

CP16-CM ISSUE 5 DATED 1ST APRIL 2018

IMPLEMENTATION DATE: 1ST MAY 2018

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, 3 or 4 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.

Contents

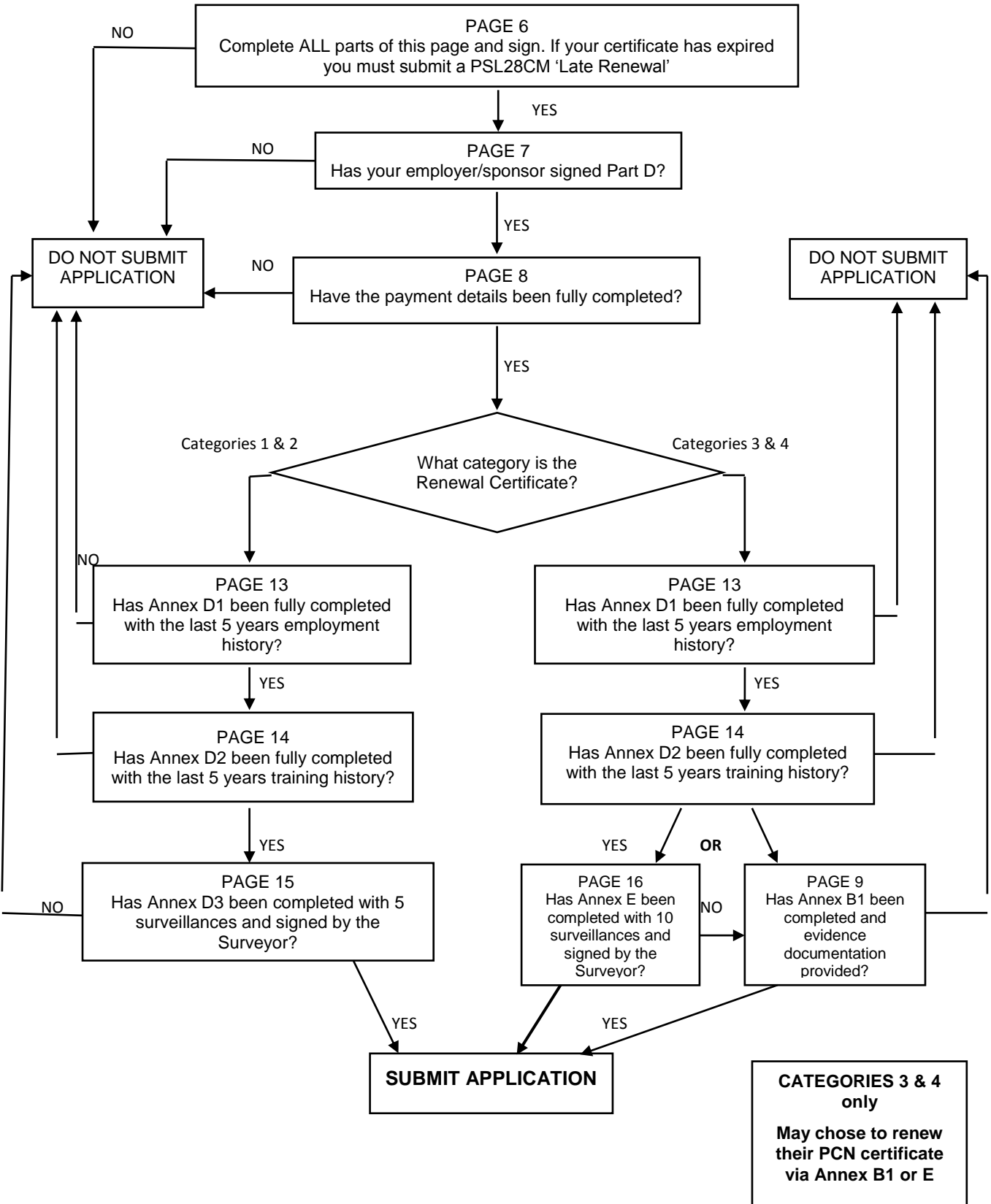
REFERENCES.....	3
1. INTRODUCTION.....	3
2. GENERAL REQUIREMENTS FOR RENEWAL AND RECERTIFICATION	3
3. ADDITIONAL REQUIREMENTS FOR RECERTIFICATION ONLY	4
4. CATEGORY 3 and 4 RECERTIFICATION- ADDITIONAL	4
ANNEX A - APPLICATION FOR RENEWAL OR RECERTIFICATION –ALL CATEGORIES (form RV1-CM)	6
EXAMPLE ONLY	9
ANNEX B – POINTS SYSTEM FOR CATEGORY 3 or 4 RECERTIFICATION ONLY	9
ANNEX D1- BINDT APPROVED LOG SHEET - RECORD OF EMPLOYMENT.....	13
ANNEX D2 - BINDT APPROVED LOG SHEET	14
ANNEX D3 - RECORD OF SURVEILLANCE (CATEGORIES 1 & 2 ONLY)	15
ANNEX E – WORK/TASK RECORD SHEET (CATEGORIES 3 & 4 ONLY)	16
5. TERMS AND DEFINITIONS	17
SUMMARY OF CHANGES.....	18

