

## CP16-CM

ISSUE 1 REV A DATED 1<sup>ST</sup> APRIL 2010

# RENEWAL AND RECERTIFICATION OF CONDITION MONITORING CERTIFICATES (ALL CATEGORIES)

## SCOPE

This document forms a part of the CMGEN General requirements for qualification and certification of condition monitoring and diagnostic personnel and should be read in conjunction with its current issue. It sets out in detail the requirements for renewal and recertification of Categories 1, 2 and 3 PCN condition monitoring (CM) Certification.

This issue supersedes all previous issues and is binding upon all holders of PCN certification, regardless of certificate issue date, with effect from 1<sup>st</sup> April 2006. All preparation, up to and including the date of 31<sup>st</sup> December 2005, for renewal under previous CP16 requirements is accepted as fulfilling the criteria within this document.

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## REFERENCES

CM/GEN	General requirements for qualification and certification of condition monitoring and diagnostic personnel
CP21	Complaints and Appeals
CP27	Code of Conduct for PCN certificate Holders
PSL/8a-CM	CM documents issue status
PSL/28-CM	Application for late/deferred renewal/recertification
PSL/33-CM	Wallet card photograph verification
PSL/35-CM	Certification and examination fees

## TERMS AND DEFINITIONS

For the purpose of this document the terms and definitions given in CMGEN and the following apply.

### Surveillance

Surveillance will 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. The procedure shall be submitted to and approved by BINDT (an example of an acceptable procedure is at Annex C), and shall be an integral part of the quality management system of the organisation on whose behalf the surveyor is working. This quality management system must be subject to regular assessment and surveillance by a body acceptable to BINDT, e.g., an accredited certification body, a recognised accreditation body, regulatory authority or a client's quality surveyor, and evidence of ongoing assessment or surveillance shall be submitted to BINDT upon demand. Alternatively, BINDT will, at the request of the organisation concerned, audit the implementation of the CM personnel surveillance procedure. Surveillance takes one of the following forms:

**Monitoring:** the formal assessment (by an **appropriately qualified person** holding valid relevant Category 2 or Category 3 certification) of the complete process, including preparation, pre-test/pre-survey calibration, conduct of test/survey, and recording/reporting, of a condition monitoring test or survey carried out by the certificate holder in the course of his or her normal work activity.

**Repeat survey:** a second or repeat survey (carried out by an appropriately qualified person holding valid Category 2 certification), using the same CM instruction or procedure as used in the original survey carried out by the certificate holder in the course of his or her normal work activity. It is not necessary to inform the individual who is the subject of surveillance that the repeat survey is to take place.

N.B. The person carrying out the repeat survey, as well as the person whose work is the subject of repeat survey is considered to have undergone surveillance and may record as much, in which case such repeat survey records shall be countersigned by the person who is the subject of the repeat survey.

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

- further training,
- additional surveillance,
- amendment of the relevant CM procedure,
- recall of work,
- notification of clients,
- suspension of authorisation to test or survey, or
- other appropriate actions with time scales for implementation;

N.B. Wherever non-conformance affects the previously published results of tests or surveys, intended corrective actions and satisfactory implementation should be notified to directly affected parties, e.g., to the employer's client and/or regulatory body, which should be requested to confirm in writing the acceptability of the corrective action.

**Survey and tests:** Condition monitoring pertains to engineering technologies that are used for both condition surveys that monitor a machine or structure over time, and for static testing of machines, structures, materials or samples. In lubrication management the analysis of samples is testing.

## INTRODUCTION

The following identifies the fundamental route for renewal and recertification:

- **Certificates with issue number 01 may be revalidated either by renewal or recertification.**
- **Certificates with issue number 02 must be revalidated by recertification involving success in an examination conducted by a British Institute of NDT (BINDT) Approved Examination Centre (AEC).**

## GENERAL REQUIREMENTS

The following are general requirements common to both renewal and recertification processes for Categories 1, 2 and 3 personnel.

PCN condition monitoring Category 1, 2 and 3 certificates may be revalidated with or without examination, depending upon current certificate issue status, in accordance with procedures detailed herein.

