

## **SOP FOR ATTENDING REGIONAL/INTERNATIONAL TECHNICAL/PROJECT COMMITTEE MEETINGS**

1. The members/experts of Pakistan/PSQCA in any technical/project committee provisionally enrolled him/herself on respective meeting portal to apply for the participation in the meeting.
2. The technical committee members/experts shall submit his/her presentation/report at least 15 days before the meeting to the PSQCA committee which comprises of Division Incharge, Director Standards and respective Secretary of regional/international body to PSQCA on the draft standards and agenda of the concern Technical/Project committee meeting.
3. The Director Standards and respective Secretary of regional/international body to PSQCA forward the recommendation to the Director General, PSQCA.
4. The Director General, PSQCA will approved/disapproved the nomination of the members/experts for his/her participation in the respective Technical/Project committee meeting on behalf of PSQCA, Pakistan.
5. The focal person of respective regional/international body to PSQCA approved/disapproved the nomination of members/experts in Electronic System on the basis of decision taken by Director General, PSQCA.
6. The technical committee members/experts shall submit post visit presentation/report to the PSQCA committee within 15 days after attending the Technical/Project committee meeting.
7. The failure of submission of post visit report to the committee by the members/experts will make disqualify his/her participation in any future technical committee meetings.
8. The Individual file shall be maintained by the concern Directorate of Standards and respective Secretary of regional/international body of each expert/member.

**Note:**

These meeting pertains to ISO, IEC, OIML, SMIIC, ASTM and SARSO etc, technical/project meetings.