

## **OPERATING PROCEDURE: OP 5**

### **COMMUNICATIONS**

#### ***Scope***

This procedure covers all official APFNDT publications, websites and electronic communications; all media carrying the name and endorsement of APFNDT.

#### ***Policy***

The policy and overall direction of all media shall be the responsibility of the APFNDT Executive Committee (AEC). Nominated individuals will carry out day-to-day management of these activities and report to the AEC. The AEC may from time to time appoint Working Group (WG) or Committees to undertake specific tasks concerned with publications, website and internet activities and electronic communications. These groups, or a representative individual, shall report activities to the AEC.

#### ***Publications***

APFNDT publications generally fall into the following categories:

- Newsletter – periodically
- Publicity material – leaflets, brochures, etc
- Specific publications – guides, handbooks, etc

#### **Newsletter**

The APFNDT News “newsletter” shall be published by APFNDT periodically under the guidance of an Editorial Committee, which shall comprise at least the Editor and the APFNDT Secretariat or a nominated individual within it.

The contents of the newsletter may include but not be limited to:

- Message(s) from the APFNDT President
- Article(s) about APFNDT and its activities
- Article(s) on new Members and Associates
- Article(s) from Member societies

The articles in the newsletter shall be in English and the Editor shall be responsible for adopting a house style for grammar, style and punctuation as well as layout and design.

The Editor shall be responsible for collecting, sourcing or arranging for the sourcing of appropriate articles. Where appropriate he will refer to other members of the Editorial Committee or other Board members for technical support or review.

Taking into account the views solicited and the advice of the Editorial Committee, the Editor shall decide on the suitability of material.

APFNDT News will be published in PDF format for electronic distribution and made available

for downloading from the APFNDT website. A number of copies may be printed on certain occasions (e.g. appropriate Conferences) for distribution thereat.

Member societies are encouraged to include the newsletter – or a reference to it – in their own publications and provide a link to it from their own websites.

APFNDT shall hold the copyright for APFNDT News. However, APFNDT Member societies shall be authorised to distribute the newsletter and/or its contents. Permission should be obtained for reproduction of individual articles or extracts.

### Publicity material

It is of paramount importance that all official publicity material – leaflets, brochures and the like – being of high quality and reflecting the professional image and corporate identity of the APFNDT. For this reason the production of all publicity material shall be co-ordinated by the Board, which will appoint a member society, individual or group of individuals to produce appropriate material. This may be the editor of the APFNDT News but if not the Editor / Editorial Committee should be consulted in all cases for advice concerning layout and style, and for final approval prior to production.

Method of distribution, print quantity etc shall be subject to approval by the Board. In all cases, APFNDT shall hold the copyright for publicity material.

### Other publications

The Board may from time to time appoint Working Groups or Committees to undertake specific tasks involving the production of publications such as Guides, Handbooks and the like. Once again, the production of all material shall be co-ordinated by the Board, which will appoint a member society, individual or group of individuals to produce appropriate material. This may be the Editor of the APFNDT News but if not the Editor / Editorial Committee should be consulted in all cases for advice concerning layout and style, and for final approval prior to production.

Method of distribution, print quantity etc shall be subject to approval by the Board.

In all cases, APFNDT shall hold the copyright for all publications issued on its behalf.

### **Website**

The official website, [www.apfndt.org](http://www.apfndt.org) shall be maintained by the Member society appointed to take care of this activity, with assistance from the APFNDT Secretariat or by a nominated member society. The nominated member society shall assume all legal responsibilities associated with the website.

APFNDT shall encourage other websites to provide links to [www.apfndt.org](http://www.apfndt.org) and encourage other organisations to download/use information provided on the site providing proper acknowledgement is given. Member NDT societies shall be obliged to provide a link to [www.apfndt.org](http://www.apfndt.org) and the APFNDT website will provide links to all members' websites.

The APFNDT website shall be the subject of ongoing development and review with the intention to make it into a valuable and attractive resource not only for APFNDT members and officers but also for the NDT community as a whole.