

Identification of relevant new evidence:

- *“All comments received on published SIGN guidelines, or information on important new evidence in the field, or evidence of impacts on equality groups are fed back to the guideline development group, either for immediate response or for more detailed consideration on review of the guideline.”¹⁴*
- *“The editorial board meets once a month, and at every meeting, one speciality or a group of topics are discussed with 1-3 top experts on the field invited to attend.”³²*

Assessment of the need for an update:

- *“The editorial team produces and updates evidence summaries continuously, and whenever the evidence summaries give rise to updates to the guidelines, the guidelines are updated.”³²*
- *“At this point, the group should determine the extent of the update required. In addition, the composition of the group should be reassessed based on the planned extent of the update.”³⁸*

Updating process:

- *“An update search is carried out looking for evidence based guidelines, HTAs, and systematic reviews produced since publication of the last version of a guideline. These searches are based on the key questions and search strategies used in the original guidelines.”¹⁴*
- *“Use of critical appraisal files like: OstFLCrítica, the free-access critical appraisal files IT application of Osteba.”⁵*

Edition and dissemination:

- *“In EBM Guidelines, updated content appears in red font for 6 months after the update was made.”³²*
- *“Publish the changes using different methods: publishing in relevant indexed journals and/or the journals of the societies involved, indexing in their own website or in other international sources like the National Guideline Clearinghouse (NGC).”⁵*