	COOMET Recommendation	COOMET R/RM/6:2010
	Register of Certified Reference Materials for Composition and Properties of Substances and Materials Developed within COOMET. Basic Principles	
<p><i>Endorsed at the 5th meeting of experts on certified reference materials of COOMET member-countries (Sofia, Bulgaria, October 1998), updated and supplemented at the 14th meeting of COOMET TK 1.12 “CRMs”(Minsk, Belarus, October, 2009)</i></p> <p><i>Approved at the 20th COOMET Committee Meeting (Astana, Kazakhstan, 21-22 April 2010)</i></p>		

The present recommendation is developed in elaboration of COOMET document D/3/2008 “Memorandum of understanding on the development and use of certified reference materials for composition and properties of substances and materials within COOMET” and establishes the procedure of maintaining the Register of certified reference materials for composition and properties, developed within COOMET.

1. GENERAL PROVISIONS

1.1 The Register of certified reference materials for composition and properties, developed within COOMET (hereinafter referred to as the Register of COOMET CRMs) is an official recording document for the registration of COOMET CRM types, recognized in compliance with the guidelines, established in COOMET Recommendation R/RM/4:2008 “Procedure for Joint Development, Recognition and Registration of Certified Reference Materials within COOMET”.

1.2 The Register of COOMET CRMs is a source of official information about the results of the production and recognition of CRMs, developed in concert by the countries cooperating within COOMET.

1.3 Maintaining the Register of COOMET CRMs is undertaken for the purposes of:

- registration of certified reference material types, recognized by COOMET Committee as COOMET CRMs;
- establishing of centralized fund of information data on COOMET CRMs, developed and recognized within COOMET.

1.4 Maintaining the Register of COOMET CRMs includes:

- preparation of documentation on CRMs, developed in COOMET Technical Committees, to be submitted to the meetings of COOMET Committee for the purpose of their recognition as COOMET CRMs;
- registration of COOMET CRM types by making the corresponding entry in the Register book;
- entering the information on COOMET CRMs in the Data Bank of COOMET CRMs;
- completing and storage of technical documents for COOMET CRM types;
- updating the data, included in the Register of COOMET CRMs and in the Data Bank of COOMET CRMs;
- organization of information services.

1.5 Maintaining the Register of COOMET CRMs and the Data Bank of COOMET CRMs is undertaken by the Secretariat of the Chairman of COOMET TC 1.12 “CRMs”.

1.6 The Register of COOMET CRMs and the data on CRMs from the Data Bank of COOMET CRMs, including the values of CRM certified characteristics and their errors are posted on COOMET site.

2. REGISTRATION AND STORAGE PROCEDURE FOR COOMET CRM DOCUMENTATION.

2.1 Registration of COOMET CRM type in the Register of COOMET CRMs is conducted based on the minutes of COOMET Committee by making the corresponding entry with a registration number assigned to the registration object for its identification.

2.2 COOMET CRM types are registered by the Secretariat of the Chairman of COOMET TC 1.12 “CRMs” within 10 days upon taking decision at the meeting of COOMET Committee.

2.3 Registration entry on the recognition of COOMET CRM type is made in the Register book in the form specified in Annex A.

2.4 Upon the registration of the type the registration number structure is used in compliance with Annex B.

2.5 The information data on COOMET CRMs in the form of the Register and the Data Bank of COOMET CRMs are stored both on electronic and paper media.

2.6 The Secretariat of the Chairman of COOMET TC 1.12 “CRMs” forms the files for COOMET CRM types, which comprise the document collection of the Register of COOMET CRMs.

2.7 Technical documentation for COOMET CRM type to be stored in the file for COOMET CRMs covers:

- a) certificate (copy) for CRM with type description (if any), drawn up by the Coordinator of the project on COOMET CRM development in COOMET working languages (Russian or English) in form and in content, adopted in the Coordinator’s country;
- b) instruction for CRM proper use (if any);
- c) scientific and technical report on CRM production, testing and certification;
- d) the extract from the minutes of the meeting of COOMET Committee with the list of the countries, that have joined to the recognition of COOMET CRM type.

Note. After the approval of the new version of COOMET Recommendation R/RM 5:2002 the content and form of the package of documents for COOMET CRMs (p.p a), b), c), d)) should comply with the guidelines, regulated in the Recommendation.

3. UPDATING OF INFORMATION DATA OF THE REGISTER OF COOMET CRMs AND DELETION OF COOMET CRM TYPES FROM THE REGISTER OF COOMET CRMs AND THE DATA BANK OF COOMET CRMs

3.1 Updating of information data of the Register of COOMET CRMs includes:

- entering of new registration objects;
- introduction of amendments in information data;
- deletion from the Register of COOMET CRMs.

3.2 The entering of new registration objects and deletion from the Register of COOMET CRMs is conducted based on the minutes of COOMET Committee meeting.

3.3 The introduction of amendments in information data of the Register of COOMET CRMs is conducted by the Secretariat of the Chairman of COOMET TC 1.12 “CRMs” on a routine basis.

3.4 The deletion of COOMET CRM type and the introduction of amendments in information data of the Register of COOMET CRMs is conducted on the proposals, submitted to the Chairman of TC 1.12 “CRMs” from the Contact Person of TC 1.12 “CRMs” of the CRM producing country or from the Contact Persons of TC 1.12 “CRMs” of other countries and the Chairmen of COOMET TCs, if there are any claims.

3.5 The works on the updating of the Register of COOMET CRMs are carried out based on the proposals, submitted to the Chairman of TC 1.12 “CRMs” from the Contact Persons of TC 1.12 “CRMs” and the Chairmen of COOMET TCs.

