

MyMedGas Credentialing Certification Scheme

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1.0 Terms and definitions:

1.1 Certification Process: Activities by which a certification body determines that a person fulfils **certification requirements**, including application, assessment, decision on certification, recertification and use of **certificates** and logos/marks.

1.2 Certification Scheme: Competence and other requirements related to specific occupational or skilled categories of persons.

1.3 Certification Requirements: A set of specified requirements, including requirements of the scheme, to be fulfilled in order to establish or maintain certification.

1.4 Certification Date: The date on which the **Invigilator** determines that all **Certification Requirements** have been met and issues a new **Certificate**.

1.5 Scheme Owner: MyMedGas Credentialing is the organization responsible for developing and maintaining a certification scheme.

1.6 Certificate: A document issued by a certification body under the provisions of this International Standard, indicating that the named person has fulfilled the certification requirements.

NOTE See 6.0 Certificate

1.7 Competence: The ability to apply knowledge and skills to achieve intended results.

1.8 Qualification: Demonstrated education, training and work experience, where applicable.

1.9 Instructor: A person with a current **certificate holder** of ASSE 6050 “Medical Gas Systems Instructors”

1.10 Assessment: The process that evaluates a person's fulfilment of the requirements of the **certification scheme**.

1.11 Examination: A mechanism that is part of the **assessment** which measures a **candidate's** (**competence** by one or more means, such as written, oral, practical and observational, as defined in the **certification scheme**.

1.12 Examiner/Instructor: A person who is competent to conduct and score an **examination**, where the examination requires professional judgement.

1.13 Committee: The MyMedGas Credentialing ASSE 6000 Scheme Committee.

1.14 Surveillance: Periodic monitoring, during the periods of certification, of a certified person's performance to ensure continued compliance with the certification scheme.

1.15 Interested Party: An individual, group or organization affected by the performance of a certified person or the certification body.

EXAMPLES: Certified person; user of the services of the certified person; employer of the certified person; consumer; governmental authority.

1.16 Invigilator: The person authorized by the certification body who administers or supervises an **examination** but does not evaluate the **competence** of the candidate.

NOTE: Other terms for invigilator are proctor, test administrator, or supervisor.

1.17 Personnel: Individuals, internal or external, of the certification body carrying out activities for the certification body.

NOTE: These include committee members and volunteers.

1.18 Applicant: A person who has applied to be admitted into the **certification process**.

1.19 Candidate: An **applicant** who has fulfilled specified prerequisites and has been admitted to the certification process.

1.20 Certificate Holder: A **candidate** who has successfully passed the required exams and has been issued a certificate by MyMedGas Credentialing showing they have successfully provided evidence of competence.

1.21 Impartiality: Presence of objectivity.

NOTE 1: Objectivity means that conflicts of interest do not exist, or are resolved, so as not to adversely influence subsequent activities of the certification body.

NOTE 2: Other terms that are useful in conveying the element of impartiality are: independence, freedom from conflict of interests, freedom from bias, lack of prejudice, neutrality, fairness, open-mindedness, even-handedness, detachment, balance

1.22 Fairness (also: fair): Equal opportunity for success is provided to each **candidate** in the **certification process**.

1.23 Reliability (also: reliable): An Indicator of the extent to which **examination** scores are consistent across different examination times and locations, different examination forms and different **examiners**.

1.24 Appeal: A request by an **applicant, candidate** or certified person for reconsideration of any decision made by the certification body related to her/his desired certification status.

1.25 Complaint: An expression of dissatisfaction, other than an **appeal**, by any individual or organization to a certification body, relating to the activities of that body or a certified person, where a response is expected

1.26 User: An **applicant, candidate, certificate holder, manager, invigilator** or **personnel** who has set up a unique secure profile in the LMS system.

2.0 Scope

MyMedGas Credentialing provides examinations to any individual working with medical gas systems in health care facilities within the scope of NFPA 99, Health Care Facilities Code. This includes installers, inspectors, verifiers, healthcare facility maintenance personnel, trainers, designers or interested parties involved in medical gas systems. Medical gas systems encompass those distributing USP gases, medical-vacuum, WAGD and support gas piping systems.

