

## OPERATING PROCEDURE OP 7

### APFNDT Task Groups (TG's)

#### **Scope**

This procedure covers APFNDT Task Groups (TG's), foundations and formations, purpose, terms of reference, organization and method of tasks. As Referenced in Section 10.4 of the Constitution.

#### **Task Group Foundation**

TG's are to be set up upon the APFNDT Board decision with defined areas of the scope and method of tasks in accordance with this Operating Procedure.

TG's could be organized for only one discussion or on a permanent base to consider and make recommendations to the Board upon a subject under consideration.

The Board shall appoint a suitable person as a Convener. To act at all times in the best interest of the APFNDT and minimize conflicts of interest. The AEC (by majority vote) reserves the right to release the appointed convener at their discretion.

Each TG convener shall be required to submit a written report on activities, as requested by AEC. Typically these will be requested leading up the GA, AEC and/or Board Meetings.

Other NDT Societies or participants may attend TG meetings with observer status upon invitation of the Convener of the TG.

Any organization wishing to apply for membership of the TG and to nominate a representative to attend meetings, is required to contact TG convener.

#### **Method of Task**

The Convener of the TG shall advance the objectives in accordance with the approved scope and objectives of the TG.

By the means of suitable communication methods (physical/email/webinar) as approved.

Meetings shall be announced a minimum of four weeks in advance by circulation of a Notice of Meeting and Agenda and relevant documents.

Participation in the APFNDT TG's is open to all APFNDT officers, Full and Associate, Member NDT Societies representatives and partners in MoU relationships with APFNDT.

A Member organization may at any time nominate "alternates or change their representation" by informing the convener of the TG.

The quorum for a meeting shall be a minimum one third of the current voting members. If a vote is necessary, representative members shall have one vote

Proceedings of the TG's shall be recorded and minuted. The TG's shall report to the APFNDT AEC and Board.

## Information of APFNDT Task Group

Rev1-20150303

Number of TG		Host Society	
Name of TG			
Convener of TG			
Secretary of TG			
Start Date of TG		Date of Report	No. of Report
<b>Member of TG</b> (include convener and Secretary of TG)	Name (First Name / Last Name)	Society	Email address
	(1)		
	(2)		
	(3)		
	(4)		
	(5)		
	(6)		
	(7)		
	(8)		
Activities of TG (Schedule)			
Report of Activities	**Please attach meeting minutes.		