

## **OPERATING PROCEDURE: OP 3**

### **AWARDS and RECOGNITION**

#### **Scope**

This procedure defines the method by which the APFNDT wishes to recognise the work of individuals and companies who provide outstanding service in support of NDT in national and / or in International scale, act for the benefit of the Asian Pacific NDT community and provide a tangible impact for the APFNDT.

There are four different forms for the recognition:

1. Recognition of Voluntary Effort in NDT
2. Annual travel award
3. APFNDT Award
4. APFNDT Distinguished Service Award (*tentative title*)

#### **Procedure**

##### *1. Recognition of Voluntary Effort in NDT*

APFNDT wishes to recognise the work of individuals and companies who provide voluntary effort in support of NDT. Both consistent effort and major effort in support of an event are worthy of recognition.

Each member NDT Society may nominate up to three individuals or companies / organisations per year. (Individual Societies will be responsible for deciding on their nominations).

Nominations should be sent to the Secretariat. The Secretary prepares the letter based on that sent by National Society information (model letter in Annex below).

Nominees will receive a letter signed by the President congratulating them on their nomination and thanking them for their support. Letter will be sent to the National NDT Society making the nomination, which will be responsible for their forwarding / presentation.

##### *2. Annual Travel Award*

APFNDT wishes to support the students and young professionals from the Member Societies of APFNDT in attendance at International Conferences or for a coherent travel proposal such as visiting a research center or industrial site, which is judged to benefit the professional development of the recipient.

The Board of Directors of APFNDT has to agree to approve and allocate a fixed sum from the APFNDT account as the provision of funding to young NDT professionals. The Award will include both an official recognition and financial contribution. The amount will be typically up to 1000 Dollars but will be dependent on the particular circumstances (conference location and

duration etc.) The number of awards made each year will be up to allocated sum and applications involved.

In addition the APFNDT will notify the conference organizers or other relevant hosts about the Award to make the recipient's visit as worthwhile as possible. The recipient would be asked to provide a feedback report to APFNDT indicating benefits or problems to help ensure that the future Awards meet their objectives.

Procedure for the Eligibility and Judging criteria as well as financial arrangements are described in Annex of this Operating procedure.

### *3. APFNDT Award*

This award is created to reward persons acting for the benefit of the Asia Pacific NDT community, and can be attributed for conspicuous actions in the field of:

- Promoting and expanding APFNDT, especially by activities in one of its working groups, or
- Standardisation of NDT, or
- Certification of NDT personnel in developing countries

The proposal for the award can be done by any member of APFNDT. The documented proposals shall be sent to the Secretariat at latest one month before the General Assembly preceding the APCNDT.

The proposals are then distributed to the General Assembly preceding the APCNDT for discussion and decision which is taken as the majority of members present.

The APFNDT Award is assigned for three nominated persons every four years.

The award consists of a certificate and a plaque. It is normally delivered to the nominated persons during a ceremony of the Asia Pacific Conference on NDT or the General Assembly or another suitable Asia Pacific event.

### *4. APFNDT Distinguished Service Award*

This award is to recognise that exceptional activity of a person, typically but not necessarily provided in any governing or operating bodies of the APFNDT, which has a tangible impact on the APFNDT and contributes to its prosperity.

Proposal for the APFNDT Distinguished Service Award may be done by any member of the Board of Directors (BoD). The award is decided by the qualified majority of the BoD being held before the General Assembly preceding the APCNDT. A postal ballot for awarding may be arranged if necessary.

The APFNDT Distinguished Service Award is assigned for one person every four years.

The Award consists of a solemn document and a plaque. It is normally delivered to the nominated person during a ceremony at the Asia Pacific Conference on NDT or the General Assembly.

## ***Annex to OP3: APFNDT Awards and Recognitions***

### **1. Recognition of Voluntary Effort in NDT**

#### **MODEL LETTER (on APFNDT letterhead)**

<Name of nominee>

<Address>

Dear Mr. /Mrs. name of nominee

#### **APFNDT Recognition of Outstanding Voluntary Effort**

Congratulations on being nominated by your National NDT Society – *Name of Society* – for APFNDT Recognition of your Outstanding Voluntary Effort in the field of *description of efforts (prepared by National Society)*.

The very important work of NDT Societies in Asia Pacific is hugely dependent on the support of volunteers. Your contribution is very much appreciated.

Thank you for your effort.  
President, APFNDT

### **2. Annual travel award**

#### **1. Financial arrangements:**

1. A segregated fund to be set up under the control of the APFNDT Treasurer.
2. The initial fund to be established in every year by allocating a fixed sum of dollars from the APFNDT account will be proposed by APFNDT BoD and approved by GA.
3. Additional funds will be sought by asking for donations from Members Societies or grants from other philanthropic bodies.
4. Members Societies or other bodies wishing to become patrons of the award will be asked to contribute 1000 dollars and a list of patrons will be maintained and publicised unless the patron asks to be anonymous.
5. If the costs of the visit exceed the limit of the award (1000 dollars), the recipient must obtain the remaining funds from the employer, university or other body.
6. The recipient's name and referee's will be publicised because they are both participating in the professional development of the recipient, with added support from APFNDT.
7. The recipient may receive the financial support as an advance to enable him to book the trip and would be asked to provide a feedback financial report to APFNDT treasurer.

## 2. Procedure for the Award.

1. Nominations for the award will be requested annually using APFNDT publications. Nominations received by 1 January will be notified of the outcome by 31 March.
2. The judging panel will consist of five Directors of APFNDT who are appointed by the Board.

## 3. Eligibility criteria:

1. Applications should be from individual members of National Societies who are full members of APFNDT. Applicants should be at an early stage in their career (eg students or within the first five years of employment within the NDT field).
2. The application should demonstrate that the award will help in the continuing professional development of the applicant and be supported by a referee who would normally be their tutor or manager.
3. Each nomination should be supported by the National NDT Society

## 4. Judging criteria:

1. The key criterion is the extent to which the proposed conference or visit will contribute to the professional development of the applicant in the field of NDT.
2. Taking into consideration the education and experience of applicant the judging panel may take also other factors into account in reaching their decision.