

QSFTC-prot(9)e

EURO-ASIAN COOPERATION
OF NATIONAL
METROLOGICAL INSTITUTIONS



ЕВРО-АЗИАТСКОЕ СОТРУДНИЧЕСТВО
ГОСУДАРСТВЕННЫХ
МЕТРОЛОГИЧЕСКИХ УЧРЕЖДЕНИЙ

COOMET

КООМЕТ

Draft

MINUTES
of 9th meeting of COOMET Technical Committee of Quality Forum

Astana
April 8, 2008

List of participants

the following guests took part in the meeting:

Belarus

Belarussian State Institute of Metrology (BelGIM)
Irina Voytek

GEORGIA

National Agency for Standardization, Technical Regulations and Metrology of Georgia
Nino Mikanadze

KAZAKHSTAN

RSE «Kazakhstan Institute of Metrology» (KazInMetr)
Yerkin Lebayev

CUBA

National Institute of Standards and Metrology (INIMET)
Antonio Alfredo Lopez Maidique

KYRGYSTAN

National Institute of Standards and Metrology (NISM)
Lylia Dikambayeva

MOLDOVA

National Institute of Standardization and Metrology (INSM)
Alexandr Tarlajanu
Sergey Chapa

RUSSIA

All-Russian Scientific Research Institute of Optical and Physical Measurements
(VNIIOFI)
Nataly Muravskaya

SLOVAKIA

Slovak Institute of Metrology (SMU)
Stanislav Musil
Stanislav Duris
Ekaterina Kromkova

UKRAINE

NSC «Institute of Metrology» (NSC IM)
Pavel Neejmakov

1. OPENING OF THE MEETING

COOMET QF TC Chairperson - Mr. Stanislav Musil started an opening ceremony of the meeting and extended an opening speech to the Chairperson of the Committee of Technical Regulation and Metrology of the Ministry of Industry and Trade of the Republic of Kazakhstan – Mr. Gabit Mukhambetov. G. Mukhambetov welcomed the participants of the meeting, and noted that the Republic of Kazakhstan is actively developing in the field of metrology, that now the country has about 500 metrology services, and that in 2007 Kazakhstan became a full member to IMEKO and an associated member to APMP. G. Mukhambetov pointed out the importance of the meeting and wished the participants a productive work.

2. PROGRAM OF THE MEETING

The participants discussed the following questions:

- 3. Information on the approval of the minutes of 8th meeting of COOMET QF TC
- 4. Information on the results of last two JCRB meetings
- 5. Information and discussion of the results of QMS peer review achievements: INIMET, CENTIS-DMR, TPHR, State Enterprise «Ivano-Frankovskstandardmetrologia»
- 6. Review of COOMET NMIs annual reports on QMS
- 7. Implementation of the corrective action plans
- 8. Changing in COOMET QF structure
- 9. Review of COOMET document «Provision on COOMET QF TC»
- 10. Review of COOMET document «Recommendation on the evaluation of the Quality Management System of National Metrology Institutes» + Appendixes
- 11. Discussion of Questionnaires used during the peer reviews
- 12. Procedure of the recognition approval after the termination of «Confirmation of recognition»
- 13. Candidates of COOMET auditors and database of COOMET Technical experts
- 14. Agreement on schedule of further COOMET NMIs QMS peer review
- 15. Distribution of the tasks within the COOMET QF TC
- 16. Agreement on the venue and time of the next COOMET QF TC and COOMET QF meetings and COOMET NMIs presentations

3. APPROVAL OF MINUTES OF 8TH COOMET QF TC MEETING

QF TC Secretariat informed the participants of the meeting on that the minutes of 8th COOMET QF TC meeting, which took place in April 2007 in VNIOFI (Moscow, Russia) was approved by the online voting.

4. INFORMATION ON THE RESULTS OF THE LAST TWO JCRB MEETINGS

S. Musil, reported on the results of the last two JCRB meetings who took part in those meetings held in South Africa in spring and in Canada in autumn 2007.

It was decided to accept a new definition for CMC (there will be no BMC – best measurement capabilities) – calibration and measurement capabilities, available for users in normal conditions in accordance with that how it will be published and written in the BIPM (KCDB) database in the fields of laboratory accreditation certified by ILAC Agreement. It was also concluded to have an Agreement between BIPM and ILAC, that NMIs should have an

opportunity to publish measurement capabilities along with the laboratories accredited by ILAC bodies.

