

**QS Annual Report  
by NMI (name)**

**for year .....**

**Part A: modifications and operation of the QS (no more than 1 page + Appendixes)**

**1 – Major extensions and modifications of the quality system and of the quality manual**

<b>Subject</b>	<b>Reported information</b>	<b>Further comments</b>
Organogram of the NMI showing key staff)	(New or modified organogram to be reported in an Appendix 1. Mention the organogram and names, all changes mark in red)	
Quality system (QS mechanism, QS processes and technical requirements)	(Mention main modifications; use an Appendix 2 if needed)	
CMC	(List of modified, cancelled or new services to be reported in an Appendix 3. The coverage of the modified or new CMCs by QS is to be given by providing the titles of the corresponding calibration instructions.)	
Certificates	(Number of certificates, issued by NMI and covered by CMC)	

**2 – Operation of the quality system (also covering reference materials, if applicable):**

<b>Subject</b>	<b>Reported information</b>	<b>Further comments</b>
Customer complaints (number and types)		
Non-conformities (number and types)		
Outcome of related corrective actions		
Internal audits	(Number, dates and activity concerned to be reported in an Appendix 4)	
Management review	(Date, content and summary of the outcomes to be reported in an Appendix 5.)	

**3 – Major problems encountered during the year and/or major improvements:**

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**Issued by (person in charge):**

**Date:**

**Part B: modifications and operation of the QS of the requirements ISO Guide 34 (no more than 1 page + Appendixes)**

**1 – Major extensions and modifications of the quality system and of the quality manual**

<b>Название</b>	<b>Отчетная информация</b>	<b>Примечания</b>
Organogram of the NMI showing key staff)	(New or modified organogram to be reported in an Appendix 6)	
Quality system (QS mechanism, QS processes and technical requirements to the reference materials)	(Mention main modifications; use an Appendix 7 if needed)	
CMC	(List of modified, cancelled or new services to be reported in an Appendix 8. The coverage of the modified or new CMCs of reference materials by QS is to be given by providing the titles of the corresponding certification procedures and methods of manufacturing)	

**2 – Operation of the quality system of ISO Guide 34:**

<b>Subject</b>	<b>Reported information</b>	<b>Further comments</b>
Customer complaints (number and types)		
Non-conformities (number and types)		
Outcome of related corrective actions		
Internal audits	(Number, dates and activity concerned to be reported in an Appendix 9)	
Planning of realize reference materials (amount)		
It is developed new types of reference materials (amount)	(type of reference materials, technical and metrological characteristics to be reported in an Appendix 10)	
It is carried comparisons of reference materials (amount)		
Management review	(Date, content and summary of the outcomes to be reported in an Appendix 11)	

**3 – Major problems to manufacturing for the reference materials encountered during the year and/or major improvements:**

**Issued by (persons in charge):**

**Date:**