



# MIBOC CERTIFICATION OF RELIABILITY PRACTITIONERS

## REQUIREMENTS FOR QUALIFICATION & ASSESSMENT OF RELIABILITY PRACTITIONERS

### PART 1 – GENERAL SCHEME REQUIREMENTS

ED161 -1 Version 4

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## Introduction

The Mobius Institute Board of Certification (MIBoC) Reliability Scheme is managed and administered by the Mobius Institute Board of Certification, which takes into consideration the needs of industry through advice and guidance provided by a Governing Body, Reliability Scheme Committee and Reliability Technical Committee. The charters of these groups are outlined in documents ED121 – *Governing Body Charter*, ED167 – *Reliability Scheme Committee Charter*, and ED168 – *Reliability Technical Committee Charter*, respectively. Membership of committees is open to the participation of individuals and organisations, and further information is available from the Certification Manager of the Mobius Institute Board of Certification.

The MIBoC Reliability Scheme provides a Mobius Institute Board of Certification standard and associated programme, non-discriminatory and internationally available, for the certification of reliability practitioners according to the aims & context outlined in this document. The programme conforms to the requirements of *ISO/IEC 17024 - Conformity assessment — General requirements for bodies operating certification of persons*.

If further information or advice is required on any certification matter, please contact the Certification Manager of MIBoC on telephone number +61 3 5977 4606, or email [certificationmanager@mobiustinstitute.com](mailto:certificationmanager@mobiustinstitute.com)

## Scope

This document describes the general requirements of a scheme for the qualification and MIBoC certification of Reliability Practitioners, that conforms to the requirements of ISO/IEC 17024.

Further documents provide details of the classification of personnel within the reliability scheme:

*ED161-2: MIBOC CERTIFICATION OF RELIABILITY PRACTITIONERS: Requirements for qualification and assessment of Reliability Practitioners - Part 2: Classifications of Personnel for Asset Reliability Practitioners: Category A, E and L*

*ED161-3: MIBOC CERTIFICATION OF RELIABILITY PRACTITIONERS: Requirements for qualification and assessment of Reliability Practitioners - Part 3: Classifications of Personnel for Asset Reliability Practitioners: Category Ex, Lx*

The reliability scheme will adopt new versions of these documents and normative references as they are published.

## References

### Normative References:

- ISO/IEC 17024, Conformity Assessment – General requirements for bodies operating certification of persons.

### MIBoC Documents:

- *ED121 – Governing Body Charter*, Charter of MIBoC's Governing Body
- *ED167 – Reliability Scheme Committee Charter*, Charter of MIBoC's Reliability Scheme Committee
- *ED168 – Reliability Technical Committee Charter*, Charter of MIBoC's Reliability Technical Committee
- *ED034 - Certified Analyst Code of Ethics*, Code of Ethics for Certified Analysts.
- *ED007 - Complaints/Appeals Procedure*, Procedure for Complaints & Appeals.

- *ED028 - Use/Misuse of Certified Analyst Logo*, Procedure outlining the approved use and penalties for misuse of the MIBoC Certified Analyst/Practitioner Logo
- *ED029 - Use/Misuse of Certificate/Wallet Card*, Procedure outlining the approved use and penalties for misuse of the MIBoC Certificate/Wallet Card.

## Terms and definitions

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

- **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.
- **Candidate** – an individual who has fulfilled specified prerequisites, allowing his/her participation in the certification process within the MIBoC Reliability Scheme.
- **Certification process** – all activities by which MIBoC establishes that a person fulfils specific competence requirements, including application, evaluation, decision on and issuance of certification, and renewal, use of certificates and logos/marks.
- **Certificate** - published testimony from a 3<sup>rd</sup> party certification body that an individual has shown proof of fulfilment of all requirements specified for reliability certification.
- **Examination Scoring Administrator** – an individual who is authorised by MIBoC to score written multiple-choice examinations but cannot score narrative questions nor assess Candidate's prerequisites.
- **Experience** – period of time spent involved in reliability improvement activities, which leads to the acquisition and maintenance of the skills and knowledge required for certification.
- **Invigilator** – an individual authorized by MIBoC to administer and supervise MIBoC knowledge based examinations but who does not evaluate competency of the Candidate.
- **Qualification** – evidence of training, professional knowledge, skill and work experience
- **Qualification Examination** – a knowledge-based examination administered by a certification body (MIBoC), its approved AEC, or authorized invigilator.
- **Renewal** – the procedure for revalidation of certification without examination after expiration of the certification.
- **Significant Interruption** – an absence from (or change of) work activity which prevents the Candidate from practising the duties corresponding to the scope of the certification for a continuous period in excess of 6 months, or two or more periods for a total time exceeding 12 months.  
*NOTE: Legal holidays, or periods of sickness, or training courses of less than thirty days are not taken into account when calculating the interruption.*
- **Training** – the process of instruction in the theory and practice of reliability improvement in a level appropriate for the qualification being sought.
- **TMS** – online Training Management System, containing Candidate records.

