	ITTC – Recommended Procedures and Guidelines	4.2–02 Page 1 of 5	
	Updating the ITTC Symbols & Terminology List	Effective Date 2017	Revision 03

ITTC Quality System Manual

Recommended Procedures and Guidelines

Procedure

Updating the ITTC Symbols & Terminology List

4.0	QUALITY MANAGEMENT SYSTEM
4.2	Document and Data Control
4.2-02	Updating the ITTC Symbols & Terminology List

Updated / Edited	Approved
Quality Systems Group of the 28 th ITTC	28 th ITTC 2017
Date 10/2016	Date 09/2017



	ITTC – Recommended Procedures and Guidelines	4.2–02 Page 2 of 5	
	Updating the ITTC Symbols & Terminology List	Effective Date 2017	Revision 03

Table of Contents

1. PURPOSE OF PROCEDURE3	3.1 Preparation of new ITTC Symbols..3
2. SCOPE.....3	3.2 Adoption3
3. UPDATING OF ITTC SYMBOLS AND TERMINOLOGY LIST.....3	4. RESPONSIBILITY IN GENERAL.....5

	ITTC – Recommended Procedures and Guidelines	4.2–02 Page 3 of 5	
	Updating the ITTC Symbols & Terminology List	Effective Date 2017	Revision 03

Updating the ITTC Symbols & Terminology List

1. PURPOSE OF PROCEDURE

- Ensure that ITTC Symbols and Terminology List is correct and up to date.
- Ensure new symbols are implemented according to the rules of ITTC in the shortest possible time.
- Ensure that the use of ITTC Symbols and Terminology List 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. UPDATING OF ITTC SYMBOLS AND TERMINOLOGY LIST.

3.1 Preparation of new ITTC Symbols

- The need of a symbol to be adopted can be stated by a Technical Committee or a Group, by the Conference or by the Advisory Council.

cil. The suggestion for new symbol is presented to the respective Technical Committee.

- The necessity and the symbol itself shall be checked by the Technical Committee or Group with regard to common application and usefulness prior to the Conference. It must be reviewed by the Advisory Council before it is presented to the Full Conference.

3.2 Adoption

The Full Conference decides upon the adoption and publication of an ITTC Symbol. To ensure that no faulty symbols are implemented the following scheme shall be followed:

Review by the Quality Systems Group for formal aspects.

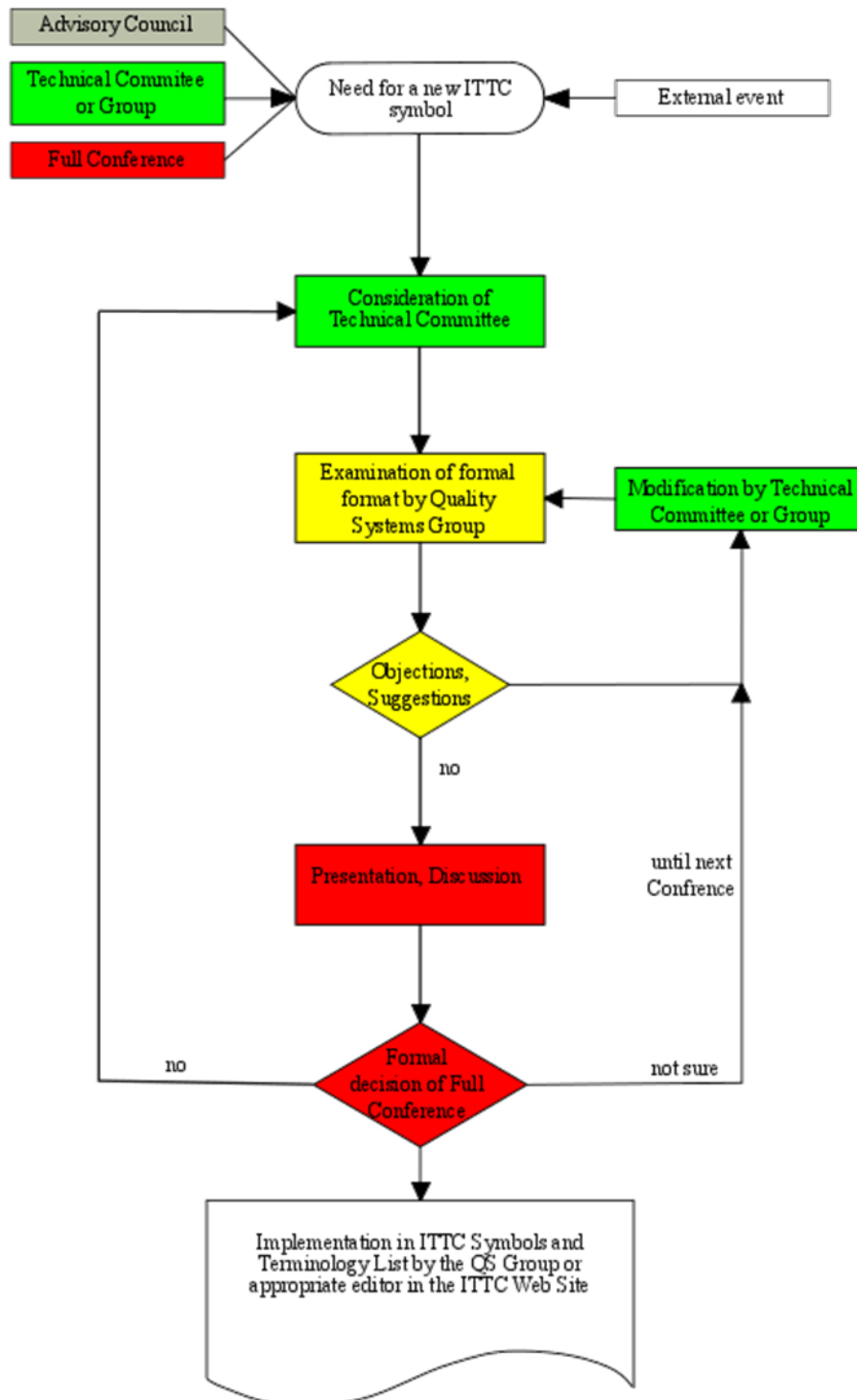
Correction by Technical Committee or Group, if necessary.


Presentation to the Conference and discussion at the Full Conference.

If there are serious objections the symbol will not be accepted.

Adding to the Symbols List by the Quality Systems Group or a suitable person or Group.

Publication of the final adopted version of the ITTC Symbols List on the ITTC website.



	ITTC – Recommended Procedures and Guidelines	4.2–02 Page 5 of 5	
	Updating the ITTC Symbols & Terminology List	Effective Date 2017	Revision 03

4. RESPONSIBILITY IN GENERAL

Tasks of Recommended Procedures	Responsibility				
	①	②	③	④	⑤
request for new symbols	I	I	I	I	I
definition of new symbols	I	I	A	E	I
implementation of new symbols	D	I	A	A	E
review of the ITTC Terminology & Symbols List	D	I	A	E	E
modifications of symbols	D	I	A	E	I
updating of the ITTC Terminology & Symbols List	D	I	I	A	E

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