INTERNATIONAL MTM DIRECTORATE

IMD Code of Practice

The purpose of an IMD Code of Practice is to support the development of and strengthen the unity between National Associations, Aspirant Members or Chapters and to ensure the proliferation of MTM systems internationally.

IMD

INTERNATIONAL MTM DIRECTORATE

File-name: IMD Code of Practice 2014-05-17 v16.03 bis.docx

From the desk of G. Caragnano, IMD Executive Director

(status: Approved by the IMD Board on 17th May 2014, BoT Istanbul)

General Information

The Code of Practice is a document where the main operating procedures are collected

Legenda

NMTMA	National MTM Association
T.B.A.	To Be Approved
BoT	Board of Trustees
GA	General Assembly
Pioneer Instructor	Instructors trained and qualified by the developing NMTMA's instructor during the initial introduction of a system in a Country
Developing NMTMA	MTM Association responsible for a system (e.g. DMTMV for UAS)
Official course	A course of any MTM official system following all IMD rules and requirements

Table of Contents

GENERAL INFORMATION 2

LEGENDA 2

FOUNDATION PROCEDURE OF A NATIONAL MTM ASSOCIATION 5

IMD OBJECTIVES 5
DOCUMENTATION 6
COMPULSORY TECHNICAL REQUIREMENTS 7
RECOMMENDATIONS 7

FOUNDATION PROCEDURE OF A NATIONAL MTM CHAPTER 9

DOCUMENTATION 9
COMPULSORY TECHNICAL REQUIREMENTS 9

NATIONAL INTEGRITY 11

PROCEDURE FOR IMD RECOGNITION OF MTM DATA/SYSTEMS 13

PROCEDURE FOR IMD APPROVAL OF MTM DATA/SYSTEMS 15

MAINTENANCE DUTY OF TRAINING MATERIAL OF THE IMD OFFICIAL SYSTEMS 16

QUANTITATIVE WORK DESIGN AND MEASUREMENT SYSTEMS 16
QUANTITATIVE WORKLOAD MEASUREMENT SYSTEMS 16
QUALITATIVE PRODUCT DESIGN EVALUATION SYSTEMS 17
IMD RESPONSIBILITIES 17
MAINTENANCE FEES 17
MASTER COPIES DISTRIBUTION PROCEDURE 18

MINIMUM AND RECOMMENDED QUALIFICATION REQUIREMENTS 19

PRACTITIONER 19
INSTRUCTORS 19
PIONEER TRAINERS 20
COMPANY TRAINERS 21

NATIONAL MTM LICENSING POLICY 22

INTERNATIONAL MTM INSTRUCTOR LICENSING POLICY 23

INTERNATIONAL EAWS INSTRUCTOR LICENSING POLICY 24

NMTMAS KEY DUTIES TO MAINTAIN THE IMD MEMBERSHIP 25

MTM CHAPTER KEY DUTIES TO MAINTAIN THE ASPIRANT NMTMA STATUS 26

IMD MEMBERSHIP CANCELLATION PROCEDURE 27

RELEASE NOTES 28

Foundation Procedure of a National MTM Association

An aspirant Association may apply for, or be invited to, the status as a National MTM Association. Such Association, upon submitting an application to the IMD Board, must subscribe to the objectives of the IMD, and recognize that the IMD is the official international body for the co-operation and co-ordination in the field of MTM, its development and practices. It must be demonstrated to the IMD that such election from an aspirant association to National MTM Association will be in the best interest of the users of MTM in that Country.

Admission to membership is restricted to one Association in each Country.

All applications for membership are first examined by the Executive Board (President, Vice President and Executive Director). If all the requirements are met, the Executive Board will make a recommendation to the IMD Board for full membership and will invite the new candidates to take part in the next BoT meeting to present their organization. Otherwise, the new association will be given the status of aspirant member until all the requirements are met.

IMD Objectives

The general objective of the IMD and its member National MTM Associations is to develop, spread and employ knowledge concerning man at work, so as to improve his productivity, his job satisfaction and his working conditions.

More specifically, the objectives of the IMD are to encourage close cooperation among all those interested in the study of man at work, whether it is in research, training or field of application.

