**SIM Quality System Task Force**

**QMS Annual Report for the reporting period: July 1, 2024 to June 30, 2025**

 **by XXX[[1]](#footnote-1)**

Significant Changes in the Approved QMS

1. Major Changes in staffing and steps taken, considering those changes, to either modify or ensure delivery of CMCs[[2]](#footnote-2)
2. Major Changes in organization structure and steps taken, considering those changes, to either modify or ensure delivery of CMCs[[3]](#footnote-3)
3. If QMS approval was based on accreditation, when does current accreditation expire?
4. Key comparison results that are inconsistent with published CMCs and what you are doing about it[[4]](#footnote-4)
5. Major changes in Quality Management System[[5]](#footnote-5)
6. Major changes in customer complaints (number and nature)[[6]](#footnote-6)
7. Major changes in the number or nature of nonconformities6
8. Status of key issues identified in last year’s report
9. Date of last management review
10. Status of any greyed-out CMCs (progress towards addressing the issue or decision to permanently delete)
11. **For inclusion in the SIM report to JCRB**, majorchanges since the previous reporting period to the quality management system of the institute (referring to CIPM MRA-G-12, Section 5 c)

The following lists the major changes to the quality management system of the institute that affect the validity of CMCs.

|  |  |  |  |
| --- | --- | --- | --- |
| **NMI/DI** | **Type of change** | **Metrological area** | **Outcome/comment/CMC** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Table 1:** Summary of major changes to the quality management systems of the institute.

1. Point of contact: Name, Role/Title, email address
1. Insert name of NMI or designated institute [↑](#footnote-ref-1)
2. Include changes since QSTF approval that could affect the delivery of CMCs including key technical, quality, and management staffing changes [↑](#footnote-ref-2)
3. Include key changes in organizational structure since QSTF approval that would affect your ability to deliver your measurement services [↑](#footnote-ref-3)
4. List specific comparison (CC, supplemental, bilateral) CMCs potentially affected, and NMI action (e.g., modify or withdraw CMC, arrange bilateral comparison, etc) [↑](#footnote-ref-4)
5. List the specific changes and how do they affect the delivery of quality services [↑](#footnote-ref-5)
6. Provide details including next steps if complaints or nonconformities have increased or there are new ones whose nature is such that they could seriously affect the ability to deliver measurement services with the quality declared [↑](#footnote-ref-6)