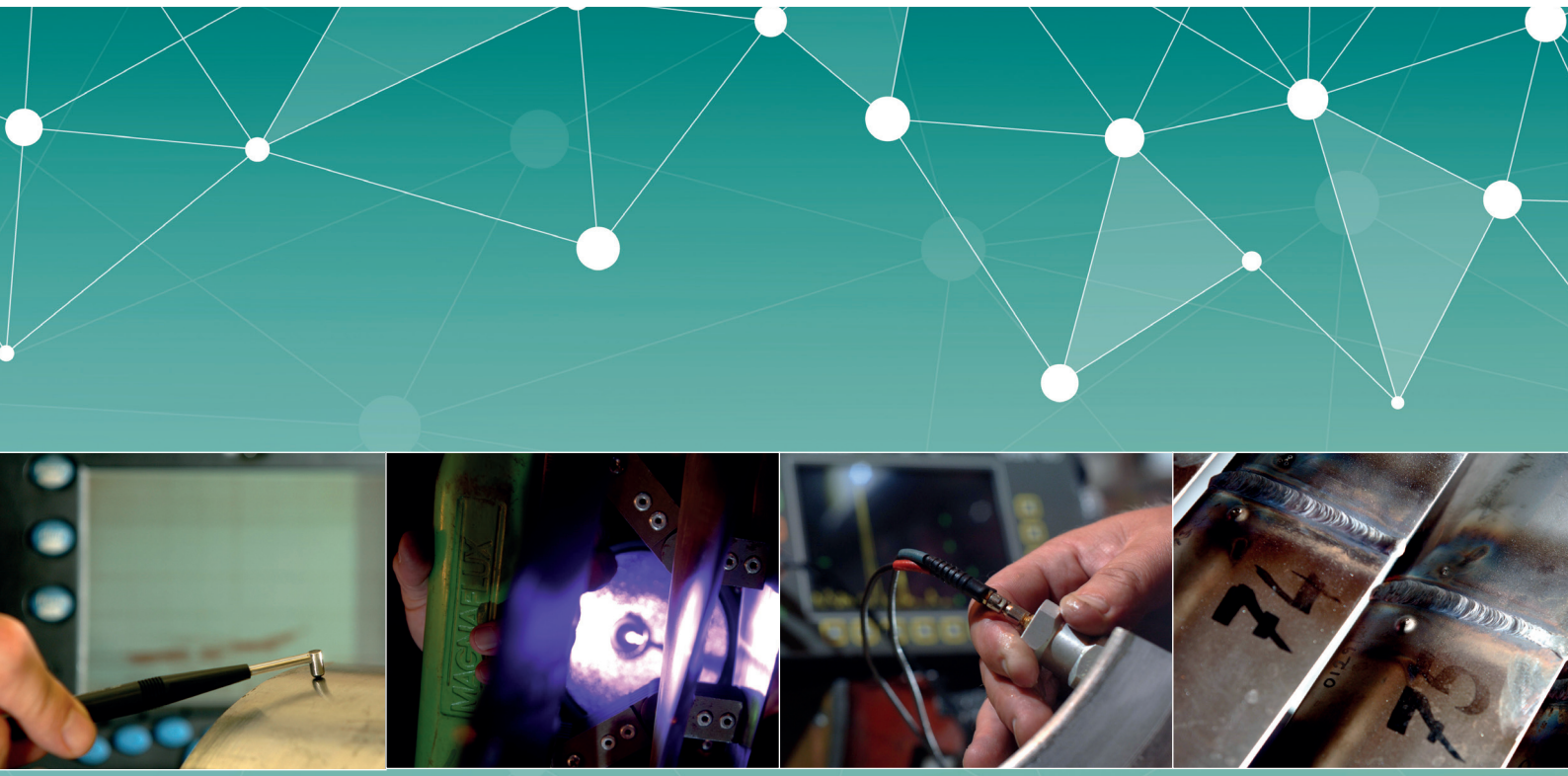
PCN24/1

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

Issue 1 • January 2025

A division of BINDT THE BRITISH INSTITUTE OF NON-DESTRUCTIVE TESTING



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 British Institute of Non-Destructive Testing (BINDT) Council (hereinafter referred to as 'Council').

1.2 The BINDT Council constitutes a CMC and delegates to it the responsibility for maintaining a management overview and contributes to the policy of the operations of its Certification Services Department (hereinafter referred to as 'CSD').

2. Constitution

2.1 A voting member of the CMC must be a member of BINDT at a member grade that confers voting rights to include associate, member and fellow grades.

2.2 A reasonable balance in the age demographic across CMC membership to allow for inclusivity of younger members in addition to older, more experienced and potentially semi- or fully retired members is desirable and strived for wherever and whenever significant opportunity arises.

