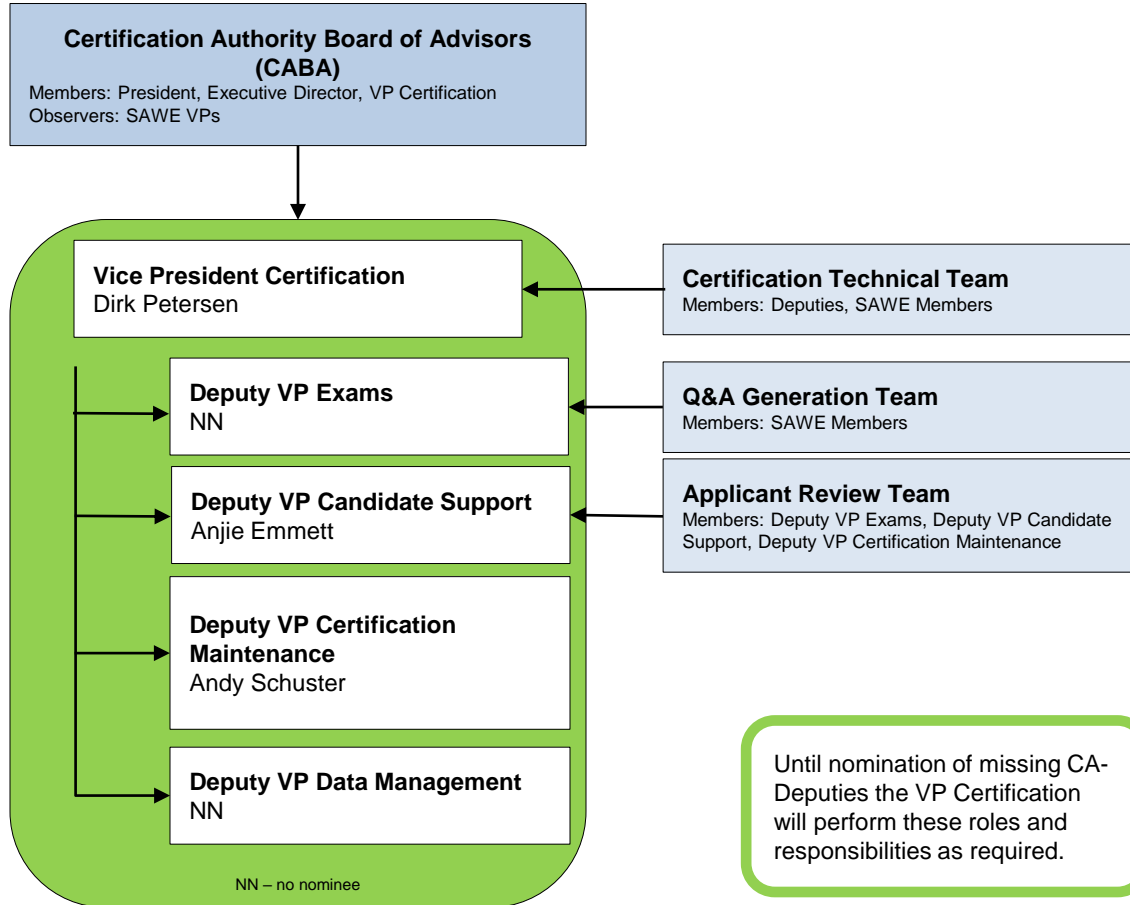


Certification - Organisation





Roles&Responsibilities



Vice President Certification

They manage all aspects of the Certification Authority.

They are authorized to spend any funds needed to implement and maintain the Certification Authority in line with the annual budget and Certification Authority procedures that has been reviewed by the CABA and approved by the BoD.

They provide an annual summary report of statistics and budget to the CABA for a consensus review, before sending it to the SAWE BoD for approval. Ideally, the CA will be self financing and will not require cash contributions from the SAWE Inc's annual operating budget, but this may a few years off.

