

Certification Services Division
Newton Building, St George's Avenue
Northampton, NN2 6JB
United Kingdom

Tel: +44 (0)1604-893-811
Fax: +44 (0)1604-893-868
E-mail: pcn@bindt.org



CP9 ISSUE 8 REV E

REQUIREMENTS FOR BINDT AUTHORISED QUALIFYING BODIES

ANNEXES

- [Annex A](#) Application for approval as a BINDT Authorised Qualifying Body
- [Annex B](#) Specifications for PCN examination specimens
- [Annex C](#) Minimum equipment holdings for BINDT Authorised Qualifying Bodies
- [Annex D](#) Code of Practice for AQB and ATOs

SCOPE

This document prescribes the requirements which aspirant and existing BINDT Authorised Qualifying Bodies are to satisfy in order to gain and maintain authorisation to conduct qualification examinations leading to the award by BINDT of PCN certification.

Requirements are detailed in respect of facilities, resources, quality systems, staff and records.

Prospective AQB's are encouraged to seek advice through the BINDT Certification Services Division, Newton Building, St George's Avenue, Northampton, NN2 6JB. Telephone: 01604 893811, Fax: 01604 893868 or e-mail: pcn@bindt.org

Information contained in other PCN documents is not necessarily repeated herein.

ASSOCIATED DOCUMENTS

- CP10 Procedure for the conduct of BINDT assessments
- CP19 Informal access by third parties
- CP22 Grading PCN Practical Examinations
- PSL/8A List of published PCN documents
- PSL/26 Certification categories
- PSL/30 Log or pre-certification experience
- PSL/31 Use of the accreditation mark, the PCN logo, and reference to PCN
- PSL/33 PCN wallet cards - verification of photographic likeness
- PSL/35 Charges for certification services
- PSL/42 Log for recording pre-certification on-the-job training
- PSL/44 Vision requirements (for candidates and certificate holders)
- PSL/50 Policy (restricted to BINDT and AQB staff)
- PSL/51 Acceptable qualification and certification for supervision of candidates
- PSL/55 Extension of latest retest date
- PSL/57 Standard application form(s)
- PSL/62 Recertification of PCN certificates following examinations conducted by recognised certification bodies
- PSL/67 Supplementary 56 day rule waiver
- PSL/68 PCN eligibility for holders of recognised certification



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



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1. INTRODUCTION

- 1.1. The British Institute of NDT (BINDT) is an Accredited Certification Body operating the PCN Scheme in accordance with the provisions of a range of international and European standards.
- 1.2. Certification policy and the PCN Scheme is administered by a Management Committee constituted by the Council of the British Institute of NDT.
- 1.3. The Management Committee is responsible for setting, maintaining and reviewing competency standards at applicant and approved Authorised Qualifying Bodies (AQB) and will justify for allowing any particular AQB to conduct PCN qualification examinations.
- 1.4. Aspirant PCN Qualifying Bodies will apply for assessment and authorisation using the application form at Annex A. This completed application, together with a subsequently issued certificate of authorisation valid for two years, represents the contract between the AQB and BINDT. Once authorised, AQB will re-apply for authorisation at two yearly intervals using the form at Annex A, thus re-affirming their commitment to comply with the terms of authorisation specified herein.
- 1.5. BINDT requires assurance at all times that AQB's are conducting examinations correctly and consistently, and this document sets out the conditions of initial and continued approval of organisations conducting examinations within the PCN Scheme.

2. DEFINITIONS OF TERMS

- 2.1. The following terms and definitions will be used in this document.
- 2.2. **BINDT:** Any reference to BINDT, in the context of this document, means the Certification Services Division of the British Institute of NDT.
- 2.3. **Authorised Qualifying Body (AQB):** An organisation approved by BINDT following a successful formal audit to conduct and administer PCN examinations strictly in accordance with published requirements.

Note: Prior to the issue of this document, an AQB was referred to as a Test Centre.

