



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

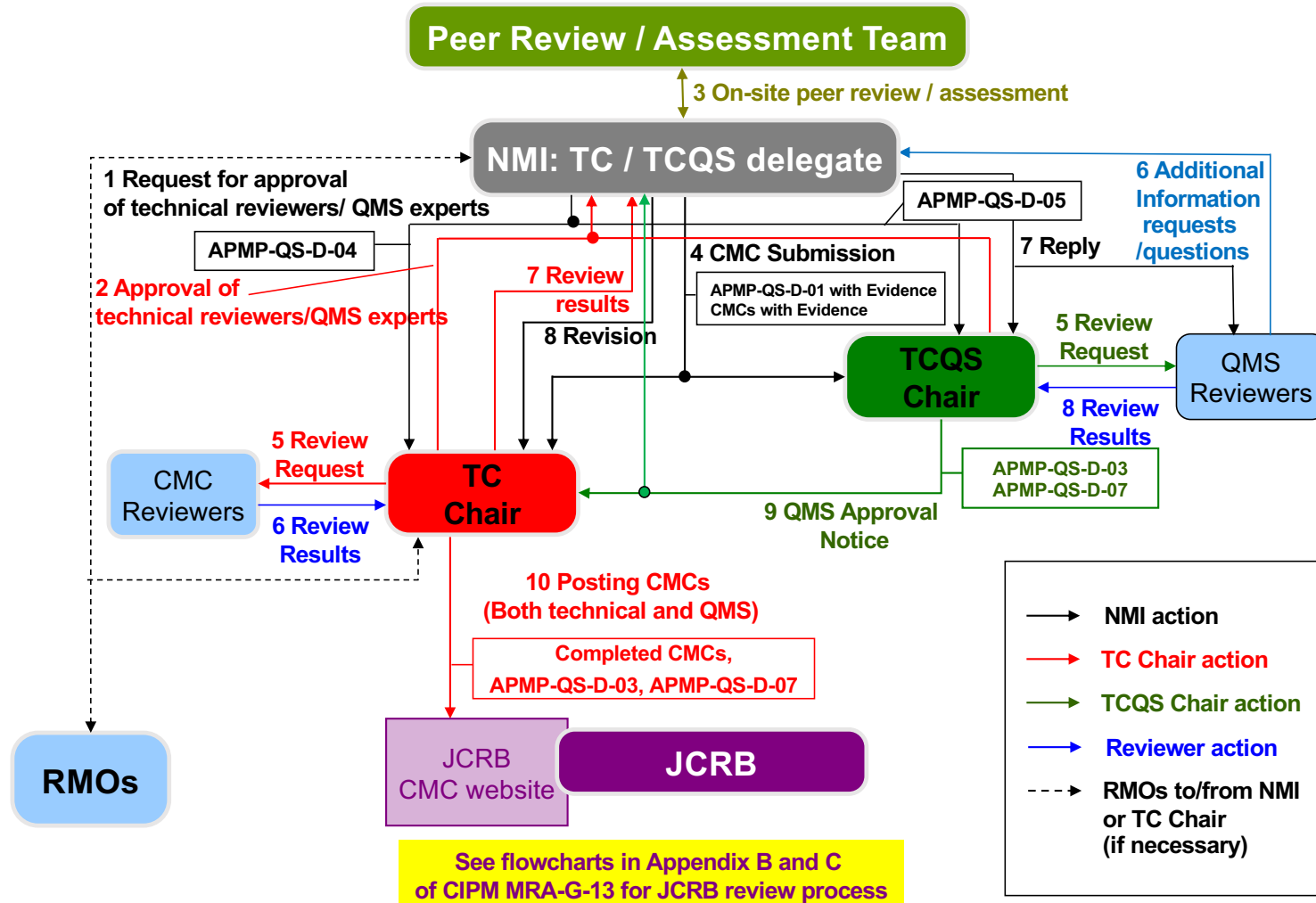
Doc. No: APMP-MRA-G-06

Edition: v 1.0

Revised: 12/10/2022

Updated: 12/10/2022

Flow diagram of CMC entry, acceptance and QMS acceptance



Step	Action	Responsibility
0 - Establish/expand calibration and measurement capabilities (CMCs)	<ul style="list-style-type: none"> 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	<p>Identify appropriate technical reviewers/QMS experts and seek approval as follows:</p> <ul style="list-style-type: none"> For approval of technical reviewer(s): <ul style="list-style-type: none"> complete form APMP-QS-D-04 send to TC chair For approval of QMS expert(s) (if not using an accreditation body): <ul style="list-style-type: none"> complete form APMP-QS-D-05 send to TCQS chair 	CMC Writer (with assistance from TC Chair and TCQS representatives)
2 – Provide approval for technical reviewers and/or QMS experts prior to peer review	<ul style="list-style-type: none"> Review completed form and supporting documentation Send response to NMI/DI 	TCQS chair and TC chair
3 – (Onsite) Peer review/assessment	<ul style="list-style-type: none"> Schedule the peer review with approved experts. Provide relevant documentation to the assessment team prior to the onsite visit. 	CMC Writer and/or accreditation body
	<ul style="list-style-type: none"> Undertake the peer review/assessment and provide a report (with reference to the CMCs assessed) to the NMI/DI. 	Accreditation body/ assessment team
4 – Request <u>Intra</u> -RMO review of CMCs	<ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> TCQS chair TC chair <p>This step initiates the QMS review of CMCs which is not automatically started by the KCDB2.0</p>	CMC writer
5 – <u>Intra</u> -RMO review	<ul style="list-style-type: none"> Allocate the QMS submission to QMS reviewers within TCQS 	TCQS Chair
	<ul style="list-style-type: none"> Allocate the technical submission to technical reviewers within TC For certain editorial changes, the TC Chair may not require additional technical reviews. 	TC Chair

Step	Action	Responsibility
6 – <u>Intra</u> -RMO review	<ul style="list-style-type: none"> Review QMS submission against APMP QMS requirements <i>If required, request additional information/questions of NMI/DI</i> 	QMS reviewers
	<ul style="list-style-type: none"> Review technical submission and provide response in the KCD. <i>If required, request additional information/questions of NMI/DI</i> 	Technical reviewers
7 – <u>Intra</u> -RMO review	<ul style="list-style-type: none"> <i>If required, provide response/additional information to TC/QMS reviewers</i> 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 	CMC Writer, TC/QS representatives
		TC Chair
	<ul style="list-style-type: none"> Provide technical review results to NMI/DI 	TC Chair
8 – <u>Intra</u> -RMO review	<ul style="list-style-type: none"> <i>If required, review any additional response/ information submissions</i> 	Technical and QMS reviewers
	<ul style="list-style-type: none"> Complete form APMP-QS-D-03 and provide to TCQS Chair 	QMS reviewers
9 – Approval of QMS *Must be completed before <i>inter</i> RMO review is initiated in KCDB*	<ul style="list-style-type: none"> Complete form APMP-QS-D-07 and send this and APMP-QS-D-03 to both: <ul style="list-style-type: none"> TC Chair CMC Writer 	TCQS Chair
10 – Request <u>Inter</u> RMO/JCRB review	<ul style="list-style-type: none"> Submit CMCs via the KCDB (JCRB CMC) website, attaching APMP-QS-D-03 and APMP-QS-D-07. 	TC Chair

record of revisions

No.	Date of Revision	Meeting	Chap/Sec	Description of Revisions
1.0	12/10/2022	APMP GA 2022	All	New document under APMP-MRA-G-05