CERTIFICATION MANAGEMENT COUNCIL
RULES OF CONDUCT

1.0 Purpose

The purpose of this policy is to define the Rules of Conduct for the Certification Management Council (CMC).

2.0 Scope

The CMC Rules of Conduct shall identify and establish the overall responsibility for developing and maintaining the technical content of all ASNT Certification Programs and shall have sole responsibility for determination of certification outcomes in those programs. The administration of these programs shall be performed by the Certification Department of ASNT International Service Center (ISC), under the direction of the ASNT Executive Director, the Chief Technical Officer (CTO) and the oversight of the CMC.

3.0 References

3.1 ASNT Bylaws
3.2 Policy G-32 – Amenity Policy for Council Officers, Division Chairs and Committee Chairs
3.3 ISO/IEC 17024 Conformity assessment – General requirements for bodies operating certification of persons.
3.4 QAM-1 – ASNT Quality Assurance Manual

4.0 Objectives

The objectives of the Certification Management Council are to enable the Society to provide certification services to meet the needs of its members, industry, and government. The CMC’s objectives shall support the Mission of the Society. CMC objectives include:

4.1 To establish and manage ASNT’s Certification Programs;
4.2 To identify and establish Industry Sectors where it is shown that such representation is in the best interest of the Society and the industry represented;
4.3 To assure program conformance and continuity in accordance with the ASNT Quality Assurance Manual for ASNT’s Certification Program(s);
4.4 To assure confidentiality concerning examination content, grading, databases, and cut-off scores. This information is considered security sensitive and will only be disseminated on a need-to-know basis as determined by the Council Chair; and

4.5 To manage impartiality throughout ASNT’s Certification Programs as defined and required in ISO/IEC 17024.

5.0 Responsibility

5.1 The CMC shall be responsible for establishing, developing, and managing ASNT’s Certification Programs. This includes the ASNT Level II Program, the ASNT Level III Program, the ACCP Program, the IRRSP Program and any additional programs developed to meet the needs of the industry. This responsibility includes but is not limited to:

5.1.1 Qualification criteria of all ASNT Certification Programs;

5.1.2 Development of examinations;

5.1.3 Oversight of the administration of examinations;

5.1.4 Administration of all program documents;

5.1.5 Maintaining liaison with organizations that use, or are affected by these programs;

5.1.6 Establish technical standards for Examination Agencies;

5.1.7 Investigation of ASNT Certification Program Ethics violations;

5.1.8 Approval of limited certification in all ASNT Certification Programs; and

5.1.9 Approval of Industry Sectors.

5.2 The CMC shall evaluate the significant aspects of all ASNT Certification Programs at least annually. The evaluation will include the ASNT Level II Program, the ASNT Level III Program, the ACCP Program, and the IRRSP Program and any additional programs developed to meet the needs of the industry. These aspects include:

5.2.1 Certification eligibility criteria;

5.2.2 Examinations; and

5.2.3 Program documentation.
6.0 Council Membership

6.1 The Council shall be made up of Full and Associate members. In addition, outside expertise may be required for guidance in Industry Sector Certification issues. The CMC Chair may form Task Groups as required to fit those Industry Sector needs.

6.2 Application for CMC membership must be received thirty (30) or more days prior to the next Council meeting to be considered at that meeting. The application process for membership shall be as follows. Applicants must submit:

6.2.1 a current resume;

6.2.2 a copy of their current ASNT Certification (NDT or IRRSP, as applicable); and

6.2.3 a corporate letter of support to the Council Secretary.

6.3 If selected for membership, Council members must:

6.3.1 Maintain current ASNT membership;

6.3.2 Sign a Compliance, Conflict of Interest and Confidentiality form prior to working on any examination materials;

6.3.3 Take the online Monitor training and examination, prior to monitoring any examinations;

6.3.4 Acknowledge that they have read the CMC Standard Operating Procedures (SOPs), the CMC Operating Procedure Training Syllabus, and PowerPoint presentation.

