

Licensees Guide to Completion of the Form 6 (Ver 2.1)

(see next section for 6A guide)

The following guidance is provided to assist licensees in completing the Form 6, reducing the need for the forms to be resubmitted when information is incomplete or provided in an incorrect format.

Important:

- 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.
- The NMI Number to be used is the instrument NMI Number e.g. weighbridges should be 6/10..., platform scales 6/9C..., bulk fuel meters 5/6B...

Section	Field	Mandatory	Advice	Comment
Instrument Owner/ User details	Business 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, Woolworths Traralgon 7894, BP Bunbury 7536, Coles Express Dandenong 4569.	Previously the information in the field was the owner of the instrument. NMI has determined that the collection of this data is unnecessary and requests that the trading name of the business be recorded
	Business type*	Yes	Select from available options.	New form has a revised business type list, see below for types available.
	ABN Number		May be recorded if available.	
Instrument location details	Street Number*	Preferred	Record as a number/s, not as a word/s e.g. 45 or 42-46.	NMI requests that a street number is recorded if available rather than a corner address
	Street name*	Yes	As per the name on the street sign. Street type abbreviations should follow the Australia Post abbreviation conventions, see attachment for common abbreviations.	Australia Post Data Guidelines https://auspost.com.au/content/dam/auspost_corp/media/documents/Australia-Post-Data-Guide.pdf
	Suburb/Locality*	Yes	As per Australia Post naming.	
	Postcode*	Yes	Record as 4 digits, NT postcodes should have leading zero for postcodes such as Darwin – 0800.	

Section	Field	Mandatory	Advice	Comment
	GPS Coordinates ^	Do not use	If GPS Coordinates are to be used due to a street name not being available, record the GPS Coordinates in the Street name field.	
	Is this a weighbridge*	Yes	Record either Y or N.	
	Public Weighbridge No			
Servicing Licensee details	Licence Number*	Yes	Must be correctly formatted e.g. SL-9999. Must be a dash between SL and the number.	
	Licensees Business Name*	Yes	As detailed on the licence.	
	ABN Number*	Yes		
Verifier details	Verifiers Registration No*	Yes	Must be correctly formatted e.g. VR-00000. Must be a dash between VR and the number.	
	Name of Verifier*	Yes		
	Verifiers Mark*	Yes	Must be correctly formatted e.g. ABC0000. Do not include a space between the licence mark and the verifier number.	
Instrument details	Instrument details		The instrument site location can be recorded here (option not available in the form 6A) e.g. 06 ULP91, Deli, 06 Reg, Meat Room.	
	Date of verification*	Yes	Recorded as DD/MM/YYYY. Use only a forward slash to separate the numbers, do not use a dash or a full stop.	
	Make*	Yes		
	Model*	Preferred		
	Serial Number*	Yes	Serial numbers must be unique for each instrument, e.g. a 6 hoses fuel pump must have a unique serial number for each hose. NMI has provided a Fuel Dispenser Numbering Guide to assist licensees with correct numbering as per the manufacturers recommendation.	You are not required to include non-alpha numeric characters or spaces in the serial number e.g. 66-12345 can be recorded as 6612345. Fuel Dispenser Numbering Guide Link

Section	Field	Mandatory	Advice	Comment
			Record the full serial number as recorded on the data plate.	http://www.measurement.gov.au/Industry/Licensees/Documents/Fuel-Dispenser-Numbering-Guide.pdf
	NMI Number *	Yes	Format is to be as per the NMI Approval document, only use a forward slash (/) as a separator, do not leave spaces between numbers e.g.6/4D/236.	Only record one NMI number which is the primary instrument NMI number.
	Capacity or Flow rate*	Yes	Record the maximum capacity or flow rate as detailed on the data plate. Leave a space between the capacity and the unit of measure abbreviation. Unit of measure (UOM) abbreviations should follow the approved abbreviations as detailed in the National Measurement legislation (see attached list).	Do not record the maximum achievable flow rate, only the maximum flow rate as recorded on the data plate.
	Instrument Performance Code*	Yes	Select from available options.	
	If Verification Code is "H"		Only required if the Instrument Performance Code field is "H".	

Licensees Guide to Completion of the Form 6A (Ver 1.0)

The following guidance is provided to assist licensees in completing the 6A, reducing the need for the forms to be resubmitted when information is incomplete or provided in an incorrect format.

Important:

- 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.
- The NMI Number to be used is the instrument NMI Number e.g. weighbridges should be 6/10..., platform scales 6/9C..., bulk fuel meters 5/6B...

