



*Approved at the 23rd meeting of the COOMET Presidential Council  
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**Policy and Plan of Technical Committee of COOMET Quality Forum  
transition to ISO 17034:2016 and ISO 17025:2017 in the assessment  
of QMS of National Metrology institutes (NMI) and designated institutes (DI)**

*Developed by the Technical Committee of the COOMET quality Forum*

**Introduction and Scope of the Transition Policy and Plan**

The International Organization for Standardization (ISO) has published ISO 17034:2016 on the general requirements for the competence of reference material producers (RMPs) on November 1<sup>st</sup> 2016. Previously, these requirements were addressed in ISO Guide 34:2009 originally developed by the ISO Committee on Reference Materials (ISO/REMCO).

On the other hand, on November 30<sup>th</sup> 2017 the Standard ISO/IEC 17025:2017 “General requirements for the competence of testing and calibration laboratories” has been published by ISO, replacing the previous version ISO/IEC 17025:2005.

These standards form the basis for expert assessments of quality management systems (QMS) of national metrological organizations (NMI/DI) in regional metrological organizations, in particular in COOMET.

This document defines responsibilities and obligations, actions with respective timelines for NMIs /DIs of COOMET that intend to achieve international recognition of their QMS through peer review from COOMET Technical Committee of Quality Forum (TC QF) on one hand and of COOMET QF itself, on another.

This document is developed by COOMET TC QF based on the assumption that 3 year transition period is worldwide accepted for both standards, which will be November 2019 for ISO 17034:2016 and respectively November 2020 for ISO/IEC 17025:2017.

This document will be applied to all NMIs /DIs of COOMET, which intend to achieve international recognition of their QMS through COOMET and request recognition of their Quality Management System (QMS) through the TC QF.

This policy applies to international editions of the above standards, not to publications adopted at the national level. Taking into account the fact that COOMET has two official languages, it is important to ensure the identity of the texts of standards for all NMI/DI within COOMET

COOMET NMIs /DIs are required to comply with the requirements of this document to maintain results of peer reviews from COOMET TC QF. The responsibilities/obligation, actions and respective timelines for transition to ISO 17034:2016 and ISO/IEC 17025:2017 are provided below:

## Transition plan for ISO 17034:2016

(Publication Date: November 2016, transition period 3 years; Deadline November 2019)

Deadline	Actions	Responsible Bodies	Note
<b>Before 1<sup>st</sup> of January 2019</b>	<b>COOMET ensures one common version of ISO 17034:2016 and ISO/IEC 17025:2017 on Russian language to be applied for COOMET peer evaluations.</b>		
<b>February 2019</b>	<b>The COOMET quality forum is conducting a training seminar for quality managers of the NMIs/DI</b>		
<b>March 2019</b>	<b>The COOMET quality forum to conduct training of assessors, technical experts of RMO</b>		
15 March 2019	<ul style="list-style-type: none"> <li>COOMET NMIs/DIs to submit transition plans for ISO 17034:2016 to COOMET TC of QF.</li> </ul>	VNIIM, VNIIOFI, UNIIM, BelGIM, Ukrmetrteststandart, KazInMetr	<i>* If NMI/DI will not submit required documents by deadline the Certificate of recognition of QMS of NMIs/DIs will be suspended/cancelled.</i>
<b>Before March/April 2019</b>	<b>COOMET TC Quality to revise its respective documentation – recommendations, annexes, forms.</b>		
March/April 2019	<ul style="list-style-type: none"> <li>COOMET TC QF stops receiving applications according to ISO Guide 34 (<i>respective decision to be adopted at TC QF meeting</i>);</li> <li>COOMET TC QF starts accepting application according to new version of ISO 17034:2016 and conducts peer reviews according to new standard (for those NMIs/DIs who will apply for re-assessment or new assessment).</li> </ul>	TC QF	
May 2019	<ul style="list-style-type: none"> <li>To conduct COOMET TC QF meeting.</li> <li>To accept (partially accept request modifications from NMIs/DIs within 2 weeks to be finally approved or rejected) or not accept transition plans of NMIs/DIs.</li> </ul>		
15 July 2019	<ul style="list-style-type: none"> <li>Deadline for COOMET NMIs/DIs to submit report on implementation of their transition plans to COOMET TC QF.</li> </ul>	VNIIM, VNIIOFI, UNIIM, BelGIM, Ukrmetrteststandart, KazInMetr	<i>*(see note above) If TC Quality rejects or partially accepts NMIs/DIs implementation report NMIs/DIs will not be allowed to further steps. In case of partially</i>

