



INTERNATIONAL COMMITTEE FOR
NON-DESTRUCTIVE TESTING

The World Organisation for NDT

OPERATING PROCEDURE:

OP9 Rev 3

SUBJECT: INTERNET, EMAIL AND MEDIA

Issue/Draft	Date	Details	Status/Approval
Rev. 3	14 June 2018	Version agreed to correspond to v4 of the Constitution following Organisation Review 2015-2017	Approved by postal ballot 31 October 2017 and implemented 14 June 2018

1. Scope

This procedure covers ICNDT use of electronic media for the communication of its activities to its Member Societies and other international organisations with interests in NDT.

2. Policy

The policy on the use of electronic media shall be decided by the ICNDT Executive, which will take account of the advice of the ICNDT Advisory Group. The individuals nominated, who will also be members of the ICNDT Communications Working Group (WG4), will carry out day-to-day management of these activities.

3. Method of Working

3.1 Official ICNDT website

The official website, www.icndt.org, shall be maintained by the NDT Society providing the ICNDT Secretariat or by a nominated member society. The nominated society shall assume all legal responsibilities associated with the website.

ICNDT shall encourage other websites to provide links to www.icndt.org and encourage other organisations to download/use information provided on the site providing proper acknowledgement is given. Member NDT societies shall be obliged to provide a link to www.icndt.org and the ICNDT website will provide links to all members' websites.

Secretariat: The British Institute of NDT, Midsummer House, Riverside Way, Bedford Road,
Northampton NN1 5NX UK

Tel: +44 1604 438300 Fax: +44 1604 438301 Email: gensec@icndt.org

The ICNDT is registered as a legalised Association with its seat in Vienna, Austria.

ICNDT Registered Office: 1230 VIENNA, Deutschstraße 10

Chair: S K Babu Email: chairman@icndt.org

3.2 Email communications

3.2.1 The Secretariat shall maintain a list of e-mail addresses of participants of ICNDT activities (membership, officers, committees, working groups, etc.) A participant shall promptly advise the Secretariat of any change of delegate and its e-mail address.

3.2.2 The Secretariat shall provide e-mail aliases for major participants so those individuals may communicate with the correct group or officer without knowing their personal address (for example, president@icndt.org, gensec@icndt.org, icec-secretary@icndt.org, etc.).

3.3 Document control

3.3.1 All official ICNDT documents shall be published on the ICNDT website with appropriate 'metadata' (i.e. status, revision number, source, etc.). Access is controlled, for example only IEC members may view IEC documents (unless unrestricted).

3.4 Publications

3.4.1 ICNDT shall publish approved documents such as handbooks, guidebooks and recommendations on the ICNDT website and encourage members to take full advantage of multi-media capability.

3.4.2 The Editorial Committee (see OP6) shall determine whether a document is suitable for publication on the website or if a printed version is necessary.