



**PROPOSAL TO REVISE THE TERMS OF REFERENCE OF
OIML TC 4/p 8**

Within: TC 4

Date: 2016-10-05

Proposer(s): OIML TC 4 Secretariat (Slovakia)

Type of proposed publication: New Revised

Recommendation Document Vocabulary Guide

Current status:

Title of proposed publication (revision of OIML D 8): *Measurement standards. Choice, traceability, use, conservation and documentation*

The current terms of reference of the TC 4/p 8 project are:

Definition of:

- a) the general requirements concerning the choice, traceability, use and conservation of standards used in the field of legal metrology; and
- b) principles concerning the preparation of the documentation for these standards in order to ensure traceability of measurement results.

This Document concerns reference and working standards.

P-members list: Australia, Germany, Japan, Kazakhstan, Poland, Slovakia, United States

O-members list: Austria, Belgium, Botswana, Canada, Chinese Taipei, Croatia, Cuba, Czech Republic, Denmark, Finland, France, India, Indonesia, Iran, Ireland, Italy, Korea (R.), Liberia, Lithuania, Namibia, Netherlands, P. R. China, Romania, Russian Federation, Saudi Arabia, Serbia, South Africa, Spain, Tanzania, Turkey, United Kingdom, Yemen

Liaisons: IFCC International Federation of Clinical Chemistry

Proposed changes:

Revision of the title of proposed publication: *Measurement standards performance. General requirements, traceability, condition to use, conservation, documentation.*

Revision of the terms of reference of the TC 4/p 8:

TC 4/p 1 is developing a new Document OIML D xx *Principles for the selection and presentation of metrological characteristics of standards and devices used for calibration and verification* dealing with the following issue:

- selection and presentation of metrological characteristics of standards and devices for verification and calibration so that by means of these instruments the traceability and/or the transmission of the measurement units on the devices with inferior measurement accuracy may be assured.

The aim of the revision is to incorporate the current terms of reference of TC 4/p 1 into the existing TC 4/p 8. Project TC 4/p 1 will then be cancelled.

The terms of reference of the TC 4/p 8 are to be changed as follows:

Definition of:

- a) the general requirements concerning the choice, traceability, condition to use and conservation of standards used in the field of legal metrology;
- b) principles for the selection and presentation of metrological characteristics of standards and devices used for calibration and verification purposes; and
- c) principles concerning the preparation of the documentation for these standards in order to ensure traceability of measurement results.

This Document concerns reference and working standards.

Update of the list of P-members, O-members, Liaisons:

It is deemed appropriate to allow the change of members and liaisons.

Proposal justification:

Technical experts of TC 4/p 1 and TC 4/p 8 agreed that it would be appropriate to merge these projects into a single project.

Voting on proposed changes was initiated in 2016 in order to obtain comments of members and liaisons of TC 4 on this matter. Votes were in favor of merging of TC 4/p 1 and TC 4/p 8 into a new project group (TC 4/p 10) and disbanding of TC 4/p 1 and TC 4/p 8.

Note: voting was aimed to obtain an opinion on merging TC 4/p 1 and TC 4/p 8 into a new project group (TC 4/p 10), which was intended at the time of initiating of voting.

- **It is deemed appropriate that the results are to be considered in favor of the Proposal to revise the terms of reference of TC 4/p 8 as described in this document, since the outcome would be similar.**

Details on the proposal justification, including the results of voting, form part of Annex I to this Proposal to revise the terms of reference of TC 4/p 8.

List of appropriate liaisons and their work related to this proposed project:

BIPM, CIE, IEC, ISO

Annex:

Annex I - Details on proposal justification

Annex I to the Proposal to revise the terms of reference of OIML TC 4/p 8

1. Scope of documents to be developed by TC 4/p 1 and TC 4/p 8

Scope of TC 4/p 1 (new publication - OIML D) - Document is intended to solve the question how to select and present metrological characteristics of standards and devices for verification and calibration so that by means of these instruments the traceability and/or the transmission of the measurement units on the devices with inferior measurement accuracy may be assured.

Scope of TC 4/p 8 (revision of OIML D 8) - Document deals with the basic questions concerning the choice, traceability, use and conservation of measurement standards that are directly concerned with the verification of measuring instruments in fields that are regulated by law, but also may be used in unregulated fields. OIML D 8 sets out principles for the preparation of the documentation that should be provided with each measurement standard (hereafter referred to as “standard”).

