

<b>Process for Requesting Information or Materials for Evaluation</b>			
Author: R I Wielgosz	Date : 12 Nov. 2008 Version : 1.1	Authorized : JCTLM Executive	JCTLM Sec P-03

# PROCESS FOR REQUESTING INFORMATION OR MATERIALS FOR EVALUATION

## PROCEDURE

### JCTLM SECRETARIAT P-03

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

<b>Process for Requesting Information or Materials for Evaluation</b>			
Author: R I Wielgosz	Date : 12 Nov. 2008 Version : 1.1	Authorized : JCTLM Executive	JCTLM Sec P-03

## **PROCESS FOR REQUESTING INFORMATION OR MATERIALS FOR EVALUATION**

### **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>ACRONYMS</b> .....	<b>2</b>
5.	<b>DEFINITIONS</b> .....	<b>2</b>
6.	<b>RESPONSIBILITIES AND AUTHORIZATIONS</b> .....	<b>3</b>
7.	<b>PROCEDURES</b> .....	<b>3</b>
8.	<b>RELATED DOCUMENTS</b> .....	<b>4</b>
9.	<b>REVISION HISTORY</b> .....	<b>5</b>
10.	<b>FLOWCHART</b> .....	<b>6</b>

### **2. Purpose**

This procedure describes the process to be followed by the JCTLM Secretariat for requesting CRMs from reference material producers when such are required for inter-laboratory comparison studies as described in WG1 P-04A, Process for Comparing Certified Values of the Same Measurand in Multiple Certified Reference Materials (CRMs) and WG1-P-04B, Process for Demonstrating the Extent-of-Equivalence of Multiple Reference Measurement Methods/Procedures (RMM/Ps) for the Same Nominal Measurand.

### **3. Scope**

The procedure applies to all requests for CRMs and information regarding validation study data for a RMM/P that will be used in the design and execution of an inter-laboratory comparison study under WG1-P-04A or WG1-P-04B.

### **4. Acronyms**

Acronyms used in this procedure are defined in the document JCTLM WG1-P-00, Quality Policy and Definitions.

### **5. Definitions**

Definitions for the terms used in this procedure are given in the document JCTLM WG1-P-00, Quality Policy and Definitions.

Process for Requesting Information or Materials for Evaluation			
Author: R I Wielgosz	Date : 12 Nov. 2008 Version : 1.1	Authorized : JCTLM Executive	JCTLM Sec P-03

## 6. Responsibilities and Authorizations

- 6.1. The JCTLM Secretariat has the authority to request CRMs from producers with products listed in the JCTLM database of materials of higher metrological order.
  - 6.1.1. The JCTLM Secretariat has the authority to communicate the obligation of CRM producers to comply with these requests because doing so was a condition for the CRM being listed in the JCTLM database.
- 6.2. Requests to the JCTLM Secretariat for CRMs are authorized from WG1 joint Chairs as a consequence of the review of nominations as described in WG1-P-03 and comparisons as described in WG1-P-04A and WG1-P-04B.

## 7. Procedures

### **Initiation of inter-laboratory comparison studies for determining the extent of equivalence of CRMs and RMM/Ps listed in the JCTLM database.**

- 7.1. The JCTLM Secretariat identifies CRMs and RMM/Ps for which more than one entry exists or will exist upon approval of a newly reviewed CRM or RMM/P as notified by the WG RT Leader in the completed Review Report form
- 7.2. The JCTLM Secretariat updates the current list of multiple CRMs or RMM/Ps created during the review process of WG1-P-03.
- 7.3. The JCTLM Secretariat forwards a current list of multiple CRMs and RMM/Ps to the WG1 joint Chairs for consideration and prioritization and further evaluation according to WG1-P-04A or WG1-P-04B.
- 7.4. The WG1 joint Chairs at the WG1 meeting following receipt of the list of multiple CRMs and RMM/Ps review the entries on the list with WG1 and initiates action for evaluation of the multiple entries according to the procedures of WG1-P-04A for CRMs or WG1-P-04B for RMM/Ps.
  - 7.4.1. The WG1 joint Chairs will designate a WG1 RT to be responsible for the management of the comparison process(es) prescribed in WG1-P-04A or WG1-P-04B.

