

JCRB CMC-REVIEW WEB PAGE MANUAL

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0. Acronyms

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APMP	Asia Pacific Metrology Program
BIPM	International Bureau of Weights and Measures
CIPM	International Committee of Weights and Measures
CMC	Calibration and measurement capability
COOMET	Euro-Asian Cooperation of National Metrological Institutions
EUROMET	European Collaboration in Measurement Standards
JCRB	Joint Committee of the Regional Metrology Organisations and the BIPM
MRA	Mutual Recognition Arrangement
RMO	Regional Metrology Organisation
SADCMET	Southern African Development Community Cooperation in Measurement Traceability
SIM	Inter-American Metrology System
TC/WG	Technical Committee or Working Group. Groups of technical experts are called "Technical Committees" in APMP, COOMET and EUROMET and "Working Groups" in SADCMET and SIM.

1. Background and purpose

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This manual explains how to use the JCRB web page for the inter-regional review of calibration and measurement capabilities intended for publication in Appendix C of the CIPM MRA.

The JCRB approved at its 13th meeting, held at the BIPM on 29 September 2004, that TC/WG chairs will be able to post, send comments and approve CMC files directly on the JCRB CMC-review web page, without the intervention of RMO representatives or the JCRB Executive Secretary.

The purpose of this manual is to explain the use of this web page for TC/WG chairs and RMO representatives.

2. Scope

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This manual is intended to provide detailed instructions on the use of the JCRB CMC-review web page. Users interested in learning about JCRB policies concerning the inter-regional review of CMCs should refer to the documents posted in the "Guidance on CMC reviews" box in the open section of the [JCRB web page](#) or to the [References](#) given at the end of this document

3. Process

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3.1. Logging on

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The address of the JCRB CMC-review web page is www.bipm.org/JCRB. The usernames and passwords used previously by RMO representatives and TC/WG chairs have not been modified in this new version. Users who wish to obtain their usernames and passwords may send a message to the [JCRB Executive Secretary](#).

3.2. Creating a new CMC file¹

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As an example, a CMC file in the area of Time and Frequency will be created for APMP. The system recognises that the user has logged on as APMP (RMO representative or TC chair) and will form the name of the CMC file accordingly.

New CMC files may be created by following the link "Create a CMC" on the Summary box found on the left-hand panel:



¹ CMC submissions may consist of more than one computer file. In this document the term "CMC file" is used generically to designate each RMO submission.

This will give access to the following screen²:

Create a CMC entry

Choose a metrology area

CMC information

CMC file

Only one file (excel or zip) can be attached. If more than one file needs to be sent, zip them together into one file. Maximum size is: 5 Mbytes.

CMC name will be

Note that the name of the CMC entry has been started with "APMP." as the system recognises this user. Then choose a metrology are from the drop-down menu:

Create a CMC entry

Choose a metrology area

CMC information

CMC file

Only one file (excel or zip) can be attached. If more than one file needs to be sent, zip them together into one file. Maximum size is: 5 Mbytes.

CMC name will be

In this case, Time and Frequency is chosen and the web page automatically adds the appropriate suffix to the CMC submission name:

Create a CMC entry

Choose a metrology area

CMC information

CMC file

Only one file (excel or zip) can be attached. If more than one file needs to be sent, zip them together into one file. Maximum size is: 5 Mbytes.

CMC name will be

² Some of the buttons shown in this example are drawn by the operating system, in this case, in French. They will be shown in the language of the computer being used to view the page.

The system automatically recognises that (in this fictitious example) there were two previous T&F files from APMP and, consequently, adds a "3" and the current year (2004 at the time of this writing).

The next step is to add a brief comment in the "CMC information" box. This comment will be seen in the summary tables in the web page and is used to recognize this submission more easily. Users can see examples of previous comments by clicking on the "Complete list of CMCs" link in the Summary box mentioned above, and looking under the heading for "Comments".

Finally, the CMC file is selected. At least one Excel file should be included. If more than one file is submitted all should be zipped into one.

