**Checklist for Submission of QMS for Review by SIM QSTF**

NMI/DI: Click or tap here to enter text.

Submission Date: Click or tap here to enter text.

Presentation Date: Click or tap here to enter text.

Metrology Areas Covered by QMS: Click or tap here to enter text.

Scope of Approval for certificate[[1]](#footnote-2): Click or tap here to enter text.

Conformance standard(s)[[2]](#footnote-3): ISO/IEC 17025:2017 and ISO 17034:2016 and ISO/IEC 17043:2010 or ISO/IEC 17043:2023

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| --- | --- | --- |
| **MAIN FOLDER: Institution\_Capability\_YYYY-MM** | | |
| **ITEM FOR SUBMISSION[[3]](#footnote-4)** | **FILENAME(S)** | **INCLUDED?** |
| QSTF-1  -Completed with all required appendices |  |  |
| QSTF-3 |  |  |
| Quality manual(s)[[4]](#footnote-5) |  |  |
| Cross reference  -Table correlating NMI/DI QMS documents to relevant conformance standards (ISO/IEC 17025:2017, ISO 17034:2016, and/or ISO/IEC 17043:2010/2023) |  |  |
| **SUBFOLDER: 1\_Peer Reviews** | | |
| Peer review or assessment report  -Must cover scope of CMCs for QMS being reviewed  -Must have been conducted ***within 18 months*** of presentation date  -Date of peer review: Click or tap here to enter text |  |  |
| Action logs  -Copy of findings and resulting actions in English (see QSTF-4 template) |  |  |
| **SUBFOLDER: 2\_Reviewed CMCs** | | |
| List of CMCs reviewed during the Peer Review  -Excel Spreadsheet from the KCDB 2.0 (preferably “Formatted CMC” tab)  -If CMCs are new or revised, see [CIPM MRA-G-13](https://www.bipm.org/en/cipm-mra/cipm-mra-documents) and submit a copy of the Excel file for the drafted CMCs |  |  |
| Impact on CMCs/Previous Work (How the findings, statistics, actions, complaints, and others impact on CMCs/previous work) |  |  |
| **SUBFOLDER: 3\_Internal Audits** | | |
| Internal audit reports  -Most recent internal audits  -Preferably, last 2 performed |  |  |
| Action logs  -Copy of findings and resulting actions (see QSTF-4 template) |  |  |
| **SUBFOLDER: 4\_Management Review** | | |
| Minutes or reports  -Most recent management review  -Preferably, last 2 performed |  |  |
| Action logs |  |  |
| **SUBFOLDER: 5\_Quality Monitoring Records** | | |
| Nonconforming work/action log |  |  |
| Risk/opportunity log |  |  |
| Statistics on actions and complaints |  |  |
| Customer feedback |  |  |
| **SUBFOLDER: 6\_Bios** | | |
| Bios of peer reviewers  -Qualifications must cover scope of review  -For NMIs pre-approved to use internal staff as peer reviewers, must show organizational impartiality |  |  |
| Bios of internal auditors  -Qualifications must cover scope of review |  |  |
| **SUBFOLDER: 7\_Vitality[[5]](#footnote-6) *(for 5 year review only)*** | | |
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1. According to the KCDB 2.0: Metrology area and Branch (see Classification of Services at the bottom of web page <https://www.bipm.org/kcdb/>) [↑](#footnote-ref-2)
2. Select applicable conformance standard(s) [↑](#footnote-ref-3)
3. Refer to the document *Guidelines for the Submission of Information to the SIM/QSTF for the Review of Quality Management Systems* [↑](#footnote-ref-4)
4. Although not explicitly required by the conformity assessment standards, NMIs/DIs are encouraged to upload quality manual(s) if it(they) exist(s). A folder may be created if there are multiple files for the quality manual(s). [↑](#footnote-ref-5)
5. Examples of vitality include improvement to services, changes to staff and equipment, successful participation in inter-comparisons, participation in RMO projects and activities, participation in training activities, visits/consultations with technical experts from other NMIs or RMOs, etc. [↑](#footnote-ref-6)