

## CP17 ISSUE 4 REV B

### RENEWAL AND RECERTIFICATION OF PCN LEVEL 3 CERTIFICATES (EXCEPTING AEROSPACE CERTIFICATES)

This issue supersedes all previous issues and is binding upon all holders of PCN level 3 certification, with the exception of those issued covering the aerospace sector, regardless of certificate issue date, with effect from 1 April 2009. All preparation, up to and including the date of 31 March 2008, for recertification under previous CP17 credit systems is accepted as fulfilling the criteria within this document.

#### FOREWORD

PCN Level 3 certificates are valid for a period of five years from the date of success in the initial PCN level 3 examination, from the date of completion of the renewal procedure or from the date of successful recertification.

There are two main methods of revalidating the PCN level 3 certificate, depending upon current certificate issue status, in accordance with procedures detailed herein:

- Renewal (available to issue 01 certificates, but **NOT** available for PCN Level 3 Aerospace certificates – see PCN/AERO for further information), and
- Recertification (of issue 02 certificates), which may be effected by either of the following:
  - by success in a further written and practical examination;
  - by fulfilling the requirements of a structured credit system.

Each of the options available to the level 3 certificate holder is fully described within.

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## 1. Related PCN documents

- a) PCN/GEN General requirements for the qualification and certification of personnel engaged in NDT (in the general engineering sector)
- b) PCN/AERO Specific requirements for the qualification and certification of NDT personnel (in the aerospace sector)
- c) PSL/8a PCN documents issue status
- d) PSL/28 Application for late/deferred renewal/recertification
- e) PSL/33 PCN wallet cards (for those who do not hold one already)
- f) PSL/35 PCN charges
- g) PSL/44 PCN vision requirements
- h) PSL/57 PCN Examination application form
- i) CP16 Renewal and recertification of levels 1 and 2 certificates
- j) CP21 Complaints and Appeals
- k) CP27 Code of Conduct for PCN certificate Holders

## 2. References

- a) EN ISO/IEC 17024 Conformity assessment — General requirements for bodies operating certification of persons
- b) EN 473 Non-destructive testing - Qualification and certification of NDT personnel - General principles.
- c) ISO 9712 Non-destructive testing - Qualification and certification of personnel

## 3. Terms and Definitions

- a) **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 procedure.
- b) **Recertification:** The procedure for revalidation of a PCN level 3 certificate by examination conducted at a PCN Authorised Qualifying Body or through a structured credit system.
- c) **Significant Interruption:** An absence from (or a change of) work activity which prevents the holder of PCN certification from practising the duties corresponding to his or her level in the method and sector(s) for which certification was issued, for (a) a continuous period in excess of one year or (b) two or more periods for a total time exceeding two years. For the purpose of calculating this period, authorised holidays, illness or periods of related training and education, any of which are 30 days or less in duration, shall not be considered.
- d) **Revalidation.** PCN Level 3 Issue 01 certificates may be revalidated through a renewal process 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 CP17 provides compliance with EN 473:2008.

## 4. Renewal

- a) PCN Level 3 issue 01 certification may be renewed by the British Institute of NDT for a new period of five years on submission of the following:
  - i) documentary evidence of a satisfactory visual acuity examination taken within the preceding 12 months;
  - ii) documentary evidence of continued satisfactory work activity without significant interruption in the level 3 application of the NDT method in the relevant sector for which certificate renewal is sought.
- b) If the continuity of work activity criterion (ii above) for renewal is not satisfied, the individual shall be permitted one, and only one, attempt in the written and practical recertification examination, i.e., not the structured credit system, provided he or she satisfies the visual acuity requirement.

- c) The candidate who has been refused renewal and has failed the one and only allowable attempt at recertification by examination, will be required to be successful in the appropriate main method examination described in PCN/GEN, and in the applicable Level 2 practical examination in order to regain the certification concerned.

#### 5. Procedure for renewal of level 3 certificates

- a) It is the responsibility of the certificate holder to initiate the procedure required for renewal and 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.
- b) 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.
- c) 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:** Use of the PSL/28 procedure incurs additional charges.

- d) The certificate holder must submit to the PCN Certification Records Office a completed application together with documentary evidence of a satisfactory test of visual acuity (meeting the published requirements of PCN - see document PSL44) conducted within the 12 months prior to renewal.
- e) The applicant's employer shall verify that the certificate holder has applied the NDT method for which renewal is sought - satisfactorily and without significant interruption during the period of validity of the certificate.
- f) Applications must be made to PCN on the form at Annex A to the current issue of this document. One application is to be submitted for each certificate for which renewal is sought, and the applicant is required to complete Annex A Parts A, B and C while his employer finally completes Part D.
- g) The completed application form (Annex A) is to be sent, together with evidence of level 3 work activity (annex C) and the current published renewal fee (details of fees are supplied separately on form PSL/35) for each certificate to be revalidated.