### **Request from a WG RT for CRMs for use in inter-laboratory studies or RMM/P extent-of-equivalence studies**

- 7.5. A WG1 RTL will submit a written request to the JCTLM Secretariat for all CRMs required for performing inter-laboratory comparison studies after need and priority have been identified.
  - 7.5.1.1. A valid request is limited to CRMs for studies that are required by and will be performed according to WG1-P-04A or WG1-P-04B.
  - 7.5.2. A copy of the inter-laboratory study design developed by the WG1 RT in conjunction with a qualified laboratory must accompany the request for CRMs that will be used in the study.

<b>Process for Requesting Information or Materials for Evaluation</b>			
Author: R I Wielgosz	Date : 12 Nov. 2008 Version : 1.1	Authorized : JCTLM Executive	JCTLM Sec P-03

7.5.3. Submission of the request for CRMs must be made to the Secretariat in the form of documents that include the CRMs required, the quantities of each required and a copy of the study design. The documents should be sent as attachment(s) to an email message to [jctlm@bipm.org](mailto:jctlm@bipm.org).

### **Request from the Secretariat to a CRM producers**

7.6. The JCTLM Secretariat will issue a request to the relevant CRM producer for the needed CRMs.

7.6.1. Attached to the request for information will be a reference to WG1-P-02 as verification of the obligation of the producer or provider to contribute their materials if a CRM comparison procedure is to be undertaken. There is no obligation on the CRM provider to make their materials available for RMM/P extent-of-equivalence studies.

7.6.2. Failure of a CRM producer to provide the required materials for a CRM extent-of-equivalence study can result in delisting of the relevant entries in the JCTLM database.

7.6.3. Delisting of entries as the result of failure to meet the listing requirements will be performed as described in Secretariat P-04 via a request from the WG1 joint Chairs to remove the entry(ies) from the JCTLM database.

## **8. Related Documents**

JCTLM WG1-P-00	Quality Policy and Definitions
JCTLM WG1-P-02	Process for Requesting and Accepting Nominations for Certified Reference Materials and Reference Measurement Methods/Procedures
JCTLM WG1-P-03	Process for Review and Approval of Nominated Certified Reference Materials and Reference Measurement Method/Procedures
JCTLM WG1-P-04A	Process for Comparing Certified Values of the Same Measurand in Multiple Certified Reference Materials (CRMs)
JCTLM WG1-P-04B	Process for Demonstrating the Extent-of-Equivalence of Multiple Reference Measurement Methods/Procedures (RMM/Ps) for the Same Nominal Measurand
JCTLM Secretariat-P-04	Process for the Removal from the JCTLM Database of listed Reference Materials, Reference Measurement Methods/Procedures and Reference Measurement Services

<b>Process for Requesting Information or Materials for Evaluation</b>			
Author: R I Wielgosz	Date : 12 Nov. 2008 Version : 1.1	Authorized : JCTLM Executive	JCTLM Sec P-03

## 9. Revision History

Version number	Date of Issue/Review	Summary of change
0.1	01 Aug. 2004	Initial draft of Secretariat Quality System Procedures
1.0	04 Dec. 2007	Initial issue of procedure
1.1	12 Nov. 2008	Secretariat review

<b>Process for Requesting Information or Materials for Evaluation</b>			
Author: R I Wielgosz	Date : 12 Nov. 2008 Version : 1.1	Authorized : JCTLM Executive	JCTLM Sec P-03

10. Flowchart

**PROCESS FOR REQUESTING INFORMATION OR MATERIALS FOR EVALUATION  
SECRETARIAT-P-03**

