

QSF-prot(6)e

EURO-ASIAN COOPERATION
OF NATIONAL
METROLOGICAL INSTITUTIONS

COOMET



ЕВРО-АЗИАТСКОЕ СОТРУДНИЧЕСТВО
ГОСУДАРСТВЕННЫХ
МЕТРОЛОГИЧЕСКИХ УЧРЕЖДЕНИЙ

КООМЕТ

MINUTES

of 6th meeting of COOMET Quality Forum

**Kishinev, Moldova
9-11.6.2004**

LIST OF PARTICIPANTS

The following persons attended the meeting:

BELARUS

Byelorussian State Institute of Metrology (BelGIM)

Lidia Astafieva

Nadejda Leahova

GERMANY

Physikalisch -Technische Bundesanstalt (PTB)

Andreas Odin

KAZAKHSTAN

Republic State Enterprise "Kazakhstan Institute of Metrology" (KazInMetr)

Liubovy Galitina

Janar Janzacova

CUBA

National Metrological Research Institute (NMRI)

Fernando Arrusa

LITHUANIA

State Metrology Service (VMT)

Irena Lazdauskaite

MOLDOVA

"Moldova-Standard" Department

Elena Hanganu

Nona Luscalov

National Institute of Standardization and Metrology (INSM)

Alexandru Tarlajanu

Sergey Chapa

Iury Friptuleac

Tudor Birsa

RUSSIA

All-Russian Scientific Research Institute of Optical and Physical Measurements (VNIIOFI)

Nataly Muravskaya

All-Russian Scientific Research Institute of Physico-Technical Measurements (VNIIFTRI)

Nataly Boldyreva

Dina Chepurnaea

All-Russian Scientific Research Institute of Metrological Service (VNIIMS)

Viktor Ivanov

SLOVAKIA

Slovak Institute of Metrology (SMU)

Matej Bily

Stanislav Musil

Ekaterina Kromkova

UKRAINE

Kharkiv State Scientific and Research Institute of Metrology (KSSRIM)

Olga Maletskaya

Viktor Zhiromsky

All-Ukraine Scientific and research center for standardization, metrology, certification and consumer's rights protection (Ukrmetrteststandart - the former UkrCSM)

Sergey Pronenko

Vitaly Glushenko

9.6.2004 – before the 6th meeting of COOMET Quality Forum took place, the Quality Forum organized a seminar, during which the following reports were presented:

1.COOMET- a component part of the world metrology. The Mutual Recognition Agreement (MRA).

Reporter–N.Leahova (Byelorussia)

2.The ISO 9001:2000 standard requirements regarding the quality management systems and their correlations with the ISO/IEC 17025.

Reporter – A.Tarlajanu (Moldova)

3.On the state and development of the quality management systems of the National Metrological Institution (NMI) in the COOMET.

Reporter- S.Musil (Slovakia)

4.The quality management system and the control of the measurement processes.

Reporter–L.Astafieva (Byelorussia)

5.The “uncertainty” concept in the analytical measurements.

Reporter- S.Pronenco (Ukraine)

1. OPENING OF THE MEETING

The meeting was opened by the COOMET QF Chairperson, General Director of Slovak metrology institute – Prof. Matej Bily. The participants welcomed General Director of Moldavian institute of Metrology and standardization Dr. Alexandru Tarlajanu.

2. ADOPTION OF THE MEETING SCHEDULE

The participants adopted with the following meeting schedule:

- Approval of the meeting schedule
- Approval of the Minutes of the 5 TC Quality Forum Meeting
- Passing a vote of COOMET confidence to the QMS of BelGIM.
- Information of the QF TC meeting results
 - COOMET report regarding the JCRB requirements (end of MRA transition period)
 - About the COOMET Quality Forum structure changes
 - About COOMET cooperation in the field of accreditation
 - About a procedure of KOOMET peer reviews and their schedule
 - Approval of a schedule of QF meetings and presentations of NMI QMS
- Miscellaneous
- Presentation of INSM quality management system (Moldova)
- Discussion
- Presentation of INIMET quality management system (Cuba)
- Discussion
- Presentation of TENTIS-DMP quality management system (Cuba)
- Discussion
- Presentation of SSDL-TPXR quality management system (Cuba)
- Discussion
- Ending conclusions
- Visit to laboratories of INSM

3. APPROVAL OF THE MINUTES OF THE 5 TC QUALITY FORUM MEETING

Participants of the meeting unconditionally approved Protocol of 5th COOMET QF meeting, which was held in November 2003 at BelGIM, Minsk (Byelorussia), without further observations. The observations which were received by e-mail were included into the minutes by the definition terms.

