PCN24/CP16/FAQ

Frequently asked questions relating to the PCN24/CP16 form for renewal and recertification of PCN Level 1, 2 and 3 certificates

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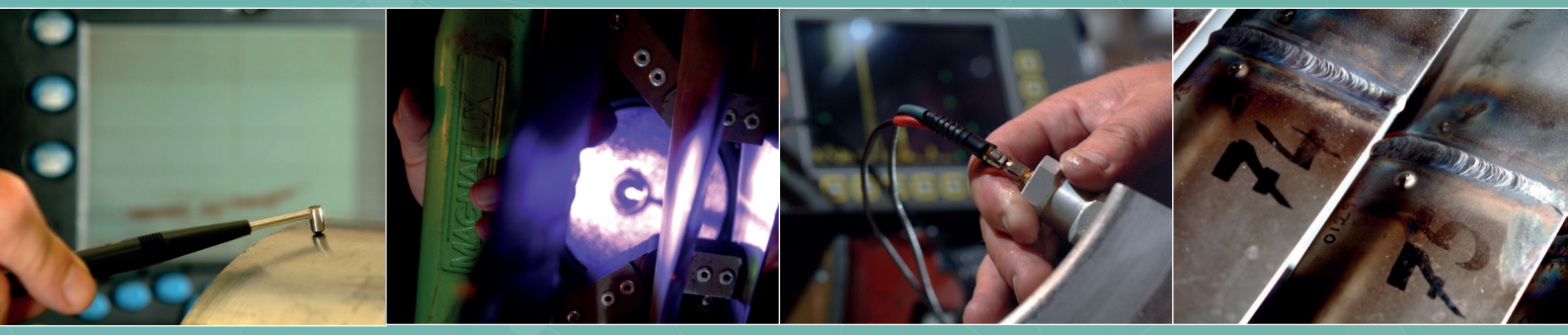
A division of BINDT THE BRITISH INSTITUTE OF NON-DESTRUCTIVE TESTING



Changes in requirements for PCN renewal and recertification in line with BS EN ISO 9712

There is a requirement for all BS EN ISO 9712-accredited Certification Bodies, which includes the British Institute of Non-Destructive Testing (BINDT), to ensure that all certificate holders applying for renewal or recertification meet the criteria defined within the latest edition of BS EN ISO 9712 prior to the issue of certification.

This allows Certification Bodies to demonstrate to organisations such as the United Kingdom Accreditation Service (UKAS) that the certification decisions made are complete, correct, documented and meet the requirements of the standards aligned to the Certification Body's scope of accreditation.

It is the requirement of the latest edition of BS EN ISO 9712, and therefore the PCN Certification Scheme, to ensure that the practical competency of a Level 1, 2 or 3 certificate holder can be verified at the point of certification renewal, hence the need for all certificate holders (Levels 1, 2 and 3) to have successfully demonstrated this to PCN through correct submission of the recently published PCN24/CP16. These changes are a mandated requirement of the latest edition of BS EN ISO 9712.

Note: PCN24/CP16 should be downloaded via the BINDT website and filled out using Acrobat or similar software. Filling the form out directly from your browser should be avoided, as this can lead to display issues.

Question	Answer
How many points are required for Level 1 renewals?	***See Table C1 of PCN24/CP16*** You must achieve 100 points minimum, with at least 75 points from Part A over the period of validity. ***Note:*** *A maximum of 95 points can be claimed through Part A (Performance of practical NDT activities in method applying for); the remaining points can be claimed through Parts A or B.*
How many points are required for Level 2 renewals?	***See Table C2 of PCN24/CP16*** You must achieve 100 points, with at least 50 points from Part A over the period of validity. ***Note:*** *A maximum of 95 points can be claimed through Part A (Performance of practical NDT activities in method applying for); the remaining points can be claimed through Parts A or B.*
How many points are required for Level 3 renewals/recertification?	***Level 3 renewal (see Table C3 of PCN24/CP16)*** You must achieve 100 points, with at least 50 points from Part A over the period of validity. ***Level 3 recertification*** • A minimum of 50 and a maximum of 70 of the 100 points is required for any combination of activities listed in item A of Table C3; and • A minimum of 30 and a maximum of 50 of the 100 points is required for any combination of activities listed in item B of Table C3.
For Level 1 or Level 2 renewal, how can I achieve the remaining five points?	The remaining points can be claimed through Parts A or B: • Completion of continuation theoretical training in the method (for example a certificate of in-house training or training at an NDT training organisation); • Completion of continuation practical training in the method (for example a certificate of in-house training or training at an NDT training organisation); • Delivery of training in the method (for example conducting in-house training or conducting training at an NDT training organisation); • Participation in research activities in the NDT field or for engineering of NDT; • Participation in a technical seminar/paper in the method (for example webinars, Branch meetings or physical attendance); • Presentation of a technical seminar/paper in the method (for example webinars, Branch meetings or physical attendance); • Current individual membership in an NDT or NDT-related society (for example membership number or a copy of member certificate); • Technical oversight and mentoring in the method (Level 2) (for example a report showing the mentoring given); or • Participation or convenorship in standardisation or technical committees (for example attendance register/minutes (attendance sections)).
What evidence is accepted for participation in a technical seminar/paper in the field of the method or technique?	PCN holders should provide an attendance certificate or similar confirmation for seminars/presentations.
What evidence is accepted for presenting a technical seminar/ paper in the field of the method or technique?	PCN holders should provide an attendance certificate or similar confirmation for seminars/presentations.

