

	COOMET Recommendation	COOMET R/RM/30:2016
	Procedure for completing the Form of COOMET database for COOMET reference materials	
<i>Considered at the 19th meeting of COOMET TC 1.12 "Reference Materials" (September 2014)</i> <i>Considered at the 11th meeting of COOMET TC 1.4 "Information and Training" (October 2014)</i> <i>Agreed with Contact Persons of TC 1.12 by correspondence (November 2014)</i> <i>Considered at the Presidential Council of COOMET (December 2014)</i> <i>Considered at the 20th meeting of COOMET TC 1.12 "Reference Materials" (September 2015)</i> <i>Agreed with Contact Persons of TC 1.12 by correspondence (October 2015)</i> <i>Agreed with the Chairmen of the relevant COOMET TCs by correspondence (January 2016)</i> <i>Endorsed at the 14th meeting of COOMET Joint Committee for Measurement Standards (April 2016)</i> <i>Approved at the 26th meeting of COOMET Committee (April 2016)</i>		

This recommendation establishes the procedure for completing the Form of COOMET database for reference materials for composition and properties of substances and materials, recognized as COOMET certified reference materials, including CRMs (далее – RM¹) of National Metrological Institutes (NMIs) from COOMET member-countries, entered in the Database of Calibration and Measurement Capabilities (KCDB) of the International Bureau of Weights and Measures (BIPM), (hereinafter referred to as Form of COOMET RM DB). The Form of COOMET RM DB is completed with a view of creating and maintaining COOMET RM DB in COOMET internet resource for informing RM users and other persons concerned on COOMET RMs, intended for ensuring metrological traceability, accuracy and compatibility of measurements.

The recommendation is based on the principles, set out in:

- COOMET D2:2013 COOMET Rules of Procedure;
- COOMET D3:2008 Memorandum of cooperation in the development and use of reference materials of composition and properties of substances and materials within COOMET;
- COOMET R/RM/4:2008 Procedure for joint development, recognition and registration of Certified Reference Materials within COOMET;
- COOMET R/RM/5:2010 Content and rules of drawing up documents for CRMs, developed within COOMET;
- COOMET R/RM/6:2010 Register of Certified Reference Materials of Composition and Properties of Substances and Materials Developed within COOMET. Basic Principles;
- COOMET R/RM/22:2013 Form and content of COOMET certificate for reference materials of composition and properties of substances and materials.

1 GENERAL

1.1 The Form of COOMET RM DB is prepared by Coordinator of the relevant project on the development and preparation of RM for the recognition as COOMET RM simultaneously with the form of the final report in compliance with COOMET D2:2013 after the completion of the project.

1.2 The Form of COOMET RM DB is given in Annex A to this recommendation.

¹RM in this document is given as a generic term

2 PROCEDURE FOR COMPLETING THE FORM OF COOMET RM DB

2.1 The Form of COOMET RM DB is completed by the Coordinator of the relevant finalized project on the development and preparation of RM for the recognition as COOMET RM.

Notes:

1. The Coordinator of the relevant finalized project completes information fields in the Form of COOMET RM DB except for information fields 07, 19 and 20 (Annex A). These fields in Form of COOMET RM DB are completed by the Secretariat of COOMET TC 1.12 “RMs” on agreement with the Coordinator of the relevant finalized project on the development and preparation of RM for the recognition as COOMET RM. Information fields 02, 08, 09 are completed by the Coordinator of the relevant finalized project if the relevant information is available.

2. Each information field of the Form of COOMET RM DB may include an unlimited number of references to the files, if requested by the Coordinator of the relevant finalized project.

2.2 The completed Form of COOMET RM DB is submitted by the Coordinator of the relevant finalized project on the development and preparation of RM for the recognition as COOMET RM to the Secretariat of COOMET TC 1.12 “RMs” for final completing informational fields of the Form and agreement.

