

JCTLM EXECUTIVE COMMITTEE REVIEW OF CONTESTED RECOMMENDATIONS			
Author: R. I. Wielgosz	Date : 27/10/09 Version : 1.0	Authorized : JCTLM Executive	JCTLM EXE P-06

JCTLM EXECUTIVE COMMITTEE REVIEW OF CONTESTED RECOMMENDATIONS

PROCEDURE / DOCUMENT

JCTLM EXE P-06

AUTHOR	AUTHORIZED
NAME ROBERT I. WIELGOSZ	NAME JCTLM EXECUTIVE COMMITTEE
FUNCTION JCTLM SECRETARIAT	FUNCTION
SIGNATURE	SIGNATURE

JCTLM EXECUTIVE COMMITTEE REVIEW OF CONTESTED RECOMMENDATIONS			
Author: R. I. Wielgosz	Date : 27/10/09 Version : 1.0	Authorized : JCTLM Executive	JCTLM EXE P-06

JCTLM EXECUTIVE COMMITTEE REVIEW OF CONTESTED RECOMMENDATIONS

1. Contents

PARAGRAPH	TITLE	PAGE
1.	CONTENTS	2
2.	PURPOSE	2
3.	SCOPE	2
4.	AUTHORIZATIONS AND RESPONSIBILITIES	2
5.	ACRONYMS	2
6.	DEFINITIONS	3
7.	PROCEDURE	3
8.	RELATED DOCUMENTS	3
9.	REVISION HISTORY	4
10.	FLOWCHART	5

2. Purpose

The purpose of this document is to describe the process by which the Executive Committee reviews recommendations and/or decisions made by a Working Group or by the Executive Committee that are contested by an adversely affected party.

3. Scope

The scope of this document is all recommendations made by an entity of the JCTLM and decisions made by the Executive Committee.

4. Authorizations and Responsibilities

The Executive Committee is authorized to review and revise contested recommendations by any JCTLM entity including decisions that it has itself made.

5. Acronyms

All acronyms employed in this JCTLM procedure document are given in the procedure document Exe-P-00, Outline of JCTLM Executive Committee Procedures.

JCTLM EXECUTIVE COMMITTEE REVIEW OF CONTESTED RECOMMENDATIONS			
Author: R. I. Wielgosz	Date : 27/10/09 Version : 1.0	Authorized : JCTLM Executive	JCTLM EXE P-06

6. Definitions

All definitions employed in JCTLM Procedure Documents are given in the procedure document JCTLM Exe-P-00, Outline of JCTLM Executive Committee Procedures..

7. Procedure

Any party participating in the JCTLM review process for identifying materials, methods/procedures or reference measurement services, e.g. a nominator of a reference material, method or service, or a review team or an adversely affected laboratory may contest a decision made by a JCTLM entity including the Executive Committee

The contesting party submits a brief written description by making annotations on the review report, e.g. WG1-P-03-F01 for a material or method, or WG2-P-03-F02 for a service or other document arising out of JCTLM activities to communicate the basis for its disagreement with a decision of the Executive Committee or recommendation of a Working Group.

The document describing the contested decision, e.g. a copy of an annotated review report is submitted to the Secretariat for record keeping and for circulation to the Executive Committee

Review of the contested decision is made by the members of the Executive Committee who note on the contested review report their evaluation of the substance and merit of the basis for the claim.

The Executive Committee, by face-to-face meeting, by conference telephone call or by email communicate their evaluations among the members of the Executive Committee of the substance and merit of the points of fact submitted to them for reversing a previously made decision.

By the established consensus method of decision making the Executive Committee records the decision arising out of its revaluation and transmits the decision to the Secretariat

The Secretariat informs the party contesting the decision of the outcome of the review by the Executive Committee and takes any other actions, e.g. lists or removes from a list or initiates evaluation of a process as applicable.

Affected party is provided with an annotated copy of the report or document submitted as the basis for the reconsideration by the Executive Committee.

8. Related documents

All JCTLM Documents

Any document, e.g. Declaration of Cooperation, JCTLM WG1 Preamble, JCTLM Executive, Secretariat or Working Group Quality System Procedure, review report or standard employed by any entity of JCTLM in its process that may be relevant to the issue at hand may be referenced and/or cited.

JCTLM EXECUTIVE COMMITTEE REVIEW OF CONTESTED RECOMMENDATIONS				
Author: R. I. Wielgosz	Date : 27/10/09 Version : 1.0	Authorized : JCTLM Executive	JCTLM EXE P-06	

9. Revision History

Version number	Date of Issue/Review	Summary of change
1.0	27/10/09	1 st Published Version

JCTLM EXECUTIVE COMMITTEE REVIEW OF CONTESTED RECOMMENDATIONS			
Author: R. I. Wielgosz	Date : 27/10/09 Version : 1.0	Authorized : JCTLM Executive	JCTLM EXE P-06

10. Flowchart

JCTLM EXECUTIVE COMMITTEE REVIEW OF CONTESTED RECOMMENDATIONS
JCTLM Exe-P-06

