















## 6 Reporting

### 6.1 CA System Calculation Error or Distribution Error

Any incidents of calculation error or distribution error will be documented and reported to the OC for consideration.

### 6.2 Panel Bank Reporting

The SFBF will request further information from the Panel Bank that provided erroneous Input Data and this will be evaluated by the Secretariat and will be reviewed by the OC. Panel Banks must provide a root cause analysis of the error and procedures it intends to put in place to rectify the situation in the future.

### 6.3 SFBF Records

The SFBF will store the original published rates and the re-determined rates in the CA System. The final re-determined rate will be used for all analytical purposes as the official rate for that day.

### 6.4 Procedural Records

The SFBF will keep records of the following;

- Communications with the Panel Bank that advised of erroneous Input Data
- Template with corrected rates and internal sign off by the Panel Bank
- Procedural steps and internal sign-off by Benchmark Ops Manager and or the Oversight Manager on SharePoint
- Internal communication confirming the re-determination
- Incident report regarding re-determination.

## 7 Effect

These procedures detailed in this document shall take effect on 7 October 2020.