The screenshot shows a web form titled "Create a CMC entry". It contains the following fields and elements:

- Choose a metrology area:** A dropdown menu with "Time and Frequency" selected.
- CMC information:** A text input field containing "CMCs from 5 countries".
- CMC file:** A file selection field showing "C:\Documents and Sett" and a "Parcourir..." button.
- CMC name will be:** A text input field containing "APMP.TF.3.2004".
- Submit:** A blue button with a small icon.
- Instructions:** A note below the file field: "Only one file (excel or zip) can be attached. If more than one file needs to be sent, zip them together into one file. Maximum size is: 5 Mbytes."

When the "Submit" button is clicked, the program presents an opportunity to verify the information:

The screenshot shows a web form titled "Preview of CMC entry". It displays the following information:

- CMC name:** APMP.TF.3.2004
- CMC information:** CMCs from 5 countries
- CMC file:** CMC.xls (size is 70656 bytes, MD5 digest is 9B65A5C70797B0BACC2C9C15A7F9D23A)

At the bottom, there are two buttons: "Change APMP.TF.3.2004" and "Publish APMP.TF.3.2004".

The file name is "CMC.xls" and it can be opened by clicking on the underlined link to verify its contents. The MD5 digest number is a unique signature generated for this file. It may be used to verify that a file subsequently downloaded is exactly the same as the one originally posted.

Pressing on the "Publish APMP.TF.3.2004" button returns a screen with information on the result of the operation:

Confirmation of a CMC entry

- CMC information ✓
- Database updated ✓
- E-mail sent ✓

APMP.TF.3.2004 has been successfully created in the JCRB web page. You may view the posted information following this [link](#).


At this point, an automatic e-mail with the files posted will be sent to all RMO representatives, TC/WG chairs in the area of time and frequency, and to the JCRB Executive Secretary, informing them about this new submission.

The originating user may verify that the file has indeed been posted by clicking on the link at the end of the previous screen:

[→ Add to my favourites](#)

→ CMCs from 5 countries

Download CMC file
File posted for inter-regional review on
Last update: 2004-10-19 made by APMP


 [\[File info\]](#)
2004-10-19 11:59:00.0
Creation of CMC entry for
APMP.TF.3.2004

→ Review round

RMO review	APMP Update CMC	COOMET	EUROMET	SADCMET	SIM
Will review?	N/A				
Date for review	N/A				
Date report received	N/A				
Report	N/A				

→ Post revised file

[+ Post revised CMC files for APMP.TF.3.2004](#)

[Printable version](#) 

At this point the posted file can be downloaded from the web page by clicking on its icon. The [File info] link provides also the MD5 signature.

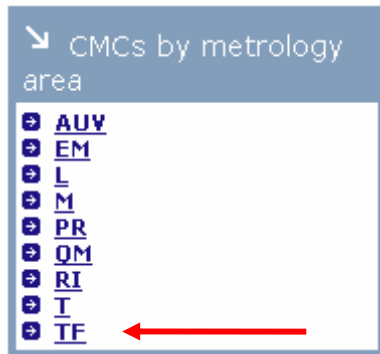
3.3. Acknowledging receipt of a file and sending comments

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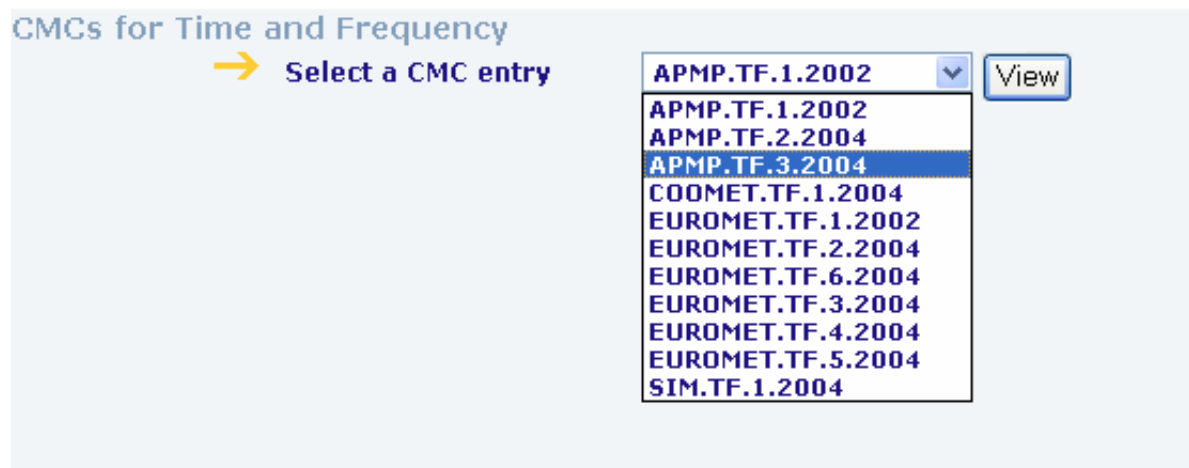
Reviewing RMOs are asked to acknowledge receipt of all CMC files posted for inter-regional review. They should specify whether or not they will review each file and, if so, give the date when they will post their

