

PCN/1 –

# Constitution, terms of reference and method of working of the Certification Management Committee

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A division of

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



## 1. Introduction

- 1.1 This document, which describes the constitution, terms of reference and method of working of the Certification Management Committee (hereinafter referred to as 'CMC'), shall be approved by both the CMC and the Council of the British Institute of NDT (hereinafter referred to as 'Council').
- 1.2 Council constitutes a Certification Management Committee and delegates to the CMC the responsibility for maintaining a management overview and contribute to policy of the operations of its Certification Services Division (hereinafter referred to as 'CSD').

## 2. Constitution

- 2.1 In order to preserve the impartiality of the PCN Scheme, and to take into consideration the specific certification needs of industry, the CMC membership is made up of not more than 10 voting positions filled by BINDT voting members proposed by the CMC and ratified by Council in accordance with the provisions of the Institute's bye laws, and not less than 11 voting positions filled by BINDT voting members selected by industry organisations that are users of the PCN Scheme(s). The individuals concerned should represent an industry sector which is served by the PCN Scheme.
- 2.2 The primary role of BINDT Council nominated members is to represent the interests of BINDT and ensure the preservation of the international reputation of the PCN Scheme, while the primary role of industry nominated members is to represent the interests of users of the PCN Scheme. Committee Members' role is to formalise two-way communication from other Committees and/or PCN user groups.
- 2.3 Participating industry organisations are encouraged to nominate primary and alternate representatives, only one of which will attend at any one time, in order to ensure adequate industry representation at each meeting. Alternative representatives shall conform to 2.4 below.
- 2.4 Any persons pursuing CMC membership are advised to hold individual BINDT membership prior to application to the committee. Holding individual BINDT membership is a mandatory requirement before acceptance onto CMC.
- 2.5 New CMC members, prior to attendance at a meeting, shall be provided with appropriate agenda, minutes and if required induction training to ensure that each member is familiar with the history, aims and objectives of the CMC, the respective responsibilities of BINDT and industry nominated members, and the requirements for confidentiality, impartiality and control of vested interests. All members shall sign a document detailing current requirements for confidentiality and impartiality prior to attending their first meeting.
- 2.6 Failure by a voting member to attend any three consecutive CMC meetings shall result in the issue of a letter, signed by the CMC Chair, warning of the consequences of failure to attend four consecutive meetings, which may result in termination of CMC membership.
- 2.7 CMC shall appoint a Chair and Vice Chair in accordance with the provisions of the Institute's bye laws which shall be ratified by Council. The Chair and the CSD Office Manager shall attend meetings of Council for reporting purposes and to ensure the preservation of the impartiality of the Certification Body.
- 2.8 Appointment of Chair/Vice Chair: The Chair and Vice Chair positions are required to be filled by industry or Council appointed representatives, however ex-officio members; who for example could be the Chair of TEG or the OA/IA group Chair, or any other ex-officio member on any committee are considered to be voting members of the CMC. As a voting member of CMC, they are eligible to be elected Chair or Vice Chair. At least one industry representative shall be in the Chair or Vice Chair role at any one time.  
Additionally, if an ex-officio member changes during their term of office as Chair or Vice Chair, the replacement cannot automatically assume the Chair or Vice Chair position on CMC – the CMC must re-appoint.
- 2.9 The Secretariat for the CMC shall be provided by the BINDT Certification Services Department's Management Team, which shall be represented at all meetings of the CMC.
- 2.10 In order to gain insight and views of government sponsored organisations (for example, HSE), a representative from such organisations are encouraged to attend and contribute to the working processes of CMC as a regular co-opted member. In this capacity, representatives do not need to be members of BINDT and they are not eligible to vote on any matter.

