Bureau International des Poids et Mesures

FREQUENTLY ASKED QUESTIONS

KCDB web portal

KCDB

FREQUENTLY ASKED QUESTIONS ON THE KCDB

Contents

1   FAQs in Common

1.1   Is there a training platform?

QUESTION   Is there a website where I can practice writing and reviewing CMCs but which has no consequences for the official database?

ANSWER   A separate web platform dedicated to this kind of testing is accessible on https://kcdb-cbkt.bipm.org:8443/kcdb/. To get a user account for this, please contact your TC Chair for information.

No e-mail notifications are issued from the training platform.

1.2   How do I write or convert a quantity based equation?

ANSWER   A short guide on how to write quantity based equations is given in https://www.bipm.org/documents/20126/43908835/Conversion_of_equations_KCDB.pdf /af008f2a-973c-a7b5-5048-db32b6758f44?t=1644242046046.

1.3   How do I update my CMCs and equations to become quantity based?

ANSWER   A short guide and scheme on how to revise equations to become quantity based is given in https://www.bipm.org/documents/20126/43908835/Transformation_to_quantity_based_equation_format-instructions.pdf/df37b6bf-9ec7-22e9-9715-ded8c6bc1d32?t=1644242048302.

2   FAQS FROM CMC WRITERS

2.1   WHICH CMCS CAN I IMPORT?

QUESTION   I am a CMC Writer and I wish to I import CMCs using an Excel file containing new or modified CMCs I want to submit. Do I need to include all CMCs of my metrology area or only the CMCs concerned?

ANSWER   When importing CMCs, only the CMCs that are new or that are modified should be included.

Further, only new and modified CMCs can be imported. CMCs to be deleted, greyed out or reinstated must be treated on the web platform.

2.2   SHOULD I IMPORT OR USE THE CMC FORM WHEN CREATING NEW CMCS

QUESTION   Our institute will submit CMCs for the first time. Should I import CMC via an Excel file or use the interactive web form?

ANSWER   When writing new CMCs it is recommended to use the interactive web which will impose the requested format. If this seems long – for example if you have many similar CMCs to insert – you may do the following:

- Write a CMC using the interactive web platform and SAVE. The CMC should be saved in DRAFT status.

- Export the DRAFT CMC to an Excel file.

- Now use the exported CMC as a template how to complete the other CMCs to create a file for import. Still, many data types such as branch indication and units must be indicated in the same format as set by the platform.

▪ You have also pre-formatted importation templates that can be downloaded from the platform.

2.3 HOW DO I SUBMIT CMCS FOR WHICH NO JCRB REVIEW IS REQUESTED?

QUESTION How do I submit CMCs where no JCRB review is required, i.e. when only having editorial changes, increased uncertainties or reduced ranges?

ANSWER The writer makes the changes. He/she describes these using the review comment tool and submits the CMCs to the TC Chair.

The TC Chair makes sure that no JCRB review is needed and submits the CMCs to the KCDB Office.

The KCDB office then places the CMCs on-line.

A detailed description is given below.

1.   The eligible **CMC Writer** logs in with the credentials provided in the registering process and makes the editorial changes to their CMC(s):

a.   Login

b.   Click CMCs → My CMCs → Institute CMCs

c.   Select the CMC to modify and activate the "modify" in the far right column to enter the CMC form.

d.   Make the required changes in the form. Please notice that text must be added to all fields marked with a red "*". As this case is for an editorial modification, this should be indicated in the "Information to reviewer" fields. Please describe the modification that has been made.

e.   It is mandatory to tick the checkbox "I confirm that I am authorized by my institute to submit this CMC for review, and that supporting evidence of the RMO approval of the Quality System is provided".

f.   Submit the CMC by clicking the button "SUBMIT".

2.   When notified, the **TC-Chair** checks the individual changes:

a.   Log in as TC-Chair

b.   Choose CMCs → My RMO space → CMC without reviewer

c. Verify the changes. As these changes should only be editorial, increased uncertainties or reduced ranges, an action in the right column is not required. Submit the CMCs directly to the KCDB Office by ticking the select boxes for the CMCs and click the button "SUBMIT TO THE KCDB".

