	ITTC – Recommended Procedures and Guidelines	4.2.3 -01-01 Page 1 of 7	
	Procedure Guide for the Preparation of ITTC Recommended Procedures and Guidelines	Effective Date 2024	Revision 04

ITTC Quality System Manual Recommended Procedures and Guidelines

Guide for the Preparation of ITTC Recommended Procedures

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4.0	QUALITY MANAGEMENT SYSTEM
4.2	Document and Data Control
4.2.3	Document Control
4.2.3-01	Recommended Procedures and Work Instructions
4.2.3-01-01	Guide for the Preparation of ITTC Recommended Procedures

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	ITTC – Recommended Procedures and Guidelines	4.2.3 -01-01 Page 2 of 7	
	Procedure Guide for the Preparation of ITTC Recommended Procedures and Guidelines	Effective Date 2024	Revision 04

Table of Contents

1.	PURPOSE	3			
2.	SCOPE.....	3			
3.	DEFINITIONS.....	3			
4.	DESCRIPTION	3			
	4.1 Remarks.....	4			
	4.1.1 Abstract	4		4.1.4 Validation	5
	4.1.2 Purpose of Procedure or Guideline	4		4.1.5 Parameters/Symbols List.....	5
	4.1.3 Description of Procedure or Guideline	4		4.1.6 Reference Citations	5
				4.1.7 Reference List	5
				4.1.8 Keywords	5
			5.	REFERENCES	5
			6.	KEYWORDS	6
				APPENDIX A: RESPONSIBILITY IN GENERAL	7

Abstract

This procedure is a guide and gives standards for the preparation for ITTC Recommended Procedures and Guidelines.

	ITTC – Recommended Procedures and Guidelines	4.2.3 -01-01 Page 3 of 7	
	Procedure Guide for the Preparation of ITTC Rec- ommended Procedures and Guidelines	Effective Date 2024	Revision 04

Guide for the Preparation of ITTC Recommended Procedures and Guidelines

1. PURPOSE

This procedure is an example for procedures according to ISO 9001 with regard to its structure requiring: purpose, scope, definitions, description of procedure, responsibility. This procedure is a guide and gives standards for the preparation for ITTC Recommended Procedures and Guidelines. It should ensure that recommended procedures are prepared following a defined structure and format.

2. SCOPE

The procedure applies to all committees and groups of ITTC who prepare ITTC Recommended Procedures and Guidelines.

3. DEFINITIONS

Procedure:

A manner of proceeding or acting. The method of conducting a course of action

ITTC Recommended Procedure:

A procedure is a document, that has been adopted by the Full Conference as a recommended procedure. A guide for a manner or method of proceeding, testing or calculation recommended by ITTC to the member organisations.

ITTC Guideline

A guideline is a document that provides guidance or advice on a matter which is not ruled by a Recommended Procedure. A guideline can only describe topics which cannot be documented by an ITTC Recommended Procedure.

A Guideline may contain a collection of data, e.g., physical properties, which are relevant to recommended procedures and guidelines, and their application are described in the section Purpose.

The requirement for a guideline may be specified in the terms of reference for a Technical Committee or Group, or proposed with justification, in advance of a draft being written, by a Technical Committee or Group and approved by the Advisory Council.

A proposed ITTC Recommended Procedure that fails to meet the criteria for publication of procedures shall not be published as a guideline.

Work Instruction:

A generic task applicable to all test procedures and documentation. This document is a work instruction. Another example is Calibration of Weights that is applicable to all test procedures involving force measurement weight measurement.

4. DESCRIPTION


- System (Set up)

The document is identified by a document Number which relates to ISO 9000.

- Contents and Format

The formal format is indicated in the layout of Procedure 4.2.3-01-03.

- Structure of Contents

	ITTC – Recommended Procedures and Guidelines	4.2.3 -01-01 Page 4 of 7	
	Procedure Guide for the Preparation of ITTC Recommended Procedures and Guidelines	Effective Date 2024	Revision 04

The following formal structure should be followed:

Heading (Name of Procedure or Guideline)

Abstract

- 1. PURPOSE OF PROCEDURE /GUIDELINE**
- 1. DESCRIPTION OF PROCEDURE /GUIDELINE**
 - 2.1 preparation
 - 2.2 execution of procedure
 - 2.3 evaluation, extrapolation
- 2. VALIDATION**
 - 3.1 uncertainty analysis
 - 3.2 test - calculation
 - 3.3 test - full scale
 - 3.4 benchmark tests
- 3. PARAMETERS, SYMBOLS**
 - 4.1 parameters to be taken into account,
 - 4.2 recommendations of ITTC for parameters, if any exist (e.g. friction line 57).
- 4. REFERENCES**
- 5. KEYWORDS**

If any section is not relevant, it shall state “Not applicable”.

