

Terms of Reference for the EUROMET Technical Committee "Quality" (Q)

Version 31 May 2006

TC-Q is assuring the continuity of the activities of the Quality System Forum established in 1999 as a subcommittee of the Technical Committee "Interdisciplinary Metrology" (INTMET).

1 Tasks

The TC-Q is in charge of:

- a) coordinating the EUROMET activities aimed at establishing and enhancing confidence in the fulfilling of CIPM-MRA requirements concerning the Quality Management System (QS) of participating NMIs/DIs;
- b) supporting the implementation and harmonization of QS by EUROMET NMIs/DIs in conformity with JCRB requirements and EUROMET Guides;
- c) arranging for and peer reviewing of oral and written presentations (new and renewed) of QS by NMIs/DIs;
- d) providing formal acknowledgment, to be reported to the EUROMET Chairman, that:
 1. all the required points have been addressed by the presenting NMI/DI,
 2. the attending NMIs have sufficient confidence in the QS presented and in its ability to fulfil the requirements of the CIPM MRA;
- e) monitoring QS life through annual reports and, when necessary, through on site visits by peers;
- f) maintaining the forum characteristics aimed at enhancing the learning effect through:
 1. discussion on how organisations operate in relation to related standards, including the development of appropriate documentation to assist in the review process,
 2. sharing and recommending best practice for their implementation,
 3. providing comments and feedback to members and NMIs/DIs,
 4. organizing workshops to discuss points of mutual interest,
 5. coordinating EUROMET QS activities and providing advice to EUROMET Executive Committee and to JCRB.

2 Membership and meetings

- a) each EUROMET Delegate informs the EUROMET Chair and TC-Q Chair of the name of its official contact person; in addition, representatives of other EUROMET NMIs/DIs or specialists or observers may be invited by the chairman;
- b) TC-Q will meet regularly (at least once per year), the hosting NMI will arrange a laboratory visit (QS tour) focused on the practical implementation of the QS in its laboratories.

3 Organisation

- a) TC-Q specific structure is based on chairperson, secretary (to help with the organisation of meetings and the documentation), steering committee (to prepare the work before the plenary meeting) and a plenary meeting; the steering committee (whose membership is on a voluntary basis) is nominated by the chairperson and approved by the plenary meeting.
- b) TC-Q operates by consensus whenever possible. When votes have to be taken, the simple majority is required, with a quorum given by TCC and one-third of CPs.

