

PCN/9 - CONSTITUTION, TERMS OF REFERENCE AND METHOD OF WORKING OF THE PCN SCHEME EMPLOYER CERTIFICATION GROUP (ISSUE 3)

1. CONSTITUTION

- 1.1. Membership of the Employer Certification Group (ECG) is open to Corporate Members or nominees of Associate Members of the British Institute of NDT.
- 1.2. ECG business will be conducted by an Executive Committee (ECG EC) comprised of at least 5 but not more than 14 ordinary members proposed, seconded and accepted by the ordinary members of the ECG at the AGM.
- 1.3. A Chairman of the ECG shall be elected by the members of the ECG EC for a term of office of two years. A retiring Chairman shall be eligible for re-election to office for one further term.
- 1.4. A Vice Chairman of the ECG shall be elected by the members of the ECG EC for a term of office of two years. A retiring Vice Chairman shall be eligible for re-election to office for one further term.
- 1.5 The appointments of Chairman and Vice Chairman shall be staggered to provide continuity.
- 1.6. The Secretariat for the ECG EC shall be provided by the British Institute of NDT Certification Services Division.

2. TERMS OF REFERENCE

- 2.1. The terms of reference of the ECG EC are approved by the Certification Management Committee (CMC).
- 2.2. Minutes of ECG EC meetings shall be circulated to the CMC, which may request attendance of the ECG EC Chairman or Vice Chairman at a CMC meeting.
- 2.3. The ECG EC shall:
 - 2.3.1. Promote knowledge and understanding of the operations of employer based (2nd party) certification systems.
 - 2.3.2. Provide a forum for users of employer based certification systems to meet and discuss/resolve difficulties in the implementation of such systems;
 - 2.3.3. Maintain lines of communication with formally recognised authorities in the field of employer based certification systems.
 - 2.3.4. Provide advice and assistance at the request of organisations implementing employer based certification systems.
 - 2.3.5. Provide advice and assistance at the request of organisations providing qualification services (training and examination) for employer based certification systems.
 - 2.3.6. Encourage extension of the membership and furtherance of the aims and objectives of the ECG.
- 2.4. Proposals for amendment of these terms of reference may be made to the CMC by the ECG EC.

3. METHOD OF WORKING

- 3.1. The ECG EC shall ordinarily meet at the Headquarters of the British Institute of Non-Destructive Testing. A quorum for a meeting shall be four EC members.
- 3.2. The business of the EC shall ordinarily be conducted by consensus. In the event of a vote being considered necessary, matters shall be decided by a simple majority of those present, the Chairman having a casting vote in the case of a tied vote.
- 3.3. The ECG EC has the power to co-opt members in order to accomplish specific tasks. Co-opted members shall not have a vote.
- 3.4. There shall be at least one ordinary meeting of the ECG EC in each calendar year. Meetings shall be announced in a calling notice posted at least 21 days in advance of the meeting.
- 3.5. Extraordinary meetings may be called on the authority of the Chairman and two other members. Such meetings shall be announced in the same way as ordinary meetings.
- 3.6. The ECG EC may set up Working Groups with specific remits. Such Working Groups shall be given terms of reference approved by the ECG EC.

4. ANNUAL GENERAL MEETINGS

- 4.1. There shall be an annual General Meeting of the ECG in each calendar year for the purpose of:
- 4.1.1. Receiving the annual report of the ECG EC;
- 4.1.2. Electing a Chairman and/or a Vice Chairman of the ECG EC.
- 4.2. The ECG AGM shall ordinarily be held at the headquarters of the British Institute of NDT and shall be announced in a calling notice posted at least 21 days in advance of the meeting.
- 4.3. The quorum for an AGM shall be five members. Voting shall be by a simple majority.
- 4.4. Agenda and Minutes of all ECG meetings shall be produced and circulated by the Certification Services Division Secretariat.

Authorised for the British Institute of NDT
Certification Management Committee



J R Thompson
Manager, Certification Services Division