3. The **KCDB Office** will carry out final editorial checks before publishing the CMCs on the open website.

More information on the KCDB can be found at https://www.bipm.org/en/about-us/kcdb-help.html

2.4 HOW DO I SUBMIT A LARGE SET OF CMCS FOR WHICH NO JCRB REVIEW IS REQUESTED?

QUESTION How do I submit a large set of CMCs where no JCRB review is required, i.e. when only having editorial changes, increased uncertainties or reduced ranges?

ANSWER A short guide on how to review and submit a large set of CMCs is given in https://www.bipm.org/documents/20126/43909334/How-do-I-carry-out-larger-editorial-revisions.pdf/e573b2a2-45f0-615e-d103-384aac887b19

2.5 HOW DO I SUBMIT A CMC THAT CANNOT BE REVIEWED WITHIN MY INSTITUTE?

This note desccribes how to act when expertise from and external RMO is needed during the intra-RMO review.

Before taking any action, contact your TC Chair for further information.

This may happen when an RMO has a provisional status or when there are not enough members within the same RMO with the requested expertise.

Actors:
Writer   CMC Writer from an institute in RMO-A
TC Chair A   The TC Chair, within a metrology area, of RMO-A needing added expertise
TC Chair B   The TC Chair, from the same metrology area, of RMO-B that can offer added expertise

TC Chairs from the other RMOs in the same metrology area

1. **Writer** from RMO-A drafts and SAVE the CMCs in DRAFT form on the KCDB platform. The CMC **Writer** updates and SAVE these CMCs according to the most recent feedback during the Excel-based review, *but do not submit these updates through the platform until stage 10.*

2. **Writer** EXPORT the CMCs from the screen "My CMCs" to an Excel file and sends it by e-mail to the TC Chair A.

3. The **TC Chair A** organizes an e-mail-distributed, Excel-file based intra-RMO review according to the procedures agreed within RMO-A, when applicable.

4. The CMC **Writer** updates and SAVE the Draft CMC on the KCDB platform as needed.

5. The CMC **Writer** EXPORT and sends the file in an email to the TC Chair A.

6. When satisfied with the CMC, the **TC Chair A** sends the Excel-file in an e-mail to TC Chair B according to agreed procedures.

7. The **TC Chair B** organizes an e-mail-distributed, Excel-file based intra-RMO review of the CMCs according to its own rules within RMO-B.

8. The CMC **Writer** updates the CMCs according to the feedback received from **TC Chair B** and SAVE the Draft CMC on the KCDB platform (keeping TC Chair A informed as agreed). At the end of the review process, the CMC **Writer** EXPORT and sends the file to the TC Chair B Chair.

9. When satisfied, the **TC Chair B** returns the excel-file to the CMC Writer, cc: the TC Chair A, informing that the RMO-B review has been conducted with satisfactory results and that the CMCs are ready to be submitted to the JCRB RMO review.

10. The CMC **Writer** SUBMIT the updated CMCs to TC Chair A on the KCDB platform following ordinary KCDB procedures.

11. The **TC Chair A** SUBMIT the CMCs to the JCRB Review on the KCDB web platform as signed off from RMO-B. At the same time, the **TC Chair A** sends an e-mail to the JCRB Executive secretary to inform of the CMC IDs that have been submitted.

12. **TC Chairs from the other RMOs** conduct the JCRB RMO review following ordinary KCDB procedures.

14. **TC Chair B** will indicate "Will review" and directly approve all submitted CMCs from RMO-A that already have been reviewed.

3 FAQS FROM TC CHAIRS

3.1 HOW DO I TREAT CMCS FOR WHICH NO JCRB REVIEW IS REQUESTED?

QUESTION   If an institute submits CMCs for which no JCRB review is required, i.e. editorial changes, increased uncertainties, reduced ranges, how do I treat these?

ANSWER   The writer makes the changes. He/she describes these using the review comment tool and submits the CMCs to the TC Chair.

The TC Chair makes sure that no JCRB review is needed and submits the CMCs directly to the KCDB Office (and not to the JCRB).

The KCDB office then places the CMCs on-line.

A detailed description is given below.

1.   The eligible **CMC Writer** logs in with the credentials provided in the registering process and makes the editorial changes to their CMC(s):

    a.   Login

    b.   Click CMCs → My CMCs → Institute CMCs

    c.   Select the CMC to modify and activate the "modify" in the far right column to enter the CMC form.

    d.   Make the required changes in the form. Please notice that text must be added to all fields marked with a red "*". As this case is for an editorial modification, this should be indicated in the "Information to reviewer" fields. Please describe the modification that has been made.

    e.   It is mandatory to tick the checkbox "I confirm that I am authorized by my institute to submit this CMC for review, and that supporting evidence of the RMO approval of the Quality System is provided".

    f.   Submit the CMC by clicking the button "SUBMIT".

