

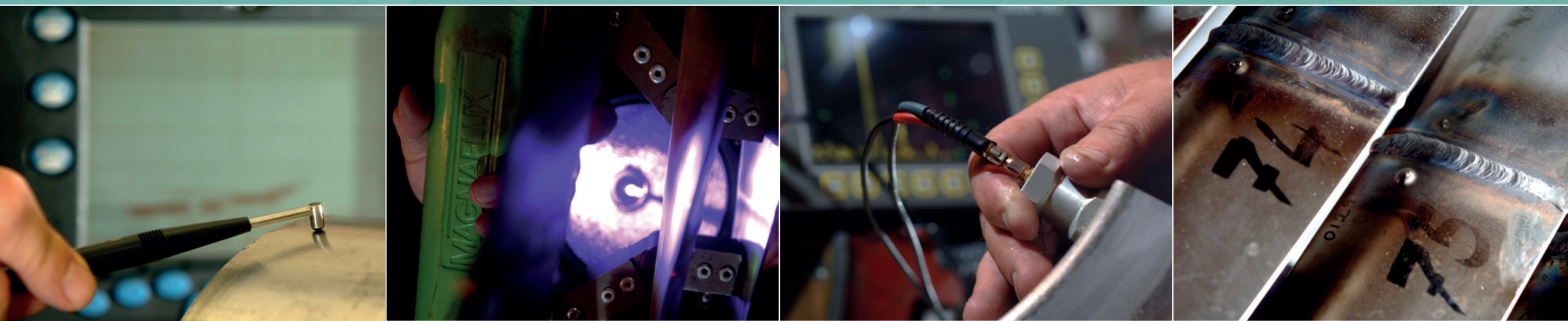
# PCN24/CP16

## Renewal and recertification of PCN Level 1, 2 and 3 certificates

*Issue 3 • June 2025*



A division of



## Contents

Section	PCN24/CP16: Content	Page
	Document title cover sheet .....	1
	Document contents .....	2
	Application checklist.....	3
	Important information before submitting the application .....	3
1	Scope .....	5
2	Introduction .....	5
Annex A	Application for renewal of a PCN Level 1, 2 or 3 certificate .....	6
Annex B	Payment.....	9
Annex C	Record of employment .....	10
3	Renewal requirements .....	11
Form 1R	Level 1 renewal .....	12
Form 2R	Level 2 renewal .....	14
Form 3RA	Level 3 renewal .....	17
Form 3RB	Level 3 recertification .....	18
Annex D	Record of checks carried out to monitor the certificate holder's practical competence .....	19
4	Terms and definitions .....	21
5	Responsibilities .....	21
6	Recertification .....	22
7	Change control record .....	24

*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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All applications should be emailed with the appropriate payment information to:

Level 1 and 2: renewals@bindt.org

## Application checklist

	Your application is complete and correct, with all the required authorised signatures.
	There is no significant interruption in employment (refer to Section 4. Terms and definitions).
	Evidence of acceptable visual acuity.
	Evidence to demonstrate that you have achieved the minimum number of points required for certification renewal.
	You have at least six weeks remaining on your current certificate or a deferred or late approval letter for certificates that post-date the six-week period (refer to PCN24/PSL28).
	Valid payment details have been provided.

## Important information before submitting the application

### Level of renewal

Level 1 certification renewal	The candidate and employer/referee shall complete and sign Annex A on page 6. In addition, the candidate shall complete Annex B on page 9 with details of their employment record and form 1R on page 12.
Level 2 certification renewal	The candidate and employer/referee shall complete and sign Annex A on page 6. In addition, the candidate shall complete Annex B on page 9 with details of their employment record and form 2R on page 14.
Level 3 renewal	The candidate and employer/referee shall complete and sign Annex A on page 6. In addition, the candidate shall complete Annex B on page 9 with details of their employment record and form 3RA or 3RB on page 17/18, respectively.
Level 3 recertification	The candidate and employer/referee shall complete and sign Annex A on page 6. In addition, the candidate shall complete Annex B on page 9 with details of their employment record and form 3RA or 3RB on page 17/18, respectively. Annex D on page 19 for continued practical competence must be completed.

