Title	Guidelines for Applicants at MIIOM Grade
Owner	Head of Professional Development
Version	3
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Change Record

Version 1	Initial release
Version 2	Section 3 added concerning "Further Advice and Support"
Version 3	Additional guidance on giving references for publications

Contents

1   Guidelines for completing your form

1.1   Your personal and employment details

In Part A, please provide personal and employment details. This information will be handled in accordance with the Privacy Policy given in Section 7 of the Members' Handbook. If you have any questions about the Privacy Policy, please refer these by email to admin@theiiom.org

1.2   Your education – complete as applicable

In Part B, you must give details of all further and higher academic qualifications and any formally assessed work-based learning such as the AIIOM Short Course in Obsolescence Management.

1.3   Your responsibilities and achievements

In Part C, you should list your career history in chronological order remembering not to leave any gaps.

This part of your application is particularly important, and you need to present your evidence carefully and concisely. Remember that your objective is to 'sell' yourself to the Professional Standards and Membership Committee and provide evidence of your competences.

Detail your main responsibilities and personal contributions rather than a bland job description. You should aim to provide roughly 3,000 characters as it is unlikely that less will adequately demonstrate your relevant experience.

Remember when presenting evidence:

- Keep it personal, i.e., talk about your own achievements, not what the team did. Use terms such as "I managed, designed, constructed, tested, negotiated, presented, implemented, achieved."

- Remember to record any papers, reports, or patents you have authored, or co-authored, in the public domain. Please provide citations such as DOIs or ISBNs which will enable members of the Committee to locate these for review. Presentations at IIOM Members' Meetings or Conferences are good examples.

- If you have produced documents such as technical reports which cannot be published outside your organization, e.g., for reasons of commercial or military security, please ask you supporters to confirm such details as you are able to provide, e.g., the title, authors, and brief abstract if possible - for example, by means of a statement such as "I confirm that the applicant's list of internal documents and the details provided are accurate".

- Avoid use of jargon and unnecessary or unexplained abbreviations. Use language that can be understood by someone who is not a specialist in your sector of industry or commerce.

- Use words like "I designed the OM process" rather than "the OM process was designed" so that you are clearly stating who did what and you emphasise your own individual role.

Give an extended description of your current role, or the role that is most relevant to the demonstration of your current competence, giving details of your responsibilities together with any relevant metrics. You should aim to be very specific in your examples and if you have held lots of different roles, you should select examples that best illustrate your competence.

Indicate the size and complexity of the projects or tasks for which you have had direct responsibility and quantify any budget for which you have had overall responsibility. Use numbers to show the size and scale of your responsibility; for example, numbers of people supervised or the value in financial terms of the activity for which you were responsible.

Remember that the Committee will use the information in your application as an agenda, therefore it is in your own interest to give a full and clear summary of your responsibilities and achievements.

1.4 Your organisation chart

In Part D you should provide an organization chart conforming to the guidance on the Form. It is usual to provide this for your current or most recent employment. Ideally, the level above should indicate at least one of your supporters. Solid lines show direct, dotted show indirect. You may include a second chart from a previous role if this would be helpful, especially if this is the one showing the supporter.

1.5 Your supporters

In Part E you must identify at least one supporter with direct knowledge of your current role and responsibilities. A second supporter is sometimes useful in covering an earlier role or some professional activity outside of your regular workplace, e.g., you are a member of an IIOM work group, you contribute to a standards committee, or are a visiting academic at university.

Please confirm that your supporters are willing and able to support your application before giving their contact information.

1.6 Your declaration

In Part F you must certify that the information you have provided is true, and that in the event of your election, you will be governed during your membership by the ruling issue of the IIOM

International Members' Handbook including any annex for the Chapter to which you are affiliated, and that in your professional life will abide by the IIOM Code of Conduct.

The IIOM International Board has resolved that the Code of Conduct are applicable to each individual member whether or not they are also Registrants of the UK Engineering Council. The rationale is that everyone should aspire to the same high standards in professional life. The definition of an individual Institute Member is an individual person within the category of Honorary Member, Fellow (FIIOM), Full Member (MIIOM), Associate (AIIOM) or Affiliate.

In the event of a complaint against an individual member, for example in the case of an alleged failure to observe the Members' Handbook or a breach of the Code of Conduct, the Disciplinary Procedure may be invoked. If the breach is proven the sanction available include withdrawal of the right to use of the postnominals MIIOM with or without removal of the member from the Register of Practitioners.

The ruling issues of the Members' Handbook, Code of Conduct, and Disciplinary Procedure are published on the IIOM International website www.theiiom.org. In case of difficulty please request a copy by sending an email to admin@theiiom.org.

