

	<b>COOMET Recommendation</b>	<b>COOMET R/RM/6:1998</b>
	<b>Register of reference materials of composition and properties of substances and materials developed within COOMET. Basic principles</b>	
<i>Approved at the 5<sup>th</sup> Meeting of contact persons of COOMET members-countries in the field "Reference Materials" (Sofia, October 1998)</i>		

The present document is developed in elaboration of Memorandum of Understanding on the Development and Use of Reference Materials of Composition and Properties of Substances and Materials (hereinafter referred to as reference materials) within COOMET and establishes the procedure of keeping the Register of reference materials within COOMET (hereinafter referred to as The Register of COOMET RMs)

## **1. BASIC PRINCIPLES**

1.1. The Register of COOMET RMs is intended for the registration of reference materials the types of which are recognized following the procedure established in COOMET methodical document "Procedure for Joint Development, Recognition and Registration of Reference Materials within COOMET" (project 132/Ru/95).

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

1.3. Keeping the Register of COOMET RMs is undertaken by the Secretariat of COOMET Rapporteur for RMs.

1.4. Keeping the Register of COOMET RMs includes:

- registration of COOMET RM types by making an appropriate entry in the Register book;
- completing and storage of technical documents for COOMET RM types;
- information service to the national metrological services of COOMET member-countries;
- updating the Register of COOMET RMs.

## **2. REGISTRATION PROCEDURE FOR COOMET RMS**

2.1. The types of COOMET RMs are registered within 10 days upon taking the decision at the meeting of COOMET Contact Persons for reference materials.

2.2. Registration entry on the recognition of a COOMET RM type is made in the Register book in compliance with the form specified in Annex 1.

2.3. A registration index is attributed to each type of COOMET RM comprising the abbreviation "COOMET RM", ordinal number of registration and the year of recognition hyphenated and the abbreviation of the name of the RM producing country.

2.4. Technical documents for a type of COOMET RMs to be stored in the stock of Register documents cover:

- specimens or copies of certificates for RMs drawn up by participants of the project in the national languages in compliance with form and contents adopted in their respective countries agreed to recognize the COOMET RM;
  - instruction for the proper use of the RM;
  - scientific and technical report on the production, testing and certification of the RM;
  - the extract from the minutes of the meeting of COOMET Contact Persons for RMs listing the countries joined to the recognition of the COOMET RM type.

2.5. If the countries previously abstained from the recognition, have joined to the recognition, COOMET Rapporteur's Secretariat makes corresponding amendments in the documents for the COOMET RM type and notifies so the national metrological body of the country-producer of the RM through the Contact Person for RM of this country.

### **3. DELETION OF COOMET RM TYPES FROM THE REGISTER OF COOMET RMs**

3.1. The deletion of COOMET RMs from the Register is executed by the resolution taken by the meeting of COOMET Contact Persons for RMs on the proposal of COOMET Contact Person of the RM producing country or of other countries due to the reasons arising in the course of application or consumption of the RM batch or due to some other reasons. The entry on the deletion of COOMET RM type is made on the basis of the minutes of COOMET Contact Persons' meeting.

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

3.3. The Secretariat of COOMET Rapporteur for RMs notifies national metrological bodies of COOMET member-countries through the Contact Persons of these countries on the deleting the COOMET RM type from the Register within ten days from the date of the decision taken by the meeting of COOMET Contact Persons for RMs.

### **4. INFORMATION SERVICE**

4.1. The information on RMs entered in the Register of COOMET RMs is submitted by COOMET Rapporteur for RMs to the meeting of COOMET Committee.

4.2. The information on the recognition and entering specific types of COOMET RMs in the Register of COOMET RMs is submitted by COOMET Rapporteur for RMs to the national metrological bodies of COOMET member-countries through their Contact Persons for RMs within 10 days after the registration

**The Form of the Register of COOMET RMs**

Registration index	The name of RM	Date of the recognition (minutes No, date)	Authors of RM development		Countries joined to the recognition	The period of RM type validity	Date of deleting RMs from the Register of COOMET RMs
			RM producing country	Countries participating in the development			
1	2	3	4	5	6	7	8