



Peer visits as a part of QMS review

"EURAMET expectations (minimum requirements, including requirements for peer review assessors)"

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### Documentation for peer reviews



- Recommendations for on-site visits by peers and selection criteria for on-site visit peer reviewers
- Guide for on-site visits by peers in the frame work of CIPM MRA

### RECOMMENDATIONS FOR ON-SITE VISITS BY PEERS AND SELECTION CRITERIA FOR ON-SITE VISIT PEER REVIEWERS

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### Guide for on-site visits by peers in the frame work of



### Introduction

This guide is developed with the purpose of having an agreed method to conduct formal or-site visits by piers, clearly laying down the objectives, requirements for development and documentation of the findings and for reporting the review outcomes.

In writing this guide, the documents included in the bibliography were taken into consideration (mainly from CIPM, EURAMET and ISO)

To propose general guidelines for the performance of on-site visits by peers ensuring that:

- . the staff assigned to the measurement and/or calibration activities is technically
- . the laboratory is capable of obtaining valid technical results according to the declared measurement and calibration capabilities; and

  the quality management system (QMS) compiles with the requirement of the CPM MRA

- Institute: for the purpose of this document it is either a National Metrology Institute (NM) a signatory to CPM MRA or a Designated institute (DI) registered by EURAMET or an international organization to be a signatory of the CIPM MRA.
- 2.2 Peer review group: a group of institutes to make mutual peer review visits to cover their scope of CMCs as required. This activity is to be registered as an official TC-O project. These groups are to be formed by institutes themselves on the basis of geographical, technical,
- 2.3 Peer-reviewer a person participating in/conducting a peer review assessment of an institute's technical competence who is recognized by EURAMET by fulfilling the following
  - 1) All the members of the peer-review team shall comply with the criteria of reviewers in document CPM 2007-25 (6), Section 3;
    2) The peer-reviewer to assess the management part of the CMS should have a qualification
  - of at least a Quality Manager and should have successfully completed a training course on the ISO/IEC 17025 requirements:
  - Peer reviewers may not necessarily have assessor qualifications but shall have sound knowledge of ISIGNEC 17025.

## EURAMET: Self-declared institutes **EURAMET**

- the QMS should undergo an on-site peer review visit covering both the management and technical requirements of ISO/IEC 17025 and/or ISO/IEC 17034;
- institutes arrange the on-site peer review visits by themselves in compliance with the provisions of EURAMET "Guide for on-site visits by peers in the frame work of CIPM MRA";
- institutes submitting their CMCs for the first time shall undergo an on-site peer review prior to their initial QMS presentation.

## Objectives of on-site visits by peers



- the staff assigned to the measurement and/or calibration activities is technically competent;
- the laboratory is capable of obtaining valid technical results according to the declared measurement and calibration capabilities;
- the quality management system (QMS) complies with the requirement of the CIPM MRA.

### Objectives of on-site visits by peers



- ideally, the aim is to cover all the declared CMCs of the concerned institute which will to reviewed by each peer reviewer in accordance with their area of expertise
- sometimes it is unrealistic, the preferences should be based on the following:
  - newly submitted CMCs
  - a risk assessment CMCs to be covered complaints, identified non-comnformities, unsatisfactory performance of KCs or SCs, sampling of CMCs to review their validity, peer reviewer's own experience.

### **EURAMET** on-site visit by peers



**Definition**: a review of specified requirements made onsite in an institute by peer reviewer(s) external to the institute being peer reviewed.

The following arrangements compliant with this definition:

- a team of reviewers covering the management system and the subject fields under consideration makes an audit at a single period of time;
- audits are made separately by various peer reviewers (per partes);
- an internal audit with an external expert peer reviewer;
- a NMI having a suitably qualified peer reviewer makes an audit in its DI or vice versa.

## Types of EURAMET on-site visit by peers



- periodical on-site peer review visits as approved by EURAMET in pursuance of its responsibility to review quality management systems of its members – registered as EURAMET project,
- one-off planned on-site peer review visits aproved by EURAMET – registered as EURAMET project,
- extraordinary on-site peer review visits in case of evidence-based serious doubts in the performance of a quality management system, whether accredited or selfdeclared.

### Qualifications of peer-reviewers



- all the members of the peer-review team shall comply with the criteria of reviewers in document CIPM 2007-25 [6], Section 3;
- the peer-reviewer to assess the management part of the QMS should have a qualification of at least a Quality Manager and should have successfully completed a training course on the ISO/IEC 17025 requirements;
- peer reviewers may not necessarily have assessor qualifications but shall have sound knowledge of ISIO/IEC 17025.

## Qualifications CIPM 2007-25 [6], Section 3



 at least a degree qualification in a scientific/technological discipline. In some cases, extensive experience in the relevant field expertise may be substituted for formal education.

In addition, the following are desirable:

- past or present member of an RMO TC;
- participation in key and supplementary comparison programmes;
- publication record in internationally refereed metrology journals;
- experience in undertaking national or international assessments of calibration or testing in laboratories.

# Work experience CIPM 2007-25 [6], Section 3



- generally five years experience in developing, providing or being responsible for a calibration or a measurement service in a technical field relevant to the CMCs being investigated;
- two years experience of quality management, quality assurance or QSM auditing related to laboratory activities at the metrology institute level;
- in the absence of QSM experience the peer reviewer should, during the assessment, work with a QSM expert who has participated in assessments for accreditation by recognized accreditation providers.

# Work experience CIPM 2007-25 [6], Section 3



The following additional categories of assessors fall under the specification of a peer reviewer as well:

- an assessor employed at the BIPM;
- a highly competent foreign assessor who recently left an institute;
- world-leading experts in specific calibration fields, either retired or employed.

### On-site visit activities





## Thank you for your attention!



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