APMP GUIDELINES:
Flow diagram of CMC entry, acceptance and QMS acceptance

Doc. No: APMP-MRA-G-06
Edition: v 1.0
Revised: 12/10/2022
Updated: 12/10/2022
Flow diagram of CMC entry, acceptance and QMS acceptance

Peer Review / Assessment Team

NMI: TC / TCQS delegate

1 Request for approval of technical reviewers/ QMS experts

APMP-QS-D-04

2 Approval of technical reviewers/QMS experts

APMP-QS-D-05

4 CMC Submission

APMP-QS-D-01 with Evidence
CMCs with Evidence

5 Review Request

TC Chair

6 Additional Information requests/questions

7 Review results

APMP-QS-D-03

CMC Chair

8 Review results

APMP-QS-D-07

9 QMS Approval Notice

TCQS Chair

10 Posting CMCs (Both technical and QMS)

Completed CMCs,
APMP-QS-D-03, APMP-QS-D-07

RMOs

JCRB

CMC website

See flowcharts in Appendix B and C of CIPM MRA-G-13 for JCRB review process

JCRB

NMI action

TC Chair action

TCQS Chair action

Reviewer action

RMOs to/from NMI or TC Chair (if necessary)
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Responsibility</th>
</tr>
</thead>
</table>
| 0    | Establish/expand calibration and measurement capabilities (CMCs) | Meet the requirements of the standard relevant to the CMCs. For example, ISO/IEC 17025, ISO 17034  
Meet the criteria for acceptance of CMCs defined in CIPM MRA-G-13/Section 3  
Meet the criteria for acceptance of CMCs defined by the relevant Consultative Committee | NMI/DI CMC Writer |
| 1 – Seek Approval for technical reviewers and/or Quality Management System (QMS) experts prior to peer review | Identify appropriate technical reviewers/QMS experts and seek approval as follows:  
- For approval of technical reviewer(s):  
  o complete form APMP-QS-D-04  
  o send to TC chair  
- For approval of QMS expert(s) (if not using an accreditation body):  
  o complete form APMP-QS-D-05  
  o send to TCQS chair | CMC Writer  
(cm with assistance from TC Chair and TCQS representatives) |
| 2 – Provide approval for technical reviewers and/or QMS experts prior to peer review | Review completed form and supporting documentation  
Send response to NMI/DI | TCQS chair and TC chair |
| 3 – (Onsite) Peer review/assessment | Schedule the peer review with approved experts.  
Provide relevant documentation to the assessment team prior to the onsite visit.  
Undertake the peer review/assessment and provide a report (with reference to the CMCs assessed) to the NMI/DI. | CMC Writer and/or accreditation body  
Accreditation body/assessment team |
| 4 – Request Intra-RMO review of CMCs | Create or upload New or Modified draft CMCs into the Key Comparison Database (KCDB) through the website.  
Please note that the CMCs must be consistent with the scope that was assessed in the Peer Review. If the scopes are in different formats, the Writer must submit a document explain the correlation.  
Complete APMP-QS-D-01 with supporting evidence for CMCs and send to both:  
  o TCQS chair  
  o TC chair | CMC writer  
Accreditation body/assessment team |
| 5 – Intra-RMO review | Allocate the QMS submission to QMS reviewers within TCQS  
Allocate the technical submission to technical reviewers within TC For certain editorial changes, the TC Chair may not require additional technical reviews. | TCQS Chair  
TC Chair |
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Responsibility</th>
</tr>
</thead>
</table>
| 6 – Intra-RMO review | • Review QMS submission against APMP QMS requirements  
  • If required, request additional information/questions of NMI/DI  
  • Review technical submission and provide response in the KCD.  
  • If required, request additional information/questions of NMI/DI | QMS reviewers  
  Technical reviewers |
| 7 – Intra-RMO review | • If required, provide response/additional information to TC/QMS reviewers  
  Note: Discussions may take place through email discussions or comments in the KCDB.  
  • The TC chair considers the results of the technical reviews and decides whether to return for revision, or to accept each CMC  
  • Provide technical review results to NMI/DI | CMC Writer, TC/QS representatives  
  TC Chair |
| 8 – Intra-RMO review | • If required, review any additional response/information submissions  
  • Complete form APMP-QS-D-03 and provide to TCQS Chair | Technical and QMS reviewers  
  QMS reviewers |
| 9 – Approval of QMS | • Complete form APMP-QS-D-07 and send this and APMP-QS-D-03 to both:  
  ○ TC Chair  
  ○ CMC Writer | TCQS Chair |
<p>| <em>Must be completed before inter RMO review is initiated in KCDB</em> |
| 10 – Request Inter RMO/JCRB review | • Submit CMCs via the KCDB (JCRB CMC) website, attaching APMP-QS-D-03 and APMP-QS-D-07. | TC Chair |</p>
<table>
<thead>
<tr>
<th>No.</th>
<th>Date of Revision</th>
<th>Meeting</th>
<th>Chap/Sec</th>
<th>Description of Revisions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>12/10/2022</td>
<td>APMP GA 2022</td>
<td>All</td>
<td>New document under APMP-MRA-G-05</td>
</tr>
</tbody>
</table>