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CERTIFICATION BOARD FOR INSPECTION PERSONNEL

Welcome to the second CBIP Newsletter for 2009 - restructuring details and Governance Board elections announced

A Quarterly Newsletter Issue No 2 - June 2009

CBIP Board Restructure

Full details on CBIP restructuring

New Governance Board to be elected.

Process for making application
Page 1

On-line Forms

Form completion made easy. CBIP moves to on-line forms

Page 2

Revised Standard Operating Procedures

Page 2

New Website Page for NDT

Page 2

Membership Fee

Following agreement at Industry Meeting, CBIP formalises yearly membership fee.

Page 2

End of year Examination dates for Inspectors and NDT

Page 3

Examination Update

Inspectors examinations April 09 and NDT examinations June 09

Performance Indicators

April 09 Examinations and Applications and Approvals Committees statistics

Page 3

Governance Board elections

Nominations, processes and dates
Page 4

New Constitution for CBIP

Page 4

Interested in working for CBIP?

Page 4

CBIB database upgrade

Members asked to confirm contact and certification details

Page 4

Exam Fees

Page 3

Contacting CBIP

Page 4

CBIP Board Restructure

CBIP is embarking on changes within its organisation. The changes are expected to produce a significant improvement in its performance both operationally and financially. Changes include adoption of a new constitution, a new CBIP Board, a clear separation between governance and operational functions, the introduction of membership fees and the possibility of expanding certification services beyond industrial inspection and non destructive testing.

CBIP is looking to establish a Board with collective skills and experience in governance, finance, policy and ideally knowledge of and experience in industrial inspection and non destructive testing. Board members will also need to have effective decision making skills, well developed relationship-management skills and sound judgment.

The CBIP Board will be restructured to consist of five members with at least two of these being independent positions, at least two from industrial inspection and the fifth non destructive testing, all of

which are expected to be senior supervisory or managerial level personnel. Additionally two board members may be co-opted if required.

The Board will be responsible for ensuring sound governance practices and processes, supervising the Business manager, appointing and managing sub committees, setting clear goals and measurable targets for the financially sustainable growth of CBIP, and leading change, in alignment with CBIP core values.

The restructuring process is expected to follow a transitional approach where new Board members will be elected to serve staggered terms ranging from one to three year terms depending on polling results.

Board members will be expected to execute governance portfolios in accordance with CBIP QPM A05

These five board positions will be elected through a nomination / approval process CBIP QPM A01 and A04.

A nominations panel will review all applications and select candidates for election in accordance with CBIP QPM A02. All Board positions will be for a minimum of one year or a maximum of three years, which may be extended to a further term.

An indicative minimum timeline for the overall nomination and appointment process is defined in CBIP QPM A01.

Nominations should be made electronically to CBIP marked to the attention of CBIP Board nominations committee. Forms are available on CBIP website

All nominations will be treated in confidence and should be accompanied by:

- supporting (verified) evidence of how the nominee meets the nominee criteria
- confirmation that the nominee is eligible for appointment to the Board in accordance with section 7.3 of the Constitution, and that the nominee is prepared to sign the CBIP Board Member code of ethics and confidentiality statement set out in QPM A03
- a statement of all potential conflicts of interest
- a statement of referral by a suitably qualified person

Introduction of a CBIP Membership Fee

CBIP traditionally relies on contributing members, certification application fees, and financial assistance from DoL to provide funding for all operations. These income streams are irregular and insufficient for CBIP to continue to provide certification services.

Without changes to CBIP income, given the growing costs for providing certification services, the current system for collection of fees and maintaining the existing revenue base is unsustainable beyond 2009.

A critical part CBIP's financial programme will be bringing finances into surplus as a matter of urgency.

What is equally important is to ensure that over the coming years, CBIP budget undergoes the adjustment and rebalancing it needs, with a strong focus on productivity and competitiveness.

Now is the time to drive changes that will position CBIP better able to generate higher standards and potentially expand services beyond the traditional Industrial Inspection and Non Destructive testing disciplines should the need arise.

Industry was advised in Feb 2009 and endorsed a proposal to introduce an annual membership fee.

The annual membership fee is additional to current fees prescribed for applications for certification.

CBIP members voted unanimously at CBIP AGM 27 May 2009 in favour of the introduction of an annual fee of \$250.00 plus GST by end of Quarter three 2009.

The \$250.00 annual membership fee was based on formal financial modeling which forecast income and expenditure over both a 5 and 10 year period. The model included Board, Business management, and sub committee functions, implementation and maintenance of accreditation, and execution of examination and competency assessment activities.

In addition DoL is currently investigating introduction of legislation mandating collection of fees by Certificate issuing agencies.

