

Policy and Plan of TC 3.1 "Technical Committee of COOMET Quality Forum" transition to ISO 17034:2016 and ISO 17025:2017 in the assessment of QMS of National Metrology institutes (NMI) and Designated Institutes (DI)

Introduction and Scope of the Transition Policy and Plan

The International Organization for Standardization (ISO) has published ISO 17034:2016 on the general requirements for the competence of reference material producers (RMPs) on November 1st 2016. Previously, these requirements were addressed in ISO Guide 34:2009 originally developed by the ISO Committee on Reference Materials (ISO/REMCO).

On the other hand, on November 30th 2017 the standard ISO/IEC 17025:2017 "General requirements for the competence of testing and calibration laboratories" has been published by ISO, replacing the previous version ISO/IEC 17025:2005.

These standards form the basis for expert assessments of quality management systems (QMS) of national metrological organizations (NMI/DI) in regional metrological organizations, in particular in COOMET.

This document defines responsibilities and obligations, actions with respective timelines for NMIs /DIs of COOMET that intend to achieve international recognition of their QMS through peer review from COOMET TC 3.1 "Technical Committee of Quality Forum" (TC 3.1) on one hand, and of COOMET QF itself, on another.

This document is developed by COOMET TC 3.1 based on the assumption that 3 year transition period is worldwide accepted for both standards, which will be November 2019 for ISO 17034:2016 and respectively November 2020 for ISO/IEC 17025:2017, but based on the situation with COVID-19 in 2020, the JCRB adopted Resolution 42/01 to extend the transition period for the implementation of ISO / IEC 17025: 2017 until June 1, 2021.

This document will be applied to all NMIs/DIs of COOMET, which intend to achieve international recognition of their QMS through COOMET and request recognition of their Quality Management System (QMS) through the TC 3.1.

This policy applies to international editions of the above standards, not to publications adopted at the national level. Taking into account the fact that COOMET has two official languages, it is important to ensure the identity of the texts of standards for all NMIs/DIs within COOMET

COOMET NMIs /DIs have to comply with the requirements of this document to maintain results of peer reviews from COOMET TC 3.1. The responsibilities/obligations, actions and respective timelines for transition to ISO 17034:2016 and ISO/IEC 17025:2017 are provided below:

(Publication Date: November 2016, transition period 3 years; Deadline November 2019)

Deadline	Actions	Responsible Bodies	Notes
Before 1 st of January 2019	COOMET ensures one common version of ISO 17034:2016 and ISO/IEC 17025:2017 on Russian language to be applied for COOMET peer evaluations.		
February 2019	The COOMET quality forum to conduct a training seminar for quality managers of the NMIs/DIs.		
March 2019	The COOMET quality forum to conduct training of assessors, technical experts of RMO		
15 March 2019	<ul style="list-style-type: none"> • COOMET NMIs/DIs to submit transition plans for ISO 17034:2016 to COOMET TC 3.1. 	NMIs/DIs	* If NMI/DI will not submit required documents by deadline the Certificate of recognition of QMS of NMIs/DIs will be suspended/cancelled.
Before March/April 2019	COOMET TC Quality to revise its respective documentation – recommendations, annexes, forms.		
March/April 2019	<ul style="list-style-type: none"> • COOMET TC 3.1 stops accepting applications according to ISO Guide 34 (<i>respective decision to be adopted at TC 3.1 meeting</i>); • COOMET TC 3.1 starts accepting application according to new version of ISO 17034:2016 and conducts peer reviews according to new standard (for those NMIs/DIs who will apply for re-assessment or new assessment). 	TC 3.1	
May 2019	<ul style="list-style-type: none"> • To conduct COOMET TC 3.1 meeting. • To accept (partially accept and request modifications from NMIs/DIs within 2 weeks to be finally approved or rejected) or not accept transition plans of NMIs/DIs. 		
15 July 2019	<ul style="list-style-type: none"> • Deadline for COOMET NMIs/DIs to submit report on implementation of their transition plans to COOMET TC 3.1. • Within 2 weeks (before 1 of August) COOMET TC Quality makes decision to accept (partially accept) or reject NMIs /DIs implementation reports. 	NMIs/DIs TC 3.1	<i>*(see note above) If TC Quality rejects or partially accepts NMIs/DIs implementation report NMIs/DIs will not be allowed to further steps. In case of partially approved until it is fully accepted (within 2 weeks) before 1 of August, otherwise the certificates of recognition will not be valid and will be cancelled.</i>

