Rules of Procedure

for the

Board of the German Calibration Service

As of 3 May 2011

1. Objectives

1.1 Promoting calibration at the national, European and international level.

1.2 Development of calibration guidelines at the national level and cooperation with EURAMET at the international and, in particular, European level.

1.3 Representation of interests of the accredited calibration laboratories towards third parties, in particular towards DAkkS.

1.4 Support of the accreditation activities of DAkkS through the development of calibration guidelines that may serve as a basis for accreditation processes.

1.5 Promotion of its members by establishing a good exchange of information and through training activities.

1.6 Information of interested parties

2. Responsibilities and tasks

2.1 The Board takes decisions on the activities to be carried out by the DKD, in particular regarding

   - the drafting of opinions towards third parties and the development of basic documents, e.g. concerning interlaboratory comparisons,

   - the participation in technical committees of the German Accreditation Body (DAkkS)
the establishment and termination of Technical Committees,
the commission of the Technical Committees to develop new calibration guidelines,
the evaluation of developed calibration guidelines and their publication,
the initiation of regular reviews of existing calibration guidelines,
the implementation of EURAMET calibration guidelines into DKD versions,
the recommendation to EURAMET to revise existing EURAMET calibration guidelines,
the admission of new members and the termination of the membership of existing members,
the assignment of new members to Technical Committees and
the awarding of honorary memberships.

2.2 The Board coordinates the tasks of the DKD across all the committees, according to the objectives of the DKD and, if necessary, drafts opinions on topics that are of particular importance to its members, e.g. cross-cutting issues.

2.3 When necessary, the Board may entrust the Technical Committees with the task to solve specific technical issues.

2.4 The Board decides on use of the word mark DKD.

3. Composition of the Board

3.1 Chairmanship: Representative of the PTB.

3.2 Deputy Chairman: the person elected by the chairpersons of the Technical Committees that are present and voting. The Deputy Chairman is elected for a period of 3 years. A multiple re-election is possible.

3.3 Assessors: Representatives of the PTB and DAkkS.

3.4 Management: Executive Office of the DKD.

3.5 Voting members: the Chairman of the Board and the chairpersons of the Technical Committees. They may transfer their voting right to another member of the Board or to a deputy elected by the Technical Committee.

3.6 When necessary, the Board calls in an expert regarding individual items on the agenda.
4. Adoption of resolutions

4.1 The Board has a quorum if at least 50% of the board members attend the board meeting or take part in the electronic vote.

4.2 Unless not provided otherwise, the Board takes decisions by a simple majority of the Board members taking part in the voting. A broad consensus should be sought here. The number of dissenting votes and abstentions shall be documented.

4.3 The Board instructs the Chairman or his deputy with the implementation of relevant resolutions, especially the drafting of correspondence on behalf of the DKD.

5. Rules of procedure

5.1 Decisions of the Board will be announced in the access-protected area of the homepage (Extranet), usually in the form of meeting minutes.

5.2 Information for the general public is made available on the homepage of the DKD.

5.3 The Chairman shall convene meetings as required, but at least once a year.

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

5.5 The Executive Office keeps the minutes of the respective Board meetings. These minutes are published in the extranet.

5.6 When required, the chairpersons of the Technical Committees report during meetings.

Deutscher Kalibrierdienst (DKD)
Braunschweig, 3 May 2011

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