

PCN/5 –

# Constitution, terms of reference and method of working of a BINDT Certification/Verification Panel

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## Introduction

The PCN Scheme Certification/Verification Panel (the Panel) is constituted by the Certification Management Committee (CMC) to consider recommendations made by the Head of Certification. These recommendations can be for awarding or withdrawing AQB or ATO approvals or ISO 9001 Quality Management System (QMS) certification or verification (of compliance with specified normative documents) on behalf of the British Institute of Non-Destructive Testing (BINDT).

## 1. Constitution

- 1.1 Chair: the Head of Certification or appropriate BINDT staff member (who will not be directly involved in the assessment of the applicant organisation).
- 1.2 Members: minimum of two individuals from the CMC who have not been directly involved in the assessment of the applicant organisation plus one other from BINDT senior staff.
- 1.3 Other attendees: individuals who have been involved in assessments for which the recommendation for certification has been made may attend meetings of the Panel at the invitation of the Chair. Such persons will not be considered Panel members or be involved in any decisions concerning certification.
- 1.4 Members involved in the decision-making process must have been in attendance at a CMC workshop on ISO 17021.

## 2. Terms of reference

- 2.1 The Panel will be impartial and will implement the policy of the CMC with respect to QMS certification/verification.
- 2.2 Members of the Certification Panel will at all times have due regard for the confidentiality of documents and information to which they may gain access.
- 2.3 The Panel will be presented with and will consider audit reports, recommendations and evidence when required (in respect of assessments only that have had no involvement by the Head of Certification) submitted by an authorised Lead Assessor appointed by BINDT to audit ISO 9001 clients, Approved Training Organisations (ATOs) and/or Authorised Qualifying Bodies (AQBs).
- 2.4 The Panel will be presented with and will consider recommendations from the Head of Certification, in respect of suspension and withdrawal of AQB or ATO status.
- 2.5 Where necessary in order to enable a decision to be made, the Panel will have authority to require the attendance of BINDT authorised Lead Assessors, Assessors and/or experts who have been involved in the audits resulting in reports and recommendations that are under consideration by the Panel.

## 3. Method of working

- 3.1 Physical meetings of the Panel will be convened as and when required by the Head of Certification Services Division of BINDT.
- 3.2 Remote meetings of the Panel will be convened as and when required by the Head of the Certification Services Division of BINDT. Not less than three members that have not been directly involved in the assessment of the applicant organisation will form the Panel.  
**Note:** Remote meetings refer to email or teleconference.
- 3.3 All relevant reports, including detail and summary reports and evidence of satisfactory corrective action relating to non-compliances, together with the Lead Assessor's confidential report and recommendations, will be submitted to and considered by the Panel.
- 3.4 Meetings of the Panel will be recorded, and records will be retained for not less than 11 years.
- 3.5 The Panel will, through the Head of Certification, report the award of all QMS certification/verification to the CMC at its next ordinary meeting.
- 3.6 The Panel will, through the Head of Certification, report the suspension or withdrawal of AQB or ATO status to the CMC or MQ&E at its next ordinary meeting.

Authorised for the Certification Management Committee



Nicole Banks  
Head of Certification