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, Woolworths Traralgon 7894, BP Bunbury 7536, Coles Express Dandenong 4569.	Previously the information in the field was the owner of the instrument. NMI has determined that the collection of this data is unnecessary and requests that the trading name of the business be recorded
Business type*	Yes	Select from available options.	New form has a revised business type list, see below for types available.
Street Number*	Preferred	Record as a number/s, not as a word/s e.g. 45 or 42-46.	NMI requests that a street number is recorded if available rather than a corner address
Street name*	Yes	As per the name on the street sign. Street type abbreviations should follow the Australia Post abbreviation conventions, see attachment for common abbreviations.	Australia Post Data Guidelines https://auspost.com.au/content/dam/auspost_corp/media/documents/Australia-Post-Data-Guide.pdf
Suburb/Locality*	Yes	As per Australia Post naming.	
Postcode*	Yes	Record as 4 digits, NT postcodes should have leading zero for postcodes such as Darwin – 0800.	
Is this a weighbridge*	Yes	Record either Y or N.	

Field	Mandatory	Advice	Comment
Public Weighbridge No			
Location of Instrument at Site		The instrument site location can be recorded here (option not available in the form 6A) e.g. 06 ULP91, Deli, 06 Reg, Meat Room.	
Servicing Licensee Number*	Yes	Must be correctly formatted e.g. SL-9999. Must be a dash between SL and the number.	
Licensee Name*	Yes	As detailed on the licence.	
Licensee's ABN Number*	Yes		
Verifier's Registration No*	Yes	Must be correctly formatted e.g. VR-00000. Must be a dash between VR and the number.	
Name of Verifier*	Yes		
Verifiers Mark*	Yes	Must be correctly formatted e.g. ABC0000. Do not include a space between the licence mark and the verifier number.	
Date of verification*	Yes	Recorded as DD/MM/YYYY. Use only a forward slash to separate the numbers, do not use a dash or a full stop.	
Instrument Make*	Yes		
Instrument Model*	Preferred		
Instrument Serial Number*	Yes	Serial numbers must be unique for each instrument, e.g. a 6 hoses fuel pump must have a unique serial number for each hose. NMI has provided a Fuel Dispenser Numbering Guide to assist licensees with correct numbering as per the manufacturers recommendation. Record the full serial number as recorded on the data plate.	You are not required to include non-alpha numeric characters or spaces in the serial number e.g. 66-12345 can be recorded as 6612345. Fuel Dispenser Numbering Guide Link http://www.measurement.gov.au/Industry/Licensees/Documents/Fuel-Dispenser-Numbering-Guide.pdf

Field	Mandatory	Advice	Comment
Instrument NMI Number *	Yes	Format is to be as per the NMI Approval document, only use a forward slash (/) as a separator, do not leave spaces between numbers e.g.6/4D/236.	Only record one NMI number which is the primary instrument NMI number.
Instrument Capacity or Flow rate*	Yes	Record the maximum capacity or flow rate as detailed on the data plate. Leave a space between the capacity and the unit of measure abbreviation. Unit of measure (UOM) abbreviations should follow the approved abbreviations as detailed in the National Measurement legislation (see attached list).	Do not record the maximum achievable flow rate, only the maximum flow rate as recorded on the data plate.
Instrument Performance Code*	Yes	Select from available options.	
If Verification Code is "H"		Only required if the Instrument Performance Code field is "H".	

Recording of instruments with multiple components e.g. weighbridges, platform scales and bulk flow meters.

An instrument must be recorded on one row of the Form 6.

For a weighbridge or platform scale the NMI No 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 meter the NMI No 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 correct submission, in the first example the NMI Numbers are also incorrectly formatted.

Example 1 - These entries

Instrument details	Date of verification*	Make*	Model*	Serial Number*	NMI Number *	Capacity or Flow rate*	Instrument Performance Code* (drop down list)
Weighbridge	16/11/2016	Mettler Toledo	IND780	5666046-5KM	S-502	60.00t	D=outside MPE and recalibrated
		Mettler Toledo	7560	C98-1804-A	6-10B46A		
Weighbridge	16/11/2016	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

	16/11/2016	Mettler Toledo	7560	C98-1804-A	6/10B/46A	60 t	D=outside MPE and recalibrated
	16/11/2016	Mettler Toledo	7560	C98-1804-B	6/10B/46B	60 t	D=outside MPE and recalibrated

Example 2 - These entries

Instrument details	Date of verification*	Make*	Model*	Serial Number*	NMI Number *	Capacity or Flow rate*	Instrument Performance Code* (drop down list)
Basework	20/10/2016	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

Instrument details	Date of verification*	Make*	Model*	Serial Number*	NMI Number *	Capacity or Flow rate*	Instrument Performance Code* (drop down list)
	20/10/2016	TOLEDO	7560	C99-0884	6/10B/46A	80 t	C=routine inspection

**Recording of multiple instruments with the same serial number
(applies to multi hose petrol pumps)**

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 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. The guide is based on manufacturers numbering systems.