Question	Answer
What evidence is accepted for current individual membership of an NDT or NDT-related society?	PCN holders should supply proof of holding membership for the period covering their certification.
What evidence is accepted for technical oversight and mentoring of NDT personnel/ trainees in the relevant method?	PCN holders should supply proof of mentoring personnel or trainees by way of employer records of mentorship or oversight of work carried out.
What evidence is accepted for participation or convenorship in standardisation and technical committees?	PCN holders should supply proof of attending committees, for example attendance register/minutes (attendance sections).
Where BINDT refers to collecting points per year, are these points accrued from the start date of my certification or per calendar year?	Where the term 'year(s)' is noted, this is specified as a certification year and not as a calendar year.
Can training hours accrued prior to initial certification be used?	Initial training is not included for gaining points in Part A, but refers to further training throughout the certification validity period in the method for renewal. The BINDT Product Technology online module is also accepted as continued training (this specific course equates to four points).
What evidence will be requested by BINDT to demonstrate compliance with the requirements of renewal/ recertification?	In order to assess the activities specified in C.2.1 of PCN24/CP16, the Certification Body may request documentation and/or evidence to demonstrate compliance from the individual seeking renewal or Level 3 recertification. This can include, but not be limited to, the following: (a) Confirmation of the candidate's work activities by an employer/certified individual or referee; (b) Confirmation of the level of activity of the individual in the given method; (c) Confirmation of formal documented competency or proficiency test(s) in the given method; (d) Dates and protocol numbers of reports; (e) Details of any job-specific training received; (f) Confirmation of the employer's authorisation to operate; (g) Summary of activities and outputs; (h) Job/position description; (i) Annual/regular employer assessments of performance/competence; (j) Sample NDT reports; (k) Sample procedure(s) developed (Level 3 only); (l) Customer feedback; (m) Confirmation of adherence to the code of ethics from the employer; and (n) Confirmation of compliance with additional national requirements (*ie* radiation safety). Other evidence may be deemed acceptable or be requested by the Certification Body. The Certification Body may require that some or all of the submitted evidence be confirmed by the employer.

Question	Answer
Completion of theoretical or practical training **Does this need to be completed at an Approved Training Centre or could this be conducted by a company Level 3, subject to suitable documentation being reviewed by BINDT?**	Yes, training conducted by your employer in the method for renewal can be accepted, as long as this is continued training throughout the certification validity period, not initial training to certify.
Technical oversight and mentoring **What is expected to be seen by BINDT on this? Senior Technicians are often assigned junior personnel to overview and those personnel may also have the same qualifications. Is this only applicable for trainees/ personnel who do not have the qualifications or are a level below, *ie* Level 1 personnel?**	This can be applicable to trainees, uncertified personnel and Level 1 personnel. BINDT would accept employer attestation to this, as well as reports or records of mentoring/ supervision.
Participation in Technical Committees **BINDT has a Technical Committee, which has NDT certification Working Groups for all disciplines. If personnel are involved in Working Groups that they hold qualifications in, does this satisfy the participation in Technical Committee requirements? If so, is there a limit to the number of persons that BINDT allows to participate in each Working Group?**	There is no cap on attendance. BINDT would expect to see proof of attending committees, for example attendance register/minutes (attendance sections).
Can BINDT provide an example of an attestation?	I [EMPLOYER], certify that the applicant [PCN HOLDER] has met the points requirements of PCN24/CP16. I confirm that the information given in this application and in the supporting documentation is accurate and correct. Work performed by the applicant named in Annex A has been without significant interruption while employed by [COMPANY] and has been to a satisfactory standard. As the employer, we provide the PCN holder authorisation to operate.

Question	Answer
What is the guidance regarding employer responsibilities?	In respect of certified NDT personnel under their control, the employer shall be responsible for: (a) All that concerns the authorisation to operate, *ie* providing job-specific training (if necessary); (b) Issuing the written authorisation to operate; (c) The results of NDT activities; (d) Ensuring that the annual vision requirements are met; (e) Maintaining documentary evidence confirming the continuous application of the NDT method in the relevant sector(s) without significant interruption (this action shall be carried out every 12 months); (f) Ensuring that personnel hold valid certification relevant to their tasks within the organisation; and (g) Maintaining appropriate records. These responsibilities **shall** be described in a documented procedure.

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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UKAS PERSONNEL CERTIFICATION 0030

PCN

Issued by Certification Services Department, The British Institute of Non-Destructive Testing
Midsummer House, Riverside Way, Bedford Road, Northampton NN1 5NX, United Kingdom
Tel: +44 (0)1604 438300 | Email: pcn.enquiries@bindt.org | www.bindt.org/certification