The major areas of activity of the IMD to reach the general objective are:

1. Research	To widen the scope of and improve MTM (meaning the system and its data), to develop the knowledge of application of MTM, to develop new ways of processing MTM data and information on working conditions, to further the integration of work measurement systems and to deepen the knowledge of man at work by coordinating the research activities of the National Associations, by suggesting or initiating research which is not yet being performed by the National Associations and by encouraging and coordinating the publication of research reports.
2. Standards of Practice	To ensure international standards of MTM practice, which includes uniformity of basic MTM data, internationally approved data systems, definitions, application rules and minimum requirements for training and examinations, by defining MTM, by coordinating training and examination development and practice internationally and by recommending publication of international standards of practice.
3. Membership Development	To encourage and coordinate the creation of new National MTM Associations and their admission as aspirant members and/or members, by determining minimum requirements for membership, by collecting information on MTM activities in non-member countries, and by assisting National Associations in their efforts to develop new members.

4. Communication	To improve knowledge of members and other circles in the business and academic world on developments and achievements of MTM research, training and application, its growth and its acceptance, by collecting and spreading information, by promoting seminars, conferences and printed publications, and by encouraging members to exchange information.

ADOPTED BY THE GENERAL ASSEMBLY IN LONDON, MAY 1969, TO BE APPLIED FOR EXECUTIVE PURPOSE.

Documentation

The applicant must develop and submit to the IMD Executive Board the following documents:

1) Formal request for acknowledgement as a national MTM association, signed by the organization chairman

2) Official seat of the association

   - postal address and reference persons

   - telephone and fax numbers

   - electronic mail addresses

3) List of board members

   - experience has shown that consultants should not be members of the Board in order to exclude any commercial interests in the non-profit organization, as well as any suspicion of granting privileges

4) List of membership by classes:

   - company members

   - universities/institutes

   - individual members

5) Official copy of the by-laws and the minutes of the foundation Board meeting reporting:

   - name, position and role of the founders

   - full acceptance of the latest release of the IMD Code of Practice requirements and obligations

6) Development plan for the growth of the Association divided by type of activity (training, development projects, etc.)

7) Public courses scheduling for the first 3 years

Compulsory Technical Requirements

1) MTM-1 training material set must be available in the main local language at the moment of the application (translation of the latest master release)

2) MTM-2, UAS, MEK and EAWS training material sets must be available in the main local language within a period of 3 years from the application date (translation of the latest master release)

3) Examination and training regulations have to be provided, describing

   - the contents and coverage of the individual training measure, including the duration of the course

   - the scope and complexity of the examination tests must fulfill minimum requirements set by IMD in theory and practice

   - minimum score to pass the qualification examinations must be 75%

   - procedure to achieve a national instructor license

   - the examination and certification fees

   - the training material fees

4) There must be at least one Instructor for each technique forming the technical platform:

   - MTM-1 Instructor at the moment of the application

   - Other IMD Technical Platform systems Instructors within a period of 3 years from the moment of the application

Recommendations

- ❑ An uneven number of Board members to achieve clear voting results

- ❑ Individual members have a basic vote in annual general meetings

- ❑ Company members have additional votes, depending on the size of the company (size indexed could be, for example, the number of employees or the number of MTM licenses)

The following graduation has proved successful:

companies with up to	200 employees	=	1 vote
companies with more than	200 employees	=	2 votes
companies with more than	400 employees	=	3 votes
companies with more than	700 employees	=	4 votes
companies with more than	1000 employees	=	5 votes
companies with more than	3000 employees	=	6 votes
companies with more than	5000 employees	=	7 votes
companies with more than	10000 employees	=	8 votes

- For each basic and additional vote, a membership fee per year is due

Foundation Procedure of a National MTM Chapter

An aspirant organization may be invited to the status as National MTM Chapter by an active IMD member (sponsoring NMTMA). The sponsoring NMTMA, upon submitting an application to the IMD Board, must demonstrate to the IMD that

- the aspirant National MTM Chapter will be in the best interest of the users of MTM in that Country
- the aspirant National MTM Chapter is willing to found a National MTM Association within a period of 5 years

Admission to chapter-membership is restricted to one Association in each country.

All applications for chapter-membership are first examined by the Executive Board (President, Vice President and Executive Director). If all the requirements are met, the Executive Board will make a recommendation to the Board for the chapter-membership and will invite the new candidate to take part in the first available BoT meeting to present their organization.

The sponsoring NMTMA is responsible for the full requirements of the IMD Objectives and Code of Practice by the chapter-member.