- 2.4. **Authorised Examination Centre:** A location where PCN examinations will be carried out strictly in accordance with published requirements under the supervision of an authorised examiner, and which is approved by BINDT. An examination centre may be situated at an employer's facility.
- 2.5. **Co-ordinator:** A person appointed by an approved AQB and authorised by BINDT to control and administer PCN examination(s) conducted under the auspices of the AQB. A Co-ordinator need not possess current valid certification, but should have a level of knowledge or experience in non-destructive testing which is acceptable to BINDT.
- 2.6. **Examiner:** An individual certificated to level 3 in the method and sector for which he or she is to conduct, supervise and grade PCN examinations and who is authorised so to do by BINDT on the basis of an acceptable curriculum vitae after having received appropriate training by the AQB. All level 3 certificated and BINDT authorised examiners are permitted to mark and grade any PCN level 3 Basic Examination, irrespective of whether they hold the certification for the sector/method concerned, since the content of the Basic Examination is common, regardless of the scope of the intended Main Method examination.
- 2.7. **Invigilator:** An individual trained by the AQB in the process of examination invigilation to BINDT requirements, particularly with respect to the points to be observed during a practical examination. Invigilators, who will be named as such within the AQB quality documentation and on the AQB approval certificate, are authorised by the AQB Co-ordinator and supervised by an examiner. The term supervised, in this context, means that invigilation is effectively controlled by an authorised examiner who is available and contactable by the appointed invigilator at all times when PCN examinations are being conducted.
- 2.8. **Approved Training Organisation (ATO):** An organisation assessed and approved by BINDT to provide specified training courses for personnel seeking to be a candidate in a PCN examination.
- 2.9. **Trainer:** An individual assessed and authorised by an ATO to lecture in a training course. Such individuals will hold relevant certification at the same or higher level to the level of training which they are authorised to provide.
- 2.10. **Examination:** The evaluation, by written and/or practical tests, of the competence of an individual to apply a defined test or inspection process.
- 2.11. **Appropriately Qualified person:** An individual carrying out supervision of candidates for PCN certification holding relevant certification issued by a BINDT recognised certification body meeting the requirements of ISO/IEC 17024. The certification concerned must include supervisory competence and have a similar technical scope as that certification which is the subject of surveillance.

Note: Where there are insufficient appropriately qualified persons in a country outside of the United Kingdom to satisfy the requirement, supervision of PCN candidates may be carried out by persons holding relevant qualification acceptable to BINDT. BINDT AQBs should obtain the prior approval of BINDT before accepting qualification or certification awarded by an employer.

- 2.12. **PCN logo:** That mark described in PSL/31
- 2.13. **Certification Body Accreditation Mark:** The mark, described in PSL/31

3 EXAMINATION RESOURCES REQUIRED

3.1 Staff

3.1.1 General

3.1.1.1 All AQB staff involved in any aspect of the administration or conduct of PCN examinations shall be impartial with respect to candidates, and shall be appropriately trained and qualified for their functions within the organisation. Records of training and qualifications shall be made available to BINDT appointed assessors at initial and surveillance audits.

3.1.2 Management

3.1.2.1 The AQB shall nominate for PCN approval an employee of the AQB who shall be known as the PCN Co-ordinator and who shall be responsible for the control and administration of the quality system and be the primary contact between the AQB and PCN. Being the PCN Co-ordinator does not preclude the individual from holding another appointment within the organisation.

3.1.2.2. The primary function of the PCN Co-ordinator is to ensure that the AQB at all times complies with the requirements of BINDT and that the AQB evolves and implements appropriate systems and procedures so as to ensure the consistency of PCN examination standards.

3.1.2.3. It is required of the PCN Co-ordinator that he informs BINDT of any abuse of the PCN Scheme of which he may become aware, as well as AQB non-compliance and corrective action, and any change in infrastructure, human or other resource that may affect the ability of the AQB to comply with the requirements of this specification. All instances of non-compliance with requirements shall be recorded and brought to the attention of BINDT or its appointed assessors.