## Abbreviations

The following abbreviations are used within this document:

- MIBoC – Mobius Institute Board of Certification
- AEC – Authorized Examination Centre
- TMS – online Training Management System

## Overview of the Reliability Scheme

The aim of the MIBoC reliability certification program is to:

- Provide recognition for people who have experience and demonstrated competence with reliability improvement initiatives within industrial facilities.
- Recognize a person's knowledge in the field of reliability improvement.
- Create a growth path for a person entering the workforce who has an interest in reliability improvement, through active involvement in improving reliability, to leading others in a reliability improvement initiative.
- Provide an incentive to become educated in the field of reliability improvement. This education is a key part of the reliability culture transformation.
- Create an international program so that everyone around the world can take advantage of these benefits.

In the context of this certification program, "reliability improvement" is a combination of activities that ultimately enables an asset intensive organization to achieve their business goals in the most cost-effective manner possible. Reliability improvement begins with the design and involves the entire life cycle of both fixed and rotating assets. Safety and environmental incidents will be minimized, unplanned and planned downtime will be minimized thus maximizing availability and capacity, operational costs and waste will be minimized, and in the context of a manufacturing plant, throughput and quality will be maximized.

Reliability improvement either includes or significantly overlaps with strategies referred to as "asset management", "operational excellence", and "total productive management".

These goals will be achieved through a holistic program that includes a proactive focus on defect elimination, a philosophy of continuous improvement, and the transformation of an organization's reliability culture, always with a focus on aligning these activities the goals of the organization.



## General principles

MIBoC is responsible for granting, maintaining, renewing, extending, restricting and withdrawing certificates. MIBoC may delegate and approve some of the functions associated with the certification process, however all delegated functions are monitored, and MIBoC shall not delegate the decision on, or issuance of certification.

The purpose of MIBoC's certification process is to demonstrate the conformity of individuals with the requirements of the MIBoC Reliability Scheme, leading to written testimony of their conformity by way of certification.

Qualification for certification is not based on limiting conditions, such as undue financial commitment, training by a specific organization, or membership in any specific organization. However, specific and approved training courses involving standard curricula are required for recognition of compliance. There is no limit to the number of persons certified in any category.

MIBoC complies with all applicable national and international laws, regulations and statutory requirements. Matters relating to Occupational Health & Safety fall outside the scope of this scheme and are the responsibility of individual employers.

MIBoC certificate holders must recognise that personal integrity and professional competence are the fundamental principles on which their activities are founded. Accordingly, it is a condition of MIBoC certification that holders shall comply with a code of ethics (as defined in ED034 - Certified Analyst Code of Ethics). This undertaking is given at the time of the qualification examination and/or certification.

By issuing the certificate/wallet card, MIBoC attests to the qualification of the individual but does not give any authority to work. The employer shall be fully responsible for the authorization for an employee or contracted individual to perform reliability practitioner activities, and the quality and validity of the results of such work.

Detailed requirements for this scheme, including the classification of personnel, eligibility for certification, certification validity and the renewal process, are detailed in documents ED161-2 and ED161-3.

## Publication of results

### Re-examination of knowledge-based exam

The results notification of the knowledge-based examination will be issued to the candidate's e-mail address given in the TMS Candidate Record, in the form of a pass or fail and examination score range, with guidance on successful completion of prerequisites if applicable.

