ITTC Quality System Manual

Recommended Procedures and Guidelines

Procedure

Adoption or Modification of ITTC Recommended Procedures

4.0   Quality Management System

4.2   Document and Data Control

4.2-01   Adoption or Modification of ITTC Recommended Procedures

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

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Adoption or Modification of ITTC Recommended Procedures and Guidelines

1. PURPOSE OF PROCEDURE

- Establishment of recommended procedures and Guidelines.
- Ensure that ITTC Recommended Procedures (IRPs) and Guidelines are correct and valid.
- Ensure that recommended procedures and guidelines are implemented according to the rules of ITTC in the shortest possible time.
- Ensure that the use of ITTC Recommended Procedures and Guidelines is promoted.

2. SCOPE

- All Committees, Panels and Groups of ITTC who prepare ITTC Recommended Procedures and Guidelines.
- Full Conference, Executive Committee and Advisory Council.

3. DEFINITIONS

Procedure:

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

ITTC Recommended Procedure (IRP):

A procedure which has been adopted by the Full Conference to be a recommended procedure. A non mandatory 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. The requirement for a guideline may be specified in the terms or reference for a Technical Committee or Group, or proposed with justification, in advance of a draft being written, by the 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 A proposed ITTC Recommended Procedure that fails to meet the criteria for publication of procedures shall not be published as a guideline.

4. IMPLEMENTATION OF RECOMMENDED ITTC PROCEDURES AND GUIDELINES.

4.1 Preparation of ITTC Recommended Procedures and Guidelines

The need for a recommended procedure may be stated by a Technical Committee or Group, by the Full Conference, the Executive Committee or by the Advisory Council. The preparation of the recommended procedure or guideline is formulated as a task for the respective Technical Committee.

The document shall be prepared by a Technical Committee or Group prior to the Conference. It must be reviewed by the Advisory Council before it is presented to the Full Conference, as described in Recommended Procedure 1.0-03.

4.2 Formal Format

The formal format for procedures and guidelines shall specified in Recommended Procedure 4.2.3-01-03.

4.3 Adoption

The Full Conference decides upon the adoption and publication of an ITTC Recommended Procedure or Guideline. To ensure that no faulty procedures are implemented the following scheme shall be followed:

Review by the Advisory Council for technical and scientific aspects, and practical applicability.

Editing by the Quality Systems Group (at least during the stage of the preparation of the Quality Manual) or a suitable person or Group.

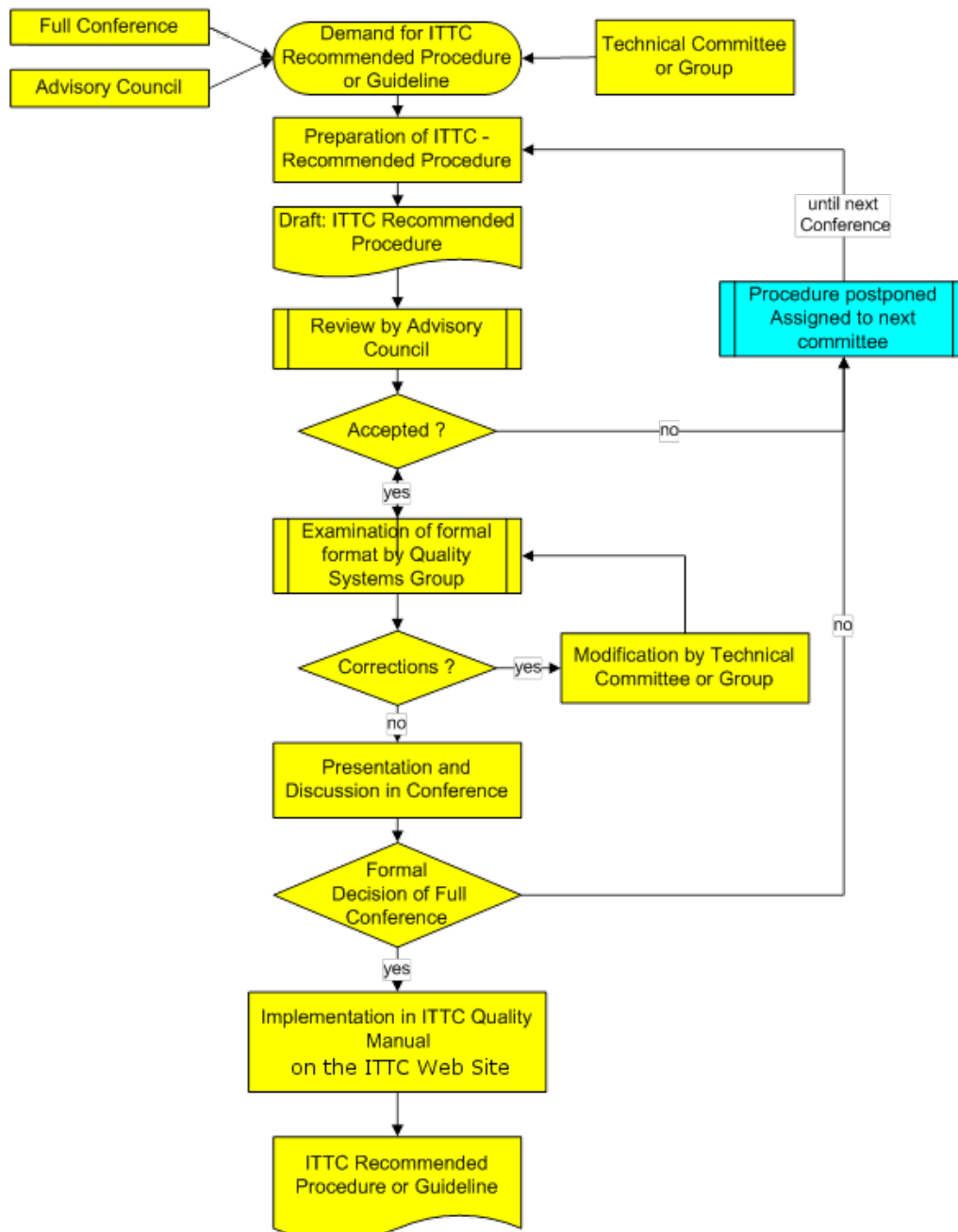Correction by Technical Committee or Group, if necessary.

Publishing the "Proposed ITTC Recommended Procedures and Guidelines" on the ITTC website.

Presentation and discussion at the Conference.

If there are serious objections or more than one contribution concerning a particular item the Technical Committee must discuss and agree on any necessary changes and it can make suggestions for corrections. It may also explain why a special formulation has been chosen and why a decision has been made.

If the Full Conference decides that the ITTC Recommended Procedure or Guideline shall be published, but is not quite sure whether the proposed 'Procedure or Guideline' shall be accepted without modification or if the Full Conference cannot agree in every detail of the Procedure, it may be accepted and published with areas of concern noted.

Publication of the final adopted version on the ITTC website.

5. RESPONSIBILITY IN GENERAL

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 quality system	I	I	A	E	E
modifications of recommended procedures	D	I	A	E	I
updating of the Quality Manual	D	I	I	A	E

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