3.1.3. Examination Personnel

3.1.3.1. PCN examinations shall be conducted only by those personnel named in the AQB quality system and on the AQB authorisation as examiners. Existing PCN examiners are required to maintain their curriculum vitae, and to provide BINDT with an up to date copy upon request.

3.1.3.2. AQBs will not directly involve in PCN examinations sub-contract examiners or invigilators, or any other sub-contract personnel, where such personnel have access to examination material, if their other employment is such as to threaten the impartiality of the examination process or to significantly threaten the security of PCN Scheme examination material.

3.1.3.3. AQBs may not conduct examinations for candidates employed by the same organisation that owns the AQB, or who are employed by an organisation having a commercial interest in the AQB unless measures acceptable to BINDT are in place to ensure impartiality.

3.1.3.4. The AQB shall appoint a Level 3 certificated and technically competent individual acceptable to BINDT who shall be responsible for the provision of all facilities for examination, and for the preparation, conduct and standards of examination and who shall be designated Chief Examiner on the AQB's certificate of authorisation.

3.1.3.5. The AQB shall permit only those personnel named in the BINDT approved quality management system and on the AQB authorisation as examiners or invigilators to supervise the conduct of PCN examinations. Invigilators of practical examinations shall hold relevant PCN certification (or certification recognised by BINDT), otherwise, the AQB shall demonstrate to the satisfaction of BINDT that the invigilator has received appropriate training in the points to be observed and recorded during practical examinations.

3.1.3.6. Examination staff are required to declare any interest in any candidate in whose examination they are involved in any capacity. An examiner or invigilator is prohibited from direct involvement in any examination of a candidate in whom they may have an interest by virtue of having a common employer, having provided training to that candidate in the preceding 12 months for the examination concerned, or any reason that may actually or potentially threaten impartiality.

3.1.3.7. Administrative and examination staff shall be designated as such in the quality management system, and shall be provided with terms of reference and/or a job description. They shall be able to demonstrate familiarity with all requirements, rules and regulations relevant to

their tasks, and the AQB quality management system shall define how they are trained in those tasks and the system for recording such training.

- 3.1.3.8. The AQB quality management system shall detail the measures, such as delegation of responsibilities for management and administration, or refraining from conducting PCN examinations in the absence of key staff.

3.2. Premises

- 3.2.1. The AQB must provide quiet examination rooms supplied with all necessary services (heat, power, lighting, etc.), and all facilities provided shall comply with all relevant statutory health and safety legislation requirements applicable in the country of operations.
- 3.2.2. Examination invigilators must ascertain that the examination conditions are to the satisfaction of all candidates prior to the commencement of PCN examinations. This includes provisions for acceptable levels of comfort (lighting, temperature etc). This may be achieved verbally or by the prominent positioning of a notice in the examination room which states that it is the candidate's responsibility to inform the examination invigilator if they feel that the prevailing conditions are such that they may adversely affect the examination result.
- 3.2.3. In the event that, following commencement of an examination, conditions deteriorate to a level below that required by BINDT, the examination must be terminated or suspended and not restarted until such time as the conditions are restored to a standard conducive to maintaining the candidate's comfort and concentration and to the conduct of PCN examinations.
- 3.2.4. Where premises are shared between training and examination, there shall be no joint usage of the facilities, i.e. examinations shall not take place whilst the facilities are being used for training or vice versa.
- 3.2.5. Where the AQB offers PCN examinations at one or more remote examination centres on a permanent or frequent basis, there shall be a documented procedure covering the conduct of examinations at each examination centre. This procedure will address all of the requirements contained within this document and will be subject to audit on site at the discretion of BINDT, which shall approve all centres established for the conduct of PCN examinations.

