



**MOBIUS INSTITUTE  
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# **Charter of the Mobius Institute Board of Certification Vibration Analysis Technical Committee**

**Version 5**

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## 1. Introduction

This document, which describes the constitution, terms of reference and method of working of the Mobius Institute Board of Certification Vibration Analysis Technical Committee (TC), shall be approved by both the Scheme Committee (SC) and the MIBoC Board.

The Technical Committee is concerned with technical matters relating to the certification of vibration analysts, and its members should therefore have relevant expertise in this field.

## 2. Terms and Definitions

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

**Authorized Training Organisation (ATO)** – Organisation competent to administer a programme to train personnel in Vibration Analysis courses in accordance with ISO18436-2 and ISO18436-3, and is also approved within the certification programme by the certification body, MIBoC, to design and conduct such training to ensure adherence to training curricula specified in ISO18436-2.

**Authorized Training Centre (ATC)** – centre approved, authorised and monitored by Mobius Institute to administer Mobius Institute training courses where theoretical and practical instruction are administered

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

## 3. Constitution

The Board shall appoint a Technical Committee Chair, Vice Chair and Secretary.

Ordinary members of the TC shall be nominated and approved by the SC and appointed by the Board, and shall represent organisations and industries with specific interests and technical vibration analysis expertise.

TC members shall be certified to at least Category III in Vibration Analysis by a MIBoC approved certification body (as per *ED017 - Approved Certifications*).

TC members who are reviewing and approving questions for Category IV exams shall be certified to Category IV. However, during the transition period (a period not exceeding 5 years from when CAT IV is implemented) they may be certified to Category III only, subject to the requirements of clause 12 in ISO 18436-1.

If a TC member has a vested interest in the subject of any decision the committee makes, then that member must declare a conflict of interest and not participate in the decision-making process.

Interested parties wishing to become members of the TC should contact the committee chair, who shall refer it to the SC for consideration.

## 4. Terms of Reference

The MIBoC Technical Committee shall provide expertise for the purposes of:

1. drafting, reviewing and approving examination questions;
2. high level analysis of examination results;
3. ensuring that scientific and technical developments in the field of vibration analysis are adequately catered for in the MIBoC examinations available;
4. undertaking regular review of MIBoC technical documentation and making recommendations for amendments of existing documents and the need for additional documents;

5. reviewing certifications from other organizations for potential approval of certification pre-requisites;
6. reviewing training course content for potential approval of ATOs and/or training course pre-requisites;
7. assessing applications for new AECs and ATOs;
8. input into the review of the performance of existing AECs and ATOs using audit guidelines;
9. providing an escalation point for decisions relating to:
  - a. certification;
  - b. complaints and appeals;
  - c. surveillance of certified analysts;

In undertaking these tasks, TC members shall ensure that all parties are treated fairly and equitably. TC members who have a direct interest in the case of decisions relating to certification, complaints and appeals, or surveillance of certified analysts shall not be involved in the decision-making process for the case in question.

TC members shall at all times preserve the confidentiality of information to which they may gain access in the course of their duties.

## 5. Method of Working

The TC shall meet as frequently as is deemed necessary by the committee. The Secretary shall give at least 21 days' notice in writing and shall distribute an agenda for each meeting.

Meetings may be in the form of physical meetings, as well as through video, internet and telephone conferencing, emails or other electronic communication methods.

Notes and minutes of meetings shall be produced by the secretary and circulated to TC members and the SC Chair.

The business of the TC shall generally be conducted by consensus. If consensus cannot be reached, a vote will take place with the decision made by a simple majority. In the event of a tied vote, the committee chair has the deciding vote. Items for discussion shall not be deemed to be concluded until at least 75% of the members have approved/rejected a discussion item.

If requested, the Technical Committee must provide to the SC and/or Board all necessary information, including reasons for all significant decisions, actions and the selection of persons responsible for particular activities in respect of certification.

The minutes of the TC shall be available to the management review committees of MIBoC.

If the advice of the Technical Committee is not respected in these matters by the Scheme Committee or the Board, the Technical Committee may take appropriate measures, which may include informing the accreditation body.

## 6. Membership

- Dean Whittle (Chair): Instructor and consultant: UK
- Joe Gurney: Trane (HVAC): United States
- Glen Hutto: Vibration Consultant: United States
- João Pais: Instructor and analyst: Portugal
- Dr. Ninoslav Zuber: University Lecturer and analyst: Serbia
- Clyde Volpe: Instructor: Australia
- Rao Vamsidhar: Analyst & program leader: India
- Roberta Clark (Secretary): Australia
- Jason Tranter (Vice-Chair): Australia