PROCEDURE FOR CANDIDATES TO RENEW ALL CATEGORIES OF CERTIFICATES BY CP16CM

Note: If any part of the application is missing or not completed correctly, this could delay the Renewal process

When forwarding a CP16CM ensure you have the latest issue (www.bindt.org)

THE RENEWAL APPLICATION CAN BE SUBMITTED UP TO 6 MONTHS PRIOR TO THE EXPIRY DATE BUT NOT BEFORE



CATEGORIES 3 & 4 only
May chose to renew their PCN certificate via Annex B1 or E

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/28-CM	Application for late/deferred renewal/recertification
PSL/35-CM	Certification and examination fees

1. 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 invigilator at an Approved Examination Centre (AEC)

2. GENERAL REQUIREMENTS FOR RENEWAL AND RECERTIFICATION

The following are general requirements common to renewal and recertification processes for Categories 1, 2, 3 and 4 CM personnel.

This procedure is for revalidation of a Category 1, 2, 3 or 4 certificates without examination after the **first five year period of validity after initial certification**.

The following sections of the form are mandatory for both renewal and recertification:

- i. All certificate holders maintain a BINDT approved log of CM employment (Annex D1);
- ii. Category 1 and 2 certificate holders must maintain a log of surveillance (Annex D3) for each certificate, and this log must be presented to BINDT for renewal and recertification, and to each employer upon change of employment;
- iii. Category 3 and 4 certificate holders only, complete (Annex B) via points system **or** (Annex E) via a log of surveillances;
- iv. The applicant must submit the current renewal or recertification fee (see PSL/35-CM) for each certificate to be renewed or recertified;
- v. Verifiable evidence of continued education/training (Annex D2);

It is the responsibility of the applicant to ensure use of the correct issue status of CP16-CM, PSL28-CM and PSL/35-CM prior to making any application.

Details of the issue status of PCN documents can be found on the BINDT website www.bindt.org/Certification/pcn-exam-requirements-and-document-download/Condition-Monitoring-Documents/ or available from BINDT upon request.

It is the responsibility of the certificate holder to initiate the procedure required for renewal. The renewal application shall be presented within six months before the date of expiration of the certificate. To ensure continuity of certification, applicants are advised to submit applications no later than 4 weeks before expiry. 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.

CERTIFICATES WHICH HAVE ALREADY EXPIRED

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 www.bindt.org/certification or from BINDT on request. A Late Fee may be applicable at the discretion of the Head of Certification Services Division, please refer to PSL/35-CM.

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

RENEWAL DECISION

Upon accepted renewal application, the certificate holder will be issued with a PCN certificate showing issue 02 and the new dates of certification.

If the continuity of work activity criterion for renewal is not satisfied, then the candidate shall be permitted to attempt the recertification examination, i.e. cannot use the structured credit system.

The candidate who has been refused renewal and has failed the recertification examination will be required to be successful in the appropriate examination paper described in CM/GEN in order to regain the certification concerned. CMGEN allows only two attempts to re-qualify. If the candidate fails all attempts they cannot practice CM under that certificate and must wait 12 months before they can attempt another examination, but only after receiving BINDT approved re-training.

3. ADDITIONAL REQUIREMENTS FOR RECERTIFICATION ONLY

Additional to the general requirements stated above, all 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 the PCN CM Office for:

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

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.*

OR, Alternatively,

- Category 3 and 4 personnel must also comply with clause 4 below

The additional documents that must be submitted with every application form (PSL/57-CM/Marine) 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 clients (if self-employed) (see Annex A).

PSL/57-CM/Marine forms are available on the BINDT website www.bindt.org/Certification/pcn-exam-requirements-and-document-download/Condition-Monitoring-Documents/. The completed application is to be sent to the PCN CM Office, by email: cm.admin@bindt.org or by post: BINDT, Midsummer House, Riverside Way, Bedford Road, Northampton, NN1 5NX, clearly marking the envelope "PCN CM CERTIFICATE RECERTIFICATION".

4. CATEGORY 3 and 4 RECERTIFICATION- ADDITIONAL

In addition, for Category 3 and 4 candidates only, they shall meet the general and specific requirements stated above, together with successfully complete a full written examination (see PSL/57-CM/Marine) in the method to which recertification is sought, plus, they must:

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

NOTE:

- *If unsatisfactory or no surveillance records available, or an inadequate credit point total are reported to BINDT at recertification then they must reapply as an initial candidate (Issue 01) for that Category.*

4.1 Procedure for Category 3 or 4 recertification requiring the structured credit system

In this system the holder of Category 3 or 4 certification gains credit for participation in the various CM activities shown in Annex B, during the five years prior to recertification.

