



## **WG1 on NDT Qualification and Certification.**

### **Terms of reference.**

**Revision: 20<sup>th</sup> November 2013**

#### **Preamble.**

Working Group 1 (WG1) on NDT Qualification and Certification was established by ICNDT to provide support for harmonisation in the qualification and certification of NDT personnel and to develop documents and procedures needed to achieve this objective.

#### **1. Objectives.**

The general objectives of WG 1 are

- the harmonisation of criteria related to the qualification and certification of personnel, and the processes for the conformity assessment of personnel certification bodies (PCB),
- the widespread recognition and acceptance of NDT personnel certification in compliance with specified international standards and ICNDT guidelines.

WG1's Action Plan is developed based on objectives identified in the ICNDT Strategic Plan, which is approved by the ICNDT Policy and General Purposes Committee (PGPC).

#### **2. Tasks.**

WG1 has the following tasks:

- To promote best practice in NDT personnel training, qualification and certification.
- To develop any relevant documents as specified in the action plan to assist PCB's in proper implementation of NDT personnel qualification and certification standards.
- To draft any relevant documents for company based NDT personnel qualification systems as required in the action plan.
- To develop and maintain up to date on request of ICEC the operation procedures and other documents related to Multi-lateral Mutual Recognition Multilateral Recognition Agreement (MRA) and PCB Conformity Assessment.
- To organize workshops and/or seminars on qualification and certification of NDT personnel and conformity assessment & accreditation of PCBs.

- To review and update ICNDT Guide to Qualification and Certification of Personnel for NDT.
- To execute any requests of ICNDT's Policy and General Purposes Committee (PGPC) or Executive Committee (IEC) related to NDT personnel qualification and certification.
- Maintain liaison with relevant bodies/groups/committees.
- To support best practice in company-based qualification and certification systems and liaise externally (for example with ASNT SNT TC 1A).

### **3. Membership.**

Prerequisites to becoming an ICNDT WG1 member are:

- Possession of relevant experience in NDT personnel qualification and certification matters,
- Possession of technical NDT knowledge,
- English language ability,
- Availability to attend WG1 meetings.

It is recommended that WG 1 should consist of not more than 20 members, which shall include external experts invited by the WG, and individuals nominated by the ICNDT Members (Full, Associate and Liaison).

Nominations for WG1 membership shall be addressed to the WG1 Chairman, who shall initiate the appointment process by forwarding the letter of nomination to the IEC with his/her recommendation to approve/reject. The WG1 Chairman shall inform the nominee regarding the IEC decision. In case of rejection, the nominee has the right to appeal.

All WG1 members are appointed for a period of four years and are eligible for re-appointment. In case of re-appointment ICNDT Member shall confirm support of its nominee.

The WG1 Chairman shall be appointed by the IEC for a term of office of four years (with an intermediate review after two years).

### **4. Method of working**

WG1 is responsible for planning its own work taking into account the Strategic Plan of the ICNDT. Work may be progressed through physical and electronic meetings.

As a rule WG1 should meet in conjunction with world, regional or national NDT conferences supported by ICNDT. Attendance at meetings shall be limited to the official members of the WG, plus observers by arrangement with the Chairman taking into account the capacity and

limitations of the meeting facilities. The hosting ICNDT Regional Committee or ICNDT Member should be encouraged to participate in the specific WG1 meeting through the attendance of observers.

In the event that a WG1 member is unable to attend a meeting, he or she may propose to the WG1 chairman a substitute with the above qualities for that particular meeting. As an option attending the meeting via teleconferencing is permitted.

In the event that the WG1 Chairman is unavailable to chair a meeting, the meeting chairman shall be appointed by the WG1 from presenting members.

WG1 ordinarily works by consensus, but in the event that a voting is necessary, matters shall be decided by a simple majority of voting members. A voting member is a member nominated by Full ICNDT member only. The chairman has a casting vote in case of tied vote. The quorum for a meeting shall be one half of current members.

In case of voting in e-mail ballots, the quorum shall be at least 75 percent of the voting members, who shall have registered their vote by the required date. Abstaining votes are counted toward the quorum.

Voting by Proxy will be allowed for WG1 physical meetings. Proxies will be limited to one vote, e.g., a voting member can vote only one vote beyond his/her own assigned vote

The minutes of all meetings shall be recorded incl. all actions taken by WG1. Minutes shall be approved by WG1 at its next meeting.

The Chairman (or a nominated member of the WG1) shall:

- be responsible for reporting the activities of WG1 to the IEC and the PGPC, attending these meetings when appropriate by arrangement with the committee chairman;
- be responsible for publicizing the activities of the WG1 on the ICNDT website and in the ICNDT Journal;
- provide access to the work of WG1 via open meetings or other means;
- provide a progress report and forward work plan to each PGPC meeting.

The Working Group will offer to organise a relevant session or workshop at the World Conference by arrangement with the conference organiser.

## **5. Publications**

Any publications (print or web-based) must be reviewed and approved as defined in ICNDT OP-06, and must clearly state the status of the publication as one of the following:

- Work of a group of individuals selected by the Working Group and not the official views or policy of ICNDT.

- Publication of the Working Group, approved by the full group and presented as the views of the group.
- Publication of approved policy of ICNDT (this requires PGP approval).