The chapter must be represented by an individual (MTM Chapter Deputy), who is invited to participate in the BoT meetings as a guest

Documentation

The applicant chapter-member and the sponsoring NMTMA must develop and submit to IMD the following documents:

1) Formal request for acknowledgement as a National MTM Chapter organization, signed by the sponsoring NMTMA chairman and by the applicant organization chairman (MTM Chapter Deputy)
2) Official seat of the MTM Chapter
   - postal address and reference persons
   - telephone and fax numbers
   - electronic mail addresses
3) Development plan to reach the status of NMTMA
4) Public courses scheduling for the first 3 years (all courses to be run under the auspices of the sponsoring National Association until such time as the National MTM Chapter achieves full Association status.)

Compulsory Technical Requirements

1) MTM-1 training material set must be available in the main local language at the moment of the application (translation of the latest master release)

2) Training material of the other IMD Technical Platform must be available in the main local language within a period of 3 years from the moment of the application (translation of the latest master release)

3) Examination and training regulations have to be provided, describing

    a. the contents and coverage of the individual training measure, including the duration of the course

    b. the scope and complexity of the examination tests must fulfill minimum requirements set by IMD in theory and practice

    c. minimum score to pass the qualification examinations must be 75%

    d. procedure to achieve a national instructor license

    e. the examination and certification fees

    f. the training material fees

4) There must be at least an Instructor, speaking the main local language, who is responsible for holding the following courses and examinations:

    a. MTM-1 at the moment of the application

    b. Other IMD Technical Platform systems within a period of 3 years from the moment of the application

National Integrity

1. National integrity will be recognized by the IMD and all the National MTM Associations and Chapters (further on NMTMA-C in this chapter), including their licensed Instructors/Trainers, when running training courses of IMD approved systems outside of the boundaries of their own Region.

2. PUBLIC COURSES

    a. Public courses organized in a region served by a NMTMA can only be run by the local NMTMA-C.

    b. In case there is no NMTMA-C in the concerned Country, public courses, if requested, can be organized by the IMD. The Executive Director would: first, assign the course to a National Association willing to provide such training; and second, if no such National Association can be identified, conduct the course directly through the auspices of the IMD.

3. COMPANY (ON-SITE PRIVATE) COURSES

    a. Company courses organized in a region served by a NMTMA-C can only be run under the auspices of such local NMTMA-C.

    b. A company having an existing commercial relationship with a training company (NMTMA-C or any profit company) may request the services of such training company in the context of such an existing commercial relationship. The trainer, in any event, must be a certified international MTM instructor.

    The training company receiving such a request must insure that the requesting company is aware of the option to receive such training from the local NMTMA-C.

    The training company receiving such a request must inform the local NMTMA-C and the IMD office about the private (in-house) MTM training courses, which are going to be held within the region of the local NMTMA-C. In particular, the following information must be communicated before the beginning of the course:

        i. Date and site (full company address)

        ii. International MTM Instructor name

        iii. Number of students in the class

        iv. Language

        v. Training program

        vi. Reference person within the company.

    The training company must use only training material sets approved by the IMD and supplied by the local NMTMA-C.

    The training company must use examination papers issued by the local NMTMA-C.

    The local NMTMA-C has the rights to supervise the examination.

    Certificates are issued by the local NMTMA-C, which then charges the training company with the certification fee. If formally requested by the customer, certificates may be issued

by the MTM instructor through his/her own NMTMA-C; however, all certification fees normally charged by the local NMTMA must be paid to the local NMTMA by the training company.

c. If there is no NMTMA in the concerned country, the IMD plays the role of the local NMTMA.

4. There is no restriction on cross border business of any National MTM Association with the exception of recognition of National Integrity as outlined above.

Procedure for IMD Recognition of MTM Data/Systems

This Procedure is managed and controlled by the IMD Executive Board

The Executive Director will administer all matters concerning IMD recognition of MTM data/systems. He will be responsible for setting up a sub-group to investigate the new system submitted for IMD recognition.

Prerequisites of IMD recognition for any MTM based system are:

1. The MTM System must be an open system made available through public training courses

2. Training, examination and certification in the MTM System must be administered through the auspices of an active National MTM Association.

All National MTM Associations, who are members of IMD, will be asked to nominate one person from their area, who is considered competent to pass judgment, as to whether the submitted MTM data/system has been properly developed.

Upon request from a National MTM Association, for IMD recognition of MTM data/systems, the Executive Director will:

1. Suggest a procedure for investigation.

2. Specify the maximum cost for the investigation.

3. Select the nominees, from the list of nominees submitted by the National Associations, for the sub-group to carry out the investigation into the new MTM data/system.