3.3. Examination questions

- 3.3.1. Where BINDT provides a central bank of validated multi-choice examination questions from which centrally issued examination papers are constructed, all AQB's are required from time to time to contribute additional questions, which shall subsequently be validated and added to the central question bank.
- 3.3.2. Where the central question bank does not provide validated questions of sufficient quantity or quality, the AQB is required to hold a minimum of twice the number of examination questions specified for any examination part which it is authorised to conduct, and to provide those questions to BINDT for validation and inclusion in the central bank of questions.
- 3.3.3. An AQB shall detail the means of procurement, production and maintenance of up to date examination questions for approval by BINDT, including marking schemes for questions and instructions, where the central provision does not presently cover a PCN examination for which the AQB seeks or holds authorisation. Where examination papers are constructed by the AQB, there shall be a documented procedure for ensuring that such examination papers adequately reflect the PCN published examination syllabus and are subject to periodic review and revalidation.
- 3.3.4. Once approved for PCN examinations, examination material shall be used for no purpose other than PCN examinations. No questions which have been used for training purposes during the preceding twelve months shall be utilised within PCN examinations.
- 3.3.5. There shall be a documented AQB procedure for a system by which candidate's replies to examination questions are periodically reviewed in order to detect those questions which consistently elicit incorrect answers from candidates. This procedure will require BINDT to be notified of any such examination questions.

- 3.3.6. BINDT issues compiled examination question papers in the English language. Subject to satisfactory arrangements ensuring security, and grammatical and technical accuracy, PCN examination papers may be translated into other languages, but only with the specific consent and written authorisation in each case of BINDT.

3.4. Examination Specimens

- 3.4.1. The minimum number of practical specimens to be available for each permanently established examination centre operated by an AQB that will enable the conduct of examinations for a stated maximum number of candidates at any examination sitting is specified in Annex B to this document. Examination specimens shall meet the relevant specification (where one exists) before use in PCN examinations.
- 3.4.2. Where a specification does not yet exist for a particular category of examination specimens, the AQB shall provide for BINDT approval a list of specimens proposed for use, including a description of each, and shall not conduct examinations in the category concerned until authorisation has been issued.
- 3.4.3. Once approved for PCN examinations, examination specimens shall be used for no purpose other than PCN examinations. No specimens which have been used for training purposes during the preceding twelve months shall be utilised within PCN examinations.
- 3.4.4. A list of PCN examination specimens and their disposition shall be submitted to BINDT during initial authorisation. This list shall be maintained, updated and controlled by the AQB. During assessment and surveillance visits, BINDT assessors will select specimens at random and audit the specimen and associated master report for compliance with CP9 Annex B specifications.
- 3.4.5. Each practical specimen shall be uniquely identified by an appropriate permanent marking to ensure that it is completely traceable. Such marking shall not interfere with the practical testing or inspection of the specimen and shall, wherever practicable, be concealed from the candidate whilst the specimen is being used for examination.
- 3.4.6. The AQB quality management system shall document procedures for the procurement, production, maintenance, rotation, disposal and introduction of new examination specimens. BINDT may at any time require AQBs to remove from service a particular specimen, or to obtain or procure and introduce specimens with specific natural or artificial flaws.
- 3.4.7. There shall be a documented procedure for the production of master reports of flaws in each specimen. The master report shall be based only on the inspection or test method and the particular technique to be applied to the specimen by examination candidates.
- 3.4.8. All examination specimens, in order to gain BINDT approval, must be evaluated independently by two personnel holding relevant certification. Where there is significant disagreement between the two evaluations concerning defect content, location and/or characterisation, the exercise shall be repeated until there is agreement in the result. From these separate evaluations, a master report will be generated and this will be signed by the AQB Chief Examiner initially and at each periodic review. Records of such evaluations will be maintained for a minimum of ten years beyond the date when the specimen ceases to be used for PCN examinations.
- 3.4.9. The AQB shall have in place a procedure whereby examination specimen master reports are reviewed by an examiner, initially after between 5 and 10 usages, and thereafter at least every five years, against actual reports produced by examination candidates. If more than 50% of candidates fail to correctly report and characterise all mandatory reportable defects in the specimen, it is to be re-evaluated for suitability as a PCN examination specimen.

