


Communicating Database WG Recommendations				 JCTLM Accurate results for patient care
Author: Robert Wielgosz	Date : 27 January 2017 Version : 2.0	Authorized : JCTLM Executive	JCTLM DB WG- P-05	

Communicating Database WG Recommendations

1. Purpose

This document describes how the recommendations for materials, methods and services nominations from the review teams are reviewed by the Database WG Chair and vice-chairs and RT leaders at an annual DB WG meeting. The DB WG consensus review will occur prior to the JCTLM Executive review and approval of the recommendations for listing the CRMs and RMM/Ps as being of a higher metrological order, and services.

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

2. Contents

1.	PURPOSE	1
2.	CONTENTS	1
3.	SCOPE	1
4.	ACRONYMS AND DEFINITIONS	1
5.	RESPONSIBILITIES AND AUTHORIZATIONS	1
6.	PROCEDURE	2
7.	RELATED DOCUMENTS	3
8.	REVISION HISTORY	3
9.	FLOWCHART	4

3. Scope


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

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. Responsibilities and Authorizations


- 5.1. The JCTLM Secretariat is authorized to forward recommendations from the DB WG to the Executive Committee for approval.

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5.2. DB WG Chairs are authorized to append the statement to the Review Report used by the Secretariat to convey DB WG recommendations to the JCTLM Executive Committee.

6. Procedure

- 6.1. The DB WG Chair convenes an annual meeting to review and validate the recommendations from the RTs prior to the JCTLM Executive approval.
 - 6.1.1. The RT leader presents the RT recommendations for CRMs and RMM/Ps that the team has identified as compliant or non-compliant with the requirements of ISO 15194 or ISO 15193, respectively, as well as the recommendations for reference measurement services assessed as compliant or non-compliant with the criteria described in P-03B1, or P-03B2.
 - 6.1.1.1. If the leader of the team cannot attend the WG meeting, the reporting on the reviews will be made by the DB WG vice-chair or the Analyte Group Chair who has responsibility for the team. The composition of the Analyte Groups of the DB WG can be identified on the BIPM website at :
<http://www.bipm.org/en/committees/cc/wg/jctlm-dbwg.html#members>
 - 6.1.2. Recommendations from RTs are reviewed by the DB WG to assure completeness and harmonization of the reviews and that waived elements are satisfactorily justified and consistent among RTs.
 - 6.1.3. Direct discussions between the DB WG Chairs and the RT leaders regarding the team decisions are encouraged to resolve any inconsistencies or differences in the recommendations of the RTs or classification of observations of non-compliances with review criteria.
 - 6.1.4. If consensus opinion of DB WG is reached, the RT recommendation and review report are validated and presented by the DB WG Chair(s) for approval at the Executive meeting (See EXE-P-05).
 - 6.1.5. If consensus cannot be reached at the annual DB WG review meeting, the WG Chairs(s) will append the statement to the review report to explain the basis for disagreement for final decision by JCTLM Executive.
- 6.2. Consensus recommendations from DB WG are presented by DBWG vice-chairs for approval at the Executive meeting.
- 6.3. Decisions by the Executive Committee are communicated to the RTs by Secretariat via the minutes of the meeting.
- 6.4. The JCTLM Secretariat will inform the nominator of the approval for listing by the JCTLM Executive by providing them with a copy of the Reference Material or Method/Procedure Review Report DBWG-P-03A-F-03 after the completion of the review process.

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7. Related documents

- JCTLM DBWG-P-03A Process for Review and Approval of Nominated Certified Reference Materials (CRMs) and Reference Measurement Methods/Procedures (RMM/Ps)
- JCTLM DBWG-P03 B1 Process for verification and publication of calibration and measurement capability (CMC) claims in the JCTLM Database (National Metrology Institutes).
- JCTLM DBWG-P03 B2 Process for the review of reference measurement services from laboratories accredited as calibration laboratories (ISO 17025+15195)
- JCTLM EXEC-P-05 Review of recommendations from Database Working Group

8. 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
2.0	27/01/2017	Document revised after implementation of new organizational structure of JCTLM and its Working Groups

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9. Flowchart

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