REPORT

on the Results of the Quality Management System Assessment

(name of NMI)

1. PURPOSE OF THE ASSESSMENT

The (name of NMI) Quality Management System assessment for the compliance with the requirements of ISO/IEC Standard 17025 is made with the purpose of recognizing the COOMET QMS, Calibration Certificates and measurement results.

2. GROUND

Time schedule of the COOMET QS-Forum for external assessments of NMIs' QMSs.

Application of (full name of NMI)

3. DATES OF ASSESSMENT

4. MEMBERS OF THE ASSESSING COMMISSION

Auditor - Name, first name, data as per auditors' register of the COOMET QS-Forum with the indication of the field of expertise

Technical experts - Name, first name, data as per auditors' register of the COOMET QS-Forum with the indication of the field of expertise

5. NORMATIVE BASIS OF THE ASSESSMENT

The assessment was made in accordance with the requirement of the "Recommendations for the Quality Management System assessment in National Metrology Institutes" and documents of the (name of NMI) Quality Management System.

6. RESULTS OF INSPECTION

Detailed description of the distribution of duties among the commission members in accordance with the assessment schedule.

To describe: which subdivisions were inspected, what noncomformities were revealed.

To describe for each subdivision: effectiveness of the Quality Management System concerning the materials of comparisons and Sections 4 and 5 of Standard ISO/IEC 17025. It is recommended to use for this purpose the

Questionnaires from “Recommendations for the Assessments of Quality Management Systems in NMIs”.

To mention: what metrological procedures were carried out and their results in the form of Measurement Protocols.

To specify: the number of noncomformities and evaluation of their significance.

To list: Recommendations for improving the QMS proposed by technical experts and the auditor.

To indicate: compliance with or departure from Standard ISO/IEC 17025 of the NMI QMS.

7. CONCLUSIONS OF THE COMMISSION

7.1 The Quality Management System of (name of NMI) complies, on the whole, with the requirements of Standard ISO/IEC 17025.

7.2 It is proposed to the Management Board of (name of NMI):

7.2.1 To work out and submit to the COOMET QS-Forum before _____the plan of corrective actions aimed at eliminating the found noncomformities (if any).

7.2.2 To undertake the corresponding corrective actions with a view to eliminating the nonconformities revealed (specify the Inspection Protocols) before _____. To report the undertaking of the corrective actions to the COOMET QS-Forum before_____ (if the nonconformities are not significant).

The Commission consider it possible to forward the materials of inspection relating to the assessment of the NMI QMS (specify the name) to the COOMET QS-Forum Technical committee for voting and subsequent approval of the QMS.

Recommended date for the next assessment - _____.

The Report is printed in two copies:
The original is forwarded to the COOMET QS-Forum Technical Committee.
Second copy is forwarded to NMI.

Enclosed: Reports of technical experts

Auditor _____ _____

(*signature)* *(initials, name)*