3.5. Test equipment

- 3.5.1. The AQB shall hold sufficient relevant test and/or inspection equipment to enable the conduct of PCN examinations for a stated number of candidates at any one practical examination sitting. Minimum equipment holdings for AQBs are detailed at Annex C. Details of designated examination equipment must be submitted to BINDT.
- 3.5.2. The AQB shall, as far as practicable, maintain all such equipment in a serviceable condition and provide for its maintenance and overhaul as necessary.

- 3.5.3. Existing AQB's are to record any changes in equipment holdings. If a significant reduction in equipment holdings is planned, this may result in a change in the scope of AQB authorisation and must be notified to BINDT beforehand.

3.6. Consumables

- 3.6.1. The AQB shall ensure an adequate supply of all consumable materials necessary for PCN examination requirements. A documented procedure is required to ensure that consumables are properly disposed of strictly in accordance with applicable regulations.
- 3.6.2. Maintenance of capability for processes involving consumable materials is to be covered by a process control procedure.

3.7. Security

- 3.7.1. Examination materials, including questions and practical specimens, and information on candidates, require handling with a high degree of security, confidentiality, integrity and impartiality. If data at AQB's are computerised, a documented procedure shall cover, as a minimum, general security, authorisation for access, and measures to prevent loss of hard copy and/or computerised data.
- 3.7.2. Only authorised personnel from the AQB and BINDT representatives authorised in writing by BINDT shall have access to examination material and records (but see CP19 - Informal access by third parties).
- 3.7.3. Secure lockable storage facilities shall be provided for all examination material including questions, answers, specimens and techniques. These must be located in an area to which candidates do not have unsupervised access. A secure facility for the retention of candidates' records and results shall also be provided.
- 3.7.4. Where examination material is stored at a location not under the constant supervision of AQB staff, e.g., at a site remote from any permanently established and staffed examination centre, the AQB shall notify BINDT Certification Services Division management of the location concerned, and the measures in place to safeguard the security and confidentiality of examination material. BINDT reserves the right to audit such storage facilities and to direct that specific additional measures be implemented to safeguard security and confidentiality.

4. QUALITY MANAGEMENT SYSTEMS

4.1. General

- 4.1.1. The AQB shall provide BINDT with controlled quality management system documentation (and maintain this documentation up-to-date) detailing the scope of examinations, and applicable management and staff structures, together with documentation detailing its facilities, equipment, specimens, control arrangements and procedures, which shall be shown to comply fully with these requirements and be adequate to maintain a consistent standard of PCN examination. The documented quality system shall include a statement of the AQB's safety policy and shall also include terms of reference for staff.

4.2. Management review

- 4.2.1. The AQB is required to document and implement a procedure for a management review, conducted at least annually, covering all aspects of its quality system to ensure continuing compliance with these requirements. The agenda for the management review meetings shall include all inputs and outputs required by ISO 9001:2008, and the review meeting shall be recorded in minutes - with actions and timescales for implementation allocated where appropriate.

4.3. Quality system

- 4.3.1. The AQB shall devise and maintain a fully documented quality system, including operating procedures, covering all aspects of the organisation and control of PCN examinations. The intent of the quality system shall be to ensure the effective control of, and consistency

within, the examinations conducted on behalf of BINDT. The quality system shall cover as a minimum, all of the areas detailed in this document.

- 4.3.1.1. AQB organisation:
 - 4.3.1.1.1. Co-ordinator's duties and responsibilities;
 - 4.3.1.1.2. Chief examiner's duties and responsibilities;
 - 4.3.1.1.3. Examiner's duties and responsibilities;
 - 4.3.1.1.4. Invigilator's duties and responsibilities;
- 4.3.1.2. Staff training and qualifications;
- 4.3.1.3. Examination facilities, including premises, specimens and equipment;
- 4.3.1.4. Examination procedural data:
 - 4.3.1.4.1. Conduct of examinations
 - 4.3.1.4.2. Grading of examinations
 - 4.3.1.4.3. Examination records;
 - 4.3.1.4.4. Consistency of examination standard;
- 4.3.1.5. Security (of specimens, records and information);
- 4.3.1.6. Facilities for visiting representatives of BINDT.

