ASNT STANDARDS DEVELOPMENT COMMITTEE RULES OF CONDUCT

1.0 Purpose

The Standards Development Committee (SDC) provides the means, methods and actions necessary for the development and maintenance of ASNT Standards, and other documents and/or programs for the Qualification and Certification of Nondestructive Testing Personnel.

2.0 Scope

2.1 Document ASNT’s policy on writing standards pertaining to NDT personnel qualifications and certifications;

2.2 Support the Society’s strategic objectives concerning the establishment of standards for NDT personnel qualifications and certifications;

2.3 Standardize the procedures followed for the development and modification of ASNT Personnel Qualifications and Certifications Standards and Recommended Practices;

2.4 Ensure conformance with the guidelines established by the American National Standards Institute (ANSI); and

2.5 Provide support and oversight of the ASNT SNT-TC-1A/CP-189 Employer-based Certification Audit Program Subcommittee (SC). See Appendix A.

3.0 References

3.1 Standards Development Policy SDC POL-1;

3.2 ANSI Essential Requirements, latest edition;

3.3 ANSI International Procedures, latest edition;


4.0 Policy

4.1 It is the policy of ASNT to develop standards that address nondestructive testing personnel qualifications and certifications.
4.1.1 Proposed national standards shall be developed and approved in accordance with procedures controlled by the committee in compliance with applicable ANSI requirements.

4.2 All other proposed documents shall be developed in accordance with SDC procedures.

4.3 When proposed documents are not appropriate to be developed using the ANSI process, they shall be developed as an ASNT Standard or Recommended Practice.

4.4 SDC shall obtain approval of the scope of proposed documents to be developed from the Board of Directors before the SDC may initiate development.

4.5 The SDC is the consensus body for national standards by ASNT.

5.0 Responsibilities of ASNT to Comply with ASNI Requirements

5.1 Organize the committee;

5.2 Oversee the committee’s compliance with established procedures;

5.3 Maintain a roster of the committee and a list of standards for which the committee is responsible;

5.4 Provide a committee secretary to perform administrative work, including secretarial services; meeting notices and arrangements; preparation and distribution of meeting agendas, minutes, ballots, and draft standards; and maintenance of adequate records;

5.5 Submit candidate standards approved by the committee, with supporting documentation, for ANSI review and approval as American National Standards;

5.6 Perform other administrative functions as required by these procedures;

5.7 Provide meeting notification information to ANSI for publication in ANSI’s Standard Action;

5.8 There shall be a chair and vice-chair appointed by the ASNT Board of Directors from the individual member or representatives of the committee, subject to approval by majority vote of the committee. Each will serve until a successor is selected and ready to serve. The vice-chair shall carry out the chair’s duties if the chair is temporarily unable to do so; and

5.9 ASNT shall ensure that the SDC has access to the resources needed to carry out these responsibilities.
6.0 ANSI/ASNT CP-105

ASNT Standard Topical Outlines for Qualification of Nondestructive Testing Personnel shall be developed and maintained in accordance with Policy G-36.

7.0 ASNT SNT-TC-1A Subcommittee

7.1 The SNT-TC-1A Subcommittee shall establish and maintain a Standard Operations Procedure (SOP).

7.2 Subcommittee Membership

Members may apply to a Subcommittee on the basis of their personal interests, qualifications, and their ability to contribute to the work of the committee provided balance is maintained. ASNT members, although encouraged, is not a prerequisite for subcommittee membership. Subcommittee membership may be sought through written or electronic (through ISC) application to the Subcommittee Chair. Subcommittee membership is subject to review and acceptance by the Subcommittee, if the Chair deems it necessary.

NOTE: Membership on the SNT-TC-1A Subcommittee and SDC must take place separately and the candidates must comply with the respective requirements for each committee.

7.3 The SOP shall be approved by the voting members of the Subcommittee and by the full SDC by letter or e-mail ballot or at an appropriate committee meeting. The SOP shall address at least the following elements:

7.3.1 Balance of Interests

The membership shall be sufficiently diverse to ensure reasonable balance without dominance by a single interest category. No interest category shall make up a majority of the subcommittee. All appropriate interests that might be directly and materially affected by the standards activity of the subcommittee shall have the opportunity for fair and equitable participation.

a. Industry Sector Categories shall be defined in the SOP

7.3.2 Quorum

7.3.3 Officers

a. SNT-TC-1A Interpretation Panel
The Chair of the SNT-TC-1A Subcommittee shall be a member of the SNT-TC-1A Interpretation Panel.

