

Statutes of the Board of the German Calibration Service (Deutscher Kalibrierdienst – DKD)

of 3 May 2011, as amended of 15 November 2019

1. Objectives

The main objectives of the DKD are laid down in the Agreement on the DKD of 3 May 2011 in its currently valid version (hereinafter referred to as Agreement). Furthermore, the DKD sets itself the following tasks:

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

1.2 Development of calibration guidelines and guides at the national level and coordination with EURAMET at the international, especially European level.

1.3 Representation of the technical interests of the accredited calibration laboratories towards third parties, in particular towards the Deutsche Akkreditierungsstelle GmbH (DAkkS).

1.4 Supporting the accreditation activities of DAkkS by developing calibration guidelines and guides which may serve as a basis for accreditation procedures.

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

1.6 Providing information to interested parties.

2. Responsibilities and tasks

2.1 The Board shall decide on activities to be carried out by the DKD, such as in particular

- the preparation of statements to third parties and of basic documents, e.g. on interlaboratory comparisons,

For a better readability, this document generally uses the masculine form of function designations; this includes the feminine form.

In case of doubt, the German original version of the document shall prevail.

- the participation in committees of the Accreditation Advisory Board of the BMWi (Federal Ministry of Economic Affairs and Energy) according to the German Accreditation Body Act (AkkStelleG),
- the establishment and dissolution of Technical Committees,
- entrusting the Technical Committees with the development of new calibration guidelines and guides,
- the evaluation of developed calibration guidelines and guides and their publication,
- the initiation of regular reviews of existing calibration guidelines and guides,
- the adoption of EURAMET calibration guidelines as DKD versions in consultation with EURAMET,
- recommendations to EURAMET on the revision of existing EURAMET calibration guidelines,
- the procedure for the admission of new members by the Executive Office and the termination of membership of existing members, unless otherwise provided for in the Agreement,
- the procedure of assignment of new members to Technical Committees by the DKD Office, unless the agreement provides otherwise, and
- the appointment of honorary memberships.

2.2 The Board shall coordinate the tasks of the DKD across all its committees in accordance with the objectives of the DKD and, if necessary, prepare statements on topics that are of particular importance to the members, e.g. cross-sectional topics.

2.3. If necessary, the Board may instruct the Technical Committees to clarify technical issues.

2.4 The Board issues regulations on the use of the word mark DKD in agreement with PTB as owner of the mark

3. Composition of the Executive Board

3.1 In addition to the statutory members of the Board as defined in § 5 of the Agreement of 3 May 2011 in its currently valid version, the Board is expanded as follows:

3.1.1 Observers: Representatives of PTB and DAkkS.

3.1.2 Management: Staff of the Executive Office of the DKD, according to the currently valid schedule of responsibilities of the PTB

3.2 The only members of the Board with voting rights are the Chairman, the Vice-Chairman and the Chairmen of the Technical Committees elected by the voting

members of the Technical Committees. They may transfer their voting rights to another member of the Board, or to a deputy elected by the Technical Committee. Transfers of voting rights must be notified to the Executive Office or the Chair in writing or by e-mail in good time. Only one additional vote may be transferred to each member of the Executive Board.

3.3. The Technical Committee shall seek the support of external experts with respect to individual agenda items, if necessary.

4. Decision-making

4.1 The quorum of the Board is defined in § 5 of the Agreement of 3 May 2011 in its currently valid version.

4.2 The Board shall take decisions by simple majority of the members of the Board participating in the vote, unless the agreement provides otherwise. A broad consensus shall be sought. A broad consensus shall be sought. The number of votes cast against as well as the abstentions are to be documented.

4.3 The Board shall entrust the Chairman, his deputy or the Executive Office with the implementation of relevant decisions, in particular the preparation of letters on behalf of the DKD.

5. Procedural rules

5.1 Resolutions of the Board shall be announced in the access-protected area of the homepage (extranet), usually in the form of minutes of the meetings. They shall remain confidential, unless expressly provided otherwise in individual cases.

5.2 Information for the general public shall be made available on the DKD homepage.

5.3 These Rules of Procedure shall enter into force with effect from 1 January 2020.

Deutscher Kalibrierdienst (DKD)
Braunschweig, 15 November 2019

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