4.4. Document and data control

- 4.4.1. The AQB shall establish and maintain a procedure to control all documents essential to the provision of an AQB service, e.g., PCN documents, quality management system, applicable standards and specifications.
- 4.4.2. A procedure will ensure that staff can readily ascertain from a master list the current status of any document in use. Superseded or withdrawn documents shall be destroyed or, if retained for historical reasons, shall be clearly stamped "SUPERSEDED" or "WITHDRAWN".
- 4.4.3. Responsibility for embodiment of changes to documentation shall be allocated within the quality management system, which must ensure that affected personnel are aware when change has occurred.
- 4.4.4. The AQB Co-ordinator shall ensure that all necessary technical and procedural data is available to enable staff to comply with requirements.
- 4.4.5. The AQB shall devise all necessary procedures for the adequate control of PCN examinations for which it is authorised, and shall ensure that such procedures are implemented by all appropriate staff.
- 4.4.6. The AQB Co-ordinator is required to advise BINDT of any apparent error or discrepancy in PCN documentation.
- 4.4.7. The AQB Co-ordinator will ensure the correct use of the PCN logo and the certification body accreditation mark, as detailed in PCN document PSL/31, on any internal documents or other devices originated within the organisation.

4.5. Candidate eligibility and identification

- 4.5.1. The AQB will have a documented procedure for ensuring that candidates satisfy all requirements, particularly in terms of examination eligibility and identification, which includes a minimum of 5% verification of experience and supervision information provided by the candidate. The procedure will detail, but not be limited to, the following points:
 - 4.5.1.1. correctly completed examination application forms (PSL/57);
 - 4.5.1.2. evidence of satisfactory completion of a course of training conducted by an ATO to the relevant PCN syllabus;

NOTE: Where additional on-the-job training supplements the approved training, AQB's may accept a signed declaration from the applicant, endorsed by his employer, that this has been carried out, but should implement a system of random checks to verify such statements.

4.5.1.3. pre-certification experience (form PSL/30 may be used for recording experience), including supervision by an appropriately qualified person (form PSL/51 provides guidance on acceptable qualification and certification of persons providing supervision of PCN NDT candidates);

4.5.1.4. annual vision test (see form PSL/44) where appropriate;

4.5.1.5. identification of the candidate;

NOTE: For those candidates already in possession of a centrally issued PCN wallet card, AQB's must request sight of this to confirm the candidate's bona fides. If a candidate cannot produce a wallet card or photographs, then the AQB must either be in a position to offer a passport photograph service, or refuse examination until such photographs are supplied and can be attached to a new wallet card, signed by the candidate, for transmission to PCN with the result notice. In the latter case, the AQB must be in a position to witness that the supplied photographs are of the individual attending for examination, and must witness the individual signing the reverse of the photographs or must ascertain (using of PCN form PSL/33) that the signature on the reverse of the photographs is the same individual attending for examination.

4.6. Conduct of PCN examinations

4.6.1. The AQB shall have in place an operating procedure which ensures that candidates are, at all times during examination, closely supervised by a suitably qualified and authorised examiner or invigilator who will ensure that no candidate is permitted an unfair advantage or to collude with other candidates.

4.6.2. A procedure for invigilation is to be covered in the AQB quality system, and is to define appropriate training in invigilation techniques including, where necessary, specific points to be noted during practical examinations. An invigilator need not be an examiner, but must:

4.6.2.1. be appropriately qualified if invigilating practical examinations;

4.6.2.2. be required to ensure that appropriate examination conditions are maintained at all times;

4.6.2.3. ensure that any infringement of examination conditions by any candidate is recorded, and reported without delay to the Chief Examiner or PCN Co-ordinator;

4.6.2.4. declare (to the AQB Co-ordinator or Chief Examiner) an interest in any candidate prior to commencement of an examination.