4. Nominees will be selected by considering the necessary qualifications required for a specific task.

5. Submit the proposals, to all IMD member associations, for comment before presenting them for a final decision to the General Assembly

The National MTM Association, requesting IMD recognition for MTM data/systems, will have the right to refuse any nominee proposed by the Executive Director. They can only exercise this right prior to the proposals being submitted to the General Assembly.

The Executive board shall make the final decision about procedure, choice of nominees and proposed expenditure.

The investigation by the examination group will describe objectively:

1. The way the data/system was developed and the research basis

2. The claims for the data/system (see Figure 1)

3. Training and examination requirements

4. All available documentation.

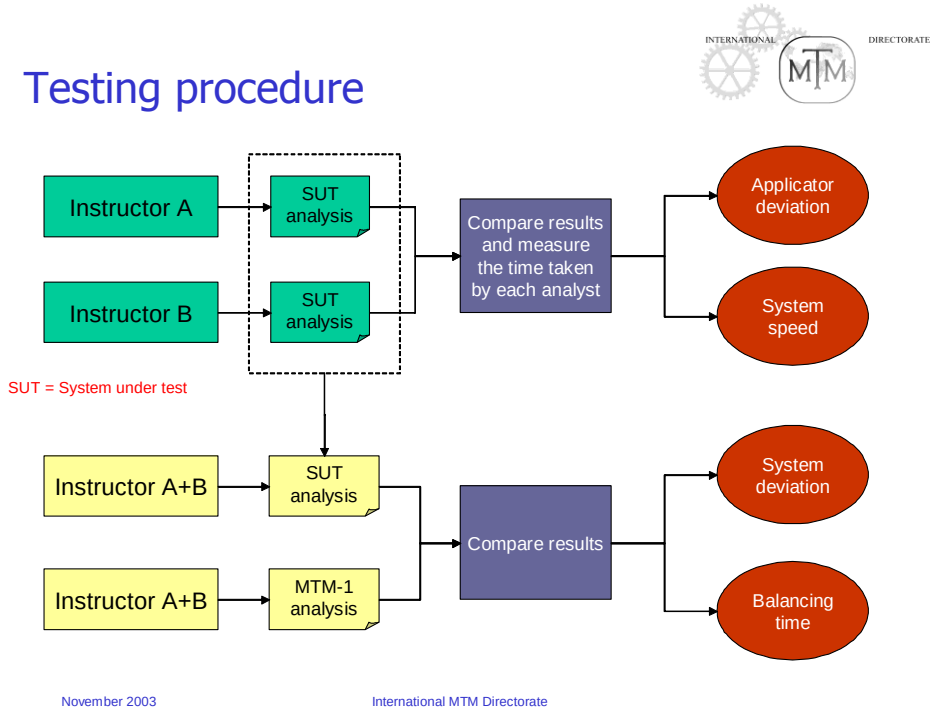


Figure 1

The examination group shall also comment on:

- The professionalism of the development work
- The accuracy of the claims
- The assurance of proper application through the training and examination procedures.

The examination group will compile a written report on the investigation results.

The examination group shall present a report (in English) to the Executive Director with their recommendations regarding IMD recognition.

The General Assembly will make the final decision on whether to grant IMD recognition

Procedure for IMD Approval of MTM Data/Systems

An IMD approved system is owned by IMD.

