

## SIM QSTF Transition Policy and Plan - ISO/IEC 17025:2017 and ISO 17034:2016

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### Introduction

This document describes the Transition Policy and Plan adopted by the SIM QSTF to demonstrate that all approved QMSs conform to the revised edition of ISO 17034:2016 (replacing ISO Guide 34:2009) and ISO/IEC 17025:2017 (replacing ISO/IEC 17025:2005).

This document defines the responsibilities of NMI/DIs which have or seek to have QMS recognition by QSTF. It also describes the responsibilities of the QSTF members in the review and approval of the QMSs.

It takes into account that a three (3) year transition period after the publication of the revised edition of the respective standards which has been widely adopted and takes into account the QSTF period for re-approval of a QMS is a maximum of five (5) years.

The “old edition” refers to ISO/IEC 17025:2005 and ISO Guide 34:2009. The “revised edition” refers to ISO/IEC 17025:2017 and ISO 17034:2016.

### 1.1 Scope

The SIM QSTF transition policy and plan covers the transition to the revised edition of both international standards ISO/IEC 17025:2017 and ISO 17034:2016.

The policy and plan apply to all NMI/DIs that request recognition of their Quality Management System (QMS) by the QSTF.

### 1.2 Objectives

The transition policy and plan objectives are to ensure:

the continued international recognition of QMS in support of measurement services of NMI/DIs within SIM; and

- that all NMI/DIs are treated in a fair and transparent manner.

### 1.3 Policy Statement

All NMI/DIs must demonstrate that their QMS conforms to the revised edition(s) by the transition deadline.

The transition deadlines are 30 November 2019 for ISO 17034:2016 and 01 June 2021<sup>i</sup> for ISO/IEC 17025:2017.

After the transition deadline, approvals of QMS that conform to the old editions will no longer be considered valid by QSTF.

### 1.4 Transition Plan

During the transition period, all NMI/DI must take actions to ensure that the approved QMS conform to the requirements of the revised standard(s). These actions can include, but are not limited to a gap analysis, personnel training, internal audits and management reviews.

During the transition period, the NMI/DI must clearly state for which edition of the standard recognition is sought in the presentation of their QMS. NMIs/DIs must also clearly state which edition was used for the peer-review.

During the transition period, the QSTF can approve QMS against the old standard(s) or the revised standard(s) based on the evidence provided by the NMI/DI.

An NMI/DI with an approved QMS that conforms to the old standards can request QSTF transition approval to the revised edition in two ways: in person or by e-ballot. Transition approvals do not extend the date of validity of the original approval, only recognize that the QMS has been demonstrated to conform to the requirements of the revised standard(s). An additional peer review is not required for a transition approval.

Transition approvals requested in person are to be scheduled at a regular meeting of the QSTF, following the usual process for approval (QSTF-00) using the submission package (QSTF-01) for review and approval. However, the requirements relating to peer review timelines are waived. Submissions must follow the regular time frames for meetings and must clearly indicate that the NMI/DI is seeking transition approval. Note: if the submission/presentation is a combined renewal and transition approval, all the requirements for the 5-year renewal must be met.

Transition approval by electronic ballot (using SIM-06 as a guide) is requested using the submission package (QSTF-00). The request is sent by the NMI to the QSTF Chair and Secretary. NMIs must submit the request on behalf of the DIs. The SIM QSTF Chair/Secretary will circulate an e-ballot with a link to the submission package

(on the SharePoint site) to QSTF for review and approval. The e-ballot will include a discussion period (3 weeks) and a voting period (1 week). QSTF members are required to vote on all e-ballots with either “In favour”, “Against” or “abstain”, non-responses will be counted as a “Against”.

## Revision History

Version	Authors	Date	Comments
0	Isabelle Amen and Silvio dos Santo	2017-11-20	first draft to be submitted to SIM QSTF for comments
0.1	Georgette Macdonald	2018-02-27	Edit to English, formatting to align with QSTF-00, added comments/questions
1.0	Georgette Macdonald	2019-06-11	Send for approval. Edited based on discussion (via telecon and in-person) and practices adopted.
2.0	Sally Bruce	2020-08-03	Edit to update the transition deadline for ISO/IEC 17025:2017.
2.0	Andrew Conn	2020-08-11	Incorporated grammatical edits submitted by QSTF members; modified header and footer to reflect change to Version 2.0 and most recent date of approval

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<sup>i</sup> Per ISO/ILAC Joint Communique issued June 2020 <https://ilac.org/about-ilac/partnerships/international-partners/iso/>