

OUTLINE OF JCTLM SECRETARIAT PROCEDURES			
Author: R I Wielgosz	Date : 28 Nov. 2008 Version : 1.1	Authorized : JCTLM Executive	JCTLM SEC P-00

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PROCEDURE

JCTLM SECRETARIAT P-00

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FUNCTION JCTLM SECRETARIAT	FUNCTION
SIGNATURE	SIGNATURE

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2. Purpose

This outline provides a concise overview of the procedures by which the JCTLM Secretariat manages the operations of the JCTLM, including communication with JCTLM Working Group Chairs, the Working Group Review Team Leaders and the JCTLM Executive Committee and parties submitting nominations for review by the JCTLM, and the management of nominations before and after the review by the JCTLM WGs, as well as the implementation of the JCTLM Executive decisions.

3. Scope

The procedure lists all of the responsibilities and authorities of the JCTLM Secretariat in its role of managing JCTLM activities.

4. Acronyms

Acronyms used in this procedure are those defined in the documents JCTLM WG1-P-00, Quality Policy and Definitions and JCTLM WG2-P-00, Outline of the Calibration and Measurement Hierarchy in Laboratory Medicine - Quality Policy and Definitions.

5. Definitions

Definitions for the terms used in this procedure are the same as those given in the document JCTLM WG1-P-00, Quality Policy and Definitions and JCTLM WG2-P-00, Outline of the

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Calibration and Measurement Hierarchy in Laboratory Medicine - Quality Policy and Definitions.

6. Responsibilities and Authorizations

6.1. The responsibilities and authorizations of the JCTLM Secretariat are listed in the procedures JCTLM Secretariat P-01 to P-05.

7. Procedures

7.1. Procedures for performing the primary management functions authorized by the JCTLM Executive Committee for the Secretariat are listed as Related Documents, below.

8. Related Documents

- JCTLM Secretariat-P-01 Process for the Receiving, Referring and Distributing to Working Group Joint Chairs Nominations of Certified Reference Materials, Reference Measurement Methods/Procedures, and Reference Measurement Services and for Membership on JCTLM Working Group Review Teams
- JCTLM Secretariat-P-02 Process for Receiving and Distributing WG Recommendations on Reviewed Nominations to the JCTLM Executive Committee for Approval
- JCTLM Secretariat-P-03 Process for Requesting Information or Materials for Evaluation
- JCTLM Secretariat-P-04 Process for the Removal from the JCTLM Database of listed Reference Materials, Reference Measurement Methods/Procedures and Reference Measurement Services
- JCTLM Secretariat-P-05 Process for Receiving and Processing Proposed Changes in Quality System Documents and Forms

9. Revision History

Version number	Date of Issue/Review	Summary of change
0.1	15 Aug. 2007	Initial draft of Secretariat Quality System Procedures
1.0	4 Dec. 2007	Initial issue
1.1	28 Nov. 2008	Secretariat review

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10. Flowchart

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