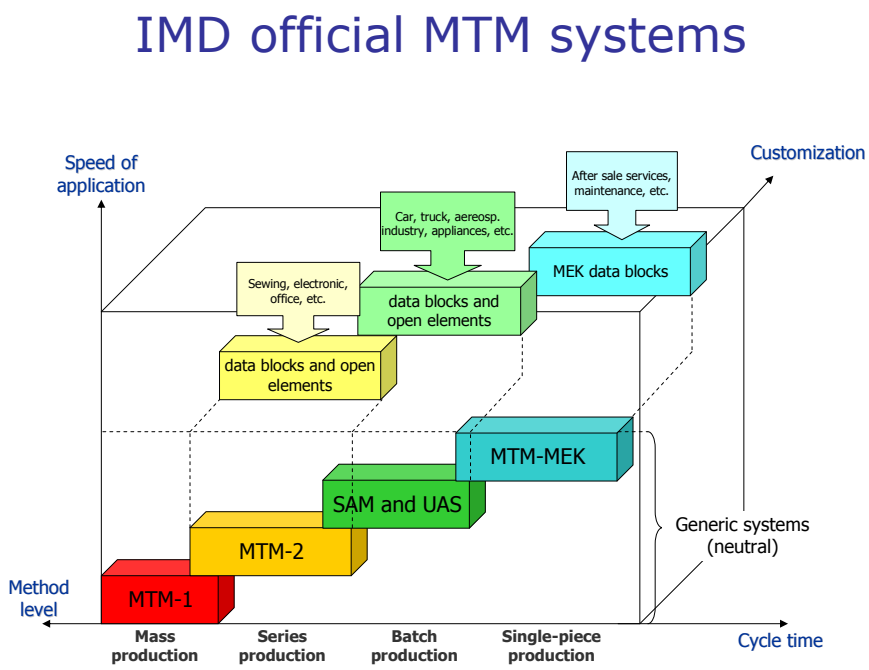
The approval procedure coincides with the above recognition procedure with the following additional requirement:

The National MTM Association, requesting IMD approval for MTM data/system (developing NMTMA), has to send to IMD the minutes of the Board Meeting in which the NMTMA transfers ownership and copyrights of the system to the IMD.

Maintenance Duty of Training Material of the IMD Official Systems

Quantitative work design and measurement systems

- MTM-1
- MTM-2
- SAM (not part of the IMD technical platform)
- MTM-UAS
- MTM-MEK



Quantitative workload measurement systems

- EAWS (Ergonomic Assessment Work-Sheet)

EAWS is an ergonomic tool for measuring the workload generated in a workstation by a given working method (motion sequence, workplace geometries, postures, equipment, parts, conditions) executed according to a given production plan (quantity and production mix) with a given work organization (shift duration, pauses). EAWS can also be used as a an ergonomic 1st level risk screening tool providing an overall risk evaluation, where the risk is due to any biomechanical load. The responsible NMTMA (see Table 1, page 18) supplies IMD with an official English translation of the training material (manuals), examination procedures and examination papers. The concerned NMTMA is responsible for keeping that up to date and for its continuous improvement.

Qualitative product design evaluation systems

- PROKON (Produktionsgerechte Konstruktion)

The ProKon method (Production-Oriented Design) is a comprehensive tool for improving the assembly process during the design phase of the product development.

The international MTM Technical platform is formed by all official systems with the exception of SAM.

All NMTMAs are responsible to translate the master training materials in their own language and to register the copyrights within their own Region.

IMD Responsibilities

IMD is responsible to control the quality of the training materials and to distribute to all NMTMAs the latest release of the manuals, the examination papers and the data cards (English master copy). The master copy must deal with the following items:

- Definitions
- Claims and objectives
- Elements
- Variables
- Application rules
- Data cards
- Examination procedures
- Examination papers

IMD is responsible to set the minimum requirements of all examination papers of official systems

IMD is responsible to support the spread of the knowledge of those systems throughout the world. In particular, IMD will sponsor the organization of instructor training courses held outside of the territory of the respective developing NMTMA (e.g., a EAWS course held in South Africa).

Maintenance Fees

For those services, IMD will charge the NMTMAs the amount of

- 10,0 € for each SAM certificate issued in an official training course
- 25,0 € for each EAWS, MTM-1, MTM-2, UAS and MEK certificate issued in an official training course

The above charges are made by IMD through the sale of IMD official stamps to the NMTMAs.

For the continuous improvement of the training material, the respective responsible NMTMA will charge the IMD the amount of

- For SAM: 5 € for each certificate issued

- For EAWS, MTM-1, MTM-2, UAS and MEK: 12,5 € for each certificate issued

No charge will be made by the IMD for MTM courses held for schools or universities, when a special student fee is applied.

Responsible NMTMAs are the following:

Approved system	Responsible NMTMA	Standing
MTM-1	USA and Canada MTM Association	IMD official system, Tech. Platform
MTM-2	French MTM Association	IMD official system, Tech. Platform
SAM	Nordic MTM Association	IMD official system
UAS	Deutsche MTM Vereinigung	IMD official system, Tech. Platform
MEK	Deutsche MTM Vereinigung	IMD official system, Tech. Platform
EAWS	Italian MTM Association	IMD official system, Tech. Platform

Table 1

Master Copies Distribution Procedure

Updated master copies of the training set must be delivered to the IMD by the responsible NMTMA by the 30th of November of each year in electronic format.