7.3.4 Voting

7.3.5 Meetings

a. A record of attendance of the subcommittee meetings shall be maintained.

b. A record of activities of subcommittee meetings shall be maintained in the form of minutes.

8.0 SDC Procedures

The SDC shall develop, approve, and maintain policies and procedures as required by ANSI.

9.0 Numbering SDC Publications

9.1 All ANSI standards published by ASNT shall be uniquely identified using the following number sequence: CP-1YY-ZZZZ.

9.1.1 Where:

a. CP-Certification Program

b. YY-The next sequential numbered standard to be developed

c. ZZZZ-Year of ANSI approval

9.1.2 Based on the examples below, the next sequential standard would be CP-108-ZZZZ, then CP-109-ZZZZ, and so on.

a. CP-106-20XX: Nondestructive Testing-Qualification and Certification of Personnel; the U.S. adoption of ISO 9712 (with modifications)

b. CP-107-20XX: Nondestructive Testing Performance Based Qualification

9.2 Documents published prior to revision E of these Rules of Conduct may have a variation of the above numbering sequence however the above sequence shall be used for all future documents.
9.3 The SDC Secretary will be responsible for document number assignment once the project has been approved by the Board.

10.0 Meetings

Meetings of the committee shall be open to all members and other having direct and material interest.

11.0 Review of Membership

11.1 The SDC shall review the membership list annually with respect to the criteria in SDC POL-1.

11.2 Members are expected to participate actively by fulfilling voting, correspondence, and other obligations. Each member shall attend at least one scheduled meeting per calendar year. Where a member is found in default of these obligations, the SDC shall take appropriate action, which may include termination of membership.

12.0 External Communication

Inquiries relating to the committee should be directed to ASNT (Attention: SDC Secretary) and SDC members should so inform individuals who raise such questions. All replies to inquiries shall be made through ASNT by the SDC Secretary.
APPENDIX A
ASNT SNT-TC-1A/CP-189 EMPLOYER-BASED CERTIFICATION AUDIT PROGRAM SUBCOMMITTEE

A.1.0 The program provides for the assessment and registration of nondestructive testing (NDT) Service Providers (Inspection Agencies Laboratories, etc.), administered and maintained by the American Society for Nondestructive Testing (ASNT)

A.2.0 The scope of the assessment and registration is to show documented compliance by the (NDT) Service Provider (Inspection Agency Laboratory, etc.) to ASNT-SNT-TC-1A and/or ANSI/ASNT CP-189, as determined by ASNT.

Scope of the Employer-based Certification Audit Program SC. The scope of the SC is to provide advisory oversight to the EBC Audit Program, as a whole, specifically providing input or actions as follows:

A.2.1 Program Document Oversight/Approval. All revisions shall be approved by the SC Recommended modifications to the Program document based on implementation needs and to make adjustments as the business model develops.

A.2.2 Provide feedback/guidance to ASNT staff developing/implementing the program as requested, including providing a resource for procedure/checklist development/review as needed by ASNT staff.

A.2.3 Conduct an annual audit of the program at ASNT for compliance and recommend Opportunities for Improvement.

A.2.4 Act as the initial Program Approval Panel (ad-hoc pilot panel) until adequate resources are developed (fully approved audit staff).

A.2.5 Assist in developing the auditor training.

A.3.0 SC Membership

Members may apply to SC on the basis of their personal interests, qualifications, and their ability to contribute to the work of the committee provided balance is maintained. ASNT and SDC membership, although encouraged, is not a prerequisite for SC membership. SC membership may be sought through written or electronic (through ISC) application to the SC Chair or Secretary. SC membership is subject to review and acceptance by the SC, if the Chair deems it necessary.

NOTE: Membership on the Audit Program SC and SDC must take place separately and the candidates must comply with the respective requirements for each committee.
A.3.1 The SC shall establish and maintain an SOP. The SOP shall be approved by the voting members of the SC and the SDC by letter or e-mail ballot, or at a meeting. The SOP shall address at least the following elements:

A.3.1.1 Membership Criteria

A.3.1.2 Balance of Interests

The membership shall be sufficiently diverse to ensure reasonable balance without dominance by a single interest category. No interest category shall make up a majority of the SC. All appropriate interests that might be directly and materially affected by the standards activity of the SC shall have the opportunity for fair and equitable participation.

a. Industry Sector Categories shall be defined in the SOP.

A.3.1.3 Quorum

A.3.1.4 Officers

A.3.1.5 Voting

A.3.1.6 Meetings

a. A record of attendance of the SC meetings shall be maintained.

b. A record of activities of the SC meetings shall be maintained in the form of minutes.