



# SIM Quality System Task Force (QSTF) Report for the SIM General Assembly

**SPEAKER**

**Sally Bruce,**  
Chair of the SIM QSTF

**Panama City, Panama 21Nov2024**

## SIM Quality System Task Force (QSTF): Profile of Delegates

- SIM QSTF membership is comprised of one voting delegate from each SIM member NMI, which is also a signatory to the CIPM MRA.
  - Each delegate represents their NMI as well as any designated institute (DI) associated with the NMI
  - Quality Management Systems (QMS) of the DI must be presented to the QSTF by the DI
    - SIM QSTF may be asked to review a QMS of a IGO (signatory to the CIPM MRA) (examples included the BIPM, the IAEA, NOAA/WMO)
- Delegates are assigned by their NMI Director to serve as QSTF member
  - Up to date letters of appointment from the NMI Director are filed with the QSTF Secretariat
  - These letters can also assign an Alternate Delegate (this is encouraged)
  - The letters should identify a term or specifically indicate the term ends when notified of a different person serving as delegate.

## SIM Quality System Task Force (QSTF): Responsibilities and Participation

- SIM QSTF is responsible for reviewing and approving the quality management system of any SIM member or associate, upon request, even the non-signatories of the MRA.
- 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.**

**The QSTF assesses whether the QMS conforms with the requirements of the CIPM MRA.**

- **Per SIM 09: ISO/IEC 17025 (Calibrations and testing services) and/or ISO 17034 (Certified reference material production)\***
- **\* QSTF-00 also indicates that QMS can also be based on ISO/IEC 17043 (Proficiency Testing/Measurement Assurance Programs)**

### QSTF Delegates List

Primary Representative	Alternate	NMI	Country
Andrea Rodriguez	Silvina Aued	INTI	Argentina
Daniela Lizzeth Aguilar Alcázar	Mabel Delgado	IBMETRO	Bolivia
Erlon Henrique Martins Ferreira	José Ricardo Bardellini da Silva	INMETRO	Brazil
Isabelle Amen	Georgette Macdonald	NRC	Canada
Saira Knox (TTBS)	Anselm Gittens (SLBS)	CARICOM (TTBS)	Carribbean Region
Rodrigo Ramos Pardenas (UDEEC)	Roberto Andres Morales Zuniga (DICTUC)	INN (UDEEC)	Chile
Nubia Milena Rodríguez Roberto	N/S	INM	Colombia
Gabriel Molina Castro	Jessica Chavarría Sánchez	LCM	Costa Rica
Evelyn Fernanda Basantes Tipanta	Karla Fierro Aguilar	INEN	Ecuador
Tomokie Burton	Crystal Campbell	BSJ	Jamaica
Alfredo A. Elías-Juárez	Daniel Cardenas-Garcia	CENAM	Mexico
Lourdes Regina González	Javier Arias	CENAMEP	Panama
Sonia Chang Fernández	Sergio Daniel Balbuena Lopez	INTN	Paraguay
Edwin Francisco Guillén Mestas	Aldo Martin Quiroga Rojas	INACAL	Peru
Catherine Cooksey	Tasshi Dennis	NIST	United States of America
Elizabeth Ferreira	Mónica Trias	LATU	Uruguay

## SIM Quality System Task Force (QSTF): Meetings

- SIM QSTF meetings are open to all SIM members, representatives from other Regional Metrology Organizations, and observers.
- Information/Documentation provided to the SIM QSTF delegates for the QMS review is considered confidential. (Documents available 4-6 weeks prior to review meetings)
- After the presentation of the quality management system is given, opportunity for discussion, questions, and comments is given.
  - No photos are allowed during the presentations of the QMS
  - No AI features allowed on for Hybrid meetings
  - Occasionally the QSTF Chair may declare part of the meeting closed to discuss internal matters or policy.

# SIM Quality System Task Force (QSTF) Documents: Procedures and Templates, Updated in 2024

## QSTF Documents available online:

- [QSTF-00](#) (Procedure for Review and Approval Quality Management Systems) / *Version 1.3; Approved 23 February 2024*
- [QSTF-01](#) (Submission Template) [required] / *Version 2.1; Approved 11 September 2020 (editorial changes 5 March 2024)*
- [QSTF-02](#) (Presentation Template) [optional] / *Version 2.0; Approved 07 May 2024*
- [QSTF-03](#) (Checklist for QMS Submission) [required] / *Version 3.1; Approved 11 September 2020 (editorial changes 29 February 2024)*
- [QSTF-04](#) (Findings Template) [optional] / *Version 2.0; Approved 07 May 2024*
- [QSTF-05](#) (New CMC for existing QMS) [optional] / *Version 2.1; Approved 2 April 2014 (editorial changes 15 February 2024)*
- [QSTF-06](#) (SIM QSTF Transition Policy and Plan – ISO/IEC 17025:2017, ISO 17034:2016, and ISO/IEC 17043:2023) / *Version 3.0; Approved on 1 October 2024*

## Training and awareness, more than 100+ participants

- In March 2024, the SIM QSTF with the SIM MWG 12 (Quality Systems) hosted a Remote Seminar entitled, *A Look at the QSTF*.
- In-depth explanations of the processes and procedures used for the QSTF reviews of quality management systems within the SIM region. Simultaneous translations were made that provided a bilingual experience. The event's recordings are at the following link:

<https://www.youtube.com/@simmetrology7958?app=desktop>



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more than 100 participants

**In October 2024**

**SIM QSTF hosted a Remote Seminar: examining  
changes to the ISO/IEC 17043 featured in the  
standard's 2023 edition**

**Dr. Cameron Miller, NIST, was the presenter**



**SIM**

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# SIM quality management system reviews since the SIM Week in Paraguay

Activity	Topic	Outcome
<b>December 2023</b>	SIM QSTF held 3 remote meetings to review the QMS of various institutes throughout the region.	5 QMS's reviewed were approved.
<b>May 2024</b>	SIM QSTF met in Hybrid modality in San Jose, Costa Rica to review the QMS of various institutes throughout the region.	15 QMS's reviewed were approved.
<b>November 2024</b>	SIM QSTF met in Hybrid modality in Panama City, Panama	32 QMS's reviewed were approved.
<b>May 2024</b>	SIM QSTF met in Hybrid modality in San Jose, Costa Rica to review the QMS of various institutes throughout the region.	15 QMS's reviewed were approved.

**67 in total; Most were 5-year re-approvals about 10% were 1<sup>st</sup> time reviews**

# Many Thanks



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