

**Draft Minutes of CBIP Meeting No 75**  
**Held at Auckland on**  
**Wednesday and Thursday 8 & 9 November 2006.**  
**Public Release Draft Copy.**  
**Minutes Still to be Confirmed at the Next Board Meeting.**

CBIP Meeting number 75 opened at 9:30 am on Wednesday 8 November 2006 in the Conference room of the Heavy Engineering Research Association, (HERA), Gladding Place, Manukau City, Auckland.

**Present –**

Alan Askham,	David Barnett,	Mick Bell,
Bill Black,	Maurice Davies,	Bryn George,
Malcolm Kelsen,	Steve Mabbett,	Rob Penney,
John Wilson,	John Stark (Secretary)	

Also attending as deputies were –  
Peter Hayward for Wolfgang Scholz, and,  
Jan Westra for Michael Tosio.

Bryan Nunweek, EWP exam panel chairman also attended by invitation around noon on the second day.

**Apologies –**

Apologies were received and accepted from – Wolfgang Scholz, Michael Tosio and Ian Whyte.

**Opening Remarks.**

The Chairman welcomed everyone to the meeting and said that at this meeting there were some very important issues to be resolved. These included that of securing an adequate stream of funding for CBIP and that if this was not achieved within this meeting the Board would need to commence the process of formally closing down.

The time for CBIP taking positive action to secure funding was now, without that action being developed by tomorrow and being securely in place by the end of this year, closure of CBIP was inevitable.

**Confirmation of the Minutes of CBIP Meeting 74.**

Proposed – That the minutes be confirmed, Mick Bell, seconded, Bill Black.

**Carried.**

The website version of the condensed minutes was also reviewed and formally approved by all present.

**Agreed.**

### **Matters Arising.**

A number of action items arising from the minutes of the previous meeting were discussed and confirmed.

It was agreed that the website version of the CBIP meeting minutes should be placed on the website within four weeks of the Board meeting where ever possible.

**Agreed.**

It was suggested that a note to that effect could be placed by Bryn George in "Safety Lines" to which he agreed but pointed out that the next issue of that publication was some time away.

### **Financial Report.**

The financial report was presented and examined. After considerable discussion it was clearly established that CBIP's available funds had now reduced to a very low level.

Two outstanding payments are due amounting to \$10,000 which are expected in the next two weeks.

### **Funding Issues.**

#### **GST Issues.**

The issues relating to GST have arisen on account of the NZ Inland Revenue Department (IRD). After earlier considering AINDT's situation and granting them exclusion from GST the IRD has now rescinded that earlier decision after receiving information from third parties.

The impact could be that candidates who previously have not paid GST may now be liable for this cost.

#### **Funding Report.**

The funding report and position paper from our legal adviser was received and considered in detail.

The Chairman then asked the question – "Where do we go from here"?

After further wide ranging discussion it was agreed that for CBIP to continue operating, a secure source of continuing funding must now be established immediately.

It was acknowledged that most of the work that was necessary for CBIP to carry out was supplied by volunteers' right throughout its structure. In a world that was undergoing

constant technical change the demands on those persons was very significant. The present situation has to be corrected.

The requirement by the Department of Labour for CBIP to gain accreditation to ISO 17024 within two years was not unreasonable but the funding needed to achieve and maintain that accreditation was beyond CBIP's traditional funding sources to achieve.

Funding must now be established and secured by 1 January 2007 and be available to CBIP for use by late July 2007. Timing will be critical.

The need for funding is to continue with the current business plan to -

- Achieve accreditation to ISO 17024.
- Maintain that accreditation when it has been achieved. This includes the continuous updating of SOP and QPM's
- Establish and maintain the examination question banks and keep them under constant technical review.
- To improve the turn round of examination and assessment results.
- Meet actual and reasonable expenses currently being met personally by members of the examination panels and the various CBIP standing committees.
- To provide an appropriate level of high quality technical support to the examination panels.
- An element of administration support including the Governance Board secretariat.

