

	<b>COOMET Recommendation</b>	<b>COOMET R/AQ/34:2021</b>
	<b>Temporary Rules and Procedure for Peer Reviews of Quality Management Systems of National Metrology Institutes/ Designated Institutes (QMS of NMIs/DIs) During the COVID-19 Pandemic</b>	
<i>Approved at the 31st COOMET Committee meeting (15-17 June 2021, online)</i>		

### 1. SCOPE

This recommendation establishes the rules and procedure for peer reviews of the quality management systems (QMS) of national metrology institutes (NMIs) and designated institutes (NIs) during the Covid-19 pandemic.

The recommendations apply to national metrological institutions of COOMET member countries, on behalf of which the CIPM MRA was signed.

### 2. REFERENCES

In this recommendation a reference is made to the following publication:

- Recommendation COOMET R/AQ/13:2019 "Rules and Procedure for the Evaluation of the Quality Management Systems of National Metrology Institutes/Designated Institutes" (document code QSF-doc\_003r).

### 3. GENERAL

3.1. The procedure for a peer review of the QMS of NMIs and DIs in terms of performing calibrations and measurements, the results of which are to be recognized according to the Mutual recognition arrangement for national measurement standards and measurement and calibration certificates issued by national metrology institutes/designated institutes (CIPM MRA), complies with the requirements of recommendation COOMET R/AQ/13:2019.

3.2. A peer review of QMS shall be conducted by the commission, which includes COOMET auditors and COOMET technical experts on peer review of QMS of COOMET NMIs/DIs.

### 4. PROCEDURE

4.1. The commission for the peer review of the QMS of the NMI/DI shall be appointed by TC 3.1 "Quality Forum Technical Committee" in accordance with the request of the NMI/DI. The auditor chooses technical experts in view of the lists of technical experts, provided on the portal [www.coomet.net](http://www.coomet.net).

Technical experts, not included in the above lists, but experienced in the declared types of measurements or participating in the CIPM Consultative Committees or key comparisons in view of the information of the corresponding COOMET TCs by the types of measurements (TC 1.2 – TC 1.12), can be allowed to take part in peer reviews.

4.2. The auditor shall be chosen at a TC 3.1 meeting based on the results of an oral presentation of the QMS of the NMI/DI at the COOMET QF.

4.3. In view of the state of development of the pandemic in the countries of location of the NMIs/DIs to be reviewed, two different options for conducting a peer review are possible:

**Option A (a hybrid one)** – the auditor (or his/her authorized person) and one or two technical experts (as chosen by the auditor) visit the NMI/DI to be reviewed. Other technical experts conduct the peer review by evaluating the submitted documents and carrying out a review online using video broadcasting etc.

In this case the NMI/DI being reviewed shall fully insure all technical aspects of the peer review conducted online using video broadcasting.

A peer review shall be conducted for as long as it is necessary for a comprehensive review of the QMS (but no more than 2 month).

Based on the outcomes of the peer review in this mode (Option A) the Confirmation of Recognition of the QMS can be issued for no more than 5 years (by the decision of TC 3.1).

**Option B (peer review online, without visiting an NMI/DI)** – a peer review of the QMS is held online using video broadcasting.

In this case the NMI/DI being reviewed shall fully insure all technical aspects of the peer review of the QMS conducted online using video broadcasting.

A peer review shall be conducted for as long as it is necessary for a comprehensive review of the QMS (but no more than 2 month).

Based on the outcomes of the peer review in this mode (Option B) the Confirmation of Recognition of the QMS can be issued for no more than 5 years (by the decision of TC 3.1), subject to an obligation to conduct a peer review on site by the auditor and technical expert (s) (as chosen by the auditor) within a two-year period. In this case, the need to conduct an obligatory peer review of the QMS with a visit to the NMI/DI being reviewed according to recommendation COOMET R/AQ/13:2019 shall be indicated in the Confirmation of Recognition.

## Information

1. Organization, coordinating the development: GEOSTM, Georgia.
2. COOMET project: was not opened.
3. The recommendation was approved at the 31<sup>st</sup> COOMET Committee meeting (15-17 June 2021, online).