

TERMS OF REFERENCE AND METHOD OF WORKING OF THE ULTRASOUND CM (USCM) WORKING GROUP COMMITTEE

1. INTRODUCTION

1.1. The Terms of Reference and Method of Working of the USCM Working Group (USCM 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 USCM WG is concerned with technical matters relating to the certification of personnel engaged in Airborne and Structure-borne Ultrasound for Condition Monitoring and its members should therefore have relevant expertise in one or more of these disciplines.

2. CONSTITUTION

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

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

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

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

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

3. TERMS OF REFERENCE

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

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

3.1.2. Where no externally published and nationally accepted syllabuses exist, developing examination/training syllabuses to address existing and forecast needs of industry;

3.1.3. Developing examination questions for the PCN USCM central examination question bank;

3.1.4. Developing competency assessment tasks relevant to the level of certification;

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

3.1.7. Ensuring that scientific and technical developments are adequately catered for in the PCN USCM certification examinations available;

3.1.8. Undertaking regular review of technical documentation and making recommendations for redrafting or amendment of existing documents and the need to draft additional documents;

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

3.2. All members of the USCM 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 USCM 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 USCM WG members.

4.3. The business of the USCM 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 and at least 2 other voting members.