comments. In this example we will assume that COOMET is the reviewing RMO.

After logging on with the proper password for COOMET, the reviewer selects the time and frequency area in the "CMCs by metrology area" box in the left-hand panel:



Then, select APMP.TF.3.2004 from the drop-down list:



The CMC screen for COOMET presented below includes the link "COOMET Update CMC" at the top of the third column, which is used to update the review status and send comments. Other reviewers will see this link in the columns corresponding to their RMOs.

My account is: COOMET

> You are here: [JCRB](#) > [JCRB CMC site](#) > [TF](#) > APMP.TF.3.2004

CMC status for APMP.TF.3.2004 -- Previously seen CMCs --

APMP.TF.3.2004

- [CMC status](#)
- [History of changes](#)

Notification

Summary

- [CMC site home](#)
- [Create a CMC](#)
- [RMO actions pending](#)
- [Complete list of CMCs](#)
- [Get published CMCs](#)
- [View my profile](#)
- [News](#)
- [Log off](#)

CMCs by metrology area

- [AUV](#)
- [EM](#)
- [L](#)
- [M](#)
- [PB](#)
- [QM](#)
- [RI](#)
- [T](#)
- [TF](#)

[Add to my favourites](#)

→ CMCs from 5 countries

Download CMC file
File posted for inter-regional review on
Last update: 2004-10-19 made by APMP

[File info]
2004-10-19 11:59:00.0
Creation of CMC entry for APMP.TF.3.2004

→ Review round

RMO review	APMP	COOMET Update CMC	EUROMET	SADCMET	SIM
Will review?	N/A				
Date for review	N/A				
Date report received	N/A				
Report	N/A				

→ Post revised file

[Printable version](#)

Following the "Update CMC" link shows the screen below:

[Go to APMP.TF.3.2004 status page](#)

COOMET information for CMC APMP.TF.3.2004

→ Review intention

Will review? Yes Not yet decided No

Date for review (DD/MM/YY) Day Month Year

[Validate >>>](#)

(If you are not yet able to give a date, please leave "Date for review" blank and press "validate")

→ Review report

Subject

Attach file [Parcourir...](#)

E-mail message text (optional)

[Validate >>>](#)

This screen is divided into two parts. The RMO declares itself in the first part ("Review intention") as a reviewer and gives a date for sending comments. The second part ("Review report") is used for sending comments and may not be used before the RMO has been declared as a reviewer by selecting "Yes" after the "Will review?" question.

The TC/WG chair may elect the "Yes", "Not yet decided" or "No" buttons to indicate its RMO review intentions.

The date format is MM/DD/YY and is verified to be greater than the date of the day when it is entered. For example, setting a date of 20 October 2004 and clicking on "Validate" will return the following screen:

→ Database was updated, you can check new information by clicking on this [link](#). ✓


→ E-mail sent ✓

And, following the link to go back to the APMP.TF.3.2004 page the user may verify that this information has been correctly recorded.

