



**MOBIUS INSTITUTE
BOARD of CERTIFICATION**

1525 Frankston-Flinders Road
Tyabb 3913
AUSTRALIA

Tel: +61 3 59897285

e-mail: certification.manager@mobiuscertification.org

Policy to Safeguard Independence & Impartiality

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1. Introduction

The aim of the MIBoC Scheme is to provide certification for condition monitoring and reliability personnel which is independent and impartial. This document outlines the measures taken by MIBoC to ensure that this independence and impartiality is maintained at all times.

MIBoC has established a Governing Body whose responsibility it is to safeguard the impartiality and independence of the MIBoC scheme. The Charter of the Governing Body is outlined in document ED121.

2. Measures to Safeguard Impartiality & Independence

Measures which MIBoC has established to ensure the independence and impartiality of its certification scheme include (but are not limited to) the following:

- a) the structure & membership of its Board, Governing Body, Scheme Committee & Technical Committees (by representing all significant interested parties with no single interest dominating);
- b) its Board and Governing Body having access to all necessary information, including the reasons for all significant decisions, actions and the selection of persons responsible for particular activities in respect of certification, to enable MIBoC to ensure proper and impartial certification;
- c) its policy which states that if a Board, Governing Body, Scheme Committee or Technical Committee member has a vested interest in the person subject of any decision the committee makes, then that member must declare a conflict of interest and not participate in the decision-making process;
- d) MIBoC not being involved in training activities;
- e) provision shall be made for MIBoC to ensure that the examination is not compromised. If conditions exist which force the participation of the trainer in the testing of candidates trained by him/her, as an invigilator, then he/she shall not have access to the examination;
- f) MIBoC or any related bodies not being engaged in activities which could compromise its impartiality;
- g) its policy that person/s making decisions on certification have no vested interest in whether the person is certified or not;
- h) its policy that MIBoC does not certify a person it employs unless no appropriate accredited third party exists in the employee's location or is available in practice to undertake the certification.

Where such cases could arise, MIBoC shall ensure procedures are followed to ensure impartiality and independence in such circumstances, including:

- i. maintaining the same standards of evaluation and confidentiality towards all candidates;
- ii. having the exam video recorded for security & audit purposes;
- i) its Complaints/Appeals panel made up of members who are independent of the subject person;
- j) its policy that each AEC shall 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 the examination is video recorded for security and audit purposes;
- k) its exam translation process and policy which states that should an invigilator be involved with the writing, reviewing or translation of exam questions for MIBoC (either in the past, present or future), the invigilator shall not pass on any information or knowledge about the nature or details of exam questions to any other person (student, candidate, examinee or any other individual or organization);

- l) its policy that exam questions are sealed in envelopes which are only opened by the exam candidates at the start of the exam and sealed again at the end of the exam, to ensure that the invigilator does not have access to the exam questions, thereby safeguarding the exam questions in the circumstances when the instructor has to act as the invigilator;
- m) its policy that online exams are conducted using software which prevents saving, copying or screen recording;
- n) its policy which states that the invigilator shall ensure that he/she has no other conflict of interest in conducting any MIBoC certification examination. The invigilator shall declare to MIBoC any information that may reveal a conflict of interest regarding the impartiality of the candidate's examination;
- o) its policy which states that MIBoC is responsible for ensuring that neither related bodies, not sub-contractors, nor external examiners (if any) operate in breach of the undertakings that they have given. In the event that such a breach is identified, appropriate corrective action will be taken by either the Technical Committee, Scheme Committee or Board (depending on the party involved in and the nature of the breach);
- p) its policy which states that that nothing is said or indicated that would suggest that certification would be simpler, easier or less expensive if any specified education/training services were used;
- q) its exam procedure – e.g. sealed envelope, serial numbers, exam database, exam tracking, secure environment for online exams etc;
- r) its recognition of other training courses & certification schemes (which follow appropriate standards).