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Prepared	Approved
22 <sup>nd</sup> ITTC QS Group	22 <sup>nd</sup> ITTC 1999
Date	Date

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## Guide For The Preparation of ITTC Recommended Procedures

### 1 PURPOSE

- 1 This procedure is an example for procedures according to ISO 9001 with regard to it's structure requiring: purpose, scope, definitions, description of procedure, responsibility.
- 2 This procedure is a guide and gives standards for the preparation for ITTC Recommended Procedures
- 3 It should ensure that recommended procedures are prepared following a defined structure and format

### 2 SCOPE

- All committees, and groups of ITTC who prepare ITTC Recommended Procedures.

### 3 DEFINITIONS

#### **Procedure:**

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

#### **ITTC Recommended Procedure:**

A procedure which has been adopted by the Full Conference as a recommended procedure. A guide for a manner or method of proceeding, testing or calculation recommended by ITTC to the member organisations.

#### **ITTC Interim Recommended Procedure (IRP):**

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 objections from ITTC members the interim recommended procedure then becomes a recommended procedure if it is adopted by the next Full Conference.

### 4 DESCRIPTION

#### 4.1 System (Set up)


The document is identified by a document Number which relates to ISO 9000.

#### 4.2 Contents and Format

- 1 The formal format is indicated in the layout of Procedure 4.2.3-01-02.

#### 4.3 Structure of Contents

- 2 The following formal structure should be followed
- 3 Items which are not relevant can or should be omitted. The items which are in *Italic* letters have to be included.

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## HEADING (KIND OF PROCEDURE)

### 1. PURPOSE OF PROCEDURE

### 2. DESCRIPTION OF PROCEDURE

- 2.1 preparation
- 2.2 execution of procedure
- 2.3 evaluation, extrapolation

### 3. PARAMETERS

- 3.1 parameters to be taken into account,
- 3.2 *recommendations of ITTC for parameters (e.g. friction line 57)*

### 4. VALIDATION

- 4.1 uncertainty analysis
- 4.2 *test - calculation*
- 4.3 *test - full scale*
- 4.4 *benchmark tests*

### 4.4 Remarks

The description of a procedure should principally contain only methodology, working instructions or use of physical laws or parameters etc. about which the Conference is able to

decide. There should not be any intentions or recommendations for future work.


The formulation of the procedures should be concise, clear and not contain explanations of physical laws, symbol terminology. The explanations should be included in the technical committee reports to which reference should be made.

The description of the procedure (item 2 of 4.3, above) should be well structured e.g.:

- a) preparation of tests
- b) experiment procedure
- c) measurement analysis
- d) extrapolation method
- e) presentation of the results

The description of the procedure may contain alternatives. However, in such case criteria should be given.

The parameters list should contain all parameters which are of importance to that procedure (even if the parameters are in common usage).

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## 5 RESPONSIBILITY IN GENERAL

Quality Tasks	Responsibility			
	①	②	③	④
request for recommended procedure	D	A	I	I
Definition of recommended procedure	D	I	E	I
review of quality system	I	A	I	E
modifications of recommended procedures	D	A	E	I
updating of the Quality Manual	D	I	A	E

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