



**Establishing A**

**MET-TEC**

**National Institute for Metalworking Skills, Inc.  
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## **Establishing a MET-TEC** **Metalworking Technical Evaluation Committee** for Machining Level I

### **Purpose**

A Metalworking Technical Evaluation Committee (MET-TEC) is a committee of voluntary representatives from a local area's metalworking companies. A MET-TEC serves as an agent for NIMS to fulfill the quality review requirement of the performance evaluation of candidates seeking NIMS credentials. A MET-TEC plays a *very key role* in promoting the training and documenting of worker and student skills to industry standards.

A MET-TEC evaluation is conducted to validate that a part made by a candidate to prints approved by NIMS meets all specifications with allowable tolerances. A positive evaluation of a part establishes a candidate's eligibility to take the required Related Theory Examination for the credential being sought.

### **Composition**

A MET-TEC should have a minimum of three (3) members from the metalworking companies in the local or jurisdictional area. Members come from metalworking companies and should consist of managers, supervisors, metalworkers, and/or quality control personnel. Each MET-TEC member should have five (5) years experience or a journey person's certificate in the metalworking industry. The geographic jurisdiction of a MET-TEC is not prescribed by NIMS, but an appropriate jurisdiction should exist, such as that related to the service area of participating schools, whether secondary or post-secondary, public or private.

Each MET-TEC will select its own chairperson whose responsibility will be to assure that the evaluation procedures are conducted in a timely and fair manner. Having alternate MET-TEC members is advised, filling in for members who cannot participate in a timely manner, or due to possible conflicts of interest.

Training programs participating in the NIMS Credentialing Program may establish their own MET-TECs, which can consist of companies in their area and/or companies on their advisory committee.

### **Registration**

A MET-TEC must register with NIMS, reporting participating members and the companies they represent as well as a description of the geographic area to be served. *There are no registration fees.*

### **Sponsor's Role with the local MET-TEC**

The sponsor will be responsible for organizing the parts and part prints when they are ready for MET-TEC review. The sponsor will also need to schedule the review of parts with the MET-TEC members. Once the MET-TEC members have reviewed the parts, the sponsor will then need to collect the part and signed Performance Affidavits. NIMS should receive successful Performance Affidavits only. Parts may then be returned to the credentialing applicants.

### **Operational Procedures and Issues**

The MET-TEC must determine how and what instruments to use to evaluate submitted parts. NIMS provides options, but does not specify the measuring instruments a MET-TEC must use, as the availability of instruments may vary by locale and company.

NIMS requires that a MET-TEC panel of three (3) be prepared to evaluate each candidate's part. If two (2) MET-TEC members evaluate a part and agree, the third MET-TEC member's review is not necessary.

The candidate's sponsor is responsible for submitting a copy of the print used by the candidate in making a part to qualify for a NIMS Credential. Evaluation instructions for the MET-TEC can be found in the Performance Guides. Performance Guides may be downloaded from [www.nims-skills.org](http://www.nims-skills.org).

### **Reporting Procedures**

Once a MET-TEC has completed its review of a part, the Performance Affidavit should be completed and signed. Be sure to check that each participating MET-TEC member has signed the Performance Affidavit. Once completed and signed, the Performance Affidavit and the part bearing the stamp mark from the MET-TEC should be returned to the sponsor.

The sponsor is encouraged to check with the MET-TEC chairperson to insure a timely evaluation of the candidate's part(s).



**National Institute for Metalworking Skills®**

**MET-TEC Committee Registration**

NIMS Credentialing Program

Registration Date: \_\_\_\_\_  
Geographic Jurisdiction of your MET-TEC \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_ Company / Organization: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**MET-TEC Committee Members:**

\_\_\_\_\_  
Name (Printed)  
\_\_\_\_\_  
Company / Organization Title  
\_\_\_\_\_  
Company Address  
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City State Zip ( ) - Phone  
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Official Signature Email Address

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