→ [Add to my favourites](#)

→ CMCs from 5 countries


Download CMC file
File posted for inter-regional review on
Last update: 2004-10-19 made by COOMET

 [\[File info\]](#)
2004-10-19 11:59:00.0
Update concerning acknowledgment of CMC and review intention has been made by the RMO: COOMET

→ Review round

RMO review	APMP	COOMET Update CMC	EUROMET	SADCMET	SIM
Will review?	N/A	Yes			
Date for review	N/A	2004-10-20			
Date report received	N/A				
Report	N/A				

→ Post revised file

[Printable version](#) 

NOTE: The JCRB rules indicate that if a RMO does not indicate a date for sending comments within six weeks after a CMC file is posted, it will relinquish its right to approve it. An automatic e-mail reminder will be sent three weeks after the file is posted. **Please be aware**

that a RMO may lose its right to review and approve a submission even if it selects "Yes" to the "Will review?" question but fails to give a date for sending comments within the six-week time limit.

When the reviewing RMO is ready to send comments it clicks again on the "Update CMC" link. The screen now shows that date for sending comments in the upper half (see below). The second half of this screen allows the reviewer to send a file with comments and write a message that will be included in the automatic e-mails to be sent to the other TC/WG chairs in the area, to the RMO representatives and to the JCRB Executive Secretary. Only one file can be posted but this may be a zip file containing any number of individual files up to a maximum size of 5 MB.

[Go to APMP.TF.3.2004 status page](#)

COOMET information for CMC APMP.TF.3.2004

→ Review intention

Will review?
Date for submission of review 2004-10-20
Change the date? Yes No

Date for review (DD/MM/YY) Day Month Year

(If you are not yet able to give a date, please leave "Date for review" blank and press "validate")

→ Review report

Subject

Attach file

E-mail message text (optional)

[Go to APMP.TF.3.2004 status page](#)

Then click on "Validate" to go to the confirmation screen:

Confirmation of a CMC report posting for APMP.TF.3.2004

- **CMC report uploaded**
9712019Carroll.ZIP (2152002 bytes)
- **Database updated**
- **E-mail sent**




Report for APMP.TF.3.2004 has been successfully posted. You may view the posted information following this [link](#)

Following the link to go back to the APMP.TF.3.2004 page, it may be seen that the file with comments has been posted and it is available for download.


→ [Add to my favourites](#)

→ **CMCs from 5 countries**


Download CMC file
File posted for inter-regional review on
Last update: 2004-10-19 made by COOMET

 [\[File info\]](#)
2004-10-19 11:59:00.0
Post of CMC review report for APMP.TF.3.2004

→ **Review round**

RMO review	APMP	COOMET Update CMC	EUROMET	SADCMET	SIM
Will review?	N/A	Yes			
Date for review	N/A	2004-10-20			
Date report received	N/A	2004-10-19			
Report	N/A				

→ **Post revised file**

[Printable version](#) 

The report with comments from COOMET may be downloaded by clicking on the file icon (in this case, a zip file).

NOTE: A reviewing RMO may post as many comments as it wishes to follow up discussions with the originating RMO. All comments posted will be saved in the BIPM server but only the last one will be available for download. Each posting will trigger an automatic e-mail with the comment file(s).

3.4. Posting a revised file

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After resolving all issues raised by the reviewing RMOs, the originating RMO may post a revised file for final approval. This is done by following the link "Post revised CMC files for APMP.TF.3.2004", which is only visible when the user logs on as APMP (or, in general, the originating RMO):

The screenshot shows a web interface with the following elements:

- Top right: [Add to my favourites](#)
- Section: **CMCs from 5 countries**
- Section: **Download CMC file**
File posted for inter-regional review on
Last update: 2004-10-19 made by COOMET
- Section: **[File info]**
2004-10-19 11:59:00.0
Post of CMC review report for APMP.TF.3.2004
- Section: **Review round**
- Table:

RMO review	APMP Update CMC	COOMET	EUROMET	SADCMET	SIM
Will review?	N/A	Yes			
Date for review	N/A	2004-10-20			
Date report received	N/A	2004-10-19			
Report	N/A				

Below the table, there is a section: **Post revised file**

- [Post revised CMC files for APMP.TF.3.2004](#) (indicated by a red arrow)
- [Printable version](#)

Following this link returns the screen below, which allows the user to post one or possibly a collection of zipped file(s) for final approval.