Concurrent with these requirements the following are mandatory per both renewal and recertification at all Categories:

1. all certificate holders maintain a BINDT approved log of CM employment (Annex D1);
2. all certificate holders must maintain a log of surveillance (Annex D3) for each certificate, and this log must be presented to BINDT upon demand, and to each employer upon change of employment;
3. the current renewal or recertification fee (see PSL/35-CM) for each certificate to be renewed;
4. A completed form PSL/33-CM, only where the holder's PCN wallet card was issued more than ten years ago;
5. verifiable evidence of continued education/training (see Annex D2) and evidence of satisfactory performance during the five year period under renewal or recertification;

The employer of PCN certified CM personnel seeking renewal or recertification arranges a surveillance (at least one per year) of PCN certificated CM employees in accordance with a surveillance procedure (see below). Those certificate holders not able to gain access to facilities for repeat survey or monitoring, may satisfy the surveillance requirement by supervised practical surveillance of training or examination specimens (see definitions).

**WARNING!** There is a high percentage of verification carried out on information submitted in support of applications for renewal and recertification. 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.

In the event that the application for renewal or recertification is rejected by BINDT on the grounds that the work activity lacks continuity, the applicant is permitted only one attempt in the recertification examination following re-training (ATO training certificate required as evidence of re-training).

## NOTES

1. The fee submitted with this application also includes the current PCN certification levy which, in the event of refusal to certificate, will be refunded. Charges for BINDT Certification Services, including certificate renewal fees, are detailed on form PSL/35-CM.
2. Appeals may be made against a decision taken to withdraw or cancel (or not to renew) a PCN certificate as indicated in CMGEN. All appeals must be made in writing and will be similarly acknowledged. The procedure for Complaints and Appeals is contained in PCN document CP/21.

It is the responsibility of the applicant to ensure the correct issue status of CP16-CM, PSL/57-CM, PSL28-CM, PSL/30-CM and PSL/35-CM prior to making any application. Details of the issue status of PCN documents are published quarterly in PSL/8A-CM, which is available from BINDT upon request.

The application may be submitted at any time during the validity of the certificate, but must be received by BINDT not later than the date of certificate expiry. However, it should be noted that processing applications can often take 2 to 3 weeks or longer if the information provided with the application is not correct, and **applicants are therefore advised to ensure that their application**

reaches the PCN Certification Records Office not later than 4 weeks before expiry. Otherwise, applicants may find themselves without valid certification to cover their work.

In the event that a PCN certificate has expired, the holder may apply for *late renewal or recertification* using PCN form PSL/28-CM, obtainable from BINDT. PSL/28-CM 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-CM for deferred renewal.

*Note. Use of the PSL/28-CM procedure incurs additional fees.*

Appeals may be made against failure to recertify or renew 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

## **SPECIFIC REQUIREMENTS (ADDITIONAL) FOR RENEWAL OF A PCN-CM CERTIFICATE (CATEGORIES 1, 2 AND 3)**

Additional to the general requirements stated above, the applicant for certificate renewal must apply directly to The Certification Services Division of the British Institute of NDT at Newton Building, St George's Avenue, Northampton NN2 6JB, England, using form CP16-CM RV1 (see Annex A).

The renewal procedure is available for all holders of PCN CM issue 01 certificates issued following a successful initial or recertification examination. This procedure is for revalidation of a Category 1, 2 or 3 certificates without examination after the **first five year period of validity**.

One application form (CP16-CM Annex A) is to be submitted for each certificate for which renewal is sought. The completed application is to be sent to the PCN Certification Records Office, BINDT, Newton Building, St George's Avenue, Northampton NN2 6JB, clearly marking the envelope "PCN CERTIFICATE RENEWAL", together additional requirements of:

- a completed record of satisfactory work activity (Annex E);

### **NOTE:**

1. If the continuity of work activity criterion for renewal is not satisfied, the individual shall be permitted only one attempt in the recertification examination, i.e., not the structured credit system. The candidate who has been refused renewal and has failed the one allowable attempt at recertification will be required to be successful in the appropriate main method examination described in CM/GEN in order to regain the certification concerned.
2. If unsatisfactory or no, surveillance records are reported to BINDT at renewal then the candidate must recertify.

