



PSL/28-CM-MARINE

ISSUE 1 REV C 1ST APRIL 2010

**APPLICATIONS FOR LATE OR DEFERRED RENEWAL OR RECERTIFICATION
IN CONDITION MONITORING OR MARINE-CM**

See document explanation, definitions and notes as attachments below.

Completed applications should be forwarded to the PCN CM Office, Newton Building, St George's Avenue, Northampton, NN2 6JB, United Kingdom (Tel: +44 (0)1604 893811 Fax: +44 (0)1604 893868).

Part A: Applicants Declaration

1. NAME: _____

2. PCN No: _____

3. CERTIFICATE NUMBER: _____ EXPIRY DATE: _____

4. HOME ADDRESS: _____

POST CODE: _____ TELEPHONE* (voluntary): _____

EMAIL: _____@_____

5. Please explain why late/deferred renewal/recertification is requested:

6. Have you been regularly engaged, without significant interruption (see CMGEN or MMCM/GEN) in applying the certified method appropriate to the PCN certificate concerned during its period of validity?
YES or NO: _____

7. What is the latest date on which you will submit a renewal without examination or assessment application (CP16), or attend an AEC, AQB or approved examiner re-assessment for recertification?

Latest date: _____

Declaration

I understand that the PCN certification detailed in part A (3) ceased/ceases to be valid upon the expiry date on the certificate and that I cannot claim to have held a valid PCN certificate for any method appropriate to this certification since its expiry date.

I further understand that, should the application for late/deferred renewal/recertification be accepted, any certificate subsequently resulting from the application will expire on a date five years after expiry of the certificate it supersedes.

The applicable fee at the current rate (see PSL/35-CM-Marine) is enclosed. I understand that this is not refundable under any circumstances.

SIGNATURE OF APPLICANT: _____ **DATE:** _____



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.



Part B: Employers Declaration

NOTE. If the applicant is self employed, this section should be completed by a representative of a company for which the applicant regularly carries out condition monitoring during the five year period under review.

NAME: _____ POSITION: _____

COMPANY: _____

ADDRESS: _____

TELEPHONE* (voluntary): _____ FAX: _____

EMAIL: _____ @ _____

Declaration

I confirm that the information given in part A above is, to the best of my knowledge, accurate and that the applicant has regularly carried out condition monitoring or Marine-CM, for the above company or associated clients, to my satisfaction.

SIGNATURE: _____ **DATE:** _____

METHOD OF PAYMENT

Name and address for invoice (if different from applicant's):		
Post code:	Telephone	
Company order number (where appropriate):		
Preferred method of payment. Bank draft <input type="checkbox"/> , BACS <input type="checkbox"/> , cheque <input type="checkbox"/> Cash <input type="checkbox"/> , Credit card <input type="checkbox"/> Switch <input type="checkbox"/> Giro <input type="checkbox"/>		
<i>All credit transfers MUST accept payment of all bank fees at transmission and receiving ends from point of transmission</i>		
Name of official paying these fees (not the candidate - unless self employed)		
CARD PAYMENT DETAILS		
For card payment, check the relevant box and provide expiry date:	Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Amex <input type="checkbox"/> Debit <input type="checkbox"/>	Expiry date of card:

Card number:		
Security code of card (if applicable)		
Name on card:		
Address of credit card holder (if different from applicant's address):		
By checking the following box I hereby authorise BINDT to debit my card account for the amount shown (right) <input type="checkbox"/>		£ (including VAT, if applicable)
The required fee is found in PSL/35-CM-Marine		

FOR PCN USE ONLY

DATE RECEIVED: _____ APPLICATION No: _____

INVOICE/FEE INFORMATION (issued/paid) _____

APPLICATION APPROVED? _____ LATEST RECERT/RENEWAL DATE: _____

SIGNATURE OF OFFICER: _____ DATE: _____

NAME: _____ POSITION: _____

Explanation

PCN certificates are valid for a maximum period of five years. At the end of this period, certificates may be revalidated by one of two methods (see current edition of CM/GEN or MMCM/GEN).

Personnel who anticipate difficulty in completing the procedure for revalidation of PCN certificates by the due expiry date, or whose certificates have for whatever reason expired, may apply for dispensation enabling the certificate to be revalidated by the normal renewal or recertification process rather than having again to pass the initial examination.

This document sets out the procedure for applying for late or deferred renewal or recertification up to 12 calendar months **after the date of expiry**, and includes an application form for the purpose.

For certificates which have expired in excess of twelve calendar months earlier, applications for late renewal will only be considered in exceptional circumstances and, in any case, each application will be considered by the Certification Management Committee and there may therefore be considerable delay before the application is considered.