Deadline	Actions	Responsible Bodies	Notes
30 August 2019	<ul style="list-style-type: none"> COOMET NMIs/DIs, the implementation reports of which were approved, have to submit written presentation of their QMSs according to ISO 17034:2016 for further submitting of oral presentation on COOMET TC 3.1. 	NMIs/DIs	*(see note above).
30 September 2019	<ul style="list-style-type: none"> To conduct COOMET Quality Forum and TC, where all NMIs/DIs concerned (have TC 3.1 recognition against ISO Guide 34) have to make their oral presentations (which must contain evidences and latest information on the implementation of transition plans) at COOMET TC 3.1. TC 3.1 to approve or reject oral presentation of NMIs/DIs. COOMET TC Quality to take decision regarding all NMIs/DIs concerned on cancellation or re-confirmation of validity of recognition certificates against new version of standards. TC Quality informs JCRB about the status of recognition of QMSs of NMIs/DIs. 	TC 3.1 NMIs/DIs TC Quality	<p>*(see note above). In case the oral presentation against new version is accepted by COOMET TC 3.1, QMS of NMIs/DIs concerned will be considered to be in accordance with ISO17034:2016. In such case, next peer evaluation will be conducted within 5 years from the date when Certificate was issued. If oral presentation is not approved the certificate of recognition will not be valid anymore and will be cancelled.</p>
20 October 2019	COOMET TC 3.1 prepares information/report on implementation of the transition policy and plan of RMO COOMET, which will include updated status of recognition of all NMIs/DIs concerned, regarding the ISO 17034:2016 standard and submits it to JCRB.	TC 3.1	

Transition plan for ISO 17025:2017 (Publication Date: November 2017, transition period 3 years; Deadline extended till June 1, 2021)			
Deadline	Actions	Responsible Bodies	Note
Before 1 st of January 2019	COOMET ensures one common version of ISO 17034:2016 and ISO/IEC 17025:2017 on Russian language to be applied for COOMET peer evaluations.		
February 2019	COOMET TC 3.1 to conduct a training seminar for quality managers of the NMIs/Dis.		
March 2019	COOMET TC 3.1 to conduct training of assessors, technical experts of RMO.		
Before March/April 2019	COOMET TC 3.1 to revise its respective documentation– recommendations, annexes, forms.		
1 July 2019	<ul style="list-style-type: none"> COOMET TC 3.1 stops accepting applications according to ISO/IEC 17025:2005 (<i>Respective decision to be adopted by TC 3.1 during its meeting in March/April 2019</i>); COOMET TC 3.1 starts accepting application according to new version of ISO/IEC 17025:2017 and conducts peer reviews according to new standard (for those NMIs/DIs which will apply for re-assessment or new assessment). 	TC 3.1	
30 September 2019	<ul style="list-style-type: none"> COOMET NMIs/DIs to submit transition plans for ISO/IEC 17025:2017 to COOMET TC 3.1. 	NMIs/DIs	<i>** If NMI/DI will not submit required documents by deadline the Certificate of recognition of QMS of NMIs/DIs will be suspended/canceled.</i>
30 October 2019	<ul style="list-style-type: none"> Deadline for COOMET TC 3.1 to accept (partially accept and request modifications from NMIs/DIs within 2 weeks from submission to be finally approved or rejected) or not accept transition plans of NMIs/DIs. 	TC 3.1	<i>If TC 3.1 partially accepts transition plans, NMIs/DIs will not be allowed to further steps. In case of partially approved until it is fully accepted (within 2 weeks) before 30 of October.</i>
30 April 2020	<ul style="list-style-type: none"> Deadline for COOMET NMIs/DIs to submit report on implementation of their transition plans to COOMET TC Quality. Within 2 weeks, COOMET TC 3.1 makes decision to accept (partially accept) or reject NMIs /DIs implementation reports. 	NMIs/DIs	<i>If TC 3.1 rejects or partially accepts NMIs/DIs implementation report, NMIs/DIs will not be allowed to further steps. In case of partially approved until it is fully accepted (within 2 weeks).</i>

