

## CONSTITUTION, TERMS OF REFERENCE AND METHOD OF WORKING OF A BINDT CERTIFICATION/VERIFICATION PANEL

### INTRODUCTION

The PCN Scheme Certification/Verification Panel (The Panel) is constituted by the Certification Management Committee (CMC) to consider recommendations made by CSD Office Manager or appropriate BINDT staff member. These recommendations can be for awarding or withdrawing AQB & ATO approvals, personnel certification or ISO 9001 Quality Management System certification or verification (of compliance with specified normative documents) on behalf of the British Institute of NDT (BINDT).

### 1. CONSTITUTION

- 1.1. Chair: The CSD Office Manager or appropriate BINDT staff member (who shall not be directly involved in the assessment of the applicant organisation).
- 1.2. Members: Minimum of two individuals from the CMC that have not been directly involved in the assessment of the applicant organisation plus one other from BINDT senior staff.
- 1.3. Other attendees: Individuals who have been involved in assessments for which the recommendation for certification has been made may attend meetings of the Panel at the invitation of the Chair. Such persons shall not be considered a Panel member or be involved in any decisions concerning certification.
- 1.4. Members involved in the decision-making process must have been in attendance at a CMC workshop on ISO 17021.

### 2. TERMS OF REFERENCE

- 2.1. The Panel shall be impartial and shall implement the policy of the CMC with respect to quality management systems certification/verification.
- 2.2. The Certification Panel shall at all times have due regard for the confidentiality of documents and information to which they may gain access.
- 2.3. Where a recommendation to approve/suspend arises from the BINDT external audit process, the Panel shall be presented with all supporting/relevant evidence and shall, where applicable, have access to audit reports, recommendations and evidence submitted by a BINDT Lead Assessor authorised and appointed by BINDT to audit ISO 9001 clients, Approved Training Organisations (ATO) and/or Authorised Qualifying Bodies (AQB). The Panel shall also, where appropriate, take into consideration reviews and recommendations made by the CMC authorised Decision Making Panel or Authorised Decision Making individual.
- 2.4. Where a recommendation to approve/suspend arises from sources other than the BINDT external audit process (i.e. Complaints, investigations), the Panel shall be presented with all supporting/relevant evidence in order to allow for considered discussions and final decision making to take place.
- 2.5. The panel shall be presented with and shall consider recommendations from the CSD Office Manager or appropriate BINDT staff member, in respect of suspension and withdrawal of AQB or ATO status.

2.6. Where necessary in order to enable a decision to be made, the Panel shall have authority to require the attendance of BINDT authorised Lead Assessors, Assessors and/or experts who have been involved in the audits and/or investigations resulting in reports and recommendations that are under consideration by the Panel.

### 3. METHOD OF WORKING

3.1. Physical meetings of the Panel shall be convened as and when required by the CSD Office Manager or appropriate BINDT staff member.

3.2. Remote meetings of the Panel shall be convened as and when required by the CSD Office Manager or appropriate BINDT staff member. Not less than 3 members that have not been directly involved in the assessment of the applicant organisation shall form the Panel.

**Note:** Remote meetings refer to email or teleconference.

3.3. All relevant reports, including detail and summary reports and evidence of satisfactory corrective action relating to non-compliances, together with the lead assessor's confidential report and recommendations, shall be submitted to and considered by the Panel.

3.4. Meetings of the Panel shall be recorded, and records shall be retained for not less than 11 years.

3.5. The Panel shall, through the CSD Office Manager or appropriate BINDT staff member report the award of all audit certification/verification to the CMC at its next ordinary meeting.

3.6. The Panel shall, through the CSD Office Manager or appropriate BINDT staff member report the suspension or withdrawal of AQB & ATO status to the CMC or MQ&E at its next ordinary meeting.

Authorised for the Certification Management Committee



David Gilbert

CEO, BINDT

### Summary of changes

Issue	Issue date	Summary of changes
9	1 July 2019	<ul style="list-style-type: none"><li>• Updated to reflect current procedure</li><li>• Head of Certification replaced with CSD office manager</li><li>• Now signed by the CEO, BINDT</li></ul>

