

EUROLAB TECHNICAL COMMITTEE ON QUALITY ASSURANCE IN TESTING AND CALIBRATION

Wednesday, 22nd July 2020
Remote Exec. Meeting
10.00h –12.00h

Draft Minutes

List of participants: Álvaro Silva Ribeiro, Andreas Kinzel, Bernd Kroon, Drewin Nieuwenhuis, Erik Dahm, Giuseppe Filiti, Irache Visiers, John Wilson, Laura Martin, Luca Boniardi, Magnus Holmgren, Mladen Jakovic, Ömer Güzel, Paolo Moscatti, Pascal Launey, Pericles Agathonos, Urs von Kaenel

1- Welcome and arrangements

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

2- Approval of the Draft Agenda

P. Moscatti asked to delete point 6.3 of the draft agenda, “CSR in laboratories”, as no follow-up was necessary. The rest of the draft agenda was approved.

3- Approval of the Toledo Draft Minutes

The draft minutes of the past meeting were approved.

4- TCQA Internal Rules/Management Update

The proposal by I. Visiers of a new work model for TCQA was discussed and approved with some modifications.

- The amount and dates of the exec. meetings will be decided every year. Usually the number will be 4 meetings depending on the dates
- The amount of plenary meetings will be 2 - if possible - together with GA and NMM meeting

5- TCQA Internal Documents

5.1 Revision Plan of existing documents

5.1.1. Revision Plan for 2021:

The draft revision plan for all TCQA documents was reviewed by the members in order to decide on the people responsible for managing and updating the CookBooks for 2021. The following people have been selected for their respective CookBooks:

- N.16 on Corrective actions: A. Kinzel

- N.3 on Handling of untestable/deviating samples: E. Dahm
- N.6 on How to assess the competence of staff: P. Launey
- N.11 on Induction of new staff members: M. Holmgren
- N.9 on Internal audits: WG: M. Holmgren + I. Visiers
- N.10 on Internal audits, the auditor: WG: M. Holmgren + I. Visiers
- N.14 on Internal audits, audit report: WG: M. Holmgren + I. Visiers

5.2.2 Revision Plan for 2020:

- N.15 Assessment of the Trueness Measurement of a Procedure by use of a Reference Material (RM) : P. Agathonos will review it for next TCQA meeting
- N.5 Conflict Handling within the Accreditation Process : A. Ribeiro will review it for next TCQA meeting
- N.2 Criteria for The Selection of a Proficiency Testing Scheme: A. Kinzel reviewed the document. The document is aligned and no further modifications should be done by now. Secretariat will publish the new edition
- N.17. Interlaboratory Comparison - The Views Of Laboratories: P.Launey reviewed the document. No modifications are needed. Secretariat will publish the new edition
- N.21. Planning of Activities to Ensure the Validity of Test Results: M. Holmgren reviewed the document. EEE-PT is revising the EA document affecting this CookBook. The revision of this cookbook will be done after the revision of EEE-PT and approval from EA. For the next TCQA will have more information
- N.1. Selection, Verification and Validation of Methods. U. Von Kaenel reviewed it. The concept “uncertainty” was changed by “measurement uncertainty”. No further modifications. Change is accepted and the new edition of the document can be published by the Secretariat in the webpage
- N.4 Use of Interlaboratory Comparison Data by Laboratories: O. Güzel will review it for next TCQA meeting. Some example will be included.

The EUROLAB secretariat will modify the CookBooks published on the website, including the date of approval and the document version number.

5.3 New documents

- Decision rules applied to CMC's: A. Ribeiro will send a draft document before the next meeting.
- Method validation in calibration: A. Ribeiro and J. Wilson will send a draft document before the next meeting.
- CookBook N.23 on Complaints: the draft CookBook was discussed among the members; it was decided to modify the document with further information for laboratories on categories and examples for complaints. M. Holmgren will send a second version of the draft document before the next meeting.
- Potentially a new CookBook on uncertainty in sampling could be developed once ILAC draft a guideline.

6- TCQA Projects

6.1 Issues with ISO/IEC 17025 Transition

The deadline for completing the transition to the new ISO/IEC 17025 has been extended by the ABs until July next year. Thus, a discussion among the members followed in order to decide how to best perform this transition for the respective laboratories. A. Ribeiro proposed to create a roundtable discussion with laboratories in order to approach the transition-related issues in more detail.