Potential sources of funding were discussed. Options were –

- More lobbying of Government Departments including the Department of Labour, Ministry of Economic Development, Department of Building and Housing, the Accident Compensation Commission.
- Approaching the Insurance Organisations.
- Seeking support from the Trade Unions.
- Increasing the costs of the Certificates of Competency.
- Placing a levy on the owners of equipment that is certified by CBIP certificated persons through increasing the cost of the certificate of inspection or the inspection report.
- Requiring in future CBIP Certificates of Competency to be renewed annually possibly at a higher cost.
- Placing a levy on the Inspection bodies and NDT Organisations.
- Increase examination fees by a very considerable factor.
- Implementing an annual practising certificate.

After considering these needs and potential funding sources it was agreed that the time and resources needed to implement most of them ruled them out.

It was then proposed - Malcolm Kelsen, seconded David Barnett -

That CBIP require that an appropriate levy be placed on every certificate or document signed by the holder of a CBIP certificate of competency and that this process be established and implemented by the CBIP Board by 1 January 2007 and commence on 1 April 2007. **Carried.**

It was estimated that provided that by 1 January 2007 that the addition of a relatively small levy could be confirmed and added to each certificate and document signed by a CBIP certificated inspector and the cost of such levy's passed on to the equipment users/owners a satisfactory funding stream would result. It would require until 1<sup>st</sup> April 2007 for the inspection bodies to get the system operating effectively.

That was the appropriate starting date. If the system is based on quarterly payments from the inspection organisations being made to CBIP formally and regularly, a funding stream would then start to be available to CBIP late in July 2007.

It was agreed that the Chairman and the secretary would contact the Department of Labour, the Ministry of Economic Development and the Commerce Commission to get their agreement or reaction to the levy proposal and to gain assurance from them that by imposing that levy no legal or other problems would be created for CBIP.

The answer to this query is expected on 14<sup>th</sup> December.

Also to make it clear that if the levy was not approved and supported by them before the 14<sup>th</sup> February 2007 then CBIP would set in motion processes as required by the CBIP Constitution to cease business on 1 April 2007.

**Agreed.**

It was further recognised that at this stage CBIP would not have any statutory power to impose that levy. Essentially it would be applied on a voluntary basis by those inspection organisations involved in equipment inspection and NDT. The implications of non participation would be detrimental and those that agreed to participate would be provided with the appropriate recognition.

Shortly after 1 pm the following Board members or those representing Board members asked to be excused from that afternoon session – David Barnett, Mick Bell, Peter Hayward, Steve Mabbett. Leave of absence to those persons was granted.

Steve Mabbett also advised that he would not be able to attend the following day.

#### **Review of Contributing Member Fees.**

In view of the funding issues it was decided at this time to defer any changes in this area and to revisit at some future time. It was also agreed that the very considerable and valued input from the Contributing Members must be recognised by CBIP in some more effective and practical manner.

**Agreed.**

#### **Secretary's Report.**

The secretary's report was received, discussed and accepted.

**Agreed.**

**Correspondence.**

The letters previously circulated were noted.

The response from the DBH was to the effect that as yet they did not have the power to recognise CBIP certificated lift inspectors and they suggested that as the first step, CBIP could contact the various local authorities and attempt to establish recognition directly with them as an interim measure. There was later in the meeting, further discussion relating to the DBH.

The meeting was advised by Mick Bell and Rob Penney that a Mutual Recognition Agreement was being developed relating to NDT and the harmonisation and development of techniques. Some discussion resulted.

**Appointment of a Deputy Chairman.**

It was agreed that the appointment of a deputy chairman was highly desirable to ensure succession planning and continuity of CBIP's direction and emphasis.

It was suggested that there may be a need for a small executive committee or that alternatively as previously approved, the Chairman would continue to seek input from persons in the respective portfolio sectors when responding to important or urgent matters.

Proposed Bill Black seconded Maurice Davis – That the appointment of a deputy chairman be made at the February 2007 CBIP Meeting.

