Appendix 6

RECOMMENDED TEMPLATE OF THE TECHNICAL PROTOCOL

TP Status and date
(Status can be «Draft» and "Approved")

COOMET PROJECT No

Type of comparison
(Comparison can be key, supplementary or bilateral subsequent)

NAME

KCDB BIPM ID No

TECHNICAL PROTOCOL

Pilot lab:
NMI name and acronym

Contact person:
Name
NMI
Department (laboratory))
Mail address
Phone
Fax
e-mail

Project description
(the goal and details of the project should be described)

CMC classification numbers
(The CMC classification numbers for which comparison supports should be listed)

1. Participants

№	NMI	Address	Mail address for the traveling standard sending (in the case if it is different)	NMI acronym	Contact person	e-mail, phone fax
1						
2						
3						

2. Comparison fulfillment

2.1 Scheme of the comparison

The item should describe:

- *Comparison technique (circle, star shape or mixed)*
- *timetable;*

2.2 Transfer standard

The item should describe:

- *Name of the measuring device*
- *Type*
- *Model*
- *Serial number*
- *Dimension*
- *Weight*
- *Packing description*
- *Technical details unnecessary for usage*
- *Photo (if necessary)*

2.3 Packing and unpacking

The item should describe:

- *The list of the package content;*
- *Weight and dimensions of package;*
- *Description of the unpacking procedure;*
- *Description of the packing procedure for sending to the next participant*

3. Measurement procedure

The item should describe:

- *Descriptions of the mesurand,, measurement conditions, devices*
- *Requirements to the description of the measuring procedure which should be accounted in the participants reports*
- *Requirements to testing to be performed before measurement;*
- *Service conditions of the transfer standard during measurement;.*
- *Agreed equation of the measurement (if necessary)*

4. Report form

The item should describe:

- *Agreed presentation form of measurement results;*
- *For the measurement standards realizing the dependent reproduction, it is necessary to indicate the country which national measurement standard has provided the size of the unit, and the link between this measurement standard and that of the participant in the comparison;*
- *List of the main components of a measurement uncertainty that are to be evaluated by each participant in the comparison (the participating NMI's can add here some other components, which they think to be significant), recommendations for evaluation of the uncertainty, as well as covariance matrix of measurement results;*

- *Uncertainty budget form:*

Standard uncertainty, Bq/g	A	B
Contribution due to		
Combined uncertainty (Quadratic summation)		
Total combined standard uncertainty		
Expanded uncertainty (k=2)		
Level of confidence		

5. Evaluation of the results of comparisons

The item should give reference onto the BIPM, CC or COOMET procedure of evaluation of the results of comparisons or original procedure. In the last way, the explanation why the recommended procedures can not be applied should be done.