The IMD is then responsible to distribute the master copies to all active IMD members upon the payment of the due fees (membership and maintenance).

A training set is formed by the following documents:

1 Course recommended syllabus (editable format)

2 Practitioner manual (Word format)

3 Exercises with solutions (they could be integrated into the practitioner manual)

4 Metric data cards and forms (editable format)

5 Course presentation slides (PowerPoint format)

6 Support calculation sheet (Excel format, if any – e.g., IVGA file)

7 Video films (if any)

8 Examination sets with suggested solutions (editable format)

9 Release notes of the new training set (editable format)

Minimum and Recommended Qualification Requirements

The following minimum requirements must be adopted by all IMD member associations in order to grant the international validity of MTM certificates.

The IMD strongly supports the adoption of the “Recommended Duration” versus the “Minimum Duration”.

The IMD office is in charge to control the qualification procedures in use in all member Countries (including the MTM Chapters)

Practitioner

A Practitioner is a qualified engineer who attended an official MTM/EAWS course, passed the examination and practiced for a minimum period under the supervision of a qualified tutor. The definition of practitioner refers and can be limited to a given technique (e.g. UAS Practitioner).

					PRACTITIONER							CERTIF		LICENSE	
		Recognized Qualification:													
COD.	COURSE TITLE	Unit of measure	Min Duration	Recommended Duration	MTM-1	MTM-2	SAM	MTM-UAS	MTM-MEK	EAWS	PROKON	EXAM + CERTIFICATION	TESTIMONIAL CERTIFICATE	BLUE CARD	GREEN CARD
	GROUND COURSES														
G01	INTRODUCTION TO WORK ANALYSIS	days	2	3									X		
G02	MTM BASE (1)	days	3	3									X		
	CERTIFICATE LEVEL - FUNDAMENTAL SPECIALISTIC COURSES														
F01	MTM-1	days	10	15								X			
F02	MTM-2	days	5	5								X			
F04	SAM	days	5	5								X			
F05	MTM-UAS	days	5	5								X			
F06	MTM-MEK	days	4	5								X			
F07	EAWS	days	5	8								X			
F08	PROKON	days	2	3									X		
	MTM-PRACTITIONER LEVEL														
P01	SHOP FLOOR TUTORSHIP (per technique)	days	5	10											
P02	EVIDENCE OF COMPETENCE IN PRACTICAL APPLICATION	evaluation	-											X	

MANDATORY	
RECOMMENDED	

Instructors

Instructors are divided into two categories:

1. MTM Instructors: they have a practitioner license for each technique of the international platform and they are allowed to run courses in any of the MTM techniques

2. MTM Trainers: they have a practitioner license in a specific technique of the international platform and they are allowed to run courses only in that specific technique (e.g. MTM-2 Trainer). MTM Trainers can be national or company trainers. The same person can have multiple trainer qualifications (e.g. MTM-2 and MTM-1).

					Recognized Qualification:		INSTRUCTOR
COD.	COURSE TITLE	Unit of measure	Min Duration	Recommended Duration	MTM TRAINER	EAWS TRAINER	MTM INSTRUCTOR
	GROUND COURSES						
G01	INTRODUCTION TO WORK ANALYSIS	days	2	3			
G02	MTM BASE (1)	days	3	3			
	CERTIFICATE LEVEL - FUNDAMENTAL SPECIALISTIC COURSES						
F01	MTM-1	days	10	15		1 choice	
F02	MTM-2	days	5	5	1 choice		
F04	SAM	days	5	5			
F05	MTM-UAS	days	5	5			
F06	MTM-MEK	days	4	5			
F07	EAWS	days	5	8			
F08	PROKON	days	2	3			
	MTM-PRACTITIONER LEVEL						
P01	SHOP FLOOR TUTORSHIP (per technique)	days	5	10			
P02	EVIDENCE OF COMPETENCE IN PRACTICAL APPLICATION	evaluation	-				
	MTM-INSTRUCTOR LEVEL						
I01	INSTRUCTOR COURSE	days	3	5			
I02	PROJECT EXPERIENCE	months	6	36			
I03	TEACHING EXPERIENCE	course	-	1			
I04	PROJECT WORK PRESENTATION	days	1	1			
IEX	EXAMINATION	days	1	1			
	MANDATORY						
	RECOMMENDED						

Pioneer Trainers

Pioneer trainers are trained and qualified under the responsibility and technical coordination of the concerned developing NMTMA (e.g. France for MTM-2). Their licenses are issued by the IMD or by the developing NMTMA

Pioneer Trainers can be qualified in a Country only during the first three years from the introduction of a new system in that Country (the pioneering period starts from the qualification of the first Pioneer Trainer). After the 3-year pioneering period, the applying trainers have to follow the standard qualification procedure.

