

	COOMET Recommendation	COOMET R/RM/4:2008
	Procedure for Joint Development, Recognition and Registration of Certified Reference Materials within COOMET	
<p><i>Endorsed at the 5th meeting of experts on certified reference materials of COOMET member-countries (Sofia, Bulgaria, October 1998), updated and supplemented at the 12th meeting of COOMET TK 1.12 "CRMs" (Astana, Kazakhstan, 18-20 September, 2007) Approved at the 18th COOMET Committee Meeting (Kharkov, Ukraine, 15th–16th May 2008)</i></p>		

1 SCOPE

This Recommendation is developed in elaboration of Memorandum of Understanding on the Development and Use of Certified Reference Materials of Composition and Properties of Substances and Materials within COOMET and establishes the procedure for joint development, recognition and registration of certified reference materials within COOMET (hereinafter referred to as COOMET CRMs).

Recommendation is developed in view of the following documents:

COOMET D1/2006 COOMET Memorandum of understanding

COOMET D4/2003 COOMET publications. Classification, development, approval and registration. General provisions.

2 REFERENCES

In this Recommendation references are made to the following normative documents:

COOMET D2/2006 COOMET Rules of procedure

COOMET D3/1998 Memorandum of understanding on the development and use of reference materials of composition and properties of substances and materials

COOMET R/RM/5:2002 Contents and rules of drawing up documents for CRMs developed within COOMET

Mutual recognition arrangement for the mutual recognition of national measurement standards and of calibration and measurement certificates issued by national metrology institutes

ISO Guide 30:1992 Terms and definitions used in connection with reference materials

ISO Guide 31: 2000 Reference materials – Contents of certificates and labels

ISO Guide 35: 2006 Reference materials – General and statistical principles for certification.

3 GENERAL PROVISIONS

3.1 COOMET certified reference materials are certified reference materials (CRMs) of composition and properties of substances and materials developed in concert by the countries cooperating in COOMET, recognized and allowed for use by the national metrological bodies of COOMET member-countries.

3.2 COOMET CRMs are freely used without further tests in bilateral and multilateral economic, scientific and technical cooperation of COOMET member-countries that joined their recognition.

3.3 The procedure for the use of COOMET CRMs in the countries is established in compliance with the existing national documents; in the absence thereof - in compliance with COOMET documents.

3.4 The following CRMs may be recognized as COOMET CRMs:

- CRMs developed by several countries in concert according to the preliminarily agreed requirements;
- CRMs, developed by one of COOMET member-countries with participation of the interested countries in the certification of a certified reference material;
- CRMs accepted in Appendix C of the MRA.

3.5 CRMs, having the “state” status (certified, recognized or approved) in the Coordinator’s country are proposed for the recognition as COOMET CRMs, if they were developed in concert, or in the country of CRM development author, if other countries participated in their certification.

3.6 The development of COOMET CRMs is undertaken in compliance with COOMET Document D2/2006 pertaining to the works on agreed COOMET projects.

3.7 In the course of COOMET CRMs development the rules and methods of certification and other technological and methodological procedures are established by the relevant technical documents agreed upon by participants of work.

4 PROCEDURE FOR THE DEVELOPMENT OF CERTIFIED REFERENCE MATERIALS WITHIN COOMET

4.1 The development of certified reference materials within COOMET normally includes the following stages:

- a) filling in the form for a proposed project (appendix 1 to COOMET Document D2/2006), accompanied by detailed information on the content of the proposed work;
- b) approval of the project (appendix 2 to COOMET Document D2/2006: the form of agreed project);
- c) drawing up and approval of the working plan, containing the stages, dates and the parties, responsible for each stage;
- d) works to be performed in compliance with the agreed working plan;
- e) review and approval of the results of the works at the meetings of experts of COOMET Technical Committees (COOMET TC).

4.2 In the course of COOMET CRM development the working plan under p. 4.1. should contain the following stages:

- development and adoption of the agreement (arrangement, contract, etc.), regulating legal and economical aspects of cooperation, appointment of coordinator of works (when CRMs are developed by several countries in concert);
- development and adoption of specification for CRM development, containing the programme of CRM certification;
- works on the preparation and testing CRM material and on CRM certification;
- drawing up the report and draft documents on CRMs being developed in compliance with COOMET Recommendation R/RM/5:2002.

