Outline of JCTLM Procedures for evaluating Certified Reference Materials and Reference Measurement Methods/Procedures to be listed as being of a higher metrological order

1. Purpose

This outline provides an overview of the process by which the JCTLM Database working group (DB WG) and its review teams make recommendations for listing reference materials and reference measurement methods/procedures as being of a higher metrological order.

2. Contents

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3. Scope

The processes outlined in this document apply to all Certified Reference Materials (CRMs) and Reference Measurement Methods/Procedures (RMM/Ps) nominated for inclusion by the JCTLM in its lists of available higher-order materials and procedures.

1. Acronyms and definitions

All acronyms and definitions employed in the procedures of the JCTLM DB WG Quality Manual are given in the procedure document JCTLM EXE-G01, Glossary of terms and definitions.

4. Procedures

The procedure for the evaluation of materials and procedures to be listed by the JCTLM as being of a higher metrological order is segmented into three processes. The details of each process are presented in the individual procedures of the JCTLM DB WG Quality Manual. The attached flowchart indicates how the detailed processes are interconnected.

The procedure by which the JCTLM DB WG communicates and is managed is indicated in this attached flowchart.
Outline of JCTLM DB WG process for evaluating and listing higher order materials and methods

5. Related documents

- JCTLM EXE-G01: Glossary of terms and definitions; Available at: https://www.bipm.org/en/committees/jc/jctlm/jctlm-procedures
- JCTLM Preamble: Available at: https://www.bipm.org/en/committees/jc/jctlm/wg/jctlm-dbwg/publications
- JCTLM DBWG-P-00: Quality Policy of the JCTLM Database working group

REVIEW PROCEDURES for Materials and Methods

- JCTLM DBWG-P-01A: Outline of JCTLM DB WG process for evaluating and listing higher order materials and methods (This document)
- JCTLM DBWG-P-02A: Requesting and accepting nominations for Certified Reference Materials and Reference Measurement Methods/Procedures
- JCTLM DBWG-P-03A: Review of nominated Certified Reference Materials and Reference Measurement Methods/Procedures
- JCTLM DBWG-P-04A: Process for comparing certified values of the same measurand in multiple reference materials
- JCTLM DBWG-P-04B: Demonstrating the extent-of-equivalence of Reference Measurement Methods/Procedures for the same nominal measurand
- JCTLM DBWG-P-05: Communicating Database WG recommendations

MANAGEMENT PROCEDURES

- JCTLM DBWG-P-06: Application, nomination and approval for membership on JCTLM Review Teams
- JCTLM DBWG-P-07: Making changes in DB WG Quality Manual Procedures
- JCTLM DBWG-P-08: Creating, restructuring, and retiring Review Teams
- JCTLM DBWG-P-09: Appealing decisions of the JCTLM Executive

6. Revision History

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<th>Version number</th>
<th>Date of Issue/Review</th>
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<tr>
<td>1.0</td>
<td>01/08/2004</td>
<td>Initial issue of WG1 Quality System Procedures</td>
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<tr>
<td>2.0</td>
<td>10/15/2005</td>
<td>Separation of procedures into reviewing and management groups, revision of titles for some procedures to more accurately reflect the procedure content</td>
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<td>2.1</td>
<td>12/01/2006</td>
<td>Correction of Minor Textual errors</td>
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<td>3.0</td>
<td>27/01/2017</td>
<td>Document revised after implementation of new organizational structure of JCTLM and its Working Groups</td>
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<tr>
<td>3.1</td>
<td>01/02/2019</td>
<td>Update of hyperlinks</td>
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<td>3.2</td>
<td>01/02/2022</td>
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Outline of JCTLM DB WG process for evaluating and listing higher order materials and methods

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Date: 01 February 2022
Authorized: JCTLM Executive

7. Flowchart

Outline of JCTLM Procedures for evaluating Certified Reference Materials and Reference Measurement Methods/Procedures to be listed as being of a higher metrological order DB WG-P-01A

DB WG Review Process for Materials and Methods

This Process

Process for Requesting and Accepting Nominations for CRMs and RMM/Ps

Process for Review and Assessment of Nominated CRMs and RMM/Ps

Is CRM nominated for an already listed measurand?

Yes

Process for comparing certified values of the same measurand in multiple reference materials

DBWG P-03A

Is RMM nominated for an already listed measurand?

Yes

Process for demonstrating the extent-of-equivalence of RMM/Ps for the same nominal measurand

DBWG P-04A

Process for Consensus Review and Communicating DB WG recommendations

DBWG P-05

Is Nomination Accepted?

Yes

List CRMs and RMM/Ps in JCTLM Database (Sec-P-02)

No

Notify nominator (Sec-P-02)

DB WG Management Procedures

Process for Nomination and Approval of Review Team Members

DBWG P-06


DBWG P-07

Process for Creating, Restructuring and Retiring Review Teams

DBWG P-08

Process for Appealing Decisions of JCTLM Executive

DBWG P-09

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