The IMD is responsible to coordinate the qualification and training of the Pioneer Trainers.

Candidate Pioneer Trainers must prove an outstanding MTM experience and be presented by the sponsoring NMTMA or by the IMD Executive Director.

Pioneer Trainer courses are set and designed by the developing NMTMA, who is responsible of the quality of application of a given system. Any Pioneer Trainer course program must be approved by the IMD Technical Director.

Official training material must be available in the local language (translation of the IMD master manuals) before qualifying any pioneer instructor.

The Pioneer Trainer Certificate is issued by the IMD.

Examination and certification fee is 400 € per Pioneer Trainer.

Company Trainers

Company Trainers are employees of a given company, who are recognized as trainers only within their own company and exclusively addressed to employees of the same company. There are no territory limitations.

Notwithstanding the above rule, special arrangements with large multinational groups can be defined under the auspices of the IMD involving a subset of NMTMAs. In that case, the IMD is responsible to coordinate the application of the special agreement in the Countries accepting the agreement.

By company it is meant a group of companies belonging to the same corporate group (a corporate group is a collection of parent and subsidiary corporations that function as a single economic entity through a common source of control). This limitation aims at limiting the complexity generated by different logic of applications (method level) of MTM and EAWS in different fields of application.

Licensed Company Instructors are recognized by all the IMD members and are allowed to operate internationally in all company seats. Company Trainers are subject to the same rules and requirements set in this Code of Practice for the MTM Trainers (specifically the use of official training material and examinations supplied by the local NMTMA).

Company Trainers preliminarily mark the examinations and submit the examination papers to the local NMTMA for the final marking. On request, a representative of the local NMTMA must be allowed by the company to supervise the examination of any official MTM/EAWS company course.

National MTM Licensing Policy

The following rules apply just to the official MTM techniques:

- Courses must be organized in full compliance with minimum requirements set by the IMD
- Examination papers must be approved by the developing NMTMA.
- MTM Certificates must have the IMD stamp applied on them. The stamps are sold by the IMD exclusively to the NMTMAs and the recognized MTM Chapters and their prices are set in the present document at the paragraph titled "Maintenance duty of training material of official systems". Each stamp has a serial number printed on it, which univocally identifies the certificates. The stamps serial numbers starting with 1 belong to the first group of MTM official systems (SAM), whose maintenance fee is 5 €; the serial numbers starting with 2 belong to the second group of MTM official systems and to EAWS, whose maintenance fee is 12,5 €.

International MTM Instructor Licensing Policy

1. The candidate must be an active licensed instructor of a National MTM Association (National MTM Instructor License), having maintained such instructor status for a minimum period of 3 consecutive years.

2. The application to IMD for his/her international certification must be submitted by his/her NMTMA.

3. The candidate has to pass an IMD examination with a minimum grade of 75%. The examination is supervised by the IMD Executive Director or by a current International MTM Instructor appointed by the IMD Executive Director.

4. The preliminary marking shall be made by the appointed supervisor (see point 3). The marking will be controlled and published by the Executive Director

5. The IMD shall prepare a sufficient number of written examination papers, designed to verify that the candidates meet the following requirements:

    a. Deep technical knowledge of all MTM and Ergonomics systems forming the IMD technical platform (MTM-1, MTM-2, MTM-UAS, MTM-MEK and EAWS)

    b. General knowledge of ProKon

    c. General knowledge of the main relevant ISO and CEN standards

    d. Good knowledge of the IMD code of practice

6. The examination language is English. For those candidates who don't speak and understand English, the applying NMTMA is responsible for the correct translation of the examination papers.

7. The examination and registration fee is 400 €. That fee covers the costs for marking the papers and issuing the certificate.

8. The annual international license fee is 100 € and it is due every third year (total 300 €). The payment of the annual fee is due in advance at the beginning of the 3-years period.

9. The annual international license fee is valid for both the MTM and EAWS licenses (the fees must not be added)

10. The license must be renewed every 3rd year upon request of the NMTMA, giving evidence of a sufficient status of activity as National Instructor (e.g. number of courses run, research and development, MTM related projects, specific renewal test).

