

	COOMET Document	COOMET D4/2014
	COOMET publications. Classification, development, approval and registration. General provisions	
<p><i>Approved at the 13 Meeting of COOMET Committee Meeting (Jalta, Ukraine, April 29 – 30, 2003)</i> <i>Updated and amended at the 24th COOMET Committee Meeting (Yekaterinburg, Russia, April 16 - 17)</i></p>		

1. SCOPE of APPLICATION

The present document establishes the general recommendations for classification, development and approval and registration of the COOMET publications including recommendations for their layout and design.

The document is developed taking into account the experience of national and international standardisation in metrology area.

The present document is developed taking into account provisions of the following documents:

- OIML Technical Work Directive. Part 2. “Guide on development and representation of the international recommendations and documents”.
- PMG 03-99 "Registration and preparation for publication of intergovernmental normative documents".
- RMG 51-2002 "SMS. Documents on verification techniques of measuring instruments. General provisions".
- ILAC S1:2000. Guide on proposal, development, approval and publication of the ILAC documents.
- APLAC PR003. Procedure of adoption of the APLAC documents.
- APLAC SEC037. Management and format of the APLAC documents.

2. REFERENCE

In the present document the reference to the following documents are given:

- COOMET Memorandum of understanding (MoU);
- COOMET Rules of procedure.

3. GENERAL

COOMET publications (hereinafter referred to as - publications) are prepared with the purpose to manage specific tasks in the basic directions of co-operation stipulated in the COOMET MoU.

The COOMET publications are developed in the framework of projects included in the COOMET Work program basing on proposals of organisations of COOMET-member countries according to COOMET Rules of procedure.

4. CLASSIFICATION of the COOMET PUBLICATIONS

4.1 The COOMET publications are divided into three categories:

- documents;
- recommendations;
- programmes;
- information materials.

4.2 **COOMET document** is a document developed in the framework of a specific COOMET project, stipulating requirements to organisational, methodical and informational aspects of work including model procedures and co-operation policy, which should be observed by organisations of COOMET member-countries and COOMET structural bodies in their activities.

4.3 **COOMET recommendation** is an approved COOMET document stipulating requirements to organisational, methodical or technical issues, which is developed in the framework of a specific COOMET project and should be observed by organisations of COOMET member-countries in their co-operation or metrology practice.

The publications describing rules of interaction between organisations of COOMET member-countries and/or of COOMET structural bodies at carrying out joint works in the basic directions of co-operation stipulated in MoU are also regarded as COOMET Recommendations.

COOMET Recommendations used by organisations of COOMET member-countries in their metrology practice, can be applied to:

- terms, definition, norms and requirements in the field of metrology, accreditation and quality systems;
- verification chart;
- measuring techniques;
- measuring instruments test techniques;
- measuring instruments verification techniques;
- measuring instruments calibration techniques;
- metrological evaluation techniques;
- comparisons techniques;
- graduation techniques;
- accreditation procedures, etc.

4.4 The COOMET Program is a document elaborated and approved by COOMET, which presents the intended plan of activities of the whole organization or its' structural body during a short, medium or long term.

Concepts, strategies, doctrines, development plans and other similar documents are also included in the Programmes.

4.5 COOMET informational material is an approved material of the informational character developed in the framework of specific COOMET project and used by the organisations of COOMET member-countries in their metrology practice.

The analytic reviews, registries, reference information, are regarded as COOMET informational material.

5. DEVELOPMENT and APPROVAL PROCEDURE for COOMET PUBLICATIONS

5.1 The appropriate COOMET bodies (Technical committees, Subcommittees, Working groups, Secretariat hereinafter referred to as developers), carry out development of COOMET publications, as a rule.

5.2 It is recommended to submit drafts of newly developed publications for independent expertise as well as for editing and checking of their compliance to generally accepted rules.

5.3. After a developer and the Chairman of the appropriate structural COOMET body approve the publication it should be put in the List of COOMET publications prepared by Secretariat (based on information of the annual reports of COOMET structural bodies) and submitted for consideration and approval by the COOMET Committee.

In case of the COOMET Secretariat is a developer, a draft of publication should be submitted for consideration to the Presidential Council, and then to COOMET Committee.

Note - The publications of information character (COOMET informational material) should be submitted for consideration to the COOMET Committee, if necessary.

5.4. When developing COOMET publications it is strongly recommended to use appropriate international or intergovernmental documents concerning the layout and contents (for example, recommendations of OIML or intergovernmental recommendations of CIS countries).

5.4.1. It is recommended, that the COOMET publications of the organisational and methodological content should include the following basic sections:

- scope of application;
- references (if necessary);
- definitions (if necessary);
- basic statements;
- general part;
- annexes (if necessary).

5.4.2. General recommendations, which should be taken into account while developing COOMET technical publications, are given in Annex A.

5.5. A layout of the first page of a COOMET publication is given in Annex B.

5.6. The COOMET publications should have proper identification (Annex C) including the following:

- 1) the developer;
- 2) identification number of a COOMET project;
- 3) a number of COOMET Committee meeting at which the given publication was approved;
- 4) information about the organisations of COOMET member-countries which accepted the developed document (solely for COOMET recommendations).