4.6.3. A PCN examination may be interrupted or curtailed provided, in the opinion of the responsible Examiner or Invigilator, a valid reason exists. In the event of an interrupted or curtailed PCN examination the AQB Co-ordinator shall advise BINDT in writing of the interruption or curtailment.

4.6.3.1. In the event that a PCN examination is suspended or interrupted by the AQB before completion, the candidate shall be permitted to return to complete the examination without further charge at the same AQB within thirty days of the commencement of the original examination.

4.6.3.2. Any completed examination parts may be held over pending re-commencement, but shall not be marked (and the candidate shall not be given any indication of the result) until such time as all examination parts are completed.

4.6.3.3. Any part completed examination papers shall be retained with the candidate's file as an examination record, but shall not be considered as a part of the completed examination. In respect of any part not completed, the candidate shall be given an entirely different paper upon re-commencement.

4.6.3.4. In the event of a subsequent re-examination, the earliest date allowable for the re-examination shall be calculated from the date of examination re-commencement.

4.6.4. All staff involved with examinations shall ensure that no examination material is removed by any candidate. This includes any rough notes, sketches etc. that the candidate may have made during the examination.

- 4.6.5. The use of programmable calculators is prohibited in PCN examinations, as is the use of personal digital equipment with storage facilities - unless the equipment concerned is inspected by AQB staff before use in an examination to ensure that the candidate is not gaining an unfair advantage, and after use in an examination to ensure the continued security and confidentiality of PCN examination materials.
- 4.6.6. There shall be a documented procedure which ensures that all candidates are adequately prepared on the day of the examination. This will cover, as a minimum, provision of correct examination papers, codes and standards, examination equipment and materials, information on breaks during examination and the consequences of cheating.
- 4.6.7. An extension of up to 25% is authorised in the time allowed in PCN written examinations for candidates suffering from conditions such as dyslexia, or whose first language is not that in which the examination is presented, who are likely to experience difficulty in completing examinations in the published time allowed. AQB's may allow this additional time at their discretion provided a record is retained with the examination records. Arrangements should also be made for an examiner to be present in order to supplement the written examination with oral questions if necessary to establish that the candidate has a firm grasp of the topic being examined.
- 4.6.8. Candidates shall be prohibited from using red ink or correction fluid when completing PCN examination papers. Candidates shall be required to initial beside any corrections they may make on examination papers. In the event that a candidate does use red ink, AQB's should take effective steps to ensure that the responsible examiner's remarks and annotations are made in a manner that will not result in confusion in the event that a PCN moderator or assessor should audit the examination in question.
- 4.6.9. Mobile phones and other electronic communications devices are a potential source of cheating and may disturb other candidates if they should be activated during examinations. Consequently mobile phones and any other electronic communications devices shall be barred from written and practical examination facilities when PCN examinations are being conducted.
- 4.6.10. Provided security of examination materials can be guaranteed, candidates will be allowed the use of an AQB provided PC or lap-top computer in the NDT instruction and NDT procedure writing section of the PCN examination. On no account will the use of a candidate's own computer be permitted during a PCN examination and, for reasons of security, candidates are not permitted to bring any form of computer, including hand-held devices into the examination facilities at a PCN AQB or Examination Centre. The provision of computers for candidate use is optional for any BINDT AQB.

4.7. Consistency of PCN examinations

- 4.7.1. The AQB is to make every effort to ensure that its standard of PCN examination(s) is consistent and at all times complies with requirements.
- 4.7.2. The examination system is to be defined by written procedures which shall include a documented system for the periodic double scrutiny or moderation of random samples of candidates' examination papers. The procedure for double scrutiny should be such that the first examiner is unable to forecast when double scrutiny will occur.
- 4.7.3. Any significant difference between the initial marks awarded and those awarded by the second examiner or moderator shall be investigated and appropriate action taken within the AQB system to restore consistency.
- 4.7.4. When double scrutiny or moderation takes place, it is to be recorded on the candidate's AQB records and on the examination result notice.
- 4.7.5. The double scrutiny or moderation must take place before the candidate is informed of examination results. Any discrepancy discovered after the results have been sent out shall not be cause to change the "published" result, unless a particular examination result has been investigated in the course of a formal BINDT appeals procedure.
- 4.7.6. The AQB is to ensure that a candidate is not given the same examination paper or specimen in any subsequent examination he may take. This will include re-examination and recertification examination(s).