Requirements and documentation for a standard also apply to devices that form part of a standard, depending on the requirements for its use and on the way quantity value(s) is (are) transferred from the standard to other measuring instruments.

The purpose of OIML D 8 is to define:

- a) The general requirements concerning the choice, traceability, use and conservation of standards used in the field of legal metrology; and
- b) Principles concerning the preparation of the documentation for these standards in order to ensure traceability of measurement results.

OIML D 8 concerns reference and working standards, and is in conformity with ISO/IEC 17025

General requirements for the competence of testing and calibration laboratories.

OIML D 8 does not concern primary standards, national standards, international standards, or any special standards. It may be used by calibration laboratories.

2. Description of voting on the proposal to merge TC 4/p 1 and TC 4/p 8

OIML TC 4 Technical expert group on basis of review of documents related to p 1 (1st CD of 26.4.2004 and comments thereon) and p 8 (WD of D8 of 2.10.2015 and comments thereon) has concluded that:

- several comments related to terms and definitions used in documents that are not fully in line with up-to-date version of VIM3. In case of 1st CD of p 1 several definitions (i.e. order of standard, metrological transmission) were found redundant or inconsistent with VIM3. Draft as a whole should therefore be reevaluated in relation to VIM and revised.
- parts of 1st CD related to p 1 and WD of D8 (p 8) related to selection of characteristics of standards overlap and deal with similar or identical issues.
- German delegation had an essential comment on revision of OIML D 8 (2004): “We consider it necessary to completely revise OIML D 8 (2004). It should be adapted to the new editions of international standards (ISO/IEC 17025:2005), to the VIM3 (ISO-Guide 99) and to the CIPM-MRA”.

Technical experts of p 1 and p 8 agreed that it would be appropriate to merge these projects into a single project. The new project would be named: *Measurement standards performance. General requirements, traceability, condition to use, conservation, documentation.*

It is also necessary to discuss details of merging of projects TC 4/p 1 and TC 4/p 8. Both projects deal with very similar issues related to standards (selection and preparation of the documentation). Plan of merging and establishing of new project shall be in accordance with requirements for:

- procedure for approval of a project (cl. 5.4 OIML B 6-1: 2013)
- procedure for establishing a project group (cl. 5.5 OIML B 6-1: 2013)
- composition of TC or SC project group (cl. 5.6 OIML B 6-1: 2013)
- terms of reference for TCs, SCs and project groups (cl. 5.7 OIML B 6-1: 2013)

Due to the scope of intended changes (that would directly affect already established projects groups) **it is deemed appropriate for TC 4 secretariat to initiate voting on proposed changes**, in order to obtain comments of members and liaisons of TC 4. Results of voting and comments would serve as a basis for planning of merging of TC 4/p 1 and TC 4/p 8 in order to gain agreement of members on desired result of merging (including scope of work of newly established subcommittee or workgroup). Plan would also serve as detailed rationale for establishment of TC 4/SC1 (if accepted by members) as laid down in OIML B 6-1:2013, cl. 5.2.

In case proposal would be denied by members of TC 4, no changes regarding projects TC 4/p 1 and TC 4/p 8 will be initiated by TC 4 secretariat.

In case of approval of project merging, following proposals for work optimization of new project group were worked out:

1. merging of project groups TC 4/p 1 and TC 4/p 8 and establishing of workgroup within TC 4.
2. establishing of TC 4/SC1/p 1 (merging of project groups p 1 and p 8 and TC 4/p 8 within SC)
3. establishing of TC 4/SC1/p 1 (merging of project groups p 1 and p 8 within SC) and establishing of workgroup

2.1 Proposal on establishing of TC 4/p 10 (in case of merging of project groups TC 4/p 1 and TC 4/p 8) and establishing of workgroup

Projects TC 4/p 1 and TC 4/p 8 would be merged into single project TC 4/p 10. New project would be named: *Measurement standards performance. General requirements, traceability, condition to use, conservation, documentation.*

Project would be carried out by workgroup within TC 4. Workgroup would be consisting of several P-members (1 - 5), established for this purpose on a voluntary basis after discussion among members and their commitment of active participation on development of specific document.

Lead member of workgroup would be responsible for development of specific working drafts of documents on a basis of close collaboration with other members of workgroup. Announcement of workgroup identification, responsibilities, lead member, workgroup member would be published on web page of TC 4.

