


<b>Review of recommendations from Database Working Group</b>				 <b>JCTLM</b> Accurate results for patient care
Author: Robert Wielgosz	Date : 18 December 2019 Version : 2.1	Authorized : JCTLM Executive	JCTLM EXE- P-05	

## Review of recommendations from Database Working Group

### 1. Purpose

The purpose of this document is to describe the process by which the Executive Committee reviews and approves the recommendations from the Database Working Group for listing certified reference materials, reference measurement methods/procedures and reference measurement services provided by calibration (reference) laboratories in the JCTLM Database.

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### 3. Scope

The scope of this document is limited to the approval of the recommendations, that were made by the relevant JCTLM review teams and agreed among the members of the Database WG during its annual meeting, for listing reviewed nominations in the JCTLM Database of materials, methods/procedures and services of a higher metrological order.


### 4. Acronyms and definitions

All acronyms and definitions employed in the JCTLM Executive procedure documents are given in the procedure document JCTLM EXE-G01, Glossary of terms and definitions.

### 5. Authorizations and Responsibilities

Responsibilities and authority of the Executive Committee of the JCTLM are derived from the *Declaration of Cooperation* between the BIPM, IFCC and ILAC, for the operation of the Joint Committee for Traceability in Laboratory Medicine (JCTLM).

The Executive Committee has exclusive authority to approve recommendations from working groups.

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## 6. Procedure

- 6.1. The Secretariat receives the review reports and recommendations for listing reviewed nominations of materials, methods/procedures and services from the leaders of JCTLM review teams after these having been controlled at the Database WG meeting.
  - 6.1.1. The Secretariat distributes the technical review documents and recommendations to the Executive Committee in advance of the annual meeting.
- 6.2. The Database WG vice-chairs report on the recommendations at the annual meeting of the Executive Committee for approval.
- 6.3. The Executive Committee reviews the recommendations from the Database WG at its annual meeting and informs the Secretariat of approval or rejection of the nominations.
  - 6.3.1. If omissions or inaccuracies are identified in a review report these are returned to the appropriate Review Team Leader and DB WG Chairs for correction.
- 6.4. The Secretariat lists the approved nominations or informs the nominators of the decisions taken by the Executive Committee.

## 7. Related documents

JCTLM DB WG Quality Manual available at :

<https://www.bipm.org/en/committees/cc/wg/jctlm-dbwg.html>

## 8. Revision History

Version number	Date of Issue/Review	Summary of change
1.0	27/10/09	First version published
2.0	27/01/17	Document revised after revision of the text of the Declaration of Cooperation in April 2016
2.1	18/12/2019	Editorial modifications after revision of the Declaration of Cooperation in December 2019

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**9. Flowchart**

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**Approval of Recommendations from Database Working Group  
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