



**MOBIUS INSTITUTE
BOARD of CERTIFICATION**

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

2. Constitution

In order to preserve the impartiality of the MIBoC Reliability Scheme, and to take into considerations the varying needs of industry, the RSC membership is made up of not more than 10 positions filled by individuals nominated by the RSC and appointed by the Board. The RSC shall represent all interested parties with no single interest predominating. Stakeholders include members from the reliability improvement industry as well as representatives from reliability related training and consulting companies.

If a RSC 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.

RSC members may be removed from the committee for reasons such as conflicts of interest, neglect or misuse of the role, health issues or changes in their professional status

Interested parties wishing to be represented on the RSC should contact the committee Chair, who shall refer it to the Board for consideration.

The Board shall appoint a Reliability Scheme Committee Chair, Vice Chair and Secretary.

3. Stakeholder Representation

Three basic stakeholder classifications are considered:

The primary classification is the function performed: reliability practitioner working in a plant, consultant, employer of reliability practitioners, education or research, training, certification (in their own country), and/or vendor of reliability improvement equipment.

Given that MIBoC is providing its services worldwide, it is desirable that the reliability scheme committee is represented by people from around the world.

And finally, the RSC should have membership that broadly represents the different types of industries that are involved in reliability improvement.

Member	Function	Industry	Country
Ron Kittle	Equipment Vendor	General	USA
Philip Schutte	Consultant; Trainer	General	Africa
Tod Baer	Reliability leader	Power	USA
Mark Gurney (Chair)	Reliability leader	Dairy	France
Dean Whittle	Consultant; Trainer	General	UK
Roberta Clark (Secretary)	Certification	General	Australia

4. Terms of Reference

The Reliability Scheme Committee is responsible for developing, maintaining, implementing and promoting the policies and procedures related to the impartial certification of reliability practitioners. The RSC will act to ensure that the examination and competence testing provided by MIBoC meet the requirements of stakeholders. The stakeholders include the reliability practitioners, their employers and clients, the trainers and vendors, academia and standards associations, located around the world.

The MIBoC Reliability Scheme Committee shall:

1. develop, review and approve the MIBoC Reliability 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 17024;
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 reliability scheme;
5. be responsible for making decisions relating to the reliability 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 RSC if deemed necessary.

6. ensure that the decision on certification shall not be sub-contracted;
7. establish and approve procedures for certification renewal. Procedures shall include frequency and content of renewal activities, and shall be adequate to ensure that there is impartial evaluation to confirm the continuing competence of the certified practitioner;
8. monitor the operation of the Reliability Technical Committee and periodically review 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 Reliability 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.

In undertaking these tasks, Reliability Scheme Committee members shall ensure that all parties are treated fairly and equitably. RSC members who have a direct interest in the case of decisions relating to certification, complaints and appeals for certified practitioners shall not be involved in the decision-making process for the case in question.

5. Method of Working

The Reliability 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 RSC 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 RSC members via e-mail or web-based technologies.

If requested, the RSC 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 RSC is not respected in these matters by the Board, the committee may take appropriate measures, which may include informing the accreditation body.