

PCN/9 –

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

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A division of

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1. Constitution

- 1.1 Membership of the Outside/Internal Qualifying Agency Group (OA/IAG) is open to those employees and nominees of the British Institute of NDT Qualifying Agencies and Certification Services Division 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, the Chair and Vice Chair will attend the meetings of the UK NANDTB.
- 1.3 The Chair and Vice Chair will be appointed on a two yearly term of office and are eligible to be re-appointed.
- 1.4 The appointment of Chair and Vice Chair will be done by vote and ratified by CMC.
- 1.5 The Chair or Vice Chair shall have a voting seat on CMC.

2. Membership/Voting

- 2.1 One voting member per qualifying agency.
- 2.2 A quorum shall be 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 the NANDTB on the following work items:
 - 3.1.1 discuss implementation of new and existing board policy;
 - 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 the 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 Monitoring all documentation impacting on qualifying agency services.
- 3.4 Proposals for new work items may be made to the NANDTB or BINDT CSD.

4. Methods of working

- 4.1 There will be a minimum of two meetings a 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 meetings facilities and refreshment as appropriate.
- 4.3 A draft agenda will be circulated by the secretariat to OA/IAs 28 days prior to the meeting.
- 4.4 Minutes of meetings shall be produced and circulated by the Certification Services Division Secretariat.
- 4.5 Minutes of the OA/IAG shall be circulated to the CMC on each occasion that it meets.