The screenshot shows a web interface for posting revised files:


- Top right: [Go to APMP.TF.3.2004 status page](#)
- Section: **APMP information for CMC APMP.TF.3.2004**
- Section: **Revision information**
- Section: **Post revised file**
- Form:
- Note: Only one excel file can be attached. If more than one file needs to be sent zip them all into one file
- Bottom right: [Go to APMP.TF.3.2004 status page](#)

When a file is posted, the user is warned that the approval process will be restarted.

3.5. Approval of CMC files

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Eligible RMOs (those that did not relinquish their right to vote due to their lack of response) may vote for the approval of a revised file. In this example, only the vote from COOMET is shown and it is assumed that the other RMOs have relinquished their right to vote. For this reason the letters "N/A" appear in the boxes corresponding to EUROMET, SADC MET and SIM.


→ **Post revised file**
Download CMC revised file  [\[File info\]](#)
Date of revised CMC submission **2004-10-19 14:44:00.0**

→ **Approval**
This CMC is presented here for approval until **2004-11-09**

→ **Decision of RMO Representatives**

RMO	APMP	COOMET Update CMC	EUROMET	SADC MET	SIM
CMC approved	N/A		N/A	N/A	N/A

Approved by JCRB 
Published in the BIPM KCDB 

[Printable version](#) 

Clicking on "Update CMC" brings up the following screen:


Update CMC approval for APMP.TF.3.2004

CMC approved? Yes No

If the CMC is not approved, an explanation must be submitted in the message box below or in an attached file

Message in case of non approval

file



If the reviewing RMO still has concerns with the posted file, it may vote "No". However, when choosing this option, an explanation must be sent in the form of a text in the message box (to be sent with the automatic e-mail) or with an attached file or both.

For illustration purposes, we will assume COOMET votes "No" and sends an explanation in a Word file.

Update CMC approval for APMP.TF.3.2004

CMC approved? Yes No

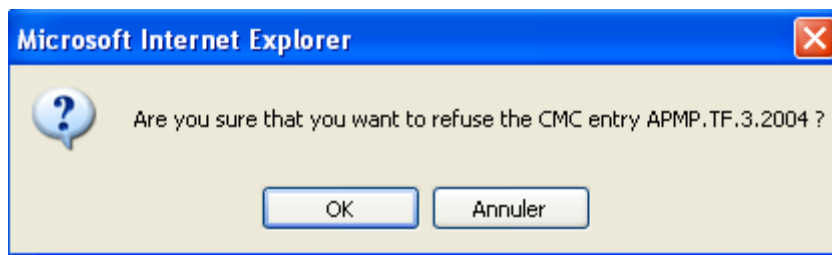
If the CMC is not approved, an explanation must be submitted in the message box below or in an attached file

Message in case of non approval

Please see additional comments in the file attached.

file

The program allows the reviewing RMO to confirm its decision:

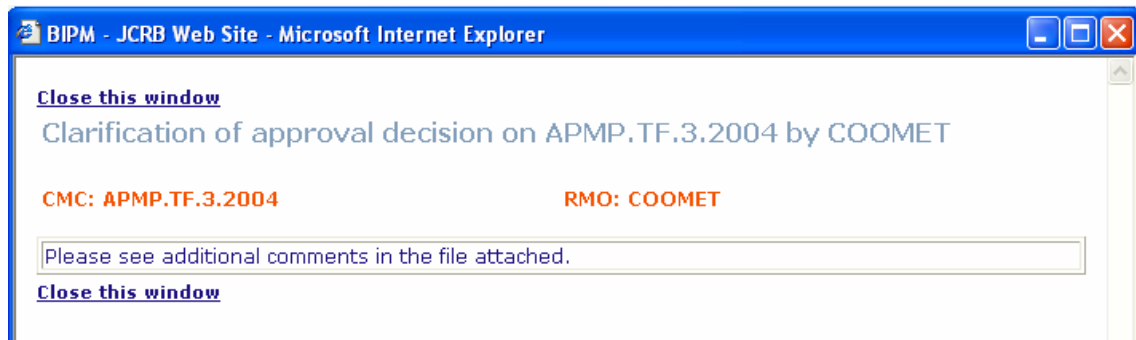


Submitting this information allows all participants to see the response and download the file with comments from the CMC page:

