



**Annex 10 to the document «Recommendation. The Rules and Procedure for the Evaluation of Quality Management Systems In National Metrology Institutes»**

**QMS Annual Report of NMI .....(report the name of the NMI)  
implementation of ISO/IEC 17025 and ISO Guide 34 requirements  
for CIPM MRA purposes for the year .....**

**Section 0 – Fields covered by the QMS**

Fields and relevant COOMET Technical committees		Field covered by the QMS (Y/N)	CMCs published (number(s))	CMCs in the review stage? (number(s))	CMCs in the review stage covered by the QMS? (Y/N)
AUV	TC1.2 «Acoustics, Ultrasound and Vibration»				
EM	TC 1.3 «Electricity and Magnetism»				
F	TC 1.4 «Flow»				
L	TC 1.5 «Length and angle»				
M	TC 1.6 «Mass and Related Quantities»				
PR	TC 1.7 «Photometry and Radiometry»				
MC	TC 1.8 «Physicist- chemistry, CRM- reference materials» (metrology in chemistry)				
R	TC 1.9 «Ionizing Radiation and Radioactivity»				
T	TC 1.10 «Thermometry and thermal physics»				
TF	TC 1.11 «Time and Frequency»				
Total:					

**Part A: Changes and management of QMS according to ISO/IEC 17025.**  
(no more than 2 pages + Appendix)

**Section 1A – Changes and supplementations in QMS and Quality manual**

Title	Reporting information	Comments
1. Procedure description including the position of the managing staff of NMI.		
2. Quality management system (QMS management, processes and technical requirements)		
3.CMCs		
4.Calibration certificates		
5. Comparisons		

**Section 2A – QMS management**

Title	Reporting information	Comments
Customer's claims		

External audits		
Internal audits		
Nonconformity		
Results of corrective actions		
Management review		

**Section 3A – Main problems occurred during the year and/or main improvements**

**Section 4A – Declaration**

Signature of responsible body

Date

Chargeable person (name, surname, phone number, e-mail)

**Part B: ISO Guide 34 requirements to the certified reference materials (CRM) - (no more than 2 pages + Appendix)**

**Section 1B – Changes and supplementations in QMS and Quality manual**

Title	Reporting information	Comments
1. QMS procedure description including the position of the managing staff of NMI.		
2. Quality management system (QMS management, processes and technical requirements to CRM)		
3.CMCs		
4. Comparisons		
5.Certificates (CRM)		

**Section 2B – QMS management**

Title	Reporting information	Comments
Customer's claims		
Internal audits		
External audits		
Nonconformity		
Results of corrective actions		
Management review		

**Section 3B – Main problems, relating to the development and preparation of CRMs, occurred during the year and/or main improvements**

**Section 4B – Declaration**

Signature of responsible body

Date

Chargeable person (name, surname, phone number, e-mail)