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## CP17 ISSUE 12 DATED 1<sup>st</sup> APRIL 2018

### IMPLEMENTATION DATE: 1<sup>st</sup> MAY 2018

### RENEWAL AND RECERTIFICATION OF PCN LEVEL 3 CERTIFICATES (FOR AEROSPACE USE CP17A)

*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 July 2013. 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.*

Complete & correct applications must be submitted to PCN no sooner than 6 months and no later 6 weeks prior to the expiry date.

The revalidated certificate will be issued from the previous expiry date and will expire 5 years less a day from the original expiry date, unless the deferral rule applies (see deferral approval process PSL28).

1. If the CP17 application has been submitted following the correct process but the application is not complete by the expiry date of the certificate, then the candidate must apply for a late application using form PSL28 and shall incur the financial penalty.
2. CP17 applications submitted to PCN **within** the 6 weeks prior to certificate expiry will be rejected and the candidate shall;
  - i. Apply to PCN for a deferred approval
  - ii. Apply to an AQB for a recertification exam and the candidate will lose time on the certificate (as per the current PSL28 rule).
3. CP17 applications submitted to PCN **after** the 6 weeks prior to certificate expiry will be rejected and the candidate shall;
  - i. Apply to PCN for a late approval
  - ii. Apply to an AQB for a recertification exam and the candidate will lose time on the certificate (as per the current PSL28 rule)
4. Certificates on issue 01 and 02. Applications for renewal/recertification by CP16/CP17 exceeding the 10 month period will not be admitted and the candidate shall successfully pass an initial examination (general, specific, and practical) for level 1 and level 2 and a main method examination for level 3

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## FOREWORD

All Certificate holders when recertifying L3 (by examination or structured credit system) will need to prove continued practical competence at L2 Using Annex D. Holders of valid L2 certificates will be exempt this need.

It is the responsibility of the certificate holder to initiate the procedure required for renewal and to ensure the correct issue status of CP17 prior to making application.

### 1. Related PCN documents

PCN/GEN	General requirements for the qualification and certification of personnel engaged in NDT (in the general engineering sector)
PCN/AERO	Specific requirements for the qualification and certification of NDT personnel (in the aerospace sector)
PSL/8a	PCN documents issue status
PSL/28	Application for late/deferred renewal/recertification
PSL/33	PCN wallet cards (for those who do not hold one already)
PSL/35	PCN charges
PSL/44	PCN vision requirements
PSL/44_Annex A	Guidance on company procedures for vision testing
PSL/57B	PCN Recertification examination application form
CP27	Code of Conduct for PCN certificate Holders

## 2. References

- 2.1. EN ISO/IEC 17024 Conformity assessment — General requirements for bodies operating certification of persons
- 2.2. EN ISO 9712 Non-destructive testing - Qualification and certification of personnel

## 3. Terms and Definitions

- 3.1. **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. (certificates with issue 01)
- 3.2. **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. (certificates with issue 02)
- 3.3. **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 12 months or (b) two or more periods for a total time exceeding 24 months. 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.

**APPLICATION FOR RENEWAL SHALL ONLY BE COMPLETED BY THE PCN HOLDER**

**ANNEX A - APPLICATION FOR LEVEL 3 CERTIFICATE RENEWAL, OR FOR RECERTIFICATION UNDER THE CREDIT SYSTEM**

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

*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	
EMPLOYER'S NAME			
APPLICANT'S JOB DESCRIPTION			
APPLICANT'S DEPARTMENT			

## 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).

**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.

## 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	
FULL NAME (IN CAPITALS)	
DATE	

Applications should be posted or emailed to;

PCN Certification Records Office, Midsummer House, Riverside Way, Bedford Road, Northampton, NN1 5NX, [pcn@bindt.org](mailto:pcn@bindt.org)

Note: 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 CERTIFICATE

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

NAME OF COMPANY:			
DEPARTMENT/CAPACITY:			
FROM DATE:			with/without* significant interruption (*delete as applicable and, in the case of a significant interruption, please provide details separately)
TO DATE:			

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, relevant to the level 3 certificate concerned, performed by the aforementioned applicant has been to a satisfactory standard whilst employed by this company. **(This must be signed by employer not person renewing certificate regardless of position within company)**