Two membership categories have been prescribed

Certificated members – (Constitution 2009)

"A Member is a person which holds one or more current CBIP certificates and has paid the specified membership fee to cover the administrative efforts provided by the Society, and whose membership has been approved by the Governance Board".

Associated members – (Constitution 2009)

"An Associate Member is a stakeholder such as an inspection organisation, inspection services user, training provider who wishes to be associated with the Society, and whose membership has been approved by the Governance Board. Associated members pay membership fees and in return have the ability to participate in committees, certification activities and generally contribute to the viability of the Society in accordance with rules..."

Under the certificated membership category a membership fee will be applied per member, regardless of the number certificates held.

New certificates of competency will be issued upon receipt of payment for membership. Certificates will be revised to indicate membership expiry date (annual) and competency renewal or re-certification due date.

Five year renewals and Re-certification will remain unchanged, and renewal of Certification will be dependent on membership remaining current.

For the current year all CBIP certificates will expire on 31 September 2009 and will be renewed on receipt of payment of membership fee until 30 June 2009.

Certificates will not be reissued or issued, and removal from CBIP certificate holder register, will result if membership fees are unpaid.

Membership fee after the first year will be from 1 July to 30 June each year.

Under the associate member category non renewal of membership will cease

the ability to participate in committees, certification activities and generally contribute to the viability of the Society.

Refer CBIP Website for schedule of fees and QPM on membership process.

NEW On Line Forms

Members now have the option of completing forms online and submitting to CBIP electronically.

Forms are available either from the website or by request from the Business Manager.

Forms available on the website are:

- Membership Application Form
- Change contact details
- Certification Confirmation

All forms will soon be available in both on- line and hardcopy format.

When submitted an on-line form an email will be generated allowing the sender to keep a copy of what has been sent.

This will facilitate users who wish to pay by internet banking, order or credit card.

NDT page on website

A dedicated page has been set up on the website for NDT.

Current information includes:

- ◆ Analysis of Dec 2008 examinations
- ◆ Sample examination papers
- ◆ Draft Standard Operating Procedures
- ◆ Application Forms

Standard Operating Procedures

Updated Standard Operating Procedures will be available on CBIP website progressively over the next month.

These will be effective for October examinations.

Examinations

Inspector Examination Statistics from April 2009

	Pass Rate	Ave mark
CWI	76	73
Crane	100	86
EWP	100	87
Lifts	100	-
Pass Rope	100	-
PEI	70	76

NDT Examination June 2009

Candidates sat 29 examinations late June 2009. Results notifications will be emailed progressively from Friday 10th July.

End of year examination dates

Inspectors: 12-19 October 2009

NDT: 9-12 November 2009

Full schedules are available on the CBIP website.

Interesting in Working for CBIP?

CBIP thanks all members who have supported them on committees, as examiners, markers or in any other way.

Your contributions are much valued and appreciated

If you are interested in supporting CBIP on operational committees we would like to hear from you.

It is anticipated that new budget structures may enable some form of financial recognition for the future.

If interested, details of your experience (CV) would be appreciated. Any one interested in participating on a CBIP committee will be required to undergo a formal approval process. If successful a code of ethics and confidentiality will be required.

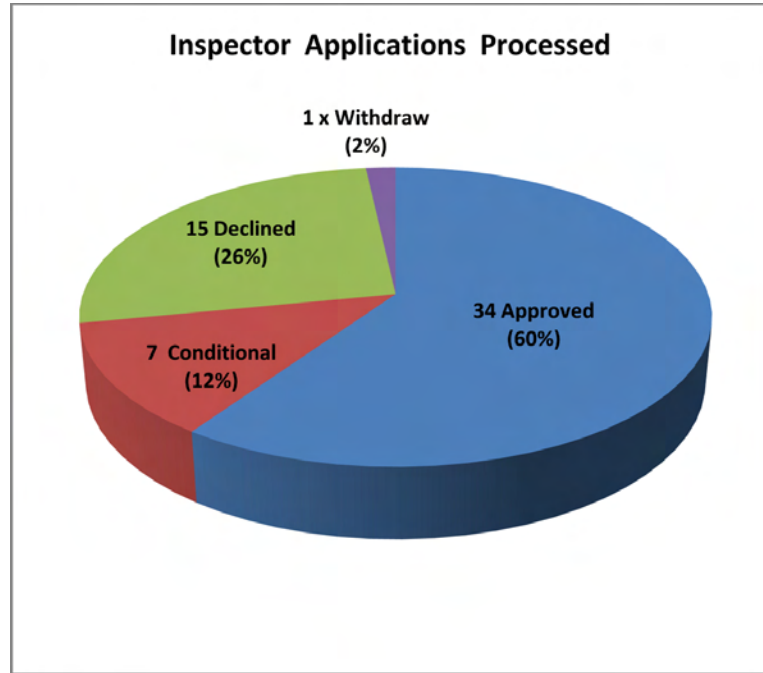
Applications and Approvals Committees Statistics

