

Variances to the ACMG Scope of Practice Revised and in effect 2015/03/30

1.0 Background

- 1.1 The ACMG Scope of Practice (SoP) defines the limits to the professional activities carried out by ACMG members. ACMG members, and companies that employ ACMG members, may encounter situations where the SoP does not adequately address the demands of the intended work.
- 1.2 Additionally, gaps in the SoP may develop as the industries involving ACMG members continue to evolve.
- 1.3 To address these situations, the ACMG may, on occasion, grant variances to the SoP.
- 1.4 The ACMG uses variance applications as springboards for discussion around changes to training and/or the SoP

2.0 Protection of the Public Interest

- 2.1 Protection of the public interest is the primary object of the ACMG.
- 2.2 As such, variances may be granted to applications that are deemed to sufficiently address this prime directive. These typically involve situations that are considered to be low risk, highly structured and include a high level of operational risk management.
- 2.3 Although issues related to the labour market, such as wages or availability of employees are often key drivers behind variance applications, they are not considered in the decision making process.

3.0 Applications

- 3.1 Applications for variances must be made to the ACMG Technical Committee using the Variance Application Form available on the ACMG member website.
- 3.2 Applications will only be considered if:
 - they clearly state the reason for the variance request
 - they demonstrate how the public interest will be protected
 - they demonstrate a strong operational risk management structure, in the form of a risk management plan
 - they address relevant gaps in employee training and experience
 - applicants agree to report all relevant incidents and near misses to the ACMG within 3 days of their occurrence
- 3.3 New applications must be submitted to the ACMG at least 6 months prior to the onset of work (for individual applications) or the initial date of employee hiring (for company applications)
- 3.4 The deadline in section 3.3 is reduced to 3 months for repeat applications with no significant changes from the originals

4.0 Application Fees

- 4.1 The fee for an initial variance application from an individual is \$150
- 4.2 The fee for an initial variance application from a company is \$300

4.3 Fees for repeat variance applications that do not differ significantly from the originals are 1/3 the cost of the initial applications

5.0 Adjudication

5.1 Success or failure of a variation application is determined by the Technical Committee

5.2 The ACMG Board of Directors reviews all variance results to ensure process quality

6.0 Duration

6.1 Successful variances are only valid for the duration specified by the Technical Committee

7.0 Reporting

7.1 Individuals or organizations receiving variances are required to complete an ACMG variance results report within 4 weeks of the conclusion of the relevant season or the termination date of the variance, whichever is sooner

7.2 The report form will be supplied by the ACMG and will have categories that reflect the usage of the variance by the individual or organization

8.0 Disclosure

8.1 Successful variance applications are posted on the ACMG public and member websites

8.2 Postings include details about specific requirements, conditions and timelines