrument do not need to be the same (as long the as the Form 6A is submitted to NMI within the 14 days from the earliest date of verification on the form).

2. Guide to completion of Form 6 and Form 6A

Field	Mandatory	Advice	Comment
Traders Name*	Yes	The trading name of the business is to be recorded here. For businesses with multiple sites the brand name, followed by the suburb and, if available, the store/site number is to be recorded. E.g. Coles Bendigo 1234, Coles Express Dandenong 4569, MYER	Unless it is a nationally/internationally recognised abbreviation (like DHL, BP, do not use abbreviations. E.g. JBT must be recorded as JBT Pty Ltd or spell the words that stands for the abbreviations JBT.
Business type		Select the most appropriate classification from available options from the drop down menu.	
Street Number*		Record as a number/s, not as a word/s e.g. 45 or 42-46. If there is a flat/unit/floor level applicable, record that together with the street number in the same field.	Refer Australia Post Data Guidelines for abbreviations.

		E.g. Unit 23, 38 or Stall 58, 480 NMI requests that a street number is recorded if available rather than a corner address.	https://auspost.com.au/content/dam/auspost_corp/media/documents/australia-post-data-guide.pdf
Street name*	Yes	As per the name on the street sign, including the street type Street type abbreviations should follow the Australia Post abbreviation conventions.	Australia Post Data Guidelines https://auspost.com.au/content/dam/auspost_corp/media/documents/australia-post-data-guide.pdf
Suburb/Locality*	Yes	Suburb must match the street address and the postcode as per the Google Maps/Australia Post Codes. E.g. <i>Fisherman's Bend</i> in VIC 3207 – <i>Fisherman's Bend</i> does not constitute a valid suburb. The correct suburb where Fisherman Bend is located is <i>Port Melbourne</i> in VIC 3207. E.g. <i>Castle Towers</i> shopping Centre, is located in the suburb <i>Castle Hill</i> NSW 2154. <i>Castle Towers</i> does not constitute a valid suburb for NSW 2154. Recording the state (e.g. VIC, NSW) is not required in this field as the correct postcode in the postcode field will represent the state.	Australis Post postcode search https://auspost.com.au/postcode Google Maps https://www.google.com.au/maps
Postcode*	Yes	Record as 4 digits and must match the locality or suburb as per Australia Post Postcode List or Google Maps. NT postcodes should have leading zero for postcodes such as Darwin – 0800.	Australis Post postcode search https://auspost.com.au/postcode Google Maps https://www.google.com.au/maps
GPS coordinates (note this field is not available in Form 6A)		Record the GPS Coordinates for locations where it is not possible to provide a specific street number or the connecting street (e.g. in country/outback areas). If the closest street name is more than 1 km away or not available record the GPS coordinates on the street name field and the correct suburb and postcode are still mandatory.	

Is this a weighbridge*		Record either Y or N.	
Public Weighbridge No. (if a public weighbridge)*	Preferred	If it is a public weighbridge record the public weighbridge number in this field.	
Location of Instrument at Site	Preferred	The instrument site location can be recorded here (e.g. Pump 6 ULP 91, Register 6, Area 9, Deli, Meat Room).	If an instrument is located at an airport we suggest that an applicable location reference is recorded.
Servicing Licensee Number*	Yes	Must be recorded in the correct format e.g. SL-0999.	Must be a dash between SL and the four digit number.
Licensee Name*	Yes	This is the licensee organisation name as detailed on the servicing licence.	
Licensee's ABN Number*	Yes		
Verifier's Registration No*	Yes	Must be recorded in the correct format e.g. VR-01234.	Must be a dash between VR and the five digit number.
Name of Verifier*	Yes		
Verifiers Mark*	Yes	This is comprised of the 3-letter licensee mark and the last 4 digits of the verifier number and must be recorded in the correct format with 7 characters e.g. ABC1234.	Do not include a space between the licensee mark and the verifier number.
Date of verification*	Yes	Record in the format DD/MM/YYYY. Only the standard Australian date format must be used. Use of any other format e.g. 12/23/2022 being MM/DD/YYYY will result in the date being invalid and some instances being future dated.	Use only a forward slash (/) to separate the numbers, do not use a dash or a full stop.
Instrument Make*	Yes	Record the correct instrument make as per the NMI certificate of approval.	
Instrument Model*	Yes	Record the correct instrument model as per the NMI certificate of approval.	