6.4 To be eligible for Full Member status, applicants must:

6.4.1 Have at least ten (10) years of experience in NDT and must possess a current ASNT NDT Level III Certificate and have done so for at least the past five (5) years at the time their application is considered;

6.4.2 Have experience in managing or monitoring compliance to an NDT Qualification/Certification program; and

6.4.3 Provide a letter of support from his/her employer agreeing to support the member for the required travel to attend four (4) meetings per year and to allow reasonable time to complete assignments between meetings.
6.5 To be eligible for Associate Member status, applicants must:

6.5.1 Have at least seven (7) years of experience in NDT and must possess a current ASNT NDT Level III Certificate and have done so for at least the past two (2) years at the time their application is considered;

6.5.2 Have current or previous involvement in an NDT Qualification/Certification program; and

6.5.3 Provide a letter of support from his/her employer agreeing to support the member for the required travel to attend two (2) meetings per year (one (1) of those meetings being either the summer or winter work session) and to allow reasonable time to complete assignments between meetings.

6.6 To be eligible for Task Group Member status, applicants must:

6.6.1 Provide a short Bio documenting qualification that would allow them to be considered a subject-matter expert in the test method or technique(s) for which the Task Group has been formed;

6.6.2 Sign a Compliance, Conflict of Interest, and Confidentiality form prior to working on any examination materials.

6.7 Council members elected to an ASNT National Office may have their Council term of service suspended until their National Office term(s) is completed, at which time they may complete that term.

6.8 Loss of Membership

A Council member may be removed from the Council for one or more of the following reasons:

6.8.1 Full members

   a. Failure to attend three (3) meeting, in a twelve (12)-month period, without a valid excuse and notification of same to the Council Chair or Secretary. Excessive company workload is not a valid excuse; employers have agreed to support attendance. Performing outside assigned tasks may be an alternative to attendance at the discretion of the Council Chair.

   b. Failure to complete two (2) consecutive Council or Committee assignments or failure to return two (2) consecutive Council ballots.

6.8.2 Associate Members
a. Missing three (3) consecutive meetings. Performing outside assigned tasks may be an alternative to attendance at the discretion of the Council Chair.

6.8.3 Any member of the council may be removed if the Ethics Committee determines that the member has acted unethically (as described in Paragraphs 7.4.3.a-7.4.3.e).

7.0 Council Structure

The Council shall consist of an Administrative Body (AB), Divisions, Method Committees and Task Groups as described below:

7.1 Administrative Body

The (AB) shall consist of the Council Officers (see 7.2) and the Division Chairs. No two (2) member of the AB shall be employed by the same company. The responsibilities of the AB shall be as follows:

7.1.1 Coordinate the activities of the Council;

7.1.2 Coordinate the liaison activities between the Council and other Professional Societies and related industry groups;

7.1.3 Provide liaison reports to the Full Council as needed;

7.1.4 To make decisions on certification issues that requires a decision prior to the next scheduled Council meeting. Such decisions shall be brought before the Full Council for ratification at the next meeting;

7.1.5 Provide guidance to the ASNT Chief Technical Officer (CTO) in implementing approved policies;

7.1.6 Confirm that ASNT internal audits and American National Standards Institute (ANSI) accreditations audits, are being performed annually and review those audits.

7.1.7 Conduct audit(s) on any aspect of the certification programs. A minimum notice of thirty (30) days shall be provided to the ASNT CTO.

7.1.8 For votes held at AB meetings, a simple majority vote of the attending AB members is required for the passage of any motion.
7.2 Officers

The Council has three (3) Officers, the Chair, Vice-Chair and Secretary. The requirement for, and duties of the Officers are as follows:

7.2.1 Council Chair

The Council Chair must be a Full Member and must have served as a member of the AB for at least one (1) year prior to becoming Chair. The Chair is an ex-officio member on all CMC committees. The duties of the Chair are to:

a. Preside over Full CMC and AB meetings;

b. Prepared an agenda for each CMC meeting and ensure its distribution to members at least three (3) weeks prior to the meeting;

c. Report on CMC activities to the ASNT Operations Committee;

d. Serve as a member of the Joint Council Committee;

e. Serve as a member of the SNT-TC-1A/CMC/SDC/T&E Executive Committee (SCST Ex-Com) and coordinate with the appropriate groups any changes in ASNT documents which are needed to support the certification programs;

f. Arrange and supervise CMC liaison activities;

g. Report to the ASNT President in a timely manner on any certification issues which may be detrimental to ASNT; and

h. Provide the name of a CMC Board of Directors nominee to the ASNT Selection Committee.

