Outline of JCTLM procedures for identifying and listing reference measurement services of calibration (reference) laboratories

1. Purpose

This procedure provides an overview of the process by which the JCTLM Database working group (DB WG) and its review teams (RTs) make recommendation for listing reference measurement services provided by calibration (reference) laboratories as qualified to perform JCTLM listed reference measurement procedures according to the requirements defined in this Quality Manual.

2. Contents

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3. Scope

The processes described in this document apply to all reference measurement services nominated for inclusion by the JCTLM in its lists of laboratories demonstrated to be qualified to perform reference methods identified in the JCTLM database of higher order methods and according to the guidelines presented in this Quality Manual.

4. 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.

5. Procedures

The procedure for the evaluation of the nomination of services of reference measurement laboratories (RML) to be listed in the JCTLM Database is segmented into three processes. The details of each process are presented in the individual procedures of this manual. The attached flowchart indicates how the detailed processes are interconnected.
6. 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 Services

JCTLM DBWG-P-02B  Requesting and processing nominations for JCTLM listing of reference measurement laboratory services

JCTLM DBWG-P-03 B1  Verification and publication of calibration and measurement capability (CMC) claims in the JCTLM Database (National Metrology Institutes).

JCTLM DB WG-P-03 B2 Review of reference measurement services from laboratories that are accredited as calibration laboratories (ISO/IEC 17025 and ISO 15195)

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

7. Revision History

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<tr>
<th>Version number</th>
<th>Date of Issue/Review</th>
<th>Summary of change</th>
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<td>1.1</td>
<td>Dec. 6, 2005</td>
<td>Document approved by Executive Meeting Nov. 14, 2005</td>
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<tr>
<td>1.2</td>
<td>Jan. 26, 2015</td>
<td>Editorial corrections following the withdrawal of the procedure WG2-P-03.C done in January 2011</td>
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<tr>
<td>2.0</td>
<td>Jan. 29, 2016</td>
<td>Corrections made in version 1.2 accepted</td>
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<tr>
<td>3.0</td>
<td>Jan. 27, 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>Feb. 01, 2019</td>
<td>Update of hyperlinks</td>
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<tr>
<td>3.2</td>
<td>Feb. 01, 2022</td>
<td>Editorial changes</td>
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8. Flowcharts

Outline of JCTLM Procedures for identifying and listing Reference Measurement Services of Reference Laboratories
DB WG P-01B

Responsibility: JCTLM Executive, DB WG, Review Teams

This Procedure

Process for Requesting and Processing Nominations for Services of Reference Measurement Laboratories (RMLs)

Is the service nomination a CMC listed in the CIPM MRA database?

Yes

Process for verification and publication of CMC claims in the JCTLM Database (National Metrology Institutes)

No

Nomination Accepted?

Yes

Notify Laboratory (Sec-P-02)

Notify Laboratory (Sec-P-02)

List Laboratory in JCTLM Database (Sec-P-02)

Process for the review of reference measurement services from laboratories accredited as calibration laboratories (ISO 17025+15195)

Process for Consensus Review and Communicating DB WG Recommendations

Procurement Code

DBWG P-02B

DBWG P-03 B1

DBWG P-03 B2

DBWG P-05