Instrument Serial Number*	Yes	<p>Serial numbers must be unique for each instrument. E.g. a multi-product fuel dispenser with 6 separate meters/nozzles must have a unique serial number for each meter/nozzle and, each meter/nozzle must be recorded on separate rows.</p> <p>NMI has provided a Fuel Dispenser Numbering Guide to assist licensees with correct numbering as per the manufacturers recommendations. Record the full serial number as recorded on the data plate.</p> <p>Please Note - If the fuel dispenser is not included in this guide, please refer to the fuel dispenser’s Certificate of Approval document for guidance on the identification rules of serial numbers.</p> <p>In cases where the instrument serial number is not known to complete the replacement or repair, the verifier shall mark the instrument with a new serial number using the format, Verifier number/date/unique number for that day (e.g. 0245/DD-MM-YY/01).</p>	<p>Fuel Dispenser Numbering Guide Link https://www.industry.gov.au/sites/default/files/2019-06/fuel-dispenser-numbering-guide.pdf</p> <p>https://www.industry.gov.au/data-and-publications/certificates-of-approval</p>
Instrument NMI Approval Number *	Yes	<p>Format is to be as per the instrument certificate of approval document. e.g. 6/4D/236 (only use a forward slash (/) as a separator, do not leave spaces between numbers)</p> <p>When recording NMI numbers such as 10/1/20 it is important to use the apostrophe (') preceding the number ('10/1/20) in order to avoid the number being converted to a date format like 10/01/2020 which will constitute an invalid NMI number.</p> <p>In cases where the pattern approval number is not identifiable on a damaged data plate, a verifier can</p>	<p>The NMI approval number can be validated with the certificate of approval database on NMI website at https://www.industry.gov.au/data-and-publications/certificates-of-approval</p>

		reinstate the correct markings on the instrument provided the verifier has evidence that the instrument is of an approved type, has previously been marked with the mandatory markings and complies with the appropriate certificate of approval.	
Instrument Capacity or Flow rate*	Yes	Record the maximum capacity or flow rate as detailed on the data plate. Unit of measure (UOM) abbreviations should follow the approved abbreviations as detailed in the National Measurement legislation (see Appendix 1).	Do not record the maximum achievable flow rate identified during testing, use only the maximum flow rate as recorded on the data plate.
Instrument Performance Code*	Yes	Select the appropriate performance code from the drop down menu. This field must be populated each instrument recorded on the form including supplementary NMI approval numbers.	
If Verification Code is "H"		Only required if the Instrument Performance Code field is "H". Provide reasons (e.g. parts to repair not available, replaced with new instrument etc).	

3. Recording of instruments with multiple components e.g. weighbridges, platform weighing instruments and bulk flow metering systems.

For a weighbridge or platform weighing instrument the NMI number recorded should start with 6/10A, 6/10B or 6/9C, “S” numbers should not be used as the primary instrument NMI Number.

For a bulk flow metering system the NMI number recorded should start with 5/6B, “S” numbers should not be used as the primary instrument NMI Number.

Two examples of weighbridges recorded on more than one row (base, indicator, other components) followed by a correct submission are below. In the first example the NMI Numbers are also incorrectly formatted.

Example 1 - These entries (which are incorrect)

Instrument details	Date of verification*	Make*	Model*	Serial Number*	NMI Number *	Capacity or Flow rate*	Instrument Performance Code* (drop down list)
Weighbridge	23/1/2023	Mettler Toledo	IND780	5666046-5KM	S-502	60.00t	D=outside MPE and recalibrated
		Mettler Toledo	7560	C98-1804-A	6-10B46A		
Weighbridge	23/1/2023	Mettler Toledo	IND780	5666046-5KM	S-502	60.00t	D=outside MPE and recalibrated
		Mettler Toledo	7560	C98-1804-B	6-10B-46B		

Should have been submitted as follows – (correct entry)

Weighbridge	23/1/2023	Mettler Toledo	7560	C98-1804-A	6/10B/46A	60 t	D=outside MPE and
Weighbridge	23/1/2023	Mettler Toledo	7560	C98-1804-B	6/10B/46B	60 t	D=outside MPE and