3.6 Upon the receipt of proposals on the deletion of COOMET CRM types from the Register of COOMET CRMs the Secretariat of the Chairman of COOMET TC 1.12 “CRMs”, in compliance with p. 3.2 of the present Recommendation, compiles the General List and submits it to the Secretariat of COOMET Committee to take a decision with the corresponding draft minutes.

3.7 The Secretariat of the Chairman of COOMET TC 1.12 “CRMs” notifies national metrological bodies of COOMET member-countries through the Contact Persons of TC 1.12 “CRMs” and the Chairman of TC (in which the CRM was developed) on the deleting COOMET CRM type from the Register within the month from the date of the decision taken by the meeting of COOMET Committee.

3.8 If the countries, which previously abstained, joined the recognition, or some other proposals on the introduction of amendments in the CRM information data in the Register of COOMET CRMs were received, the Secretariat of the Chairman of COOMET TC 1.12 “CRMs”, introduces the corresponding amendments in the information on COOMET CRM type and so notifies national metrological bodies of COOMET member-countries through the Contact Persons of TC 1.12 “CRMs” and the Chairman of TC, in which the CRM was developed.

3.9 The registration number of COOMET CRM type deleted from the Register is not attributed to the newly recognized types.

3.10 The Secretariat of the Chairman of COOMET TC 1.12 “CRMs” updates the Data Bank of COOMET CRMs subsequent to the results of updating the informational data of the Register of COOMET CRMs.

4. INFORMATION SERVICE

4.1. The information on the progress of the Register of COOMET CRMs is submitted by the Secretariat of the Chairman of TC 1.12 “CRMs” to the annual meetings of COOMET Committee.

4.2 Based on the information, contained in the Register of COOMET CRMs, the Secretariat of the Chairman of TC 1.12 “CRMs” provides information services to the interested organizations of COOMET member-countries.

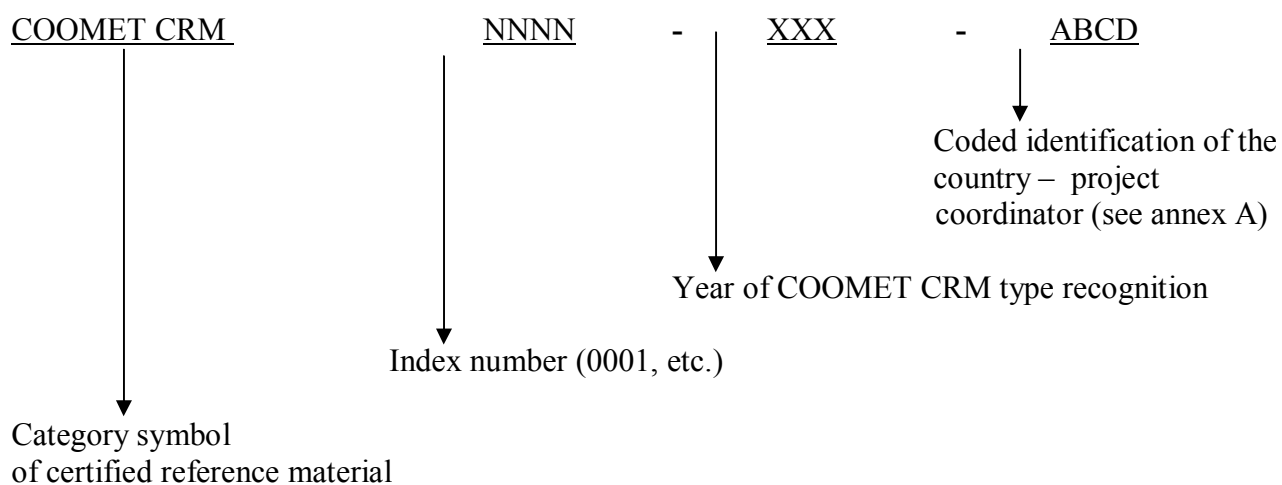
4.3 The information on the CRMs, entered in the Register of COOMET CRMs is disseminated in the countries, which have joined their recognition, according to the rules, adopted in these countries.

Annex A
(compulsory)

The Form of the Register of COOMET CRMs
(completing example)

Registration number	The name of CRM Registration number in the National Register	Recognition date (minutes No., date) Number and duration of national certificate	Authors of CRM development		Countries, which have joined the recognition	Number of COOMET TC and number of the project in which CRM is developed	Date of deleting CRM from the Register of COOMET CRMs (minutes No., date)
			Country – Project Coordinator	Countries, belonging to the working group on CRM development			
1	2	3	4	5	6	7	8
COOMET CRM 0059-2005-RU	CRM for composition of complex ore (SO-33) CRM 8779-2006	Minutes of the 11 th COOMET TC 1.12 “CRMs” meeting, 17.05.2006 Certificate No. 3364 till 11.05.2011	Russia	Belarus Kazakhstan Kyrgyzstan Russia Ukraine	Belarus Bulgaria Kazakhstan Kyrgyzstan Ukraine Uzbekistan	TC 1.12 237/RU/01	

Annex B
(compulsory)
The structure of registration numbers
in the Register of certified reference materials, developed within COOMET



*) Coded identification of COOMET member-countries according to ISO 3166:

- Armenia – AM
- Azerbaijan – AZ
- Belarus – BY
- Bulgaria – BG
- Cuba – CU
- DRPK – KP
- Georgia - GE
- Germany – DE
- Kazakhstan - KZ
- Kyrgyzstan - KG
- Lithuania - LT
- Moldova - MD
- Romania – RO
- Russia - RU
- Slovakia - SK
- Ukraine - UA
- Uzbekistan - UZ