If so authorized by the candidate (via the TMS Candidate Record), the examination result (pass or fail and examination score range) shall also be e-mailed to the AEC who conducted the exam.

### Publication of x-level experience assessments

The results notification of the x-level experience assessment will be issued to the candidate's e-mail address given in the TMS Candidate Record, in the form of a pass or fail with guidance on any areas in which the candidate was deemed to have insufficient experience

## Publication of Certified Asset Reliability Practitioners

Once all certification pre-requisites have been met, MIBoC shall publish the candidate's name, country, category certified to and date of certification expiry, on the MIBoC website list of certified reliability practitioners.

In the event that a candidate is certified as ARP Ex or Lx, the names of the candidate's referees who verified the candidate's x-level Eligibility Checklist shall be published alongside the name of the certified reliability practitioner.

The Certification Manager shall verify upon request whether an individual holds a current, valid certification and the scope of that certification, except where the law requires such information not to be disclosed.

## Complaints and appeals

An aggrieved party in a dispute, which considers itself to have reasonable grounds for questioning the competency or ethical behaviour of a MIBoC certified individual, may petition MIBoC for cancellation of certification. Such a petition must be in writing and be accompanied by all relevant facts and, if it is the view of MIBoC that an adequate case has been presented, a full investigation of the circumstances under dispute will be initiated, as per *ED007 - Complaints/Appeals Procedure*.

Complaints may also be made against MIBoC in the form of

- criticism of a MIBoC policy/procedure, and/or
- criticism of a MIBoC approved exam invigilator and/or MIBoC Reliability Experience Assessor.

The candidate or the employer may make appeals against certificate cancellation, failure to certify or failure to renew.

All complaints/appeals must be made in writing and must accompany payment of the Complaint/Appeal fee, as per *ED007 - Complaints/Appeals Procedure*. If the complaint/appeal is upheld the fee will be refunded in full.

## Certification and examination records

MIBoC will retain records relating to qualification and certification of personnel for a minimum period of 5 years from

- the date of application for candidates who have not been certified, or
- the date of certification or renewal, for the candidates who have been certified

Records shall include the following candidate information:

- application forms or records,
- examination documents, including questionnaire and scoring sheets,
- experience assessment documents and video/audio recordings,
- renewal applications, and
- reasons for withdrawal or cancellation of certification.

## Use and misuse of certificates and logos

The issue of a MIBoC certificate indicates that the holder has demonstrated an acceptable level of competence and knowledge measured by means of an examination and evidence of training and experience conducted in accordance with the prevailing requirements for reliability certification. Holders or employers are not permitted to imply any further degree of competence on the basis of the certificate.

MIBoC certificate holders or their employers must not use or refer to MIBoC certificates, the MIBoC logo, nor must they knowingly allow them to be used or referred to by a third party, in a manner that may be considered fraudulent or to bring the MIBoC Reliability Scheme into dispute. The certificate/logo is an individual recognition and may not be used for corporate promotional purposes.

The use of, as well as the penalties for misuse of the MIBoC certification logo and/or the MIBoC certificate/wallet card are outlined in *ED028 - Use/Misuse of MIBoC Certified Analyst Logo* and *ED029 - Use/Misuse of MIBoC Certificate* respectively.

The logo of the Joint Accreditation System of Australia and New Zealand (JAS-ANZ) is only to be used in conjunction with the MIBoC certification logo and may not be used in isolation. Where used the JAS-ANZ logo must be placed adjacent to the MIBoC certification logo and the dimensions of the JAS-ANS symbol and MIBoC certification logo are proportionately equal. The URL for the JAS-ANZ register ([www.jas-anz.org/register](http://www.jas-anz.org/register)) must be displayed alongside the first instance of the JAS-ANZ symbol in a document.

Certificates and wallet cards are valuable documents, which should be kept in a safe place. Any suspicion of forgery or misrepresentation must be reported to the MIBoC Certification Manager.

## Transition period

During any transition period, MIBoC may appoint duly qualified personnel as invigilators, examiners and/or experience Assessors for a period not exceeding three years from the effective date of the implantation of this scheme. Any extension of this period can be granted only on the authority of the MIBoC Reliability Scheme Committee.

## Files

All files and records are maintained and stored in accordance with the requirements of ISO/IEC 17024.