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| TITLE: <i>PROCESS FOR VERIFICATION AND PUBLICATION OF CALIBRATION AND MEASUREMENT CAPABILITY (CMC) CLAIMS IN THE JCTLM DATABASE (NATIONAL METROLOGY INSTITUTES)</i> | | | |
| JCTLM WG2-P-03-A Version : 1.3 | Date : 27 November 2007 | Authorized : JCTLM Executive | |

PROCESS FOR VERIFICATION AND PUBLICATION OF CALIBRATION AND MEASUREMENT CAPABILITY (CMC) CLAIMS IN THE JCTLM DATABASE (NATIONAL METROLOGY INSTITUTES)

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**PROCEDURE
JCTLM WG2 P-03-A**

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| FUNCTION | JCTLM WG2 PROCEDURES TEAM |
| SIGNATURE | |

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2. Purpose

This procedure describes the processes to be followed by review teams for verification and publication of calibration and measurement capabilities offered by National Metrology Institutes to be listed in the JCTLM Database.

3. Scope

This procedure will be applied by the review teams for assessment of services from National Metrology Institutes according to the criteria listed under ‘7. Procedure’ of this document based on the information of Appendix C of the CIPM MRA as well as publicly available information on the laboratory performance (e.g. results of inter-comparison studies).

4. Acronyms

Acronyms used in this procedure are defined in the document JCTLM WG-2 P-00, Outline on the Calibration and Measurement Hierarchy in Laboratory Medicine - Quality Policy and Definitions.

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5. Definitions

Definitions for the terms used in this procedure are given in the document JCTLM WG-2 P-00, Outline on the Calibration and Measurement Hierarchy in Laboratory Medicine - Quality Policy and Definitions.

6. Responsibilities and Authorizations

Responsibilities and authorizations are given in the document JCTLM WG2-P-02.

7. Procedure

7.1 The process of nomination and verification of BIPM KCDB listed calibration and measurement capabilities (CMCs) for publication in the JCTLM Database will take place annually. The JCTLM Secretariat receives nominations from National Metrology Institutes wishing their published CMCs to be listed in the JCTLM Database. The JCTLM Secretariat will pass the documents to the JCTLM review teams after consultation with the WG2 Chair.

- 7.1.1 The appropriate JCTLM review team will verify that the nominated Calibration and Measurement Capability (CMC) is listed in Appendix C of the CIPM-MRA (BIPM-KCDB).
- 7.1.2 Review Teams ascertain that the Reference Method which is the basis of the CMC of the NMI is listed in the JCTLM Database. If the applied method has not yet been included in the WG1 reference method list the laboratory will be notified to nominate the Reference Method for review and acceptance by JCTLM WG1. If the Reference Method is not yet listed but submitted for listing simultaneously the JCTLM Executive will decide on the listing of the Method and the Reference Measurement Service at the same meeting.
- 7.1.3 The appropriate review team will ascertain regular (at least annual) participation of the candidate laboratory in inter-laboratory comparisons, e.g. the CCQM key comparisons and/or a proficiency testing scheme according to the criteria listed in WG-2 P-02 Sec.8. The results of the inter-comparisons as well as the result of the individual laboratory related to its identity shall be made publicly available.

It is also acceptable that a laboratory participates for another measurand of the same group of quantities (e.g., metabolites & substrates, low-molecular hormones, therapeutic drugs, enzymes) provided the same principle of measurement - e.g., IDMS, kinetic spectrophotometry for enzyme activities - is applied.
- 7.1.4 The results of the review are recorded in the submitted nomination Excel form, the review report form JCTLM WG2 P-03-F-02 and returned to the JCTLM Secretariat. The review report form is forwarded to the nominator at the end of the review cycle.

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7.1.5 The Review Team recommendations and related documentation are forwarded to WG2 Chairs by the JCTLM Secretariat

8. Related documents

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| JCTLM WG2-P-00 | Outline of the Calibration and Measurement Hierarchy - Quality Policy and Definitions |
| JCTLM WG2-P-01 | Outline of JCTLM Procedures for Identifying and Listing Reference Measurement Services of Reference Laboratories |
| JCTLM WG2-P-02 | Process for Requesting and Accepting Nominations for JCTLM Listing of Reference Measurement Laboratory Services |
| JCTLM WG2-P-03-B | Process for Review of Reference Measurement Services from Laboratories which are preparing for Accreditation |
| JCTLM WG2-P-03-C | Process for Review of Reference Measurement Services from Laboratories which are preparing for Accreditation |
| JCTLM WG2-P-03-F-02 | Review Report form for a nominated Reference measurement Service |
| JCTLM WG2-P-04 | Process for Listing Reference Measurement Laboratory Services |
| JCTLM WG2-P-05 | Process for Delisting Reference Measurement Laboratory Services |

