

EUROLAB TECHNICAL COMMITTEE ON QUALITY ASSURANCE IN TESTING AND CALIBRATION

Wednesday, 9th December 2020
Remote Exec. Meeting
10.00h –12.00h

Draft Minutes

List of participants: Alexander Šafařík-Pštrosz, Álvaro Silva Ribeiro, Andreas Kinzel, Andreas Schmidt, Andrzej Brzyski, Davor Zvizdic, Drewin Nieuwenhuis, Erik Dahm, Ewa Bulska, Giuseppe Filiti, Irache Visiers, Laura Martin, Leif Madsen, Luca Boniardi, Magnus Holmgren, Mladen Jakovcic, Paolo Moscatti, Pascal Launey, Pericles Agathonos, Urs von Känel

1- Welcome and arrangements

The Chair, I. Visiers, opened the meeting and thanked the participants for being present.

2- Approval of the Draft Agenda

The draft agenda was approved with no comments.

3- Approval of the Remote Meeting July 2020 Draft Minutes

The draft minutes of the past meeting were approved.

4- TCQA Internal Documents

4.1 Update on CookBooks revision plan for 2021

The CookBooks revision plan for 2021 was discussed, selecting new responsible persons for CookBooks N. 12 on Use of Excel Data Handling in Laboratories and N. 18 on Risk-Based Approach, and providing an additional update on the status of the next revisions of several CookBooks, based on the following table:

- N. 1 on Selection, Verification and Validation of Methods – After the last review, the Secretariat published the new revision on the EUROLAB website.
- N. 2 on Criteria for The Selection of a Proficiency Testing Scheme – The document is aligned with no further modifications needed, Secretariat has published the new revision on the EUROLAB website.
- N. 4 on Use of Interlaboratory Comparison Data by Laboratories – O. Güzel did not provide a draft before the meeting. The Secretariat will contact O.Güzel to inquire about the draft status in due time before next TCQA meeting.
- N. 5 on Conflict Handling within the Accreditation Process – A. Ribeiro and J. Wilson will provide a draft of the next revision before the end of the year.

- N. 12 on Use of Excel Data Handling in Laboratories – Since the previous responsible L. Sibbesen is no longer active in EUROLAB, L. Madsen will liaise with him to provide a new revision.
- N. 15 on Assessment of the Trueness Measurement of a Procedure by use of a Reference Material (RM) – the document will be shared for comments within TCQA, with a 15-days deadline. If no comments will follow, the final document will be uploaded to the EUROLAB website.
- N. 17 on Interlaboratory Comparison: The Views Of Laboratories - The document is aligned with no further modifications needed, Secretariat has published the new revision on the EUROLAB website.
- N. 18 on Risk-Based Approach – Pascal Launey has been confirmed as the responsible person for this CookBook.
- N. 20 on Planning of Activities to Ensure the Validity of Test Results – M. Holmgren sent the revised version before the meeting; the document will be shared for comments within TCQA, with a 15-days deadline. If no comments will follow, the final document will be uploaded to the EUROLAB website.

4.2 New documents

- Decision rules applied to CMC's and Method validation in calibration: A. Ribeiro and J. Wilson are currently collecting documents that were issued by ILAC, with recommendations that need to be followed. Drafts will be provided at the beginning of the next year.
- CookBook N.23 on Complaints: the next revision was provided by M. Holmgren in advance of the meeting. Secretariat will share the document for comments within TCQA, with a 15-days deadline. If no comments will follow, the final document will be uploaded to the EUROLAB website.

5- TCQA Projects

5.1 Issues with ISO/IEC 17025 Transition and Remote Audits

The Chair showed the compiled results of two surveys, one on ISO/IEC 17025 Transition and one on Remote Audits, which were previously shared among the members:

- Most laboratories (75%) did not have issues with external auditing with the new standard due to the criteria used in any of the new clauses of standards.
- The problems experienced by laboratories were mainly related to statements of conformity, decision rules, reporting statements of conformity, evaluation of measurement of uncertainty, risk analysis.
- Most laboratories (65%) thought that remote audits were not effective, especially concerning the technical issues. In addition, most laboratories are in favour of remote auditing but not as the sole way of conducting audits, especially once the COVID-19 related reasons are removed.

Discussion was held among the members for ideas and proposals in view of these results.

Firstly, it was decided to add to the published CookBooks on these subjects examples of the most frequent issues encountered by the labs, such as how to use decision rules and how to manage risk analysis. Two Working Groups will be formed in order to gather examples, with a few participants already selected:

WG on Decision Rules	WG on Risk Analysis
I. Visiers	I. Visiers
A. Ribeiro	A. Ribeiro
P. Launey	P. Launey
A. Kinzel	P. Moscatti

The Secretariat will send a general call to TCQA in order to select more participants for these two Working Groups. The call will be also extended to TIC Council's relevant committee in order to gauge their eventual interest.

Both WGs will have a first meeting before the next TCQA call, in order to start developing a plan or a structure before that time.

Furthermore, A. Ribeiro will ask ILAC to gather examples on the issues of laboratories with non-conformity.

Secondly, it was proposed to send the results on remote audits to EA, ILAC and ISO/CASCO before their next meetings, as they are working on these same issues and may want to share feedback. I. Visiers will draft a recapping document by the end of December/beginning of January to be sent to EA, ILAC and ISO/CASCO. Next steps on this subject will be discussed at the next TCQA meeting.

5.2 EU Blue Guide WG

G. Filiti discussed the results of the work of the WG. The compiled comments gathered by the WG were aligned to TIC Council's ones and sent to the European Commission, where they were met with positive reception by Ms. Stamatia Voulasi of DG GROW.

