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## CP16 ISSUE 15 REV A

# RENEWAL AND RECERTIFICATION OF PCN LEVELS 1 & 2 CERTIFICATES

### SCOPE

This document forms a part of the PCN General requirements for the certification of personnel engaged in NDT and should be read in conjunction with the current issue of PCN/GEN (see references). It sets out in detail the requirements for renewal and recertification of Levels 1 and 2 PCN Certification

This issue supersedes all previous issues and is binding upon all holders of PCN Levels 1 and 2 certification, regardless of certificate issue date, with effect from 10<sup>th</sup> August 2009. All preparation, up to and including the date of 09th August 2009, for renewal under previous CP16 requirements is accepted as fulfilling the criteria within this document.

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NOTE: Annex C has been deleted, but the reference to Annex D has been retained (rather than renumbered) because these forms have become familiar and in common use.

### ASSOCIATED DOCUMENTS

CP16A Acceptable ASNT certification for PCN CP16 surveillance activity

### REFERENCES

PCN/GEN	General requirements for the certification of personnel engaged in NDT
CP17	Level 3 renewal and recertification
CP21	Complaints and Appeals
CP22	Grading Practical Examinations
CP27	Code of Conduct for PCN certificate Holders
PSL/8a	PCN documents issue status
PSL/28	Application for late/deferred renewal/recertification
PSL/33	Wallet cards ( or where the wallet card was issued more than ten years ago)
PSL/35	BINDT charges
PSL/44	Vision requirements



The British Institute of Non-Destructive Testing is an accredited certification body offering personnel and quality management systems assessment and certification against criteria set out in international and European standards through the PCN Certification Scheme.



# 1. INTRODUCTION

## 1.1 General

Issue 01 PCN Level 1 and Level 2 certificates may be revalidated without examination, while issue 02 certificates must be revalidated by recertification involving success in an examination conducted by the British Institute of NDT (BINDT) or a BINDT Authorised Qualifying Body (AQB). This issue of CP16 provides compliance with EN 473:2008.

## 1.2 Implementation

1.2.1 The implementation date of this issue is 1<sup>st</sup> April 2009. Applications for renewal submitted on or after the date of implementation must be supported by an Annex D3 form showing the minimum surveillances shown in the table below:

Date of renewal application (on or after)	Minimum total number of surveillances recorded
1 <sup>st</sup> January 2009	4
1 <sup>st</sup> January 2010	5

# 2. TERMS AND DEFINITIONS

**2.1 BINDT:** The British Institute of Non-destructive Testing, which provides the management and administration for the PCN Scheme. Any reference in this document to BINDT means the Certification Services Division of the British Institute of NDT.

**2.2 Authorised Qualifying Body (AQB):** Any one of a number of bodies authorised by BINDT to prepare and administer PCN recertification examinations. AQBs are listed in PCN document PSL/04.

**2.3 Renewal:** The procedure for revalidation of a PCN certificate without examination at any time up to five years after success in an initial, supplementary or recertification examination.

**2.4 Recertification:** The procedure for revalidation of a PCN certificate by examination conducted at a BINDT AQB or by otherwise satisfying BINDT that the published criteria for recertification are satisfied.

**2.5 Significant Interruption:** An absence or a change of activity which prevents the certificated individual from practising the duties corresponding to his level in the method and the industrial sector(s) for which he is certified, for (a) a continuous period in excess of 12 months or (b) two or more periods for a total time exceeding two 24 months.

**Note 1:** Legal holidays, or periods of sickness or courses of less than thirty days are not taken into account when calculating the interruption.

**2.6 Surveillance:** a process which is mandatory in the period leading to a renewal of a certificate, and which is strongly recommended in the period leading to recertification, and which takes one of the following forms:

**2.6.1 Monitoring:** the formal assessment (by an appropriately qualified person) of the complete testing process, including preparation, pre-test calibration, conduct of NDT, and recording/reporting, carried out by the certificate holder in the course of his or her normal work activity and recorded on CP16 Annex D3.

