

	COOMET Recommendation	COOMET R/IT/__:20__
	Procedure for preparing certificates of training, study visits and up- skilling within the framework of COOMET	
<i>Draft within 597/BY/13</i>		

1 Scope

This Recommendation provides general guidance on preparation and content of the certificates of training, practical studies and up-skilling within the framework of COOMET. It specifies format and completion of certificates.

2 Normative references

R/IT/24:2014 “Training and practical study programs for experts from the National Metrological Institutes represented in COOMET”
COOMET Rules of procedure
ISO/IEC 17025-2005 “General requirements for the competence of testing and calibration laboratories”

3 Terms, definitions and acronyms

Acronyms:

NMI: National Metrological Institute

RMO: Regional Metrological Organization

QMS: Quality Management System

CIPM MRA: Mutual Recognition Arrangement for national standards and for calibration and measurement certificates issued by National Metrological Institutes

TC: COOMET Technical Committee

4 General

4.1 This Recommendation has been developed to provide guidance on preparation of a certificate of training or up-skilling of experts from NMIs which are represented in COOMET and involved into implementation of the Mutual Recognition Arrangement for national standards and for calibration and measurement certificates (CIPM MRA).

4.2 This certificate is issued to NMI experts upon training and/or practical study and should include such details like theme and date of training.

4.3 The use of the recommended certificate format will ensure the uniformity of the documents issued upon training or up-skilling of experts from COOMET National Metrological Institutes (NMIs) and facilitate the mutual recognition of the certificates.

4.4 The certificate is prepared using A4 paper format in Russian and English versions. Template of certificate is given in Appendix 1.

5 Content of certificate

The certificate issued upon training and up-skilling of experts from COOMET National Metrological Institutes (NMIs) should include:

- 5.1 Full name, acronym and logo of COOMET;
- 5.2 Full name, acronym and logo of the NMI offering training;
- 5.3 “Certificate” heading;
- 5.4 Full name of the expert who participated in the workshop or practical study/training course;
- 5.5 Date of training;
- 5.6 Type of training
- 5.7 Description and program of training
- 5.8 Date and location of training;
- 5.9 Position, full name and approval signature of the responsible NMI Director;
- 5.10 Position, full name and approval signature of the COOMET President;

Example of a completed certificate is given in Appendix 2

Template of certificate

COOMET logo

EURO-ASIAN COOPERATION OF NATIONAL METROLOGICAL INSTITUTIONS

NMI logo

NMI name

CERTIFICATE

This certifies that

Full name

_____ has successfully participated in the workshop:

*or successfully undertaken practical study
or successfully undertaken training course*

_____ Description of workshop/practical study/training course

Issues addressed at _____ are as follows:
workshop/practical study/training course

- _____ ;
- _____ ;
- _____ ;
- _____ ;

_____ Date of training

_____ Location (city and country)

Position, title, full name
of NMI Director

“ ” _____ 20__

Position, title, full name
of Project Coordinator

“ ” _____ 20__

Example of a completed certificate



EURO-ASIAN COOPERATION OF NATIONAL
METROLOGICAL INSTITUTIONS



BELARUSIAN STATE INSTITUTE OF METROLOGY

CERTIFICATE

This certifies that

IVANOVA VICTORIA YURIEVNA

has successfully participated in the Workshop:

**„Interlaboratory comparisons for verification and
calibration of measuring instruments“**

Issues addressed at the workshop are as follows:

- Legal, theoretical, technical and administrative considerations of interlaboratory comparisons for verification and calibration of measuring instruments
- Experience of providers of interlaboratory comparisons for verification and calibration of measuring instruments
- Procedure for organizing, conducting and reporting the interlaboratory comparisons for verification and calibration of measuring instruments

30 – 31 December 2013

Minsk, Belarus

Position, title, full name
of NMI Director

“___” _____ 20__

Position, title, full name
of Project Coordinator

“___” _____ 20__