



**MOBIUS INSTITUTE
BOARD of CERTIFICATION**

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Charter of the Mobius Institute Board of Certification Scheme Committee

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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 Scheme Committee (SC), shall be approved by both the SC and the Mobius Institute Board of Certification Board of Directors (the Board).

2. Constitution

In order to preserve the impartiality of the MIBoC Scheme, and to take into considerations the varying needs of industry, the SC membership is made up of not more than 12 positions which have been approved by the Board. The SC shall represent all interested parties with no single interest predominating. Stakeholders include members from condition monitoring industry as well as representatives from condition monitoring training and consulting companies.

If a SC 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 be represented on the SC should contact the committee chairman, who shall refer it to the Board for consideration.

The Board shall appoint a Scheme Committee Chair and Secretary.

3. Stakeholder Representation

Three basic stakeholder classifications are considered.

The primary classification is the function performed: practicing condition monitoring personnel working in a plant, consultant, employer of condition monitoring personnel, education or research, training, certification (in their own country), and/or vendor of condition monitoring equipment.

Given that MIBoC is providing its services worldwide, it is desirable that the scheme committee is represented by people from around the world. Wherever possible, members should represent North America, Latin America, Europe, Africa, Middle East and Asia-Pacific.

The scheme committee represents all of the condition monitoring technologies offered by the MIBoC scheme. Membership should therefore include representatives from each of these technologies as well as a broad cross-section of industries.

Even though a number of the Scheme Committee members are involved with condition monitoring or consulting, and even though a number of the Scheme Committee members work for organizations that provide training, our members offer a primary perspective in the areas discussed above, which includes training, consulting, and condition monitoring.

Members:

- Veli Lumme (Chair)
- Felix Laboy
- Tod Baer
- David Faro
- Alain Naets
- JT Jeong
- Emad Bitar
- Ian Cromarty
- Jorge Alarcon
- Osvaldo Mora
- Matt Spurlock
- Roberta Clark (Secretary)

4. Terms of Reference

The Scheme Committee is responsible for developing, maintaining, implementing and promoting the procedures and policies related to the impartial certification of condition monitoring engineers in the fields of vibration analysis, thermography and ultrasound. The Scheme Committee will act to ensure that the examination and competence testing provided by MIBoC meet the requirements of stakeholders. The stakeholders include the condition monitoring personnel, their employers and clients, the trainers and vendors, academia and standards associations, located around the world.

The MIBoC Scheme Committee shall:

1. develop, review and approve the MIBoC Scheme in accordance with the broad policy agreed by the Board;
2. ensure that the policies and guidelines meet the requirements of the most current published revision of ISO/IEC 17024, ISO 18436-1, ISO 18436-2, ISO 18436-3, ISO 18436-4, ISO 18436-7 and ISO 18436-8;
3. ensure that the operations of MIBoC are ethical, independent and impartial in relation to its applicants, candidates and certified persons, including their employers and their customers;
4. commission and cause to be maintained, a documented quality management system detailing the procedures for operation of the Scheme;
5. be responsible for making decisions relating to the certification scheme, including:
 - a. granting certification,
 - b. maintaining certification,
 - c. renewing certification,
 - d. suspending or withdrawing certification.

These decisions are delegated to the Certification Manager. However, the Certification Manager may escalate decisions to the Scheme Committee if deemed necessary.

6. ensure that the decision on certification shall not be sub-contracted;
7. establish and approve procedures for certification renewal and re-certification. Procedures shall include frequency and content of recertification activities, and shall be adequate to ensure that there is impartial evaluation to confirm the continuing competence of the certified analyst;
8. nominate people to be appointed to the Technical Committees (TCs) of the relevant condition monitoring technologies, monitoring the operation of the TCs and periodically reviewing their terms of reference;
9. draft and approve for publication and implementation, documentation (including policies, procedures and work instructions) necessary to provide certification services in line with the aims and objectives of MIBoC;

10. be responsible for amendments to the Scheme, implementing changes, and notifying stakeholders (some of these may be delegated to the Certification Manager);
11. at all times preserve the confidentiality of information to which members may gain access in the course of their duties.

Scheme Committee members who have a direct interest in the case of decisions relating to certification, complaints and appeals, or surveillance of certified personnel shall not be involved in the decision-making process for the case in question.

5. Method of Working

The Scheme Committee shall meet as frequently as is deemed necessary by the committee. Meetings will usually be in the form of electronic meetings, using technology such as e-mail, ProofHQ, or similar web-based technologies.

The business of the SC 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.

Notes and/or minutes of meetings shall be made available to SC members via e-mail or web-based technologies.

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

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