9. Revision History

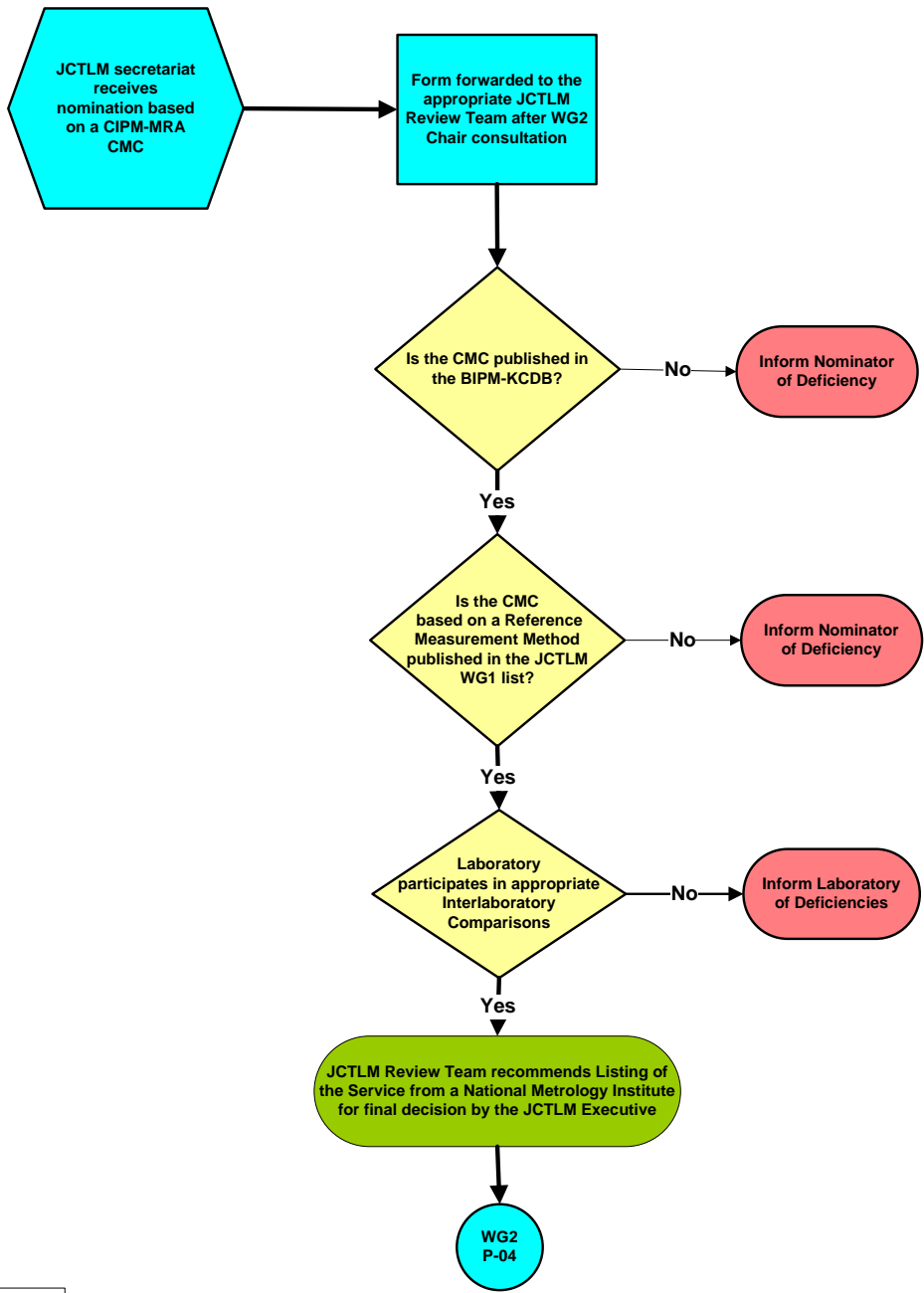
| Version number | Date of Issue/Review | Summary of change |
|----------------|----------------------|---|
| 1.1 | Dec. 06, 2005 | Document approved by Executive Meeting Nov 14, 2005 |
| 1.2 | | Modification in 7.1.2 |
| 1.3 | 27 Nov 2007 | Modifications following 5 th Executive meeting decisions |

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Attachment 1 Flowchart

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Responsibility: JCTLM Secretariat / WG2



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