

PCN/1 –

# Constitution, terms of reference and method of working of the Certification Management Committee

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## 1. Introduction

- 1.1 This document, which describes the constitution, terms of reference and method of working of the Certification Management Committee (hereinafter referred to as 'CMC'), shall be approved by both the CMC and the Council of the British Institute of NDT (hereinafter referred to as 'Council'). Any changes to this document shall be approved by both bodies.
- 1.2 Council constitutes a Certification Management Committee and delegates to the CMC the responsibility for maintaining a management overview of the operations of its Certification Services Division (hereinafter referred to as 'CSD').
- 1.3 The CMC fulfils the requirement for a Scheme Committee in terms of ISO/IEC 17024 (Personnel Certification) and an Impartiality Committee in terms of ISO/IEC 17021 (Management Systems Certification).

## 2. Constitution

- 2.1 In order to preserve the impartiality of the PCN Scheme, and to take into consideration the specific certification needs of industry, the CMC membership is made up of not more than 10 voting positions filled by individuals proposed by the CMC and ratified by Council in accordance with the provisions of the Institute's bye laws, and not less than 11 voting positions filled by the co-opted nominees of industry organisations that are users of the PCN Scheme(s).
- 2.2 The primary role of BINDT nominated members is to represent the interests of BINDT and ensure the preservation of the international reputation of the PCN Scheme, while the primary role of industry nominated members is to represent the interests of users of the PCN Scheme.
- 2.3 Participating industry organisations are encouraged to nominate primary and alternate representatives, only one of which will attend at any one time, in order to ensure adequate industry representation at each meeting.
- 2.4 New CMC members, prior to attendance at a meeting, shall be provided with appropriate induction training to ensure that each is familiar with the history, aims and objectives of the CMC, the respective responsibilities of BINDT and industry nominated members, and the requirements for confidentiality, impartiality and control of vested interests. All members shall sign a document detailing current requirements for confidentiality and impartiality on an annual basis.
- 2.5 Failure by a voting member to attend any three consecutive CMC meetings shall result in the issue of a letter, signed by the CMC Chairman, warning of the consequences of failure to attend four consecutive meetings, which shall be termination of CMC membership.
- 2.6 Council shall appoint a Chairman and Vice Chairman in accordance with the provisions of the Institute's bye laws. The Chairman shall be a member of the BINDT Executive Committee (ExCom), and either the Chairman or Vice Chairman, and the Head of Certification shall attend meetings of Council for reporting purposes and to ensure the preservation of the impartiality of the Certification Body.
- 2.7 The Secretariat for the CMC shall be provided by the BINDT Certification Services Division's Management Team, which shall be represented at all meetings of the CMC.

## 3. Terms of reference

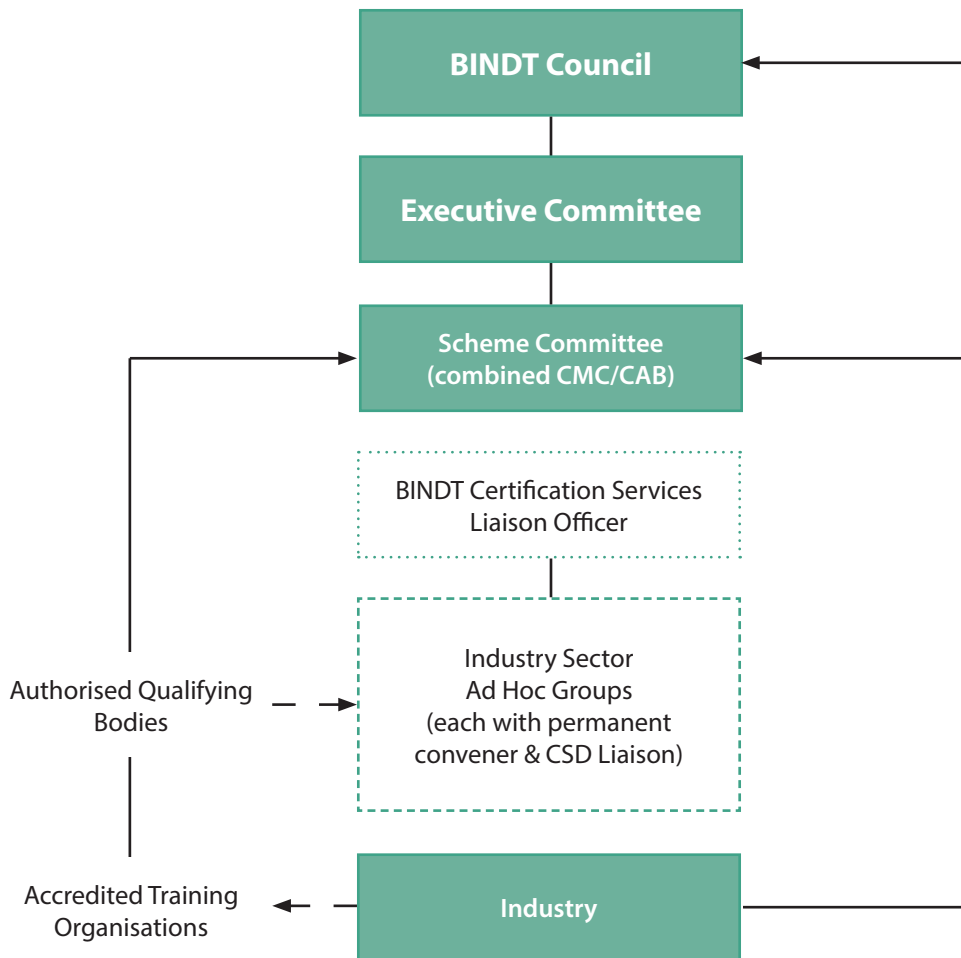
- 3.1 The CMC shall:
  - 3.1.1 manage the PCN Certification Scheme(s) in accordance with the broad policy agreed by Council and the CMC;
  - 3.1.2 commission and cause to be maintained, a documented quality management system detailing procedures for operation of the CSD;
  - 3.1.3 take such steps as are necessary to ensure that the Institute satisfies the criteria for certification bodies defined within applicable regulations and European or international standards covering the certification activities of its scheme(s);
  - 3.1.4 be empowered to constitute Industry Sector Groups (hereinafter referred to as 'ISG') with terms of reference to ensure the adequate provision of certification services to industry, monitoring the operation of any such ISG and periodically reviewing their terms of reference;
  - 3.1.5 draft (or cause to be drafted) and approve (or seek appropriate approval) for publication and implementation, documentation necessary to provide certification services in line with the aims and objectives of the Institute;
  - 3.1.6 review and update existing certification documentation in the light of changes and developments in applicable codes, standards and regulations;
  - 3.1.7 maintain a level of service availability commensurate with the requirements of industry;

