



Procedure for the Maintenance of the MIBoC Asset Reliability Practitioner Scheme

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1. Introduction

The development and continuance of the MIBoC asset reliability practitioner (ARP) certification scheme is based on ISO/IEC 17024 and it follows the structure of ISO 18436.

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

The MIBoC ARP 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.

2. Scheme Maintenance

It is required that the scheme continue to conform to ISO/IEC 17024. It is desirable that it continues to follow the basic structure of ISO 18436, unless the MIBoC Board or Scheme Committee feels it necessary to deviate from these standard(s).

2.1. Review of Scheme Efficacy

Within the first three years of the implementation of the scheme, and at least every five years thereafter, the Scheme Committee shall review the efficacy of the scheme. The review shall include at least the following:

- assessment of whether the scheme is achieving its objectives and aims;
- confirmation of the scope and intended application of the scheme;
- identification of any significant risk or potential benefits that the scheme could better respond to ;
- if required and appropriate, provision of additional requirements or clarifications for the proper and consistent application of the scheme;
- review of the criteria for verifying the effectiveness of the scheme and evaluation of performance of the scheme;
- review of the criteria for assessing competence of the applicants and evaluation of performance of the assessment criteria; and
- opportunities for improvement.

Input into the review process may include the following:

- the number of applicants to the certification scheme, exam pass rates and the number of certified practitioners
- the number & nature of complaints and/or appeals
- feedback from applicants through student surveys
- feedback from examination centers
- feedback from Governing Body, Scheme & Technical Committee members and any other interested parties

2.2. Job Practice Analysis

Job practice analysis is carried regularly (approximately every five years) by the Scheme Committee to ensure that the scheme continues to meet the requirements of key

stakeholders such as reliability practitioners, their employers and clients, the trainers and vendors, academia and standards associations.

Any changes that result from the job practice analysis should, where appropriate, flow through to changes in the Body of Knowledge and subsequently to certification exams.

2.3. Notification of scheme changes

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.

2.4. Examination Validity

All examinations should conform to the examination specification, ensuring 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.

2.5. Unrestricted certification

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.

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