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OPERATING PROCEDURE: **OP6 Rev.2**

SUBJECT: APPROVAL OF ICNDT PUBLICATIONS

1.   Scope

Procedure covers the approval prior to publication of all official ICNDT publications, i.e. publications carrying the name and endorsement of ICNDT.   Separate Procedures apply for the ICNDT Journal and Website.

2.   Editorial Committee

The PGP shall nominate the Editorial Committee for each Publication which is agreed with membership as defined below:-

2.1   Chairman of ICNDT or immediate past chairman

2.2   One person nominated by each Regional/Continental group wishing to participate

2.3   Additional members (who may be chosen for their knowledge relevant to specific proposed publications)

3.   Method of Working

3.1   Communications between the originator(s) of an official publication and the nominated Editorial Committee shall be by e-mail.

3.2   The draft version(s) and final version of the Publication shall be circulated to the full editorial committee for comment, using the attached proforma.

3.3   The final version of the publication shall be approved by the Editorial Committee.

3.4   The Editorial Committee shall take due account of the objectives and policies of the ICNDT.

4.   Copyright

When ICNDT wishes to publish material already subject to copyright, it shall first obtain written permission.
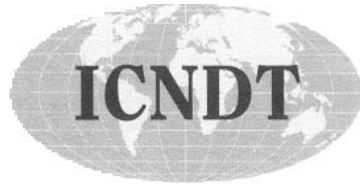
5.   Caveat

Each publication may include a suitable caveat and/or warnings reminding the user to check that the material referenced is the latest version and that readers use the material at their own risk.

Approved by postal ballot of PGP, 31 August 2005

6.   Reference to PGP

If the Editorial Committee are unable to unanimously approve a publication the matter shall be referred to the PGP.

7.   Records

Records of comments, resultant actions and approvals shall be retained by the individual preparing the publication.

Approved by postal ballot of PGP, 31 August 2005

Approval of Publications by Editorial Committee

To:
From:

Request for Comment/Approval

Title:		
Version:	Date:	
Page/Para ref.	Comment	Response

APPROVAL

Approved for Publication   Yes [ ]   No [ ]

Name: **Date:**