

**EFNDT/CEC/C/05-001 R03**

2015-07-01

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# **CERTIFICATION EXECUTIVE COMMITTEE CONSTITUTION, TERMS OF REFERENCE AND METHOD OF WORKING**

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## **INTRODUCTION**

The EFNDT delegates the tasks detailed under Terms of Reference herein to a Certification Executive Committee (CEC), which is established with members appointed by three founding EFNDT members BINDT, COFREND and DGZfP.

This document is approved by the EFNDT, and both the CEC and the EFNDT BoD shall approve any changes prior to implementation.

## **1. CONSTITUTION**

- 1.1. The CEC shall have six voting members:
  - 1.1.1. One nominee from each of the three Founding Societies (BINDT, COFREND and DGZFP)
  - 1.1.2. Three further members appointed by the EFNDT Board of Directors, selected from those Societies in full membership of the EFNDT.
- 1.2. All CEC Members are appointed for a period of three years, and are eligible for re-appointment.
- 1.3. The CEC shall propose for ratification by the EFNDT BoD a Chairman and up to two Vice-Chairmen who shall take office for a period not exceeding three years, but may be re-nominated by the CEC. In the event that the Chairman is unable to attend a meeting, one Vice-Chairman appointed by the attendees will conduct the meeting.
- 1.4. By agreement of the CEC voting members guests are allowed to attend the meeting without voting rights.
- 1.5. The administration for the CEC is appointed by the CEC members.

## **2. TERMS OF REFERENCE**

- 2.1. The Certification Executive Committee shall:
  - 2.1.1. Execute the policy of the EFNDT in the field of certification.
  - 2.1.2. Approve certification bodies against the criteria set out in document EFNDT/CEC/P/05-001.
  - 2.1.3. Draft (or cause to be drafted) and approve (on behalf of the EFNDT) for publication and implementation, documentation in support of the work of the CEC.
  - 2.1.4. Review and update existing documentation in the light of changes and developments in applicable European standards.
  - 2.1.5. Monitor the costs of the administration and recommend to EFNDT the levels of charges and fees necessary to maintain effective management of the operations of the CEC.
  - 2.1.6. Negotiate mutual recognition and acceptance of certification issued by certification bodies registered under EFNDT MRA
  - 2.1.7. At all times preserve the confidentiality of information to which they may gain access in the course of their duties.
  - 2.1.8. With the approval of EFNDT BoD, organize Conferences, Seminars or Workshops on accreditation, qualification and certification.
  - 2.1.9. Administer the Agreement for EFNDT Multilateral Recognition of NDT personnel certification schemes (EFNDT MRA)

### **3. METHOD OF WORKING**

- 3.1. The Committee shall meet as frequently as is deemed necessary by the Chairman and Vice-Chairmen, after consulting with the CEC voting members, to discharge the above responsibilities.
- 3.2. The CEC shall be convened for at least one ordinary meeting per annum by the Chairman with at least 28 days notice in writing. Matters to be decided at a meeting shall be supported by written documentation issued at least 14 days in advance of the meeting.
- 3.3. Any voting member of the CEC may request a special meeting at any time by written notification to the Chairman. Such notification must state clearly the purpose of the proposed meeting, which must convene within 56 days of receipt of the notification.
- 3.4. The quorum for a meeting shall be one half of the current voting membership. The CEC will ordinarily work by consensus but, in the event that a vote is necessary, matters shall be decided by a simple majority, the Chairman having a casting vote in the event of a tied vote.
- 3.5. Changes to this document shall be decided by a majority of not less than two thirds of voting members in attendance at a quorate meeting and must be confirmed by the BoD.
- 3.6. The CEC Chairman shall provide a written report to EFNDT on behalf of the CEC on each occasion that the EFNDT Board of Directors meets to consider certification matters, including CEC recommendations for ratification.
- 3.7. The CEC will, at the end of each financial year, submit for the approval of the EFNDT, audited accounts and an income and expenditure budget for the following financial year covering the administration costs.

Authorised for the EFNDT by:

Name :  
**Dr. Peter Trampus**

Position :  
**EFNDT President**

Signature :

Date :