2   How IIOM evaluates your application

Your completed application form should be sent by email to admin@theiiom.org or by post to

> Professional Standards and Membership Committee
> International Institute of Obsolescence Management
> Unit 3, Curo Park
> St Albans
> AL2 2DD
> UK

The Professional Standards and Membership Committee is responsible to, and appointed by, the IIOM International Board. The full extent of its responsibilities is described in the Members' Handbook.

These responsibilities include the review of applications for election to Associate (AIIOM), Member (MIIOM) and Fellow (FIIOM) grades. The election process at AIIOM grade is based on applicants having completed and passed the AIIOM Short Course in Obsolescence Management and the routine administration of this is delegated to the Secretariat.

The election process at MIIOM and FIIOM grades requires the Committee to review each application. The Committee may either support the application and refer it to the International Board with a recommendation for election or may reject the application.

In the event that the Committee rejects the application the decision and the basis on which it was made is communicated to the applicant. The applicant has a right of appeal direct to the International Board in the event that they do not accept the Committee's decision. Further advice is available by contacting admin@theiiom.org should this arise.

The International Board considers recommendations for election at MIIOM or FIIOM as an agenda item at its meetings. The decision on the election of each applicant is recorded in the minutes of the meeting. The Secretariat confirms the election to the applicant and completes the administrative process including collection of payment of fees due.

2.1 What the Committee will be looking for

IIOM is principally concerned with obsolescence management and related challenges such as counterfeit. The Committee will initially look for evidence that, as an applicant at MIIOM level, you are able to show responsibilities and achievements commensurate with those of a recent graduate with experience of the areas covered by obsolescence related standards such as IEC 62402:2019, by DMSMS guidebooks such as SD-22 or SD-26, or by sector specific standards where these are used e.g., aerospace, automotive, defence, nuclear.

Obsolescence management is not, however, undertaken in isolation, and the Committee will additionally recognise, and give credit for, responsibilities and achievements in other areas of engineering and in adjacent disciplines such as procurement, commercial, financial and project management. In fact, it is accepted that a meaningful response to the obsolescence and counterfeit challenge depends on a broad-based holistic approach on a cross-discipline basis and MIIOM applicants will receive full credit for work in other areas.

There is no minimum requirement for experience since leaving full-time education. However, as a general guideline, most applicants for MIIOM with less than two to three years' experience will not have had sufficient opportunity to assemble evidence of the competencies expected at this grade. The following are examples of the evidence the Committee will look for when they evaluate your application:

- Sufficient background to explain the context in which you made engineering / technical decisions such as tailoring the strategy for obsolescence management on your project;

- Examples of how you present technical information, e.g., obsolescence management plans and work products they invoke, for the review of other practitioners in your field;

- Description of a technical investigation, including the gathering of data, identifications of sources and explanation of results; and how you ensured the quality of the data used;

- Investigation based on calculations / use of simulations, prototypes or engineering software that guided your engineering / technical decisions;

- Examples of reasoned justification for technical / engineering decisions e.g., how data is pulled together, risks are assessed, and decisions are made;

- Examples of how a project outcome was reached and an indication of how technological changes could affect your methods or decisions in future.

MIIOM applicants will typically have a role as a project or functional manager or team leader with delegated authority for managing and achieving technical, engineering or business outcomes, e.g., key performance indicators (KPIs) for obsolescence management or business development. Alternatively, they may be recognized as a technical authority or domain expert who is consulted by others from across the organization, e.g., to assist with complex or difficult challenges where original solutions need to be researched, developed, deployed and tested.

You may be managing complex relationships and negotiations with customers, suppliers, and others within their own organization in order to achieve these outcomes. You may have the responsibility for maintaining and improving the process, systems, toolsets and facilities for a project or function in order to achieve the necessary level of organizational capability.

You may be responsible for workforce capacity and capability, e.g., forward load, recruitment, initial professional development (IPD), and continuing professional development (CPD).

2.2 Membership Interviews as appropriate

The application process for MIIOM does not necessarily require that the Committee conducts an interview with the applicant, whether in person or by means of a virtual meeting. For example, the institute is sufficiently small that any given applicant is likely to be known to the majority of the Committee. In these circumstances is will often be possible for the Committee to confirm the competence of the applicant and suitability for election as MIIOM based on their personal knowledge developed over a period of several years.

However, if appropriate, the Committee may choose to arrange an interview to clarify and confirm details of education, career history, responsibilities or achievements before arriving at a decision on the application. For example, this may arise if an application is received from an individual not previously known within the institute, or when any member of the Committee exercises their privilege to request that an interview is arranged.

3 Further advice and support

If you would like advice as to which category of Professional Membership might be appropriate for someone with your education, training and experience you are welcome to request help from a Membership Advisor. Advisors are also to explain or clarify the application process and timeline for both applicants and their supporters. They cannot help applicants or supporters to compile their evidence or complete their forms.

If you would like to take advantage of this service, please contact the International Secretariat to register your request by sending an email message to admin@theiiom.org. The Committee will assign an Advisor who will then get in touch.

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