

PCN/3 –

# Constitution, terms of reference and method of working of the PCN Scheme Certification Technical Committee

*Issue 3 • 1 January 2019*



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## 1. Introduction

- 1.1 The constitution, terms of reference and method of working of the Certification Services Certification Technical Committee (CTC) will be approved by the PCN Certification Management Committee.
- 1.2 The CTC, which is a sub-committee of the PCN Certification Management Committee, is concerned with technical matters relating to the certification of personnel engaged in testing, inspection or engineering asset management, and its members should therefore have relevant expertise in one or more of these areas, or in the training of personnel in areas covered by PCN certification.

## 2. Constitution

- 2.1 Ordinary members of the CTC will be nominated representatives from organisations and industrial companies with specific interests in the certification of competence of personnel for inspection, testing and engineering asset management.
- 2.2 Each organisation approved as a British Institute of Non-Destructive Testing (BINDT) Approved Training Organisation (ATO) or a PCN Authorised Qualifying Body (AQB) will nominate a representative to contribute to the work of the CTC. Additional members of ATOs and AQBs may participate in formally constituted CTC Working Groups (WGs).
- 2.3 Ordinary members of the CTC will retire after three years but will be eligible for renomination by the organisation(s) they represent. Nominating organisations may, at any time, change their nomination or nominate alternatives by informing the Certification Services Division (CSD) in writing.
- 2.4 The Chair of the CTC, who will be an ex-officio voting member of the PCN Certification Management Committee (CMC), will be appointed by the CMC for a three-year term. The retiring Chair or Vice Chair will be eligible for renomination.
- 2.5 When the Chair of CTC is already a member of CMC, the seat and voting rights for CMC will be passed to the Vice Chair of CTC.
- 2.6 The CTC may temporarily co-opt non-member specialists in order to assist in development projects. Such co-opted members will attend CTC meetings by written invitation only.
- 2.7 Membership of the CTC will be ratified by the CMC on an annual basis.
- 2.8 A representative from the CTC will attend the BINDT standards committee meetings and report back to the CTC any relevant updates.

## 3. Terms of reference

- 3.1 The CTC will provide expertise for the purposes of:
  - 3.1.1 drafting documents detailing PCN personnel examination format and content consistent with the standards adopted within the PCN Scheme, developing examination/training syllabuses (where no externally published and nationally accepted syllabuses exist) to address existing and forecast needs of industry, and drafting examination questions to address shortfalls in the PCN central examination question bank;
  - 3.1.2 review of examination questions, validating and amending existing questions and writing new ones to fill the gaps in the syllabus where the database falls short;
  - 3.1.3 drafting and/or approving specifications for practical examination specimens to be held at AQBs and their examination centres;
  - 3.1.4 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;
  - 3.1.5 ensuring that scientific and technical developments and new materials are adequately catered for in the PCN certification examinations available;
  - 3.1.6 undertaking regular review of technical documentation and making recommendations for redrafting or amendment of existing documents and the need to draft additional documents;
  - 3.1.7 undertake any activity formally requested by CMC, which may involve research, development, benchmarking, customer satisfaction surveys, industry requirements or any other activity so determined.
- 3.2 The CTC will, through attendance at PCN Certification Management Committee meetings by its Chair, report to and take direction from the CMC on each occasion that it meets. On occasions when, due to business or other commitments, attendance at a CMC meeting is not possible, the CTC Chair will submit a written report to the CMC.
- 3.3 The members of the CTC will at all times preserve the confidentiality of information to which they may gain access in the course of their duties.

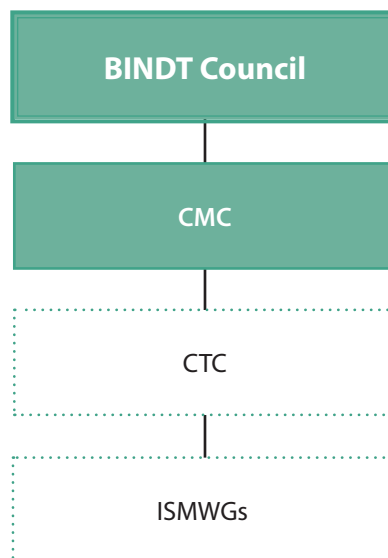
## 4. Method of working

- 4.1 The CTC, which will ordinarily meet at the headquarters of BINDT, will hold quarterly meetings in each calendar year at a date to be announced in a calling notice posted at least 21 days in advance of the meeting.
- 4.2 The business of the CTC will be conducted by consensus.
- 4.3 The quorum for a meeting will be not less than a representative from BINDT, the Chair and three ordinary members.
- 4.4 Notes of meetings will be produced and circulated by BINDT Certification Services Division and posted to the CTC members' area on the BINDT website.
- 4.5 The CTC will only progress certification work through active WGs, which meet the project plan as approved by the CTC.

Authorised by:

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### Structure and Organisation (Annex A)



Flowchart key:	
CMC	Certification Management Committee
CTC	Certification Technical Committee
ISMWG's	Industry Sector Method Working Group

### Summary of changes

Issue number	Issue date	Summary of changes
Issue 3	1 January 2019	Committee renamed to Certification Technical Committee (CTC) following Council request.

