

CBIP Governance

1. Purpose

This policy outlines the role of the elected Governance Board¹ in overseeing CBIP's - the Society's - functions to ensure the Society achieves its constitutional objectives.

The governance functions of CBIP include meeting the obligations of the Incorporated Societies Act 2022 and upholding the purposes set out in CBIP's Constitution (Revision 6.0, Section 1.4):

- To provide a competency-based personnel certification service to New Zealand industry, giving assurance to industry and regulatory authorities that certified members are competent within their defined scope of qualification.
- To represent the public position of the Society and its stakeholders on matters of concern, including the sharing of information, making submissions, and providing advice to governance and government agencies as appropriate.

To achieve these purposes, CBIP is supported by its members in meeting the requirements of ISO/IEC 17024 *Conformity assessment – General requirements for bodies operating certification of persons* and in maintaining accreditation to this international standard, currently administered by the Joint Accreditation System of Australia and New Zealand (JASANZ).

2. Scope

Constituted governance powers and functions, and all categories of certification within CBIP's accredited certification scheme.

3. Definitions

Incorporated Societies Legislation

The Incorporated Societies Act 2022 (the 2022 Act) and Incorporated Societies Regulations 2023 (the regulations) came into force on 5 October 2023. Together, these put in place a modern legal, governance and accountability framework for incorporated societies and those who run them.

ISO 17024 Conformity assessment – General requirements for bodies operating certification of persons (ISO 17024)

An International Standard developed to achieve and promote a globally accepted benchmark for organisations operating certification of persons.

ISO 9712 Non-destructive testing – Qualification and certification of NDT personnel (ISO 9712)

An International Standard developed by international committees to provide a means of evaluating and documenting competence of personnel whose duties require the appropriate

¹ CBIP's elected Governance Board is the Society's "Committee" as required by the 2022 Act.

theoretical and practical knowledge of the non-destructive tests they perform, specify, supervise, monitor or evaluate.

4. Responsibilities

4.1 Legal matters ISO 17024 clause 4.1

CBIP will remain an Incorporated Society under the 2022 Act and will meet the requirements of ISO 17024 to be a legal entity.

4.2 Responsibility for certification decisions ISO 17024 clause 4.2

CBIP's Governance Board is responsible for all certification decisions including the granting, maintaining, recertifying, expanding and reducing the scope of certification, and suspending or withdrawing the certification. Responsibilities for these decisions will not be delegated.

4.3 Management of impartiality ISO 17024 clause 4.3

CBIP's Governance Board is "top management" in the context of ISO 17024 and retains the responsibility for managing impartiality, including regular review of the impartiality threats register.

Refer to policy, Management Impartiality.

4.4 Finance and liability ISO 17024 clause 4.4

The Governance Board is responsible for the Society's financial management and for ensuring adequate insurance arrangements to cover CBIP's operations and associated liabilities.

Refer to CBIP's Constitution revision 06, section 7.

4.5 Certification schemes ISO 17024 clause 8

The Governance Board retains responsibility for the development, review and ongoing validation of CBIP's certification scheme.

The Governance Board will assign an elected Board member to the role of Certification Scheme Lead.

Where required, the Board will establish working groups to assist with this function. Working groups will operate under the Board-approved terms of reference.

Refer to Certification Scheme Working Groups Terms of Reference.

4.6 Certification process requirements ISO 17024 clause 9

4.6.1 Application process ISO 17024 clause 9.1

The Governance Board delegates responsibility for administration of CBIP's application process to the Operations Manager.

Refer to policy, Assessment of Certification Applications.

4.6.2 Assessment process ISO 17024 clause 9.2

The Governance Board will assign an elected Board member to the role of Application Approvals Lead. The responsibility for implementing the assessment process is delegated to this role.

Application Approvals Lead, the Operations Manager and assigned Assessors are responsible for working collaboratively to implement CBIP's certification processes in compliance with ISO 17024 and ISO 9712 (where relevant), as well as CBIP's associated policies and procedures.

Refer to policy, Assessment of Certification Applications.

4.6.3 Examination process

ISO 17024 clause 9.3

The Governance Board will assign an elected Board member to the role of Examinations Lead. The responsibility for implementing the examination process is delegated to this role.