**Carried.**

**Portfolio Holders Reports.****Constitution Sub-committee.**

Mike Tosio provided a report outlining the need for updating and revision of the Constitution and the SoP's and QPM's however emphasising that the most important issue for the CBIP Board at this time was to establish a secure and continuing source of funding. That report was accepted and noted.

**Agreed.**

**Applications and Approvals Sub-committee.**

The sub-committee chairman, Malcolm Kelsen provided a verbal report. He said that the applications process has been sped up considerably and a screening process for all applications is now in place, which is very effective. The question of confidentiality has been addressed; all members of that committee have contributed to the policy and abide by the rules

Areas of concern still are –

- Supervision of training and the monitoring its quality.

- The evaluation of training reports, who signs the training reports and how are those persons acting as trainers, determined as being suitable and qualified to train?
- How should the training reports show the quality of training achieved and its breadth and depth?
- The quality and content of reports submitted as support to the applications for certification.

It was suggested that the A&A sub-committee could develop a proposal for the Board's approval that would address these various concerns. When approved that proposal would be published on the website.

**Agreed.**

Proposed John Wilson seconded Bill Black –  
That the Board asks the A&A sub-committee to formulate the process that will ensure all applications have the required content and that the accompanying material supplied adequately shows the quality and depth of training achieved.

**Carried.**

In relation to training the following actions were agreed –

- That a waiver be placed on all CBIP application forms to the effect that the person submitting and signing that application has no objection to CBIP obtaining from IANZ relevant IANZ approval of the training course and trainers including training information relating to that person.
- For the secretary to seek confirmation from IANZ that if that waiver is introduced there are no impediments to IANZ providing CBIP with that training information when required.

**Agreed.**

**NDT Technical Advisory Sub-Committee Report.**

The sub-committee chairman, Rob Penney reported verbally that persons making applications needed to align more closely with the AINDT requirements through the A&A sub-committee processes. Also that the AINDT processes needed to be recognised within CBIP with additional requirements applying where necessary for the NZ market.

It was agreed that as some candidates applying for CBIP recognition with certification from other certification bodies may not have received the same level of scrutiny, CBIP reserved the prerogative to require additional testing.

**Agreed.**

**Review of the situation with the DBH.**

As reported under "Correspondence" a degree of meaningful contact has been established with persons in the DBH and maintaining that contact will be important for CBIP.

The Lift SoP has been provided to the DBH and it is necessary to recognise the work of the Lift exam panel in developing that document.

Also it is desirable that CBIP be seen by the DBH as an organisation that has its processes and systems documented to the point where subjective judgements are minimal and where the processes have been through a full review process and are readily made available.

The lift SoP is at a stage where it can now be applied while recognising that as the standardisation of the SoP's proceeds, adjustments and changes may be needed in the near future.

It was agreed that the Chairman and secretary would develop a letter and send it to the Territorial Authorities with a view to obtaining their support for the recognition of CBIP's measurement of competence and recognizing the CBIP lift inspectors as having independently established competency by a professional organisation. This letter would be copied to the lift panel chairman for information.

As the DBH states it is not at this stage able to address the competency of lift inspectors this is an area where CBIP itself needs to establish its ability and technical professionalism to independently determine an appropriate level of competence with lift inspectors.

**Agreed.**

#### **Changes to the CBIP Constitution and their Urgency.**

It would appear that the preferred means of securing funding would not require immediate changes being made to the Constitution. Failure to achieve that method of funding without a significant Government grant being offered as the alternative will mean that CBIP would probably cease to function shortly after 1 April 2007.

Any further work on the Constitution should be deferred until the funding source is confirmed and any other resulting funding issues are identified and addressed.

**Agreed.**

#### **Policy to Adopt - where only a small number of Candidates apply.**

Normally a reasonable number of candidates would be expected except in special circumstances where the Board considers that such special circumstances apply. If less than five persons apply for any one examination paper then possibly the Board needs to look at increasing the exam costs to cover the additional expenses.