The purpose of this scheme is to provide minimum criteria, identified by industry consensus, to ensure compliance with the referenced standards in the ASSE/IAPMO/ANSI Series 6000 Professional Qualifications Standard for Medical Gas System Personnel.

MyMedGas Credentialing shall verify the experience and test the knowledge, competence and ability of the applicant to meet the minimum required level of ASSE/IAPMO/ANSI Series 6000 Professional Qualifications Standard for Medical Gas System Personnel. All competence and qualifications will be assessed in a fair and reliable manner in accordance with ISO/IEC 17024.

3.0 ASSE 6000 Scheme Committee:

MyMedGas Credentialing will maintain an internal Committee of industry professionals that will oversee the certification scheme and be the owners of the scheme rules, content and rulings.

3.1 ASSE 6000 Scheme Committee members:

The Committee will be made up of the following personnel:

- **(1) ASSE 6000 Scheme Committee Chairperson**
 - To be considered the Committee Chairperson, they must be actively engaged in one of the following:
 - A sitting, or alternate, member of any committee for the *NFPA 99 Health Care Facilities Code*
 - A sitting, or alternate, member of any *ASSE Series 6000 Committee or Working Group*
 - OR, hold a valid ASSE 6050 Instructors certificate
 - OR, equivalent professional industry experience
 - The Chairperson is the ultimate decision-maker if there is a tie or lack of consensus on any matter pertaining to the certification scheme.
- **(1 or more) ASSE 6000 Scheme Committee Secretary / Administrator**
 - Internal administrator in charge of meeting minutes, documentation and overall administration of the LMS platform and certification scheme.
 - The secretary/administrator does **not** require specific industry credentials/certification.

- **(minimum of 3) ASSE 6000 Scheme Committee Industry professionals**
 - The Industry Professionals can be made up of internal or external employees.
 - To be considered an Industry Professional, they must be actively engaged in one of the following:
 - A sitting, or alternate, member of any committee for the *NFPA 99 Health Care Facilities Code*
 - A sitting, or alternate, member of any *ASSE Series 6000 Committee or Working Group*
 - OR, hold a valid ASSE 6050 Instructors certificate
 - OR, equivalent professional industry experience

If an industry professional is an external employee, a contract shall be in place for their services, outlining their impartiality and confidentiality.

At least one Committee member **shall** be a current chair, member or alternate in good standing of either of the following groups:

- **ASSE Series 6000 - Working Group**
- **NFPA 99 – Technical Committee on Piping Systems**

3.2 Decisions and rulings:

All decisions that the ASSE 6000 Scheme Committee makes require the Committee to vote and have a consensus of $\geq 60\%$ Committee members who are present and included in the vote. Committee members may abstain from any vote at their sole discretion. The Chairperson is the ultimate decision maker if there is a tie or lack of consensus on any matter pertaining to the certificate scheme. Should a conflict of interest exist, then the Chairperson shall recuse themselves from the vote and rely on the remaining members of the committee.

3.3 Documented Procedures:

All procedures related to the development of the certification scheme shall be thoroughly documented. This includes the process for defining competence requirements, designing assessments, and setting passing scores. Documentation ensures transparency and provides a basis for continuous improvement. Documented procedures shall be controlled and stored on the Quality Management System and reviewed at least annually for adequacy and effectiveness.

3.4 Meetings and records:

The Committee will meet a minimum of two times per year or more often as needed. The meetings will be documented with meeting minutes and recorded in an existing database.

3.4.1 Meeting Agendas:

3.4.1.1 General Meeting:

- Minimum twice per calendar year
- Minimum quorum of 3 members, one must be the Chairperson.
- Agenda:
 - The Committee **shall** review question bank reliability, fairness and data for the number of times each question has been asked and the correctness of answers.
 - Amend any questions where the Committee deems improvement can be made. This could be changing the wording, any/all diagrams, answers or omitting the question from future exams.
 - The Committee **shall** review any items about the next Standard revision, if applicable.
 - Review any formal “challenges, complaints or appeals” made since the last committee meeting.
 - Determine if the judgment was acted upon accordingly and if the original challenge, complaint or appeal was founded and if any changes to the scheme are required.
 - If there are any open challenges, complaints or appeals, then the committee can include the challenges, complaints or appeals meeting in their meeting.
 - Review the analytics of the program when it comes to:
 - Total # of individuals who have taken the exams.
 - Determine if any actions are required around the scheme or if any changes are required.
 - Review the adequacy and effectiveness of the Quality Management System.
 - Review any other open items or communication from individuals or interested parties.
 - Review feedback to gather input from certified individuals, employers, and other stakeholders.