**2.6.2 Re-inspection:** a second or repeat inspection (carried out by an appropriately qualified person), using the same NDT instruction or procedure as used in the original test carried out by the certificate holder in the course of his or her normal work activity and recorded on CP16 Annex D3.

**Note 2:** For radiography, the re-inspection may be limited to a second interpretation and report on the original radiographs. It is not necessary to inform the individual who is the subject of surveillance that re-inspection is to take place.

**Note 3:** The person carrying out the re-inspection, as well as the person whose work is the subject of re-inspection, is considered to have undergone surveillance and may record as much, in which case such re-inspection records shall be countersigned by the person who is the subject of the re-inspection.

**2.6.3 Supervised test:** the testing of an appropriate training specimen provided by a BINDT accredited training establishment under the supervision of an Appropriately Qualified Person, who is authorised by the training co-ordinator to conduct and record on Annex D3 the results of such tests.

**Note 4:** Because of the limited availability of British Institute of NDT accredited training organisations outside of the United Kingdom, BINDT will accept supervised practical testing of training specimens administered by a training establishment which is formally recognised by a relevant engineering institution in the country concerned. Such Institutions shall be able to demonstrate impartiality if called upon by BINDT to do so.

**Note 5:** surveillance may be called for by the certificate holder, employer, the employer's client, inspection authority or regulatory body. For the surveillance to be recognised by BINDT, all surveillance activities shall be carried out in accordance with a formal documented procedure, a copy of which is to be submitted to BINDT upon demand.

**2.7 Appropriately qualified person:** An individual (carrying out re-inspection, monitoring or supervised tests) holding EN 473 or ISO 9712 Level 2 or Level 3 certification, or other relevant certification acceptable to BINDT. The certification concerned must cover the same NDT method and product or industry sector as that certification which is the subject of surveillance.

**2.8 Corrective action:** [*where surveillance of a PCN certificate holder reveals a deficiency in the performance of NDT for which he or she is certificated*] the implementation of two or more of the following actions:

- further training (recorded using Annex D2),
- additional surveillance,
- amendment of NDT procedures,
- recall of work,
- notification of clients,
- suspension of authorisation to test, or
- other appropriate actions with time scales for implementation;

**Note 6:** Wherever non-conformance affects the previously published results of tests, intended corrective actions and satisfactory implementation should be notified to directly affected parties, e.g., to BINDT Certification Services, the employer's client and/or the applicable regulatory body, which should be requested to confirm in writing the acceptability of the corrective action.

### 3. PROCEDURE FOR RENEWAL OF A PCN CERTIFICATE

3.1 It is the responsibility of the certificate holder to initiate the procedure required for renewal. The renewal application shall be presented within the six months before the date of expiration of the certification. To ensure continuity of certification, applicants are advised to ensure that their application reaches the PCN Certification Records Office not later than 4 weeks before expiry.

3.2 In the event that a PCN certificate has expired, the holder may apply for *late renewal* up to 12 months after the date of expiry (and no later) using PCN form PSL/28 obtainable from BINDT. PSL/28 may also be used by individuals who recognise in advance that, for whatever reason, they will be unable to submit their application for renewal by the expiry date, in which case they may apply on PSL/28 for deferred renewal. It is emphasized that acceptance of an application for late or deferred renewal/recertification does not extend the validity of the PCN certificate concerned.

**Note 7:** Use of the PSL/28 procedure incurs additional charges.

3.3 It is the responsibility of the applicant to ensure the correct issue status of CP16 prior to making application. Details of the issue status of PCN documents are published quarterly in PSL/8A, which is available at [www.bindt.org](http://www.bindt.org) or from BINDT upon request.

