

EUROLAB TECHNICAL COMMITTEE ON QUALITY ASSURANCE IN TESTING AND CALIBRATION

Thursday, 11th February 2021
EUROLAB TCQA Decision Rules WG – Remote Meeting
10.00h –12.00h

Draft Minutes

List of participants: Marie Bruun de Neergaard, Paolo Ciori, Giuseppe Filiti, Andreas Kinzel, Pascal Launey, Laura Martin, Anabela Paulino, Marcel Prickartz, Álvaro Silva Ribeiro, Irache Visiers

1- Welcome and arrangements/Introduction of participants

I. Visiers started the call and welcomed the participants, who introduced themselves to the rest of the WG.

2- Approval of draft agenda

Draft agenda was approved.

3- Introduction of the topic of decision rules and main issues

The scope of the WG was introduced by I. Visiers: in regards to decision rules, there is a confirmed lack of harmonization among the different NABs of different countries, but also within different fields of testing. It is a rising issue, but not yet urgent or overwhelming. There is currently no information on what practices the different ABs are following in order to tackle this issue.

A brainstorming among the participants of the WG was launched in order to decide which actions to take to address this issue and promote correct guidance and harmonization between different NABs, or a unified view/solution on behalf of laboratories.

4- Actions to take and next steps

- Action 1 (Responsible: P. Launey, Deadline: March 11th): Create a draft survey to be sent to laboratories and inspections bodies including the following:
 - Compilation of NCRs on this issue.
 - Examples of how to use the decision rules.
 - Information on how the laboratories inform the decision rules to their customer. Additionally, the survey should contain information about whether or not they need to have an agreement with the customer.
- Action 2 (Responsible: Á. Ribeiro, Deadline: February 25th): draft a letter to be sent to NAB and customized according to the relevant country, asking them about the NCRs related to decision rules. Outside of Europe, NCSLI and NLA (South Africa) will be contacted.

Currently EUROLAB has 2 documents related to this issue: a CookBook and a Technical Report. Based on this, an approach on 3 pillars can be implemented:

1. Technical approach: the documents that EUROLAB has can be used but need to be reviewed. Action 3 (Responsible: Á. Ribeiro, Deadline: March 11th): a revision of the technical report.
2. Best practice guide: a compilation of examples on how to use decision rules for different fields. The creation of this document will start once the results of the above-mentioned survey can be analyzed.

3. Management approach: a document on how the laboratory informs the decision rules to customers (commercial process). The way of informing can be different if the standardized methods already include requirements on this – like the electrical field - or not. The creation of this document will start once the results of the above-mentioned survey can be analyzed.

5- Next meeting and closure

The next meeting will take place in one month, around mid-March. The EUROLAB Secretariat will send a Doodle in order to decide on the exact date and time.

Table of Follow-Up Actions

Action	Person responsible	Deadline
Create a draft survey to be sent to laboratories and inspections bodies including the following	P. Launey	11 th March 2021
Draft a letter to be sent to NAB and customized according to the relevant country, asking them about the NCRs related to decision rules.	A. Ribeiro and EUROLAB Secretariat	25 th February 2021
Start revision of EUROLAB Technical Report on decision rules	A. Ribeiro	11 th March 2021
Create document on best practices/examples	TBD	After next meeting
Create document on how to manage communications of decision rules	TBD	After next meeting
Send Doodle link to decide on next meeting	EUROLAB Secretariat	Before next meeting