The Operations Manager is responsible for administration of examinations and liaison with Board-approved examiners.

Refer to policy, Examinations.

4.7 Management system requirements

The Governance Board retains responsibility for establishing CBIP's certification management system (CMS) policies and procedures.

The Governance Board Chair is responsible for approving the CMS's policies and procedures on behalf of the Board.

The Governance Board appoints the Operations Manager to be responsible for:

- i. ensuring that CMS policies and procedures are implemented and maintained, and
- ii. reporting to the Governance Board on the performance of the CMS, including any need for improvement.

5. Policy

General requirements of the Society

5.1 The Society, through its Governance Board, will:

- iii. set and receive subscriptions, fees, grants, and funds.
- iv. engage the services of personnel and organisations with specialist expertise to assist and/or advise the Society.
- v. establish working groups through Board-approved Terms of Reference as required.
- vi. determine policies and procedures to effectively administer the Society in accordance with ISO 17024 requirements.
- vii. implement procedures for managing breaches of CBIP's Code of Professional Conduct.
- viii. implement procedures for resolving complaints and grievances.
- ix. manage facilities and property as required.
- x. purchase or acquire property, assets and/or consumables needed to fulfil the Society's certification objective.
- xi. expand the scope of competency assessment and certification beyond the disciplines covered by Pressure Equipment Cranes and Passenger Ropeways Regulations (1999) or any Regulations that may supersede these.
- xii. invest, borrow, or advance monies, with or without securities and to execute mortgages over any property of the Society or issue debentures as securities for the repayment of any such monies.
- xiii. decline any application for certification that does not meet the certification requirements of the inspection discipline being applied for.
- xiv. communicate any information considered necessary to uphold legislative and compliance requirements to:
 - Government authorities such as WorkSafe New Zealand, the New Zealand Police; and/or
 - Accreditation Bodies such as JASANZ or IANZ; and/or
 - any other professional bodies or authorities deemed necessary.

Financial Controls

- 5.2 The Operations Manager has delegated authority from the Governance Board for expenditure up to but not exceeding \$2000.00.
- 5.3 The Operations Manager will prepare financial records for each Board meeting to enable the Governance Board to monitor the Society's financial position regularly.
- 5.4 The Board will appoint two bank signatories which is usually the Board Chairperson and Operations Manager but may be two elected Board members.
- 5.5 The Board Chairperson is authorised by the Board to approve payments.
- 5.6 The appointed accountant will be reviewed annually, approved by the Governance Board and ratified at the AGM.

Insurance

- 5.7 Insurance coverage will be reviewed annually, approved by the Governance Board and ratified at the AGM.

6. Procedures

Not applicable.

7. Record Management

The following record must be maintained for compliance purposes:

Record	Filed	Retention
CBIP's Constitution	OneDrive & Website	Until superseded
Organisation Chart	OneDrive	Until superseded
Financial transactions	Xero	7 years
Financial documents	OneDrive	7 years
Insurance documents	OneDrive	Until superseded

8. Quality Standard

ISO/IEC 17024, 2nd edition:

- i) Clause 4 General requirements, sub-clauses:
 - 4.1 Legal matters,
 - 4.2 Responsibility for decision on certification,
 - 4.3 Management of impartiality, and
 - 4.4 Finance and liability
- ii) Clause 8 Certification schemes
- iii) Clause 9 Certification process requirements
 - 9.1 Application process,
 - 9.2 Assessment process, and
 - 9.3 Examinations process.
- iv) Clause 10 Management system requirements, sub-clauses:
 - 10.1 General
 - 10.2 General management system requirements

9. Revision History

This document replaces revision 00, 20 November 2024. The following changes are made in response to Internal Audit findings for ISO 17024 standard 5 structural requirements and standard 9.1 – 9.6 Certification process requirements:

- Section 1 Purpose statement rewritten to align with CBIP's revised Constitution.
- Section 2 Scope reworded.
- Added ISO 9712 to definitions
- Added section 4.3 Management of impartiality. Policy reference added.
- Added section 4.5 Certification scheme. Added reference to Certification Scheme Working Group Terms of Reference.
- Added section 4.6 (4.6.1-4.6.3) Certification process requirements. Added reference to policies, Assessment of Certification Applications, and Examinations.