## **SPECIFIC REQUIREMENTS (ADDITIONAL) FOR RECERTIFICATION OF A PCN-CM CERTIFICATE (CATEGORIES 1, 2 AND 3)**

Additional to the general requirements stated above, Categories 1, 2 or 3 candidates who have worked for five years after his/her certificate has been revalidated by renewal, *will* be required to recertify his/her certificate.

- Candidates should apply directly to PCN for **recertification by re-examination**. Application for recertification of condition monitoring certificates is to be submitted to PCN on form PSL/57-CM for re-examination and in accordance with the procedure defined in CMGEN clause 16.

Alternatively, certificate holders may choose to exercise the option of applying for recertification *every five years by examination – or at more frequent interval in order to comply with other standards and specifications relating to qualification and/or certification requirements by the employer.*

The additional documents that must be submitted with every application form (PSL/57-CM) for each certificate and those listed above as 'general requirements', that must be received by PCN not later than the date of certificate expiry include:

- A completed record of continuation training (where appropriate) using Annex D2;

- A declaration of the certificate holders continued satisfactory application of the CM method for which recertification is sought, without significant interruption, made by his/her employer, line manager or principal client (if self-employed) (see Annex A).

PSL/57-CM forms are obtained directly from BINDT or from any BINDT AEC. The completed application is to be sent to the PCN Certification Records Office, BINDT, Newton Building, St George's Avenue, Northampton, NN2 6JB, clearly marking the envelope "PCN CERTIFICATE RECERTIFICATION".

### **CATEGORY 3 RECERTIFICATION- ADDITIONAL**

In addition, for Category 3 candidates only, they shall meet the general and specific requirements stated above, together with successfully complete a full written examination (see PSL/57-CM) in the method to which recertification is sought, plus, they must:

- **meet the requirements of a structured credit system (see Annex B)**

#### **NOTE:**

- If unsatisfactory or no, surveillance records, or inadequate credit point total are reported to BINDT at recertification then the candidate must undertake a Category 2 practical examination at an ATO or practical examination centre.
- If the candidate fails the practical examination then they must reapply as initial candidate (Issue 01).

### **Procedure for Category 3 recertification requiring the structured credit system**

In this system the holder of Category 3 certification gains credit for participation, in the five years prior to recertification, in the various CM activities shown in Annex B.

Limits are placed upon the maximum number of points which can be claimed in any one year and, in some cases, the minimum points accrued in any year are also stated, in order to ensure an even spread of qualifying activities over the five year period. The following additional documentation is to be submitted to BINDT:

- a completed Annex B1 form showing at least the minimum required points;
- agenda and list of attendees of meetings, conferences etc;
- references of publications authored;
- a summary of the training delivered.

# ANNEX A - APPLICATION FOR RENEWAL OF A PCN CM CERTIFICATE –ALL CATEGORIES (FORM RV1-CM)

## PART A - APPLICANT'S PERSONAL DETAILS

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

GIVEN NAMES: \_\_\_\_\_

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

DATE OF BIRTH: \_\_\_\_\_ NIS or SOCIAL SECURITY No: \_\_\_\_\_

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

EMAIL: \_\_\_\_\_ @ \_\_\_\_\_

PCN NUMBER: \_\_\_\_\_ (IMPORTANT - must be provided)

CERTIFICATE CONCERNED: \_\_\_\_\_ EXPIRY DATE: \_\_\_\_\_

## PART B - CURRENT EMPLOYMENT DETAILS

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

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

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

EMAIL: \_\_\_\_\_ @ \_\_\_\_\_

FAX: \_\_\_\_\_

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

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

CURRENT LINE MANAGER: \_\_\_\_\_

## 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 \_\_\_\_\_

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 interruptions\* 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, Newton Building, St George's Avenue, Northampton NN2 6JB [Tel:+44(0)1604 893811, Fax: +44(0)1604 893868, together with supporting documentation detailed above.

**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:				
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-CM):			£	: (including VAT)

**FOR BINDT USE** (send with PSL/35-CM and PSL/33-CM if appropriate)

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

Company surveillance procedure status: \_\_\_\_\_ 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 – THE POINTS SYSTEM FOR CATEGORY 3 RECERTIFICATION

This points system is used in support of applications for recertification of all Category 3 PCN CM certificates. Surveillance is a mandatory feature of the system described below.