## Application processing

Complete and correct renewal applications must be submitted to PCN no later than six weeks prior to the expiry date of the current certificate.

The renewed certificate will be issued from the previous expiry date and will expire five years, less a day, from the previous expiry date.

Applications for submission to PCN **within the six weeks prior to certificate expiry**



Apply to PCN for a **DEFERRED** approval using form PCN24/PSL28 (this approval must be available prior to PCN24/CP16 being submitted).

Applications for submission to PCN **after the certificate expiry (up to 12 months)**



Apply to PCN for a **LATE** approval using form PCN24/PSL28 (this approval must be available prior to PCN24/CP16 being submitted).

**IMPORTANT:**

Where a deferred or late approval is required, to support a renewal application, the PCN24/PSL28 process shall be followed and completed before applying for renewal.

Where the renewal application is completed with a deferred or late approval, the renewal date of the new certificate shall be the date on which all requirements for renewal are met, which may lead to the PCN holder having no valid certification in the method/sector concerned during the interval between expiry of the previous certificate and the issue of a revalidated certificate.

## Processing times

The processing time of your application may be significantly delayed where PCN requires you to supply additional information. Where additional information and/or outstanding payment is requested by PCN, a maximum time limit of 12 weeks will be allocated for the submission of all outstanding information requested.

After this 12-week period, the applicant shall apply to an examination centre for revalidation via examination with a deferred or late approval letter, where appropriate.

An administration charge will be retained for all unsuccessful/cancelled applications (refer to PCN24/PSL35).

## Verification of information

**BINDT CONDUCTS A HIGH PERCENTAGE OF VERIFICATION ON INFORMATION SUBMITTED IN SUPPORT OF APPLICATIONS FOR RENEWAL. EVIDENCE TO SUPPORT APPLICATIONS SHALL BE MADE AVAILABLE AT REQUEST BY BINDT.**

In the event that a breach in the Code of Ethics (PCN24/CP27) is detected, the PCN24/CP21 procedure will be followed and at least a 12-month suspension will be applied.

For example:

### Breach detected – falsifying signatures

- Minimum 12-month suspension, where the application will be cancelled (cancellation fee applicable).
- The applicant shall return to initial examination.
- The length of the suspension will also include taking any other examination within this time.
- PSL30 to be submitted to BINDT for verification before any further examination can be taken.
- Any signatories that are found to have knowledge of falsification can incur the same penalties.

If in doubt about the validity of the information you are providing, seek the advice of BINDT Certification Records Office staff ([pcn.enquiries@bindt.org](mailto:pcn.enquiries@bindt.org)).

Where an application is randomly selected for verification as part of PCN's internal audit structure for evidencing PCN Scheme compliance with ISO 17024, additional evidence to support the certificate holder's initial application shall be requested by a BINDT Quality Officer or the Technical Department.

Where the requested evidence cannot be supplied, the application may be cancelled and an administration fee charged.

## 1. Scope

This document forms a part of the PCN general requirements (PCN24/GEN) for the certification of personnel engaged in NDT and should be read in conjunction with the current issue of PCN24/GEN, which is available to download free of charge on the BINDT website at: [www.bindt.org/certification](http://www.bindt.org/certification).

It is the responsibility of the certificate holder to initiate the procedure required for renewal within the allowable timeframes and to ensure that they abide by the correct issue status of PCN24/PSL45 for the use and misuse of PCN certificates prior to making application.

## 2. Introduction

- 2.1 PCN Level 1 and Level 2 certificates at Issue 01 may be revalidated without examination by BINDT using the credit structure system, which is detailed later in this document.
- 2.2 PCN Level 1 and Level 2 certificates at Issue 02 must be revalidated by successfully passing the recertification examination conducted by a BINDT Authorised Qualifying Body (AQB) – refer to form PCN24/PSL57A.
- 2.3 PCN Level 3 certificates at Issue 01 or 02 may be revalidated by either passing the written examination and, where appropriate, the associated Level 2 practical examination, or by meeting the requirements of the credit structure system detailed in this document.
- 2.4 Acceptable evidence shall be provided for verification purposes upon request by BINDT. A list of acceptable evidence can be found within PCN24/GEN clause C.2.2.
- 2.5 As per ISO 9712, the employer remains responsible for documenting the applicant's personal information, which shall include the declaration of education, training and industrial experience and visual acuity needed to determine the eligibility of the applicant. If the applicant is self-employed, the industrial experience shall be attested to by a referee.
- 2.6 All documentation obtained from the employer may be subject to verification by the Certification Body.
- 2.7 In respect of certified NDT personnel under their control, the employer is responsible for:
  - (a) All that concerns the authorisation to operate, *ie* providing job-specific training (if necessary);
  - (b) Issuing 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, as a minimum;
  - (f) Ensuring that personnel hold valid certification relevant to their tasks within the organisation; and
  - (g) Maintaining appropriate personnel records.

