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Specification for quality control of science and technology evaluation service

科技评估服务质量控制规范

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Table of Contents

Foreword

This document is in accordance with the provisions of GB/T 1.1-2020 "Guidelines for standardization work Part 1: Structure and drafting rules for standardization documents" Drafting is required.

Please note that some of the contents of this document may involve patents. The issuing organization of this document does not assume the responsibility for identifying patents.

This document was proposed by the Ministry of Science and Technology.

This document is under the jurisdiction of the National Technical Committee on Science and Technology Evaluation Standardization (SAC/TC 580).

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Introduction

In addition to providing assessment results (usually assessment reports) as tangible products, technology assessment also includes the entire assessment process to provide relevant parties with The quality of the assessment is composed of the entire assessment process. This document focuses on the quality of the standardization, credibility and effectiveness of science and technology assessment services.

The main line is the whole process of assessment acceptance and design, assessment organization and implementation, assessment report formation and delivery, assessment conclusion and follow-up.

From the perspective of the subject and elements of the assessment activities, the quality requirements of each stage are clarified, quality control measures are proposed, and the assessment services are The requirements and methods for quality evaluation are intended to provide guidance for quality control of various scientific and technological assessment activities.

This document draws on the basic quality management method of the PDCA cycle and, based on the quality characteristics of science and technology assessment, integrates the science and technology assessment quality control activities into The process of action is carried out in a cycle of "planning, implementation, inspection, and disposal". The structure of this document is shown in Figure 1.

Figure 1 Schematic diagram of the structure of this document Quality control standards for technology assessment services

1 Scope

This document specifies the overall requirements and functions of quality control of the entire process of science and technology assessment services, including assessment acceptance and design, assessment team organization and Quality requirements and quality control measures at each stage, including division of labor, collection and analysis of assessment information, formulation and delivery of assessment reports, and

Requirements for evaluation and improvement of the quality of scientific and technological assessment services.

This document applies to science and technology assessment services provided by science and technology assessment institutions and personnel, science and technology assessment supervision and management departments, entrusted institutions and other Other relevant organizations and institutions may use this for reference.

2 Normative references

GB/T 40148

GB/T 44726

3 Terms and definitions

The terms and definitions defined in GB/T 40148 and the following apply to this document.

3.1 Science and technology evaluation

Follow certain principles, use standardized procedures and scientific methods to conduct professional research on scientific and technological activities and related behaviors and elements.

Evaluation and consulting activities.

Note 1.In a broad sense, scientific and technological assessment includes all kinds of evaluation, review and assessment activities related to scientific and technological activities carried out by assessment institutions or expert groups.

Assessment specifically refers to various evaluation activities related to scientific and technological activities carried out by assessment agencies.

Note 2.Science and technology assessment provides services to the government and all sectors of society, and helps optimize science and technology management and decision-making, rationally allocate resources, strengthen guidance and incentives, and strengthen supervision and accountability.

Provide reference and basis for the implementation effect of high-tech activities.

[Source. GB/T 40148-2021, 3.2]

3.2 Science and technology evaluation service

The assessment agency carries out a series of activities around specific science and technology assessment tasks based on the needs of the client.

Note. The technology assessment service process generally includes four parts.