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:

- i. A completed Annex B1 form showing at least the minimum required points;
- ii. Agenda and list of attendees of meetings, conferences, seminars, lectures etc;
- iii. References of publications (papers, text books) authored;
- iv. A summary of the training delivered or received;
- v. And any other evidence relevant to the points claimed.

ANNEX A - APPLICATION FOR RENEWAL OR RECERTIFICATION –ALL CATEGORIES (form RV1-CM)

ALL PARTS OF THE FORM ARE MANDATORY UNLESS STATED OTHERWISE E.G. OPTIONAL

FAMILY NAME			
GIVEN NAME(S)			
DATE OF BIRTH		GENDER (optional)	
ADDRESS			
TOWN/CITY		POSTCODE/ZIP CODE	
AREA/REGION			
TELEPHONE NO			
EMAIL ADDRESS			
PCN NUMBER			
CERTIFICATE NUMBER		EXPIRY DATE	

PART B - CURRENT EMPLOYMENT DETAILS

EMPLOYER'S NAME	
ADDRESS	
TOWN/CITY	
AREA/REGION	
POSTCODE/ZIP CODE	
APPLICANT'S JOB DESCRIPTION	
APPLICANT'S DEPARTMENT	
NAME CURRENT SUPERVISOR	
EMAIL AND TELEPHONE FOR 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](#)).

SIGNATURE	
FULL NAME (IN CAPITALS)	
DATE	

BINDT will store and use the information given on this form only for the purpose for which it has been provided. Your personal details and any other data you provide to BINDT will not be passed on to a third-party without your permission.

BINDT would like to contact you from time to time to let you know about its other services that may be of interest, such as special offers and discounts, events and new products. If you are happy to be contacted by BINDT, please indicate by ticking the box below:

I am happy for BINDT to contact me with information that may be of interest []

You can subscribe or unsubscribe at any time, simply let us know.

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. **(This must be signed by employer not person renewing certificate regardless of position within company)**

SIGNATURE	
FULL NAME (IN CAPITALS)	
POSITION	
DATE	

Completed applications should be sent to the BINDT Certification Records Office via the following methods:
Applications should be posted or emailed to;

- Email: cm.admin@bindt.org
- Address: CM Office, Midsummer House, Riverside Way, Bedford Road, Northampton, NN1 5NX, United Kingdom.

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):	Visa	MasterCard	Amex	Switch	
Card number:			Security code (last 3 figures on the security strip on the reverse of the card)		
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)

EXAMPLE ONLY

ANNEX B – POINTS SYSTEM FOR CATEGORY 3 or 4 RECERTIFICATION ONLY

This points system is used in support of applications for recertification of all Category 3 and Category 4 PCN CM certificates.

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, undertaken by an appropriately certificated individual, and recorded on Annex D3 (two points awarded per surveillance) or (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 or Institute, for example, the British Institute of NDT, (one point may be claimed each year per membership (if a member of multiple societies) during which membership was held for the full year). This includes continued 'chartered' status of a Society or Council. 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) or any mutually recognised training provider, 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, lectures, Knowledge Transfer Network meetings, 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. If there is more than one author, one half of the points will be awarded for each such paper.	2	-	4	-	10
4. Author of CM related text book (per text book)	2	-	4		10
Attendance at National or international CM related standards committee	1		3		8
Convenorship or head delegate at CM standards committee	1		3		8
Attendance at other CM committees	1		3		8
Managing or responsible for, a CM facility, CM company or CM method	10		10		40
Dealing with disputes referring to clients or CM staff	1		3		8
Development of CM applications or procedures (in industrial or R&D sector)	1		5		15
Design, Development and/or implementation of CM programme	3		6		15
Management of a CM programme	3		6		15
Delivery of CM training (at least 25% of each year)	5		5		15
BINDT Examiner of CM examinations (at least 2 examinations per year)	1		3		8
Maximum points achievable					203
Minimum points required to be eligible for recertification.					70