Both TIC Council and EUROLAB are still waiting for further feedback by the EC regarding the revision. G. Filiti will keep liaising with TIC Council and will keep TCQA updated if there are any news.

5.3 Revision and distribution of 2019 survey on 17025

Included in discussion of point 5.1.

6- Local activities

No discussion was held on this point.

7-Accreditation

7.1 ILAC

A. Ribeiro reported on the latest developments from ILAC. The merger with IAF will happen within the next three years. The major issue emerging from the latest meetings is the growing need of developing knowledge for laboratories about measurement uncertainty in sampling, specifically microbiology.

In view of this, as ILAC does not have any major guidance on this issue, a call will be launched by the EUROLAB Secretariat for experts within the national associations to create a WG and define a solution for this problem, or create a document/guide.

7.2 EA-GA

No discussion was held on this point.

7.3 EAAB

No discussion was held on this point.

7.4 EA LC

A. Kinzel reported on the latest developments from EA LC. The committee will send, two months in advance of their next meeting (currently scheduled for 10-11 March 2021) a request to its members for questions to be discussed. A. Kinzel has proposed to gather the questions from TCQA and send them back to him so that he can then pass them on to EA LC, with a final deadline of one month before the meeting.

The Secretariat will help in managing the issue and will also provide reminders as needed to the TCQA committee.

7.5 EA HHC

M. Holmgren reported on the latest developments from EA HHC. EA HHC held a remote meeting in September, where it was decided to create a Working Group dedicated to revisions to EA 2017 Accreditation for Notification Purposes, composed of the current EA 2017 WG members.

Furthermore, there will be more trainings and remote workshops on EA 2017 and related competences required.

M. Holmgren advised to follow the development of this process.

7.6 EA CC

A. Kinzel reported on the latest developments from EA CC. Conclusions are the same as EA LC

7.7 EA IC

A. Kinzel reported on the latest developments from EA CC. Conclusions are the same as EA LC

8- Standardisation

No discussion was held on this point.

9-Other Organisations

9.1 EURACHEM

E. Bulska reported on the latest developments from EURACHEM. She is preparing, together with L. Sibbesen, a note focused on document management which will be shared with EURACHEM and other relevant organizations. No other critical developments so far.

9.2 EURAMET

A. Ribeiro reported on the latest developments from EURAMET. Firstly, he has asked to add D. Zvizdic to the EUROLAB representatives in EURAMET. Secondly, he has gathered information on an EMPIR project with examples for measurements uncertainty and conformity assessment – a compendium on the subject was published in November – and has asked the Secretariat to publish a special newsbriefing before Christmas, focused on this subject and containing a link to this project so that laboratories can access it.

9.3 NCSL

No discussion was held on this point.

9.4 UILI

A. Ribeiro reported on the latest developments from UILI, sharing the news from the previous EUROLAB Board Meeting in November that it was decided to suspend the affiliation with UILI due to budget concerns.

9.5 IMEKO

M. Jakovcic reported on the latest developments from IMEKO. Information was shared with the EUROLAB Secretariat, which will then proceed to distribute it to the committee.

9.6 EEE-PT

M. Holmgren reported on the latest developments from EEE-PT. Two documents were finalized by WGs in EEE-PT: one in *“Guidance of level infrequency of proficiency testing in variation”*, which will be sent to EA for voting. The other one is *“Selection and use of proficiency testing schemes”*

10- Any other business

No other business.

11- Date and Place of the next meeting

The next meeting will take place in February in virtual form. In order to decide on the exact date, a Doodle will be created by the EUROLAB Secretariat, to be distributed among the members.

I. Visiers asked to add an item for the next meeting’s agenda, focused on the integration of Microsoft 365 in the future workflow of TCQA in accordance with what was decided during the previous EUROLAB Board Meeting.

The Chair, I. Visiers, thanked the participants for the fruitful discussions and closed the meeting.

Table of Follow-Up Actions

Action	Person responsible	Deadline
Review N.4 Use of Interlaboratory Comparison Data by Laboratories	O. Güzel	Before next meeting
Review of N.5 Conflict Handling within the Accreditation Process	A. Ribeiro, J. Wilson	Before next meeting
Review of N. 12 Use of Excel Data Handling in Laboratories	L. Madsen	Before next meeting
Send N. 15 Assessment of the Trueness Measurement of a Procedure by use of a Reference Material to TCQA for comments and publication	EUROLAB Secretariat	Before next meeting
Send N. 20 Planning of Activities to Ensure the Validity of Test Results to TCQA for comments and publication	EUROLAB Secretariat	Before next meeting
Send N. 23 on Complaints to TCQA for comments and publication	EUROLAB Secretariat	Before next meeting
Send first draft of Decision rules applied to CMC's and Method validation in calibration	A. Ribeiro, J. Wilson	Beginning of 2021
Launch call to TCQA to select participants for WGs on risk analysis and decision rules	EUROLAB Secretariat	Beginning of 2021
Draft a recapping document based on previous surveys on 17025 transition and remote audits, to be sent to EA, ILAC and ISO/CASCO	I. Visiers	Beginning of 2021
Ask ILAC to gather examples on the issues of laboratories with non-conformity	A. Ribeiro	Before next meeting
Launch call to NMs to gather experts on microbiology issues in order to define a WG	EUROLAB Secretariat	Beginning of 2021
Send questions to be raised for EA-LC meeting in March to A. Kinzel. Secretariat will launch initial call and provide two reminders every two weeks.	TCQA Members + EUROLAB Secretariat	Before next EA-LC meeting in March
Send information on EMPIR Project to the Secretariat, to be	A. Ribeiro + EUROLAB Secretariat	Beginning of 2021

then published as a special newsbriefing		
Send Doodle to decide on date for the next TCQA meeting in February	EUROLAB Secretariat	By the end of 2020