



INTERNATIONAL COMMITTEE FOR  
NON-DESTRUCTIVE TESTING

*The World Organisation for NDT*

## Confidentiality Agreement for Examination Question Bank (EQB) Upgrade

In order to protect the security of questions in the Examination Question Bank, all personnel involved in any project for the production and validation of upgrades to the EQB shall be recorded on a Security Register for that project and shall undertake to observe the following precautions:

1. Personnel shall not discuss questions with anyone not on the Security Register;
2. Suitable security measures (passwords, etc) shall be applied to any computer or other storage device used in the process of production and validation in order to ensure that only persons on the Security Register have access to the material;
3. Where it is necessary to transfer draft or final versions of questions by email, the following security precautions shall be taken:
  - a. Both originator and recipient shall be on the Security Register;
  - b. Access to the email systems used must be limited to the originator and recipient;
  - c. Word files shall be password protected by the originator and the password sent to the recipient in a separate email;
4. At the conclusion of the project all relevant material shall be deleted from all systems except for that held by the ICEC Secretary and the Software Consultant.

<b>Project</b>		
<b>By checking the box below I agree to my name being included on the Security Register for this Upgrade Project and I undertake to observe the security precautions set out above.</b>		
	<b>Name and role:</b>	
	<b>Date:</b>	

In case of difficulty in completing this form please contact the ICEC Secretary on:

[icec-secretary@icndt.org](mailto:icec-secretary@icndt.org)