



# APPLICATION TO BECOME A MOBIUS INSTITUTE APPROVED TRAINING CENTRE

ATC011 Version 15

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

## Contents

Introduction .....	2
Purpose .....	2
Terms & Definitions .....	2
ATC.....	2
Certificate of Completion.....	2
Instructor .....	2
TMS .....	2
Structure & Management .....	2
Responsibilities.....	3
Selection of Instructors .....	3
Code of Ethics .....	3
Compliance with Sanction Laws .....	4
Confidentiality .....	5
Approval Process for Training Centres .....	5
Mobius Institute ATC Code of Ethics Agreement .....	6
Application for Training Centre Approval .....	7
Applicant’s declaration .....	9
Applicant checklist .....	10

## **Introduction**

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

It is the intention that the gaining of approval by an organization conducting training courses to external clients should be seen as a testimony to the quality of its overall organization and declaration of conformity to the relevant documents listed above.

## **Purpose**

The purpose of this document is to outline the requirements and guidelines of a Mobius Institute Approved Training Centre (ATC) and outlines the approval process for training centres.

## **Terms & Definitions**

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

### **ATC**

Approved Training Centre – a training centre approved, authorised, and monitored by Mobius Institute to administer Mobius Institute training courses.

### **Certificate of Completion**

Certificate which serves as a written testimony of completion of training and only issued upon training completion, under the rules of the training programme.

### **Instructor**

Person with relevant technical and personal qualifications who is approved by Mobius Institute to deliver Mobius Institute training courses for an approved Category and Technology.

### **TMS**

Training Management System – online system used for the administration and record keeping of all training courses and candidates' attendance. Administration of all ordering of products and materials.

## **Structure & Management**

The training centre, for the purposes of conducting Mobius Institute training courses, shall work under the direction of Mobius Institute.

The training centre shall demonstrate that it has adequate physical and financial resources to implement the Mobius Institute programme, along with details of person/s responsible (see page 5) for the administration of training courses, including use of the Training Management System (TMS) and inventory of Mobius Institute training materials as well as a contact for financial matters relating to the conduct of Mobius Institute training courses, including accounts payable.

## Responsibilities

The training centre must:

- a) register training courses and students in the Training Management System (TMS)
- b) ensure that training is delivered by a Mobius Institute Authorised Instructor
- c) use properly qualified, staffed, and equipped training facilities.
- d) use only current original Mobius Institute training materials.
- e) ensure that the integrity of Mobius Institute training materials is not compromised in any way.
- f) ensure that stock levels of training materials are adequate for upcoming courses, and that any additional required stock is ordered, giving at least 3-4 weeks' notice.
- g) ensure that the delivery of training does not promote specific commercial products or services.
- h) use the Mobius Institute Training Testing System during the training course to evaluate the students understanding of the training material.
- i) Instructor **must** ensure all students sign the required **Attendance Sheets** for each course and exams session and **must** upload these documents within **5 days of the course completion** to the corresponding training course in the TMS.
- j) distribute Certificates of Completion to students who have attended the training course in full.
- k) Remove any students that have not completed the training course in full, from the course in the TMS.
- l) provide and encourage students to complete course evaluation survey sent to them upon completion of the course for relevant feedback.
- m) undergo an annual audit and correct any non-conformances in a timely fashion (as per audit guidelines).
- n) provide Mobius Institute by 31<sup>st</sup> December, a training plan for the following year. i.e., indication of the number of courses planned for each category)

## Selection of Instructors

When selecting instructors for the whole or part of a training course, the training centre shall ensure that the instructor's competence is sufficient for the assignment and is approved and authorised by Mobius Institute before conducting training courses.

All instructors must meet the specific requirements detailed in *ATC012 - Requirements for Approved Instructors* or *ATC174 – Requirements for Approved ARP Instructors* and be approved by Mobius Institute prior to delivering training courses.

## Code of Ethics

The training centre shall recognize the precepts of personal integrity and professional competence according to international principles. Accordingly, a person duly authorised by the training centre **must** complete the *Mobius Institute ATC Code of Ethics Agreement* within this form.

## Compliance with Sanction Laws

Sanctions impact Mobius Institute.

It is essential that sanctions are adhered to throughout all functions of the businesses.

**Authorized Training Centre's (ATCs) 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>)

Countries with sanctions in place that impact the products and services provided by Mobius Institute can be found at the below link:

### **MOBIUS - Sanctioned Countries List**

<https://learn.mobiusinstitute.com/mobiusknowledge/sanctions>

**Training courses, 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.**

If the sanctions are not adhered to this may break the law and breach our Mobius Agreement and may result in termination of the Agreement and/or other disciplinary actions.

Mobius Institute Authorised Training Centres (ATCs) operating in locations and/or countries where sanctions are in place **must** comply with the sanction regimes which apply to those countries. Training in sanctioned countries will **not** be permitted or **processed**.

