



Ukraine

PTB project “Metrology for Digital Transformation – International Cooperation”
CABUREK Global Program

Working Group: Digital Process Management
National project title: Digitalization of conformity assessment process in testing laboratory
National Metrology Institute: NSC Institute of Metrology Ukraine

Coach: PTB

Digitalization of conformity assessment process in testing laboratory

Why the conformity assessment process?

- High administrative burden;
- Repetitiveness and standardization;
- Key link in client interaction;
- Connecting element for other metrological processes Regulatory and image significance

Starting point

- Lack of a unified digital strategy;
- Non-transparent stakeholders' communication and lengthy internal approval procedures;
- Data Retrieval Difficulties;
- Manual data collection
- Dependence on "Paper Trail"

Key Contribution

- Forming a unified vision with key institute stakeholders;
- Formulating measurable project goals;
- Identifying pilot laboratories;
- Selecting the DMS platform, and developing the implementation roadmap

Stages of work

01	02	03	04
Analysis of the conformity assessment process • Stakeholder Interviews • Current Process Review • Identification of Pain Points	Planning and Risk Assessment • Goal Definition • Scope Definition • Risk Assessment	Creating the Map of the Current Workflow • Mapping Preparation • Workflow Mapping	Software Requirements and pre-Selection • Requirements Definition • Software Market Research • Software Selection
05 Limited Pilot Implementation (with FossDoc) • Pilot Setup • Implementation • Initial Evaluation		The project then entered a practical testing phase through a limited pilot implementation. After setting the scope for this small-scale test and configuring the new software, a digital workflow for a selected sub-process component was built	

An Electronic Document Management System (EDMS)

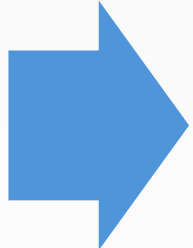
is software that organizes, stores, and controls access to digital documents, enabling efficient creation, sharing, tracking, and retrieval of records. It helps ensure document integrity, version control, and compliance with organizational or regulatory requirements.

FossDoc and ASKOD

are Ukrainian EDMS that have been present in the local document management market for over 20 years

Next steps

Pilot implementation of FossDoc
(up to ~ 6 month)
Testing functionality, workflow integration, and user experience



Pilot implementation of ASKOD
(up to ~ 10 month)
Evaluation of usability, compatibility, and performance



Final decision
Selection of the most suitable system based on pilot results and user feedback and long-term support potential

