



# APPLICATION TO BECOME AN AUTHORISED MOBIUS INSTITUTE BOARD OF CERTIFICATION (MIBoC) EXAMINATION CENTRE

AEC015 Version 17

Accreditation Manager  
[miboc-accreditation@mobiusinstitute.com](mailto:miboc-accreditation@mobiusinstitute.com)

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## Introduction

In the interests of improving and maintaining the general standard of the certification of Condition Monitoring and Asset Reliability Improvement personnel, the Mobius Institute Board of Certification (MIBoC) has produced these minimum requirements for the approval of organisations conducting its certification examinations.

These requirements conform to those specified as a Mobius Institute Board of Certification (MIBoC) Authorised Examination Centres. These requirements can be found on our website under the certification menu, *MIBOC POLICY DOCUMENTS AND FORMS*

- ED002 – General Scheme Requirements
- ED003 – VA Requirements, ED133 - IRT Requirements, ED134 - US Requirements, ED183 – FLA Requirements, as well as relevant parts of ISO 18436-3
- ED161 Parts 1, 2 and 3 – Reliability Certification Scheme Requirements

The intention of an organisation gaining approval to conduct MIBoC examinations should be seen as a testimony to the quality of its overall organisation, declaration of conformity to this document and the scheme requirements.

All information and documentation accrued by MIBoC or its appointed agent whilst conducting the approval process shall be treated as commercial in confidence and not be disclosed to any other parties and appropriately secured for storage.

## Purpose

The purpose of this document is to outline the requirements and guidelines of a Mobius Institute Board of Certification (MIBoC) Approved Examination Centre (AEC) and outlines the approval process for examination centres.

## Terms & definitions

For the purposes of this document, the following terms & definitions apply:

### **AEC**

Approved Examination Centre – centre authorised and monitored by the Mobius Institute Board of Certification (MIBoC), being the Certification body, to administer and conduct MIBoC certification examinations.

### **Invigilator**

MIBoC approved person who oversees and monitors the examination session, as part of the MIBoC certification scheme but does not evaluate competency of the candidate.

### **TMS**

Training Management System – online system used by Mobius Institute Board of Certification for the administration and record keeping of all candidates and certification examination results.

## Structure & Management

The examination centre, for the purposes of conducting MIBoC examinations, must work under the direction of MIBoC as per the requirements required of them.

The authorised Examination centre will demonstrate that it has adequate physical and financial resources to conduct MIBoC exams.

The examination centre shall identify the person/s who are responsible for:

- a) the formulation of policy matters relating to the operation of the examination centre.
- b) person/s responsible for the administration of certification examinations, including use of the Mobius Training Management System (TMS) and inventory of MIBoC certification exams.
- c) person/s responsible for financial matters relating to MIBoC exams, including accounts payable.

## Responsibilities

The examination centre must:

- a) Ensure candidates are registered in the Mobius Training Management System (TMS).
- b) Use properly staffed and equipped examination facilities.
- c) ensure that exams are conducted by MIBoC Invigilators (refer document *AEC016 - MIBoC AEC Invigilator Requirements*).
- d) Ensure that invigilators and other AEC personnel do not have access to the exam questions and that exam material is not shared at any time with any person unless authorised by MIBoC.
- e) Use only current and original MIBoC examinations.
- f) Ensure that all examinations are video recorded as per the instructions in *AEC112*.
- g) Ensure that the integrity and security of MIBoC examinations is not compromised in any way.
- h) Ensure that MIBoC paper-based examinations are stored adequately to ensure that the integrity is not compromised at any time.
- i) Ensure that examination packages are not opened under any circumstances unless by the candidate under proper examination conditions or as otherwise specifically and explicitly directed by authorised MIBoC personnel.
- j) After the completion of examinations return all sealed and unused certification examination packages to MIBoC unless another exam session for the same category is scheduled within the next 6 weeks and are then subsequently stored adequately stored.
- k) Ensure that any required paper exams are ordered using the TMS orders option, giving at least 21 days' notice to ensure enough time for transit.
- l) Ensure that paper-based exams are transported to/from the exam locations and returned to MIBoC for evaluation, by a trackable and secure method such as FedEx, DHL, UPS, TNT, registered postal courier, etc.
- m) Undergo a periodic audit administered by MIBoC and correct any non-conformances in a timely fashion that does not compromise the integrity of future examinations.
- n) Prior to the exam session, inform each exam candidate of the pre-requisites for certification at the level for which the candidate applied (as per documents ED002, ED003, ED133, ED134, ED161 or ED183).
- o) Ensure that use of the MIBoC Authorised Organisation logo is in accordance with document *ED037 – Use of the MIBoC Approved Organization Logo*.

## Conduct of examinations

The conduct of certification examinations is based on the requirements of ISO 18436-1.

All examinations shall be conducted according to the requirements and procedure outlined in MIBoC Examination Procedure and ISO18436-1 clause 8.1.