The first version of the Guide on implementation of MRA Agreement was under discussion, which has all CIPM and JCRB procedures belong to various aspects of the Agreement (CMC, comparisons, Quality Management Systems). The first version of the JCRB Rules and Procedures was created.

A new RMO AFRICAMET was created in July 2007 that joins all African NMIs.

Web-site of the JCRB is being updated.

CMCs of the following COOMET NMIs were returned back to the BIPM database: SNIIM (Russia), UNIIM (Russia), SE «Systema» (Ukraine). CMCs of INIMET (Cuba), CENTIS-DMR (Cuba) и CPHR (Cuba) will be back on the website after the positive results of COOMET NMI peer-reviews of these institutes.

Next 20th JCRB meeting will be held in May 2008 in New Zealand.

5. INFORMATION AND DISCUSSION OF THE QMS PEER-REVIEW: INIMET, CENTIS-DMR, CPHR, SE «IVANO-FRANKOVSKSTANDARTMETROLOGIA»

There were discussions on the results of conducted COOMET peer-reviews of the following NMIs: INIMET (Cuba), CENTIS-DMR (Cuba) и CPHR (Cuba), SE «IVANO-FRANKOVSKSTANDARTMETROLOGIA» (Ukraine).

After the discussions QF TC members voted for the approval of the QMS of INIMET, CENTIS-DMR, CPHR, SE «IVANO-FRANKOVSKSTANDARTMETROLOGIA» (Ukraine). QMS of all abovementioned NMIs were unanimously approved (for 5 years since now).

The abovementioned NMIs have already sent their plans of corrective actions to the COOMET QF TC Secretariat. NMIs QMS Confirmation of recognition will be given in near future.

According to the agreement with JCRB CMCs of Cuban NMIs should be returned to the BIPM database.

COOMET QF TC members recommend all countries of COOMET member-states who has not yet been a signatory to the Metre Convention and MRA Agreement to sign these documents.

6. Review of COOMET NMIs annual reports on QMS

Separate NMI reports were reviewed (by email) by the TC representatives of Belarus, Moldova, Slovakia and Ukraine long before TC meeting.

All reports were discussed and taken into consideration except an annual report of SE «Systema» (Ukraine). It was decided to accept this report after the clearance of the peer review questions. The clearance was made and the report was accepted at once. QF TC Secretariat leads a monitoring of COOMET NMIs QMS annual reports by means of the table which was proposed during the meeting.

The participants came to the agreement that COOMET QF TC Secretariat would send separate annual reports for examination not to one member, but to two members of TC.

QF TC Secretariat asked TC members to draw an attention to the deadlines of the annual reports to be sent to QF TC Secretariat.

The meeting participants made a decision to update the Structure of the Annual Report (See Item 10).

7. IMPLEMENTATION OF THE CORRECTIVE ACTION PLANS

COOMET QF TC Secretariat presented a draft of summarizing table of monitoring of NMI corrective action plans to be discussed. The table which will be used as COOMET QF TC internal (confidential) document was taken into account.

8. THE CHANGING IN THE STRUCTURE OF COOMET QUALITY FORUM

Considering that QF TC Subcommittee 3.2 “General Questions on Calibration and Testing Laboratories” doesn’t play an active part in the COOMET activity, QF TC Chairman Stanislav Musil proposed to exclude this subcommittee from the Quality Forum structure.

After the discussion TC members supported the proposal and decided to ask COOMET Committee to approve the changing is being made in the structure of COOMET.

Because the fact that Prof. Matey Bily, representative of COOMET QF TC finished his activity in COOMET, **the members came to decision to ask COOMET Committee to appoint as a new Chairman of COOMET QF TC – Mr. Stanislav Musil (Slovakia).**

COOMET QF TC Chairman Stanislav Musil informed TC members on that he asks TC member Nataly Muravskaya to accept the position of COOMET QF TC deputy. N. Muravskaya agreed to take this position. TC members also supported the candidate of N. Muravskaya for the position of COOMET QF TC Chairman Deputy.

9. REVIEW OF COOMET DOCUMENT «PROVISION ON COOMET QF TC»

TC members reviewed in details and made amendments to COOMET document «Provision on COOMET QF TC».

It was decided to present «Provision on COOMET Technical committee 3.1 «Quality Forum» to COOMET Committee for the approval of this document.

10. REVIEW OF COOMET DOCUMENT «RECOMMENDATION ON THE EVALUATION OF QMS OF NMIs» AND ITS APPENDIXES.

TC members reviewed in details and made amendments to the COOMET QF document «Recommendation on the Evaluation of QMS of NIMs» and to its appendixes which needed to be updated.