2.   When notified, the **TC-Chair** checks the individual changes:

    a.   Log in as TC-Chair

    b.   Choose CMCs → My RMO space → CMC without reviewer

    c.   Verify the changes. As these changes should only be editorial, increased uncertainties or reduced ranges, an action in the right column is not required. Submit the CMCs directly to the KCDB Office by ticking the select boxes for the CMCs and click the button "SUBMIT TO THE KCDB".

3.   The **KCDB Office** will carry out final editorial checks before publishing the CMCs on the open website.

More information on the KCDB can be found at https://www.bipm.org/en/about-us/kcdb-help.html

3.2   How do we include reviewers from other RMOs?

This note desccribes how to act when expertise from and external RMO is needed during the intra-RMO review.

This may happen when an RMO has a provisional status or when there are not enough members within the same RMO with the requested expertise.

Actors:
Writer   CMC Writer from an institute in RMO-A
TC Chair A   The TC Chair, within a metrology area, of RMO-A needing added expertise
TC Chair B   The TC Chair, from the same metrology area, of RMO-B that can offer added expertise

TC Chairs from the other RMOs in the same metrology area

1. **Writer** from RMO-A drafts and SAVE the CMCs in DRAFT form on the KCDB platform. The CMC **Writer** updates and SAVE these CMCs according to the most recent feedback during the Excel-based review, *but do not submit these updates through the platform until stage 10.*

2. **Writer** EXPORT the CMCs from the screen "My CMCs" to an Excel file and sends it by e-mail to the TC Chair A.

3. The **TC Chair A** organizes an e-mail-distributed, Excel-file based intra-RMO review according to the procedures agreed within RMO-A, when applicable.

4. The CMC **Writer** updates and SAVE the Draft CMC on the KCDB platform as needed.

5. The CMC **Writer** EXPORT and sends the file in an email to the TC Chair A.

6. When satisfied with the CMC, the **TC Chair A** sends the Excel-file in an e-mail to TC Chair B according to agreed procedures.

7. The **TC Chair B** organizes an e-mail-distributed, Excel-file based intra-RMO review of the CMCs according to its own rules within RMO-B.

8. The CMC **Writer** updates the CMCs according to the feedback received from **TC Chair B** and SAVE the Draft CMC on the KCDB platform (keeping TC Chair A informed as agreed). At the end of the review process, the CMC **Writer** EXPORT and sends the file to the TC Chair B Chair.

9. When satisfied, the **TC Chair B** returns the excel-file to the CMC Writer, cc: the TC Chair A, informing that the RMO-B review has been conducted with satisfactory results and that the CMCs are ready to be submitted to the JCRB RMO review.

10. The CMC **Writer** SUBMIT the updated CMCs to TC Chair A on the KCDB platform following ordinary KCDB procedures.

11. The **TC Chair A** SUBMIT the CMCs to the JCRB Review on the KCDB web platform as signed off from RMO-B. At the same time, the **TC Chair A** sends an e-mail to the JCRB Executive secretary to inform of the CMC IDs that have been submitted.

12. **TC Chairs from the other RMOs** conduct the JCRB RMO review following ordinary KCDB procedures.

15. **TC Chair B** will indicate "Will review" and directly approve all submitted CMCs from RMO-A that already have been reviewed.

3.3 I CAN SEE STRANGE E-MAIL ADDRESSES IN THE USER ACCOUNT BACK OFFICE WHICH ARE UNKNOWN TO ME. WHAT DO I DO WITH THESE?

QUESTION   I am a TC Chair and have noticed in my Back Office for user accounts that there are for example user accounts for writers and institutes with the e-mail address extension "kcdb.fr". Should I delete these?

ANSWER   These generic writer accounts were initially created for the migration of data from the former to the present database.

These accounts should preferably not be deleted, being used by the KCDB Office.

4   REVISION HISTORY

Version	Modification
2021-10-28	First version of compiled FAQs
2022-02-07	Updated links
2088-09-13	Addes Secxtion 2.4.