These responsibilities shall be described and detailed within a documented procedure or procedures.

A self-employed individual shall assume all responsibilities ascribed to the employer

## ANNEX A – APPLICATION FOR RENEWAL OF A PCN LEVEL 1, 2 OR 3 CERTIFICATE

Information regarding certification to be revalidated			
PCN number			
Certificate number		Sector and method	
Expiry date			
Level 1 renewal	Level 2 renewal		
Level 3 renewal	Level 3 recertification by structured credit system		
Applicant details			
Surname			
First name			
Date of birth			
Gender (optional)			
Street address			
Town/city			
Postcode/zip code			
County/region			
Country			
Telephone number <i>(include area code/ international area code)</i>			
Personal email address <i>(for the purpose of issuing of e-certificates)</i>			

Employer information		
Employer name		
Street address		
Town/city		
County/region		
Postcode/zip code		
Country		
Applicant's job description		
Name of current supervisor		
Supervisor email address		
Telephone for supervisor (include area code/international area code)		
Name of referee where applicant is self-employed		
Employer/referee email address		
Employer/referee telephone number (include area code/international area code)		
<b>Tick the following boxes to indicate you understand the requirements of this document</b>	<b>Applicant</b>	<b>Employer</b>
The candidate has the correct number of points required for the renewal.		
Evidence of a satisfactory near-vision acuity examination taken within the preceding 12 months and satisfactory colour vision and/or greyscale perception examination taken within the preceding 60 months, in accordance with BS EN ISO 9712:2022 clause 7.4 and PCN24/PSL44.		
Date of near vision test:		
Date of colour vision test and/or greyscale test:		
There is verifiable documentary evidence of continued satisfactory work activity without significant interruption in the method and sector for which certificate renewal is sought. <b>Note:</b> PCN may request a copy of this evidence.		
There are at least six weeks remaining on the current certificate or PCN24/PSL28 is in place for certificates that post-date the six-week period.		



Applicant's declaration	
I declare that the information given in Parts A and B of this application, and within all supporting documentation, is to the best of my knowledge correct.	
I agree to comply with the PCN Code of Ethics (published as PCN24/CP27).	
Signature	
Employer's authentication	
I confirm that the information given in this application and in the supporting documentation is, to the best of my knowledge, accurate and correct. Work performed by the applicant named in Annex A has been without significant interruption (see definitions) while employed by this company and has been to a satisfactory standard. (This must be signed by the employer, or referee if self-employed, and not by the person renewing the certificate regardless of their position within company.)	
I agree to comply with the PCN Code of Ethics (published as PCN24/CP27).	
I, the employer/referee, certify that the candidate named above has meet the requirements of Table C1, C2, C3 for the requirement of 'Performance of practical NDT activities in method applying for'.	
<b>Note:</b> If below the 13 days per certification year required by this document, insert the actual number of full days worked at the activity.	
Name	
Position	
Email address for verification	
Signature	

**APPLICATION FOR RENEWAL SHALL ONLY BE COMPLETED BY THE PCN HOLDER with the assistance of the employer entries in the appropriate sections**

### GENERAL DATA PROTECTION REGULATION (GDPR)

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 by emailing [alicia.carroll@bindt.org](mailto:alicia.carroll@bindt.org)



## ANNEX B – PAYMENT

Tick if VAT registered  
Please provide VAT number

Payment type, if not paying by card (please tick and complete as appropriate):

Bank transfer (BACS) Purchase order number

**PAYMENT WILL BE TAKEN IMMEDIATELY UPON SUBMISSION IN ORDER TO START PROCESSING THE APPLICATION. IN THE EVENT THAT PAYMENT IS DECLINED OR NO PAYMENT DETAILS ARE SUBMITTED, PROCESSING WILL BE DELAYED UNTIL THIS IS RECEIVED.**

**THERE WILL BE AN ADMINISTRATIVE CHARGE FOR REJECTED/CANCELLED APPLICATIONS. PLEASE REFER TO PSL35.**

Credit/debit card (provide details below).

