

1. Introduction

The Technical Committee for Quality (TC-Q) is EURAMET's operational structure to share and develop knowledge on ISO/IEC 17025 and ISO 17034 (in case it applies) and on their implementation in National Metrology Institutes (NMI) and associated Designated Institutes (A-DI).

TC-Q is responsible for reviewing and providing formal acknowledgement of the Quality Management Systems (QMS) of EURAMET Members and Associates in the framework of the Mutual Recognition Arrangement of the CIPM (CIPM MRA).

2. Tasks

TC-Q coordinates EURAMET activities aimed at establishing and enhancing confidence in the fulfilling of the CIPM MRA requirements concerning the QMS of participating institutes¹:

- EURAMET member NMIs and associated DIs
- NMIs and international organisations beyond EURAMET, in coordination with the JCRB

This comprises the following:

- a) Supporting the implementation and harmonisation of the QMS of NMIs/DIs in conformity with JCRB requirements and EURAMET Guides.
- b) Arranging for the review of the QMS of NMIs/DIs based on oral and written presentations or reports.
- c) Providing formal acknowledgment whether there is sufficient confidence in the presented QMS of NMIs/DIs to fulfil the requirements of the CIPM MRA.
- d) Monitoring the implementation of the QMS of NMIs/DIs through annual reporting and, when necessary, through coordinating on-site visits by peers.

Furthermore, the TC-Q supports EURAMET and its Members and Associates by

- Sharing experience on best practice in the implementation of QMS in NMIs/DIs
- Providing relevant information to support the CMC review processes done by other EURAMET Technical Committees
- Giving input to strategic discussions in the BoD related to the CIPM MRA, in particular on QMS matters.

3. Structure

The TC-Q is composed of Contact Persons (CP) from EURAMET Members and comprises the following bodies and functions:

¹ Note: For matters of simplicity, these institutes are referred to as **NMIs/DIs** within this document.

- a) TC-Q plenary meeting
- b) Steering Committee (SC)
- c) TC Chair
- d) Secretary

The responsibilities of each body and function are described in section 4.

3.1 Contact Persons

Each EURAMET Member may appoint a Contact Person (CP) to the TC-Q. If the member country is a signatory of the CIPM MRA and has CMCs in the KCDB or is preparing for this, a CP must be appointed in order to enable an appropriate participation in the CIPM MRA.

The rights and duties and the appointment of CPs are described in the EURAMET Rules of Procedure.

The appointed CP should be authorised to act on behalf of the Member in QMS matters of the NMI and DIs of the country related to the CIPM MRA. The CP should be competent in QMS matters and it is desirable that they are qualified and willing to take responsibilities within the Steering Committee, if required. A reasonable continuity in representation to the TC-Q should be ensured by the Member.

In exceptional cases, if the appointed CP is unable to attend a meeting, a substitute may be sent who acts on behalf of the CP. The CP must inform the TC-Chair in writing ahead of the meeting.

3.2 TC-Q Plenary Meeting

The TC-Q meets once per year. The following persons are invited to the plenary meetings:

- CPs of EURAMET member countries
- Representatives of A-DIs by invitation of the TC-Chair
- Representatives of institutes beyond EURAMET, for which EURAMET is in charge of the QMS-review
- Representatives of other RMOs and BIPM (as observers)
- TC-Q Secretary
- EURAMET Member Service Manager
- Guests, on invitation by the TC-Chair (as observers)

TC-Q operates by consensus whenever possible. When votes have to be taken, a simple majority is required. Each CP of a EURAMET member has one vote. For votes taken at a meeting, more than one-third of the CPs have to be present at the meeting for the vote to be considered valid.

3.3 TC Chair

The work of the TC-Q is coordinated by an elected TC Chair, who needs to be one of the CPs. Rights and duties and the conditions for election are described in the EURAMET Byelaws and Rules of Procedure.

3.4 TC-Q Secretary

The EURAMET Secretariat supports the TC-Q by providing a staff member to act as TC-Q Secretary.

The TC-Q Secretary works closely with, and is directed by, the TC-Chair in all TC-Q matters.

3.5 Steering Committee

The TC-Q operates a Steering Committee (SC) in order to support its work. Its main tasks are defined in 4.5

Members of the Steering Committee (SC) should be competent and experienced in quality matters. They should be TC-Q contact persons. In exceptional cases, further quality experts from EURAMET member NMIs or associated DIs may participate in the SC.

The members of the SC are proposed by the TC-Chair and approved by the TC-Q plenary.

4. Responsibilities

4.1 Contact Persons

The Contact Person is the point of contact within a Member country (NMIs and A-DIs) and is in charge of:

- dissemination of information to the institutes (NMIs and A-DIs) within the country;
- supervising the collection of all documents from institutes in their country that are requested by the TC-Q and forwarding of the documents to the TC-Q.

4.2 TC-Q Plenary:

The TC-Q plenary (meeting) is the decision making body for:

- TC-Q procedures (if not falling under the responsibility of the Management Board, BoD or General Assembly)
- formal acknowledgment regarding acceptance or not of the QMS of participating NMIs/DIs

4.3 TC Chair

The TC Chair coordinates the work of the TC-Q in line with EURAMET Byelaws and Rules of Procedure. In particular, they are responsible for reporting the results of the review of QMS of NMIs/DIs to the EURAMET BoD and Chairperson.

The Chair of the TC-Q is a standing invitee to the EURAMET BoD meetings and a member of the EURAMET delegation to the JCRB meetings.

4.4 TC-Q Secretary

Responsibilities of the TC-Q Secretary are:

- Maintenance of TC-Q documentation
- Development and maintenance of the technical infrastructure and tools used to facilitate the QMS review process
- Keeping the minutes in the plenary and SC meetings
- General support to the TC-Q Chair
- Provision of advice to CPs on all TC-Q relevant matters

4.5 Steering Committee

The Steering Committee supports the TC-Q by

- reviewing of QMS documentation of the members
- recommending to the plenary meeting on approval of QMS of NMIs/DIs
- giving follow-up on observations in the review process

5. Confidentiality

Minutes of meetings and all QMS documents from NMIs/DIs must be treated as confidential.

6. Abbreviations / Acronyms

A-DI	Associate – Designated Institute
BoD	Board of Directors
CIPM	International Committee of Weights and Measures
CIPM MRA	Mutual Recognition Arrangement of the CIPM
CMC	Calibration and Measurement Capabilities
CP	Contact Person
DI	Designated Institute
GA	General Assembly
JCRB	Joint Committee of Regional Metrology Organisations and the BIPM
NMI	National Metrology Institute
QMS	Quality Management System
RoP	Rules of Procedure
SC	Steering Committee
TC	Technical Committee
TC-Q	Technical Committee for Quality