4.8. Grading of PCN examinations

- 4.8.1. Marking schedules for all possible solutions are to be produced for all narrative answer questions and are to include key points and marks for answers. These shall be prepared by an authorised Examiner with appropriate certification, and shall be approved and signed by the Chief Examiner.
- 4.8.2. The conduct of practical examinations is to be defined by written procedures which shall include assessment and marking schedules for all possible solutions, observation of the candidate for compliance with safety notes and notices, and selection and correct usage of test equipment. Practical examination marking schedules shall be prepared by an authorised Examiner with appropriate certification, and signed by the Chief Examiner.
- 4.8.3. AQB's will grade PCN NDT practical examinations according to the provisions of CP22.
- 4.8.4. All examination marking is to be carried out using red ink.
- 4.8.5. Examination results notices shall be despatched to the BINDT Certification Records Office, and the candidate not later than 21 days (though it is desirable that this period shall be less than 7 days) from the date of the examination and, in the case of failure in the examination, should include an indication of the reason for failure which is useful to the candidate in preparing for re-examination. The AQB may provide a copy of examination results to the organisation paying the examination fees, but must ensure that data is safeguarded as required by national regulations on data protection.
- 4.8.6. BINDT reserves the right to require further evidence of competence before issuing a PCN certificate.

4.9. Control of inspection, measuring and test equipment

The AQB shall establish and maintain a documented calibration procedure acceptable to BINDT for all inspection, test and measuring equipment used in PCN examinations. Such procedures shall include details of equipment type, identification, location, frequency of checks, method of check, allocation of responsibility and actions to be taken when results are unsatisfactory.

4.10. Non conformity and corrective actions

All instances of non-conformity with BINDT or PCN requirements are to be reported by the AQB to BINDT, together with intended corrective actions and the latest date for implementation.

4.11. Preventive action

In the event that the AQB discovers the potential for non-conformity, the Co-ordinator is to advise BINDT and propose appropriate preventive action.

4.12. Control of quality records

- 4.12.1. The AQB is required to maintain for at least seven years comprehensive records as evidence of compliance with these requirements. Such records shall include, but not be limited to, results of:
 - 4.12.1.1. continuous monitoring and internal audit;
 - 4.12.1.2. staff re-appraisal;
 - 4.12.1.3. equipment maintenance reviews and recalibration;
 - 4.12.1.4. periodic reviews of marking schemes, procedures and documentation.
- 4.12.2. The AQB is also required to maintain comprehensive examination records (including precise details of which questions each candidate was set for each initial examination and re-examination) in secure lockable storage. Examination records shall normally be retained for a period of 11 years but, in any case, shall not be disposed of without prior consultation with BINDT.
- 4.12.3. All records shall be available for scrutiny by authorised BINDT representatives.
- 4.12.4. In the event that an AQB ceases trading, or where authority to conduct PCN examinations is relinquished or withdrawn, all PCN examination records will become the property of BINDT

and shall be conveyed promptly and securely to a location specified by BINDT at the expense of the AQB concerned.

4.12.5. Records may be in the form of any type of media, such as hard copy or electronic media.

4.13. Internal quality audits

4.13.1. The AQB is required to devise and implement a system of continuous monitoring and periodic internal audits of all aspects of PCN examination procedures.

4.13.2. The AQB quality management system will include a documented schedule for internal audit which will cover the whole of the quality management system and examination processes at least once in each calendar year. Internal auditors shall have been trained for that activity and possess sufficient technical knowledge to determine that examination processes are in compliance with BINDT specifications.