## Re-examination

Re-examinations shall be carried out as per the requirements stated in ED002 for Vibration Analysis, Field Lubricant Analysis, Infrared Thermography or Ultrasound, or ED161-2 for Asset Reliability Improvement.

## Provisions of accommodation of special needs

Examination Centres should be aware that candidates may require accommodation of special needs, e.g., circumstances that may require some form of compensation, such as language and/or medical conditions. Special needs shall be accommodated as per the *Policy for Accommodation of Special Needs (ED033)*.

Examination Centres **must** get prior written approval from MIBoC before making accommodations (e.g., extended exam time).

Requests for such accommodations should be made to the MIBoC Certification Manager at least 1 week prior to the examination, using the Application for Accommodation of Special Needs – Appendix A in the *Policy for Accommodation of Special Needs (ED033)*.

## Confidentiality

The examination centre must, at all levels of its organization, committee members, external bodies or individuals acting on its behalf, have adequate arrangements consistent with applicable laws to safeguard the confidentiality of all information obtained in the process of its activities, in the handling and conduct of MIBoC examinations.

Except as required by the MIBoC or by law, information gained about a particular person as part of the conduct and/or results of the examination shall not be disclosed to an unauthorised third party without the written consent of that person. Where the law requires information to be disclosed to a third party, that person shall be informed of the information provided as permitted by the law.

All authorised representative of the examination centre as well as each AEC invigilator **must** complete a ***Confidentiality Agreement & Intellectual Property Agreement (IDR049)***.

If the AEC undertakes any translation of MIBoC material, the intellectual rights and the material content itself remains the property of MIBoC.

## Code of Ethics

The authorised examination centre must recognize the precepts of personal integrity and professional competence according to international principles. Accordingly, the examination centre **must** complete a *MIBoC AEC Code of Ethics Agreement*

## Conflicts of Interest

The examination centre **must** ensure that it and its invigilators have no conflict of interest in conducting any MIBoC certification examination. An examination centre shall not conduct a MIBoC examination for any candidate which is an employee, associate, relative or close friend of any examination centre, unless circumstances are such that no approved third-party invigilator exists in the respective region/country. Written approval is to be given by the MIBoC Certification Manager to allow this prior to the exam session takes place.

## Compliance with Sanction Laws

Sanctions impact Mobius Institute and Mobius Institute Board of Certification. It is essential that sanctions are adhered to throughout all functions of the businesses.

**Training Partners (ATCs and/or AECs) are responsible for ensuring they abide by the sanctions below, in addition to any sanctions enforced by the country they are located in.**

For detailed information on sanctions please see the following links:

- the United Nations Security Council website (<https://www.un.org/securitycouncil/sanctions/information>)
- the sanctions website of the Australian Government Department of Foreign Affairs and Trade (<https://www.dfat.gov.au/international-relations/security/sanctions/sanctions-regimes>)
- the sanctions website of the United States Department of Treasury – Office of Foreign Assets Control (<https://home.treasury.gov/policy-issues/financial-sanctions/sanctions-programs-and-country-information>)

Below is a list of countries with sanctions that impact the products and services provided by Mobius Institute and Mobius Board of Certification.

**Training, exams and certification must NOT be offered in these countries. Additionally, students who are residents or citizens of these countries can NOT be trained, examined, or certified.**

Doing so may break the law and breach the Training Partner Agreement and may result in termination of the Agreement and/or other disciplinary actions.

- Central African Republic
- Cuba
- DRC (Democratic Republic of Congo)
- Guinea-Bissau
- Lebanon
- Mali
- Somalia
- South Sudan
- Sudan
- Yemen
- DPRK (Democratic People's Republic of Korea; i.e. North Korea)
- Iran
- Libya
- Syria
- Yugoslavia
- Myanmar
- Russia
- Ukraine
- Zimbabwe

MIBoC Authorised Examination Centres (AECs) operating in locations and/or countries where sanctions are in place must comply with the sanction regimes which apply to those countries and must have independent liability insurance covering their operations in those countries. Evidence of current liability insurance will be provided to MIBoC upon request. Examinations in sanctioned countries will **not** be permitted or **processed**.

## Approval Process for Examination Centres

Approval of examination centres is at the discretion of MIBoC. Approval shall not be unreasonably denied. The applicant will be informed in writing of the decision.

An examination centre seeking to become a MIBoC Approved Examination Centre must apply to MIBoC, using this document and must include all required and relevant documents, as listed in the form. Clarification or additional documentation may be sought by MIBoC as deemed necessary.

Approval, if granted, is subject to the satisfactory completion of a periodic audit conducted by MIBoC. Any non-conformances identified during the audit must be corrected in a timely fashion. Failure to correct non –conformances in a timely fashion may result in MIBoC withdrawing its approval of the Examination Centre.