3.4 One application (Annex A) is to be submitted for each certificate for which renewal is sought, and the applicant is required to complete Parts A, B and C of the form. The employer finally completes Part D. The completed application is to be sent to the PCN Certification Records Office, BINDT, 1 Spencer Parade, Northampton NN1 5AA, clearly marking the envelope "PCN CERTIFICATE RENEWAL", together with:

- a certificate of satisfactory visual acuity (recorded on PCN document PSL/44) issued in the preceding twelve months;
- a record of employment (using Annex D1) covering the period of validity of the certificate to be revalidated;

- a completed record of surveillance (using Annex D3) sufficient to confer eligibility for renewal (see note 8);
- the current renewal fee (details of fees are supplied separately in PCN document PSL/35) for each certificate to be renewed.
- A completed form PSL/33 where the holder's PCN wallet card was issued more than ten years ago.

**Note 8:** the penalty for failure to provide satisfactory surveillance records at renewal is that the applicant must follow the procedure for recertification.

**Note 9:** There is a high percentage of verification carried out on information submitted in support of applications for renewal. In the event that a deliberate attempt to deceive is detected, severe penalties will be applied. If in doubt about the validity of the information you are providing, seek the advice of the PCN Certification Records Office at BINDT. Attention is drawn to the Code of Conduct (CP27) which is binding upon all PCN certificate holders.

**Note 10:** The PCN certification Records Office manages a call-up system for periodic application document review to ensure an efficient processing of applications.

3.5 Holders of PCN radiography certification at all levels will be required to be in possession of valid PCN basic radiation safety or radiological protection certification (or alternative national radiation safety certification where the certificate holder concerned is engaged in radiography exclusively outside of the United Kingdom) to maintain the validity of the radiography certificate.

3.6 In the event that the application for renewal is rejected by BINDT on the grounds that the continuity of work activity criterion for renewal is not satisfied, the applicant is permitted to attempt in the recertification examination provided he or she satisfies the visual acuity requirement and undertakes a continuation training course (at a BINDT accredited or recognised training establishment) of not less than two days duration covering the scope of the certificate to be revalidated. Such training is to be recorded on the form at Annex D2 and submitted with the application for recertification.

3.7 The candidate who has been refused renewal and has failed to satisfy the requirements for recertification will be required to be successful in the initial qualification examination for the sector and NDT method concerned.

## 4. PROCEDURE FOR RECERTIFICATION AND SUPPLEMENTARY EXAMINATION

4.1 It is the responsibility of the certificate holder to initiate the procedure required for recertification. The recertification application shall be presented within the six months before the date of expiration of the certification. To ensure continuity of certification, applicants are advised to submit a recertification application (PSL/57B) not later than 56 days prior to certificate expiry,

4.2 Applications for supplementary examination (which also serves as recertification) using form PSL/57B may be submitted at any time during the validity of the certificate, but must be received by a BINDT AQB (from the list published as PSL/4) not later than 56 days prior to the date of certificate expiry. Form PSL/57B is obtained from [www.bindt.org](http://www.bindt.org) or from any BINDT AQB and must be completed and submitted by the applicant to the AQB, together with:

- a certificate of satisfactory visual acuity (PCN document PSL/44 refers) issued in the preceding twelve months;
- a record of employment (using Annex D1) covering the period of validity of the certificate to be revalidated;
- completed records of surveillance (using Annex D3) where available (see note 11);
- a completed record of continuation training (where appropriate) using Annex D2;
- A completed form PSL/33 where the holder's PCN wallet card was issued more than ten years ago.
- the current AQB recertification or supplementary examination fee (details of fees are provided directly by the AQB).

**Note 11:** Whilst there is no mandatory requirement to submit surveillance records at recertification, it is strongly recommended that employers of NDT personnel implement a system of internal surveillance as described in Annex B. Where records of surveillance are available, they should be

submitted with applications for recertification in order to demonstrate satisfactory work activity without significant interruption.

4.3 In the event that a PCN certificate has expired, a supplementary examination is not permitted, but the holder may apply to the BINDT Certification Records Office for *late recertification* up to 12 months after the date of expiry (and no later) using PCN form PSL/28. PSL/28 may also be used by individuals who recognise in advance that, for whatever reason, they will be unable to submit their application for recertification by the expiry date, in which case they may apply on PSL/28 for deferred recertification. It is emphasized that acceptance of an application for late or deferred renewal/recertification does not extend the validity of the PCN certificate concerned.

