**Requesting that the QSTF Accept New CMCs as within the Scope of a Previously Approved Quality Management System**

**Background**

The SIM Quality Systems Task Force (QSTF) requires that Quality Management Systems (QMS) be re-approved every 5 years. There are occasions, such as when NMIs within the region are expanding and growing their capabilities, that an Institute introduces new CMCs within the apparent scope of a previously approved QMS, in the middle of the 5-year review cycle. This policy is intended to provide assurance that an approved QMS covers the new CMCs.

**Policy**

1. If an NMI or DI declared their plans for the new CMCs being considered at the time of their peer review or assessment, and those CMCs were considered as within the scope of the review, those CMCs will be considered as within the scope of the already approved QMS. In this case, the Institute must advise the QSTF Chair and Secretariat and the relevant Technical Working Group Chair of the inclusion of the new CMCs by providing the following information:
* A list of the declared CMCs in the required format (<http://www.bipm.org/utils/common/CIPM_MRA/CIPM_MRA-D-04.pdf>)
* Evidence that the CMCs were declared during a previous peer review / assessment (including date of review / assessment)
1. If the new CMCs were not declared during a peer review or assessment for an approved QMS, the Institute must submit all relevant supporting information listed in the following template to the QSTF Chair and Secretariat, to be reviewed by the QSTF via email. An electronic vote will then be taken to determine if the new CMCs are sufficiently close to the calibration services covered by the previously approved QMS to be covered by that same QMS. If the vote is “affirmative” then the Chair of the QSTF will inform the Chair of the relevant SIM Technical Committee that the submitted CMCs are covered by an approved QMS and may proceed in the CMC approval process.
2. If the CMCs are not approved as within scope of a previously approved QMS, the NMI/DI will be expected to follow the existing procedures for approval of a new QMS covering the new CMCs, including a peer review and presentation at a QSTF meeting.

**Checklist for Requesting that CMCs be Included within the Scope of a Previously Approved Quality Management System**

NMI/DI Submitting:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Submitted:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

| **ITEM THAT MAY BE SUBMITTED** | **FILE NAME/S** | **INCLUDED?** |
| --- | --- | --- |
| List of declared CMCs in the required format (**required**): <http://www.bipm.org/utils/common/CIPM_MRA/CIPM_MRA-D-04.pdf> |  |  |
| Most recent peer review or assessment report that covers the scope of the CMCs being considered for inclusion under an approved QMS* Date of peer review: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Date of QSTF approval of QMS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 |  |  |
| Written opinion by the relevant Technical Working Group Chair and/or Assessor concerning whether the proposed CMCs are sufficiently technically similar to those covered by an approved QMS to also be considered within the scope of an approved QMS.  |  |  |
| Statement from NMI/DI explaining why the CMCs should be considered within the scope of a previously approved QMS. Include a description of the proposed CMCs, and how they are similar and different from those within the scope of an approved QMS.  |  |  |
| Other supporting documentation (**optional**) |  |  |