### 3. Terms of reference

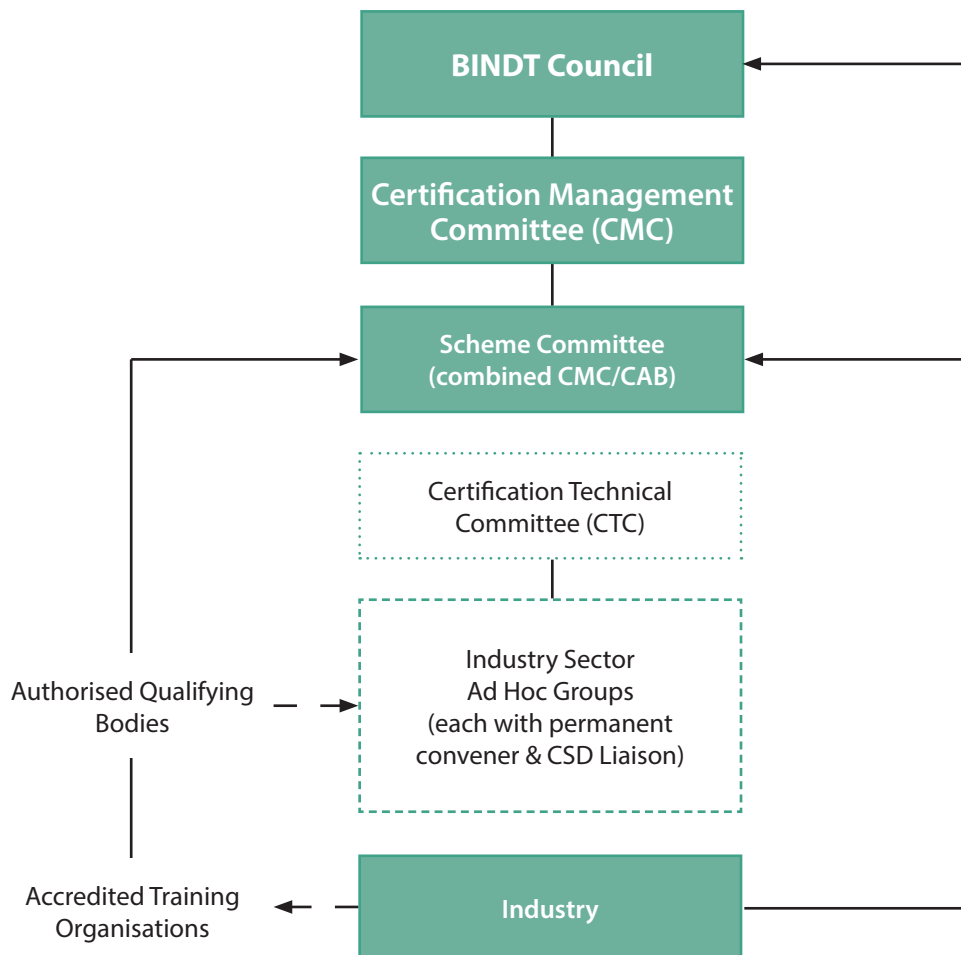
- 3.1 The CMC shall comply with the following requirements:
  - 3.1.1 existing members shall attend a training workshop when changes are applied covering the audit process requirements of ISO 17021/ISO 9001 to ensure their competence when being part of a certification panel.
  - 3.1.2 all new members will attend a workshop covering the audit process requirements as stated in 3.1.1.
  - 3.1.3 manage the PCN Certification Scheme(s) in accordance with the broad policy agreed by Council and the CMC;
  - 3.1.4 commission and cause to be maintained, a documented quality management system detailing procedures for operation of the CSD;
  - 3.1.5 take such steps as are necessary to ensure that the Institute satisfies the criteria for certification bodies defined within applicable regulations and European or international standards covering the certification activities of its scheme(s);
  - 3.1.6 be empowered to constitute Industry Sector Groups (hereinafter referred to as 'ISG') with terms of reference to ensure the adequate provision of certification services to industry, monitoring the operation of any such ISG and periodically reviewing their terms of reference;
  - 3.1.7 draft (or cause to be drafted) and approve (or seek appropriate approval) for publication and implementation, documentation necessary to provide certification services in line with the aims and objectives of the Institute;
  - 3.1.8 review and update existing certification documentation in the light of changes and developments in applicable codes, standards and regulations;
  - 3.1.9 maintain a level of service availability commensurate with the requirements of industry;
  - 3.1.10 monitor and direct the activities of the CSD in processing applications for and awarding BINDT accreditation and PCN certification for personnel or systems;
  - 3.1.11 monitor the administration costs of the CSD and recommend to Council the levels of charges and fees necessary to maintain the effective running of the PCN Scheme(s);
  - 3.1.12 at all times preserve the confidentiality of information to which they may gain access in the course of their duties;
  - 3.1.13 consider, decide upon and take appropriate action to respond to any actual or perceived threats to impartiality arising from the actions of persons, bodies or organisations, whether internal or external;
  - 3.1.14 take appropriate steps to ensure that BINDT is never placed in a position of accepting extra-ordinary financial or other inappropriate inducements to issue system or personnel certification;
  - 3.1.15 assist in developing the policies relating to impartiality of BINDT certification activities;
  - 3.1.16 conduct a review, at least annually, of the impartiality audit, certification and decision making processes of the certification body;
  - 3.1.17 establish appropriate level and method of control activities.
- 3.2 Other tasks or duties may be assigned to the CMC provided these additional tasks or duties do not compromise its essential role of ensuring impartiality.
- 3.3 If any risk threatens impartiality then the CSD Office Manager shall conduct a risk analysis and review any residual risk to determine if it is within the level of acceptable risk. Should it be necessary the CMC may be required to consult with interested parties, this shall be balanced with no single interest predominating.

