

PCN/9 - CONSTITUTION, TERMS OF REFERENCE AND METHOD OF WORKING OF THE PCN SCHEME EMPLOYER CERTIFICATION GROUP (ISSUE 3)

1. CONSTITUTION

1.1. Membership of the Employer Certification Group (ECG) is open to Corporate Members or nominees of Associate Members of the British Institute of NDT

1.2. ECG business will be conducted by an Executive Committee (ECG EC) comprised of at least 5 but not more than 14 ordinary members proposed, seconded and accepted by the ordinary members of the ECG at the AGM.

1.3. A Chairman of the ECG shall be elected by the members of the ECG EC for a term of office of two years. A retiring Chairman shall be eligible for re-election to office for one further term.

1.4. A Vice Chairman of the ECG shall be elected by the members of the ECG EC for a term of office of two years. A retiring Vice Chairman shall be eligible for re-election to office for one further term.

1.5 The appointments of Chairman and Vice Chairman shall be staggered to provide continuity.

1.6. The Secretariat for the ECG EC shall be provided by the British Institute of NDT Certification Services Division.

2. TERMS OF REFERENCE

2.1. The terms of reference of the ECG EC are approved by the Certification Management Committee (CMC).

2.2. Minutes of ECG EC meetings shall be circulated to the CMC, which may request attendance of the ECG EC Chairman or Vice Chairman at a CMC meeting.

2.3. The ECG EC shall:

2.3.1. Promote knowledge and understanding of the operations of employer based (2nd party) certification systems.

2.3.2. Provide a forum for users of employer based certification systems to meet and discuss/resolve difficulties in the implementation of such systems;

2.3.3. Maintain lines of communication with formally recognised authorities in the field of employer based certification systems.

2.3.4. Provide advice and assistance at the request of organisations implementing employer based certification systems.

2.3.5. Provide advice and assistance at the request of organisations providing qualification services (training and examination) for employer based certification systems.

2.3.6. Encourage extension of the membership and furtherance of the aims and objectives of the ECG.

2.4. Proposals for amendment of these terms of reference may be made to the CMC by the ECG EC.

3. METHOD OF WORKING

- 3.1. The ECG EC shall ordinarily meet at the Headquarters of the British Institute of Non-Destructive Testing. A quorum for a meeting shall be four EC members.
- 3.2. The business of the EC shall ordinarily be conducted by consensus. In the event of a vote being considered necessary, matters shall be decided by a simple majority of those present, the Chairman having a casting vote in the case of a tied vote.
- 3.3. The ECG EC has the power to co-opt members in order to accomplish specific tasks. Co-opted members shall not have a vote.
- 3.4. There shall be at least one ordinary meeting of the ECG EC in each calendar year. Meetings shall be announced in a calling notice posted at least 21 days in advance of the meeting.
- 3.5. Extraordinary meetings may be called on the authority of the Chairman and two other members. Such meetings shall be announced in the same way as ordinary meetings.
- 3.6. The ECG EC may set up Working Groups with specific remits. Such Working Groups shall be given terms of reference approved by the ECG EC.

4. ANNUAL GENERAL MEETINGS

- 4.1. There shall be an annual General Meeting of the ECG in each calendar year for the purpose of:
 - 4.1.1. Receiving the annual report of the ECG EC;
 - 4.1.2. Electing a Chairman and/or a Vice Chairman of the ECG EC.
- 4.2. The ECG AGM shall ordinarily be held at the headquarters of the British Institute of NDT and shall be announced in a calling notice posted at least 21 days in advance of the meeting.
- 4.3. The quorum for an AGM shall be five members. Voting shall be by a simple majority.
- 4.4. Agenda and Minutes of all ECG meetings shall be produced and circulated by the Certification Services Division Secretariat.

Authorised for the British Institute of NDT
Certification Management Committee



J R Thompson
Manager, Certification Services Division