

NATIONAL AEROSPACE COMMITTEE FOR NON-DESTRUCTIVE TESTING

ITALIAN AEROSPACE NON-DESTRUCTIVE TESTING BOARD



ITANDTB 06 – COURTESY TRANSLATION

CODE OF ETHICS

**Relating to personnel assigned to Non-Destructive Testing in the
Italian aerospace sector at Level 3 ITANDTB**

Administrative Responsible	Regulations Responsible	Technician Responsible	Chairman
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STATUS OF REVISIONS

Date October 01, 2024		Emission ITANDTB 06	
Revision	Revised paragraph and page number	Brief description of the changes	
Rev.0 – 03 November 2023	First Issue	Replaces document ITA-NG-002-A Adaptation to the new recodification of the Board documentation	
Rev.1 – 01 October 2024	Chapter 1, Par. 7.2	Added the definition of fraudulent activity, added the application of the Code of Ethics also to all those who work or collaborate with ITANDTB	

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1 SCOPE

- a) This Code defines the rules of professional conduct that must be respected by every person recognized and/or qualified Level 3 ITANDTB (in the text simply indicated Level 3) and by all those who work or collaborate with ITANDTB; it also defines the measures that must be adopted in the event of ascertained violation of these rules.
- b) This Code, therefore, represents the commitment of each Level 3 and of all those who work or collaborate with ITANDTB to operate according to transparent behavioral norms in the general interest of protecting the prestige and credibility of ITANDTB and must therefore be considered an integral part of the ITANDTB Charter and Regulations and/or guidelines.
- c) This Code, therefore, represents the commitment of each Level 3 and all those who work or collaborate with ITANDTB to avoid any form of fraudulent activity, that is, deception, fraud, dishonest practice or breach of trust, committed intentionally for profit or to obtain an unfair or dishonest advantage. This includes, but is not limited to, falsification of information, intentional omission, misrepresentation and deliberate misuse of qualified resources or certification/qualification/authorization

2 DUTIES

- a) It is mandatory for each Level 3 and for all those who work or collaborate with ITANDTB to know and understand the rules of this Code of Ethics, as well as to be aware of the sanctions about the violation of these rules.
- b) The formal commitment to respect this Code of Ethics represents an indispensable condition and premise for recognition and/or qualification at Level 3 by the ITANDTB. (Ref. doc. ITANDTB M 003 - *Adherence to the ITANDTB Code of Ethics*)

3 INTEGRITY

- a) Level 3 must act with complete professional correctness towards his Employer, his Client, the Authorities or the ITANDTB.
- b) In compiling technical reports and in expressing opinions or testimonies, he must be completely objective, reporting facts or data only if based on an adequate knowledge of them and only if they concern technical subjects in which he is competent. He must do so only if he is sincerely convinced of the correctness of the source of such facts or data.
- c) Level 3 shall not sign any technical document relating to activities for which he does not have complete, personal and professional technical knowledge, nor direct technical responsibility and supervision. It shall be not allow to associate its name with activities that could be have fraudulent or dishonest purposes.
- d) The Level 3 must not falsify or allow his professional, educational or academic qualification to be presented incorrectly, nor to distort the degree of responsibility he has had in previous activities which he intends to cite in order to demonstrate experience and competence on a specific topic.
- e) Level 3 in his role as examiner will conduct the examinations in a fair, honest and impartial manner.
- f) Level 3 in its role of participation in the technical committees will not disclose the questionnaires in a partial and/or dishonest manner.

4 CONFLICT OF INTEREST

- a) Level 3 must carefully avoid any type of conflict of interest with his Employer, his client or the ITANDTB. In the event that the conflict of interest is unavoidable, its behavior must be aimed at total and timely transparency towards all parties involved.
- b) Level 3 must not use information held by him as a Level 3 engaged by one party (Employer, Client or ITANDTB) to carry out work on behalf of or to gain advantage from a second party, unless this is in the interest of the first party who engaged him.
- c) In the event that the same activity is carried out by multiple parties involved, it will not accept compensation of any kind from any of the parties involved, unless this has been previously agreed upon by all the parties involved.
- d) As a Level 3 engaged by a party (Employer, Client or ITANDTB), you must not request or accept compensation of any kind from suppliers of tools and materials to promote such tools or materials that may be used in the activity for which you have been engaged.
- e) You will not make any statement or criticism (verbal or written, public or private) when requested or influenced by an interested party, unless there is full prior transparency regarding the role you are playing in the interest of that party.
- f) In case of doubts on the behavior to be adopted in order to avoid any conflict of interest, Level 3 must first submit a detailed written question to the ITANDTB.

5 RESPONSIBILITY TOWARDS PEOPLE

- a) In carrying out his professional duties, the behavior of Level 3 must aim to ensure the safety of all people, preventing any possible damage that could arise from the use of unsafe parts or components. Furthermore, he undertakes to provide timely information to his Employer, his client or the Authority in the event that such safety can no longer be guaranteed.

6 STATEMENTS

- a) Level 3 will avoid making statements or criticisms (verbal or written, public or private) that may damage the prestige and credibility of the ITANDTB.

7 CONTROL BODY AND IMPLEMENTATION PROCEDURES OF THE CODE OF ETHICS

7.1 AUDIT COMMITTEE

- a) The ITANDTB's Chairmanship Council carries out the Control Committee's role, which is therefore the body responsible for evaluating violations of this Code as well as implementing sanctioning measures.
- b) Specifically, the tasks of the Control Committee are:
 - i. Perform the function of preventive recommendation in relation to situations which, although not constituting a clear violation of the Code of Ethics, may not comply with the general principles of the Code itself;
 - ii. Integrate and/or modify the Code of Ethics itself;
 - iii. Analyze written questions regarding doubtful cases of conflict of interest and give consequent indications on the behavior to follow;
 - iv. Review communications and information relating to violations of the Code (such communications or information will only be reviewed if in non-anonymous form);
 - v. Assess whether the reported violation is manifestly unfounded;
 - vi. Initiate an investigation, if necessary, assigning a member of the Presidential Council to carry out any further investigations;
 - vii. Inform the concerned Level 3 in writing of the opening of an investigation into the alleged violation of the Code of Ethics, inviting him to provide written clarifications on his behavior;
 - viii. Conduct the investigation and evaluate, at its sole discretion, whether the violation should be considered minor or serious;
 - ix. Close the case or adopt specific sanctions;
 - x. Inform the concerned Level 3 if the case is closed or if he is subject to a sanction

7.2 VIOLATIONS OF THE CODE OF ETHICS

- a) The disciplinary measures applicable in the event of proven violations of the rules of the Code of Ethics are the following:
 - i. Written warning with censure and request for immediate cessation of behavior in case of violation deemed minor by the Control Committee;
 - ii. Suspension of qualification for a period of 6 months in case of failure to comply with the written warning referred to in the previous point;
 - iii. Revocation of qualification in case of serious or repeated violation of the same during the qualification period.
- b) In the event of suspension or revocation of qualification, publicity will be given through the suspension or cancellation of the name of the person concerned from the Level 3 list.
- c) All other workers and/or collaborators who violate this code will be subject to suspension from the activities for which they are responsible, with possible revocation of their assignment in the event of serious violation or repetition of the same.