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## **PCN/2 - CONSTITUTION, TERMS OF REFERENCE AND METHOD OF WORKING OF AN INDUSTRY SECTOR METHOD WORKING GROUP COMMITTEE**

### **1. INTRODUCTION**

1.1. The Constitution, Terms of Reference and Method of Working of Industry Sector Method Working Group Committee (ISMWG) shall be approved by the PCN Certification Management Committee (CMC), whose terms of reference, PCN/01, is approved by the Council of the British Institute of NDT.

1.2. The ISGC is concerned with technical matters relating to the certification of personnel engaged in Testing, Inspection or Engineering Asset Management, and its members should therefore have relevant expertise in one or more of these disciplines as applied in the industry sector concerned.

### **2. CONSTITUTION**

2.1. The ISMWG chairman shall be appointed/ratified by the CMC with a 12 month (renewable) term of office. The ISMWG is to elect a vice chair to act on behalf of the ISMWG chairman in his/her absence.

2.2. The CMC shall appoint either a CMC member or a CSD staff member as Liaison member of the ISMWG.

2.3. Ordinary members of the ISMWG shall be nominated representatives from organisations and industrial companies with specific interests in the scope of operations of the ISMWG.

2.4. BINDT Accredited Training Organisations (ATO) and PCN Authorised Qualifying Bodies (AQB) shall be invited to nominate a representative to contribute to the work of the ISMWG.

2.5. The ISMWG may temporarily co-opt non-member specialists in order to assist in development projects. Such co-opted members will attend ISMWG meetings by written invitation only.

### **3. TERMS OF REFERENCE**

3.1. The ISMWG shall provide expertise for the purposes of:

3.1.1. drafting documents detailing PCN personnel examination format and content consistent with the standards adopted within the PCN Scheme(s);

3.1.2. developing examination/training syllabi (where no externally published and nationally accepted syllabi exist) to address existing and forecast needs of industry;

3.1.3. drafting examination questions to address shortfalls in the PCN central examination question bank;

3.1.4. drafting and or approving specifications for practical examination specimens to be held at Authorised Qualifying Bodies and their examination centres;

3.1.5. ensuring that, when drafting documentation, or through revision and amendment of existing documentation, the certification available is compatible with international and European standards covering certification of personnel where this is appropriate;

3.1.6. ensuring that scientific and technical developments and new materials are adequately catered for in the PCN certification examinations available;

3.1.7. undertaking regular review of technical documentation and making recommendations for redrafting or amendment of existing documents and the need to draft additional documents.

3.2. The ISMWG shall, through attendance of its Liaison Member at CMC meetings, report to and take direction from the CMC on each occasion that it meets. On occasions when, due to business or other commitments, attendance at a CMC meeting is not possible, the ISMWG Liaison Member shall submit a written report to the CMC. The report given or submitted to committee is to be written by the chairman of the ISMWG.

3.3. The final report/document to CMC for approval is to be presented by the Chairman of ISWG or vice chair in his/her absence.

3.4. All members of the ISMWG shall at all times preserve the confidentiality of information to which they may gain access in the course of their duties.

#### **4. METHOD OF WORKING**

4.1. The ISMWG shall hold physical meetings convened by the chairman with at least 21 days notice in advance of the meeting, but work may be progressed through other means, including email, video and telephone conferencing.

4.2. Notes of physical meetings shall be produced and circulated to ISMWG members and the BINDT CSD.

4.3. The business of the ISMWG shall be conducted by consensus.

## Structure and Organisation (Annex A)