They will be appointed by the President for a 3 years term. The CABA may impeach the VP Certification for poor performance, before the term is completed.



Roles&Responsibilities



Vice President Certification

The Certification Authority shall pay for all expenses and an Honorarium based on performance by the CABA. This Honorarium may be shared with the deputies as deemed appropriate.



Roles&Responsibilities



Deputies

Deputies may be appointed as required by the VP Certification to take responsibility for different part of the Certification Authority with a consensus approval by the CABA. An impeachment of a Deputy shall also be approved by the CABA.

The initial slate of deputy positions include:

- Exams
- Data Management
- Candidate Support
- Certification Maintenance



Roles&Responsibilities



Deputy VP Certification– Exams

Deputy VP Exams (a.k.a. Principal Deputy) has the same role and responsibility as the VP Certification, but their focus is on developing new exam questions and creating variations of existing questions.

Ideally, they are the planned successor to the current Certification Authority Director, live in another country and are from a different industry from the current VP Certification.

They will step in when the VP Certification is unable to take action or will share duties with the VP Certification.

They create exams to confirm that the knowledge has been transferred.

They are part of the Certification Application Review Team.



Roles&Responsibilities



Deputy VP Certification – Data Management

This is principally a website and database management role.

They create and maintain a website so that:

- interested parties find information including the names of Certified MPE.
- candidates can file an application and find information to prepare for the exam(s).
- be current on Certification IT tool-set

They collaborate with the VP Certification and the other deputies.

They liaise directly with the SAWE VP Internet Operations when required.



Roles&Responsibilities



Deputy VP Certification – Candidate Support

This a customer service representative role for interest and application up to the confirmation of exam result.

They are the main contact for applicants and candidates for all topics concerning the Application Process, including recertification.

They enable knowledge transfer to candidates.

Announces result of the exam and topics which need improvement.

They collaborate with the VP Certification and the other deputies.

They are part of the Certification Application Review Team.



Roles&Responsibilities



Deputy VP Certification – Certification Maintenance

This a customer service representative role for certified MPE up to, but not including, application for recertification.

They are the main contact for applicants and candidates for all topics after passing successfully the exam.

They create a draft of the SAWE MPE Code of Ethic, by which to identify unethical behavior.

They check adherence to the SAWE MPE Code of Ethic and report to the Certification Application Review Team.

They create a guideline for requirements to maintain certification and apply for recertification.

They are part of the Certification Application Review Team on request.

They support the Deputy VP Candidate Support in preparation for CMPE recertification in 5 years.

They collaborate with the VP Certification and the other deputies.



Roles&Responsibilities



Certification Authority Board of Advisors (CABA)

- The role of the Certification Authority Board of Advisors (CABA) is to provide guidance to the Certification Authority on management decisions that need to be made that are not covered by standard operating procedures and to look to the future needs of Mass Properties Engineering professionalism.
- The quorum is made up of the SAWE President, Executive Director and VP Certification.
- Approves annual summary report of statistics and budget which will be presented at the SAWE Board of Directors.
- The CABA's decisions will be independent of the SAWE BoD.
- Approves nomination of deputies.
- Impeaches the VP Certification and approves impeachment of deputies for poor performance
- The CABA will prepare a summary report to the SAWE Board of Directors that includes a budget, certification statistics.
- Meets quarterly at dates proposed by the VP Certification in the 4th meeting of the previous year.



Roles&Responsibilities



Certification Technical Team

- Supports VP Certification in the day to day running of the Certification program.
- Develops and improves processes and rules.
- Meets as required by the VP Certification.



Roles&Responsibilities



Certification Q&A Generation Team

- Supports Deputy VP Exams in creation of additional questions and answers for all levels of certification.
- Meets monthly – third Wednesday of month 11:00 to 12:00 ET if not otherwise agreed.



Roles&Responsibilities



Certification Applicant Review Team

- Review, comment and accept the applications.
- Proposes , agrees and nominates Professional and Expert Mass Properties Engineers.
- Meets as required, exchange mainly by mail.