

## PEER ASSESSMENT PROCESS

Step	Action	Operator	Documents issued and/or used
1	Decide on peer assessment	Committee on Participation Review (CPR)	- Minutes of the CPR Meeting
2	Designate team of Experts responsible for the peer assessment	BIML	- List of Experts validated by the CPR - E-mail with expected Experts
3	Inform laboratory(ies) to be assessed of the designated team of Experts and the expected dates for conducting the peer assessment	BIML	- Model letter
4	Obtain agreement of the laboratory(ies) to be assessed on the team of Experts and dates	Laboratory(ies) to be assessed	- Letter (or e-mail) of reply
5	Request authorization of the metrological Expert's employer for his/her secondment to conduct the peer assessment	BIML + Metrological Expert's employer	- Model contract (to be signed)
6	Send peer assessment assignment to the designated metrological Expert (copy to be sent to all other members of the assessment team)	BIML	- Model peer assessment assignment
7	Conduct peer assessment	Team of Experts	- OIML MAA 01 - OIML MAA 02
8	Respond to identified nonconformities	Assessed laboratory(ies)	- Nonconformity report forms
9	Send Assessment Report to the BIML	Assessment team leader (metrological Expert)	- Assessment Report
10	Examine Assessment Report	CPR	- CPR Report