



INTERNATIONAL COMMITTEE FOR
NON-DESTRUCTIVE TESTING

The World Organisation for NDT

ICNDT Operating Procedure OP18: ICNDT Certification Executive Committee (ICEC)

Executive Summary

This procedure provides the terms of reference and method of working for an ICNDT Certification Executive Committee (ICEC).

This document is a strategic level Operating Procedure and is subject to approval by the ICNDT Executive Committee and the ICNDT General Assembly.

Disclaimer

ICNDT accepts no liability for the use of documents or services provided by the ICEC. In accordance with ISO 9712 (*Non-destructive testing – Qualification and certification of NDT personnel*) the responsibility for the quality of NDT rests with the employer of the certificated person.

Jurisdiction

The operation of the ICEC is subject to the jurisdiction of Austria.

Revision and Approval Status

Issue / Draft	Date	Details	Status / Approval
Draft G	10/12/2012	Draft distributed for review and comment by ICNDT Chairman, WG1 Chairman and ICEC Chairman	Draft
Draft H	24/04/2016	Changes to format and content; draft distributed for review and comment by ICEC members	Draft
Draft I		Incorporates comments from ICEC members; to IEC for approval	

1 Background

Clause 8.3 of the ICNDT Constitution states “the ICNDT Executive Committee (IEC) may nominate Working Groups and Committees to execute specific tasks. They shall report on their work to the full ICNDT”.

The ICNDT Certification Executive Committee (ICEC) is established to implement and manage processes developed by ICNDT Working Group 1 (WG1) which, according to its terms of reference, is established to achieve specified objectives, detailed in the ICNDT Strategic Plan, covering the fields of qualification and certification. In addition, the ICEC may carry out other tasks prescribed by the IEC.

In order that a functional working relationship is established and maintained, the constitutions of both WG1 and the ICEC include the participation in the meetings of each committee by members of the other.

2 Scope

The ICNDT Executive Committee (IEC) delegates specific responsibilities to the ICNDT Certification Executive Committee for the management of activities relating to NDT personnel qualification and certification, including but not limited to:

1. an ICNDT Multilateral Recognition Agreement (MRA),
2. conformity assessment of Personnel Certification Bodies (PCBCA) against specified standards or criteria, and
3. the management and administration of an ICNDT Bank of Examination Questions (EQB).

3 References

OP 6	Approval of ICNDT publications
OP 19	ICNDT Multilateral Recognition Agreement
OP 20	Personnel Certification Body Conformity Assessment
OP 23	Management of the ICNDT Examination Question Bank
OP 24	Procedure for Complaints and Appeals relating to services provided by the ICEC
ISO 9712	Non-destructive testing – Qualification and certification of NDT personnel

4 Abbreviations

EQB	Examination Question Bank
GA	ICNDT General Assembly
ICEC	ICNDT Certification Executive Committee
ICNDT	International Committee for Non-Destructive Testing
IEC	ICNDT Executive Committee
MRA	Multilateral Recognition Agreement
OP	Operating Procedure

PCBCA Personnel Certification Body Conformity Assessment
WG1 ICNDT Working Group 1

5 Responsibilities

5.1 ICNDT Executive Committee (IEC)

The IEC holds the following responsibilities with respect to the work of the ICEC:

1. Approval of policy;
2. Nomination of ICEC Chairman and ICEC Members for appointment by the ICNDT General Assembly;
3. Appointment of ICEC Secretary;
4. Approval of budgets and fees;
5. Ensuring ICEC activities are indemnified by adequate liability insurance.

5.2 ICNDT Certification Executive Committee (ICEC)

The ICEC shall be responsible to the IEC for the management and administration of the processes detailed under Scope (§2 above).

The ICEC shall maintain close liaison with the Chairman of WG1 on the technical aspects of personnel qualification and certification.

5.3 ICEC Chairman and Vice-Chairman

1. By agreement of the IEC, the ICEC Vice-Chairman may take on the responsibilities of the ICEC Chairman in the event of the unavailability of the Chairman.
2. The ICEC Chairman is responsible to the IEC for planning the work of the ICEC, taking into account the ICNDT Strategic Plan and the requirements of the processes within the scope of the ICEC.
3. The ICEC Chairman is responsible for all actions taken by the ICEC Secretary.

5.4 ICEC Secretary

In carrying out the responsibilities herein the ICEC Secretary shall consult the ICEC Chairman (or Vice-Chairman if appropriate), seeking approval for actions where necessary. Responsibilities are as follows:

1. Administering day to day work of the ICEC including, but not limited to, the administration of:
 - 1.1. The ICNDT MRA (OP19).
 - 1.2. The ICNDT PCBCA (OP20).
 - 1.3. The ICNDT EQB (OP23).
2. Providing reports on the work of the ICEC to meetings of the IEC and WG1 and others as required.
3. Attending meetings of WG1 and IEC as required.
4. Producing, or managing the production of, Operating Procedures and Work Instructions related to the work of ICEC. This comprises:
 - 4.1. Preparation and circulation of initial drafts.

