

## Procedure for modifying CMCs already in Appendix C

Modifications of a published CMC usually arise for reasons falling into one of three categories:

- a) material or editorial errors and improvements to the explanatory text for a quantity, instrument, method etc.;
- b) increase of the uncertainty or reduction in scope, decided by the NMI or following a comparison result;
- c) change of the method of measurement or reduction of the uncertainty or increase in scope.

Modifications under category a) do not change the essence of the CMC (instrument, range of the quantity and of the parameters, method, uncertainty, traceability) but improve its content for the benefit of the user. For this category of modifications, the internal and the inter-RMO reviews are unnecessary. The NMI will send its proposal for change to the Technical Committee (TC) chairperson of its RMO, who will contact the coordinator of the BIPM database.

Modifications under category b) may be requested, for example, by an NMI wanting to reduce its engagement in the particular measurement activity or they may follow from a comparison result showing a significant unresolved deviation from the key comparison reference value (see Note 2). Also for this category internal and inter-RMO reviews are not needed and that the proposal for change is received by the TC chairperson and transmitted to the coordinator of the BIPM data base. However, in case that the change was originated by a comparison result, the TC chairperson should verify that the reduction in scope or the increase of the uncertainty is sufficient to assure the equivalence of the measurements. It is desirable in this case that the relevant RMO (or the BIPM) informs the other RMOs of the changes and their motivation.

Modifications under category c) should follow the full procedure of internal and inter-RMO review, as if they were new CMCs.

### Notes:

1. **Modifications must be made only on the Excel files** available from the link “Get published CMCs”, located in the Summary box of the [JCRB Website](#). These files have been produced by the BIPM KCDB office from the files posted for final approval and it has been verified that they do not contain any formatting errors.
2. To avoid overloading the BIPM, it is advisable not to submit individual modifications but to group a number of them together.
3. Modifications must be made clearly visible by the use of the following colour code:
  - a. bold red characters for corrections to be brought to a published CMC and for presenting a new CMC not yet published
  - b. highlighting with a light pink background a CMC that should be deleted, the words “to be deleted from the KCDB” should also be placed in the “comments” column of the CMC.
4. The MRA, in paragraph T.7, states that “... *If, as a result of a key comparison, a significant unresolved deviation from the key comparison reference value persists for the standard of a particular participating institute, the existence of this deviation is noted in Appendix C. In this case, the institute has the choice of either withdrawing from Appendix C one or more of the relevant calibration and measurement services or increasing the corresponding uncertainties given in Appendix C...*”