Instrument details	Date of verification*	Make*	Model*	Serial Number*	NMI Number *	Capacity or Flow rate*	Instrument Performance Code* (drop down list)
07 Dies	10/5/2016	Gallagher	CS4D	1401094	5/6A/229	120 L/min	A=new instrument
09 Dies	10/5/2016	Gallagher	CS4D	1401094	5/6A/229	120 L/min	A=new instrument
08 Adblue	19/5/2016	Gallagher	CS4D	1401094	5/6A/229	36 L/min	A=new instrument
10 Adblue	19/5/2016	Gallagher	CS4D	1401094	5/6A/229	36 L/min	A=new instrument
11 Dies	5/5/2016	Gallagher	CS4D	1401095	5/6A/229	120 L/min	A=new instrument
13 Dies	5/5/2016	Gallagher	CS4D	1401095	5/6A/229	120 L/min	A=new instrument
12 Adblue	19/5/2016	Gallagher	CS4D	1401095	5/6A/229	36 L/min	A=new instrument
14 Adblue	20/5/2016	Gallagher	CS4D	1401095	5/6A/229	36 L/min	A=new instrument
03 Dies	11/5/2016	Gallagher	CS4D	1401096	5/6A/229	120 L/min	A=new instrument
05 Dies	11/5/2016	Gallagher	CS4D	1401096	5/6A/229	120 L/min	A=new instrument
04 Adblue	19/5/2016	Gallagher	CS4D	1401096	5/6A/229	36 L/min	A=new instrument
06 Adblue	19/5/2016	Gallagher	CS4D	1401096	5/6A/229	36 L/min	A=new instrument
01 Dies	11/5/2016	Gallagher	CS2D	1401097	5/6A/229	120 L/min	A=new instrument
02 Adblue	19/5/2016	Gallagher	CS2D	1401097	5/6A/229	36 L/min	A=new instrument
15 Dies	5/5/2016	Gallagher	CS2D	1401098	5/6A/229	120 L/min	A=new instrument
16 Adblue	20/5/2016	Gallagher	CS2D	1401098	5/6A/229	36 L/min	A=new instrument

Unit of Measure Abbreviations

UOM	Description
%	Percentage
cm	Centimetre
g	Gram
kg	Kilogram
kg/min	Kilograms per minute
L	Litres
L/min	Litres per minute
m	Metres
m/sec	Meteres per second
m ³	Cubic Metres
mL	Millilitres
mm	Millimetres
NA	Not applicable
t	Tonnes
t/hr	Tonnes per hour

Common Street Name Abbreviations

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

New Form 6 Business Type	Old Form 6 Business Type
Agricultural Wholesale	Other – Major Chain or Other – Small Business
Airport	Other – Small Business
Bakery Retail	Other – Small Business
Bakery Wholesale	Other – Small Business
Chemicals and Gasses	Other – Small Business
Chemist or Pharmacy	Other – Small Business
Confectionery Wholesaler/Retailer	Food – Small business
Dairy Products	Food – Small business
Delicatessen	Food – Small business
Farm Supplies	Other – Small Business
Fertiliser	Other – Small Business
Firewood & Solid Fuel	Firewood
Freight	Other – Small Business
Fruit & Vegetables Retail	Food – Small business
Fruit & Vegetables Wholesale	Food – Small business
Fuel Retail	Retail Fuel – Independent or Retail Fuel – Major Chain
Fuel Wholesale	Wholesale Fuel
Government Business	Other – Small Business
Hardware	Other – Small Business
Health	Other – Small Business
Importer	Other – Small Business
Landscape Material & Building Material	Landscape Material
Licensed Premise	Alcohol
Livestock	Other – Small Business
Market Trader & Itinerant Vendor	Other – Small Business
Meat Retail	Food – Small business
Meat Wholesale	Food – Small business
Mining & Resources	Mineral Resources
Nursery	Other – Small Business
Other - Not Categorised Else Where	Other – Small Business
Packer (contract)	Other – Small Business
Pet Supplies	Other – Small Business
Post Office	Other – Small Business
Poultry Retail	Food – Small business
Poultry Wholesale	Food – Small business
Precious Metals Stones and Other Goods	Other – Small Business
Primary Production	Other – Small Business
Recycling	Other – Small Business
Seafood Retail	Food – Small business
Seafood Wholesale	Food – Small business
Servicing Licensee	Other – Small Business
Small Business - Food	Food – Small business
Small Business - Other	Other – Small Business
Smallgoods	Food – Small business
Supermarket	Food – Major Chain

Wholesaler	Other – Small Business
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