4.4 To recertify, the candidate must successfully complete a practical recertification examination. The recertification examination will include testing selected specimens appropriate to the scope of certification to be revalidated and, for Level 2, the production of a written NDT instruction suitable for use by Level 1 personnel.

4.5 If the individual fails to achieve a grade of at least 70 % for each specimen attempted (weighted according to PCN document CP22), one retest of the whole recertification examination shall be allowed after at least 7 days and before 6 months.

4.6 In the event of failure in the one allowable retest, the certificate shall not be revalidated and, to regain certification for that level, sector and method the candidate shall apply for new certification. In this case, no examination exemptions shall be awarded by virtue of any other valid certification held.

4.7 In addition, holders of radiography certification at all levels will be required to be in possession of valid PCN basic radiation safety or radiological protection certification (or alternative national radiation safety certification where the certificate holder concerned is engaged in radiography exclusively outside of the United Kingdom) to maintain the validity of the radiography certificate.

4.8 Holders of Level 1 or 2 certification who wish to add an additional category (where appropriate) at the same level, will be required to attempt a supplementary examination comprised of specific written and/or specific practical parts.

**Note 12:** Because the candidate who is unsuccessful in the recertification process will be considered an initial candidate for certification in that sector, method and level covered by the original certificate, candidates are advised to prepare thoroughly for recertification. It may be considered advisable to undertake continuation training at a BINDT accredited training establishment before attempting the recertification examination. Such training is to be recorded using Annex D2.

**Note 13:** Appeals may be made against failure to recertify a PCN certificate. All appeals must be made in writing to BINDT and will be similarly acknowledged. The procedure for Complaints and Appeals is contained in PCN document CP21

**ANNEX A - APPLICATION FOR RENEWAL OF A PCN LEVEL 1 OR LEVEL 2 CERTIFICATE**

**PART A - APPLICANT'S PERSONAL AND CERTIFICATE DETAILS**

FAMILY NAME: \_\_\_\_\_

GIVEN NAME(S): \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ PCN Number: \_\_\_\_\_

PRIVATE ADDRESS: \_\_\_\_\_

POST CODE: \_\_\_\_\_ TELEPHONE NO: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

CERTIFICATE NUMBER: \_\_\_\_\_ EXPIRY DATE: \_\_\_\_\_

**PART B - CURRENT EMPLOYMENT DETAILS**

EMPLOYER'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

POST CODE: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

APPLICANT'S DEPARTMENT: \_\_\_\_\_

APPLICANT'S JOB DESCRIPTION: \_\_\_\_\_

CURRENT SUPERVISOR: \_\_\_\_\_

**PART C - APPLICANT'S DECLARATION**

I declare that the information given in Parts A and B of this application, and in supporting documentation is authentic. I agree to comply with the PCN Code of Ethics (published as CP27).

**WARNING!** There is a high percentage of verification carried out on information submitted in support of applications for renewal. In the event that a deliberate attempt to deceive is detected, severe penalties will be applied. If in doubt about the validity of the information you are providing, seek the advice of BINDT Certification Records Office staff.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

FULL NAME (IN CAPITALS) \_\_\_\_\_

**PART D - EMPLOYER'S AUTHENTICATION**

I confirm that the information given in Parts A and B and in the supporting documentation is, to the best of my knowledge, accurate and authentic. Work performed by the applicant named in Part A has been without significant interruption (see definitions) while employed by this company and has been to a satisfactory standard.

SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

NAME (in block capitals please) \_\_\_\_\_

POSITION \_\_\_\_\_

Completed applications should be sent by secure means in an envelope marked 'PCN CERTIFICATE RENEWAL' to the BINDT Certification Records Office, 1 Spencer Parade, Northampton NN1 5AA [Tel:+44(0)1604 259056, Fax: +44(0)1604 231489], together with supporting documentation detailed under paragraph 4.

