

Process for Communicating WG1 Recommendations				
Author: C. M. Jackson	Date : 2006-01-24 Version : 1.1	Authorized : JCTLM Executive	JCTLM WG1-P-05	

**PROCESS FOR CONSENSUS
REVIEW OF RECOMMENDATIONS
FROM WG1 REVIEW TEAMS AND
COMMUNICATING THE
RECOMMENDATIONS TO THE
JCTLM SECRETARIAT**

JCTLM WG1-P-05

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2. Purpose

This document describes how recommendations of CRMs and RMM/Ps by JCTLM Working Group 1 Review Teams (WG1RTs) are reviewed by the Chair(s) and WG1RTLs at an annual WG1 meeting and the recommendations forwarded to the JCTLM Secretariat. The WG1 consensus review will occur prior to the JCTLM Executive review and approval of the recommendations for listing the CRMs or RMM/Ps as being of higher metrological order.

It is the policy of WG1 to make the review and approval by WG1 technical review team recommendations by a transparent process that is available publicly to all interested parties; this procedure describes that process.

3. Scope

The scope of this document is all recommendations that are made by JCTLM WG1RTs to the JCTLM Executive.

4. Responsibilities and Authorizations

4.1. The Chair(s) of WG1 are solely authorized to forward recommendations from the WG1RTs to the JCTLM Secretariat.

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- 4.2. The JCTLM Secretariat is authorized solely to forward recommendations from the WG1 Chair(s) to the Executive Committee for approval.
- 4.3. WG1RTs or RT members are authorized to provide a brief statement explaining the basis for a disagreement with a recommendation that has been made a WG1RT, the WG1 Chair(s) or the WG1 as a whole.
- 4.4. If, such a brief statement from a WG1RT is drafted, the WG1 Chairs(s) are authorized to append the statement to the Review Report used by the Secretariat to convey WG1 recommendation to the JCTLM Executive Committee.

5. Acronyms

All acronyms employed in JCTLM procedure documents are given in the Procedure Document WG1-P-00, Quality Policy And Definitions.

6. Definitions

All definitions employed in JCTLM WG1 Procedure Documents are given in the procedure document WG1-P-00, Quality Policy and Definitions.

7. Related documents

JCTLM WG1-P-03	Process for Review and Approval of Nominated Certified Reference Materials (CRMs) and Reference Measurement Methods/Procedures (RMM/Ps)
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 the Demonstration of the Extent of Equivalence of Multiple Reference Measurement Methods/Procedures (RMM/Ps) for the Same Nominal Measurand

8. Procedure

- 8.1. The WG1 Chair(s) receive recommendations from each of the JCTLM WG1RTs for CRMs and RMM/Ps that they have identified as compliant or non-compliant with the requirements of ISO 15194 or ISO 15193, respectively.
- 8.2. Recommendations from JCTLM WG1RTs are reviewed by the Chair(s) of WG1 to assure completeness of the WG1 Review Report for each nomination and that waived elements are satisfactorily justified and consistent among RTs.
 - 8.2.1. Direct discussions between the WG1 Chair(s) and the WG1RTL regarding the team decision of the WG1 Chair(s) are encouraged to resolve any inconsistencies or differences in the recommendation of the RT and the post-review recommendation of the WG1 Chair(s).

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- 8.2.2. If consensus between the RT or RTL and the WG1 Chair(s) is reached, the revised recommendation or revised Review Report are presented by the WG1 Chair(s) for consensus review at the annual WG1 meeting.
- 8.2.3. If consensus is not reached, a brief statement to explain the basis for the disagreement may be drafted by the RT and presented at the annual WG1 consensus review meeting.
- 8.2.4. If consensus cannot be reached at the annual WG1 consensus review meeting and the brief statement from the WG1 RT has been drafted, the WG1 Chair(s) are authorized to append the statement to the Review Report given to the Secretariat supporting the WG1 recommendation to the JCTLM Executive Committee.
- 8.3. Consensus recommendations from WG1 are transferred to the JCTLM Secretariat by the WG1 Chair(s).
- 8.4. Decisions by the Executive Committee are communicated to the RTs via the WG1 Chair(s).

9. Revision History

Version number	Date of Issue/Review	Summary of change
1.0	11/15/2005	Initial document
1.1	24/11/2006	Minor text corrections

10. Attachments

None

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11. Flowchart

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