*There was agreement in principle to this measure but no action was proposed at this time.*

#### **Policy to Adopt - where members of examination panels are seeking re-certification.**

Michael Tosio has already made a proposal that has been ratified and agreed to by the Board. That is now to be applied and should be documented in the CBIP SoP's as soon as possible.

**Agreed.**

**EWP Panel Issues.**

The EWP panel chairman is to attend tomorrow to outline the problems that the EWP panel is dealing with.

**Review of CBIP QPM's and SoP's.**

The urgency of this work was recognised and it should proceed as soon as practical after the funding issues have been effectively resolved.

**Agreed.**

**Container, Scotch and Guy Derrick and Truck Mounted Cranes.**

The issues were discussed in some detail and it was eventually agreed that Bill Black would develop proposals that would address all safety issues involving these cranes. The special nature of these cranes needs to be recognised and special considerations should apply.

These proposals would be presented to the Board for ratification and approval. They would be circulated by Email and after being approved by the Board would be placed on the CBIP web site and later included into the respective SoP.

The objective is to implement the changes in time for the December examinations as the knowledge base is not changed it will not impact on candidate's ability to pass an exam.

**Agreed.**

Concern was expressed about the action of the Department of Labour in distancing itself from the process of approving those persons who previously examined the truck mounted cranes where previously CBIP certification were not required and in the manner by which this was done without any prior consultation involving CBIP.

CBIP was not consulted about the issues and impact or involved in any manner prior to the public announcements being made and even those decisions that had been made were never made available by the DoL to CBIP.

The manner in which that was carried out without CBIP's knowledge caused considerable problems for CBIP and great difficulty was experienced by CBIP in responding to telephone calls from people who considered themselves disadvantaged by what they saw as being CBIP's actions.

Even at this late stage in November 2006 no written notifications of these changes or the reasons why they have been introduced have yet been supplied to CBIP.

It should be further emphasised that the costs of these changes have been entirely at CBIP costs and any further changes without correct consideration of costs will not be undertaken.

### **Examination Locations.**

The question was raised as to whether CBIP examinations should be held in the commercial premises of inspection bodies where members of other inspection bodies may not feel comfortable. It was agreed that all parts of the examination process should be free from any possible influencing factors.

It was agreed that the CBIP non-NDT examinations will in future be held in neutral premises.

**Agreed.**

Bryn George indicated that it may be possible in some circumstances to use locations in the Department of Labour facilities for holding CBIP examinations and he will look into this further and report back to the Board.

In regard to the NDT examinations where they require the use of technical equipment which previously has been made available at the premises of those who use that equipment.

It was agreed that special consideration of that factor is needed when rulings as to “neutral premises” are made in respect of the NDT examinations.

**Agreed.**

At this stage the time was almost 5:00 pm and the Chairman thanked those present for their input and diligence. The meeting was due to commence the next day at 9:00 am. The meeting for the day was then closed.

### **The meeting opened and continued on Thursday 9 November 2007 at 9:00 am.**

Present – John Wilson, Chairman.

Alan Askham    David Barnett,    Mick Bell,    Bill Black,    Maurice Davis,  
Bryn George,    Peter Hayward,    Rob Penney,    Jan Westra.  
John Stark, (secretary)

### **AINDT Report.**

David Barnett reported on the examination situation from the AINDT's point of view and mentioned that there was still apparently a problem in getting the papers to the examination centres in adequate time.

Other problems were also outlined and in an effort to reduce them it was agreed that – Both the examination centres and the examination invigilators are to be clearly neutral for the non - NDT examinations.

**Agreed.**

The failure rate among the re-certification candidates is very high and the teaching facilities are to be advised via a notice to be placed on the website.

In order to address some of the difficulties outlined it was agreed that where examination locations are set they should not be altered or cancelled later than three weeks prior to the week that examination was to be held.

Therefore if candidates have concerns re lack of neutrality of locations they must advise the AINDT exam-co-ordinator a minimum of 3 weeks prior to the exam date.

**Agreed.**

Concern was expressed by AINDT at the delays occurring with the EWP practical exams and difficulties that were still being experienced with some exam papers.

