SIM Quality System Task Force – Certificates of Approval

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1. Introduction

The SIM Quality System Task Force (QSTF) is the body responsible for the approval of quality management systems (QMSs) supporting members' calibration and measurement capability (CMC) claims. The QSTF's authority to perform this work on behalf of SIM is established in SIM-09.

QSTF approvals are embodied in the form of resolutions (see SIM-09, section 5.5). The official records of resolutions are the minutes produced during meetings of the QSTF; resolutions may not be considered unless a quorum of 50% of members is met. Resolutions are approved by a simple majority of the members voting. Minutes are prepared by the QSTF Secretary or by a delegate of the QSTF assigned these duties in the absence of the Secretary and approved by the Chair. Upon approval, the minutes will be made available to the delegates via the QSTF's document repository.

Certificates of approval issued by the QSTF, representing a resolution endorsing the conformance of a reviewed QMS to conformity assessment standards such as ISO/IEC 17025, ISO 17034 and/or ISO/IEC 17043, are intended to be a demonstrative resource. These resources are typically used as a convenient tool to demonstrate to customers that a service area is supported by a QMS conforming to an appropriate conformity assessment standard.

References/Acronyms:

- SIM-09: Procedure for Review of the Quality Management System of National Metrology Institutes and Designated Institutes
- QSTF-00: Procedure for Review and Approval Quality Management Systems
- CIPM MRA-G-12: Quality management systems in the CIPM MRA – Guidelines for monitoring and report
- KCDB: Key Comparison Database
- CMC: Calibration and Measurement Capability

2. Procedures for the issuance of a certificate of approval

Certificates of approval shall be issued to a SIM member organization when a motion to approve a QMS is passed by the QSTF. Per SIM-09, quality systems approved by the QSTF are valid for five years. After each meeting of the QSTF, the Secretary will present the meeting minutes to the QSTF Chair for their review. With concurrence from the Chair, the Secretary will generate certificates for those QMSs that were approved and submit to the Chair and SIM President for their

signature. With the approval of the Chair and SIM President, the Secretary will release the certificate to the organization's QMS representative(s).

In the event the resolution is expanding the scope of an existing QMS approval to incorporate new CMCs through procedures defined in QSTF-05, a new certificate will not be issued.

In the event the resolution is to approve the transition of an existing QMS to a subsequent version of the conformity assessment standard through procedures defined in QSTF-06, a new certificate will not be issued.

3. Certificate formatting and required information

Certificates of approval issued by the QSTF will contain the following components and information:

a. SIM Logo
b. Organization's full name, acronym, and country
c. Scope of approval – Metrology Area and Branch(es) are identified
d. Certificate statement (English and Spanish translations)
e. Applicable conformity assessment standard(s) and edition
f. QSTF Chair Signature
g. SIM President Signature
h. Date of approval
i. Date of expiration
j. A statement that inquiries regarding the scope of approval should be directed to the SIM QSTF Chair.

The certificate template is maintained by the Secretary.

Certificates of approval associated with the QMS supporting CMCs published or to be published in the KCDB must define the scope using conventions established by the consultative committees and systemized within the KCDB. Metrology area and branch titles must be sourced from the classification of services or terminology in use within the KCDB. The Chair may approve requests that additional text be added to the certificate to further define the scope.

In exceptional cases, Certificates of approval for QMSs supporting services not associated with CMCs within the framework of the CIPM MRA are not required to use service classification conventions defined by consultative committees and the

KCDB. Examples include, but are not limited to, approvals granted to QMSs supporting proficiency testing services. A sample Certificate of approval is included in Annex A.

4. Evidence of QMS approval for CMC submissions

QSTF Certificates may be used as evidence of SIM's approval of a QMS for CMC submissions. The QSTF Chair shall be responsible for responding to inquiries from parties involved in the review of CMCs regarding QMS approvals and their associated CMCs.

5. Verifying scopes of approval

QSTF-00 specifies relevant processes and documentation requirements that apply to all QMS reviews. The QSTF establishes requirements for defining a QMS's scope in QSTF-00. An organization seeking approval of a QMS must clearly specify which measurement services are included in their submission. This requirement is most often satisfied through the submission of CMC tables or a scope of accreditation record issued by an accreditation body (the exact files, submitted to the QSTF in advance of a quality system review, are to be identified in QSTF-03). These records are retained by the QSTF and serve as the primary reference when it becomes necessary to validate scopes of approval. The exact certificate text used to describe the scope of approval shall be identical to the language used in the minutes characterizing the approved motion for the meeting in which the approval was granted. The QSTF Chair is responsible for confirming the scopes of QMS approvals.

6. Revision history

Version	Author(s)	Date	Comments
1.0	Andrew Conn	Approved 13 May 2026	Draft revised based on member feedback collected on 13 May 2026

7. Annex

Annex A:



APPROVAL OF QUALITY MANAGEMENT SYSTEM

APROBACIÓN DEL SISTEMA DE GESTIÓN DE LA CALIDAD

National Research Council of Canada (NRC)

Ionizing Radiation – Dosimetry and Neutron Measurements

The Quality Management System supporting measurement services, as defined in a motion of the Quality System Task Force (QSTF), has been reviewed and found to be in conformance with the requirements of ISO/IEC 17025:2017 under the mandate of the Inter-American Metrology System in support of the expectations of the CIPM Mutual Recognition Arrangement.

El Sistema de Gestión de Calidad en que se apoyan los servicios de medición, según se define en una moción del Grupo de Trabajo del Sistema de Calidad (QSTF), ha sido revisado y se ha determinado que cumple con los requisitos de ISO/IEC 17025:2017 bajo mandato del Sistema Interamericano de Metrología en apoyo de las expectativas del Acuerdo de Reconocimiento Mutuo del CIPM.

Sally Bruce, Quality System Task Force Chair

Javier Arias, President, SIM

Approval date: 6 October 2025

Expiration date: 6 October 2030

*Sample certificate does not include statement regarding QSTF Chair role in responding to inquiries on scope (QSTF-08, section 3, part J)