SOP FOR ATTENDING THE ISO TECHNICAL / PROJECT COMMITTEE MEETING

1. The enrolled members / experts of Pakistan / PSQCA in relevant ISO technical / project committee shall provisionally apply / enroll himself / herself for participation in the meeting through ISO meeting portal.

2. He / She shall submit presentation / proposal at last 15 days prior to the meeting date to the PSQCA's committee through concerned division incharge.

3. The committee (i.e. Director Standards and Secretary ISO to PSQCA) will review the presentation / proposal on the draft standard(s) and agenda of the concerned ISO Technical / Project committee's meeting.

4. The committee will forward its the recommendation to the Director General, PSQCA.

5. The Director General, PSQCA will approve / disapprove the nomination of the members/experts for his / her participation in the ISO Technical / Project committee meeting on behalf of PSQCA, Pakistan.

6. The ISO Member Body User Administrator (MBUA) of PSQCA shall convey that approve / disapprove nomination of members/experts through ISO Electronic System on the basis of decision taken by Director General, PSQCA.

7. The technical committee members / experts shall submit post visit presentation / report to the PSQCA committee within 15 days after attending the ISO Technical / Project committee meeting through concerned division.

8. Failure of submission of post visit report will lead to disqualification of member and its organization for future participation in ISO technical committee meeting.

9. The files of Individual shall be kept and maintained by the concerned Directorate of Standardization for each expert / member.

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