**PAYMENT**

Method of payment (either credit/debit card or a cheque payable to BINDT):				Tick box if cheque enclosed:	
For payment by credit card (tick relevant box):	<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Amex			<input type="checkbox"/> Switch	
Card number:					
Card valid from (if a Switch card, issue date):		Card expires end:			
Name on card:			Security code (last 3 figures on the security strip on the reverse of the card)		
Signature of above named individual:					
Address of credit card holder (if different from that in Part 1 of this form):					
Please debit the above credit/debit card for the amount shown (applicants must enter the correct amount, which can be ascertained from document PSL/35):			£	:	(including VAT)

**FOR BINDT USE** (send with PSL/35, PSL/44 and PSL/33 if appropriate)

Application number: \_\_\_\_\_ Date received \_\_\_\_\_

Company Order No: \_\_\_\_\_ BINDT Invoice No: \_\_\_\_\_

Date: \_\_\_\_\_ Amount: \_\_\_\_\_ Allocation: \_\_\_\_\_

Payment received: \_\_\_\_\_ Renewal authorised (Y/N): \_\_\_\_\_

Categories awarded: \_\_\_\_\_ New expiry date: \_\_\_\_\_

Authorising signature: \_\_\_\_\_ Date: \_\_\_\_\_

Authorised by (name): \_\_\_\_\_ Position: \_\_\_\_\_

Dispatch date: \_\_\_\_\_ Dispatcher's Initials: \_\_\_\_\_

Comments and details of any verification sought/obtained:

# **ANNEX B - EXAMPLE PROCEDURE FOR SURVEILLANCE OF NDT PERSONNEL BY AN EMPLOYER OR BY A THIRD PARTY**

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## *BINDT FOREWORD*

*This document is provided as an example of a procedure, which is acceptable to BINDT, for surveillance of PCN Level 1 and Level 2 certificate holders seeking renewal or recertification. Employers of NDT personnel or organisations engaged in NDT surveillance operations designed to satisfy BINDT requirements for certificate renewal should use this as a guide when producing a quality procedure within their own quality management systems.*

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## **SURVEILLANCE OF NDT PERSONNEL**

### **INTRODUCTION**

PCN Level 1 and Level 2 certificates which expire may be revalidated in accordance with the provisions of the BINDT requirements for renewal and recertification of NDT personnel (as amended from time to time). This procedure is intended to ensure that any surveillance carried out on NDT personnel holding PCN certification confers the benefit to the technician concerned of acceptability of the surveillance within the PCN system for renewal.

### **CONTENTS**

1. Scope
2. Responsibilities
3. Definitions
4. Procedure
5. References

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### **1. SCOPE**

1.1 This procedure details the method to be adopted to monitor and verify the results of tests to satisfy the BINDT requirements for surveillance.

1.2 It is applicable to both laboratory and site operations controlled by the company, as well as operations controlled by a client.

1.3 It is not intended that this procedure supersede or duplicate surveillance carried out by other agencies.

### **2. RESPONSIBILITIES**

2.1 (insert title of responsible person) is responsible for:

- planning and implementation of surveillance
- maintenance of records
- liaison with operations
- authorisation of assessors
- agreeing the form of any corrective actions

2.2 (insert title of responsible person) is responsible to (insert title of responsible person) for:

- carrying out surveillance in accordance with written instructions
- recording results
- notifying results

### **3. DEFINITIONS**

[Relevant definitions found in PCN document CP16 may be entered or referred to here.]

**4. PROCEDURE**

**4.1 Requirement**

The requirement for surveillance activities shall be based upon customer specifications, renewal and recertification needs, reported discrepancies in operator performance and contractual requirements.

**4.2 Qualifications**

Personnel carrying out surveillance or monitoring shall hold relevant and appropriate certification (see CP16 definition – Appropriately Qualified Person). A list of those personnel authorised to carry out NDT surveillance, together with the scope of their authorisation, is at Annex A to this procedure.