#### **Training Records.**

It was agreed that the A&A sub-committee be asked to develop requirements that make it clear what is required from candidates in their applications. This requirement is for presentation of that material to be forwarded to the Board for approval.

When approved by the Board those requirements are to be placed on the CBIP web-site pending early incorporation into the CBIP SoP's and incorporated into the A & A assessments. Applications not meeting those requirements would then be classed as unsatisfactory and returned to the applicant requiring re-processing and possibly an additional fee.

**Agreed.**

#### **Board Membership.**

It was agreed that membership of the CBIP Board in terms of the 2005 Constitution should commence from the time of the respective member's appointment, by election, to the Board. That means as a result of an election at an AGM meeting in 2006 – 2007 or 2008.

Those persons coming up for election in 2007 will be – Steve Mabbett.  
Wolfgang Scholz.  
Ian Whyte.

Those persons coming up for election in 2008 will be - Bill Black.  
Malcolm Kelsen.  
Michael Tosio.

The positions filled by nomination are those for the - AINDT.  
NZNDTA.  
The Department of Labour.

It was agreed that pattern will be repeated as people complete their three year term on the Board and the positions come up regularly for re-election.

**Agreed.**

It was agreed that for the three nominated positions required by the Constitution that each nominating organisation notify the secretary as to the name of their representative for the following yearly period at least forty (40) days prior to the AGM meeting.

**Agreed.**

### **EWP Panel.**

Bryan Nunweek, the EWP examination panel chairman joined the Board prior to lunch and after lunch was invited to speak to the Board about the problems that the panel was experiencing.

He explained that the delay with the exam results were due to the difficulty in some cases in carrying out the practical examinations and in arranging these in a manner that dealt with several candidates and minimised cost to CBIP.

The Board agreed to follow through on the issues that had been raised by Bryan in an effort to obtain official clarification where necessary from the Department of Labour and would report back to the EWP exam panel when that had been achieved.

**Agreed.**

Bryn George will report back to the Board after the meeting between the EWP panel chairman and DOL as to the degree of progress made and any further action necessary on the part of the Board.

It was recognised and agreed that due to the concerns regarding EWP inspections and the certifications of inspectors in a new environment that a member of the examination panel would be co-opted to the A & A committee as and when required.

**Agreed.**

### **Ratifications.**

The listed ratifications were all confirmed and approved.

It had also been agreed previously by the Board by Email that a special examination would be held in December 2006 at no extra cost to candidates for crane Category C candidates and for the EWP candidates.

**Agreed.**

**Other Items of Business.**

Bill Black raised the issue of the delays in getting Board action on items of concern about ethics.

The Chairman replied that situations involving ethics are complex and that the various processes CBIP has put into place must be followed carefully and complete impartiality retained. It was agreed that the aim must be to complete the process where practicable within the time frame stipulated in the QPM.

**Agreed.**

Alan Askham asked about the listing of CBIP NDT personnel on the AINDT website. It was explained that the listing was of those persons on the AINDT website who had passed the NDT examinations or re-validated or re-certificated their NDT qualifications since the introduction of the joint AINDT – CBIP agreement.

Rob Penny was requested to liaise with the AINDT Australian examiner to expand the question base and to look at what other assistance could be provided.

**Agreed.**

**Place of the 2007 AGM.**

After discussion it was agreed that the CBIP AGM should be held in Hamilton at a venue still to be decided and at a date towards the middle of May 2007.

**Agreed.**

**Date of the Next Meeting.**

It was proposed David Barnett seconded Rob Penney that the next Board meeting be held in Christchurch on the 14 and 15 of February 2007 at a venue still to be determined.

**Carried.**

The Chairman on establishing that there were no other items of business to deal with thanked everyone present for their help and input in providing solutions to some very difficult issues and for their patience in working through a comparatively long agenda.

The chairman asked the secretary to thank HERA for their hospitality. The meeting was then closed at 1:05 pm.

-- End --