

PCN24/2

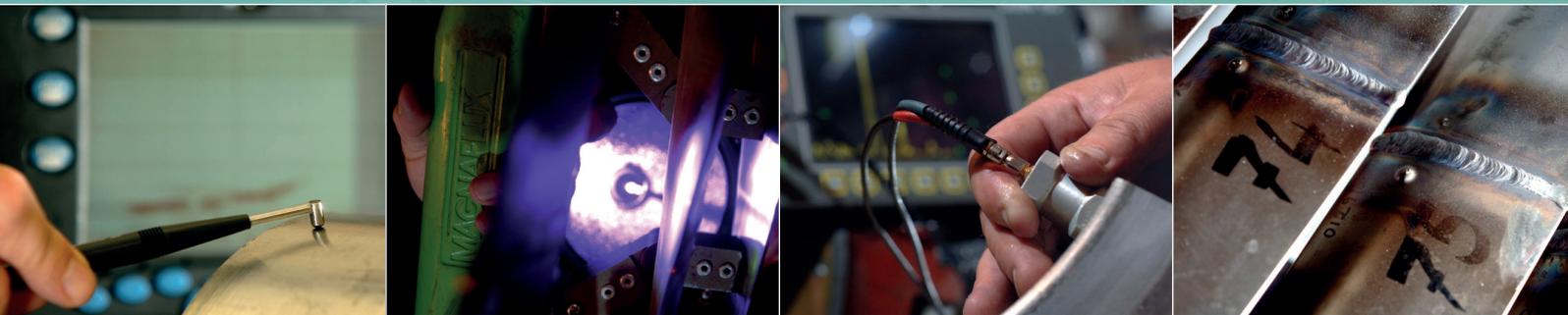
# Constitution, terms of reference and method of working of an Industry Sector Method Working Group Committee

Issue 1 • January 2025



A division of

**BI**NDT  
THE BRITISH INSTITUTE OF  
NON-DESTRUCTIVE TESTING



## 1. Introduction

- 1.1 The constitution, terms of reference and method of working of the Industry Sector Method Working Group (ISMWG) Committee will be approved by the PCN Certification Management Committee (CMC), whose terms of reference (PCN24/1) are approved by the Council of the British Institute of Non-Destructive Testing (BINDT).
- 1.2 The Working Group (WG) 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 WG Chair will be appointed/ratified by the CMC with a 12-month (renewable) term of office. The WG is to elect a Vice Chair to act on behalf of the WG Chair in their absence.
- 2.2 The CMC will appoint either a CMC member or a Certification Services Department (CSD) staff member as a liaison member of the WG.
- 2.3 Ordinary members of the WG will be nominated representatives from organisations and industrial experts with specific interests in the scope of operations of the WG.
- 2.4 BINDT Approved Training Organisations (ATOs) and PCN Authorised Qualifying Bodies (AQBs) will be invited to nominate a representative to contribute to the work of the WG.
- 2.5 The WG may temporarily co-opt non-member specialists in order to assist in development projects. Such co-opted members will attend WG meetings by written invitation only.

## 3. Terms of reference

### 3.1 The WG will 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 Generating examination/training syllabi, which may be developed from existing published and nationally accepted syllabi to address the 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 AQBs 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; and
  - 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 Certification Technical Committee (CTC) will attend the BINDT Standards Working Group meetings and report back on the current status to the CTC and to the Chairs of the WGs as appropriate and in order to ensure that the output from WGs in terms of developing certification documents is cognisant of and complies with the latest industry requirements. This is particularly important when new standards are under development and during the five-year review process when draft revisions are out for public comment on the technical contents therein.
- 3.2 The WG will, through attendance at the CTC or via report, update the CTC on project progress. The CTC Chair will report in to and take direction from the CMC on each occasion that it meets.
  - 3.3 The final report/document to CMC for approval is to be presented by the Chair of the ISMWG or Vice Chair in their absence.
  - 3.4 All members of the WG will, 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 WG will produce a project plan.
- 4.2 The WG will hold meetings convened by the Chair in accordance with the project plan, utilising appropriate media.
- 4.3 The WG will ensure it works to the PCN procedures to implement and change scheme documentation.
- 4.4 Notes of every meeting will be produced and circulated to WG members, the BINDT CSD and the CTC Chair.
- 4.5 The latest numbered and dated draft of a developing document will be available to WG members via the 'documents for review' folder in the WG area of CTC active WGs on the BINDT website.

A new revision of the developing document will be generated following any changes that are made as a result of discussions at a quorate meeting.

In respect of the ongoing development of PCN documents, the WG will adopt a formal system of raising comments and discussions on specific clauses using a comments template of the type appended to this document. A comment may be a proposal to amend, augment, replace or delete a specific clause within the developing document.

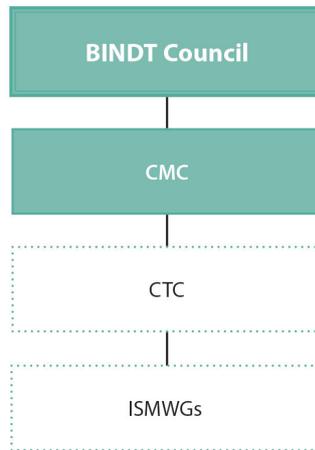
The commenter is responsible for ensuring that:

- Comments raised are submitted on the approved template that is appended to this document;
- A single comment is inserted in each row of the table and every column on that row has an entry, including the type of change and justification for the proposed change;
- A comment must be directed against a specific numbered clause;
- In the case of amendment, the existing wording must be entered in one column and the proposed wording in the adjacent column; and
- The comments template is received by the WG Chair no later than five working days in advance of the start of the following meeting.

In the case of a final version being produced by a quorate WG in compliance with the project time frame and the original agreed milestone plan and associated deadlines, with due cognisance of any received comments templates and proper consideration thereof, no further proposals for change will be accepted.

- 4.6 The business of the WG will be conducted by consensus (each contributing organisation will have one vote only).
- 4.7 Quorum: a quorum is required for each meeting (including dial-in members) comprising: a Chair or Convenor; a BINDT staff member; and at least three other members (each from contributing organisations). A balanced contribution from industrial users and ATO/AQB representatives, by either physical or electronic attendance and/or the submission of comments or feedback, must be demonstrated.
- 4.8 If a WG has not met for a significant amount of time, for example covering two meetings organised three months apart, then it will be placed into 'sleep mode' for the purposes of discussion at the GTC.

## ANNEX A FROM PCN 2 (TERMS OF REFERENCE) SHOWING THE STRUCTURE AND ORGANISATION FOR ISMWG REPORTING PROCEDURES



Flowchart key:	
CMC	Certification Management Committee
CTC	Certification Technical Committee
ISMWG	Industry Sector Method Working Group

### PCN24/2 – 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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