7.2.2 Council Vice-Chair

The Council Vice-Chair shall have been a Full CMC member for at least two (2) years. The Vice-Chair is an ex-officio member on all CMC committees. The duties of the Vice-Chair shall be to:

a. Assume the duties of the CMC Chair when the Chair is unavailable;

b. Assist CMC Chair in the administration of the Council;
c. Serve as a member of the Joint Council Committee;

d. Serve as a member of the SCST Ex-Com; and

e. Prepare and submit the CMC Yearbook information to the Materials Evaluation Editor for publication in the Ready Reference Guide.

7.2.3 Council Secretary

The Council Secretary shall be the ASNT Certification Manager, and is an ex–officio, non-voting member of the AB. The Secretary is an ex-officio member on all CMC committees. The duties of the Secretary shall be to:

a. Take minutes at all Council meetings;

b. Distribute the minutes within thirty (30) days of date of the meeting;

c. Distribute agendas and other communications to the members as directed by the Chair;

d. Maintain Council membership, attendance, qualifications, and committee assignments;

e. Maintain electronic and hard copies of all Council proceedings;

f. Implement Council certification program procedures; and

g. Coordinate Council activities with third-party entities and report such activities to the AB.

7.3 Divisions

There are five (5) Council Divisions: The Level III Division, the Level II Division, the ACCP Division, the Program Maintenance Division, and the IRRSP Division. Additional Divisions may be formed as required. Each Division shall be chaired by a Full Council Member that has served a minimum of two (2) years as a Full Member. Each of the above Divisions will have a minimum of three (3) additional Council members and will be responsible for the following:
7.3.1 Level III Division

Will develop and maintain the Basic and Level III Method examinations;

7.3.2 Level II Division

Will develop and maintain the Level II General and Specific written examinations;

7.3.3 ACCP Division

Will develop and maintain the ACCP Level II Practical and Instruction Preparation examinations and the ACCP Level III Procedure Preparation examinations;

7.3.4 Program Maintenance Division

Will develop and maintain the Standing Operating Procedures (SOPs) for the Council, coordinating with the other Divisions to ensure that the SOPs accurately reflect the activities of the respective Divisions; and

7.3.5 IRRSP Division

Develops and maintains all IRRSP examinations and is responsible for all program oversight activities which includes the technical maintenance of the IRRSP Program. IRRSP Division membership is open to ASNT members and non-members provided the Task Group membership requirements of Paragraph 6.6 are met.

7.4 Committees

Committee Chairs shall have served a minimum of one (1) year as a Full Member or two (2) years as an Associate Member of the CMC prior to being appointed by the Council Chair.

7.4.1 Method Committee

There shall be a Method Committee for each NDT test method for which examinations are given. Each Method Committee shall have a Chair, Vice-Chair, and a minimum of five (5) members whenever possible. Committee Chairs and Committee Vice-Chairs shall be Full or Associate CMC Members only; but a Committee may have Task Group members to fulfill the five (5) member requirement. Method Committees shall be responsible for the following:
a. Development and content validation of new examination questions;

b. Revision and validation of existing examination questions as required:

c. Annual review of a minimum of one-third (1/3) of the examination questions in the respective examination databanks: and

d. Committee Chairs are responsible for reviewing challenged examination questions for their test method in a timely manner. If unavailable, the Vice-Chair shall perform that review.

7.4.2 Nominating Committee

The Nominating Committee is made up of three (3) Full Council Members appointed by the Council Chair at the Annual Conference meeting. Each year the current Chair rotates off the Committee, the two (2) year member becomes Chair, and one (1) new member is appointed. This Committee reviews the applications of all prospective Council members, determines that the eligibility requirements have been met, rates each applicant against predetermined standards and recommends approval or disapproval.

