



# QSTF Report

2020 SIM General Assembly  
Virtual meeting  
20 November 2020

**SIM**

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# SIM Quality System Task Force (QSTF)

- Delegated responsibility in the CIPM MRA for review of the quality management systems (QMSs) is given to the Regional Metrology Organizations (RMOs).
- SIM is responsible to review and to approve the QMS operated by its member National Metrology Institutes (NMIs) and their Designated Institutes (DIs) and to report on their acceptance to the Joint Committee of the RMOs and the BIPM (JCRB).
- This responsibility has been assigned by SIM Council to the SIM Quality System Task Force (QSTF) [SIM-09].
- QMS approval by SIM QSTF is required to support CMC claims, however since it is not limited to this purpose **any NMI/DI in the SIM region may present a QMS related to their measurement services for QSTF approval.**

# SIM QSTF Responsibility and membership

## *The SIM bylaws state:*

- QSTF is responsible for reviewing and approving the quality management system(s) of any SIM member or associate upon request, even non-signatories of the MRA;
- A meeting of the QSTF to review the QMS of NMIs/DIs will be held at least once a year (in person);
- The meeting will be open to all SIM members and observers from other RMOs, and will provide the opportunity for discussion and comments;
- SIM QSTF decisions will be made by the representatives of the SIM signatories to the CIPM MRA;
- The QSTF will assess whether or not the quality management system of each Institute conforms with the requirements of the CIPM MRA;
- SIM QSTF approval is required prior to submission of new or revised CMC claims to the JCRB.

# SIM QSTF Delegates - Voting members

INTI, Argentina: Fernando Kornblit

IBMETRO, Bolivia: Mayra Gutierrez

INMETRO, Brazil: Silvio dos Santos

NRC, Canada: Isabelle Amen

CARICOM: Saira Knox

INN, Chile: Roberto Morales

INM, Colombia: Milena Rodriguez

LACOMET, Costa Rica: Christopher Cortés

INEN, Ecuador: Evelyn Basantes Tipanta

BSJ, Jamaica: Sophia Lawrence

CENAM, Mexico: Ruben Lazos

CENAMEP, Panama: Javier Arias

INTN, Paraguay: Maria Lourdes Valenzuela

INACAL, Peru: Edwin Guillen

NIST, USA: Titilayo Shodiya

LATU, Uruguay: Elizabeth Ferreira

*Chair: Sally Bruce, NIST USA*

*Deputy Chair: Christopher Cortes, LACOMET Costa Rica*

*Secretary: Andrew Conn, NIST USA*

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## QSTF 2020: UPDATES

- Newly elected and serving Chair, Sally Bruce (NIST), as of 21 May 2020 (Term until January 2023)
- 1st ever - serving as Deputy Chair, Christopher Cortés (LACOMET)
- Granted approval by SIM Council to operate the QSTF in a virtual meeting mode
- Gained approval by JCRB to extend the deadline of the ISO/IEC 17025:2017 transition to align with ISO/ILAC's recommendation of June 2021
- Received unanimous approval via the SIM proposed resolution:
  - JCRB resolution 42/4: "Due to the effect of the global pandemic on travel and workplace accessibility, the JCRB approves an extension until June 2021, for all RMO-approved quality management systems set to expire in calendar year 2020, if needed. The JCRB will revisit this topic at its 43rd meeting.



# Planning to progress in the virtual mode

- 1<sup>st</sup> Virtual meeting held June 24
- Established a Working Group on Documentation, led by the Deputy Chair
  - Updated QSTF documents to align with new standards
  - Developed a guidance document for Institutes to use when conducting Peer Reviews, Internal Audits, and Assessments in a remote/virtual fashion
- Discussed the process needed for conducting SIM QSTF remote reviews
  - Approval needed from SIM Council to temporarily amend SIM 09

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# SIM QSTF in a virtual mode

Approved QMS via QSTF Remote Reviews  
*(late July and August after Council approval)*