	<ul style="list-style-type: none"> <li>• Within 2 weeks (before 1 of August) COOMET TC Quality makes decision to accept, (partially accept) or reject NMIs /DIs implementation reports.</li> </ul>	TC QF	<i>approved until it is fully accepted (within 2 weeks) before 1 of August, otherwise the certificates of recognition will not be valid and will be cancelled.</i>
30 August 2019	<ul style="list-style-type: none"> <li>• COOMET NMIs/DIs, the implementation reports of which were approved, have to submit written presentation of their QMSs according to ISO 17034:2016 for further submitting of oral presentation on COOMET TC QF.</li> </ul>	VNIIM, VNIIOFI, UNIIM, BelGIM, Ukrmetrteststandart, KazInMetr	<i>*(see note above).</i>
30 September 2019	<ul style="list-style-type: none"> <li>• To conduct COOMET Quality Forum and TC, where all NMIs/DIs concerned (have TC QF recognition against ISO guide 34) have to make their oral presentations (which must contain evidences and latest information on the implementation of transition plans) at COOMET TC QF. TC QF to approve or reject oral presentation of NMIs/DIs.</li> <li>• COOMET TC Quality to take decision regarding all NMIs/DIs concerned on cancellation or re-confirmation of validity of recognition certificates against new version of standards. TC Quality informs JCRB about the status of recognition of QMSs of NMIs/DIs.</li> </ul>	TC QF VNIIM, VNIIOFI, UNIIM, BelGIM, Ukrmetrteststandart, KazInMetr  TC Quality	<i>*(see note above). In case the oral presentation against new version is accepted by COOMET TC QF, NMIs/DIs concerned will be considered to be in accordance with ISO17034:2016. In such case, next peer evaluation will be conducted within 5 years from the date when Certificate was issued. If oral presentation is not approved the certificate of recognition will not be valid any more and will be cancelled.</i>
20 October 2019	COOMET TC QF prepares information/report on implementation of the transition policy and plan of RMO COOMET, which will include updated status of recognition of all NMIs/DIs concerned, regarding the ISO17034:2016 standard and submits it to JCRB.	TC QF	

## Transition plan for ISO 17025:2017

(Publication Date: November 2017, transition period 3 years; Deadline November 2020)

Deadline	Actions	Responsible Bodies	Note
<b>Before 1<sup>st</sup> of January 2019</b>	<b>COOMET ensures one common version of ISO 17034:2016 and ISO/IEC 17025:2017 on Russian language to be applied for COOMET peer evaluations.</b>		
<b>February 2019</b>	<b>The COOMET quality forum is conducting a training seminar for quality managers of the NMIs/DI</b>		
<b>March 2019</b>	<b>The COOMET quality forum to conduct training of assessors, technical experts of RMO</b>		
<b>Before March/April 2019</b>	<b>COOMET TC Quality to revise its respective documentation– recommendations, annexes, forms.</b>		
1 July 2019	<ul style="list-style-type: none"> <li>• COOMET TC QF stops receiving applications according to ISO/IEC 17025:2005 (<i>Respective decision to be adopted by TC QF during its meeting in March/April 2019</i>);</li> <li>• COOMET TC QF starts accepting application according to new version of ISO/IEC 17025:2017 and conducts peer reviews according to new standard (for those NMIs/DIs which will apply for re-assessment or new assessment).</li> </ul>	TC QF	<i>(or we can take 1 January 2019 - to have the same deadline as in case of ISO17034, considering that there are no NMIs/DIs in COOMET which have re-evaluation in 2019).</i>
30 September 2019	<ul style="list-style-type: none"> <li>• COOMET NMIs/DIs to submit transition plans for ISO/IEC 17025:2017 to COOMET TC QF.</li> </ul>	NMIs/DIs	<i>** If NMI/DI will not submit required documents by deadline the Certificate of recognition of QMS of NMIs/DIs will be suspended/cancelled.</i>
30 October 2019	<ul style="list-style-type: none"> <li>• Deadline for COOMET TC Quality to accept (partially accept - request modifications from NMIs/DIs within 2 weeks to from submission be finally approved or rejected) or not accept transition plans of NMIs/DIs.</li> </ul>	TC Quality	<i>** (see note above); If TC Quality partially accepts transition plans, NMIs/DIs will not be allowed to further steps. In case of partially approved until it is fully accepted (within 2 weeks) before 30 of October.</i>
30 April 2020	<ul style="list-style-type: none"> <li>• Deadline for COOMET NMIs/DIs to submit report on implementation of their transition plans to COOMET TC Quality.</li> <li>• Within 2 weeks, COOMET TC QF makes decision to accept, (partially accept) or reject NMIs /DIs implementation reports.</li> </ul>	NMIs/DIs	<i>** (see note above); If TC Quality rejects, or partially accepts NMIs/DIs implementation report NMIs/DIs will not be allowed to further steps. In case of partially approved until it is fully accepted (within 2 weeks).</i>

30 September 2020	<ul style="list-style-type: none"> <li>• COOMET NMIs/DIs, the implementation reports of which were approved to submit written presentation of their QMSs according to ISO 17025:2017 for further submitting of oral presentation on COOMET TC QF.</li> </ul>	NMIs/DIs	**(see note above);
30 October 2020	<ul style="list-style-type: none"> <li>• To conduct COOMET Quality Forum and TC, where all NMIs/DIs concerned (peer evaluated according to ISO/IEC 17025) have to make their oral presentations (which must contain evidences and latest updates about the implementation of transition plans) at COOMET TC QF. TC QF to approve or reject oral presentation of NMIs/DIs.</li> <li>• COOMET TC Quality to take decision regarding all NMIs/DIs concerned on cancellation or re-confirmation of validity of recognition certificates against ISO/IEC 17025:2017. TC QF to inform JCRB about the status of recognition of QMSs of NMIs/DIs.</li> </ul>	TC QF NMIs/DIs  TC Quality	**(see note above); <i>In case the oral presentation against new version is accepted by COOMET TC QF, NMIs/DIs concerned will be considered to be in accordance with ISO17025:2017.</i>  <i>Next peer evaluation in such case will have to be conducted within 5 years from the date when Certificate was issued. If oral presentation is not approved the certificate of recognition will not be valid any more and will be cancelled.</i>
20 November 2020	COOMET TC QF prepares information/report on implementation of the transition policy and plan of RMO COOMET, which will include updated status of recognition of all NMIs/DIs concerned regarding the ISO17025:2017 standard and submits it to JCRB.	TC QF	