7.4.3 Ethics Committee

The Council Ethics Committee is a four (4) person committee chaired by the Program Maintenance Division Chair with the ACCP Division and the Level III Division Chairs as voting members. The Level II and/or Level III Division Chair may serve on the Committee as alternates. The Council Secretary is a non-voting member and is the point of contact for correspondence. This Committee is responsible for investigating:

a. Allegations violations of the Level II or Level III Codes of Ethics and the IRRSP Rules of Conduct by certificate holders;

b. Violations of the Compliance, Conflict of Interest, and Confidentiality rules;

c. Council member violations of the Society’s Code of Ethics;

d. Violations of the rules contained in this document; and

e. Unwarranted or unjustified criticism of activities of the Council, outside the CMC, meetings, etc.
7.5 Task Groups

7.5.1 When there is a need to develop specialized techniques and examination questions that require expertise not available within the current Council membership, a Committee Chair may request that the AB approve the establishment of a Task Group (TG) for that purpose. The number of TG members will vary according to the need and will serve until such time as the need has been fulfilled.

7.5.2 The Committee Chair will provide the names of all TG members to the Council Secretary so that Compliance, Conflict of Interest, and Confidentiality forms can be sent to the TG members prior to their working on examination materials.

8.0 Terms of Service

8.1 Council membership shall be for a period of three (3) years, starting with the first Council meeting following approval for membership. Members may apply for additional three (3)-year terms subject to the approval of the Full Council.

8.2 The Council Chair and Vice-Chair shall each be elected for concurrent three (3) - year terms. At the end of the term, the Vice-Chair shall be given first consideration for the Chair position.

8.3 Division Chairs shall serve three (3)-year terms in their Division. Terms shall be staggered so that no more than two (2) positions are vacated in the same year. If there are no eligible Council members (Paragraph 7.3) or if no other member wishes to serve as Chair for the Division, the current Chair may be permitted to serve additional terms.

8.4 Committee Chairs and Vice-Chairs shall serve at the discretion of the Council Chair.

9.0 Meetings

9.1 Scheduled meetings

9.1.1 The Council shall have four (4) annual meetings: one at each of the following events: the Research Symposium, the Annual Conference and one in the winter and the summer; at locations determined by the Council members. Each meeting shall be three (3) days in duration with two (2) days of work sessions and a one (1) or one-half (1/2) day formal meeting on the third day.

9.1.2 For the formal meeting, a simple majority of the AB members shall constitute a quorum. Formal Council business may not be conducted
unless a quorum has been established. The Council Chair may establish a quorum by contacting absent AB Members by telephone or via other electronic means provided all parties may hear both sides of all conversations. Should contact be lost with an AB member required for a quorum, formal business must be suspended until such time as a quorum is re-established. All quorums established by remote means must be documented in the minutes of the meeting.

9.1.3 An agenda shall be developed for all scheduled meetings and distributed to all Full and Associate Council Members at a minimum of three (3) weeks prior to the start of the meeting. Member wishing to add items to the agenda that will require Council action must submit those items to the Council Secretary early enough that the revised agenda can be redistributed so that all Council members have one (1) week to consider the additional items(s). Items not meeting this requirement may be discussed but not acted on at the meeting unless two-thirds (2/3) of the members in attendance vote to waive this requirement.

9.1.4 Agenda items resulting from Committee activities during the work sessions shall be exempt from the restrictions described in 9.1.3.

9.2 Teleconference meetings

An AB teleconference may be scheduled by the Council Chair if a certification issue is identified that must be resolved prior to the next scheduled Council meeting. Such meetings shall have the same quorum requirements as described for scheduled meetings, and all actions shall be recorded in official minutes and reported to the Full Council at the next meeting.

9.3 Document Review

If a document requires approval by the AB prior to the next scheduled meeting, then a confirming email may be sent by each AB member. The emails shall be saved as documentation of approval for that particular document. A simple majority of the AB’s is required for acceptance.

10.0 Voting

10.1 For votes held at scheduled Full CMC meetings, a simple majority vote of the attending Council members is required for the passage of any motion.

10.2 Letter or electronic ballots may only be used for issues that have been discussed at a scheduled meeting. Such ballots shall not specify a response time less than two (2) weeks after the date of distribution and shall be marked “Action Required” on the outside of the envelope or on the Subject Line of an electronic transmittal. As
noted in 6.8.2, failure to return two (2) consecutive Council ballots may be cause for removal from the Council.