Deadline	Actions	Responsible Bodies	Note
30 September 2020	<ul style="list-style-type: none"> COOMET NMIs/DIs, the implementation reports of which were approved to submit written presentation of their QMSs according to ISO 17025:2017 for further submitting of oral presentation to COOMET TC 3.1. 	NMIs/DIs	<p>The written presentation is prepared in accordance with the requirements of the COOMET R/AQ/9:2019 "Recommendations on the evaluation of quality management systems of National metrology institutes/Designated institutes", Annex B (QSF-doc_002r_003r_anxB)</p> <p>"Recommendations for the preparation of a written presentation at the COOMET Quality Forum of the quality management systems of NMIs / DIs".</p>
November 2020 (time will be specified, it is possible to hold a meeting on-line)	<ul style="list-style-type: none"> To hold Quality Forum COOMET and COOMET TC 3.1, where all interested NMIs/DIs (recognized by TC 3.1 in accordance with ISO/IEC 17025) will present oral presentations of their QMS on the new version of the standard (which must contain evidence and implementation of this standard). The oral presentation is prepared in accordance with the requirements of the COOMET R/AQ/9:2019 "Recommendations on the evaluation of quality management systems of National metrology institutes /Designated institutes", Annex A (QSF-doc_002r_003r_anxA) "Recommendations for the preparation of an oral presentation at the COOMET Quality Forum of quality management systems of NMIs/Dis". <p>TC 3.1 approves or rejects the oral presentation of the NMIs/DIs.</p>	<p>TC 3.1 NMIs/DIs</p> <p>TC 3.1</p>	<p>If the oral presentation on the new version is approved by the COOMET Quality Forum, the QMS of corresponding NMIs/ DIs will be considered to be in compliance with ISO / IEC 17025: 2017. TC 3.1 will prepare new certificates of recognition of the QMS of NMIs/DIs without changing the current validity period. The next expert assessment in this case must be carried out within 5 years from the date of validity of the certificate. If the oral presentation is not approved, the certificate of recognition will expire and will be cancelled. Those NMIs/DIs COOMET that do not present oral presentations of their QMS at this QF meeting will have to present presentations at the next QF meeting, which will tentatively take place in March / April 2021.</p>

Deadline	Actions	Responsible Bodies	Note
15 December 2020	COOMET TC 3.1 prepares information/report on implementation of the transition policy and plan of RMO COOMET, which will include updated status of recognition of all NMIs/DIs concerned regarding the ISO17025:2017 standard and submits it to JCRB.	TC 3.1	<i>If the NMI/DI does not submit the necessary documents within the prescribed period, then the validity of the certificate of recognition of the NMI/DI QMS will be suspended / canceled.</i>
30 December 2020	COOMET TC 3.1 prepares information / report on the implementation of the transitional policy and plan of COOMET RMO, which will include the updated recognition status of all NMIs/DIs interested in ISO17025:2017, and submit it to JCRB.	TC 3.1	
March-April 2021	<ul style="list-style-type: none"> Conduct the Quality Forum COOMET and TC 3.1, where all the remaining interested NMIs/DIs (recognized by TC 3.1 in accordance with ISO/IEC 17025) should make oral presentations (which should contain evidence and the latest information on the implementation of the transition plans). TC 3.1 approves or rejects the oral presentation of the NMI/DI. 	TC 3.1 NMIs/DIs	<i>In case the oral presentation of the new version is approved by the COOMET Quality Forum, the QMS of corresponding NMIs/DIs will be considered as complying with ISO/IEC 17025: 2017. TC 3.1 will prepare new certificates of recognition of the QMS of NMI/DI without changing the current validity period. The next expert assessment in this case must be carried out within 5 years from the date of validity of the certificate. If the oral presentation is not approved, the certificate of recognition will expire and will be canceled.</i>
15 May 2021	TC 3.1 COOMET prepares information / report on the implementation of the transition policy and plan of COOMET RMO in relation to the ISO17025:2017 standard, and submits it to the JCRB.	TC 3.1	