ANNEX B1 - POINTS RECORD FORM FOR CATEGORY 3 or 4 CERTIFICATE RECERTIFICATION ONLY

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, undertaken by an appropriately certificated individual, and recorded on Annex D3 (two points awarded per surveillance) or (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 or Institute, for example, the British Institute of NDT, (one point may be claimed each year per membership (if a member of multiple societies) during which membership was held for the full year). This includes continued 'chartered' status of a Society or Council. 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) or any mutually recognised training provider, 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, lectures, Knowledge Transfer Network meetings, 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. If there is more than one author, one half of the points will be awarded for each such paper.	2	-			
6. Author of CM related text book (per text book)	2				
Attendance at National or international CM related standards committee	1				
Convenorship at CM standards committee	1				
Attendance at other CM committees (BINDT, BSI, ISO, CEN etc)	1				
Managing or responsible for, a CM facility, CM company or CM method	10				
Dealing with disputes referring to clients or CM staff	1				
Development of CM applications or procedures (in industrial or R&D sector)	1				
Design, Development and/or implementation of CM programme	3				
Management of a CM programme	3				
Delivery of CM training (at least 10% of each year)	5				
Examiner 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: _____

BINDT FOREWORD

This document is provided as an example of a procedure, which is acceptable to BINDT, for surveillance of PCN task-based 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.

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 undertaken on CM personnel holding PCN CM 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

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, 3 or 4 certificate compliant to ISO18436, EN ISO9712 in a relevant method (VA, AE, LA, IRT). 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 undertake CM surveillance.
- Individual surveillance or monitoring assignments will be undertaken 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 undertaken.

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- BINDT APPROVED 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 email address)	CERTIFICATE HOLDER'S OR CLIENTS DEPARTMENT (Name of Supervisor, if applicable)	CERTIFICATE HOLDER'S JOB TITLE & DESCRIPTION

ANNEX D2 - BINDT APPROVED 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/ NAME	TRAINING ESTABLISHMENT OR EVENT VENUE	DURATION AND CONTENT OF TRAINING OR EVENT	NAME, SIGNATURE (and email address) OF INDIVIDUAL VERIFYING

ANNEX D3 - RECORD OF SURVEILLANCE (CATEGORIES 1 & 2 ONLY)

Including on-the-job monitoring or repeat survey. Use a different sheet for each PCN certificate. (1 surveillance per year and a minimum of 5)

CERTIFICATE HOLDER'S NAME:PCN NUMBER:

DATE OF SURVEILLANCE	JOB/REPORT REFERENCE & BRIEF DESCRIPTION OF SURVEY	NAME & PCN NUMBER* OF SURVEYOR (*if applicable)	EMPLOYER OF SURVEYOR	SIGNATURE (and email address) OF SURVEYOR

ANNEX E – WORK/TASK RECORD SHEET (CATEGORIES 3 & 4 ONLY)

Record of a minimum of 10 typical Category 3 or 4 tasks undertaken 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:

DATE OF TASK	JOB/REPORT REFERENCE & BRIEF DESCRIPTION OF TASK	Name & address of employer or recipient of Category 3 or 4 service	Name, signature and email address of verifier. Attests satisfactory execution and reporting of the task cited herein

5. TERMS AND DEFINITIONS

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

5.1 **Recertification** - The procedure for revalidation of a certificate through assessment by examination.

5.2 **Renewal** - The procedure for revalidation of certification without examination.

5.3 Surveillance

Surveillance of the certificate holder's work 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 undertaken by a qualified surveyor in accordance with a formal documented procedure. The employer of PCN certificated task-based CM personnel seeking renewal or recertification arranges surveillance. At least, 1 surveillance per year for the 5 year duration of the certificate must be logged on the Annex D3 (see attached).

This procedure may be specified by the company employing the certificate holder or by the company employing the surveyor, but must be part of a relevant quality management system (QMS), or an equivalent management system that may be based on codes of practice and/or bye-laws that constitute an acceptable business operations manual (BOM).

BINDT will, at the request of the organisation concerned, audit the implementation of the CM personnel surveillance procedure.

- a) For companies that function as consulting professionals, where there is no supervisor overseeing the consulting task, then the surveillance task for those consulting activities shall be accurately recorded in a detailed task-activity, with dates, and name of contracting client confirming acceptance of work performed, and this information shall be translated to, or appended to Annex D3 of this document.

Surveillance of task-based personnel takes one of the following forms:

- b) **Monitoring:** the formal assessment (by an **appropriately qualified person (i.e. surveyor)** (holding valid relevant Category 2, 3 or 4 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 undertaken by the certificate holder in the course of his or her normal work activity.
- c) **Repeat survey:** a second or repeat survey (undertaken by an appropriately qualified person holding valid Category 2; 3 or 4 certification), using the same CM instruction or procedure as used in the original survey undertaken 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.

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

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.

5.4 **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 (recorded using Annex D2);
- 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.

5.5 **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 lubricant analysis, the analysis of samples comprises the correct choice of testing methodology and equipment and undertaking the test procedure with initial diagnosis of test results.

SUMMARY OF CHANGES

ISSUE NUMBER	ISSUE DATE	SUMMARY OF CHANGES
5	1 st April 2018	<ul style="list-style-type: none">• Inclusion of note covering data protection• Format amendments