11. The IMD Executive Director has the authority to cancel the international instructor license when the instructor does not fully respect the IMD Code of Practice and, in particular, the chapter "National Integrity"

International EAWS Trainer Licensing Policy

1. The candidate must be an active EAWS licensed instructor of a National MTM Association (National MTM Instructor License), having maintained such instructor status for a minimum period of 3 consecutive years.

2. The application to IMD for his/her international certification must be submitted by his/her NMTMA.

3. The candidate has to pass an IMD examination with a minimum grade of 75%. The examination is supervised by the IMD Executive Director or by a current International MTM Instructor appointed by the IMD Executive Director.

4. The preliminary marking shall be made by the appointed supervisor (see point 3). The marking will be controlled and published by the Executive Director

5. The IMD shall prepare a sufficient number of written examination papers, designed to verify that the candidates meet the following requirements:

    a. Deep technical knowledge of EAWS

    b. Good knowledge of the main EAWS-relevant ISO and CEN standards

    c. Good knowledge of the IMD code of practice

6. The examination language is English. For those candidates who don't speak and understand English, the applying NMTMA is responsible for the correct translation of the examination papers.

7. The examination and registration fee is 400 €. That fee covers the costs for marking the papers and issuing the certificate.

8. The annual international license fee is 100 € and it is due every third year (total 300 €). The payment of the annual fee is due in advance at the beginning of the 3-years period.

9. The annual international license fee is valid for both the MTM and EAWS licenses (the fees must not be added)

10. The license must be renewed every 3rd year upon request of the NMTMA, giving evidence of a sufficient status of activity as National Instructor (e.g. number of courses run, research and development, MTM related projects, specific renewal test).

11. The IMD Executive Director has the authority to cancel the international instructor license when the instructor does not fully respect the IMD Code of Practice and, in particular, the chapter "National Integrity"

NMTMAs Key Duties to Maintain the IMD Membership

The following duties are mandatory for any NMTMA to maintain active IMD membership:

1 Pay the membership fee in due time

2 Supply the IMD office with all the information and statistical data required to manage the administration

3 Fully respect the minimum qualification requirements

4 Translate all the training material master copies (the entire set of documents) into their own main language and keep the translations up-to-date with the latest release of the master copies

5 Offer public courses of all official techniques of the technical platform within their own Country (program and fees must be communicated to the IMD and published, on their own WEB site if available)

6 Register the copyrights of the translated manuals and data cards in their own Country

7 Train at least one instructor speaking the local language for each official system of the technical platform

8 Participate at the IMD Boards (at least once a year in combination with the General Assembly)

MTM Chapter Key Duties to Maintain the aspirant NMTMA status

The following duties are mandatory for any MTM Chapter to achieve IMD membership:

1 Pay the membership fee in due time. The membership is free in the first 3-year period and due in the 4th and 5th year with a 50% discount. From the 6th year the annual membership fee is entirely due.

2 Supply the IMD office with all the information and statistical data required to manage the administration

3 Fully respect the minimum qualification requirements

4 Translate all the training material master copies (the entire set of documents) into their own main language and keep the translations up-to-date with the latest release of the master copies

5 Within 5 years from the IMD recognition as a Chapter, offer public and in-house courses of all official techniques of the MTM technical platform in the local language (program and fees must be communicated to the IMD)

6 Register the copyrights of the translated manuals and data cards in their own Country

7 Participate in the IMD Boards (at least once a year in combination with the General Assembly)

IMD Membership Cancellation Procedure

The non-respect of any of the above duties without valid and accepted justifications will trigger the IMD membership cancellation procedure, which is made by the following steps:

- Step 1: written warning by the IMD office to ask them to take the proper remedial actions within 60 days
- Step 2: the BoT sends a formal letter of intent to cancel their membership (time and conditions are decided by the BoT)
- Step 3: the BoT votes the cancellation
- Step 4: the General Assembly ratifies the cancellation
- Step 5: the BoT appoints a NMTMA to take the responsibility of the Country, which remains without a NMTMA. The appointed NMTMA has to support the creation of a new local NMTMA.

Release Notes

Company trainers license validity: the definition of company is modified according to the decision take by the BOT meeting held in Wien on the 16th of May 2015 (page 6, Technical Coordination - Standardization of the qualification procedures of MTM and EAWS instructors)