# PCN24/9

# Constitution, terms of reference and method of working of the BINDT Outside Agency/ Internal Agency Group (OA/IAG)

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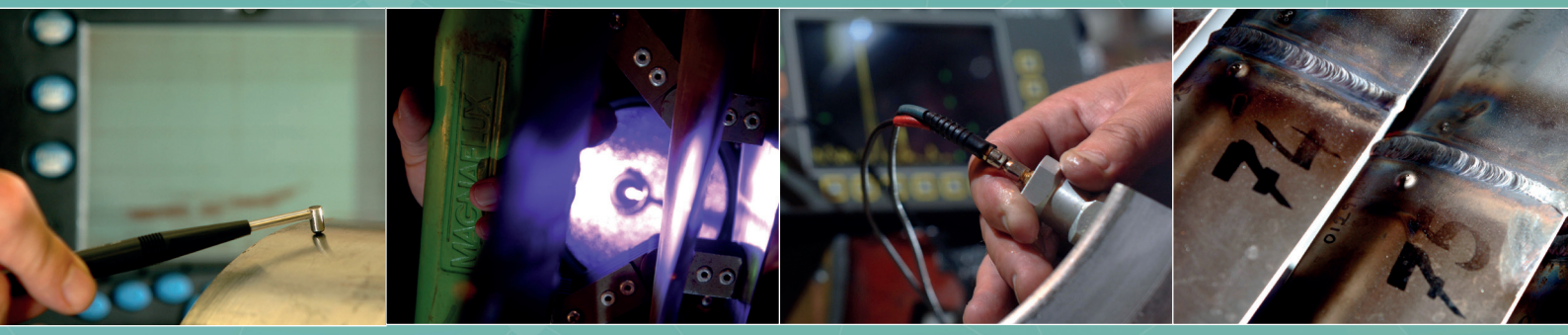
A division of BINDT THE BRITISH INSTITUTE OF NON-DESTRUCTIVE TESTING



# 1. Constitution

1.1 Membership of the Outside Agency/Internal Qualifying Agency Group (OA/IAG) is open to those employees and nominees of the British Institute of Non-Destructive Testing Qualifying Agencies (QAs) and Certification Services Department (CSD) who have an interest in the development and continuing success of the Qualifying Agency approval system.

1.2 In order to assure two-way communication, at least one of the Co-Chairs will attend the meetings of the UK National Aerospace NDT Board (NANDTB).

1.3 Co-Chairs will be appointed on a two-yearly term of office and are eligible to be reappointed.

1.4 The appointment of Co-Chairs will be carried out by vote and ratified by the Certification Management Committee (CMC).

1.5 The Co-Chairs shall have a voting seat on the CMC.

# 2. Membership/voting

2.1 One voting member per Qualifying Agency.

2.2 A quorum shall be a minimum of four voting members and shall include those members who access the meeting remotely.

2.3 The business of the OA/IAG shall be conducted by consensus.

# 3. Terms of reference

3.1 The OA/IAG shall have a standing remit to consider and make recommendations to NANDTB on the following work items:

3.1.1 Discuss the implementation of new and existing board policies;

3.1.2 Standardisation of operations at QAs;

3.1.3 Review of audit criteria (checklists);

3.1.4 New examination development and structure;

3.1.5 Existing examination refinement;

3.1.6 Marketing and promotion of QA approvals in the UK and overseas.

3.2 The OA/IAG will also provide a forum for discussion (and possible resolution) of problems encountered during the conduct of QA activities.

3.3 The OA/IAG will monitor all documentation impacting Qualifying Agency services.

3.4 Proposals for new work items may be made to NANDTB or the BINDT Certification Services Department.

# 4. Methods of working

4.1 There will be a minimum of two meetings per year.

4.2 The meetings of the OA/IAG are held at BINDT headquarters or a remote option. The host organisation shall provide meeting facilities and refreshments as appropriate.

4.3 A draft agenda will be circulated by the Secretariat to OAs/IAs 28 days prior to the meeting.

4.4 Minutes of meetings shall be produced and circulated by the CSD Secretariat.

4.5 The Co-Chair shall report to the CMC at each meeting of the CMC.

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