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

NMI/DI Submitting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Submitted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date to be Presented: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Metrology Areas Covered by QMS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Scope of Approval for certificate[[1]](#footnote-1): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| **ITEM TO BE SUBMITTED** | **FILE NAME/S** | **INCLUDED?** |
| QSTF-1 completed with all required appendices |  |  |
| Cross reference table between the conformance standards the NMI/DI complies with (ISO/IEC 17025:2017, ISO 17034:2016 and or others such as ISO/IEC 17043:2010) and the quality documentation |  |  |
| Most recent peer review or assessment report that covers the scope of the CMCs for QMS being reviewed   * Date of peer review: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   (Must have been held within 18 months of presentation date) |  |  |
| Bios of peer reviewers / assessors   * Qualifications must cover full scope of review * For NMIs pre-approved to used internal staff as peer reviewers, must show organizational neutrality |  |  |
| **ITEM TO BE SUBMITTED** | **FILE NAME/S** | **INCLUDED?** |
| Bios of internal auditors |  |  |
| Minutes or reports from most recent management review (last 2 preferred) |  |  |
| Reports from most recent internal audits (last 2 preferred) |  |  |
| List of CMCs reviewed during the peer review in the required format   * <http://www.bipm.org/utils/common/CIPM_MRA/CIPM_MRA-D-04.pdf> |  |  |
| Copy of findings and associated actions in English for internal audits and peer reviews (template available in QSTF-4) |  |  |
| Statistics on actions and complaints |  |  |
| Impact on CMCs/Previous Work (How the findings, statistics, actions, complaints, and other impacts on CMC) |  |  |
| Evidence of Vitality of CMCS (for 5-year reviews)   * Evidence includes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (E.g.: Changes to staff and equipment; Successful participation in inter-comparisons; Participation in RMO Projects and Activities; Participation in Training Activities; Visits and consultations with technical experts from other NMIs or RMOs, etc.) |  |  |

**Refer to the document *Guidelines for the Submission of Information to the SIM/QSTF for the Review of Quality Management Systems***

1. According to the KCDB 2.0: Metrology area and Branch [↑](#footnote-ref-1)