


<b>Outline of JCTLM procedures for identifying and listing reference measurement services of calibration (reference) laboratories</b>			 <b>JCTLM</b> Accurate results for patient care
Author : Robert Wielgosz	Date : 27 January 2017 Version: 2.0	Authorized : JCTLM Executive	

# 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 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

1.	<b>PURPOSE</b> .....	1
2.	<b>CONTENTS</b> .....	1
3.	<b>SCOPE</b> .....	1
4.	<b>ACRONYMS AND DEFINITIONS</b> .....	1
5.	<b>PROCEDURES</b> .....	1
6.	<b>RELATED DOCUMENTS</b> .....	2
7.	<b>REVISION HISTORY</b> .....	2
8.	<b>FLOWCHARTS</b> .....	3

## 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.

<b>Outline of JCTLM procedures for identifying and listing reference measurement services of calibration (reference) laboratories</b>				 Accurate results for patient care
Author : Robert Wielgosz	Date : 27 January 2017 Version: 2.0	Authorized : JCTLM Executive	JCTLM DB WG P-01B	

## 6. Related documents

JCTLM Preamble	Available at - <a href="http://www.bipm.org/utls/common/pdf/JCTLM/Preamble.pdf">http://www.bipm.org/utls/common/pdf/JCTLM/Preamble.pdf</a>
JCTLM DBWG-P-00	Quality Policy of the JCTLM Database working group (DB WG)
<b>REVIEW PROCEDURES for Services</b>	
JCTLM DBWG-P-02B	Process for requesting and processing nominations for JCTLM listing of reference measurement laboratory services
JCTLM DBWG-P-03 B1	Process for verification and publication of calibration and measurement capability (CMC) claims in the JCTLM Database (National Metrology Institutes).
JCTLM DB WG-P-03 B2	Process for the review of reference measurement services from laboratories accredited as calibration laboratories (ISO 17025+15195)
JCTLM DBWG-P-05	Process for consensus review of recommendations from DB WG Review Teams and communicating the recommendations to the JCTLM Secretariat
<b>MANAGEMENT PROCEDURES</b>	
JCTLM DBWG-P-06	Application, nomination and approval for membership on DB WG Review Teams
JCTLM DBWG-P-07	Process for making changes in JCTLM DB WG Quality Manual Procedures
JCTLM DBWG-P-08	Process for creating, restructuring, and retiring DB WG Review Teams
JCTLM DBWG-P-09	Process for appealing decisions of the JCTLM Executive

## 7. Revision History

Version number	Date of Issue/Review	Summary of change
1.1	Dec. 6, 2005	Document approved by Executive Meeting Nov. 14, 2005
1.2	Jan. 26, 2015	Editorial corrections following the withdrawal of the procedure WG2-P-03.C done in January 2011
2.0	Jan. 29, 2016	Corrections made in version 1.2 accepted
3.0	Jan. 27, 2017	Document revised after implementation of new organizational structure of JCTLM and its Working Groups

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

Author : Robert Wielgosz

Date : 27 January 2017  
Version: 2.0

Authorized : JCTLM Executive

JCTLM DB WG P-01B



**8. Flowcharts**

January 2017

**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