#### 6. Recertification

- a) Five years after renewal, PCN Level 3 issue 02 certification may be revalidated by the British Institute of NDT for a new period of 5 years on the basis of the following requirements.
- b) The level 3 certificated individual shall meet the two criteria for renewal (see clause 4) and either:
  - i) successfully complete a written examination comprising 20 multi-choice closed book questions on the application of the test method in the industrial or product sector(s) concerned, and 4 open book questions requiring narrative answers in which the candidate will demonstrate an understanding of current standards, codes or specifications, and applied technology, or
  - ii) meet the requirements of the structured credit system detailed at Annex B.

#### 7. Procedure for level 3 recertification by written examination

- a) The level 3 certificate holder seeking recertification by written examination will submit a completed PSL/57B application form to PCN Authorised Qualifying Body, with documentary evidence of a satisfactory test of visual acuity (meeting the published requirements of PCN - see document PSL44) conducted within the 12 months prior to recertification, and evidence of level 3 work activity using the form at Annex C.

- b) If the individual fails to achieve a grade of at least 80% in the recertification examination, one further attempt at the whole recertification examination shall be allowed after 7 days and before 6 months.
- c) In the event of failure in the one allowable retest, the certificate shall not be revalidated and, to regain certification for that sector and method the candidate shall be required to achieve success in the appropriate main method and applicable Level 2 practical examinations.

**8. Procedure for level 3 recertification via the structured credit system**

- a) In this system the holder of level 3 certification gains credit for participation, in the five years prior to recertification, in the various NDT activities shown in Annex B1.
- 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 documentation is to be submitted to the PCN Certification Records Office, 1 Spencer Parade, Northampton, NN1 5AA, United Kingdom:
  - i) A completed form Annex A2,
  - ii) A completed form PSL/33 (in the event that the holder's wallet card was issued 10 years or more before the present date),
  - iii) a completed Annex B2 showing at least the minimum required points,
  - iv) documentary evidence of a satisfactory test of visual acuity (meeting the published requirements of PCN - see document PSL44) conducted within the 12 months prior to recertification,
  - v) evidence of level 3 work activity using the form at Annex C,
  - vi) the published Level 3 recertification fee (details of fees are on PSL/35),
- c) One application is to be submitted for each certificate for which recertification under the credit system is sought.
- d) A candidate who does not meet the requirements of the credit system shall be permitted one attempt at the recertification examination described under paragraph 6. Failure in this examination shall result in the individual being required to pass the whole of the main method examination and applicable Level 2 practical examination.

**ANNEX A - application for level 3 certificate RENEWAL, or for RECERTIFICATION under the credit system**

**PART A - APPLICANT'S DETAILS**

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

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

DATE OF BIRTH: \_\_\_\_\_ NI OR SOCIAL SECURITY No: \_\_\_\_\_

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

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

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

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

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

EMPLOYER: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

JOB DESCRIPTION: \_\_\_\_\_

**PART B - DETAILS OF CONTINUITY IN USING THE NDT METHOD**

Please provide, using the form at Annex C, details of a selection (10 minimum) of verifiable level 3 tasks, appropriate to the certificate to be renewed, for which the applicant has been responsible during the validity of the certificate to be revalidated. The details provided must include the following:

- the organisation for whom the task was carried out;
- the date the task was carried out;
- the material, product, plant or structure concerned;
- the relevant code, standard, specification or procedure reference;
- a contact name and telephone number to enable verification to be effected.

The application will be returned if such details are not provided. Certificate holders are encouraged to maintain a log of ongoing work activity, and completed log books or log book pages providing the above information are admissible (photocopies are acceptable - original log books will be returned with certificates).

**PART C - APPLICANT'S DECLARATION**

This application is submitted in respect of RENEWAL / RECERTIFICATION\* (under the credit system), and the appropriate supporting documentation is enclosed herewith [please note that renewal is applicable only to issue 01 certificates]. (\* delete as appropriate)

The information given in Parts A and B of this application is, to the best of my knowledge, accurate. During the preceding five years, I have applied the NDT method (covered by the certificate to be renewed) without significant interruption. Details of any complaints regarding competence in relation to this certificate are attached herewith. I agree to comply with the PCN Code of Ethics (document reference CP27).

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

**PART D - EMPLOYER'S CERTIFICATE**

I certify that the person named in Part A was employed by:

NAME OF FIRM: \_\_\_\_\_

DEPARTMENT/CAPACITY \_\_\_\_\_

FROM: \_\_\_\_\_ TO: \_\_\_\_\_ with / without\* significant interruption (\*delete as applicable and, in the case of a significant interruption, please provide details separately) AND that the information given in Parts A and B is, to the best of my knowledge, accurate.

Work, relevant to the level 3 certificate concerned, performed by the aforementioned applicant has been to a satisfactory standard whilst employed by this company.

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

NAME (IN CAPS) \_\_\_\_\_

POSITION \_\_\_\_\_

TELEPHONE/FAX NUMBER FOR VERIFICATION PURPOSES: \_\_\_\_\_

Correctly completed applications for renewal should be sent to:

PCN Certification Records Office, BINDT, 1 Spencer Parade, Northampton NN1 5AA.