4. PASSING A VOTE OF COOMET CONFIDENCE TO THE QMS

COOMET QF Chairperson, Prof. M. Bily officially presented Certificate of COOMET confidence to QMS of BelGIM to a representative of TC of COOMET QF from Byelorussia – L. Astafieva.

5. INFORMATION OF THE QF TC MEETING RESULTS

COOMET report regarding the JCRB requirements (end of MRA transition period)

Mr. Stanislav Musil reported that in April of this year the SMI prepared and submitted to the JCRB a report on the state of the QMS in the NMI-COOMET. The mentioned report has been demonstrated. It contained data regarding the following NMI COOMET : BelGIM(Byelorussia), NMRI (Cuba), INSM (Moldova), VNIIOFI (Russia), VNIIM (Russia), VNIIFTRI (Russia), VNIIMS (Russia), VNIIR (Russia), SNIIM (Russia), UNIIM (Russia), KSSRIM (Ukraine), Ukrmetrteststandart (Ukraine), SSRI "System" (Ukraine), Ivano-Frankovsk GCSMS (Ukraine). The meeting participants took the information into consideration.

It must be taken into consideration that if Moldova doesn't sign the Metrical Convention and the MRA Agreement, then the CMC tables will not be published in the BIPM database.

About the COOMET Quality Forum structure changes.

The meeting participants were informed regarding the QF Technical Committee's proposal to change the current official QF structure in the following way:

The COOMET Quality Forum (3) – The Quality Forum Technical Committee (TC 3.1) – two QF TC subcommittees instead of three.

The subcommittees' titles:

-NMI Quality Management Systems (SC 3.1),

-Common questions regarding the accreditation of the calibration and experimentation laboratories (SC 3.2).

The COOMET QF TC members agreed that Slovakia would manage the SC 3.1. The members also agreed to ask Germany about the possibility of managing the SC 3.2. The QF secretariat will write an official letter regarding this request to the German COOMET committee representative, and also a letter to the COOMET Presidential Council members with the proposal of change the COOMET structure, regarding the Quality Forum.

About COOMET cooperation in the field of accreditation

The meeting participants were informed about the QF TC decision to create a subcommittee (SC) on common questions regarding accreditation (see above), which will have members from all the COOMET countries which are interested and which will solve current problems related with the accreditation cooperation.

About a procedure of COOMET external controle and their schedule

Representative to TC of COOMET QF from Russia – Mrs. Nataly Muravskaya reported that at the meeting of TC of COOMET QF a document «Recommendation. Procedure of NMI QMS assessment» was represented for consideration of TC members and was given several changes and

It was agreed by the TC members that:

1. Mrs. Nataly Muravskaya will submit the amended document to COOMET QF Secretariat till 1 of August 2004

2.The document will have 7 annexes :

Annex 1.The COOMET QF confidence statement – acquired.

Annex 2.The COOMET QF confidence table – acquired.

Annex 3.The NMI request regarding the peer review process – to be effectuated by N.Muravskaya.

Annex 4.The COOMET NMI peer review procedures graph – acquired.

Annex 5.Nonconformity registration – to be accomplished by N.Muravskaya.

Annex 6.The auditor report structure - to be effectuated by N.Muravskaya.

Annex 7.The Certificate of COOMET acknowledgement to the QMS - to be effectuated by the COOMET QF Secretariat.

3. COOMET QF Secretariat will distribute the document with the annexes among TC members for its further approval by e-mail voting.

The Byelorussian, Russian and Ukrainian QF TC members offered terms for the peer reviews of their NMI. The schedule will be placed on QF Web Site.

The COOMET QF TC members agreed that the “model” for the first NMI peer review will take place in the SMU in September 2004. All the COOMET QF TC members sharing interest will be able to participate.

Approval of a schedule of QF meetings and presentations of NMI QMS

QF TC Secretariat made stated the following: the seminar which was to be held in Kirghizstan in September 2004 (according to the previous QF meeting) will be canceled by the request of Kirghizstan representatives. The planned Kazakhstan spring QF meeting in 2005 and the KazInMetr presentation will be postponed by the request of the Kazakhstan representatives.