2.2 Proposal on establishing of TC 4/SC1/p 1 (merging of project groups TC 4/p 1 and TC 4/p 8 within SC) without establishing of workgroup

Projects would be merged into single project TC 4/SC1/p 1. New project would be named: *Measurement standards performance. General requirements, traceability, condition to use, conservation, documentation.*

Project would be carried out by subcommittee TC 4/SC1, which would be established for this purpose. Intended purpose of TC 4/SC1 would be development of OIML documents related to all kinds of standards by applying horizontal approach for physical quantities as well as quantities used in chemistry and biology. Details on establishment of subcommittee are laid down in basic publication OIML B 6-1:2013, cl. 5.1 and 5.2, taking into consideration cl. 5.3 and in accordance with terms of reference specified in cl. 5.7.

Development of documents would be carried out secretariat within TC 4/SC1 (one project group TC 4/SC1/p 1 is anticipated). Secretariat would be responsible for development of specific working drafts of documents on a basis of close collaboration with other members of SC.

2.3 Proposal on establishing of TC 4/SC1/p 1 (merging of project groups TC 4/p 1 and TC 4/p 8 within SC) and establishing of workgroup

Projects would be merged into single project TC 4/SC1/p 1. New project would be named: *Measurement standards performance. General requirements, traceability, condition to use, conservation, documentation*

Project would be carried out by workgroup within subcommittee TC 4/SC1, which would be established for this purpose. Intended purpose of TC 4/SC1 would be development of OIML documents related to all kinds of standards by applying horizontal approach for physical quantities as well as quantities used in chemistry and biology. Details on establishment of subcommittee are laid down in basic publication OIML B 6-1:2013, cl. 5.1 and 5.2, taking into consideration cl. 5.3 and in accordance with terms of reference specified in cl. 5.7.

Development of documents would be carried out by workgroup within TC 4/SC1 (one project group TC 4/SC1/p 1 is anticipated). Workgroup would be consisting of several P-members, established for this purpose on a voluntary basis after discussion among members and their commitment of active participation on development of specific document. Lead member of workgroup would be responsible for development of specific working drafts of documents on a basis of close collaboration with other members of workgroup. Announcement of workgroup identification, responsibilities, lead member, workgroup member would be published on web page of TC 4/SC1.

2.4 Other information related to merging of TC 4/p 1 and TC 4/p 8

It is also necessary to discuss details of merging of projects TC 4/p 1 and TC 4/p 8. Both projects deal with very similar issues related to standards (selection and preparation of the documentation). Plan of merging and establishing of new project shall be in accordance with requirements for:

- procedure for approval of a project (cl. 5.4)
- procedure for establishing a project group (cl. 5.5)
- composition of TC or SC project group (cl. 5.6)
- terms of reference for TCs, SCs and project groups (cl. 5.7)

New project would be named: *Measurement standards performance. General requirements, traceability, condition to use, conservation, documentation.*

3. Voting form on proposals on merging of TC 4/p 1 and TC 4/p 8

Relevant documents no.:

[TC 4_P 1_N001](#) Informative document - Current documentation of TC 4_p 1 (9.5.2016).pdf

[TC 4_P 1_N002](#) Informative document - Current documentation of TC 4_p 8 (9.5.2016).pdf

[TC 4_P 1_N003](#) Proposal on merging of TC 4_p 1 and TC 4_p 8 (9.5.2016) - description and voting form.docx

[TC 4_P 8_N003](#) Informative document - Current documentation of TC 4/p 1 (9.5.2016).pdf (document is identical with TC 4_P 1_N001)

[TC 4_P 8_N004](#) Informative document - Current documentation of TC 4_p 8 (9.5.2016).pdf (document is identical with TC 4_P 1_N002)

[TC 4_P 8_N005](#) Proposal on merging of TC 4_p 1 and TC 4_p 8 (9.5.2016) - description and voting form.docx (document is identical with TC 4_P 1_N003)

Deadline for voting: 27.6.2016

Please send filled document to following addresses: glezl@slm.sk, ivan.mikulecky@gmail.com

Country (P-member):				
Member of project group no. (TC 4/p 1, TC 4/p 8, or both):				
Date:				
Proposal	Vote			
	Yes	No	Abstain	Comments
1. Do you agree with merging of project groups TC 4/p 1 and TC 4/p 8 into new project group (TC 4/p 10)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Do you agree with establishing of workgroup within TC 4/p 10 (if new project group TC 4/p 10 would be established as a result of merging of TC 4/p 1 and TC 4/p 8)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Do you agree with establishing TC 4/SC1/p 1 (in case of merging of project groups p 1 and p 8 within SC) without establishing of workgroup ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Do you agree with establishing TC 4/SC1/p 1 (in case of merging of project groups p 1 and p 8 within SC) and establishing of workgroup ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

*Note - in case of voting "Yes" on variants that exclude each other please indicate preferred variant (if applicable).