SIGNATURE	
FULL NAME (IN CAPITALS)	
POSITION	
DATE	
EMAIL ADDRESS AND TELEPHONE FOR VERIFICATION PURPOSES	

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

Application number		Date received	
BINDT Invoice No		Payment received	
Date		Amount £	
Certificate renewal authorised:	YES / NO (delete as appropriate)	Verification effected:	YES / NO (delete as appropriate)
New certificate issue:	01 / 02 (delete as appropriate)	New expiry date	
Authorised by (name)		Position	
Authorising signature		Date	
Details of verification or any relevant comments:			

**PAYMENT**

<b>Are you VAT registered?</b> Please provide VAT Number.	
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Payment type if not paying by card (please tick & complete as appropriate)

<b>Cheque Enclosed?</b>		<b>Bank Transfer (BACS)</b>		<b>Purchase Order Number</b>	
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**Credit/Debit Card (provide details below)**

Please tick the appropriate boxes

<b>For payment by credit card (tick relevant box):</b>	<input type="checkbox"/> Visa		<input type="checkbox"/> MasterCard		<input type="checkbox"/> Amex		<input type="checkbox"/> Switch	
							<input type="checkbox"/> Issue No.	
<b>Corporate/ company card</b>					<b>Personal Card</b>			
<b>Name as shown on the card:</b>								
<b>Card Number</b>								
<b>Signature of above named individual:</b>								
<b>Security code:</b> (Last 3 digits on the security strip on reverse of the card)								
<b>Card valid from:</b>								
<b>Card expiry:</b>								
<b>Billing address:</b> (Address the invoice will be sent to, if Corporate card then address of company and name of whom the invoice should be sent to)								
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)							

There will be an administrative charge for rejected applications, please refer to PSL-35.

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## 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. 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. Membership of an NDT society, attendance at seminars, symposia, conferences and/or courses covering NDT and 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 Within a NDT facility, NDT training centre or NDT examination facility or for Engineering of NDT (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:			
CERTIFICATE NUMBER:			
PCN 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. Membership of an NDT society, attendance at seminars, symposia, conferences and/or courses covering NDT and related sciences and technologies						
2.1 Attendance at national and/or international standards committees						
2.2 Convenorship of national and/or international standards committees						
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)						
7.0 Professional activity						
7.1 Within a NDT facility, NDT training centre or NDT examination facility or for Engineering of NDT (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.

**ANNEX C - LEVEL 3 TASK RECORD SHEET**

In order to demonstrate the continued application of Level 3 duties. The certificate holder **shall**, when applying for renewal or recertification under the structured credit system, or by written examination covering the 5 year period of the certificate being renewed.

- Record a minimum of 10 relevant level 3 tasks, in the specific method for which the certification under renewal or recertification is held. (Two entries required per year)
- A separate sheet for each certificate being renewed or recertified shall be used

Certificate holder's name:		PCN number:	PCN certificate number:
Date of task DD/MM/YYYY	Job/report reference & detailed description of level 3 work	Name & address of employer or recipient of level 3 service	Name, signature (and contact telephone number) of verifier  <b>EACH TASK MUST BE SIGNED</b>

## ANNEX D TO CP17 - RECORD OF CHECKS CARRIED OUT TO MONITOR THE CERTIFICATE HOLDER'S PRACTICAL 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 **from 2013** is acceptable, though two or more per annum is preferred.

**12 MONTH GAPS WITHIN EMPLOYMENT WILL BE NOTED AS SIGNIFICANT INTERRUPTION, SEE 2.3**

**NOTE: The Supervisors' certificate(s) must be verified as the same level, sector and method and must be valid at the time the experience was gained.  
 [NB: This may include certification schemes other than ISO 9712, such as EN 4179 and SNT-TC-1A providing that this certification has been gained using external training/examination support provided by a BINDT approved organisation. The organisation must be a BINDT approved ATO, AQB and/or OA status.  
 Please contact [pcn@bindt.org](mailto:pcn@bindt.org) if clarification on this is required.**

CERTIFICATE HOLDER'S FULL NAME:			PCN NUMBER:	PCN CERTIFICATE NUMBER:	
Date of surveillance DD/MM/YYYY	Job/report reference & detailed description of test piece or training specimen	Name, PCN number & contact telephone number of surveyor	Employer of surveyor	Signature of surveyor	Result of surveillance Pass/Fail

## CP17 APPENDIX A GUIDANCE NOTES FOR COMPLETION OF CP17

1. For certificates which have expired or are due to expire and fall within the 6 weeks prior to expiry please refer to document PSL/28.