Please tick the appropriate boxes:		
Visa	Mastercard	Amex
Corporate/company card	Personal card	
Name as shown on card		
Card number		
Card valid from		
Card expiry		
Security code (last 3 digits on the security strip on reverse of card)		
Billing address (address the invoice will be sent to; if corporate card, then address of company and name of whom the invoice should be sent to)		
Sector/methods applicable to PED recognition and administration charge		
2 Pre- and in-service	20 Eddy current	27 TOFD
6 Welds	21 Magnetic particle testing	28 Phased array
	22 Liquid penetrant testing	29 Computer radiographic testing
	23 Visual testing	34 Radiographic interpreter
	24 Ultrasonic testing	35 Computer radiographic interpreter
	25 Radiography	

## ANNEX C – RECORD OF EMPLOYMENT

**FOR THE LAST FIVE YEARS COVERING PERIOD OF CERTIFICATION**

(Maintain an up-to-date log, including every change in employment or job description.)

**12-month gaps within employment WILL be considered as significant interruption**  
(refer to *Terms and Definitions* in PCN24/GEN).

Certificate holder's full name				
PCN number				
Dates employed (DD/MM/YY)		Employer's name and address	Certificate holder's department and name of supervisor	Contact details of employer (telephone and email address)
From				
To				
From				
To				
From				
To				
From				
To				
From				
To				

### 3. Renewal requirements

#### 3.1 Issue 01 certificates – points-based renewal

**Level 1 renewal** – complete Annex A, B, C and Form 1R (page 12).

See Table C1 – 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.

**Table C1. Developed for Table C.1 in PCN24/GEN**

Activity	Points granted per activity	Max per year	Max per five years
<b>Part A</b>			
Performance of practical NDT activities in the method Refer to PCN24/GEN clause C.2.2 for documentation and evidence to demonstrate compliance	2/day	25	95
Completion of continuation theoretical training in the method	1/day	5	15
Completion of continuation practical training in the method	2/day	10	25
Participation in research activities in NDT field or for engineering of NDT	1/week	15	60
<b>Part B</b>			
Participation in a technical seminar/paper in the method	1/day	2	10
Presentation of a technical seminar/paper in the method	1/presentation	3	15
Current individual membership in NDT or NDT-related society	1/membership	2	5

**Table C1a. Evidence required to meet Table C.1**

Activity	Evidence
<b>Part A</b>	
Performance of practical NDT activities in the method	Records from employer
Completion of continuation theoretical training in the method	Certificate from training provider
Completion of continuation practical training in the method	Certificate from training provider
Participation in research activities in NDT field or for engineering of NDT	Copy of report summary
<b>Part B</b>	
Participation in a technical seminar/paper in the method	Details of seminar/paper and certificate of attendance
Presentation of a technical seminar/paper in the method	Details of seminar/paper and certificate of attendance
Current individual membership in NDT or NDT-related society	Details of society and membership number