Points allocation for specific activities  Activity	points awarded  (per unit activity)	points per year		points per 5 years	
		min	max	min	max
1(a). Surveillance of CM appropriate to the certificate to be recertified, carried out by an appropriately certificated individual, and recorded on Annex D3 (two points awarded per surveillance)  <b>or</b>  (b) Successful practical survey or test, under the supervision of an appropriately qualified person, of a relevant training specimen provided by a BINDT ATO, and recorded on Annex D3 (two points may be claimed per specimen successfully tested)	2	-	4	10	20
2. Membership of a CM Society, for example, the British Institute of NDT, (one point may be claimed each year during which membership was held for the full year). Evidence of membership is to be provided with the application for recertification.	1	-	1	-	5
3. Continuation training provided by a BINDT ATO (5 points per half day of CM training appropriate to the certificate to be recertified) and recorded on Annex D2	5	-	-	-	10
4. Attendance at BINDT Branch Continuing Professional Development evenings (per meeting), or at BINDT or other professional society conferences, seminars, working groups or symposia (one point may be claimed per day attendance at an appropriate event) and recorded on Annex D2.	1	-	3	-	8
5. CM related technical papers published in a journal, reputable magazine or book, or presented at a conference or seminar (two points may be claimed per paper). Evidence of authorship and publication/presentation is to be provided with the application for recertification. <b>If there is more than one author, one half of the points will be awarded for each such paper.</b>	2	-	4	-	10
Attendance at National or international CM standards committee	1		3		8
Convenorship at CM standards committee	1		3		8
Attendance at other CM committees	1		3		8
Managing or responsible for, a CM facility or CM method	10		10		40
Dealing with disputes referring to clients	1		3		8
Development of CM applications (in industrial or R&D sector)	1		5		15
Development and implementation of CM programme	3		6		15
Delivery of CM training (at least 25% of each year)	5		5		15
Examiner of CM examinations (at least 2 examinations per year)	1		3		8
Invigilator of CM examinations (at least 2 examinations per year)	1		1		5
<b>Maximum points achievable</b>					<b>183</b>
<b>Maximum points required to be eligible for recertification.</b>					<b>70</b>

## ANNEX B1 POINTS RECORD FORM FOR CATEGORY 3 CERTIFICATE RECERTIFICATION

Name: \_\_\_\_\_

PCN number: \_\_\_\_\_

CM certificate number: \_\_\_\_\_ Expiry date: \_\_\_\_\_

Points allocation for specific activities  Activity	points awarded  (per unit activity)	points per year		points per 5 years	
		min	max	min	max
1(a). Surveillance of CM appropriate to the certificate to be recertified, carried out by an appropriately certificated individual, and recorded on Annex D3 (two points awarded per surveillance) <b>or</b>  (b) Successful practical survey or test, under the supervision of an appropriately qualified person, of a relevant training specimen provided by a BINDT ATO, and recorded on Annex D3 (two points may be claimed per specimen successfully tested)	2	-			
2. Membership of a CM Society, for example, the British Institute of NDT, (one point may be claimed each year during which membership was held for the full year). Evidence of membership is to be provided with the application for recertification.	1	-			
3. Continuation training provided by a BINDT ATO (5 points per half day of CM training appropriate to the certificate to be recertified) and recorded on Annex D2	5	-			
4. Attendance at BINDT Branch Continuing Professional Development evenings (per meeting), or at BINDT or other professional society conferences, seminars, working groups or symposia (one point may be claimed per day attendance at an appropriate event) and recorded on Annex D2.	1	-			
5. CM related technical papers published in a journal, reputable magazine or book, or presented at a conference or seminar (two points may be claimed per paper). Evidence of authorship and publication/presentation is to be provided with the application for recertification. <b>If there is more than one author, one half of the points will be awarded for each such paper.</b>	2	-			
Attendance at National or international CM standards committee	1				
Convenorship at CM standards committee	1				
Attendance at other CM committees	1				
Managing or responsible for, a CM facility or CM method	10				
Dealing with disputes referring to clients	1				
Development of CM applications (in industrial or R&D sector)	1				
Development and implementation of CM programme	3				
Delivery of CM training (at least 25% of each year)	5				
Examiner of CM examinations (at least 2 examinations per year)	1				
Invigilator of CM examinations (at least 2 examinations per year)	1				
Maximum points achievable					
Maximum points required to be eligible for recertification.	-	-			

I confirm that the points claimed in the above table relate to activities in which I have taken part (verification of activities will be undertaken by BINDT)

Signed: \_\_\_\_\_

date: \_\_\_\_\_

Submit, with a completed form RV1-CM (application for CM Category 3 certificate recertification), the appropriate payment, and any other documentation required to support your application, to: The Certification Records Office, BINDT, Newton Building, St George's Avenue, Northampton NN2 6JB, England.

