



**MOBIUS INSTITUTE
BOARD of CERTIFICATION**

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Charter of the Mobius Institute Board of Certification Ultrasound Technical 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 Ultrasound Technical Committee (US TC), shall be approved by both the Scheme Committee (SC) and the MIBoC Board.

The Ultrasound Technical Committee is concerned with technical matters relating to the certification of ultrasound condition monitoring personnel, 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 Organization (ATO) – Organization competent to administer a programme to train personnel in ultrasound courses in accordance with ISO18436-8 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 ISO18436-8.

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

Authorized Examination Centre (AEC) – centre authorized 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 US Technical Committee Chair, Vice Chair and Secretary.

Ordinary members of the US TC shall represent organisations and industries with specific interests and technical ultrasound expertise.

US TC members shall be certified to at least Category II in Ultrasound by a MIBoC approved certification body (as per *ED150 - Approved US Certifications*).

US TC members who are reviewing and approving questions for Category III exams shall be certified to Category III.

However, during the transition period (a period not exceeding 5 years from MIBoC Ultrasound certification being implemented) members may be otherwise qualified, subject to the requirements of clause 12 in ISO 18436-1.

If a US 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 US TC should contact the committee chair, who shall refer it to the SC for consideration.

4. Terms of Reference

The MIBoC Ultrasound 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 ultrasound 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 ATOs;
8. input into the review of the performance of existing ATOs using audit guidelines;
9. providing an escalation point for decisions relating to:
 - a. certification;
 - b. complaints and appeals;

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

US 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 US TC shall meet as frequently as is deemed necessary by the committee. Meetings may be in the form of physical meetings, as well as video, internet and telephone conferencing or any other secured VOIP or other electronic means.

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

The business of the US 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 Ultrasound 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 US TC shall be available to the management review committees of MIBoC.

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

6. Membership

- Tom Murphy – SDT, United Kingdom (Chair)
- Brenton Ward – Industrial Precision Instruments, Australia (Vice Chair)
- Christian Schreiber – Sonotec, Germany
- Hugh Gallagher – Logis-Tech Associates, UK
- Pipatpong Kuesirikul – Pro Any Work, Thailand
- Anthony Sana – COSAC, Peru
- Roberta Clark - Mobius Institute Board of Certification, Australia (Secretary)