→ Decision of RMO Representatives

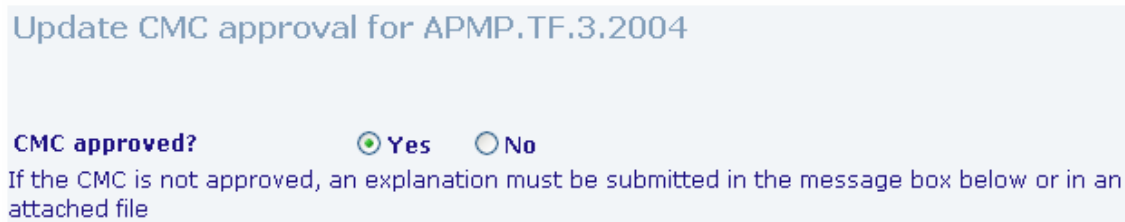
RMO	APMP	COOMET Update CMC	EUROMET	SADCMET	SIM
CMC approved	N/A	No	N/A	N/A	N/A

Clicking in the "No"-link under COOMET shows the comments written in the text box:



Clicking on the icon allows the user to open and/or download the comments file.

Then, assuming APMP has responded to these additional comments to the satisfaction of COOMET, APMP would normally post a new revised file for approval. This posting will erase the previous vote from COOMET, which may update its decision by voting "Yes"



The reviewing RMO is given an opportunity to confirm its vote



This decision is shown in the confirmation page



and in the CMC page

→ Decision of RMO Representatives					
RMO	APMP	COOMET Update CMC	EUROMET	SADCMET	SIM
CMC approved	N/A	Yes	N/A	N/A	N/A

When the “CMC approval” row contains only entries with either “Yes” or “N/A”, the CMC file is approved and the BIPM will publish it in the KCDB. No further actions are required from the RMOs

NOTE Eligible RMOs may still relinquish their right to approve a CMC file if they fail to indicate their decision in the web page six weeks after the final file is posted. A reminder will be sent after three weeks. CMC files will be published in Appendix C if at least one RMO has voted in favour of it and no RMO has voted against it.

4. Choice of notification options

Every time an action is recorded in the web page an automatic e-mail will be sent to the JCRB Executive Secretary and to appropriate contacts in the RMOs that have not relinquished their right to participate in the review. These RMO contacts are the RMO representative and the TC/WG chair in the area of the CMC file concerned.

The actions that generate automatic e-mails are:

1. Posting a new CMC file
2. Acknowledging the receipt of a CMC file and setting the date for sending comments
3. Submitting comments on a CMC file
4. Posting a revised CMC file
5. Voting on a revised CMC file
6. Any change or update on item 2 to 5.

E-mails sent as a result of items one, three and four will be accompanied by the appropriate attached files.

The JCRB web page offers two options to control the number of e-mails RMO contacts wish to receive. These options are controlled by selecting the buttons in the “Notification” box, located in the left-hand side panel:



This choice is not available for the originating RMO, for which “Full notification” is defined as a default. For reviewing RMOs this option is defined and saved separately for each CMC file and each RMO.

The notification choice can be changed at any time and it applies to both, the RMO representative and the TC/WG chair in that RMO.

Full Notification

When this option is selected the two RMO contacts (representative and TC/WG chair of the area concerned) will receive an e-mail every time an action is recorded in the web page (including their own actions).

Partial Notification

If this option is selected the RMO representative and the TC/WG chair will receive an e-mail only when one of them makes an update but not when it is done by other RMOs.

5. References

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1. [Primer for TC/WG chairpersons on the CMC review process](#), Document JCRB-11/6(3), November 2003
2. [JCRB rules of procedure for CMC entry into Appendix C](#), Document JCRB-7/1, October 2001
3. [Flowchart of the CMC review process](#), Document JCRB 12/06a_rev, May 2004
4. [Instructions for drawing up CMC excel files](#), Document JCRB-6/6 et al., May 2004
5. [CMC specification procedure](#), Document JCRB-12/6(2), May 2004
6. [Criteria for acceptance of data for Appendix C](#), Document JCRB-8/13(1b), March 2002
7. [BIPM interventions on CMC files](#), Document, JCRB-12/6(3), May 2004
8. [Procedure for modifying CMCs already in Appendix C](#), Document, JCRB-8/10, March 2002