Example 2 - These entries (which are incorrect)

Instrument details	Date of verification*	Make*	Model*	Serial Number*	NMI Number *	Capacity or Flow rate*	Instrument Performance Code* (drop down list)
Base work	23/1/2023	TOLEDO	7560	C99-0884	6/10B/46A	80t	C=routine inspection
Indicator		TOLEDO	IND 780	B409333211	S502		
Load cell		TOLEDO	Power cell		S252A		
Remote display		TOLEDO	MT1100-01	MT1104-193	S1/0/A		
Remote display		RANGER	6400	3109110	S1/0/A		
Computer		HP	ET090AV	AUD7160385	S1/0/A		

Should have been submitted as follows – (correct entry)

Instrument details	Date of verification*	Make*	Model*	Serial Number*	NMI Number *	Capacity or Flow rate*	Instrument Performance Code* (drop down list)
Weighbridge	23/1/2023	TOLEDO		C99-0884	6/10B/46A	80 t	C=routine inspection

Weighbridges with spare indicators must be submitted as follows – SP represent the spare indicator

Instrument details	Date of verification*	Make*	Model*	Serial Number*	NMI Number *	Capacity or Flow rate*	Instrument Performance Code* (drop down list)
Weighbridge	23/1/2023	Mettler	7560	9333211	6/10B/46A	60 t	D=outside MPE and
Weighbridge	23/1/2023	Mettler	7560	9333211SP	6/10B/46B	60 t	D=outside MPE and

4. Recording of multiple instruments with the same serial number (applies to multi-product fuel dispensers)

In this example, when imported into the NMI business system, instruments with the same NMI Number and serial number are considered to be the same instrument; that is each of the rows that have a serial number with the same colour (below) will be interpreted as being the same instrument. In this case, instead of being recorded as the verification of 16 instruments, this will appear as 5 instruments.

A Fuel Dispenser Numbering Guide is available on the NMI website (<https://www.industry.gov.au/sites/default/files/2019-06/fuel-dispenser-numbering-guide.pdf>). The guide is based on manufacturer’s numbering systems. Please note that new instruments may not be included in this guide in which case please refer to the fuel dispenser’s Certificate of Approval document at <https://www.industry.gov.au/data-and-publications/certificates-of-approval>

Instrument details	Date of verification*	Make*	Model*	Serial Number*	NMI Number *	Capacity or Flow rate*	Instrument Performance Code* (drop down list)
07 Diesel	10/5/2022	Gallagher	CS4D	1401094	5/6A/229	120 L/min	A=new instrument
09 Diesel	10/5/2022	Gallagher	CS4D	1401094	5/6A/229	120 L/min	A=new instrument
08 Adblue	19/5/2022	Gallagher	CS4D	1401094	5/6A/229	36 L/min	A=new instrument
10 Adblue	19/5/2022	Gallagher	CS4D	1401094	5/6A/229	36 L/min	A=new instrument
11 Diesel	5/5/2022	Gallagher	CS4D	1401095	5/6A/229	120 L/min	A=new instrument
13 Diesel	5/5/2022	Gallagher	CS4D	1401095	5/6A/229	120 L/min	A=new instrument
12 Adblue	19/5/2022	Gallagher	CS4D	1401095	5/6A/229	36 L/min	A=new instrument
14 Adblue	20/5/2022	Gallagher	CS4D	1401095	5/6A/229	36 L/min	A=new instrument
03 Diesel	11/5/2022	Gallagher	CS4D	1401096	5/6A/229	120 L/min	A=new instrument
05 Diesel	11/5/2022	Gallagher	CS4D	1401096	5/6A/229	120 L/min	A=new instrument
04 Adblue	19/5/2022	Gallagher	CS4D	1401096	5/6A/229	36 L/min	A=new instrument
06 Adblue	19/5/2022	Gallagher	CS4D	1401096	5/6A/229	36 L/min	A=new instrument
01 Diesel	11/5/2022	Gallagher	CS2D	1401097	5/6A/229	120 L/min	A=new instrument
02 Adblue	19/5/2022	Gallagher	CS2D	1401097	5/6A/229	36 L/min	A=new instrument
15 Diesel	5/5/2022	Gallagher	CS2D	1401098	5/6A/229	120 L/min	A=new instrument
16 Adblue	20/5/2022	Gallagher	CS2D	1401098	5/6A/229	36 L/min	A=new instrument

5. Submission of verification forms - Form 6 and Form 6A

Regulation 2.43(16) of the *National Trade Measurement Regulations 2009* (Cth) (the regulations) is a condition under a servicing licence.

