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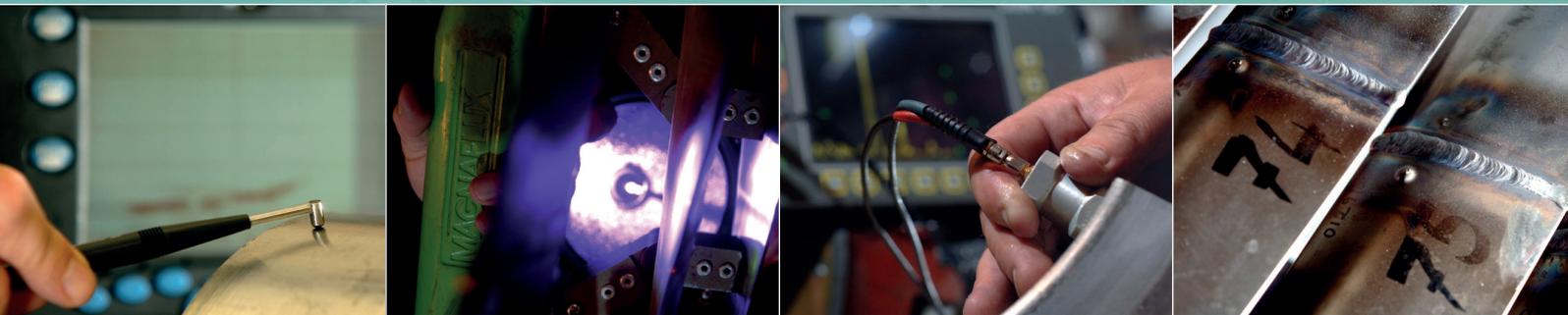
Constitution, terms of reference and method of working of the BINDT Outside Agency/ Internal Agency Group (OA/IAG)

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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 at a facility offered by an OA or IA. 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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