Form 1R – Level 1 renewal				A minimum of 75 out of 100 points is required for any combination of the activities listed in Part A								
Name				PCN number								
PCN certificate number				Expiry date								
<p><i>I confirm that the points claimed in the table relate to activities in which I have taken part (verification of activities may be undertaken by PCN).</i></p> <p><i>*Certification year: the period of certification start date to one year later.</i></p>												
Signed (PCN holder)					Date							
A	Training must be practically biased, with at least 75% supervised practical testing of relevant specimens.											
B	The technical paper must be appropriate to the certificate for which renewal is sought; for example, it must cover elements of the published PCN syllabus for the certification concerned.											
C	If there is more than one author, one half of the points will be awarded for each such paper.											
Activity			Points awarded (per unit activity)	Maximum points per year*	Year	Year	Year	Year	Year	Year	Total claimed	Maximum points per five years
Part A												
1	Performance of NDT activities in the method		2/day	25								95
2	Completion of continuation theoretical training in the method		1/day	5								15
3	Completion of continuation practical training in the method		2/day	10								25
	Successful practical testing, under the supervision of an appropriately qualified person, of a relevant training specimen provided by a BINDT-approved training organisation and recorded in a PCN-approved log (four points per specimen successfully tested)											
	Continuation training provided by a PCN-approved training organisation (five points per half day of training)											
4	Participation in research activities in NDT field or for engineering in NDT		1/week	15								60
TOTAL Part A – Minimum of 75 required												195
Part B												
5	Participation in a technical seminar/paper in the method		1/day	2								10
6	Presentation of a technical seminar/paper in the method		1/presentation	3								15
7	Current individual membership in NDT or NDT-related society		1/membership	2								5
TOTAL Part B												30
TOTAL Parts A and B												225
<p><i>I confirm that the information contained in Form 1R is, to the best of my knowledge, accurate and correct (verification of activities may be undertaken by PCN).</i></p> <p><i>(This must be signed by the employer, or sponsor if self-employed, and not by the person renewing the certificate, regardless of position within company.)</i></p> <p><i>*Where the term 'year(s)' is noted in this table, this is specified as a certification year and not as a calendar year.</i></p>												
Signed (employer/sponsor authentication)					Date							

## 3.2 Level 2 renewal

**Level 2 renewal** – complete Annex A, B, C and Form 2R (page 14).

See Table C2 – 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.

**Table C2. Level 2 renewal**

Activity	Points granted per activity	Max per year	Max per five years
<b>Part A</b>			
Performance of practical NDT activities in the method Refer to PCN24/GEN clause C.2.2 for documentation and evidence to demonstrate compliance	2/day	25	95
Completion of continuation theoretical training in the method	1/day	5	15
Completion of continuation practical training in the method	2/day	10	25
Delivery of training in the method	1/day	15	75
Participation in research activities in NDT field or for engineering of NDT	1/week	15	60
<b>Part B</b>			
Participation in a technical seminar/paper in the method	1/day	2	10
Presentation of a technical seminar/paper in the method	1/presentation	3	15
Current individual membership in NDT or NDT-related society	1/membership	2	5
Technical oversight and mentoring in the method	2/mentee	10	30
Participation or convenorship in standardisation or technical committees	1/committee	3	15
Technical role within Certification Body	2/activity	10	30

**Table C2a. Evidence required**

Activity	Evidence
<b>Part A</b>	
Performance of practical NDT activities in the method	Records from employer
Completion of continuation theoretical training in the method	Certificate from training provider
Completion of continuation practical training in the method	Certificate from training provider
Participation in research activities for NDT	Copy of report summary
<b>Part B</b>	
Participation in a technical seminar/paper in the method	Details of seminar/paper and certificate of attendance
Presentation of a technical seminar/paper in the method	Details of seminar/paper and certificate of attendance
Current individual membership in NDT or NDT-related society	Details of society and membership number
Technical oversight and mentoring in the method	Report of activity
Participation or convenorship in standardisation or technical committees	Details of committees and dates, including attendance list
Technical role within Certification Body	Details of activity, for example a CV or letter of attestation from employer