Economy	Laboratory	Technical Areas/CMCs
Mexico	CENAM	Dimensional, Impedance
Brazil	INMETRO	Photometry and Radiometry
Argentina	INTI	Mass and Density, AUV, Density and Fluid Flow

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## Additional highlights

- Completed Transitions of QMS to meet requirements of 17034:2016
- Transitions to 17025:2017 are well underway
- Updated QSTF Approval Certificates to align with the KCDB 2.0: descriptions, categories and branches.
- Added dates of approval to the QSTF documents listed on the website
- Posted the JCRB Resolution 42/4 as a resource for those QMS approvals expiring in 2020
- SIM QSTF documents updated
  - QSTF-01 Submission template
  - QSTF-03 Submission checklist
  - QSTF-06 Transition Policy



# QMS Reviews pending (due to cancelled April meeting)

Institute	Technical Area/CMCs
NRC	Chemical Metrology
	Glow Discharge Mass Spectrometry (GDMS)
	Ionizing Radiation Standards
INTI	Dimensional
ISP	Chem Metrology (Production of CRMs of ethanol in solution)
UDEC	Electricity (DC and low frequency)
CIM	Mass
CENAMEP AIP	Mass
	Energy – AC/DC
	Time Interval & Frequency

\* Per JCRB:

Those expiring in 2020  
are extended to June  
2021.

***Next meetings: Tentatively week of Nov 30-Dec 4 and Dec 14-18  
ramping up the frequency into the New Year:  
Ideally, 2 hour increments, 2 days/week***

# QMS Reviews pending (due to cancelled November meeting)

Institute	Technical Area/CMCs
NRC	Electrical Standards
NOAA (DI for WMO)	Environmental Gases
ISP	Chemical Production of certificate reference material of ethanol in solution
INACAL	Electricity (AC/DC Voltage and Current; Resistance), Electric Power and Energy, Mass, Length, Density, Temperature
INM	Density, Electricity and Magnetism
NIST	RF & Microwave Electromagnetics, Time and Frequency, Ionizing Radiation
US Navy	Acoustics

**\* Per JCRB:**

**Those expiring  
in 2020 are  
extended to  
June 2021.**

# Interactions with the TC and MWG Chairs

## Leveraging Expertise for Review Confidence

- QSTF members participated in TC virtual meeting (May)
- Advantages to having technical expert advice on QMS reviews
  - Guidance on the validity of technical relationships between comparisons and claims
- QSTF Chair and Secretary confirm the status of the QMS approvals to the JCRB Executive Secretary when CMCs are new or revised. MWG Chairs are encouraged to communicate with QSTF regarding the status of the QMS during intra-RMO CMC review.

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# SIM QSTF Chair's Interactions with the other RMO's Quality leaders

- Participated in the EURAMET TC-Q meeting
- Member of the JCRB Task Group 42/2, led by Georgette MacDonald as convenor
  - The ad hoc Task Group is charged to formulate a proposal regarding the reporting requirements and associated process related to the JCRB actions to establish confidence in each RMOs QS review process.
  - The task group may also discuss considerations and impacts of any special measures, such as virtual reviews and approvals, taken to address restrictions imposed due to the global pandemic.

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# SIM QSTF

***Ensuring efficient and effective review of the quality management systems of SIM NMIs to ensure conformance with the expectations of the CIPM MRA and to serve other quality management system approval needs of SIM NMIs.***

Chair: Sally Bruce, NIST USA, [sally.bruce@nist.gov](mailto:sally.bruce@nist.gov)

Deputy Chair: Christopher Cortés, LACOMET CR, [ccortes@lcm.go.cr](mailto:ccortes@lcm.go.cr)

Secretary: Andrew Conn, NIST USA, [andrew.conn@nist.gov](mailto:andrew.conn@nist.gov)

**SIM QSTF webpage:**

<https://sim-metrologia.org/about-us/structure/quality-system-task-force-qstf/>