Rules of Procedure

for the

Technical Committees of the German Calibration Service

As of 3 May 2011

1. Objectives

1.1 Support of the Board of the DKD in the preparation of calibration guidelines at national level.

1.2 Regular review of existing calibration guidelines concerning their adaptation to the latest state of technology.

1.3 Informing members about relevant decisions of the Board and on developments in the field of calibration.

1.4 Organisation of interlaboratory comparisons between members.

2. Responsibilities and tasks

2.1 The Technical Committee draws up recommendations for the Board regarding activities that have already been performed or yet to be carried out. This applies especially for newly created or revised calibration guidelines.

2.2 The Technical Committee organises the exchange of experience and information between its members.

2.3 The Technical Committee determines the need for training events and seminars.

2.4 The Technical Committee organises interlaboratory comparisons for its members.
2.5 The Technical Committee shall ensure the discussion of relevant issues and forward summarized comments to the Board of the DKD.

3. Composition of the Technical Committee

3.1 Chair: the person elected as chairperson of the Technical Committee by the voting members of the Technical Committee.

3.2 Deputy Chair: the person elected as deputy chairperson of the Technical Committee by the voting members of the Technical Committee.

3.3 Assessor: The DAkkS is entitled to appoint representatives.

3.4 Management: Executive Office of the DKD.

3.5 Voting members: all members of the Technical Committee (including PTB representatives) assigned by the Board to the respective Technical Committee.

3.6 When necessary, the Technical Committee calls in an expert regarding individual items on the agenda.

3.7 Chairperson and deputy are elected for a period of 3 years. A multiple re-election is possible.

4. Adoption of resolutions

4.1 The Technical Committee has a quorum if at least 50% of its members attend the meeting of the Technical Committee or take part in an electronic vote.

4.2 Unless not provided otherwise, the Technical Committee takes decisions by simple majority. A broad consensus should be sought here. The number of dissenting votes and abstentions shall be documented.

4.3 The Technical Committee instructs the chairperson or his deputy with the implementation of relevant resolutions, especially the information of the Board of the DKD.

5. Rules of procedure

5.1 The Chairperson shall convene meetings as required, but at least once a year. The board decides on exceptions to this regulation.

5.3 Between meetings, resolutions may be passed by circulation procedure.

5.4 When necessary, the chairperson of the Technical Committee or his deputy report from the Board during the meetings of the Technical Committee.

5.5 Minutes shall be drawn up of each meeting of the Technical Committee, noting the resolutions passed by the Committee. These minutes will be published in the access-protected area of the homepage (Extranet).
5.6 The chairperson of the Technical Committee may allow guests to participate in the meetings.

Deutscher Kalibrierdienst (DKD)
Braunschweig, 3 May 2011

On behalf of the Board of the DKD
signed Dr. Peter Ulbig
Chairman