



INTERNATIONAL COMMITTEE FOR
NON-DESTRUCTIVE TESTING

The World Organisation for NDT

OPERATING PROCEDURE:

OP10 Rev 3

SUBJECT: RECOGNITION OF REGIONAL GROUPS OF ICNDT

| 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

The ICNDT Journal is published and distributed three (3) times per year, under the guidance of the ICNDT Executive Committee. This procedure outlines the method of production/publication for each issue of the ICNDT Journal. The Executive Committee will approve the selection of the Editor, Production Editor and Printer in conjunction with the Secretariat.

2. Procedure

- 2.1 For continuity the suggested schedule for the issues of the ICNDT Journal is:
January, June, September
However this may be adjusted in accordance with material availability and events.
- 2.2 The content of the ICNDT Journal may include but is not be limited to:
 - Message from ICNDT Chair (1 page)
 - Certification reports (1 page)
 - Regional reports (4 pages)
 - NDT Society News (1 page)
 - The ICNDT Directory (optionally refer to website).
- 2.3 Liaison with editorial contributors
 - The Editor holds the responsibility to liaise on all technical contributions

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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

- The ICNDT Secretariat will hold responsibility for all regional/membership reports and will communicate/correspond with all member societies.

2.4 Co-ordinate editorial review where appropriate

- All articles will be forwarded to the Editor for final approval of content and first draft

2.5 Copy editing and proofreading

- The Editor will pass all electronic data and hardcopy to the Production Editor for editing and layout/design.

2.6 Approval

- The Editor will provide final approval prior to printing.

2.7 Printing

- Printing will be limited to the required number of copies for insertion into Insight (on agreement with BINDT), with the option for further printing to be decided as required (e.g. for conferences). A PDF file will be posted on the ICNDT website.

2.8 Distribution

- Each member society is encouraged to incorporate the electronic PDF file into its own society journal for a higher distribution. A downloadable link is available on the ICNDT website to enable societies to include on their own sites.

2.9 Copyright

- Unless otherwise specifically stated, consent will be given for non-commercial photocopying, reprinting of editorial content, provided acknowledgement of the source is made.
- It is the responsibility of the Editor to obtain permission to reproduce editorial content prior to inclusion in the ICNDT Journal.