



*“the World organization
for NDT”*

INTERNATIONAL COMMITTEE FOR NON-DESTRUCTIVE TESTING

OPERATING PROCEDURE: **OP11 Rev.0 22/12/05**

SUBJECT: MEMBERSHIP COMMITTEE

11.0 Forms ICNDT Membership Application Form – ICNDT 651 Rev.2 22/12/05

Application Evaluation Form – ICNDT 652 Rev.2 22/12/05

11.1 Preamble: Reference to text in the ICNDT Constitution (as modified for incorporation) clarifies aspect of Membership:

Clause 5. – Types of Membership

Clause 6. – Acquiring and terminating Membership

Clause 7. – Rights and duties of Members

11.2 Scope: This procedure defines the method by which:-

11.2.1 The Membership Committee / Working Group is established.

11.2.2 Additional countries may apply for membership in ICNDT.

11.2.3 Evaluation / interview, acceptance / rejection recommendation by Membership Committee is communicated to the ICNDT assembly.

11.2.4 The sequence of the above actions is processed.

11.2.5 New member acceptance and notification is confirmed.

11.3 Group: The Membership Working Group shall be led by a Membership Chairperson nominated by the Chairman of ICNDT, normally a member of the Policy and General Purposes Committee (PGPC).

- 11.3.1 The Membership Working Group shall be made up of a minimum of six ICNDT members in good standing representing six countries. Where possible all four regions should be given the opportunity to participate (APNDT, EFNDT, PANNDT and African Region). The Membership Chairperson shall be one of the six delegates selected and act a chairperson for the Working Group / Committee.

11.4 Apply: The process for application of a New Member shall follow the following procedure:

- 11.4.1 A written application for membership in English which is the official Language of ICNDT must be submitted to the ICNDT Chairman currently in office.

Included should be the following information:

- 11.4.1.1 A copy of the applicants by-laws, constitution and code of ethics all translated into English.
- 11.4.1.2 A copy of the applicants organizational structure.
- 11.4.1.3 Indication that the applicant body is widely recognized as the representative of their country's Non-Destructive Testing community and is a "not for profit" organisation.
- 11.4.1.4 A copy of the applicants brochure, magazine, etc, details of website (provide a broad outline of the contents in English).
- 11.4.1.5 Provide details of the applicant's organisation's incorporation or legalisation, legal entity within the applicant's country.
- 11.4.2 The application for membership will be submitted at the first formal meeting of the International Committee held during the World Conference at the time of the request.

11.5 Review: The Membership Working Group and a representative(s) of the applicant country will review the documentation presented by the applicant at a separate meeting outside of the formal International Committee meetings held during the WCNDT. The Membership Working Group will satisfy itself that an applicant is sufficiently representative of NDT in its country to merit membership of ICNDT.

- 11.5.1 The Membership Working Group will report their recommendations to the next formal International Committee, Executive Committee or Policy and General Purpose meeting for approval after a vote is conducted in person at the respective meeting or a vote by electronic means (Email has been endorsed by ICNDT as the most effective

mechanism to conduct business in the interim between World and Regional Conferences).

11.6 Timing: Interim applications can be considered during National or Regional Conferences when ICNDT Executive Committee and/or ICNDT Policy and General Purpose Committee meetings are convened. The ICNDT delegates will select the Working Group to review the application and report back to the ICNDT delegates at the next formal meeting with their recommendations.

11.7 Member: Upon approval by the ICNDT delegates, a copy of the “ICNDT Constitution, Terms of Reference and Operating Procedures” shall be presented to the new member. The new member will be requested to sign a copy and return it to the ICNDT Secretariat signifying agreement to the “Constitution, Terms of Reference and Operating Procedures” and their future participation as a member of ICNDT.