2.3 In order to preserve the impartiality of the PCN Scheme and to take into consideration any other specific personnel certification needs of industry, the CMC membership is made up of no more than ten voting positions filled by individuals nominated and ratified by Council in accordance with the provisions of the Institute's bye-laws, and no less than 11 voting positions filled by individuals selected or nominated by industry organisations that are users of the PCN Scheme(s). The latter individuals should ideally represent an industry sector that is served by the PCN Scheme.

2.4 The primary role of Council-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. The Committee members' role is to formalise two-way communication from other committees and/or PCN User Groups.

2.5 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. Alternate representatives shall conform to 2.1 above.

2.6 New CMC members, prior to their first meeting, shall be provided with an appropriate agenda, minutes and, if required, induction training, to ensure that each member is familiar with the history, aims and objectives of the CMC, the respective responsibilities of Council 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 prior to attending their first meeting.

2.7 Failure by a voting member to attend any three consecutive CMC meetings shall result in the issue of a letter, signed by the CMC Chair, alerting them to the potential consequence of failure to attend four consecutive meetings, which may result in termination of their CMC membership.

2.8 The CMC shall appoint a Chair and Vice Chair in accordance with the provisions of the Institute's bye-laws, which shall be ratified by Council. The Chair 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.

2.8.1 Appointment of Chair/Vice Chair: the Chair and Vice Chair positions may be filled by industry- or Council-appointed representatives; however, *ex-officio* members, who, for example, could be the CTC Chair or the Outside Agency/Inside Agency Group Chair or any other *ex-officio* member on any committee, are considered to be voting members of the CMC and, as such, are eligible to be elected Chair or Vice Chair.

2.8.2 *Ex-officio* members affected by changes in their circumstance that affect their eligibility to attend the CMC may be considered for extended or continued membership of the CMC by its members as appropriate based on attendance and contribution.

2.8.3 Persons inheriting the eligibility for membership of the CMC as a result of natural progression to the Chair of the nominating committee and assuming *ex-officio* eligibility for membership of the CMC would not normally be accepted directly into the Chair or Vice Chair role of the CMC in the event that their predecessor had ascended to either of those positions. The CMC must re-appoint in accordance with 2.8 above.

2.9 The Secretariat for the CMC shall be provided by BINDT.

2.10 In order to gain insight and views of government-sponsored organisations (*ie* Health and Safety Executive (HSE)), a representative from such organisations is encouraged to attend and contribute to the working processes of the CMC as a regular co-opted member. In this capacity, representatives do not need to be members of BINDT and they are not eligible to vote on any matter.

3. Terms of reference

3.1 The CMC shall comply with the following requirements

3.1.1 Existing members will attend a training workshop when changes are applied, covering the audit process requirements of ISO 17021/ISO 9001 to ensure their competence for being part of a certification panel.

3.1.2 Manage the PCN Certification Scheme(s) in accordance with the broad policy agreed by Council and the CMC.

3.1.3 Commission and cause to be maintained a documented quality management system detailing procedures for operation of the CSD.

3.1.4 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).

3.1.5 Approve the formation of Industry Sector Working Groups (hereinafter referred to as 'ISWGs'), proposed and managed by the Certification Technical Committee (CTC), with terms of reference and remit to ensure the adequate provision of certification services to industry, monitoring the operation of any such ISWG and periodically reviewing their terms of reference.

3.1.6 Draft (or cause to be drafted) and approve (or seek appropriate approval) for publication and implementation documentation produced by ISWSGs that is necessary to provide certification services in line with the aims and objectives of the Institute.

3.1.7 Review and update existing certification documentation in light of changes and developments in applicable codes, standards and regulations.

3.1.8 Maintain a level of service availability commensurate with the requirements of industry.

3.1.9 Monitor and advise the activities of the CSD in processing applications for and awarding BINDT approval of PCN certification for personnel or systems.

3.1.10 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).

3.1.11 At all times, preserve the confidentiality of information to which they may gain access in the course of their duties.

3.1.12 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.

3.1.13 Take appropriate steps to ensure that BINDT is never placed in a position of accepting extraordinary financial or other inappropriate inducements to issue system or personnel certification.

3.1.14 Assist in developing the policies relating to the impartiality of BINDT certification activities.

3.1.15 Conduct a review, at least annually, of the impartiality audit, certification and decision-making processes of the Certification Body.

3.1.16 Establish an appropriate level and method of control activities.

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.

3.3 If any risk threatens impartiality, the Head of Certification shall conduct a risk analysis and review any residual risk to determine if it is within the level of acceptable risk. Should it be necessary, the CMC may be required to consult with interested parties; this shall be balanced with no single interest predominating.