3.4.1.2 Other meetings:

- To be held as needed or called by members
- A minimum quorum of 3 members, including a Chairperson, are only required if decisions are required regarding the structure of the Committee or the Scheme itself.
 - If the quorum is met and the Chairperson is present, then any decisions and votes to amend the scheme can be made as long as the minutes are recorded accordingly.

3.4.2 Record Control:

The certification body has established and adhered to documented policies and procedures for the control of records. These policies ensure that records are managed systematically and can be retrieved, protected, and retained as needed. The policies outline the types of records maintained, the duration of retention, and the methods of secure disposal.

Records shall be stored on the Learning Management System (LMS).

3.4.2.1 Confidentiality and Security:

Access to these records shall be restricted to authorized personnel only. The certification body has implemented measures such as encryption, secure storage, and access controls to protect the integrity and confidentiality of the records.

4.0 Challenges, complaints and appeals:

Applicants, candidates, certificate holders or other interested parties can lodge a complaint, challenge or appeal of any decisions through a formal process that includes:

- A. Submit a written description via email to credentials@mymdegas.com within 30 days, providing supporting evidence or documentation of the complaint, challenge or appeal.

All complaints, challenges and appeals are recorded and tracked in our non-conformance handling system and addressed by the ASSE 6000 Scheme committee during regularly scheduled meetings. As a part of the review process, the committee may require a call or meeting with the person who submitted the complaint, challenge or appeal to gather more information. In this case, the committee will schedule a phone call or virtual meeting with that person for further clarification. After a review of the complaints, challenges and appeals, the ASSE 6000 scheme committee will send their decision via email to the submitter.

5.0 MyMedGas Credentialing LMS

5.1 Applicant and Candidate user profile:

MyMedGas Credentialing uses a Learning Management System (LMS) to manage all applicants and candidates. The applicant and candidates are required to register as users in the system to create a user profile. Every user has a unique login and user profile in the Microsoft Azure B2B database to the Learning Management System.

Each user can self-enroll in any current public course or apply for any ASSE Series 6000 certificate, as well as manage their profile.

The candidate's manager (employer), may be given access to view their profile, including application progress (hours and tasks completed), as well as current and expired certificates. The "Manager" user profile level shall only have viewing access and cannot see the applicant's examination questions, but can see the courses the applicant is enrolled in, the number of exam attempts and grades.

5.2 Examination Process:

To become an applicant and take one of MyMedGas Credentialing's examinations, the applicant must first register online in the LMS System. This includes registering (providing personal data and fee payment) for the correct certificate and following the predefined certification requirements of that specific certificate. Each ASSE 6000 Series Certificate that MyMedGas Credentialing provides has a predefined set of certification requirements and the applicant must upload the required information into the LMS system (see: [5.4 Proof of requirements](#)). Along with any required uploads, the applicant will be able to take the online written examination and schedule a practical examination if required. Grades for the online written examination are available immediately after completion; however, a passing grade does not constitute that the applicant will become a candidate for a certificate. Once all certification requirements are submitted and the examinations have been completed, the MyMedGas Credentialing invigilator will assess the candidate's documentation and determine if the candidate meets all the certification requirements to become a certificate holder. During the invigilator's assessment, he or she, will determine one of the following:

5.2.1 The candidate meets all certification requirements:

If the candidate meets all requirements for that specific certificate, they will then issue a certificate, and the candidate will become a "Certificate Holder". In this case, the new Certificate Holder will receive notice by email with their new digital certificates and physical card where required.

