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PCN INFO SHEET - USE OF LOGBOOKS

1. It is not compulsory for PCN certificate holders to keep an authenticated log of employment and continued satisfactory work activity without significant *interruption. However, it is strongly recommended that certificate holders do so because it will facilitate the certificate renewal procedure. PCN certificate holders who change their work activity and/or their employer on a regular basis may find it difficult to qualify for renewal without a completed log.

* A significant interruption means an absence from or a change of work activity which prevents the certificate holder from practising the duties corresponding to his level in the method and industrial sector(s) for which his certificate was issued, for one or several periods totalling one year or more. For the purpose of calculating this period, authorised holidays, illness or periods of related training and education, any of which are one month or less in duration, shall not be accounted for.

2. PCN certificate holders who carry out the same work for the same employer for periods of several years may find it unnecessary to keep a log as the renewal requirements will be satisfied by a letter from the employer.
3. When applying for renewal you will be sent an additional form on which to give information about your work activity and to give a telephone number of a person we can contact for verification of each period of activity. Providing false information on this form may result in invalidation of the certificate. This will also apply to any log sheets submitted as evidence of continued satisfactory work activity.
4. PCN AQB's have the right to ask the holder to provide authenticated information about work activity. Failure to do this when requested may result in the holder being refused renewal.
5. If you do decide to keep a personal authenticated log of work activity it should require, as a minimum, the following information:-
 - NDT method used in daily work (e.g., ultrasonic testing, radiography, welding inspection).
 - Industrial or product sector (e.g., pressure vessels, welds, wrought products, shipbuilding, aerospace).



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.



- Period of activity (e.g., date commenced, date completed)
 - Signature, name and telephone number of responsible person (manager or supervisor) authenticating information given.
 - Company stamp (or company name and address).
6. The following notes on maintaining a log of professional activity may be found helpful:
- 6.1 A separate log or sheet should be raised for each certificate held: this will avoid confusing employers and will simplify log entries.
- 6.2 Log entries should include brief details of:
- 6.2.1 Equipment/instruments/techniques used. This should include, where appropriate, the type of chemical process involved, i.e. post emulsifiable or water washable; fluorescent or dye penetrant.
- 6.2.2 Materials and/or components inspected. Give details of the product and/or configuration, i.e. plate pipe and nozzle welds, general engineering ferrous/non ferrous components, aircraft components/structures, etc.
- 6.2.3 Specifications or standards to which work was carried out.
- 6.2.4 The period during which the work was carried out.
- 6.2.5 Any periods, other than holiday or illness during which the method for which the certificate is valid was not employed.
- 6.3 Each log entry must be substantiated by a responsible agent (manager, supervisor or level 3) of the employer whose name and address or telephone number is clearly shown.
- 6.4 Examples of completed log sheets are available for guidance. Further queries may be addressed to any PCN AQB or to the PCN Central Records Office.