# **ANNEX C - EXAMPLE PROCEDURE FOR SURVEILLANCE OF CM 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 CM certificate holders seeking certificate renewal. It may also be adopted for surveillance of all condition monitoring, if appropriate. Employers of CM personnel or organisations engaged in CM surveillance operations designed to satisfy BINDT requirements for certificate renewal could use this as a guide when producing a quality procedure within their own systems.*

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## **SURVEILLANCE OF CM PERSONNEL**

### **INTRODUCTION**

PCN CM certificates which expire may be revalidated in accordance with the provisions of the BINDT CMGEN. This procedure is intended to ensure that any surveillance carried out on CM personnel holding PCN certification confers the benefit to the operator concerned of acceptability of the surveillance within the PCN system for certificate renewal.

### **CONTENTS**

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

#### **1. SCOPE**

- 1.1 This procedure details the method to be adopted to monitor and verify the results of surveys and/or 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 The (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 The (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 CP16-CM and CMGEN 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 a current valid Category 2 or Category 3 ISO18436, EN473 or ISO9712 compliant certification in a relevant method (VA, AE, LM, IRT/TT) issued by an independent certification body accredited as complying with ISO 17024 (e.g., PCN). This certification shall be appropriate to the work monitored. A list of those personnel authorised to carry out CM surveillance, together with the scope of their authorisation is at Annex A.

## 4.3 Surveillance programme

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

Individual surveillance or monitoring assignments will be carried out on a random and un-notified basis by an individual appointed by the (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 CM 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 the (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 name of responsible person) for a decision on corrective action (e.g. further training, additional surveillance, amendment of CM procedures, recall of work, notification of clients, suspension of authorisation to survey or 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.

The (insert title of responsible person) shall arrange a system of calling up the next monitoring or surveillance due.

## 5. REFERENCES

CM/GEN (current edition)

PCN document CP16-CM – Renewal and recertification of condition monitoring certificates- All Categories

Ref # - Internal procedure for corrective action

## Annex A

Full Name	PCN No:	Scope of authorisation (CM method, Category & sector)	Date of authorisation	Name and signature of authorising person

**ANNEX D1 TO CP16-CM - BINDT APPROVED CONDITION MONITORING LOG SHEET - RECORD OF EMPLOYMENT**

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

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

DATES (employed - from/to)	EMPLOYER'S OR CLIENTS NAME & ADDRESS (including telephone, fax number, email)	CERTIFICATE HOLDER'S OR CLIENTS DEPARTMENT (NAME OF SUPERVISOR, IF APPLICABLE)	CERTIFICATE HOLDER'S JOB DESCRIPTION

**ANNEX D2 TO CP16-CM - BINDT APPROVED CONDITION MONITORING LOG SHEET**

Record of approved continuation training/education in the CM method(s) for which certification is held or attendance at an event acceptable to BINDT as continuing professional development

CERTIFICATE HOLDER'S NAME:		PCN NUMBER:		
DATE OF TRAINING, EDUCATION 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-CM**

**RECORD OF SURVEILLANCE CARRIED OUT TO MONITOR THE CERTIFICATE HOLDER'S COMPETENCE**

Including on-the-job monitoring or repeat survey, and/or testing of a training sample provided by an ATO. Use a different sheet for each PCN certificate.

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

## ANNEX E – CATEGORY 3 TASK RECORD SHEET

Record of a minimum of 10 typical Category 3 tasks carried out by the certificate holder applying for recertification within the structured credit system  
(Please copy this page as required to facilitate number of tasks and, please use a different set of pages for each certificate).

Certificate holder's name:		PCN number:	PCN certificate number:
Date of task	Job/report reference & brief description of Category 3 work	Name & address of employer or recipient of Category 3 service	Name, signature (and contact telephone number) of verifier