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Updated by	Approved
Quality Systems Group of 23 <sup>rd</sup> ITTC	23 <sup>rd</sup> ITTC 2002
Date	Date

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## Adoption or Modification of ITTC Recommended Procedures

### 1 PURPOSE OF PROCEDURE

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

### 2 SCOPE

- All Committees, Panels and Groups of ITTC who prepare ITTC Recommended Procedures.
- 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 guide for a manner or method of proceeding, testing or calculation recom-

ended by ITTC to the Member Organisations.

**ITTC Interim Recommended Procedure (IIRP):**


A procedure which has been suggested by a Committee or Group and which needs some time for confirmation, as the Conference is not sure whether it can be recommended without modifications. If there are no reactions of the Members of the ITTC until the next Conference, the interim recommended procedure becomes a recommended procedure. However, this decision should be taken by the next Conference.

### 4 IMPLEMENTATION OF RECOMMENDED OR INTERIM RECOMMENDED ITTC PROCEDURES.

#### 4.1 Preparation of ITTC Recommended Procedure

The need for a recommended procedure can be stated by a Technical Committee or Group, by the Conference or by the Advisory Council. The preparation of the recommended procedure 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.

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#### 4.2 Formal Format

The formal format should look like the layout of procedure 4.2.3-01-02.

#### 4.3 Adoption

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

- a) Review by the Quality Systems Group for formal aspects.
- b) Review by the Advisory Council for technical and scientific aspects.
- c) Correction by Technical Committee or Group, if necessary.
- d) Presentation to the Conference and discussion at the Full Conference.
- e) 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 make suggestions for correction They may also explain why a special formulation has been chosen and why a decision has been made.
- f) If there is the feeling that the Procedure should be there, however, the Conference is not quite sure whether the suggested 'ITTC Recommended Procedure' should be accepted without modification or the Conference cannot agree in every detail of the Procedure, it may be accepted as an 'Interim Recommended ITTC Procedure'.
- g) Editing by the Quality Systems Group (at least during the stage of the preparation of the Quality Manual) or a suitable person or Group.
- h) Publication of the final adopted version by the Executive Committee, together with the second Volume of the Proceedings.

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## 5 RESPONSIBILITY IN GENERAL

Tasks of Recommended Procedures	Responsibility				
	①	②	③	④	⑤
request for recommended procedure	D	I	A	I	I
definition 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 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                |   |         |

