Operating Guide for ASME Committee on Certification of Non-Destructive Examination Personnel and Quality Control Technicians (ASME NDE Committee)

Approved by ASME Committee on Certification of Non-Destructive Examination Personnel and Quality Control Technicians (ASME NDE Committee) on: June 6, 2023
Approved by the Board on Conformity Assessment on: July 26, 2023

I. General (Reference Section 1)
This operating guide provides specific information related to the ASME Committee on Certification of Non-Destructive Examination Personnel and Quality Control Technicians (ASME NDE Committee) reporting to the Board on Conformity Assessment, hereafter referred to as the Committee, and provides guidance on its practices and procedural preferences.

II. Charter (Reference Section 1)
The Charter of the Committee(s) is as follows:

To establish the requirements for third party, central certification programs for NDE personnel and QC technicians. The program features will be consistent with personnel certification best practices.

III. Standards Committee Membership
Number of Consensus Body Members (Reference Para. 3.3)
The Committee:
☒ prefers to operate with no more than 24 members.
☐ does not have a preferred upper limit on the number of its members

☐ prefers to operate with no fewer than XX members.
☒ does not have a preferred lower limit on the number of its members

Additional Preferences for Number of Consensus Body Members:

Membership Duties (Reference Para. 3.3.1.1.1)
Members, their alternates, or their representatives are expected to be in attendance and participate in not less than 50% of all scheduled meetings of the standards committee.

Additional Preferences for Attendance at Meetings:
Members or their alternates are expected to participate on not less than 80% of all standards committee ballots.

Additional Preferences for Ballot Participation:

**Interest Categories (Reference Para. 3.3.1.1.2)**
Members of the Committee are typically identified by the following interest categories (See Appendix 2 for the definition of each interest category):
☐ AA Constructor
☐ AB Designer
☒ AC Designer/Constructor
☐ AD Distributor
☐ AE Employee/Union Interest
☒ AF General Interest
☐ AG Installer
☒ AH Insurance/Inspection
☒ AI Laboratory/Testing
☒ AK Manufacturer
☒ AM Material Manufacturer
☒ AO Owner
☐ AP Pipeline Operator/Owner
☐ AR Oil Refining/Production
☒ AT Regulatory
☐ AV Trainer/Educator
☒ AW User
☐ AX Utility
☐ AY Government
☐ CA Producer – Airframe/Power Plant
☐ CM Chemical Manufacturing
☐ DE Design/Engineering
☐ GS Gage Manufacturer
☐ MC Cast Boiler Manufacturer
☐ MH Water Heater Manufacturer
☐ MW Wrought Boiler Manufacturer
☐ OP Pressure Relief Device Manufacturer
☐ PP Petroleum Production
☐ PR Petroleum Refining
☐ RM Repair Manufacturing
☐ SP Standards Development Organization

Additional Guidance for Interest Categories:
Change in Interest Category (Reference Para. 3.3.1.2(d))
When a member’s interest category changes that does not result in an imbalance, the Committee prefers to:
☐ Reaffirm the member to complete the present term, under the new interest category
☐ Reappoint the member for a new full term, under the new interest category
☒ No preference

IV Subordinate Group Membership
Establishment of Subordinate Groups (Reference Para. 3.2.2.1)
Subordinate groups that do not report directly to the standards committee are typically established by:
☐ The parent committee
☐ The consensus body
☒ Not applicable

Subordinate Group Membership (Reference Section 3.4)
Membership actions for subordinate groups that report directly to the standards committee are typically approved by:
☒ The consensus body
☐ The Chair of the consensus body
☐ Not applicable

Membership actions for subordinate groups that do not report directly to the standards committee are typically approved by:
☐ The parent committee
☐ The Chair of the parent committee
☐ The consensus body
☐ The Chair of the consensus body
☒ Not applicable

Chairs and Vice Chairs of Subordinate Groups that do not report directly to the Standards Committee (Reference Para. 3.4.3.2)
Chairs and Vice Chairs of subordinate groups that do not report directly to the standards committee are typically nominated by
☐ The Chair of the parent committee
☐ Election method specified in 3.3.4.2.1.1
☒ Not applicable

Chairs and Vice Chairs of subordinate groups that do not report directly to the standards committee are typically appointed by:
☐ The parent committee
☐ The consensus body
☒ Not applicable

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<th>Additional Preferences for Subordinate Group Membership:</th>
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V. Standards Committee Ballot Authorization (Reference Para. 4.4.2)
The Committee prefers standards committee ballots be authorized by:
☐ The subordinate group responsible for the standards proposal
☐ An officer of the subordinate group responsible for the standards proposal
☒ An officer of the standards committee
☐ Members of the standards committee
☐ No Preference

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<th>Additional Preferences for Authorization of Standards Committee Ballot:</th>
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VI. Interpretations

Issuance of Interpretations (Reference Section 5)
Interpretations, generally, are
☐ not provided for any standards within the committee charter
☒ provided for all standards within the committee charter
☐ provided for all standards within the committee charter, except the following:
_________________________
_________________________
_________________________

☐ provided for only the following standards:
_________________________
_________________________
_________________________
### Approval of Interpretations (Reference Para. 5.2)
When interpretations are issued, the Committee prefers to approve them via
- ☒ Consensus Body
- ☐ Cognizant Subordinate Group
- ☐ Special Committee
- ☐ No Preference

**Additional Preferences for Interpretations:**

### VII. Cases
**Issuance of Cases (Reference Section 6)**
Cases, generally, are
- ☐ not provided for any standard within the committee charter
- ☒ provided for all standards within the committee charter
- ☐ provided for all standards within the committee charter, except the following:

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- ☐ provided for only the following standards:

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Cases are typically reviewed on the following cycle: ANDE-1 cases shall be reviewed by the Standards Committee every 2 years.

**Additional Preferences for Cases:**

### VIII. Technically Affected Parties
**Parties Outside of ASME’s Committee Structure (Reference Para. 4.4.5)**
Technically affected parties outside of ASME’s committee structure are typically provided an opportunity to review and comment on proposals during:
- ☒ the ANSI Public Review only
- ☐ a third party/industry review in addition to the ANSI Public Review
- ☐ the ASME Public Review only
- ☐ a third party/industry review in addition to the ASME Public Review
Parties Within ASME’s Committee Structure (Reference Para. 4.4.2.1.2.2)
The committees noted below are typically affected by changes to this committee’s standards as indicated below:

<table>
<thead>
<tr>
<th>Standard</th>
<th>Section/Part (if applicable)</th>
<th>Committees typically technically affected by revisions</th>
<th>Typical Timing of Review &amp; Comment</th>
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<tr>
<td>The following are examples:</td>
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<tr>
<td>ANDE-1</td>
<td>N/A</td>
<td>None</td>
<td>N/A</td>
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IX. Additional Honors & Awards (Reference Section 8 & Appendix 4)
[Additional honors and awards information applicable to this standards committee.]

None.

X. Additional Guidance
[Committees may include in this section any additional committee specific guidance with which they would like to operate under. This section may not include any requirements and may not include any deviations from the ASME Operating Procedures for Codes and Standards Development Committees.]

None.