

	Annex 7 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"	
	Document of COOMET Quality Forum Document code: QSF-doc_003en_anx7	Pages: 2 Version: 28.03.2019

GENERAL REPORT ON THE PEER REVIEW OF THE NMI/DI QMS (FORM)

REPORT

(recommendations for content)
 according to the results of a peer review of
 the quality management systems of national metrology institutes / designated institutes

 (name)

1. PURPOSE OF THE PEER REVIEW

The peer review of the quality management system (*name of NMI/DI*) for compliance with the requirements of ISO/IEC 17025 and/or ISO 17034 in order to recognize the COOMET QMS, calibration certificates and measurement results.

2. BASIS

- 2.1. Schedule of COOMET Quality Forum on peer reviews of the NMI/DI QMS.
- 2.2. Application (*full name of NMI/DI*)

3. DATE OF THE PEER REVIEW

4. MEMBERS OF THE COMMISSION

- | | |
|--------------------------|--|
| Auditor | - Full name, data according to the register of auditors of COOMET Quality Forum with an indication of specialization |
| Technical experts | - Full name, data according to the register of auditors of COOMET Quality Forum with an indication of specialization |

5. NORMATIVE BASIS FOR THE PEER REVIEW

The peer review was conducted in accordance with the requirements of the Recommendation COOMET R/AQ/9:2019 "Recommendations for the evaluation of the quality management systems of National metrology institutes", as well as the documents of the quality management system (*indicated by the NMI/DI*).

6. RESULTS OF THE PEER REVIEW

The distribution of responsibilities among the members of the commission is described in detail in accordance with the plan for conducting a peer review.

Describe: which units were inspected, which inconsistencies were identified. The efficiency of the quality management system for the verification of materials of comparisons and standard ISO/IEC 17025 and/or ISO 17034 are described for each department.

Indicate: what metrological procedures were conducted and their results in the form of measurement protocols.

Indicate the number of inconsistencies and assess their significance.

Give recommendations for improving the QMS offered by technical experts and an auditor.

Indicate compliance or non-compliance of NMI/DI QMS to the requirements of ISO/IEC 17025 and/or ISO 17034.

7. CONCLUSIONS OF THE COMMISSION

7.1. The quality management system of (*name of NMI/DI is indicated*) generally meets the requirements of ISO/IEC 17025 and/or ISO 17034.

7.2. The leadership of (*name of the NMI/DI is indicated*) is proposed:

7.2.1. To develop and submit to TC 3.1 until (indicate the term) a plan of corrective actions to eliminate the detected nonconformities (in case of significant nonconformities).

7.2.2. To perform corrective actions to eliminate nonconformities (specify the peer review protocols) until (deadline is indicated). Report on the implementation of corrective actions in TC 3.1 before (deadline is indicated) (in case of non-essential non-conformities).

7.3. The Commission considers it possible to send materials of the peer review of the QMS of (*name of the NMI/DI is indicated*) to TC 3.1 for voting and subsequent recognition of the QMS.

7.4. The recommended date for the next peer review is (indicate the date).

The report is printed in 2 copies.

1st copy sent to TC 3.1

2nd copy transmitted to the NMI.

Appendix: reports of technical experts.

Auditor

(signature)

(Full name)