Inspector & Approvals Committee

5 meetings held Jan - June 2009

Applications processed: 57

conditional applications now processed: 1

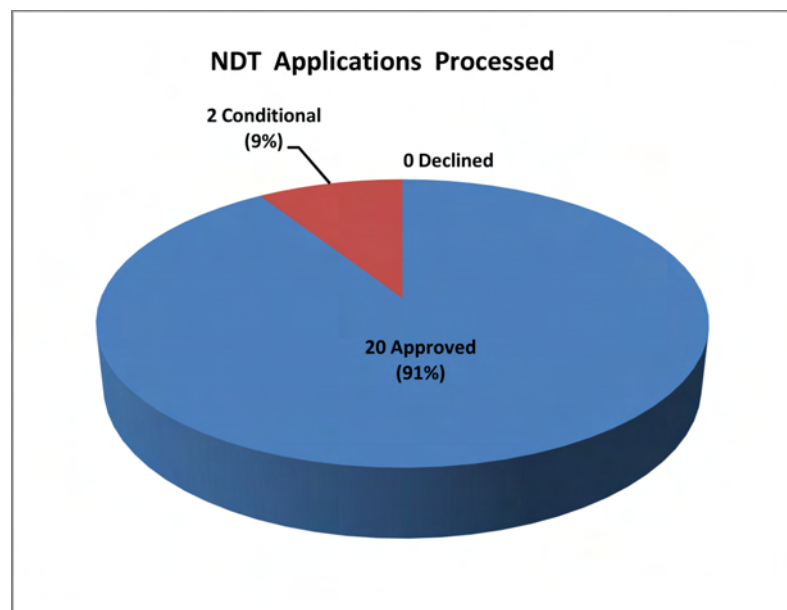


NDT Applications & Approvals Committee

2 meetings held January - June 2009

Applications processed: 22

conditional applications now processed: 2



New CBIP constitution

CBIP formally adopts new constitution effective 19 June 2009

Following formal notification of acceptance of the Constitution presented at the May 2009 AGM by NZNDTA, CBIP are now operating under the new Constitution. The current board, who remained in office at the AGM, have now resigned and a new interim Board of three will govern CBIP until elections have taken place.

Quality Procedure Manuals to support the Constitution are on the CBIP website.

Governance Board Elections

Nomination Forms available: 13 July 2009

Nominations Close: 15 August 2009

Curriculum Vitae circulated 30 August 2009

Voting from: 30 August 2009

Voting Closes: 09 September 2009

Results Announced: 10 September

New Board commences: October 2009 or earlier

All CBIP members are eligible to seek nomination and to vote

Late nominations will not be accepted

Full details, including nomination and voting forms will be on CBIP website www.cbip.org.nz

Please direct any queries to the Business Office.

CBIP Contact

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Powderham Business Centre

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New Plymouth

www.cbip.org.nz

CBIP members are generally very understanding that all communication is to come through the CBIP office. Regretfully we have to reaffirm that CBIP office will not give the names and/or contact details of any approved committee members.

Whilst this may be very frustrating for some members, we ask for consideration that these committee members must remain anonymous and are not available to discuss individual cases with candidates.

Examination Fees

CBIP will be introducing a new fee structure, effective 20 July 2009. CBIP have maintained their 2008 fee structure for the first half of 2009.

Details of the new fees will be available on the website shortly.

Not all fees have increased!

CBIP Database

CBIP is undergoing a major review of its candidate database.

A new electronic database is being developed and it is expected that this will manage all CBIP certification processes.

The first stage of this project is to validate all Certification holder's current contact details and certifications held.

Certification holders are asked to complete on-line forms which will be emailed to them shortly, with their current contact and certifications details. These forms are also available on the CBIP website or on request from the Business Manager.

Members are asked to complete the Contact details form but completion of the certification form is not required if certification, renewal or re-certification has been since October 2008.

If a copy of your latest certification is not held on file, you may be contacted and asked to send a copy.

Application forms will shortly include the requirement to send a copy of current certification (waived if already provided).

CBIP Newsletter

CBIP office received many emails about non receipt of the last newsletter. This issue of the newsletter has been emailed to the email address held on file.

If you are a current certificate holder, and copy of this newsletter was not emailed to you directly, please contact the CBIP office and ask to be added to the mailing list. It will also ensure that you receive other communication from CBIP for the future.

If you are not a member you may contact the CBIP office to be added to the mailing list, or complete the on-line request on the website.