5.2.2 The candidate has not satisfied all certification requirements:

If the invigilator has any questions regarding the candidate's application or submitted proof of qualifications, they will inform the candidate and take required actions to clarify further (see: [5.4 Proof of requirements](#)) and determine if the candidate will be approved or denied a certificate.

5.2.3 The candidate does not, or cannot meet all certification requirements:

If the invigilator deems that the candidate does not, or cannot, meet all the requirements, then the candidate will be denied a certificate.

5.3 Invigilator:

A designated MyMedGas Credentialing Invigilator shall oversee the application process and ensure that the applicants and candidates meet the requirements of the specific certificate program they

are applying for. The invigilator shall verify the authenticity and acceptance of the certificate requirements only. They do not evaluate the competence of the applicant. The competence is verified during the examination process (written and/or practical), which is controlled by a 3rd party LMS System and CWI-Inspector where applicable.

5.4 Proof of requirements:

Many of the ASSE Series 6000 certificates require prerequisites in the way of work experience, documented practical brazing or years in the industry. Proof of these requirements shall be uploaded to the LMS system and independently reviewed by an invigilator. The invigilator assesses that all provided documentation and examination results meet the requirements before the certificate is issued. The invigilator may contact the applicant, their employer (past or present) and previous certifying body to ensure the authenticity and accuracy of documentation as required. Acceptance that the documentation meets the “proof of requirements” is at the sole discretion of the invigilator.

5.5 Impartiality of the assessment and examination:

5.5.1 Written Examinations:

The MyMedGas Credentialing LMS system shall be the sole location for written examinations with randomized questions (by topic) from the question bank for the specific certificate. All exams require a secure, unique user login to the system. The applicant must complete exams in the allotted time and their IP address and login details are recorded.

The questions are to be of multiple choice or matching type where there is only one correct answer or combination of answers. The LMS automatically grades the exam in real time and is not capable of outside intervention.

5.5.2 Practical Examinations:

All practical brazing examinations are witnessed in person or virtually by personnel with a valid ASSE 6050 Medical Gas Systems Instructor certificate. All practical brazing coupons are shipped to an independent 3rd party lab where they are visually inspected and then sectioned for further examination. The examiner shall be a CWI-certified examiner and shall have the sole discretion to approve or deny the submitted sample coupon. If the sample coupon passes the examination, then the examiner will submit a signed QB-484 form to the invigilator as proof of competence.

5.5.3 Technical errors or corrections of exam material/question and proof of requirements:

While MyMedGas Credentialing strives for clear and concise examinations and documentation, someone may have questions for clarification or notice an error. Applicants, candidates, certificate holders or interested parties are all encouraged to ask questions or challenge any exam question, document, terminology used or any other part of the scheme for clarification if it is unclear or

deemed to be an error. Any challenges, complaints and appeals should follow the process in section [4.0 Challenges, complaints and appeals](#). This way, they will be logged in our non-conformance handling system and addressed by the ASSE 6000 Scheme committee during regularly scheduled meetings. Once a ruling is made, the committee will notify the person who submitted the challenge, complaint or appeal and will update or correct any item found to be in error or needing to be updated.

5.6 Examination Question Bank:

The ASSE 6000 Scheme Committee will be responsible for maintaining the “Examination Question Bank” directly within the LMS platform. The bank of questions is categorized into various topics and the questions within these topics are randomized for every examination. An examination may consist of multiple topics from the question bank.

The questions are routinely checked for accuracy and relevance, including (but not limited to):

- Ensuring the questions are accurate to the current code.
- Continuous improvement through review meetings, including the number of times each question is used and the pass/fail rate. Ensuring that the questions are worded correctly and understood by the individuals taking the exams.
- Addition, removal or amendment of any questions at any time as deemed necessary by the committee.

6.0 Certificate:

6.2 Certificate format:

When a candidate fulfils their obligations and meets the scheme requirements, the MyMedGas Credentialing invigilator will create a certificate. The certificates are issued digitally through a 3rd party block-chain secured company. These certificates are delivered electronically to the certificate holder's email and are available in 3 digital formats and 1 physical ID Badge format:

- PDF certificate: Can be downloaded and printed as needed. This comes with a QR code so anyone can scan and verify your certificate(s) at any time.
- Digital badge: Can be used for email signatures or on digital sites such as LinkedIn.
- Mobile Wallet ID card: A digital wallet card (similar to your Apple Pay or a flight boarding pass) which, once downloaded, is always available on your mobile device. This is instead of a physical ID Card. This comes with a QR code so anyone can scan and verify your certificate at any time.
- Physical ID Badge (extra cost applies): This can be provided and shipped to the certificate holder for an extra cost.

