

## **GUIDELINES FOR THE REVIEW OF CMCs AND THE MONITORING AND REPORTING OF THE OPERATION OF QUALITY SYSTEMS BY INTERNATIONAL INTERGOVERNMENTAL ORGANIZATIONS WHO ARE SIGNATORIES OF THE CIPM MRA**

### **1. Introduction**

A central requirement of the [CIPM MRA](#) is that [signatory metrology institutes](#) establish and maintain a Quality Management System (QS)<sup>1</sup> in support of their declared [Calibration and Measurement Capabilities](#) (CMCs). Unlike the situation for CMCs, however, the CIPM MRA does not explicitly specify how these laboratories review, gain confidence and accept each other's quality systems.

Conventionally, it is the role of the [Regional Metrology Organizations](#) (RMOs) to review the QS operated by their member National Metrology Institutes (NMIs) and Designated Institutes (DIs) and to report on their acceptance or otherwise to the [Joint Committee of the Regional Metrology Organizations and the BIPM](#) (JCRB). But in the case of international intergovernmental organizations (IGOs) which are signatories of the CIPM MRA, the lack of a corresponding RMO, with all its regional activities, precludes the use of the procedures outlined in [JCRB-10/08\(1c\)](#) for the review of QS. This document provides guidelines for the review of QS operated by IGO institutes and/or designated institutes.

### **2. Guidelines**

An annual meeting of a panel of quality experts shall be convened, if needed, at the [BIPM](#) to review the QS of IGO institutes and/or DIs who are signatories of the CIPM MRA. This panel will feature as its members, staff from all RMOs who are expected to be well versed in the operation and review of QS.<sup>2</sup> Ideally among the panel member will be the Chairs of the RMO Working Groups on QS and any other RMO representative whose presence is deemed appropriate by each RMO.

The membership of the panel shall be limited to a maximum of 3 individuals per RMO. The review panel shall be chaired by the [Secretary of the CIPM](#), who will be assisted by the [Executive Secretary of the JCRB](#). The chairperson reserves the right to call upon other individuals to provide expert advice to the panel as needed.

The date for the meeting of the panel shall be selected upon consultation with the IGO institutes and/or DIs presenting their QS for review and panel members. The IGO

---

<sup>1</sup> In this document, QS means a quality management system(s) that meets the requirements of [ISO/IEC 17025](#) or equivalent or a different way of assuring quality or a different quality system, as described in the MRA.

institutes and/or DIs should submit a description of their QS and its calibration and measurement services to the panel. This material shall be submitted to the panel not less than 60 days prior to the panel meeting. The panel is to review the material provided using the guidelines outlined in JCRB-10/8(1c) {sections 2.1, 2.2, and 2.3} where the panel will serve the function prescribed for the RMO and the IGO institute or DI will operate a QS as recommended for an NMI or DI.

### 3. Report Guidelines

The panel shall send a report to the JCRB summarizing its findings no later than 60 days after the meeting. The report to the JCRB aims at providing information on the status of the QS (including coverage of declared CMCs), the standard to which the QS is being operated by the IGO, and whether the QS is accredited or self declared. In its conclusion, the panel's report should clearly state whether the QS satisfies the requirements of the CIPM MRA.

The report may contain other relevant information, which will help build worldwide confidence (e.g., small training courses/workshops on QS, exchange of information between the IGO and RMOs on QS, and/or interaction with RMOs on QS). A copy of the report shall be sent to the IGO as evidence of the panel findings. In case that the panel does not approve the QS, it is expected that the report provides recommendations for improvements.

### 4. On the review of CMCs

Due to the lack of a corresponding RMO, IGO institutes and/or DIs participating in the CIPM MRA shall follow the procedure given here to have their declared CMCs peer reviewed within the scope of the CIPM MRA.

- a) The IGO institute or DI sends its draft CMCs to the Executive Secretary of the JCRB for review and approval according to the JCRB criteria (see [Criteria for acceptance of data for Appendix C](#)).
- b) The Executive Secretary of the JCRB posts the CMCs at the [JCRB website](#) (restricted access).
- c) The website automatically forwards the posted CMCs to the TC/WG Chairs of each RMO in the same metrology area and to the RMO representatives to the JCRB.
- d) The RMO representatives to the JCRB indicate at the JCRB website whether or not they intent to review these CMCs and provide a date for completion of the review. RMOs which do not indicate a date for sending comments six weeks after the CMCs are posted, relinquish their right to participate in the review process.

---

<sup>2</sup> Or be supported by staff that is well versed in the operation and review of QS.

- e) The RMO representatives to the JCRB post their comments in the website by the agreed date. RMOs who do not send their comments within six weeks after the agreed date relinquish their right to participate in the review.
- f) The JCRB website automatically forwards the received comments to all reviewers.
- g) After the first comment is posted at the JCRB website, the inter-regional review takes place which includes direct contact between technical contacts from the IGO institute or DI and the TC/WG Chairs from the reviewing RMOs. The IGO technical contacts may also use the JCRB website to post and distribute their comments.
- h) The IGO institute or DI revises their CMCs as per the comments provided and re-submits them to the Executive Secretary of the JCRB for final approval.
- i) The Executive Secretary of the JCRB posts the revised CMCs in the website for final approval.
- j) The website automatically forwards the posted CMCs to the reviewing TC/WG Chairs and to the RMO representatives to the JCRB.
- k) The RMO representatives to the JCRB indicate their approval in the website or send additional comments if they still have concerns. RMOs who do not indicate their decision six weeks after the CMC file is posted, relinquish their right to vote on the received CMCs.
- l) Provided all eligible RMOs indicate their approval on the JCRB website, the CMCs are entered into Appendix C of the CIPM MRA. This action is noted on the JCRB website with the date of entry.