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	Document Control Guide for the Preparation of ITTC Recommended Procedures and Guidelines	Effective Date 2008	Revision 01

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Prepared/Updated	Approved
25 th ITTC QS Group	25 th ITTC 2008
Date 05/2008	Date 09/2008

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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 its 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 and Guidelines
- 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 and Guidelines.

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 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 A proposed ITTC Recommended Procedure that fails to meet the criteria for publication of procedures shall not be published as a guideline.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. DESCRIPTION

4.1 System (Set up)

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

4.2 Contents and Format

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

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4.3 Structure of Contents

The following formal structure should be followed:

Items which are not relevant can or should be omitted. The items which are in *Italic letters* have to be included.

Heading (Name of Procedure or Guideline)

1. **PURPOSE OF PROCEDURE/GUIDELINE**
2. **DESCRIPTION OF PROCEDURE /GUIDELINE**
 - 2.1 *preparation*
 - 2.2 *execution of procedure*
 - 2.3 *evaluation, extrapolation*
3. **PARAMETERS; SYMBOLS**
 - 3.1 *parameters to be taken into account,*
 - 3.2 *recommendations of ITTC for parameters if there are any(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/guideline 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 / guidelines 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 or guideline (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/guideline may contain alternatives. However, in such case criteria should be given.

The parameters/symbols 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 |