**4.3 Surveillance programme**

Surveillance will be called for by (insert title of responsible person), who maintains registers of personnel subject to and authorised to carry out NDT surveillance.

Individual surveillance or monitoring assignments may be carried out on a random and un-notified basis by an individual appointed by (insert title of responsible person) from the list of those authorised.

Surveyors shall be issued written instructions clearly describing the requirement and method of reporting. A minimum of one surveillance per annum is to be carried out.

**4.4 Reporting**

Surveillance reports, which will include the date, identification of the operator under surveillance, identification of the surveyor, a job reference, a brief description of the NDT method and technique, and the results of surveillance recorded on form ref #, are to be authenticated by the surveyor involved and shall be forwarded to (insert title of responsible person) for further action.

**4.5 Review and Corrective Action**

The recorded results of surveillance will be reviewed by (insert title of responsible person).

Copies of reports indicating a discrepancy shall be forwarded to (insert title of responsible person) for a decision on corrective action (e.g. further training, additional surveillance, amendment of NDT procedures, recall of work, notification of clients, suspension of authorisation to test, or other appropriate actions.) including time scales for implementation.

Intended corrective actions and satisfactory implementation of corrective actions shall be notified to directly affected parties.

**4.6 Records**

Original copies of surveillance reports together with other documentation relevant to the work monitored shall be retained by (insert title of responsible person) in an appropriate control file.

(Insert title of responsible person) shall arrange a system of calling up future monitoring or surveillance.

**5. REFERENCES**

PCN/GEN (current edition)

PCN document CP16 PCN (current edition)

Ref # - Internal procedure for corrective action

**ANNEX.**

**List of personnel authorised to undertake surveillance of NDT employees**

Full name:	PCN number:	Scope of authorization (NDT methods/sectors)	Date of authorization	Name and signature of authorizing person

**ANNEX D1 TO CP16 - BINDT APPROVED NON-DESTRUCTIVE TESTING LOG SHEET - RECORD OF EMPLOYMENT**

(maintain log up-to-date with every change in employment or job description)

CERTIFICATE HOLDER'S FULL NAME:.....PCN NUMBER: .....

DATES (employed - from/to)	EMPLOYER'S NAME & ADDRESS (including telephone and fax numbers)	CERTIFICATE HOLDER'S DEPARTMENT AND NAME OF SUPERVISOR	CERTIFICATE HOLDER'S JOB DESCRIPTION

**ANNEX D2 TO CP16 - BINDT APPROVED NDT TRAINING LOG SHEET**

Record of approved continuation or updating training in the NDT methods for which certification is held or attendance at an event acceptable to BINDT as continuing professional development

CERTIFICATE HOLDER'S FULL NAME:		PCN NUMBER:		
DATE OF TRAINING OR EVENT	COURSE OR EVENT REFERENCE	TRAINING ESTABLISHMENT OR EVENT VENUE	DURATION AND CONTENT OF TRAINING OR EVENT	NAME, SIGNATURE (and contact telephone number) OF INDIVIDUAL VERIFYING

**ANNEX D3 TO CP16 - RECORD OF CHECKS CARRIED OUT TO MONITOR THE CERTIFICATE HOLDER'S COMPETENCE**

Including on-the-job monitoring or re-inspection, and/or testing a training sample provided by an accredited training organisation. Use a different sheet for each PCN certificate. A minimum of one recorded surveillance per annum is acceptable, though two or more per annum is preferred.

CERTIFICATE HOLDER'S FULL NAME:		PCN NUMBER:	PCN CERTIFICATE NUMBER:	
DATE OF SURVEILLANCE	JOB/REPORT REFERENCE & BRIEF DESCRIPTION OF TEST PIECE OR TRAINING SPECIMEN	NAME & PCN NUMBER OF SURVEYOR	EMPLOYER OF SURVEYOR	NAME, SIGNATURE (and contact telephone number) OF SURVEYOR