2.3 The Secretariat of COOMET TC 1.12 “RMs” submits the agreed Form of COOMET RM DB to the Coordinator of the ongoing project 543/AM/11 “Creation and maintenance of COOMET RM Database” for posting and updating the information in COOMET RM Database in COOMET internet resource.

3 CONTENT OF THE FORM OF COOMET RM DB

3.1 Electronic version of the Form of COOMET RM DB is available for downloading in COOMET internet resource.

3.2 The Form of COOMET RM DB contains information fields, provided in Annex 1, the description of information for which is given in table 1.

3.3 The information in the Form of COOMET RM DB is completed in Russian and in English.

Table 1 – Description of information, to be provided when completing information fields of the Form of COOMET RM DB

No.	Name of information fields in COOMET RM DB	Description of information for completing information field of COOMET RM DB
01	Registration number of COOMET RM	The number, assigned to RM in the Register of COOMET RMs, is indicated.
02 ¹	Registration number of RM of NMIs from COOMET member-countries, entered in BIPM KCDB	The number, corresponding to the number of RM, given in BIPM KCDB, is indicated.
03	RM designation	RM designation in Russian and in English is indicated.
04	Description (metrological characteristics, composition, intended use, life time, conditions of use, etc.)	This section provides a brief annotation to RM in Russian and in English. In addition to the text of the annotation, this field may contain links to the attached files with details (e.g. links to a document with a type description). This field, if requested by producers, can be differentiated in more detail: metrological characteristics, composition, intended use, etc.

No.	Name of information fields in COOMET RM DB	Description of information for completing information field of COOMET RM DB
05	Photos	Photos and/or graphic files, featuring RM, are provided. Figures can be added directly to field 05 by MS Word (copying), or the names of files can be listed and attached to the form (links to files).
06	Photo captions	Photo and figure captions should be provided in Russian and in English.
07	Classification codes	RM code (-s), permitting RM identification by classification criteria, is indicated. The information is completed by the Secretariat of COOMET TC 1.12 "RMs" in agreement with the Project Coordinator.
08 ¹	Metrological area	The information is completed for RMs of NMIs from COOMET member-countries, entered in BIPM KCDB, according to metrological area, provided on KCDB site [http://www.bipm.org/en/about-us/] in Russian and in English.
09 ¹	Category	The information is completed for RMs of NMIs from COOMET member-countries, entered in BIPM KCDB, according the categories, specified in BIPM KCDB in Russian and in English.
10	The name of NMI / RM developing / producing organization, contact details	The name of NMI / RM developing / producing organization, address, telephones, fax, e-mail, contact person are provided in Russian and in English
11	The number of COOMET project	The number of COOMET project, within which RM was developed and upon completion of which the given RM was recognized as COOMET RM, is indicated.
12	The date of recognition	The date of RM recognition as COOMET RM is indicated (corresponding date of COOMET Committee meeting).
13	Minutes No.	The number of the Minutes of COOMET Committee meeting (formerly the number of the Minutes of COOMET TC 1.12 "RMs") at which RM is recognized as COOMET RM is indicated in Russian and in English.
14	National registration number	Registration number assigned to RM in the national Register or the number, assigned in accordance with the national system of ensuring the uniformity of measurements, established in the country, is indicated.
15	The number of national certificate	The number and validity period of national certificate or other document, accompanying RM registration in the national Register or the registration in the national system of ensuring the uniformity of measurements, is indicated
16	Validity period of national certificate	Validity period of national certificate, issued for RM or other document, accompanying RM registration in the national Register or registration in the national system of ensuring the uniformity of measurements is indicated