6.2 Certificate ownership and rights:

MyMedGas Credentialing remains the sole owner of the certificate and can suspend or revoke the certificate(s) at any time (See: [6.3: Suspension or revocation of certificate](#)).

6.3 Suspension or revocation of certificate:

MyMedGas Credentialing may suspend or revoke any certificate holder's certification(s) at its sole discretion. To suspend or revoke a certificate(s), an invigilator and one other committee member must agree to the suspension or revocation.

Grounds for suspension or revocation include, but are not limited to:

- If there is a specific reason to question the certificate holder's ability
- Non-compliance with certification requirements
- Failure to maintain professional competence
- Ethical misconduct or breach of the code of conduct
- Change of ability of the certificate holder

If a certificate holder's certificate(s) is suspended or revoked, they will be notified by email, and their certificate will be removed from MyMedGas Credentialing's digital directory (directory.mymedgas.com). If a certificate holder is notified that their certificate(s) has been revoked, they must cease and desist using the MyMedGas Credentialing certificate (all formats) and any reference to the certificate(s).

7.0 Accessibility:

7.1 Languages:

Currently, all examinations in the LMS system are conducted in English. While MyMedGas Credentialing respects that there may be a need for examinations in other languages, they do not currently support languages other than English.

7.2 Disabilities:

7.2.1 Introduction:

MyMedGas Credentialing is dedicated to principles of impartiality, fairness, and accessibility as outlined in ISO/IEC 17024. The certification agency is committed to providing reasonable accommodation for candidates with disabilities, ensuring equal opportunity to demonstrate competency.

7.2.2 American Disabilities Act:

According to the American Disabilities Act (www.ada.gov) a person with a disability is someone who:

- Has a physical or mental impairment that substantially limits one or more major life activities,
- Has a history or record of such an impairment (such as cancer that is in remission), or
- Is perceived by others as having such an impairment (such as a person who has scars from a severe burn).

7.2.3 Reasonable accommodation:

MyMedGas Credentialing will provide reasonable accommodations upon request, in accordance with the principles of fairness and accessibility. Accommodations may include, but are not limited to:

- Providing examination and study materials in alternative formats (e.g. large print or digital where available).
- Allowing candidates to take exams in an alternative format or location.
- Granting additional time for exams.
- Utilizing alternative assessment methods where necessary to measure competency.

Requests for accommodations must be submitted in writing to credentials@mymedgas.com, along with appropriate supporting documentation, at the time of application. Reasonable accommodations will be considered to support access to certification assessments while ensuring the integrity of the evaluation process.

8.0 Code of conduct

MYMEDGAS Credentialing strictly follows the [Atlas Copco Group Code of conduct](#).

9.0 Surveillance

In accordance with ISO/IEC 17024, the MyMedGas Credentialing certification scheme has structured surveillance methods to ensure ongoing compliance and competence of certified individuals.

These elements include regular monitoring and assessment, maintaining records of performance, and a system for addressing non-conformities. Additionally, it mandates periodic re-evaluation and re-certification processes to validate the continued proficiency of the individuals.

10.0 Related Level 1 Documents:

- 1316009001 - MYMEDGAS Credentialing T&C
- 1316009002 - MYMEDGAS Credentialing Brazing Specification and Instructions (QB-484 and QB-482)
- 1316009003 - MYMEDGAS Credentialing Continuity of Brazing Letter (QB-322)
- 1316009004 - MYMEDGAS Credentialing Continuity of Brazing, Company Affidavit (QB-322)
- 1316009005 - MYMEDGAS Credentialing Scheme Document
- 1316009007 - MYMEDGAS Credentialing ASSE 6000 Candidate Information Package
- CP010003 – Organization Chart