S.Musil (the QF TC chairman) stated that the meeting participants proposed a few dates and places for the next COOMET QF meeting:

1. February 2005 – Minsk (Byelorussia) – QF meeting along with the peer reviews of the BelGIM.

2. June 2005 – Sochi (Russia) or June 2005 – Moscow (Russia) – QF meeting along with the COOMET QF Seminar.

3. June 2005 – Kiev (Ukraine) or Kharkov (Ukraine) - QF meeting along with the COOMET QF Seminar.

It was agreed that the date and the place for the next COOMET QF meeting will still be discussed upon.

6. MISCELLANEOUS

The meeting participants agreed that, according to the COOMET committee decisions, the COOMET QF TC chairperson will write the Quality Forum Cooperation Program, which will be a component part of the COOMET Cooperation Concept.

Secretariat of COOMET QF requested to define exact contact information of TC members and all participants to TC. It was done.

Updated table with TC QF names and their contact information will be placed on COOMET WEB site (refer to QSF-org.memb04r/e).

The COOMET QF Secretariat informed the participants that the Quality Forum webpage has been updated (www.smu.gov.sk –English version – COOMET QS Forum).

7. PRESENTATION OF THE INSM QUALITY MANAGEMENT SYSTEM

The introduction was presented by the INSM General Director Mr. Alexandru Tarlajanu, who informed the meeting participants about the organization of metrology in Moldova. The INSM QMS was presented by the person responsible for the metrological service quality of the INSM – Mr. Sergey Chapa. After the presentation the QF participants were asked many questions and a lively discussion took place. After the questions were answered, the COOMET Quality Forum expressed confidence to the INSM QMS. It was agreed that further questioning could be done by e-mail during the next 2 weeks and that the questions will be answered in written before 1st August 2004.

8. PRESENTATION OF THE INIMET QUALITY MANAGEMENT SYSTEM

Mr.Fernando Arrusa – deputy director of INIMET made a presentation of INIMET QMS. The presentation depicted all major aspects of QMS of INIMET implemented. F.Arrusa reported that all the laboratories of the institute have been accredited according to the ISO/IEC 17025 standard by the Cuban accreditation institution ONARK . The presentation raised a number of questions from representatives of different institutes. All of them were answered by Mr.Fernando Arrusa. Finally COOMET QF unanimously expressed confidence to QMS of INIMET.

9. PRESENTATION OF THE CENTIS-DMR QUALITY MANAGEMENT SYSTEM

The CENTIS-DMR Quality Management System was also presented by Mr.Fernando Arrusa . The CENTIS-DMR laboratories have been accredited according to the ISO/IEC 17025 standard by the Cuban accreditation institution ONARK. After the discussions and the answered questions the participants expressed confidence to the CENTIS-DMR Quality Management System.

10. PRESENTATION OF THE CPHR QUALITY MANAGEMENT SYSTEM

The CPHR Quality Management System was also presented by Mr.Fernando Arrusa. The presentation wasn't made according to the accepted COOMET recommendations, although, judging by the written presentation, all the SMC aspects are present in this small laboratory accredited according to the ISO/IEC 17025 standard by the Cuban accreditation institution ONARK. After the discussions and the answered questions the participants agreed that CPHR will remake the presentation and will send it to the COOMET QF Secretariat during the next 2 weeks. The Secretariat will submit the report to all the COOMET QF TC members and after the questions put by the QF TC members will be properly answered (until the end of August 2004), the Secretariat will organize the process of electronic voting for the expression of confidence towards the CPHR Quality Management System.

11. VISIT TO LABORATORIES OF INSM

Participants of the meeting visited laboratories of INSM and got acquainted with technical facilities of INSM and some practical aspects of QMS implementation.

12. OUTCOMES OF MEETING

- 1.The 6th COOMET QF meeting took place.
- 2.The document «Recommendation. Procedure of NMI QMS assessment» was discussed.
- 3.A new structure for the COOMET QF has been proposed.
- 4.Proposals regarding the organization of a new COOMET QF TC subcommittee regarding questions on cooperation in the field of accreditation inside COOMET were discussed.
- 5.The date and place for the next COOMET QF meeting were appointed.
6. INSM (Moldova), INIMET (Cuba), CENTIS-DMR (Cuba) were granted a vote of confidence regarding their QMS by the COOMET QF.
7. A vote of confidence was granted to CPHR QMS (Cuba) with the condition of remaking the oral presentation, the answers of the asked questions and the final electronic voting regarding the expression of confidence towards the COOMET QF.