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	Updating the ITTC Dictionary of Hydromechanics	Effective Date 2011	Revision 00

ITTC Quality System Manual Recommended Procedures and Guidelines

Procedure

Updating the ITTC Dictionary of Hydromechanics

- 4.0 QUALITY MANAGEMENT SYSTEM
- 4.2 Document and Data Control
- 4.2-04 Updating the ITTC Dictionary of Hydromechanics.

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Updated /Edited	Approved
Quality Systems Group of the 28 th ITTC	26 th ITTC 2011
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Updating the ITTC Dictionary of Hydromechanics

1. PURPOSE OF PROCEDURE

- Ensure that ITTC Dictionary of Hydromechanics is correct and up to date.
- Ensure new entries are implemented according to the rules of ITTC in the shortest possible time.
- Ensure that the ITTC Symbols and Terminology List is harmonised with ITTC Dictionary.

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 DICTIONARY OF HYDROMECHANICS.

3.1 Preparation of new entries

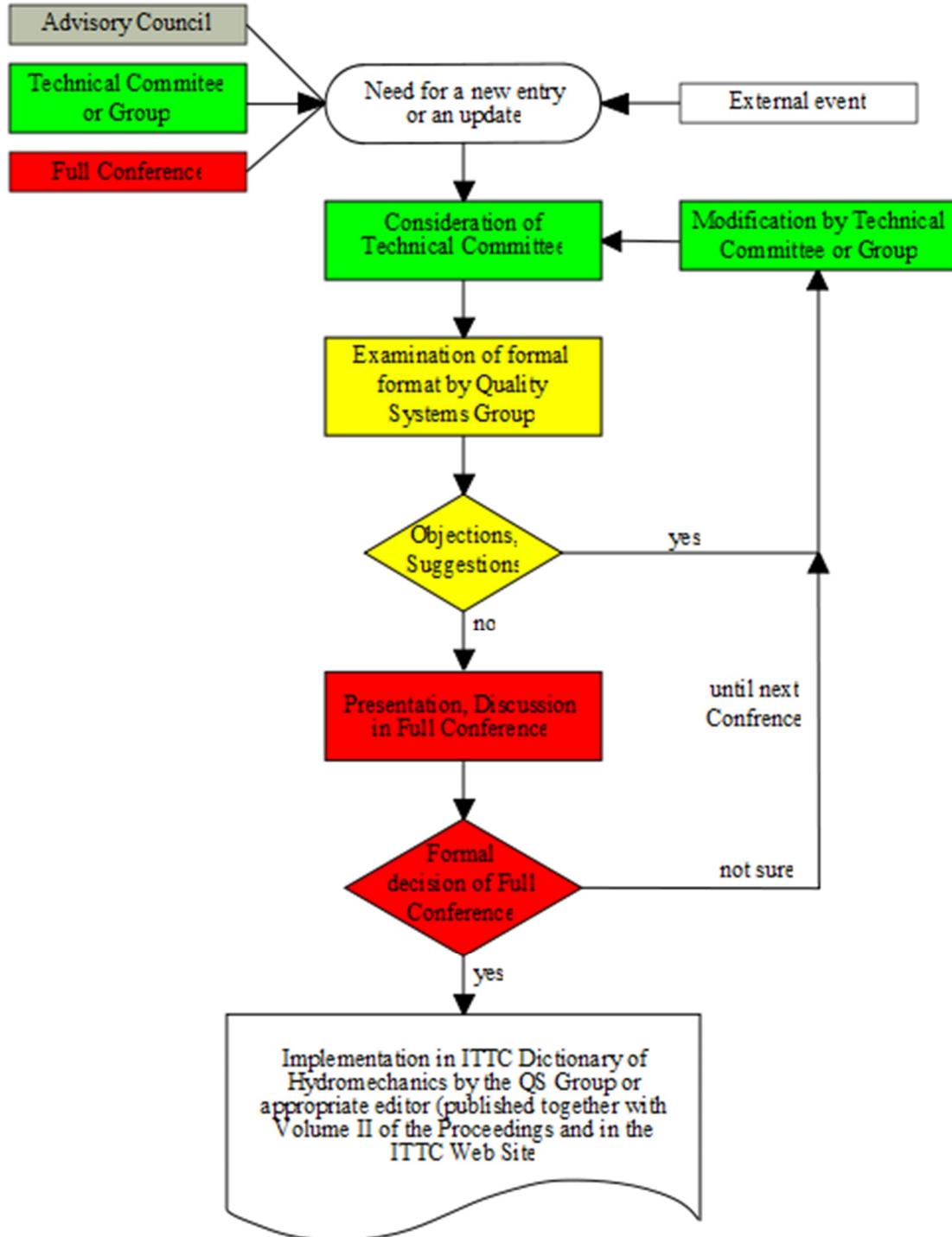
- The need of a new entry to be adopted can be stated by a Technical Committee or a Group, by the Conference or by the Advisory Council. The suggestion for new entries is submitted to the appropriate Technical Committee.

- The necessity and the entry itself shall be checked by the Technical Committee or Group with regard to common application and usefulness prior to the Conference. The new or updated entries must be checked by the Quality Systems Group as regard formal format before they are presented to the Full Conference.

3.2 Adoption

The Full Conference decides upon the adoption and publication of new or updated entries. To ensure that no questionable definitions are implemented the following scheme shall be followed:

- A) Review by the Quality Systems Group for formal aspects.
- B) Correction by Technical Committee or Group, if necessary.
- C) Presentation to the Conference and discussion at the Full Conference.
- D) If there are serious objections the updated entries will not be accepted.
- E) Adding to the Dictionary by the Quality Systems Group or a suitable person or Group.
- F) Publication of the final adopted version of the ITTC Dictionary of Hydromechanics by the Executive Committee together with the second Volume of the Proceedings.



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4. RESPONSIBILITY MATRIX

Tasks of ITTC Wiki Dictionary of Hydromechanics	Responsibility				
	①	②	③	④	⑤
request for new entries	I	I	I	I	I
definition of new entries	I	I	A	E	I
implementation of new entries	D	I	A	A	E
review of the ITTC Dictionary of Hydromechanics	D	I	A	E	E
modifications of entries	D	I	A	E	I
updating of the ITTC Dictionary of Hydromechanics	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 | | |