Completed applications for recertification should be sent to the chosen AQB or examination centre

**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:			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):			£ : _____		

\_\_\_\_\_

**FOR BINDT USE ONLY** - ENCLOSE PSL/35 and PSL/44 when sending this document.

CERTIFICATE RENEWAL AUTHORISED: YES / NO (delete as appropriate)

VERIFICATION EFFECTED: YES / NO (delete as appropriate)

DETAILS OF VERIFICATION OR ANY RELEVANT COMMENTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

AUTHORISING SIGNATURE: \_\_\_\_\_ NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

ENTERED ON DATABASE BY: \_\_\_\_\_ DATE: \_\_\_\_\_

NEW EXPIRY DATE: \_\_\_\_\_ NEW CERTIFICATE ISSUE: 01 / 02 (delete as appropriate)

INVOICE/PAYMENT DETAILS: \_\_\_\_\_

## ANNEX B1 - structured credit system for level 3 recertification

In this system the level 3 certificate holder gains credit for participation, during the five years prior to recertification, in the various NDT activities shown in the table below, which omits the requirement for demonstration of practical competence required under ISO 9712 : 2005. Limits are placed on the maximum number of points which can be gained in each year, and in any activity over the five years, thus ensuring an even spread of activities. To be eligible for recertification through the structured credit system:

- A minimum of 70 points shall be accrued during the five year validity of the certificate
- A maximum of 25 points per year will be accepted

In addition to the recertification application, the candidate shall submit evidence of activities as follows:

- Agenda and list of attendees of meetings under items 1 to 4
- A brief description of R&D under item 5
- References of publications authored under item 5
- A summary of the training delivered under item 6
- For each certificate, evidence of work activity under item 7, using the form at Annex C.

Activity	Points per activity	Max points per year per item	Max points per 5 years per item	Min points per 5 years per item	Note
1. Attendance at NDT conference, seminar or symposia, and/or courses/NDT society branch meetings covering NDT or related sciences and technologies	1	3	8	--	a
2.1 Attendance at national and/or international standards committees	1	3	8	--	a
2.2 Convenorship of national and/or international standards committees	1	3	8	--	a & b
3.1 Attendance at sessions of other NDT committees	1	3	8	--	a & b
3.2 Convenorship of sessions of other NDT committees	1	3	8	--	a & b
4.1 Attendance at sessions of NDT related working groups	1	5	15	--	a & b
4.2 Convenorship of sessions of NDT related working groups	1	5	15	--	a & b
5.1 NDT related technical or scientific contributions or publications	3	6	20	--	c & d
5.2 NDT related research work published	3	6	15	--	c & d
5.3 NDT research activity	3	6	15	--	c & d
6. NDT technical training instructor (per 2 hours) and/or PCN examiner (per examination)	1	10	30	--	e
7.1 Responsibility for a test facility or NDT method in an examination centre (for each full year)	10	10	40	--	f
7.2 Dealing with disputes referring to clients	1	5	15	--	f
7.3 Development of NDT applications	1	5	15	--	f

### NOTES:

- a) Maximum points for items 1 to 4 is 20
- b) Points to be given for both attendance and convenorship.
- c) If there is more than one author, the lead author shall define the points for the other authors.
- d) Maximum points for item 5 is 30
- e) Maximum points for item 6 is 30
- f) Maximum points for item 7 is 50

**ANNEX B2 - record of points claimed**

NAME: \_\_\_\_\_ PCN NUMBER: \_\_\_\_\_

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

SECTOR/METHOD \_\_\_\_\_

This form is for the use of applicants for PCN level 3 recertification under the structured credit system. Points accrued may be used in respect of more than one certificate, and it is suggested that PCN level 3 certificate holders maintain a log of admissible activities, many of which are accepted as Continuing Professional Development (CPD) in the context of Engineering Council Registration.

ACTIVITY FOR WHICH POINTS MAY BE CLAIMED	YEAR:	YEAR:	YEAR:	YEAR:	YEAR:	5 YEAR TOTAL
1. Attendance at NDT conference, seminar or symposia, and/or courses covering NDT or related sciences and technologies						
2.1 Attendance at national and/or international standards c'ttees						
2.2 Convenorship of national and/or international standards c'ttees						
3.1 Attendance at sessions of other NDT committees						
3.2 Convenorship of sessions of other NDT committees						
4.1 Attendance at sessions of NDT related working groups						
4.2 Convenorship of sessions of NDT related working groups						
5.1 NDT related technical or scientific contributions or publications						
5.2 NDT related research work published						
5.3 NDT research activity						
6. NDT technical training instructor (per 2 hours) and/or PCN examiner (per examination)						
7.1 Responsibility for a test facility or NDT method in an examination centre (for each full year)						
7.2 Dealing with disputes referring to clients						
7.3 Development of NDT applications						
Totals						

Verifiable evidence of the above activities must be submitted with an application for recertification.

