**Operation of ISO/IEC 17025 and ISO 17034 requirements** (ISO 17034 where applicable,) for the purposes of CIPM MRA.

**Modifications and operation of the QMS** (approx. 5 pages + Appendices [[1]](#footnote-1)).

0 – Fields covered by the QMS:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *Fields and relevant EURAMET Technical committees* | | *Field covered by the QMS? (Y/N)* | *CMCs published?*  *(Y/N)* | *CMCs in the review process? (Y/N)* | *CMCs in the review process covered by QMS? (Y/N)* |
| TC-AUV | Acoustics, Ultrasound and Vibration |  |  |  |  |
| TC-EM | Electricity and Magnetism |  |  |  |  |
| TC-F | Flow |  |  |  |  |
| TC-IR | Ionising Radiation |  |  |  |  |
| TC-L | Length |  |  |  |  |
| TC-M | Mass and Related Quantities |  |  |  |  |
| TC-MC | Metrology in Chemistry |  |  |  |  |
| Metrology in Chemistry (CRM) |  |  |  |  |
| TC-PR | Photometry and Radiometry |  |  |  |  |
| TC-T | Thermometry |  |  |  |  |
| TC-TF | Time and Frequency |  |  |  |  |

1 – Major extensions and modifications of the quality management system and of the quality manual:

| *Subject* | *Reported information* | *Further comments* |
| --- | --- | --- |
| a) Organogram of the NMI  (showing key staff [[2]](#footnote-2), their names and their roles). The organogram should be reported in Appendix 1, even if unchanged. Changes should be indicated in the comments. |  |  |
| b) Quality management system  (mechanism, processes and technical requirements). Mention main modifications using Appendix 2 if needed. |  |  |
| c) Changes and validity of CMCs  (published or under review) to be reported here or in Appendix 3:  New CMCs (number and technical areas, including the title of corresponding procedures and their application dates).  Modified CMCs (number, technical areas).  Deleted CMCs (number and technical areas).  Greyed out CMCs (number and technical areas).  It is assumed that all published CMCs represent services which are valid and available.  (see also 6) |  |  |
| d) RM technical procedures  If not already reported to TC-Q, please list your general and specific technical procedures concerning certification or your production of RMs (titles in English and dates of approval; use Appendix 4 if needed). If you have already reported it, please refer to the document where it was reported. |  |  |

2 – Operation of the quality management system (also covering production of reference materials, if applicable):

| *Subject* | *Reported information* | *Further comments* |
| --- | --- | --- |
| a) Approximate number of total calibration and measurement certificates (do not include verification certificates) and number of certificates issued with CIPM MRA logo during the year. |  |  |
| b) Customer complaints (number and topic concerned, number resolved), use Appendix 5 if needed. |  |  |
| c) Nonconformities of any kind (number and topic concerned, number resolved), use Appendix 5 if needed. |  |  |
| d) Outcomes of related corrective actions, report about any improvements, use Appendix 5 if needed. |  |  |

3 – Participation in ILCs/PTs in the reported period:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Type of ILC/PT** | **Field/subfield** | **Pilot lab or provider of ILC/PT** | **Identification of ILC/PT** | **Parameters/ range of measurements** | **Status** | **Evaluation criterion** | **Result** |
| EURAMET key comparison | T/humidity | PTB | EURAMET T-K8 | Dew point temperature  30 °C to 95 °C | registered for | *-* | - |
| EURAMET key comparison | T/humidity | PTB | EURAMET T-K8 | Dew point temperature  30 °C to 95 °C | measurements made | *-* | - |
| EURAMET key comparison | T/humidity | PTB | EURAMET T-K8 | Dew point temperature  30 °C to 95 °C | Draft A (report in progress) | degrees of equivalence | - |
| EURAMET key comparison | T/humidity | PTB | EURAMET T-K8 | Dew point temperature  30 °C to 95 °C | Draft B | degrees of equivalence | CMCs supported |
| Bilateral ILC | E/AC power | CMI | 43-001-12 | V 240 V, A 1 – 5 A | Final report available | *En<1* | passed |
| Multilateral ILC | M/torque transducer | CMI | 32-100-12 | 100 – 500 Nm | Final report available | *En<1* | failed |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

4 – On-site visits by peers as specified by EURAMET TC-Q:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Identification of external audit action** | **Dates**  **on site/remote** | **Name of auditor(s) with university titles** | **Affiliation(s)** | **Qualifications** |
| Regular surveillance visit by NAB RvA aimed at the management system, DC + LF electricity | April 2 – 4, 2014  on-site | Mr. Mgr. X Y | RvA the Netherlands | lead assessor |
| Mrs. W Z MSc | NMIJ Japan | TA for DC + LF electricity, Head of Laboratory of Electrical Metrology |
| Peer review visit aimed at AC electrical power | November 12 – 13, 2013  remote | Mr. A B PhD | CMI Czech Republic | TE for AC power, graduate from…, 12 years on the job |

Provide brief information about periodicity and systematics of onsite visits by peers and/or accreditation assessments, including planning for the next year. Please refer to relevant EURAMET TC-Q projects if applicable.

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5 – Significant risks, opportunities identified, and changes made during the year:

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6 – Declaration: All the requirements of ISO/IEC 17025 and ISO 17034 if applicable have been fulfilled in the reported period and all CMCs published by this NMI/DI in the KCDB of the BIPM are valid.

Issued by (person in charge): ………………. Date: …………….

# Related documents

G-TCQ-PRC-002 Guidelines for QMS annual report

1. Appendices, when required, should be as short as possible. [↑](#footnote-ref-1)
2. 2 At least Director, Laboratory management and Head of laboratories. [↑](#footnote-ref-2)