	ITTC – Recommended Procedures and Guidelines	4.2.4 -01-01 Page 1 of 3	
	Record of Interim decision regarding ITTC Recommended Procedures and Guidelines	Effective Date 2017	Revision 00

ITTC Quality System Manual Recommended Procedures and Guidelines

Procedure

Record of Interim decision regarding ITTC Recommended Procedures and Guidelines

4.0	QUALITY MANAGEMENT SYSTEM
4.2	Document and Data Control
4.2.4	Control of Records
4.2.4-01	Documentation of interim changes to ITTC Recommended Procedures and Guidelines
4.2.4-01-01	Record of Interim decision regarding ITTC Recommended Procedures and Guidelines

Disclaimer

All the information in ITTC Recommended Procedures and Guidelines is published in good faith. Neither ITTC nor committee members provide any warranties about the completeness, reliability, accuracy or otherwise of this information. Given the technical evolution, the ITTC Recommended Procedures and Guidelines are checked regularly by the relevant committee and updated when necessary. It is therefore important to always use the latest version.

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Updated / Edited by	Approved
Quality Systems Group of the 28 th ITTC	28 th ITTC 2017
Date: 07/2017	Date: 09/2017



	ITTC – Recommended Procedures and Guidelines		4.2.4 -01-01 Page 2 of 3	
	Record of Interim decision regarding ITTC Recommended Procedures and Guidelines		Effective Date 2017	Revision 00

Table of Contents

1. PURPOSE	3
2. EDITOR.....	3
3. CONTENTS.....	3
4. PUBLISHING	3
5. ISSUED CIRCULAR LETTERS.....	3

	ITTC – Recommended Procedures and Guidelines	4.2.4 -01-01 Page 3 of 3	
	Record of Interim decision regarding ITTC Recommended Procedures and Guidelines	Effective Date 2017	Revision 00

Record of Interim decisions regarding ITTC Recommended Procedures and Guidelines

1. PURPOSE

In case some urgent matter requires interim decisions in the period between two Conferences, a Circular Letter is issued by the ITTC Executive Committee.

This document contains the ITTC Official record of the issued Circular Letters.

2. EDITOR

A Circular Letter can be published on the recommendation of the Advisory Council or any member organisation of ITTC, upon the decision of the Executive Committee.

3. CONTENTS

A Circular Letter addresses any legal or technical issue of important interest to all ITTC member organisations and which might ask for an action of the concerned members. A Circular Letter shall be formulated in a way that attracts the attention of the readers.

4. PUBLISHING

Circular Letters shall be distributed directly by e-mail to all ITTC member organisations and shall be published on the ITTC website under the heading “News”, subheading “Circular Letters”.

When possible, the contents of a Circular Letter shall be incorporated in the next updating of the relevant ITTC Recommended Procedure.

5. ISSUED CIRCULAR LETTERS

Circular Letter No.1, May 206, Load Variation Tests