11.0 Certification and Recertification of Council Members

11.1 Certification in a New Method

Council members who wish to certify in another NDT or PdM test method during their term of service shall notify the Certification Manager of their wish to take the exam. The ASNT Certification Manager is responsible for determining the level of access the individual has had in regards to that particular method database. If the Certification Manager determines that the applicant has not had access to the current exam form, then the applicant may test provided they meet the program requirements. If it is determined that the applicant has had access, then the applicant must wait till the next exam refresh to re-apply. If allowed to test, the applicant and the Certification Manager shall sign a document declaring that the applicant has not had access and document how it was confirmed.

11.2 Recertification

11.2.1 Council members whose current ASNT NDT and/or ACCP certification will expire during their term shall notify the ASNT Certification Manager the month prior to their expiration date. At that time, all NDT certifications will be renewed and equalized. Documentation of this action will be entered into the member’s ASNT certification record.

11.2.2 Full and Associate Council members who successfully complete one (1) or more three (3)-year terms of service shall have their certifications extended for a period of five (5) years from the date their term ends.

11.2.3 For Full and Associate Council Members who fail to complete a full term, the CMC Secretary shall calculate the number of re-certification points that have been earned for their service and shall provide documentation of those points to the member. If a member is removed for non-participation, no points will be awarded.

11.2.4 Task Group members do not qualify for re-certification credit.

11.2.5 IRRSP and ACCP Level II & III certification renewal is by examination only.

11.3 New certifications and re-certification for ASNT Staff Level III’s shall be the same as for a Full Member. If the length of employment is less than three (3) years, re-certification points will be issued in accordance with paragraph 11.4.
11.4 Council members elected to an ASNT National Office that have completed one (1) three (3) year-term on the CMC shall have their ASNT certifications extended for five (5) years. Those with less than one (1) Full Council term shall have their certifications extended for two (2) years.

12.0 Selection of Council Director Nominee

12.1 Every three (3) years prior to the Annual Conference, the Council shall select one (1) candidate as a Council Director to the American Society for Nondestructive Testing (ASNT) Board of Directors to act as a full Board member and to serve as a liaison of the Council to the Board. The Council Chair may be considered as a candidate.

12.2 The candidate shall be submitted to the Board of Directors Selection Committee and, if qualified, shall be placed on the ballot as the Council nominee. If the candidate does not meet the minimum qualifications, the Selection Committee shall request the Council to submit an alternate candidate.

12.3 The terms of office for Council Directors shall be for three (3) years and shall begin immediately at the conclusion of the final Board meeting of the Annual Conference, in compliance with the ASNT Bylaws.

13.0 Vacancy of Council Nominee to the Board of Directors

A vacancy in the Council’s nominee to the Board of Directors, through death, resignation, or any other cause shall be filled by appointment of the Council Administrative Body until the next annual election. An affirmative vote of two-thirds (2/3) or more of the voting members of the Council Administrative Body is required to fill such a vacancy. Upon affirmative vote by the Council Administrative Body, the appointment will be subject to Board ratification, in accordance with the ASNT Bylaws.

14.0 Amendment to the Rules of Conduct

Amendments to the Rules of Conduct may be proposed by any member of the CMC, either in writing to the Chair, or at a Council meeting. Action on proposed changes shall be determined by a 2/3 vote of the Full CMC members at any regular meeting, and subsequently approved and ratified by the ASNT Board of Directors.

15.0 Indemnification

The members of the CMC shall be indemnified by ASNT in accordance with the ASNT Bylaws.
16.0 Council Amenities

Policy G-32 Amenity Policy for Council Officers, Division Chairs and Committee Chairs defines all amenities for Council Officers, Division Chairs, and Committee Chairs.

17.0 Council Procedures

17.1 CMC Council procedures shall be maintained by the ASNT NDT Specialist/Quality Manager.

17.2 The CMC shall be responsible for reviewing and updating these procedures as needed or at a minimum of every five (5) years.

17.3 Amendments to these procedures requires Full AB approval prior to implementation.