3.1 Results of voting of P- and O-members of TC 4/p 1 and TC 4/p 8

Four members of TC 4/p 1 and TC 4/p 8 voted on proposal.

Votes were in favor of merging of both projects into new project TC 4/p 10 (without creating a subcommittee).

Voting results of specific members were as following:

Country (P-member):	Australia			
Member of project group no. (TC 4/p 1, TC 4/p 8, or both):	Both			
Date:	24/06/2016			
Proposal	Vote			
	Yes	No	Abstain	Comments
5. Do you agree with merging of project groups TC 4/p 1 and TC 4/p 8 into new project group (TC 4/p 10)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Do you agree with establishing of workgroup within TC 4/p 10 (if new project group TC 4/p 10 would be established as a result of merging of TC 4/p 1 and TC 4/p 8)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Do you agree with establishing TC 4/SC1/p 1 (in case of merging of project groups p 1 and p 8 within SC) without establishing of workgroup ?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	It is not clear what the value of establishing an SC would be over and above a new project and workgroup established as part of the TC. It appears that the scope of work of the proposed SC is almost identical to the scope of the TC. As such, it appears that the TC can undertake the work themselves without the need to establish a SC.
8. Do you agree with establishing TC 4/SC1/p 1 (in case of merging of project groups p 1 and p 8 within SC) and establishing of workgroup ?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	See comment above.

Country (P-member):	JAPAN			
Member of project group no. (TC 4/p 1, TC 4/p 8, or both):	BOTH			
Date:	27 June, 2016			
Proposal	Vote			
	Yes	No	Abstain	Comments
1. Do you agree with merging of project groups TC 4/p 1 and TC 4/p 8 into new project group (TC 4/p 10)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The two projects on two new Documents with similar scope and objective should be merged.
2. Do you agree with establishing of workgroup within TC 4/p 10 (if new project group TC 4/p 10 would be established as a result of merging of TC 4/p 1 and TC 4/p 8)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	It is recommended that TC 4 should take care of the new merged project considering the original scope and ToR of the technical committee.
3. Do you agree with establishing TC 4/SC1/p 1 (in case of merging of project groups p 1 and p 8 within SC) without establishing of workgroup ?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	It is not necessary to establish a new SC under TC 4.
4. Do you agree with establishing TC 4/SC1/p 1 (in case of merging of project groups p 1 and p 8 within SC) and establishing of workgroup ?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	It is not necessary to establish a new SC under TC 4.

Country (P-member):	Germany			
Member of project group no. (TC 4/p 1, TC 4/p 8, or both):	both			
Date:				
Proposal	Vote			
	Yes	No	Abstain	Comments
1. Do you agree with merging of project groups TC 4/p 1 and TC 4/p 8 into new project group (TC 4/p 10)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Do you agree with establishing of workgroup within TC 4/p 10 (if new project group TC 4/p 10 would be established as a result of merging of TC 4/p 1 and TC 4/p 8)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Do you agree with establishing TC 4/SC1/p 1 (in case of merging of project groups p 1 and p 8 within SC) without establishing of workgroup ?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
4. Do you agree with establishing TC 4/SC1/p 1 (in case of merging of project groups p 1 and p 8 within SC) and establishing of workgroup ?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Country (P-member):	France			
Member of project group no. (TC 4/p 1, TC 4/p 8, or both):	TC 4/p 1			
Date:				
Proposal	Vote			
	Yes	No	Abstain	Comments
1. Do you agree with merging of project groups TC 4/p 1 and TC 4/p 8 into new project group (TC 4/p 10)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Do you agree with establishing of workgroup within TC 4/p 10 (if new project group TC 4/p 10 would be established as a result of merging of TC 4/p 1 and TC 4/p 8)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Do you agree with establishing TC 4/SC1/p 1 (in case of merging of project groups p 1 and p 8 within SC) without establishing of workgroup ?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
4. Do you agree with establishing TC 4/SC1/p 1 (in case of merging of project groups p 1 and p 8 within SC) and establishing of workgroup ?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	