## Confidentiality

The training centre shall have adequate arrangements consistent with applicable laws to safeguard the confidentiality of the information obtained during its training activities at all levels of its organization.

Except as required by the Mobius Institute training programme or by law, information gained during training activities about a particular person shall not be disclosed to a 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 training centre representatives **must** complete a Confidentiality & Intellectual Property Agreement (IDR049) this includes all instructors and administrators.

If the ATC undertakes any translations of the training materials the intellectual rights of the training material content itself remains the property of Mobius Institute.

## Approval Process for Training Centres

Approval of training centres is at the discretion of Mobius Institute. Approval shall not be unreasonably denied.

The applicant will be informed in writing of the decision.

Clarification or additional documentation may be sought by Mobius Institute as deemed necessary.

Mobius Institute will conduct a periodic audit on all Authorized Training centres, you will be advised when this is taking place. Any non-conformances identified during the audit will be reported to you and must be corrected in a timely fashion, as per the audit guidelines.

## Mobius Institute ATC Code of Ethics Agreement

Individuals who administer and/or conduct training according to the Mobius Institute training programme shall recognize the precepts of personal integrity and professional competence according to international principles.

Accordingly, on behalf of \_\_\_\_\_,  
(name of training centre)

I \_\_\_\_\_  
(name of authorized representative of training 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 training duties for which they are competent by virtue of their training and experience.
- c) conduct themselves in a responsible manner and utilize fair and equitable business practices in dealing with colleagues, clients, and associates.
- d) protect to the fullest extent possible, consistent with the well-being of the public, any information given them in confidence by an employer, client, colleague or member of the public.
- e) refrain from making any unjustified statement or from performing unethical acts which would discredit the Mobius Institute training programme.
- f) avoid conflicts of interest with any employer or client, and if such conflict should arise in the performance of work, inform the affected persons promptly of the circumstances.
- g) strive to maintain their proficiency by updating their technical knowledge as required to properly perform condition monitoring measurement and analysis techniques; and
- h) ensure that end-user confidentiality is conserved if their data are used in training materials unless there is a prior agreement.

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

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

## Application for Training Centre Approval

Name of training centre: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

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

Please provide **contact details** of personnel 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 of training courses, including use of the Training Management System (TMS) and inventory management of Mobius Institute training materials:

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

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

c) financial matters relating to the conduct of Mobius Institute training courses, including accounts payable:

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

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

d) the marketing/promotion of Mobius Institute training courses conducted by the training centre:

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

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

### Names of proposed Instructors:

(please complete a separate *Application for Instructor Approval* (ATC012) or *ATC174 – Requirements for Approved ARP Instructors* form for each instructor listed, along with an IDR049)

_____	_____
_____	_____
_____	_____



Please list all countries in which you propose to conduct Mobius Institute training courses:

_____	_____
_____	_____
_____	_____

Please select technology/s you wish to apply to conduct training for:

_____	_____
_____	_____
_____	_____

Do you propose to conduct Mobius Institute training courses in a **language** other than English?

Yes  No

If "Yes", please list all languages in which you propose to conduct Mobius Institute training courses:

_____	_____
_____	_____
_____	_____

If languages other than English are proposed, please provide contact details of who will be responsible for the **translation** of the training materials for each language (please add another sheet if more space is required):

Language: \_\_\_\_\_

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

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

Language: \_\_\_\_\_

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

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

## **Applicant's declaration**

I declare that:

- a) I am a duly authorized and qualified representative of the training centre referred to in this application.
- b) I have read and understand, and will ensure the training centre does abide by, the criteria, requirements, and specifications for the duties of a training centre, as specified in this document.
- c) I will notify Mobius Institute of any actual or potential threats to impartiality or confidentiality, or security risks to training material, insecure or unsatisfactory training facilities, or case of suspected fraudulent activity in a training course, and take the appropriate action as specified in this document.
- d) the information provided in this document is true and current at the date of this application.
- e) 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 authorisation status.
- f) I can provide evidence of liability insurance covering operations in locations and/or countries where sanctions are in place.
- g) The authorised training centre is not providing any services to organisations or designated persons which contravene sanction laws.
- h) 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 training centre: \_\_\_\_\_

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

### 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 instructors
- Application for Training Instructor Approval for each instructor (ATC012 or ATC174)
- Signed the Mobius Institute ATC Code of Ethics Agreement within this document (page 6).
- Completed applicant declaration (page 9).

### Mobius Institute to Complete:

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

Category & Technologies approved to conduct training:

Vibration Analysis I-IV	Asset Reliability	Infrared Thermography	Ultrasound	Field Lubrication

Sanctions and Risk assessed: Yes:  No:  Do Sanctions apply: No:  Yes:

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

Approval date: \_\_\_ / \_\_\_ / \_\_\_\_\_