4. Method of working

4.1 The CMC shall meet as frequently as is deemed necessary to manage the business of the department. Meetings will normally be held on four occasions in each calendar year. Each meeting will be convened on the authority of the Chair 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 no less than one third of the current voting members, at least 51% of whom are industry representatives, *ie* not BINDT Council appointments or committee representatives. The CMC will ordinarily work by consensus but, in the event that a vote is necessary, matters shall be decided by a simple majority, with the Chair of the meeting having a casting vote in the event of a tied vote. The minimum number of voting members will include the Chair and Vice Chair.

4.4 When an industry appointment to the committee is vacant, the position will be advertised in the technical press that is relevant to the particular industry-sector vacancy on the committee.

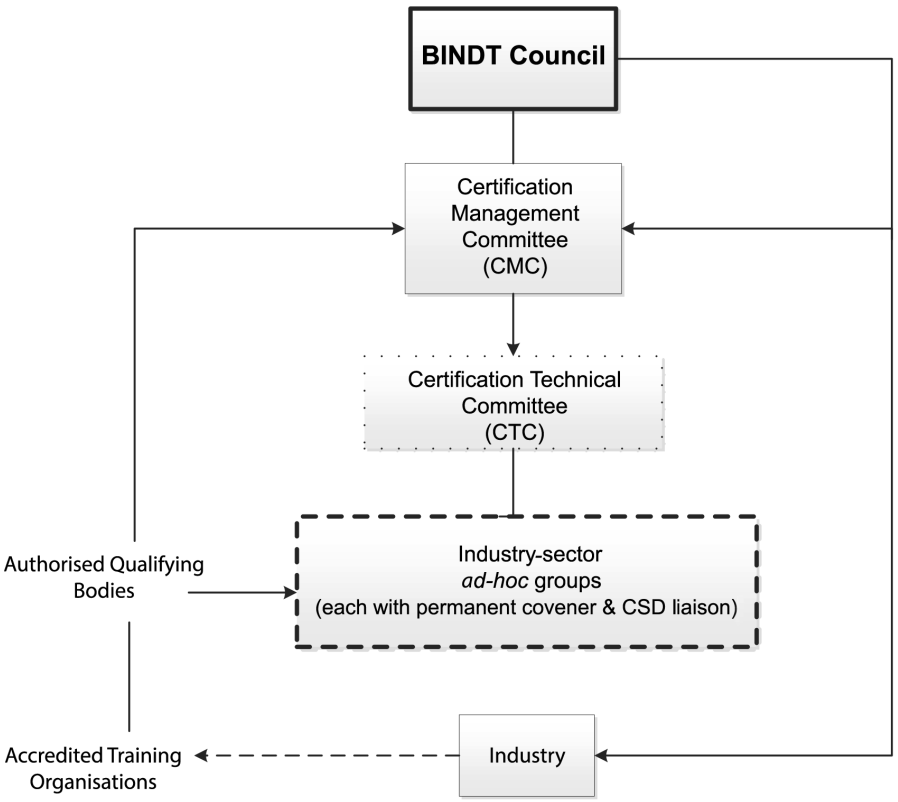
4.5 The Chair or Vice Chair shall provide a written report to each meeting of the BINDT Council. This report shall include CMC recommendations for ratification by Council, information on the implementation of certification policy and sufficient information to enable Council to maintain an overview of the finances of its CSD activities.

4.6 The CSD Management Team will, at the end of each financial year, submit for the approval of the CMC a strategic plan and the Financial Officer will present an income and expenditure budget covering the operation of the CSD for the following financial year.

4.7 The CTC is a subgroup of the CMC. The CTC is concerned with technical matters relating to the certification of personnel engaged in testing, inspection or engineering asset management. The CTC Chair shall report into and take direction from the CMC.

4.8 As and when required, detailed technical developments and maintenance within the PCN Scheme(s) is undertaken by *ad-hoc* Industry Sector Working Groups under the convenorship of a permanent Chair, with the support of BINDT CSD and Technical and Industrial Department (TID) staff. These Working Groups will be overseen by the CTC, the full arrangement of which is described in PCN24/2.

ANNEX A – STRUCTURE AND ORGANISATION



PCN24/1 – Document issue and review status		
Document issue for review	**Changes/amendments**	**Current document status**
Issue 1	Rebranded for the PCN24 Scheme.	January 2025.

The British Institute of Non-Destructive Testing is an accredited Certification Body offering personnel and quality management systems assessment and certification against criteria set out in international and European standards through the PCN Certification Scheme.

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