In accordance with Regulation 2.43(16) all **verification forms must be submitted to NMI within 14 days** after the measuring instrument has been verified. Failure to comply with this regulatory requirement may be a breach of a licence condition under the *National Measurement Act 1960* (Cth) (the Act) and the regulations.

All verification forms must be submitted to NMI's dedicated e-mail address:

TMV@measurement.gov.au

Important note: All verification forms must be in Excel only.

6. Complex measuring instruments and test reports / histograms

Any measuring instruments verified under the below licence sub-classes must have a test report submitted to NMI together with the relevant Form 6 or Form 6A.

- Subclass 5.2 - Liquid measuring instruments of the flow meter type used for petroleum products
- Subclass 5.3 - Liquid measuring instruments of the flow meter type used for other than petroleum products
- Subclass 6.4 - Weighing instruments of a capacity exceeding 3 tonnes, classes 3 and 4
- Subclass 6.5 - Belt conveyor weighing instruments
- Subclass 6.6 - Automated rail weighbridges
- Subclass 6.8 - Wheeled loaders
- Subclass 6.9 - Totalising hopper weighing instruments
- Subclass 10.1 - Liquefied petroleum gas measuring instruments of the fuel dispenser type, excluding cryogenic liquids
- Subclass 10.2 - Liquefied petroleum gas measuring instruments of the flow meter type, excluding cryogenic liquids

When alcoholic beverage measures are batch tested and verified under sub-class 4.3 – Alcoholic beverage measures (drinking and portable) a histogram that details results of each test must be provided to NMI within 14 days of the date of testing.

7. Submission of Test Reports / histograms

Regulation 2.43(25) is a licence condition under your servicing licence. In accordance with Regulation 2.43(25) a test report must be submitted to NMI within 14 days of the complex measuring instrument's date of verification for instruments that fall under the licence sub-classes outlined above under Point 6.

Naming of Test Reports

The test report must adhere to the correct naming conventions, as follows:

[Verifiers Registration Number]_[Date of Verification]

For example: VR-XXXXX_DD.MM.YYYY

For multiple verifications performed on the same date please use the following format to name the test report attachments:

[Verifiers Registration Number]_[Date of Verification]_[Number]

For example: VR-XXXXX_DD.MM.YYYY_1 VR-XXXXX_DD.MM.YYYY_2 VR-XXXXX_DD.MM.YYYY_3

All test reports and histograms must be submitted to NMI's dedicated e-mail address:

TMV@measurement.gov.au

Important note: Test reports and histograms maybe in either Excel or pdf format only.

Appendix 1

Unit of Measure abbreviations

UOM	Description
%	Percentage
cm	Centimetre
g	Gram
kg	Kilogram
L	Litres
L/min	Litres per minute
m	Metres
m/sec	Metres per second
m ³	Cubic metres
mL	Millilitres
mm	Millimetres
T	Tonnes
t/hr	Tonnes per hour

Appendix 2

Common street name abbreviations.

Street Type	Abbreviation	Street Type	Abbreviation
ARCADE	Arc	ENTRANCE	Ent
AVENUE	Ave	ESPLANADE	Esp
BOULEVARD	Bvd	FREEWAY	Fwy
BROADWAY	Bdwy	GROVE	Gr
BYPASS	Bypa	HIGHWAY	Hwy
CAUSEWAY	Caus	JUNCTION	Jnc
CENTRE	Ctr	LANE	Lane
CENTREWAY	Cnwy	LANEWAY	Lnwy
CIRCLE	Cir	MALL	Mall
CIRCUIT	Cct	PARADE	Pde
CLOSE	Cl	PLACE	Pl
CONCOURSE	Con	PROMENADE	Prom
CORNER	Cnr	RISE	Rise
COURT	Ct	ROAD	Rd
CRESCENT	Cres	STREET	St
CROSSING	Crsg	TERRACE	Tce
CROSSROAD	Crd	TRACK	Trk
DRIVE	Dr	WAY	Way