The suggestion was accepted by the members, with I. Visiers further proposing to create a survey to be distributed among the members related to the main topics (decision rules, uncertainty in testing, remote audits), as there is need of data to be shown to the ABs before their next meeting. This data will be integrated with a revision of the survey on 17025 that was distributed last year among the laboratories.

The roundtable will be held at the end of September or beginning of October, pending further modifications.

6.2 ISO/IEC 17025 Remote Audits

In addition to the previous point, O. Güzel further proposed to create a separate roundtable and survey on remote audits to be distributed among the members' members, then among the board for comments. The results will be further send to ABs.

Results are expected for the end of September, the roundtable will also be held at the end of September or beginning of October.

6.3 CSR in laboratories

P. Moscatti requested the deletion of this agenda items, as no follow-up on this was necessary.

7- Local activities

No discussion was held on this point.

8-Accreditation

A. Ribeiro will send further information regarding new policies from ILAC to representatives in EA-LC.

As per instructions sent before the meeting, only the items marked in yellow or red for criticality were discussed.

8.4 EA-LC

The questions to be raised for the upcoming EA-LC meeting in September were discussed. As the previous EA-LC meeting was cancelled, the EA-LC secretariat is asking for any urgent questions to be sent before the next meeting. A. Kinzel asked the other members to send any further urgent issues and questions to him, with a deadline set for mid-August.

9- Standardisation

No discussion was held on this point.

10-Other Organisations

No discussion was held on this point.

11- Any other business

O. Güzel recommended to the members to discuss any further, less critical issues via emails for the time being.

12- Date and Place of the next meeting

The next meeting will take place in December in virtual form. In order to decide on the exact date on the 50th week, a Doodle will be created by the EUROLAB Secretariat, to be distributed among the members. As a preliminary date, the second week of December is preferred.

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 of document N. 15 Assessment of the Trueness Measurement of a Procedure by use of a Reference Material (RM)	P. Agathonos	Before next meeting
Review of document N. 5 Conflict Handling within the Accreditation Process	A. Ribeiro	Before next meeting
Publish new version of document N. 2. Criteria for The Selection of a Proficiency Testing Scheme	EUROLAB Secretariat	Before next meeting
Publish new version of N. 17. Interlaboratory Comparison - The Views Of Laboratories	EUROLAB Secretariat	Before next meeting
Review of N. 21. Planning of Activities to Ensure the Validity of Test Results	M. Holmgren	Before next meeting
Publish new version of N. 1. Selection, Verification and Validation of Methods	EUROLAB Secretariat	Before next meeting
Review N.4 Use of Interlaboratory Comparison Data by Laboratories	O. Guzel	Before next meeting
Modify published CookBooks with approval date and document version number, and responsible for the revision	EUROLAB Secretariat	Before next meeting
Send draft for NWIP Decision rules applied to CMCs	WG: A. Ribeiro+ J. Wilson	Before next meeting

Send draft for NWIP Method validation in calibration	WG: A. Ribeiro + J. Wilson	Before next meeting
Send second draft for NWIP Complaints	M. Holmgren	Before next meeting
<p>Creation and distribution of surveys on issues related to transition and on remote audits:</p> <ul style="list-style-type: none"> • Draft of survey will be prepared using the surveys done by Denmark Italy and Spain • The draft will be sent to TCQA member for comments and approval • The final document will be sent to NM for distribution 	<p>TCQA Members and EUROLAB Secretariat</p> <ul style="list-style-type: none"> • I. Visiers + E. Dahm • TCQA members • NM 	Before end of September or beginning of October
<p>Revision and ditribution of 2019 survey on 17025</p> <ul style="list-style-type: none"> • Draft of survey will be prepared by I. Visiers • The draft will be sent to TCQA member for comments and approval • The final document will be sent to NM for distribution 	TCQA Members	Before end of September or beginning of October
Organization of roundtables on transition-related issues and remote audits	TCQA Members and EUROLAB Secretariat	End of September or beginning of October
Send further information regarding new policies from ILAC to EA-LC representatives	A. Ribeiro	Before next meeting
Send questions to be raised for EA-LC meeting in September to A. Kinzel	TCQA Members	Mid-August