



*“the World organization
for NDT”*

INTERNATIONAL COMMITTEE FOR NON-DESTRUCTIVE TESTING

OPERATING PROCEDURE:

OP9 Rev.1

SUBJECT: INTERNET / WEB

1. Scope

ICNDT use of electronic media for communication of its activities to its Member Societies and other international organisations with interests in NDT.

2. Policy

Policy on the use of electronic media shall be decided by the ICNDT Executive who will take account of the advice of the ICNDT PGP. Day-to-day management of these activities will be carried out by the individuals nominated, who will also be members of the ICNDT Internet/Web/Electronic Media Committee.

3. Method of Working

3.1 Official Website:

The official website, www.icndt.org, shall be maintained by the NDT Society providing the ICNDT Secretariat or by a nominated member society. The nominated member society shall assume all legal responsibilities associated with the website.

ICNDT shall encourage other websites to provide links to www.icndt.org and encourage other organisations to download/use information provided on the site providing proper acknowledgement is given. Member NDT societies shall be obliged to provide a link to www.icndt.org and the ICNDT website will provide links to all members' websites.

3.2 E-mail Communications

3.2.1 The Secretariat shall maintain a list of e-mail addresses of participants of ICNDT activities (membership, officers, PGP, committees, working groups, etc.) A participant shall promptly advise the Secretariat of any change of delegate and its e-mail address.

3.2.2 The Secretariat shall provide e-mail aliases for major participants so those individuals may communicate with the correct group or officer without knowing their personal address (Note: For example, president@icndt.org, secretariat@icndt.org, pgp@icndt.org, etc. Voting and non-voting delegates may share the same address, such as uk@icndt.org, which is permanent regardless of a change of delegate).

- 3.2.3 The Secretariat shall provide mailing list services for groups of participants (Note: For example, if an e-mail is sent to pgp@icndt.org then all the members of PGP would receive it. This would ensure that the recipient list is as accurate and up-to-date as possible).
- 3.2.4 The Secretariat shall provide an FTP server or website with/without access control for distribution of documents.

3.3 Documents

- 3.3.1 All official ICNDT documents shall be published on the ICNDT website with appropriate 'metadata' (i.e. status, revision number, source, etc.).
- 3.3.2 Draft minutes of ICNDT and PGP meetings shall be published on the ICNDT website within one month after the meeting.
- 3.3.3 Minutes will be approved in a subsequent meeting.

3.4 Publications

- 3.4.1 ICNDT shall publish approved documents such as handbooks, guidebooks and recommendations on the ICNDT website and encourage members to take full advantage of multi-media capability.
- 3.4.2 The Editorial Committee (see PO6) shall examine whether a document is suitable for publication on the website or if a printed version is necessary.
- 3.4.3 An originator of a publication shall consent to free use of the document by ICNDT in printed form and any electronic forms.

4 Formats

The preferred format is PDF for documents of a permanent nature, with TXT, HTM (HTML) or DOC formats for working documents (Note: The PDF format can contain multimedia contents and preserve the look and integrity of original printed documents. Adobe Acrobat Reader, with a capability of full text search, is free and easily incorporated with a web browser. Contents of an important document, e.g. constitution or operating procedures, may be protected against alteration).

The TXT format is universal regardless of platforms and OSs. Many web editors prefer to receive contents in TXT without any cosmetic mark-up. The HTML format is essentially TXT format with mark-up tags. Browsers which view HTML documents are universal and multilingual.

The DOC format of Microsoft Word may be used (keeping in mind that it is proprietary and there are notable inconsistencies among various language versions.)

5 Reference

Task Group on ICNDTnet, PGPC, ICNDT. "ICNDTnet – Internet for ICNDT" ([HTTP://WWW.RICOH.CO.JP/NET-MESSENA/ndtww/intern/icndt/icndtnet/INDEX/HTML](http://www.rioh.co.jp/net-messena/ndtww/intern/icndt/icndtnet/INDEX/HTML)) Version 1: Toronto, 1998, Version 2: Meriden, 1999 and Version 3: Rome, 2000.