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| off_logo | **Annex 10 to the COOMET Recommendation  COOMET R/AQ/13:2019 "Rules and Procedure for the evaluation of the quality management systems of National metrology institutes/Designated institutes"** | |
| Document of COOMET Quality Forum  Document code: **QSF-doc\_003r\_anx10** | Pages: 2  Version: 28.03.2019 |

**ANNUAL REPORT ON THE NMI/DI QMS (form)**

**Annual Report on the quality management system of NMI/DI** *(full name of the NMI/DI)*

**in accordance with ISO/IEC 17025 and/or ISO Guide 34**

**for CIPM MRA purposes for the year ..........**

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Fields and relevant COOMET  Technical committees | | Is the field covered  by the QMS?  (Y/N) | Are CMCs  published?  (number) | Are CMCs in the  review stage in COOMET?  (Y/N) |
| AUV | ТC1.2 "Acoustics, Ultrasound and Vibration" |  |  |  |
| EM | ТC 1.3 "Electricity and Magnetism"" |  |  |  |
| F | ТC 1.4 "Flow Measurement" |  |  |  |
| L | ТC 1.5 "Length" |  |  |  |
| M\* | ТC 1.6 "Mass and Related Quantities" |  |  |  |
| PR | ТC 1.7 "Photometry and Radiometry" |  |  |  |
| QM | ТC 1.8 "Physical chemistry",  TC 1.12 "Reference materials"  (metrology in chemistry) |  |  |  |
|  |  |  |
| R | ТС 1.9 "Ionizing Radiation and  Radioactivity" |  |  |  |
| T | ТС 1.10 "Thermometry and Thermal Physics"" |  |  |  |
| TF | ТС 1.11 **"**Time and Frequency" |  |  |  |
| Total: | |  |  |  |

*\* − М: specify the specific subcategories of measurements.*

**Part 1: Changes and supplementations in the QMS according to ISO/IEC 17025 and/or ISO 17034 to the CRM**

| **Title** | **Reporting information** | **Comments** |
| --- | --- | --- |
| 1. Description of the structure including   the position of the managing staff of NMI/ DI. |  | Appendix 1 " NMI/DI structure"  Appendix 1.1 " Organogram of NMI/DI QMS" |
| 2. Quality management system  (QMS management, processes and  technical requirements) |  | Appendix 2 "List of QMS documents" |
| 3. СМСs |  | Appendix 3 "Calibration and measurement capabilities" |
| 4. Comparisons (including interlaboratory comparisons) |  |  |
| 5. Calibration certificates |  |  |
| 6. CRM certificates |  |  |
| 7. Complaints (claims) |  | Appendix 4 "Complaints (claims)" |
| 8. External audits |  | Appendix 5 "Results of external audits" |
| 9. Internal audits |  |  |
| 10. Non-conformities |  | Appendix 6 "Non-conformities" |
| 11. Results of corrective actions |  | Appendix 7  "Results of corrective actions" |
| 12. Management review |  | Appendix 8. "Management review" |

**Section 2 – Main problems occurred during the year and/or main improvements**

**Section 3 – Declaration:** All requirements of ISO / IEC 17025 and/or ISO 17034 are met in the reporting period.

Appendixes

Signature of an authorized person Date

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