

<b>JCTLM EXECUTIVE COMMITTEE REVIEW OF RECOMMENDATIONS FROM WORKING GROUPS</b>			
Author: R.I. Wielgosz	Date : 27/10/09 Version : 1.0	Authorized : JCTLM Executive	JCTLM EXE-P-05

# ***JCTLM EXECUTIVE COMMITTEE REVIEW OF RECOMMENDATIONS FROM WORKING GROUPS***

## **PROCEDURE / DOCUMENT**

### **JCTLM EXE P-05**

<b>AUTHOR</b>	<b>AUTHORIZED</b>
<b>NAME</b> <b>ROBERT I. WIELGOSZ</b>	<b>NAME</b> <b>JCTLM EXECUTIVE</b>
<b>FUNCTION</b> <b>JCTLM SECRETARIAT</b>	<b>FUNCTION</b>
<b>SIGNATURE</b>	<b>SIGNATURE</b>

<b>JCTLM EXECUTIVE COMMITTEE REVIEW OF RECOMMENDATIONS FROM WORKING GROUPS</b>			
Author: R.I. Wielgosz	Date : 27/10/09 Version : 1.0	Authorized : JCTLM Executive	JCTLM EXE-P-05

## **JCTLM EXECUTIVE COMMITTEE REVIEW OF RECOMMENDATIONS FROM WORKING GROUPS**

### **1. Contents**

<b>PARAGRAPH</b>	<b>TITLE</b>	<b>PAGE</b>
1.	<b>CONTENTS</b> .....	<b>2</b>
2.	<b>PURPOSE</b> .....	<b>2</b>
3.	<b>SCOPE</b> .....	<b>2</b>
4.	<b>AUTHORIZATIONS AND RESPONSIBILITIES</b> .....	<b>2</b>
5.	<b>ACRONYMS</b> .....	<b>2</b>
6.	<b>DEFINITIONS</b> .....	<b>3</b>
7.	<b>PROCEDURE</b> .....	<b>3</b>
8.	<b>RELATED DOCUMENTS</b> .....	<b>3</b>
9.	<b>REVISION HISTORY</b> .....	<b>3</b>
10.	<b>FLOWCHART</b> .....	<b>5</b>

### **2. Purpose**

The purpose of this document is to describe the process by which the Executive Committee reviews and approves recommendations from Working Group review teams of materials, methods and measurement service providers nominated for listing in the JCTLM Database.

### **3. Scope**

The scope of this document is limited to the review and approval of nominations of certified reference materials, higher order reference measurement methods/procedures and reference measurement services providers.

### **4. Authorizations and Responsibilities**

The Executive Committee is authorized to review and approve all nominations of certified reference materials, higher order reference measurement methods/procedures and reference measurement (calibration) service providers.

### **5. Acronyms**

All acronyms employed in this JCTLM procedure document are given in the procedure document Exe-P-00, Outline of JCTLM Executive Committee Procedures.

<b>JCTLM EXECUTIVE COMMITTEE REVIEW OF RECOMMENDATIONS FROM WORKING GROUPS</b>			
Author: R.I. Wielgosz	Date : 27/10/09 Version : 1.0	Authorized : JCTLM Executive	JCTLM EXE-P-05

## 6. Definitions

All definitions employed in this JCTLM procedure document are given in the procedure document Exe-P-00, Outline of JCTLM Executive Committee Procedures.

## 7. Procedure

- 7.1. The Secretariat receives all reviewed nominations of certified reference materials, higher order reference measurement methods/procedures and reference measurement (calibration) service providers from the JCTLM Review Team Leaders after these have been verified by WG Chairs.
  - 7.1.1. The Secretariat distributes the technical review documents and the recommendations to the Executive Committee in advance of the Annual Meeting of the Executive Committee.
- 7.2. The Executive Committee members individually review the recommendations and inform the Secretariat
  - 7.2.1. If the nomination can be approved as recommended, the nomination is added to the list of nominations to be approved by the full Executive Committee at its Annual Meeting
  - 7.2.2. If omissions or inaccuracies are identified in a review report these are returned to the appropriate Review Team Leader and WG Chairs for correction.
  - 7.2.3. If the nomination cannot be approved and has been recommended to NOT be approved by the WG, the nomination is added to the list of nominations to be rejected by the full Executive Committee at its Annual Meeting
- 7.3. The Executive Committee reviews the recommendations from the WGs and the corrected review reports at its Annual Meeting and informs the Secretariat of approval or rejection of the nominations.
- 7.4. The Secretariat lists the approved nominations or informs the nominators of the decisions taken by the Executive Committee as described in the procedures of the relevant WG.

## 8. Related documents

JCTLM WG1-P05	Process for consensus review of recommendations from WG1 Review Teams and communicating the recommendations to the JCTLM Secretariat
JCTLM WG2-P-02	Process for Requesting and Processing Nominations for JCTLM Listing of Reference Measurement Laboratory Services

## 9. Revision History

Version number	Date of	Summary of change
----------------	---------	-------------------

<b>JCTLM EXECUTIVE COMMITTEE REVIEW OF RECOMMENDATIONS FROM WORKING GROUPS</b>			
Author: R.I. Wielgosz	Date : 27/10/09 Version : 1.0	Authorized : JCTLM Executive	JCTLM EXE-P-05

	Issue/Review	
1.0	27/10/09	1 <sup>st</sup> Published version

<b>JCTLM EXECUTIVE COMMITTEE REVIEW OF RECOMMENDATIONS FROM WORKING GROUPS</b>			
Author: R.I. Wielgosz	Date : 27/10/09 Version : 1.0	Authorized : JCTLM Executive	JCTLM EXE-P-05

**10. Flowchart**

**JCTLM EXECUTIVE COMMITTEE REVIEW OF RECOMMENDATIONS FROM WORKING GROUPS  
JCTLM Exe-P-05**