Complicated procedures shall contain the overall methodology in Section 2 and may refer to appendixes for details.

4.1 Remarks

4.1.1 Abstract

The abstract shall be provided to give a short summary of the content of the document and shall be 100 words or less.

4.1.2 Purpose of Procedure or Guideline

The purpose of a procedure or guideline should be a concise statement describing the objective of the procedure or guideline—what is it intended to accomplish.


4.1.3 Description of Procedure or Guideline

The description of a procedure/guideline should principally contain only methodology, working instructions or use of physical laws or parameters etc. about which the Conference is able to decide. Any intentions or recommendations for future work shall be excluded.

The formulation of the procedures or guidelines should be concise, clear and not contain explanations of physical laws, symbol terminology. The explanations should be included in the technical committee reports to which reference should be made.

The description of the procedure or guideline (item 2 of 4.3, above) should be well structured e.g.:

- A) preparation of tests
- B) experiment procedure
- C) measurement analysis
- D) extrapolation method
- E) deliverables/presentation of the results

	ITTC – Recommended Procedures and Guidelines	4.2.3 -01-01 Page 5 of 7	
	Procedure Guide for the Preparation of ITTC Recommended Procedures and Guidelines	Effective Date 2024	Revision 04

The description of the procedure/guideline may contain alternatives. However, in such case criteria should be given.

4.1.4 Validation

The validation section of a procedure or guideline is intended to substantiate the Procedure or Guideline. As listed in item 3 of 4.3, above, the validation should include items such as uncertainty analysis for the recommended procedure or guideline, example calculations, full-scale data, and benchmark experiments and calculations.

4.1.5 Parameters/Symbols List

The parameters/symbols list should contain all parameters which are of importance to that procedure (even if the parameters are in common usage), together with the relevant symbol in the Symbols and Terminology List.

In case the parameter does not have a corresponding symbol into the list, the Committee shall send a proposed symbol to the QSG while submitting the procedure to the Advisory Council for approval.

4.1.6 Reference Citations

Within the text, references should be cited by giving the last name of the author(s) and the year of publication of the reference. The year should always be indicated in parentheses; whether or not the name of the author(s) should be enclosed within the same parentheses depends on the context. The sample references in the following two text fragments below illustrates some possibilities:

Kwon & Pletcher (1981) have demonstrated that numerical integration of the Navier-Stokes equations can be successfully performed for low Reynolds numbers. Heat transfer in a duct is improved substantially by using small, rectangular protuberances (Sparrow, 1980b).

Convection of this type is treated in several sources (Lee & Horne, 1982, Sparrow, 1980a, and Tung, 1982).

References to original sources for cited material should be listed together at the end of the report. ***Footnotes should not be used for this purpose.***

4.1.7 Reference List

References should be arranged in alphabetic order according to the last name of the author or the last name of the first author for papers with more than one author. Each reference should include the last name of each author followed by his initials.


References are to have a "hanging indent". That is, the first line (with the first author's name on it) is aligned flush left, the second and subsequent lines are indented 6 mm (0.24").

4.1.8 Keywords

A keywords list must be included into the procedure.


5. REFERENCES

Not applicable

	ITTC – Recommended Procedures and Guidelines		4.2.3 -01-01 Page 6 of 7	
	Procedure Guide for the Preparation of ITTC Recommended Procedures and Guidelines		Effective Date 2024	Revision 04

6. KEYWORDS

Quality assurance, Procedure structure,
Procedure content.

	ITTC – Recommended Procedures and Guidelines	4.2.3 -01-01 Page 7 of 7	
	Procedure Guide for the Preparation of ITTC Recommended Procedures and Guidelines	Effective Date 2024	Revision 04

Appendix A. : RESPONSIBILITY IN GENERAL

Quality Tasks	Responsibility			
	①	②	③	④
request for recommended procedure	D	A	I	I
Definition of recommended procedure	D	I	E	I
review of quality system	I	A	I	E
modifications of recommended procedures	D	A	E	I
updating of the Quality Manual	D	I	A	E

①	ITTC Conference	D	decide
②	Advisory Council	E	execute
③	Technical Committees, Groups	A	advise
④	Quality Systems Group	I	inform