### 4. Method of working

- 4.1 The CMC shall meet as frequently as is deemed necessary to manage the business of the department. Meetings will normally be held on four occasions in each calendar year. Each meeting will be convened on the authority of the Chair by the Secretary with at least 21 days notice in writing.
- 4.2 Matters to be decided at a meeting shall be supported by written documentation issued in advance of the meeting.
- 4.3 The quorum for a meeting shall be not less than one third of the current voting members, at least 51% of whom are industry representatives, *ie* not BINDT Council appointments or committee representatives. The CMC will ordinarily work by consensus but, in the event that a vote is necessary, matters shall be decided by a simple majority, the Chair of the meeting having a casting vote in the event of a tied vote. The minimum number of voting members will be include the Chair and Vice Chair.

- 4.4 When an industry appointment to the committee is vacant, the position will be advertised in the technical press that is relevant to the particular industry sector vacancy on the committee.
- 4.5 The Chair or Vice Chair shall provide a written report to each meeting of BINDT Council meeting. This report shall include CMC recommendations for ratification by Council, information on the implementation of certification policy, and sufficient information to enable Council to maintain an overview of the finances of its CSD activities.
- 4.6 The CSD Management Team will, at the end of each financial year, submit for the approval of the CMC a strategic plan and an income and expenditure budget covering the operation of the CSD for the following financial year.
- 4.7 The Certification Technical Committee (CTC) is a sub-group of CMC. CTC is concerned with technical matters relating to the certification of personnel engaged in testing, inspecting or engineering asset management. The CTC Chair shall report to and take direction from the CMC.
- 4.8 As and when required detailed technical developments and maintenance within the PCN Scheme(s) is undertaken by *ad hoc* industry sector working groups under convenorship of a permanent Chair, with the support of a BINDT CSD and TID staff. These working groups will be overseen by CTC, the full arrangement of which is described in PCN/2.

Structure and Organisation (Annex A)



### Summary of changes

Issue number	Issue date	Summary of changes
Issue 3	1 August 2019	<ul style="list-style-type: none"><li>• Removal of Head of Certification</li><li>• Revision of organisational structure</li><li>• Content revised to be in line with Bye Law 2</li><li>• Replacement of division with department</li></ul>