- 3.1.8 monitor and direct the activities of the CSD in processing applications for and awarding BINDT accreditation and PCN certification for personnel or systems;
  - 3.1.9 monitor the administration costs of the CSD and recommend to Council the levels of charges and fees necessary to maintain the effective running of the PCN Scheme(s);
  - 3.1.10 at all times preserve the confidentiality of information to which they may gain access in the course of their duties;
  - 3.1.11 consider, decide upon and take appropriate action to respond to any actual or perceived threats to impartiality arising from the actions of persons, bodies or organisations, whether internal or external;
  - 3.1.12 take appropriate steps to ensure that BINDT is never placed in a position of accepting extra-ordinary financial or other inappropriate inducements to issue system or personnel certification;
  - 3.1.13 assist in developing the policies relating to impartiality of BINDT certification activities;
  - 3.1.14 conduct a review, at least annually, of the impartiality audit, certification and decision making processes of the certification body.
- 3.2 Other tasks or duties may be assigned to the CMC provided these additional tasks or duties do not compromise its essential role of ensuring impartiality.

## 4. Method of working

- 4.1 The CMC shall meet as frequently as is deemed necessary to manage the business of the division. Meetings will normally be held on four occasions in each calendar year. Each meeting will be convened on the authority of the Chairman by the Secretary with at least 21 days notice in writing.
- 4.2 Matters to be decided at a meeting shall be supported by written documentation issued in advance of the meeting.
- 4.3 The quorum for a meeting shall be not less than one third of the current voting members, at least 51% of whom are industry representatives, *ie* not BINDT Council appointments. The CMC will ordinarily work by consensus but, in the event that a vote is necessary, matters shall be decided by a simple majority, the Chairman of the meeting having a casting vote in the event of a tied vote.
- 4.4 The Chairman or Vice Chairman shall provide a written report to each meeting of BINDT Executive Committee. This report shall include CMC recommendations for ratification by Council, information on the implementation of certification policy, and sufficient information to enable Council to maintain an overview of the finances of its CSD activities.
- 4.5 The CSD Management Team will, at the end of each financial year, submit for the approval of the CMC a strategic plan and an income and expenditure budget covering the operation of the CSD for the following financial year.

Structure and Organisation (Annex A)



BINDT Council, through its Executive Committee, appoints up to 10 Scheme Committee members with technical and management expertise appropriate to the work of the Committee. These appointments are made from amongst the Corporate Members of BINDT.

At least 11 seats on the Scheme Committee are reserved for industry representatives who are not required to be Corporate Members of BINDT. The individuals concerned should represent an Industry Sector which is served by the PCN Scheme. When an industry appointment to the Scheme Committee is vacant, the position will be advertised in the technical press that is relevant to the particular Industry Sector vacancy on the Scheme Committee.

Detailed technical developments and maintenance within the PCN Scheme(s) is undertaken by ad hoc ISG and the convenership of a permanent Chairperson, and with the support of a BINDT CSD Staff Liaison Officer. This arrangement is described in PCN/02.

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