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## **TERMS OF REFERENCE AND METHOD OF WORKING OF THE LA CM WORKING GROUP COMMITTEE**

### **1. INTRODUCTION**

1.1. The Terms of Reference and Method of Working of the LA CM Working Group (LA WG) shall be approved by the Condition Monitoring Technical Committee (CMTC), whose terms of reference are approved by the Council of the British Institute of NDT.

1.2. The LA WG is concerned with technical matters relating to the certification of personnel engaged in Lubrication Analysis for Condition Monitoring and its members should therefore have relevant expertise in one or more of these disciplines.

### **2. CONSTITUTION**

2.1. The LA WG Chair shall be appointed/ratified by the CMTC with a renewable term of office. The LA WG Chair shall appoint a deputy in their absence.

2.2. The Chair of the LA WG shall act as liaison with CMTC.

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

2.4. BINDT Approved Training Organisations (ATO) shall be invited to nominate a representative to contribute to the work of the LA WG.

2.5. The LA WG may temporarily co-opt non-member specialists in order to assist in development projects.

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

3.1. The LA WG shall provide expertise for the purposes of:

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

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

3.1.3. Drafting examination questions to address shortfalls in the PCN LA-CM central examination question bank;

3.1.4. 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;

3.1.5. The LA WG shall be responsible for reviewing examinations and appeals;

3.1.6. Ensuring that scientific and technical developments are adequately catered for in the PCN LA-CM 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;

3.1.8. A representative from the LA WG may attend the BINDT standards committee meetings and report back to the LA WG any relevant updates.

3.2. All members of the LA WG 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 LA WG shall hold meetings convened by the Chair as required (minimum 2 per year).

4.2. Minutes of every meeting shall be produced and circulated to LA WG members.

4.3. The business of the LA WG shall be conducted by consensus (each contributing organisation will have one vote only).

4.4. Quorum – a quorum is required for each meeting (including phone-in members) comprising: Chair or Convenor; BINDT Staff Member; at least 3 other voting members.