4.3 The metrological examination of the documents on CRMs developed within COOMET for the conformity with the requirements of ISO Guides 30, 31, 35 should be obligatorily performed by the body of the state metrological service of the country coordinating the joint development of COOMET CRMs, of the country–author of COOMET CRMs development with participation of other countries in certification or of the country–author of the data, submitted for the inclusion in Appendix C of the MRA.

5 PROCEDURE FOR THE RECOGNITION AND THE REGISTRATION OF COOMET CRMS

5.1 The decision of CRM recognition as COOMET CRM and entering it in the Register of COOMET CRMs is taken at the meeting of COOMET Committee and the corresponding record is made in the minutes of the meeting.

5.2 CRM is entered in the Register of COOMET CRMs, if the decision of its recognition is confirmed by at least three countries including the author and the coordinator of CRM development.

5.3 The procedure for the recognition of COOMET CRMs, developed by the Project Coordinators:

5.3.1 The documents, prepared by the Project Coordinator in conformity with p. 4.3 of this Recommendation and metrological examination report are considered at the meetings of the corresponding COOMET TCs.

5.3.2 The chairmen of COOMET TCs submit the record from the minutes of COOMET TC meeting concerning the possibility to recognize the CRMs under consideration as COOMET CRMs and the list of these CRMs to COOMET TC 1.12 “Certified Reference materials”.

5.3.3 The Chairman of COOMET TC 1.12 “Certified Reference materials” compiles the complete list of certified reference materials, agreed for the recognition as COOMET CRMs and submits it to the Secretariat of COOMET Committee with a corresponding draft decision written down in the minutes.

5.4 The procedure for the recognition of COOMET CRMs, accepted in Appendix C of the MRA and submitted by the Project Coordinators:

5.4.1 MRA CRMs can be recognized as COOMET CRMs as agreed by the parties either from the results of comparisons within COOMET or from supplementary information, in the form of details on publications in international journals or on undergoing peer review, provided by the author in support of calibration and measurement capabilities (CMC).

5.4.2 Reports on comparisons and supplementary information are considered at the meetings of corresponding COOMET TCs.

5.4.3 The further procedure of works is in conformity with p.p. 5.3.2 and 5.3.3.

5.5 The Register of COOMET CRMs and the data base of COOMET CRMs are maintained by COOMET TC 1.12 “CRMs”.

5.6 The information on the numbers, assigned to COOMET CRMs in the Register of COOMET CRMs is submitted by COOMET TC 1.12 “CRMs” within a month time after the meeting of the COOMET Committee to the Chairmen of COOMET TCs (within which COOMET CRMs are developed) and to the Contact Persons of COOMET member-countries in TC 1.12 “CRMs”.

5.7 The countries that did not join the recognition of a particular CRM may join its recognition later on. In this case a relevant notice is to be sent to COOMET TC 1.12 “CRMs” which includes the joining country in the list of the countries that have already joined the CRM recognition and so notifies the Chairmen of COOMET TCs (within which COOMET CRMs are developed) and the Contact Persons of COOMET member-countries in TC 1.12 “CRMs”.

5.8 TC 1.12 “CRMs” annually provides the information on the progress of the Register of COOMET CRMs to the meetings of COOMET Committee.

5.9 The information on CRMs entered in the Register of COOMET CRMs is disseminated according to the rules adopted in the countries which joined the recognition of these CRMs.

INFORMATION DATA

COOMET Document R/RM/4:2008

1. Coordinating organization:
FGUP “The Urals Research Institute for Metrology” (FGUP “UNIIM”)

2. COOMET Project: *374/RU/06*

3. The Document is approved *at the meeting of COOMET Committee*

4. Information on the use of this document by COOMET member-countries:
Since this COOMET Recommendation is of an organizational and methodical nature and reflects legal and procedural questions to be followed by all COOMET structural bodies when carrying out the works on CRM production, then this document is to be used by all COOMET member- countries.