	<b>ITTC – Recommended Procedures and Guidelines</b>	<b>4.2 -03</b> Page 1 of 5	
	<b>Review of ITTC Recommended Proce- dures and Guidelines by the Advisory Council</b>	Effective Date 2017	Revision 01

## ITTC Quality System Manual


### Recommended Procedures and Guidelines

#### Procedure

### Review of ITTC Recommended Procedures and Guidelines by the Advisory Council


4.0	QUALITY MANAGEMENT SYSTEM
4.2	Document and Data Control
4.2-03	Review of ITTC Recommended Procedures and Guidelines by the Advisory Council

Updated / Edited by	Approved
Quality Systems Group of the 28 <sup>th</sup> ITTC	28 <sup>th</sup> ITTC 2017
Date 05/2017	Date 09/2017

	<b>ITTC – Recommended Procedures and Guidelines</b>	<b>4.2 -03 Page 2 of 5</b>	
	<b>Review of ITTC Recommended Proce- dures and Guidelines by the Advisory Council</b>	Effective Date 2017	Revision 01

## Table of Contents

<p><b>1. PURPOSE OF PROCEDURE.....3</b></p> <p><b>2. SCOPE.....3</b></p> <p><b>3. TASKING AND MONITORING THE TECHNICAL COMMITTEES AND GROUP OF THE ITTC.....3</b></p>	<p><b>4. CRITERIA FOR REVIEW OF ITTC RECOMMENDED PROCEDURES ...4</b></p> <p><b>5. RESPONSIBILITY IN GENERAL.....4</b></p>
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	<b>ITTC – Recommended Procedures and Guidelines</b>	<b>4.2 -03</b> Page 3 of 5	
	<b>Review of ITTC Recommended Proce- dures and Guidelines by the Advisory Council</b>	Effective Date 2017	Revision 01

## Review of ITTC Recommended Procedures and Guidelines by the Advisory Council

### 1. PURPOSE OF PROCEDURE

- Ensure that ITTC Recommended Procedures (IRPs) and Guidelines are correct and valid.
- Ensure that recommended procedures and guidelines are revised according to the criteria of ITTC

### 2. SCOPE

- Committees, Specialist Committees and Groups of ITTC who prepare ITTC Recommended Procedures.
- Advisory Council and working Groups of Advisory Council.


### 3. TASKING AND MONITORING THE TECHNICAL COMMITTEES AND GROUP OF THE ITTC

This document is a supplement to the Procedures 1.0-03 “General Guidelines for the Activities of Technical Committees Liaison with Executive Committee and Advisory Council, 4.2-01 “Adoption or Modification of ITTC Recommended Procedures”, 4.2.3-01-01 “Guide for the Preparation of ITTC Recommended Procedures and Guidelines”, and 4.2.3-01-03 “Work Instruction for Formatting ITTC Recommended Procedures and Guidelines“ and deals with the review of the procedures and guidelines before publishing.

1. The Chairman of the Executive Committee shall write to the chairmen of all of the tech-

nical committees after the Conference to inform them of the terms of reference for their committee. These tasks may include the preparation of recommended procedures or the review and updating of existing procedures.

2. The ITTC secretary shall write to the TC chairmen giving the reporting requirements and deadline dates which the committees should follow.
3. The Advisory Council shall review the progress of the work of each committee.
4. The technical committees shall report to the Advisory Council before its first meeting of the year following the Conference on the proposals for any changes to existing procedures and outlines of new procedures.
5. Drafts for new or amended procedures shall be submitted to the Advisory Council for review at its second meeting the year before the Conference.
6. The Advisory Council may set up working groups to follow and support the work of technical Committees. The terms of reference of the working groups are:
  - a) draft recommendations for terms of reference (ToR) for general committees
  - b) identify requirements and propose terms of reference for specialist technical committees
  - c) review and make recommendations on proposed ITTC procedures
  - d) propose topics for group discussions at the full Conference
  - e) support the new Committees as regards the start up and interpretation of their tasks

	<b>ITTC – Recommended Procedures and Guidelines</b>	<b>4.2 -03</b> Page 4 of 5	
	<b>Review of ITTC Recommended Procedures and Guidelines by the Advisory Council</b>	Effective Date 2017	Revision 01

For each Working Group a chairman is nominated to co-ordinate the work of the group.

Each Working Group reports on its activities to the Advisory Council and recommends actions for discussion and approval by the Advisory Council.

#### 4. CRITERIA FOR REVIEW OF ITTC RECOMMENDED PROCEDURES

The following criteria are provided to assist the Working Groups and the Advisory Council to come to consistent decisions when reviewing proposed ITTC recommended procedures. Accepted means the draft procedure will be published and proposed for adoption by the Full Conference

1. Accepted without reservation  
The procedure describes current practice in many organizations, and while not all organizations will follow it in all details there is sufficient flexibility in the procedure to enable most organizations who are active in the area to follow it "in principle", and to note the exceptions in their own procedures. The procedure will be published in this ITTC period.
2. Accepted, with minor editorial revisions  
The procedure will be acceptable provided minor editorial changes are made. The revisions will be made by the technical committee and thereafter, the finalised procedure will be submitted to the

Quality Systems Group for final check of format. The procedure will be published in this ITTC period.

3. Accepted, with areas of concern noted  
The procedure, although requiring more work, will be useful to the ITTC members as it is written. It is impractical for the present technical committee to make the changes required to address the working group's concerns in the time available. The procedure will be published in this ITTC period together with the comments of Advisory Council working group. The revisions required will be proposed as a task for a future committee.
4. Publication postponed  
Either the physical basis of the procedure is not in line with current practice or there are other technical problems making the procedure impractical for many organizations to follow. The publication of the procedure should also be postponed if the document is not drafted to a level of detail at which it could be useful or because it is inconsistent with other published ITTC procedures. The revisions required are major and would be proposed as a task for a future committee. The draft of the procedure and the comments of the Advisory Council will be passed to the future committee.

#### 5. RESPONSIBILITY IN GENERAL



**ITTC – Recommended  
Procedures and Guidelines**

**4.2  
-03  
Page 5 of 5**

**Review of ITTC Recommended Procedures and Guidelines by the Advisory Council**

Effective Date  
2017

Revision  
01

Tasks of Recommended Procedures	Responsibility				
	①	②	③	④	⑤
request for recommended procedure	D	I	A	I	I
documentation of recommended procedure	D	I	A	E	I
implementation of recommended procedure	D	I	A	A	E
review of recommended procedure	I	I	E	I	E
modifications of recommended procedures	D	I	A	E	I

- |                                |   |         |
|--------------------------------|---|---------|
| ① Full Conference              | D | decide  |
| ② Executive Committee          | E | execute |
| ③ Advisory Council             | A | advise  |
| ④ Technical Committees, Groups | I | inform  |
| ⑤ Quality Systems Group        |   |         |