

	Annex 10 to the COOMET Recommendation COOMET R/AQ/13:2019 "Rules and Procedure for the evaluation of the quality management systems of National metrology institutes/Designated institutes"	
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ANNUAL REPORT ON THE NMI/DI QMS (form)

Annual Report on the quality management system of NMI/DI *(full name of the NMI/DI)*
in accordance with ISO/IEC 17025 and/or ISO Guide 34
for CIPM MRA purposes for the year

Section 0 – Fields covered by the QMS

Fields and relevant COOMET Technical committees		Is the field covered by the QMS? (Y/N)	Are CMCs published? (number)	Are CMCs in the review stage in COOMET? (Y/N)
AUV	TC1.2 "Acoustics, Ultrasound and Vibration"			
EM	TC 1.3 "Electricity and Magnetism"			
F	TC 1.4 "Flow Measurement"			
L	TC 1.5 "Length"			
M*	TC 1.6 "Mass and Related Quantities"			
PR	TC 1.7 "Photometry and Radiometry"			
QM	TC 1.8 "Physical chemistry",			
	TC 1.12 "Reference materials" (metrology in chemistry)			
R	TC 1.9 "Ionizing Radiation and Radioactivity"			
T	TC 1.10 "Thermometry and Thermal Physics"			
TF	TC 1.11 "Time and Frequency"			
Total:				

* – M: specify the specific subcategories of measurements.

Part 1: Changes and supplementations in the QMS according to ISO/IEC 17025 and/or ISO 17034 to the CRM

Title	Reporting information	Comments
1. Description of the structure including the position of the managing staff of NMI/ DI.		Appendix 1 " NMI/DI structure" Appendix 1.1 " Organogram of NMI/DI QMS"
2. Quality management system (QMS management, processes and technical requirements)		Appendix 2 "List of QMS documents"

Title	Reporting information	Comments
3. CMCs		Appendix 3 "Calibration and measurement capabilities"
4. Comparisons (including interlaboratory comparisons)		
5. Calibration certificates		
6. CRM certificates		
7. Complaints (claims)		Appendix 4 "Complaints (claims)"
8. External audits		Appendix 5 "Results of external audits"
9. Internal audits		
10. Non-conformities		Appendix 6 "Non-conformities"
11. Results of corrective actions		Appendix 7 "Results of corrective actions"
12. Management review		Appendix 8. "Management review"

Section 2 – Main problems occurred during the year and/or main improvements

Section 3 – Declaration: All requirements of ISO / IEC 17025 and/or ISO 17034 are met in the reporting period.

Appendixes

Signature of an authorized person

Date

Contact person (name, surname, phone number, e-mail)