

	COOMET Recommendation	COOMET R/RM/5:2002
	Contents and Rules of Drawing Up Documents for CRMs Developed within COOMET	

The present methodical recommendation is developed in elaboration of Memorandum of Understanding on the Development and Use of Certified Reference Materials of Composition and Properties of Substances and Materials (hereinafter referred to as CRMs) and establishes general requirements for the contents, drawing up and agreement of technical documents for CRMs developed within COOMET (hereinafter referred to as COOMET CRMs).

1. GENERAL PROVISIONS

1.1. The present methodical recommendation covers the following documents:

- a) technical assignment for the development of a CRM;
- b) scientific-and – technical report on the preparation, testing and certification of the CRM ;
- c) certificate (specification) for the CRM;
- d) instruction for the proper use of the CRM.

1.2. Concepts and terms used in technical documents for CRMs should be in full compliance with those of International Vocabulary of Basic and General Terms in Metrology and with ISO documents.

2. CONTENTS, DRAWING UP AND AGREEMENT OF TECHNICAL DOCUMENTS

2.1. Technical assignment (TA) for the development of a CRM.

2.1.1. TA is prepared by the author (coordinator) of the project .

2.1.2. TA in general should contain the following sections:

- a) name and field of application of the CRM;
- b) intended use of the CRM;
- c) technical requirements: standardized metrological characteristics, requirements for initial material, safety requirements, requirements for labeling, packaging, transportation, storage, etc;
- d) certification programme and/or procedure;
- e) stages of the CRM development and their fulfillment dates;
- f) the list of technical documents to be developed, necessary for renewals.

Separate sections may be merged together, deleted or new stages may be introduced.

2.1.3. The author (coordinator) of the project agrees TA with the participants of works as prescribed by routine procedure within the time stipulated by the working plan of the project; in some cases it is possible to agree upon TA at COOMET meeting on CRMs.

Note: At the stage of TA agreement the list of participants in interlaboratory certification of COOMET CRM and the amount of work to be done by each of them should be specified. The agreed programme of CRM certification should contain the information on the participants: names of organizations concerned and their national affiliation.

2.2. Scientific-and-technical report on the preparation, testing and certification of the CRM

2.2.1. Scientific-and-technical report on the preparation, testing and certification of the CRM is issued by the author (coordinator) of the project based on the results of experiments, technological works and calculations.

2.2.2. Scientific-and-technical report in general should contain the following sections:

- a) **introduction;**
- b) **selection, investigation and preparation of CRM initial material;**
- c) **homogeneity test;**

- d) certification tests, including information on the chosen method of certification;
- e) in some cases on the development and certification of measurement procedures; information on the testing programme and/or procedure; the obtained certification and calculation results and their evaluation;
- f) calculation of CRM metrological characteristics;
- g) stability study of the produced CRM.

Separate sections may be merged together, deleted or new sections may be introduced.

2.2.3. CRM accompanying documents should be appended to the CRM.

2.2.4. Scientific-and-technical report together with CRM accompanying documents is submitted by the author (coordinator) of the project for consideration to **the representatives of COOMET member-countries in TC 1.12 “Certified Reference Materials”** to prepare the decision of the competent metrological body on the recognition of the released CRMs as COOMET CRMs ; in some cases it is possible to consider the report at COOMET meeting on CRMs.

2.3. Accompanying documentation for CRMs.

2.3.1 Certificate (specification) for the CRM;

2.3.1.1. Certificate (specification) for a CRM is an official document containing the values of metrological characteristics and other information necessary for the use of the CRM.

2.3.1.2. The contents of the certificate should provide the information recommended in ISO Guide 31 (2000 edition).

2.3.2. Instruction for the proper use of the CRM.

2.3.2.1. Instruction for the proper use of a CRM (hereinafter referred to as instruction) is an official document containing the description of conditions and procedure for the CRM use, the observance of which allows to avoid distortions of certified values assigned to the CRM.

2.3.2.2. Instruction for the proper use of the CRM is a compulsory appendix to the certificate (specification).

2.3.2.3. Instruction in general should contain the following sections:

- a) general guidelines;
- b) preparation for use;
- c) conditions and procedure of use;
- d) evaluation of measurement results;
- e) safety requirements;
- f) conditions of storage and transportation.

Separate sections may be merged together, deleted or new sections may be introduced.

2.3.3. The documents for the CRMs developed within COOMET is drawn up by the author (coordinator) of the project in compliance with form and contents specified by the national normative documents operative at the moment of the CRM approval in the country as a national CRM, in working languages of COOMET – Russian and/or English.

2.3.4. After the CRM is recognized as COOMET CRM the author (coordinator) of the project enters the information on the CRM recognition in the documents (certificate **and** specification) for the CRM.

As an example the following form of record may be recommended:

*“The CRM is recognized as the CRM developed within COOMET by the resolution of the meeting _____, entered in the Register of COOMET CRMs under No. _____
date and number of the minutes registration number
 and allowed for use without any restrictions in _____”*
the list of COOMET member-countries joined to the recognition.

2.3.5. When supplying a CRM to one of the countries agreed to recognize this CRM, the parent producer of COOMET CRM appends to each CRM unit a national certificate (specification) issued by the exporting country containing a record as indicated in **p.2.3.4.** of the present recommendation, in COOMET working languages (Russian and/or English as the exporter may wish).