## MIBoC AEC Code of Ethics Agreement

Organisations and individuals who administer and/or conduct certification examinations under the Mobius Institute Board of Certification scheme shall recognize the rules of personal integrity and professional competence according to international principles.

Accordingly, on behalf of (name of examination centre):

\_\_\_\_\_ /

I \_\_\_\_\_

(name of representative of examination centre)

declare that all individuals of this centre shall:

- a) perform their professional duties without bias and commercialism whether it be for products or services.
- b) undertake only those examination duties for which they have been authorised by MIBoC and are qualified to undertake.
- c) conduct themselves in a responsible manner and utilize fair and equitable business practices in dealing with colleagues, exam candidates and associates.
- d) protect to the fullest extent possible, consistent with the well-being of the public, any information given to them in confidence by an employer, exam candidate, colleague or member of the public.
- e) refrain from making any unjustified statement or from performing unethical acts which would discredit the Mobius Institute Board of Certification (MIBoC) scheme.
- f) avoid conflicts of interest with any employer or exam candidate, and if such conflict should arise in the performance of work, inform MIBoC and other affected parties promptly of the circumstances.
- g) ensure that use of the MIBoC Authorised Organisation logo is in accordance with document *ED037 – Use of the MIBoC Approved Organization Logo*.

\_\_\_\_\_  
(Signature of representative)

\_\_\_\_\_  
(Date)



## Application for Examination Centre Approval

**Name of examination centre:** \_\_\_\_\_

Address of examination centre: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

Website: \_\_\_\_\_

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Please provide **contact details of person/s** responsible for the following functions:

a) the formulation of policy matters relating to the operation of the training centre:

Name: \_\_\_\_\_

E-mail: \_\_\_\_\_

b) the administration for the conduct of examinations, including use of the Mobius Training Management System (TMS) and inventory management of MIBoC examinations.

Name: \_\_\_\_\_

E-mail: \_\_\_\_\_

c) financial matters relating to the conduct of MIBoC examinations, including accounts payable:

Name: \_\_\_\_\_

E-mail: \_\_\_\_\_

d) the promotion of MIBoC examinations, and fielding queries from interested parties:

Name: \_\_\_\_\_

E-mail: \_\_\_\_\_

Does the examination centre operate out of any **other location/s**? Yes  No

If "Yes", please provide the following details for each location:

Address of secondary examination location: \_\_\_\_\_

\_\_\_\_\_

Name of responsible person at location: \_\_\_\_\_

Email: \_\_\_\_\_

Address of secondary examination location: \_\_\_\_\_

\_\_\_\_\_

Name of responsible person at location: \_\_\_\_\_

Email: \_\_\_\_\_

**Names of proposed Invigilators:**

(please complete a separate *Application for AEC Invigilator Approval* (AEC016) form for each listed Invigilator, along with an IDR049)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Please list all **countries** in which you propose to conduct MIBoC examinations:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Do you propose to conduct MIBoC examinations in a **language** other than English?

Yes  No

If "Yes", please list all languages in which you propose to conduct MIBoC examinations:

\_\_\_\_\_  
 \_\_\_\_\_

## Applicant's declaration

I declare that:

1. I am an authorised representative of the examination centre referred to in this application.
2. I have read and understand, and will ensure the examination centre does abide by, the criteria, requirements and specifications for the duties of an examination centre, as specified in this document.
3. I will notify the MIBoC Certification Manager of any actual or potential threats to impartiality or confidentiality, or security risks to examination material, insecure or unsatisfactory examination facilities, or case of suspected cheating in an examination, and take the appropriate action as specified in this document.
4. I understand that the provision of products and/or services that contravene the sanction laws as outlined above can result in the termination of the Training Partner Agreement and the ATC/AEC's authorisation status.
5. I can provide evidence of liability insurance covering operations in locations and/or countries where sanctions are in place.
6. The examination centre is not providing any services to organisations or designated persons which contravene sanction laws.
7. The information provided in this document is true and current at the date of this application.

Full Name: \_\_\_\_\_

Title/Position: \_\_\_\_\_

For and on behalf of the proposed examination centre:

\_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Completed by applicant.

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**Applicant checklist:**

Please check you have completed the required documents to accompany this application:

- Mobius Confidentiality & Intellectual Property Agreement (IDR049) for all personal listed on this form at (a) and (b) and all proposed invigilators
  - Application for Authorized Invigilator (AEC016) completed by all proposed Invigilators listed on this form
  - Signed the MIBoC AEC Code of Ethics Agreement within this document. (page 6)
  - Completed Applicant declaration within this document. (page 9)
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Mobius Institute to Complete

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Application Processed by: \_\_\_\_\_

Sanctions and Risk assessed: Do Sanctions apply: No  Yes

List any potential risks if any: \_\_\_\_\_

Application Processed & Approved Date: \_\_\_/\_\_\_/\_\_\_\_

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