No.	Name of information fields in COOMET RM DB	Description of information for completing information field of COOMET RM DB
17	Scan copy of COOMET RM Certificate	This section provides the links to files – scan copies of COOMET RM Certificate, issued in accordance with the requirements of COOMET Recommendation R/RM/22:2013 in Russian and in English.
18	Countries, included in the working group (WG) on RM development	Abbreviations of all countries, involved in the development of COOMET RM are indicated.
19	Countries, which joined the recognition	Abbreviations of all countries, which joined the recognition of the given RM as COOMET RM are indicated. This information is completed by the Secretariat of COOMET TC 1.12 “RMs”.
20	Status in the Register of COOMET RMs (deleted, extended, replaced, etc.)	This field reflects the status code in Russian and in English: active, requires extending, extended, deleted (number and date of the minutes COOMET Committee meeting; the reason for deleting). This information is completed by the Secretariat of COOMET TC 1.12 “RMs”.
21	Additional information	Any necessary information at the discretion of RM developing and/or producing organization is provided in Russian and in English, including that on the recognition of a national RM in the category of interstate reference material (IRM) with indication of the number of IRM, the number of the Minutes of Interstate Council meeting and the year of IRM recognition. At the request of the developing organization it is possible to provide the names of concrete representatives, authorized for the distribution of the given RM at the market of RM users.

¹ Is completed if the relevant information is available.

ANNEX A

Формуляр (структура) документа для БД СО KOOMET The form (structure) of the document for COOMET RM DB

01	Регистрационный номер СО KOOMET / Registration number of COOMET RM
02¹	Регистрационный номер СО НМИ стран-членов KOOMET, внесенных в Базу данных KCDB МБМВ (соответствует номеру СО, указанному в Базе данных KCDB МБМВ) / Registration number of RMs of NMIs of COOMET member-countries, entered in BIPM KCDB Database (corresponds to RM, indicated in BIPM KCDB Database)
03	Наименование СО RM designation
04	Описание (метрологические характеристики, состав, применение, срок годности, условия использования и т.п.) Description (metrological characteristics, composition, intended use, validity period, conditions of use, etc.)
05	Фотографии / photos
06	Подписи к фотографиям Photo captions
07²	Классификационные коды / Classification codes
08¹	Метрологическая область Metrological area
09¹	Категория Category
10	Наименование НМИ / организации изготовителя / разработчика СО, контактные данные The name of NMI / RM producing organization / developing organization, contact details
11	Номер проекта KOOMET / COOMET project number
12	Дата признания / Date of recognition
13	Протокол № Minutes №
14¹	Национальный регистрационный номер / National registration number
15¹	Номер национального сертификата (свидетельства) / The number of national certificate
16¹	Срок действия национального сертификата (свидетельства) / Validity period of national certificate
17	Скан копия Сертификата СО KOOMET Scan copy of the COOMET RM Certificate
18	Страны, входящие в РГ по разработке СО / Countries, included in the WG on RM development

19 ²	Страны, присоединившиеся к признанию / Countries, which joined the recognition
20 ²	Состояние в Реестре СО KOOMET (исключен, продлен, заменен и т.д.)
	Status in the Register of COOMET RMs (deleted, extended, replaced, etc.)
21	Дополнительная информация
	Additional information

¹ Заполняется при наличии соответствующих сведений.

² Поля заполняются Секретариатом ТК 1.12 «СО» KOOMET.

¹ Is completed, if the appropriate information is available.

² The fields are completed by the Secretariat of COOMET TC 1.12 “RMs”

INFORMATION DATA

COOMET Recommendation R/RM/30:2016

1. Coordination organizations:

COOMET TC 1.12 “Reference materials”

Ural Research Institute for Metrology (UNIIM)

SC 4.2 “COOMET Informational Sources”

All-Russian Research Institute For Physico-technical and Radio-technical Measurements (VNIIFTRI)

2. COOMET Project:

543/AM/11

3. The Recommendation is approved:

at the 26th meeting of COOMET Committee

4. Information on the use of this Recommendation by COOMET member – organizations:

As COOMET Recommendation is of organization and methodical nature and reflects legal and procedural issues, to be followed by all COOMET structural bodies when conducting work on COOMET RM Database, this Recommendation is used by all COOMET member-organizations, including national metrological institutes.