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- 4.2. Incorporating comments raised and maintaining a record of comments and their resolution.
- 4.3. Arranging publication on the ICNDT website.

6 Membership

1. The ICEC shall comprise seven members: the ICNDT Treasurer, the Chairman of ICNDT WG1, a chairman, and four further members who are representative of the ICNDT Regions (each preferably, but not mandatorily, from a Signatory to the MRA). Although participating in all the activities of the ICEC, the ICEC Secretary is not a formal voting member of the ICEC.
2. The IEC may propose one of the four additional members to take on the role of Vice-Chairman (see §5.3 above).
3. Other than where ICEC membership is automatic (that is, the Treasurer and WG1 Chairman), the Members and Chairman (and, if necessary, Vice-Chairman) of the ICEC are proposed by the IEC for appointment by the GA.
4. ICEC Members shall be appointed by the General Assembly (GA) for a term of office lasting two years until the subsequent GA, with the potential for renewal thereafter.
5. Interim appointments, where a GA appointed member becomes unavailable or where a change of membership is deemed necessary by the ICEC or the IEC, shall be made by the IEC.

7 Method of Working

1. The ICEC is responsible to the IEC for planning its work, taking into account the ICNDT Strategic Plan and the requirements of the MRA, PCBCA and EQB.
2. The ICEC shall not normally hold physical meetings, with business being conducted by email and electronic conferencing. The ICEC Chairman and Secretary shall ensure that other members are consulted on significant matters and members shall be provided with regular progress reports.
3. The IEC and any member of the ICEC shall have the right to call for a physical meeting of the ICEC. To minimise travel costs, these may be held in association with a GA meeting, ICNDT regional conference or the World Conference on NDT.
4. The ICEC shall ordinarily work by consensus. If required, voting shall be by simple majority with a quorum of 50% of the membership. In the case of a tied vote the Chairman shall have a casting vote.
5. The ICEC shall draft, for approval by the IEC, an annual income and expenditure budget covering the management and administration of the processes detailed under Scope (§2 above).
6. The ICEC Chairman and/or Secretary (or a member of the ICEC nominated by the Chairman) shall:
 - 6.1. Provide reports on the activities of the ICEC to the IEC, attending these meetings when appropriate by arrangement with the IEC Chairman;
 - 6.2. Publicise the activities of the ICEC on the ICNDT website and in the ICNDT Journal;
 - 6.3. Report on the work of the ICEC to ICNDT Working Group 1;
7. Due to the confidential nature of the processes managed by the ICEC, correspondence and draft documents shall be limited to the members of ICEC and the ICEC Secretary. With the agreement

of the ICEC Chairman, the Chairman of WG1 (who is an automatic member of ICEC) may consult WG1 members on specific relevant points.

8. Recognising that ICEC members may themselves be associated with Personnel Certification Bodies, all members shall respect the confidentiality of any information gained as a member of ICEC and shall absent themselves from any discussions or decisions where they have an overriding personal interest.

8 Finance

1. Proposed charges for services provided, including administration charges by the ICEC Secretariat, shall be agreed in advance by the Treasurer and the IEC.
2. Any expenditure not covered by firm ordered income shall be agreed in advance by the Treasurer and the IEC and included in the ICNDT annual income and expenditure budgets.

9 Publications

9.1 Official ICNDT Publications

Where the ICEC produces or contributes to official ICNDT publications (that is, publications carrying the name and endorsement of ICNDT), this shall be done in accordance with Operating Procedure OP 6.

9.2 Operating Procedures

Operating Procedures shall be approved for issue by the IEC. Operating Procedures shall bear:

1. A disclaimer stating that the ICNDT accepts no liability for the use of the procedure noting that, in accordance with ISO 9712, the responsibility for the quality of NDT rests with the certificated person.
2. A statement that the process covered is subject to the jurisdiction of Austria.

9.3 Work Instructions

Work Instructions shall be approved by WG1 and the IEC. These shall be subordinate to an Operating Procedure and shall amplify or clarify details of the Operating Procedure but shall not conflict with the broad principles of the Operating Procedure. In general, there are two types of Work Instruction:

1. Those providing step by step instructions on the process. These shall usually be marked 'ICEC Internal Use Only'.
2. Those providing additional technical guidance on aspects of the Operating Procedure. These shall be publicly available.

10 Complaints and Appeals

The procedure to be followed in the event of complaints and appeals connected with services provided by the ICEC is set out in Operating Procedure OP24.