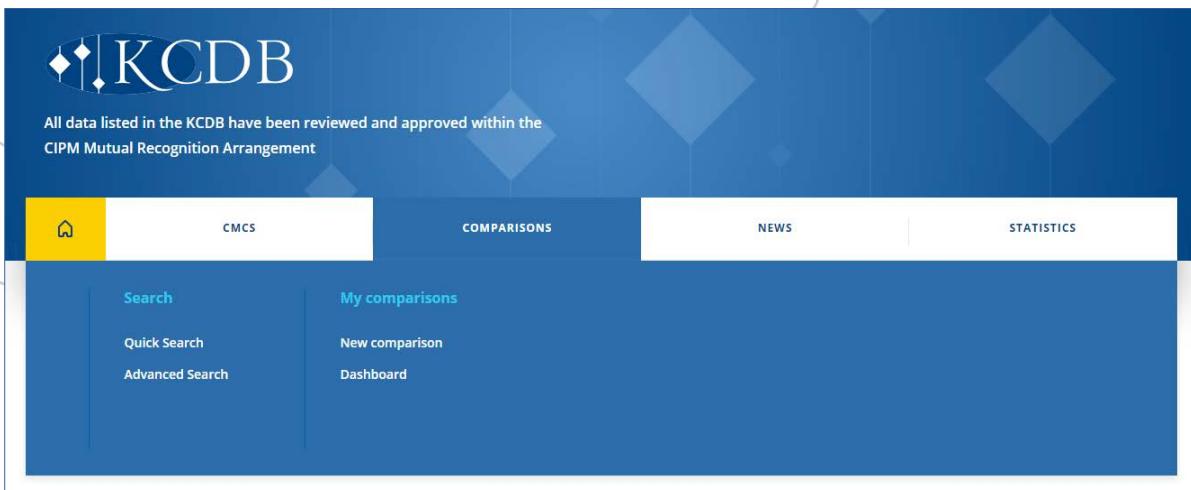


QUICK START : COMPARISONS IN CHEMISTRY AND BIOLOGY



Each key and supplementary comparison has one Pilot (or main contact) who registers and updates the comparison via the web platform. **This QUICK START guide is intended for the Pilot.**

REQUEST A STUDY NUMBER

Make sure that the CCQM or your RMO, as applicable, has approved the comparison that you will register.

In the case of Chemistry and Biology the Pilot should **first request a study number from CCQM-KCWG** by completing the [Request form for study number CCQM-F02](#).

Communicate this form directly to the CCQM KCWG Chair.

REGISTER A NEW COMPARISON

When you have received the Study Number it is now time to register the comparison on the KCDB web. To access the web platform, first log on <https://www.bipm.org/kcdb/> via your user account. Indicate the information requested in the tab "INFORMATION & CONTACT" on the web form. A **red star *** represents mandatory information. Contents should be short – details should instead appear in the Technical Protocol. It is recommended, but not mandatory, that the Technical Protocol should be posted.

An additional contact person may be registered when there are co-piloting laboratories for the comparison.

In the field "Optional message to the KCDB Office, please indicate the attributed study number.

When you first click on **SAVE** the contents will be saved and a second tab "PARTICIPANTS" will be displayed – indicate the participants as soon as possible.

A draft version of the contents will be kept on your dashboard after you have clicked on **SAVE**. When you action **SUBMIT TO THE KCDB OFFICE** the Technical Committee (TC) Chairs within your area, the Working Group (WG) Chair concerned, the CCQM Executive Secretary and the KCDB Office will be informed. The KCDB Office will normally apply a delay of a few days before publishing the comparison on the KCDB website to allow for possible feedback from the TC and WG Chairs.

UPDATE A NOT YET COMPLETED COMPARISON

Open the form for the comparison, listed in your dashboard, that you intend to update.

You will notice that some fields cannot be modified after the comparison has been submitted to the KCDB Office. If necessary, you may contact the KCDB Office bipm.kcdb@bipm.org for assistance.

When you click on **SAVE**, the modifications will appear directly on the KCDB website. Every time you carry out an update, the TC Chairs within your area, the WG Chair concerned, the CCQM Executive Secretary and the KCDB Office will be informed.

You will be invited to update the progress status regularly. However, it is not possible for the Pilot to indicate that the comparison is approved.

REVIEW AND APPROVAL OF THE COMPARISON REPORT

The review process is not supported by the platform. The comparison report should be submitted to the appropriate reviewing group for approval cf. CIPM- MRA-G-11

<https://www.bipm.org/documents/20126/43742162/CIPM-MRA-G-11.pdf/9fe6fb9a-500c-9995-2911-342f8126226c>

SUBMIT A FINAL REPORT

When the comparison has been completed, and the final report has been approved by the appropriate reviewing group, the Pilot submits the Final Report¹ and other requested documents and information via the web platform, in the tabs "FINAL REPORT" and "FINAL REPORT AUTHORS". In addition, the PILOT modifies the status to "Submitted to the KCDB office". The KCDB Office will be alerted separately on the approval by the coordinator of the reviewing group.

¹ Protected documents are presently not accepted for upload.

- For key comparisons, a template can be downloaded from the same tab which should be completed with the list of Degrees of Equivalence and initial data. This form should then be uploaded.

Click on **SUBMIT FINAL REPORT** to give the KCDB Office access to the uploaded documents so that the information can be published in the database. **SUBMIT FINAL REPORT** will also generate notifications to the TC Chairs and other coordinators concerned.

After this you may still upload documents and make them available by clicking on **SAVE**.

For more details, please consult "*Getting started on the KCDB web platform*"

https://www.bipm.org/documents/20126/43909403/Getting_started_KCDB_platform.pdf/6428cae2-f7de-adce-dabe-c143d591fbbe