Definitions

Late (renewal or recertification): Applications made after the date of expiry given on the certificate.

Deferred (renewal or recertification): Applications made before the date of expiry given on the certificate.

Renewal: The procedure for revalidation of a Category 1, 2, 3 or 4 (VA only) certificate without examination after the first five year period of validity. Certificate renewal involves a review of continuity in the application of the relevant method, verifiable evidence of continued education or professional contribution and evidence of satisfactory performance during this five year period. This is renewal of issue 01 certificate.

Recertification: The procedure for revalidation of a certificate to issue 02, after the second five year period of validity, may be:

1. through success in a qualification theory examination for Categories 1, 2, 3 or 4 (VA only)
2. or alternatively, the accumulation of points under a credit system (see CP16)

Both procedures for Categories 2, 3 and 4 (VA only) require additional verification by:

- a) submitting a copy of at least one published technical paper (conference, book, journal etc) in the certificated method during the five year period;
- b) or, provide verifiable evidence of attendance of 5 half-day (or 2.5 days total) sessions at a conference relevant to the certificated method during the five year period;
- c) plus provide a copy of a test method procedure written by the candidate during the five year period

Notes

Please read these guidance notes carefully before completing the application form attached.

1. PCN certificates cease to be valid upon the date of expiry given on the certificate, and applicants cannot claim to have held valid certification after this date. No extensions to the maximum five year period of validity are permitted.
2. Applications for deferred renewal/recertification must be received by PCN at Newton Building, St George's Avenue, Northampton NN2 6JB, before the certificate expiry date.
3. PCN will not consider applications for late renewal/recertification beyond 12 calendar months after the date of expiry.
4. In order to obtain dispensation for late/deferred renewal/recertification, the certificate holder must complete and return the attached application (form PSL/28-CM-Marine); together with the appropriate application fee (details of fees and payment options are given in PSL/35-CM-Marine).
5. Applications may be refused, in which case the certificate holder will be considered an initial candidate for certification in the method and Category concerned.
6. PCN policy for late/deferred renewal/recertification is to issue a letter of authorisation which must subsequently be presented with any application for recertification or renewal. Without such authority, the application WILL be refused.
7. Should the application for late/deferred renewal/recertification be accepted, any certificate which subsequently results from the application will be valid for five years from the date of expiry of the superseded certificate.
8. An application form and fee must be submitted in respect of each certificate for which late/deferred renewal/recertification is sought. The application will not be considered until payment has been received. Fees are charged in respect of increased administration involved at PCN Certification Office and are not refundable under any circumstances.
9. In addition to the late/deferred renewal/recertification application fee, the usual renewal or recertification fees remain payable.
10. The form and cheque must be returned direct to PCN at Newton Building, St George's Avenue, Northampton, NN2 6JB.

**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

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THE BRITISH INSTITUTE OF
NON-DESTRUCTIVE TESTING



Our ref: 241105/PSL28-CM-Marine/Annex A/

DATE:

NAME & ADDRESS:

YOUR APPLICATION No: _____ DATED: _____

REQUESTING: _____

IN RESPECT OF: _____ EXPIRY DATE: _____

HAS BEEN APPROVED.

You should now proceed as follows:

a) In order to obtain this dispensation you must submit to PCN, at the above address, an application for renewal without examination (see PCN document CP16), supported by a copy of this letter, on or before the date shown below.

OR

b) In order to obtain this dispensation you must submit an application for a recertification examination (obtainable direct from PCN), supported by a copy of this letter. The recertification examination must be attempted on or before the date shown below.

LATEST DATE FOR RENEWAL/RECERTIFICATION: _____

It is to be emphasised that this does not represent an extension to the period of validity of your certificate. It is an authorisation to revalidate your PCN certificate later than the rules normally allow.

Yours faithfully,

Mr Alexander Lambie
PCN Scheme Manager

**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.
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NON-DESTRUCTIVE TESTING



Our ref: 241105/PSL28-CM-Marine/Annex B/

DATE:

NAME & ADDRESS:

YOUR APPLICATION No: _____ DATED: _____

REQUESTING: _____

IN RESPECT OF: _____ EXPIRY DATE: _____

HAS NOT BEEN APPROVED

You should now proceed as follows:

Under the rules and requirements set out in the relevant General Requirements document for the certificate in question, you are therefore considered an initial candidate for PCN CM certification in the method/sector/Category of your expired certificate.

You may apply directly to any approved centre for examination or assessment.

Yours faithfully,

Mr Alexander Lambie
PCN Scheme Manager

Enclose: PSL/4-CM-Marine