

CRITERIA FOR ACCEPTING QUALITY MANAGEMENT SYSTEM IN COOMET NMIs

This document is a general manual for recognition of the quality management system of National Metrology Institutes.

The fundamental criterion for assessment of the quality management system of NMIs is in compliance with the ISO/IEC 17 025.

The compliance could be demonstrated by at least one of these conditions:

- (a) third party accreditation,
- (b) certification according to the ISO 9001 and assessment by technical experts in compliance with the Chapter 5 of ISO/IEC 17025,
- (c) self-declaration of the NMI quality management system.

The assessment of the quality management system is performed by the COOMET Quality Forum taking into the consideration the MRA requirements and JCRB documents.

Requirements:

1. Accreditation of NMIs by the third party according to the ISO/IEC 17025 should be provided by the accreditation service recognised at the international and regional levels which service is in compliance with the ISO Guide 58,
2. Certification of the quality management system in compliance with the ISO 9001 should be provided by the certification body,
3. Technical experts should be accepted by the COOMET Quality Forum Technical Committee. It is recommended that:
 - Candidates of technical experts should be approved in advance,
 - COOMET maintains the database with complete information of technical experts.

Technical experts will be accepted when:

- they have relevant technical competence in the particular measurement field,
- and
- they have some formal evidence of training and sufficient experience in assessment of quality management systems.

Documents submitted for COOMET:

- (a) in case of the third party accreditation:
 - copies of accreditation certificates,
 - scope of accreditation,
 - names and affiliations of auditors.
- (b) in case of certification of quality management system in compliance with the ISO 9001 and assessment by technical experts:
 - certificates of quality management with description of activity areas,

- reports of technical experts which should be elaborated after the technical requirement review visits in compliance with the ISO/IEC 17025 (Chapter 5). This report should state whether the NMI has a quality system satisfying these requirements and whether a list of found non-conformities exists and others.

Following documents should be enclosed to this report:

- data on Calibration and Measurement Capabilities (CMC) with uncertainties *,
- accepted detailed corrected actions for removing of NMI non-conformities found and agreement of technical experts on correctness of a procedure for their removing,
- names and affiliations of technical experts.

(c) in case of self-declaration - documents of quality management system.

For assessment of quality management system by the COOMET Quality Forum it is required to submit:

- reports of the Technical Committee which should be elaborated after the review of requirements * of quality management system (Chapter 4 of ISO/IEC 17 025) and technical requirements (Chapter 5 of ISO/IEC 17 025) in compliance with the ISO/IEC 17 025. This report should state whether the NMI quality management system satisfies these requirements and whether a list of non-conformities found exists and others.

Following documents should be enclosed to this reports:

- data on Calibration and Measurement Capabilities (CMC) with uncertainties *,
- accepted detailed corrected actions for removing of NMI non-conformities found and agreement of technical experts on correctness of a procedure for their removing,
- names and affiliations of technical experts.

The Technical Committee of COOMET Quality Forum will select and approve the candidates of experts of COOMET member states.

The Technical Committee of COOMET Quality Forum works on a detailed document that should list all the requirements and asked information. The following rules should be agreed:

- the Technical Committee approves the process of selection of experts and check of their total independence of NMI which quality management system is assessed,
- the Technical Committee of COOMET Quality Forum will be informed on every change in the NMI top management which quality management system is assessed,
- repeated reviews should be conducted at least once five years.

*In case of chemical laboratories/ reference materials producers a requirement should be modified.