The main change in the document is transition of COOMET QF TC to a single-stage procedure of recognition expression in COOMET QMS of NMIs (double-stage procedure - Confidence and Recognition - which was criticized by JCRB was eliminated) and including of, except ISO/IEC 17025:2005, ISO Guide 34 in the evaluation which belongs to the reference materials. The document belongs to the procedure of NMIs QMS peer review and monitoring was also included with some corrections. The quantity and numeration of the appendixes were also changed.

TC members reviewed in details the structure of NMIs QMS annual reports. It was decided that Part A of the report (ISO/IEC 17025:2005) will be redone by SMU, and Part B (ISO Guide 34) will be revised by UNIIM as this institute is a head institute in the development of reference materials in Russia, deadline is April 25, 2008.

It was decided to present «Recommendation on the Evaluation of QMS of NMIs» and its appendixes to COOMET Committee for the approval of the document.

11. QUESTIONNAIRES USED DURING PEER REVIEWS

TC members stated that it is necessary to update recommended questionnaire of TC expert used during peer review of NIMs. Besides, it is necessary to compose questionnaire being used during QMS peer review of NIMs according to ISO Guide 34.

It was decided that the updating of the questionnaire in compliance with ISO/IEC 17025: 2005 will be made by VNIIMS and VNIIFTRI (it was decided that the number of the questions won't exceed 71) and the development of the questionnaire according to ISO Guide 34 (the number of questions should not be more than 30) will be done by UNIIM in cooperation with VNIIM. The questionnaires will be sent to the QF TC Secretariat until April 30, 2008. The coordination of the given tasks will be made by the TC representative from Russia N. Muravskaya.

12. PROCEDURE OF THE RECOGNITION APPROVAL AFTER THE TERMINATION OF «CONFIRMATION OF RECOGNITION»

TC members discussed the question on recognition approval after the termination of «Confirmation of Recognition». Except repeated (inspection) peer reviews there will be provided QMS oral presentations of NIMs within COOMET QF TC. Presentations should be short but with all main changing and improvement made in QMS of NMI for the last period of time.

13. CANDIDATES OF COOMET AUDITORS AND DATABASE OF COOMET TECHNICAL EXPERTS

During the meeting there was a question on the updating the list of COOMET auditors and the database of COOMET Technical experts.

It was decided that COOMET QF TC Chairman would ask COOMET Committee members (countries signatory to MRA) to send to the COOMET Secretariat names of the candidates for COOMET auditors from their countries (person who has QMS function in NMI or who has a good experience in QMS) – deadline May 10, 2008.

There was also a question on training of auditors. **It was decided to conduct 2-3 day training of auditors (lectures and practical training) on the example of QMS peer review of NISM (Moldova). The training is planned on October 2008.**

QF TC Secretariat will send Inquiry forms of Technical experts and will ask QF TC members to update the list of COOMET Technical experts.

14. AGREEMENT ON SCHEDULE OF FURTHER COOMET QMS PEER REVIEW OF NIMs

Within this item the participants discussed actual terms of implementation of COOMET QMS peer review of NIMs. **On October 2008** it is supposed to hold a peer review of NISM (Moldova), **on November 2008** peer review is going to be in **VNIIR (Russia)**, and **on February 2009** peer review is expected in **KazInMetr (Kazakhstan)**. After the approval of peer review schedule QF TC Secretariat will put it on the website of COOMET Quality Forum.

15. DISTRIBUTION OF THE TASKS WITHIN COOMET QF TC

Within this part of the minutes QF TC Chairman addressed TC members with the proposal to distribute the responsibilities on the translation of COOMET QF TC main documents into English. Almost all participants from presented countries agreed to assist. It

was decided that Secretariat would ask QF TC members to make translations of the certain documents.

16. AGREEMENT ON THE VENUE AND TIME OF THE NEXT COOMET QF TC AND COOMET QF MEETINGS AND COOMET NMIs PRESENTATIONS

Next 10th meeting of COOMET Technical committee of Quality Forum will be held on April 2009 in Georgia. **COOMET Secretariat on behalf of QF TC Chairman** will send a letter to COOMET Committee member from Georgia with the proposal to organize next COOMET QF TC meeting in Georgia. The dates of the meeting will be specified further during the working process.

During the next 10th meeting of COOMET QF it is planned to listen to QMS presentation of Georgia and brief presentations of all NMIs of Russia.