STS Association Directive

Procedure for STS product certification

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Foreword

This edition of this directive was approved by the STS Association Board on 29th February 2012.

1   Scope

This directive outlines the eligibility requirements and processes to be followed for certifying STS compliant products, including self-certification of minor variants.

2   Normative references

None applicable

3   Definitions

None applicable
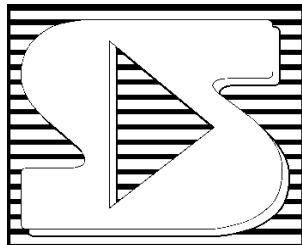
4 Eligibility and Validity

4.1 Eligibility

Any current full member or licensee (excluding sub-vendor member/licensees) of the STS Association may apply to have an STS-compliant product formally certified as such.

4.2 Rebranding

It is recognised that there may be an extensive value chain involved in the design, manufacture, supply and operation of an STS-compliant product - see Table 1 - and that one, or more, of these entities might wish to rebrand/relabel the product without affecting the validity of the original compliance certificate.

Entity	Comments
Raw material supplier	Electronic components, plastic, wiring, etc
Component manufacturer	Manufacturer of parts of the meter but not the final assembly
OEM	Manufacturer of the final product but has the ability to ship in CKD form to an offshore assembly plant
Importer/Exporter	Receiver of meters or kits, or exporter of meters and kits
Final Assembly	Assembly of kits into a final product, but possibly not coded or calibrated
Calibration/Encryption/Code	Final step to getting the product to a functional state
Distributor	Distribution of a completed product
Contractor	Installation of completed products, or possibly also running a site in a BOTT operation
Utility	Owner of the product
User	End user of the product

Table 1- Typical Value Chain

The general principle to be applied is that AT LEAST ONE of the parties (anywhere) in the value chain for a specific product must be an STS Association member or licensee, that the application for certification must be submitted by that member/licensee and that the certificate will (only) be made out in the name of the applicant.

4.2.1 Additional Certificates

STS compliance certificates are only issued to current (full) members or licensees of the STS Association. If any other party wishes to obtain a compliance certificate in their own name, then they are required to become a member or licensee of the Association. In the situation where an already certified product has been rebranded/relabelled without any technical change, then a compliance certificate may be obtained through the Self Certification process - see para 5.6.

4.3 Validity

Once issued, an STS compliance certificate remains valid for as long as the member/licensee to whom it was issued remains in good standing with the Association. If the member or licensee's membership or licence is terminated for any reason, then the certificate ceases to be valid for any subsequently manufactured or supplied product. Such a certificate does, however, remain valid for product manufactured or supplied prior to the date of termination.

5   Product Certification Process

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                    ┌─────────────────────────┐
                    │ ①  New Member/Licensee   │
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Figure 1 – Product certification process flow

Flowchart nodes:

- ① **New Member/Licensee**
- Ⓐ **Acquire ManfCode (meter developers only)**
- Ⓑ **Acquire STS Tables (meter developers only)**
- ② **Product Development**
- ③ **Product Test**
- **Pass/Fail?** — FAIL / PASS
- ④ **Certificate Issueing**
- ⑥ **Self Certification**
- ⑤ **Product Evolution (Existing Member/Licensee)**
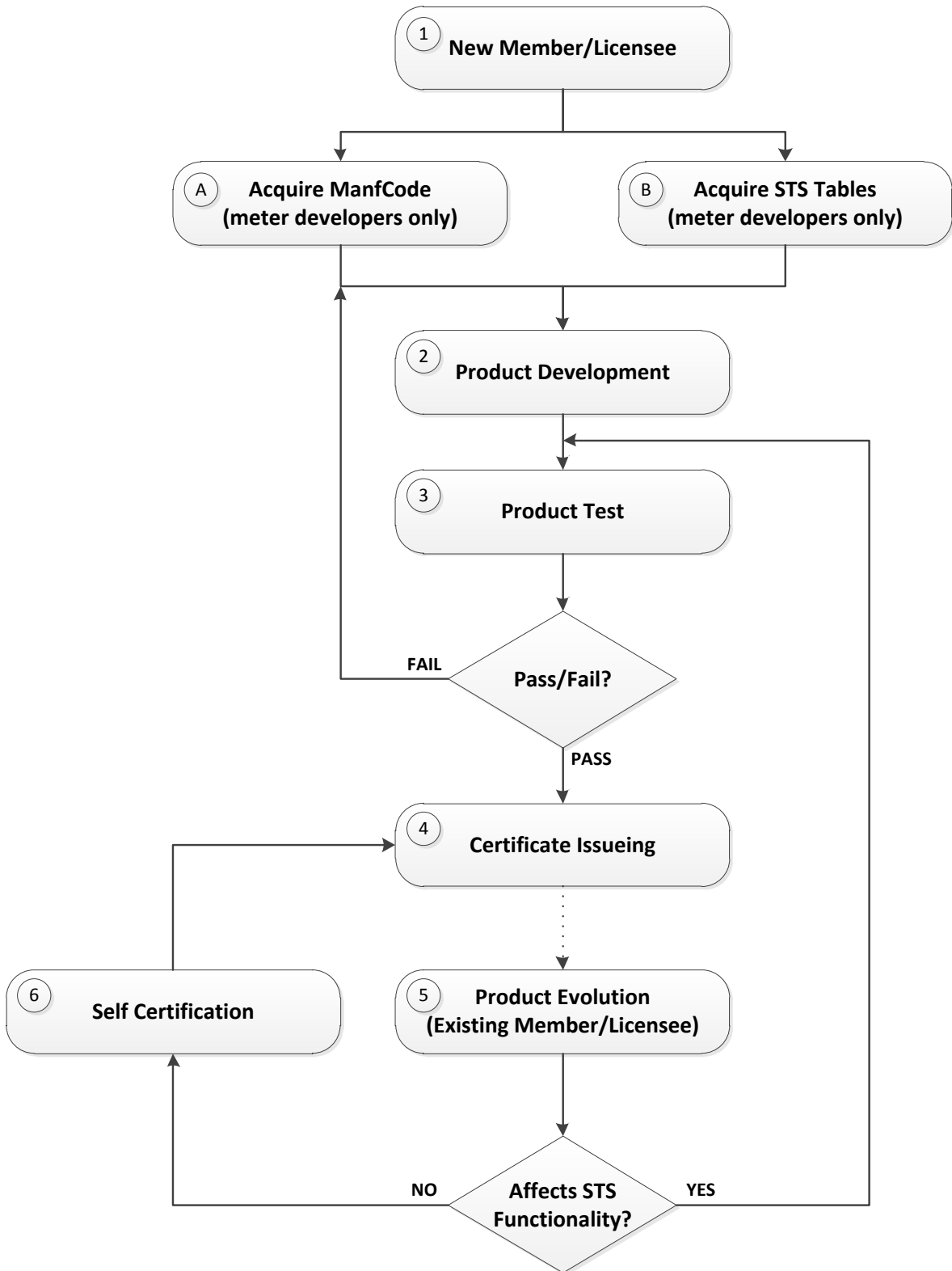- **Affects STS Functionality?** — NO / YES

Figure 1 – Product certification process flow

5.1   Phase 1 : Preparatory Work

5.1.1   1A: Manufacturer Code

A new member or licensee who wishes to develop STS compliant meters will, on request, be allocated an STS Manufacturer Code by the secretariat. Note that a Manufacturer Code is NOT required for vending systems.

5.1.2   1B: STS Tables

A new member or licensee who wishes to develop STS compliant meters will, on request and after completion of the relevant Non-Disclosure Agreement (NDA), be issued with the STS Tables by the secretariat. Note that the STS Tables are NOT required for vending systems.

5.2   Phase 2 : Product Development

Once development is complete and prior to submitting a product to an approved test house for testing, it is recommended that the developer conduct his own tests, according to the ruling test specification, in order to minimise the possibility of failure.

5.3   Phase 3 : Product Testing

STS compliance testing shall be conducted by a test house approved and authorised by the STS Association.

5.4   Phase 4 : Certificate Issuing

On receipt of a satisfactory test report from the test house, the secretariat will register the product and the test report in the relevant records and issue a certificate of compliance for the particular product to the Member/Licensee.

5.5   Phase 5 : Product Evolution

At some later time the member/licensee may wish to make changes to an existing product, or to develop an entirely new STS compliant product. If the changes to an existing certified product do not affect the STS functionality in any way, then it may be possible for the member to self certify the new product - see para 5.6 In all other cases it will be necessary to submit the new product for testing according to para 5.3

5.6   Self Certification

In order to make the process of certification more efficient, and to allow products that have undergone changes not affecting the STS functionality to be certified, it is permissible for members/licensees to self certify products subject to the following conditions:

- Only products with changes that do not affect the STS functionality are eligible for self certification.
- Only product that has already been certified but has undergone a change in software version.
- The licensee shall take full responsibility for any defects with respect to STS functionality.
- The licensee shall warrant that the product meets the requirements of certification as set out by the ruling specification.

The member/licensee must submit an application for self certification, in the required format, to the secretariat, whereupon the relevant certificate will be issued.

6   Marking/Identification Requirements for Certified Products

All STS certified products shall be marked with the STS logo and with the relevant STS certificate number (preferably adjacent to the logo). In the case of a rebranded/relabelled

product, the original certificate number shall be displayed. In the case of a meter this shall be a physical marking on the outside of the device; in the case of a vending system it may be a physical marking or it may form part of a version identification or startup display screen.