### 2. General

NOTE 1: Any reference to recertification in this section relates to the credit system for level 3 PCN holders unless otherwise stated.

- 2.1. It is the responsibility of the certificate holder to initiate the procedure required for renewal or recertification.
- 2.2. The recertification application shall be submitted to PCN no sooner than 6 months and no later than 6 weeks before the expiry date of the certificate concerned.
- 2.3. Applications for renewal and recertification shall only be completed by the PCN holder
- 2.4. Renewed/recertified certificates will be issued from the previous expiry and expire 5 years minus a day from the original expiry date.
- 2.5. The individual shall provide appropriate documented evidence, acceptable to the certification body, of their continued practical competence in the method or pass a Level 2 practical examination, as specified, except for the drafting of NDT instructions. (ONLY ISSUE 2).
- 2.6. In the event of failure to renew/recertify by paper application or if the candidate does not meet the requirements of CP17 i.e. application is not successful, or submitted beyond the deadline, then the PCN holder shall sit the recertification exam.
  - 2.7.1. In this situation BINDT will immediately cancel the certificate concerned, issuing a new record of certification that no longer shows the competence concerned, and sending this with an explanatory letter to the certificate holder requesting the return of the superseded record of certification which is a mandatory requirement.
  - 2.7.2. The candidate shall be allowed 1 attempt at the recertification examination within 12 months of the initial CP17 application date.
- 2.7. Appeals may be made against failure to recertify a PCN certificate. All appeals must be made in writing using the BINDT form CP21.
- 2.8. **There will be an administrative charge for rejected applications, please refer to PSL-35.**

### 3. Procedure for renewal of level 3 certification issue 01

- 3.1 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.
- 3.2 Applications shall be submitted to PCN on the latest version of the application form (refer to document PSL-8a for latest document issue dates).
- 3.3 One application is to be submitted for each sector/method of certificate for which renewal is sought. The PCN holder shall complete Annex A Parts A, B and C, and the certificate holder's employer shall complete Part D.
- 3.4 The completed application form shall be submitted with the below;
  - Documentary evidence of a satisfactory test of visual acuity (refer to document PSL/44 requirements for vision acuity),
  - Annex C - Level 3 Task Record Sheet,
  - The current published recertification fee for each certificate to be revalidated (details of fees are supplied separately on form PSL/35).

#### 4. Procedure for renewal of level 3 certification issue 02

- 4.1. 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 less a day on the basis of the following requirements.
- 4.2. All Certificate holders when recertifying level 3 certificates (by examination or structured credit system) shall provide appropriate documented evidence, acceptable to the certification body, of their continued practical competence in the method at L2 using Annex D. If candidates cannot successfully complete Annex D they will need to successfully complete the L2 practical exam. Holders of valid, recognised L2 certificates will be exempt this need.
- 4.3. The level 3 certificated individual shall meet the criteria for renewal (see section 3 above) and either:
  - 4.3.1. 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 a further 10 multi-choice questions on PCN General Requirements (open book).

OR

- 4.3.2. Meet the requirements of the structured credit system detailed in Annex B1 & B2.
- 4.4. If recertification (by examination or structured credit system) is applied for more than 10 months after expiry, the main method examination including the Level 2 practical shall be required.

#### 5. Structured credit system

- 5.1. 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.
- 5.2. 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.
- 5.3. The completed application form Annex A is to be sent along with;
  - Documentary evidence of a satisfactory test of visual acuity (refer to document PSL/44 requirements for vision acuity),
  - A completed form PSL/33 (in the event that the holder's wallet card was issued 10 years or more before the present date),
  - Annex B2 – showing at least the minimum required points,
  - Annex C – Level 3 Task Record Sheet,
  - Annex D – Level 2 practical competence,

The current published recertification fee for each certificate to be revalidated (details of fees are supplied separately on form PSL/35).

#### Summary of changes

Issue no	Issue date	Summary of changes
12	1 <sup>st</sup> April 2018	Inclusion of note covering data protection