5.7. The approved COOMET publications are included in an Annex to the protocol of the COOMET Committee meeting.

6. REGISTRATION of COOMET PUBLICATIONS

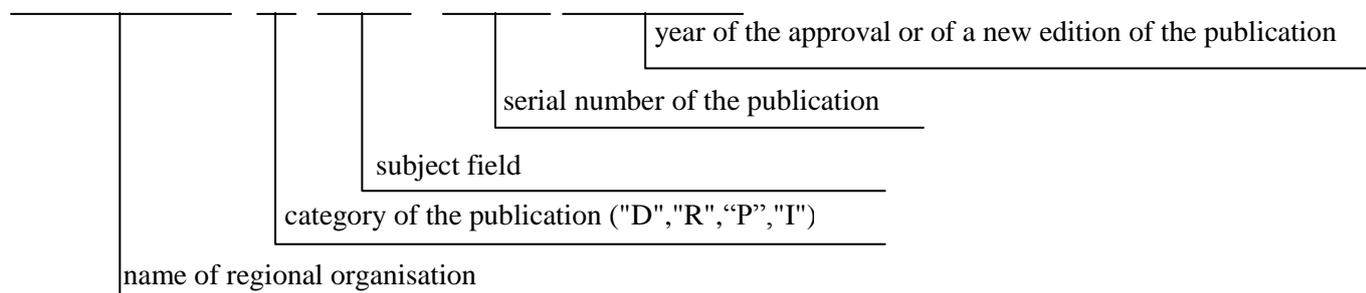
6.1. COOMET Secretariat carries out the registration of the COOMET publications after their approval during a month.

6.2. The designation of the document consists of:

- a name of regional organisation;
- a category of the publication (document "D", recommendation "R", program "P", information material "I");

- a subject field (only for categories of documents "R" and "I");
- a serial number (separately for categories "D", "R", "P", "I");
- a year of adoption or a year of new edition of the publication.

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6.3. The following acronyms should be used to denote subject field:

AUV	Акустика ультразвук, вибрация;	Acoustics, ultrasound, vibration
EM	Электричество и магнетизм	Electricity and magnetism
F	Расходомерия	Flow measurement
L	Длина и угол	Length and angle
M	Масса и связанные с ней величины	Mass and related quantities
PR	Фотометрия и радиометрия	Photometry and radiometry
QM	Физико-химия	Physical chemistry
RI	Ионизирующие излучения и радиоактивность	Ionizing radiation and radioactivity
T	Термометрия и теплофизика	Thermometry and thermal physics
TF	Время и частота	Time and frequency
RM	Стандартные образцы	Reference materials
GM	Общие вопросы измерений (общая метрология)	General metrology
LM	Законодательная метрология	Legal metrology
AQ	Аккредитация и системы качества	Accreditation and quality systems
IT	Информация и информационные технологии	Information and Information technology
TR	Обучение и повышение квалификации специалистов	Training and rising proficiency level of experts
IA	Совершенствование деятельности КОOMET	Improvement of COOMET activities.

6.4. The list of newly registered publications and their texts are passed on to the developer of the COOMET Web-site for putting it on the COOMET web-site.

7. Management of the COOMET Publications

7.1. The keeper of the COOMET official publications is the COOMET Secretariat.

7.2. The developer of a given COOMET publication assumes to be responsible for its review, modification or withdrawal.

Annex A

Recommended structure of the COOMET technical publications

A 1. Recommended structure of verification procedures and calibration techniques for measuring instruments:

- 1) introduction;
- 2) main part consisting of the following sections:
 - verification (calibration) operations;
 - verification (calibration) equipment;
 - safety requirements;
 - environments;
 - preparation to verification (calibration);
 - verification (calibration);
 - processing of measurement results;
 - recording of measurements results;
 - reference data.

A 2. Recommended structure of measurement procedures:

- 1) introduction;
- 2) main part consisting of the following sections:
 - requirements concerning the error (uncertainty) of measurements or assigned characteristics of an error (uncertainty) of measurements;
 - measuring equipment, auxiliary devices, materials, solutions;
 - method of measurement (methods);
 - safety requirements, environmental requirements;
 - requirements to the qualification of personnel;
 - conditions of measurements; preparation for measurements;
 - measurements;
 - processing of measurement results;
 - control of accuracy of measurement results;
 - registration of measurements results;
 - document identification.

Annex C

The identification

1. Developer;
2. Number of COOMET project;
3. The document is approved at the ____ COOMET Committee meeting;
4. Information about the organisations of COOMET member-countries, which accepted the document.

INFORMATION

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1. Corrdinator: *Byelorussian state metrological institute (BelGIM)*
2. COOMET project *264/BY-a/02*
3. The Document was approved at the 13th COOMET Committee meeting
4. The Document was updated by COOMET Secretariat (VNIIMS, Russia) and approved by...
5. The information about implementation of the Document by the member states of COOMET

As the COOMET publication has the organizational methodical contents and reflects the issues of procedure, which are to be followed by all the structural bodies of COOMET while developing the publications, this document should be implemented by all member institutions of COOMET.