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ITTC Quality System Manual

Recommended Procedures and Guidelines

Procedure

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- 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

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

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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.

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5. ISSUED CIRCULAR LETTERS

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