



Procedure for the Maintenance of the MIBoC Scheme

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Introduction

The development and continuance of the MIBoC condition monitoring certification scheme is based on ISO/IEC 17024, ISO 18436-1 and the subsequent parts of ISO 18436 relevant to each technology.

The Scheme is reviewed by the MIBoC Scheme Committee and ratified by the MIBoC Board.

The MIBoC Condition Monitoring Scheme Committee is charged with the maintenance of the scheme through periodic reviews of the scheme. The Scheme Committee shall make recommendations for changes to the scheme to the MIBoC Board of Directors.

Scheme Maintenance

It is desirable that the scheme continue to conform to ISO/IEC 17024, ISO 18436-1 and other relevant ISO standards, unless the MIBoC Board or Scheme Committee feels it necessary to deviate from these standard(s).

Job practice analysis is carried regularly (approximately every five years) by the ISO committee/s responsible for the parts of ISO 18436 that are relevant to each technology, and it is expected that any changes to the standards as a results of this analysis and review will be adopted by the MIBoC CM Scheme, unless the MIBoC Board or Scheme Committee feels it necessary to deviate from these standard(s).

All examinations should conform to the examination specification, ensure a uniform application, and be free from bias. The Scheme Committee shall evaluate the methods for examination of candidates. Examinations shall be fair, valid and reliable. MIBoC's internal *Analysis of Exam Results Procedure (IDP078)* shall be used to periodically reaffirm the fairness, validity, reliability and general performance of each examination and all identified deficiencies corrected.

The Scheme Committee shall ensure that certification shall not be restricted on the grounds of undue financial or other limiting conditions, such as membership of an association or group. Successful completion of an approved training course may be a requirement of a certification scheme, but recognition/approval of training courses by the MIBoC shall not compromise impartiality, or reduce the demands of the evaluation and certification requirements.

The MIBoC Board shall, where applicable, give due notice to representatives of the Scheme Committee of any changes in its requirements for certification. The MIBoC Board shall take into account the views expressed by the Scheme Committee before deciding on the precise form and effective date of the changes.

Following decision on, and publication of, the changed requirements, the Certification Manager, where applicable and by delegation if appropriate, inform the interested parties and the certified persons accordingly. The Certification Manager shall verify that each certified person complies with the changed requirements within such a period of time as is reasonable for the MIBoC Board in consultation with the Scheme Committee.

When there is a change in the certification scheme which requires additional assessment, MIBoC's Accreditation Manager shall document and make publicly accessible without request the specific methods and mechanisms required to verify that certified persons comply with changed requirements.

Activities of the Scheme Committee and Technical Committee shall be reported and considered at a management review meeting for MIBoC annually.