

PRODUCTION OF GENERAL NONDESTRUCTIVE TESTING TECHNICAL PUBLICATIONS

1.0 Purpose

The purpose of this policy is to ensure an efficient and coherent methodology for generating general NDT publications.

2.0 Scope

This policy applies to the volunteer structure from which most publications should be generated, paid authors, International Service Center (ISC) Publications staff that will cause approved documents to be published, ISC Marketing and Communications staff that will ensure promotion of the catalog and contents to appropriate audiences, and contracted authors. The policy does not include unsolicited manuscripts. This policy does not apply to the *NDT Handbook* Series and all periodicals.

3.0 References

3.1 **ASNT Policy G-06**, Publication Policy

3.2 **ASNT Policy G-10**, ASNT Copyright Policy

4.0 Policy

It is ASNT policy to publish general NDT technical publications based on industry and membership needs. ISC Publications staff, with input from Councils and Committees, develops the publication program for inclusion in the annual budget. Work for hire contracts are negotiated by ISC Publications staff and approved by the ASNT Executive Director. Materials are peer reviewed by technical and subject matter experts who are members within ASNT's Council structure, and when necessary, technical and subject matter experts who are not aligned with ASNT's volunteer structure. Contracted authors are compensated for their work based on attainment of milestones as identified in the ASNT Publications Contract.

5.0 Responsibilities

5.1 Concept of publishing documents and materials

Publications development is based on ASNT and NDT industry needs. ISC staff and Councils work together to identify those needs. The Senior Manager, Publications will prioritize projects for budgeting and publishing purposes with input from the Educational Materials Supervisor, the Educational Materials Editor, and other ISC staff. Publications staff recruit and hire authors and ensure content is reviewed by appropriate technical experts, and subject matter experts

from various ASNT committees, and when necessary technical and subject matter experts who are not aligned with ASNT's volunteer structure.

5.2 ASNT Councils

ASNT's Councils aid in the planning and development of the Society's publications program, they:

- 5.2.1 recommend the development of educational materials in order to meet ASNT and NDT industry needs,
- 5.2.2 assist in in the preparation of ASNT publications, approve book outlines and perform reviews, and
- 5.2.3 prepare and revise personnel, training, and qualification programs including *Recommended Practice No. SNT-TC-1A*, *ANSI/ASNT CP-105*, *ANSI/ASNT CP-189* and other documents.

5.3 The International Service Center (ISC) will:

- 5.3.1 with input from Councils and Committees, develop the publication program for inclusion in the annual budget;
- 5.3.2 with assistance from Councils and Committees and ISC Publications Department staff, recruit and contract authors, coordinate outline development, monitor progress, and recruit technical reviewers and subject matter experts;
- 5.3.3 through the Marketing Communications Department, add published materials to the *ASNT Publications Catalog*;
- 5.3.4 establish publications pricing and promote new material; and
- 5.3.5 ensure the annual publications development program is incorporated into the budget.

6.0 Ethics

- 6.1 Author selection must ensure a quality product, as well as preclude an author monopoly (and/or vested interest) of writing ASNT content and follow Publications Department Procedure PDP.301 Educational and training materials production.
- 6.2 Contracts will not be let with prospective authors who are in the decision-making process which cause publication. Individuals are specifically precluded from authoring while a member of any of the following councils or committees:

Business & Finance Committee, Certification Management Council, members of the Technical and Education Council's Educational Publications Committee, the Board of Directors. After a one-year lapse, former members of the above councils, committees and the Board of Directors may submit a proposal for authoring ASNT content. ISC staff is prohibited from authoring ASNT content for compensation beyond payroll.