Form 2R – Level 2 renewal				A minimum of 50 out of 100 points is required for any combination of the activities listed in Part A								
Name				PCN number								
PCN certificate number				Expiry date								
<p><i>I confirm that the points claimed in the table relate to activities in which I have taken part (verification of activities may be undertaken by PCN).</i></p> <p><i>*Certification year: the period of certification start date to one year later.</i></p>												
Signed (PCN holder)					Date							
A	Training must be practically biased, with at least 75% supervised practical testing of relevant specimens.											
B	The technical paper must be appropriate to the certificate for which renewal is sought; for example, it must cover elements of the published PCN syllabus for the certification concerned.											
C	If there is more than one author, one half of the points will be awarded for each such paper.											
Activity			Points awarded (per unit activity)	Maximum points per year*	Year	Year	Year	Year	Year	Year	Total claimed	Maximum points per five years
Part A												
1	Performance of NDT activities in the method		2/day	25								95
2	Completion of continuation theoretical training in the method		1/day	5								15
3	Completion of continuation practical training in the method		2/day	10								25
4	Delivery of training in the method		1/day	15								75
5	Participation in research activities in NDT field or for engineering of NDT		1/week	15								60
TOTAL Part A – Minimum of 50 required												270
Part B												
6	Participation in a technical seminar/paper in the method		1/day	2								10
7	Presentation of a technical seminar/paper in the method		1/presentation	3								15
8	Current individual membership in NDT or NDT-related society		1/membership	2								5
9	Technical oversight and mentoring in the method		2/mentee	10								30
10	Participation or convenorship in standardisation or technical committees		1/committee	3								15
11	Technical role within Certification Body		2/activity	10								30
TOTAL Part B												105
TOTAL Parts A and B												375
<p><i>I confirm that the information contained in Form 2R is, to the best of my knowledge, accurate and correct (verification of activities may be undertaken by PCN).</i></p> <p><i>(This must be signed by the employer, or sponsor if self-employed, and not by the person renewing the certificate, regardless of position within company.)</i></p> <p><i>*Where the term 'year(s)' is noted in this table, this is specified as a certification year and not as a calendar year.</i></p>												
Signed (employer/sponsor authentication)					Date							

### 3.3 Level 3 renewal/recertification

**Level 3 renewal** – complete Annex A, B, C, Form 3RA (page 17) and Annex D (page 19).

See Table C3 – you must achieve 100 points with at least 50 points from Part A over the period of validity.

**Level 3 recertification** – complete Annex A, B, C, Form 3RB (page 18) and Annex D (page 19).

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.

**Table C3. Level 3 renewal/recertification**

Activity	Points granted per activity	Max per year	Max per five years
<b>Part A</b>			
Performance of NDT activities in the method – a full list of activities is given in Section C.2.2 PCN24/GEN	2/day	25	95
Completion of continuation theoretical training in the method	1/day	5	15
Completion of continuation practical training in the method	2/day	10	25
Delivery of training in the method	1/day	15	75
Participation in research activities in NDT field or for engineering of NDT	1/week	15	60
<b>Part B</b>			
Participation in a technical seminar/paper in the method	1/day	2	10
Presentation of a technical seminar/paper in the method	1/presentation	3	15
Current individual membership in NDT or NDT-related society	1/membership	2	5
Technical oversight and mentoring in the method	2/mentee	10	40
Participation of convenorship in standardisation or technical committees	1/committee	4	20
Technical role within Certification Body	2/activity	10	40

**Table C3a. Evidence required**

Activity	Evidence
<b>Part A</b>	
Performance of NDT activities in method applying for: <ul style="list-style-type: none"> <li>● Writing or review of NDT procedures/techniques in method applying for.</li> <li>● Monitoring Level 1/2 NDT personnel.</li> <li>● Dealing with NDT disputes.</li> <li>● Development of NDT applications.</li> </ul>	<ul style="list-style-type: none"> <li>● Details of documents produced/reviewed.</li> <li>● Details of work carried out.</li> <li>● Details of work carried out.</li> <li>● Details of work carried out.</li> </ul>
Completion of continuation theoretical training in the method	Certificate from training provider
Completion of continuation practical training in the method	Certificate from training provider
Participation in research activities in NDT field or for engineering of NDT	Copy of report summary



<b>Part B</b>	
Participation in a technical seminar/paper in the method	Details of seminar/paper and certificate of attendance
Presentation of a technical seminar/paper in the method	Details of seminar/paper and certificate of attendance
Current individual membership in NDT or NDT-related society	Details of society and membership number
Technical oversight and mentoring in the method	Report of activity
Participation or convenorship in standardisation or technical committees	Details of committees and dates, including attendance list
Technical role within Certification Body	Details of activity, for example a CV or letter of attestation from employer

**Notes:**

1. *For participation in a technical seminar/paper in the field of the method or technique, 0.5 points will be awarded for attendance at an NDT society meeting of less than a full day and one point for attendance at a full day.*

Where an applicant is using the points-based system for certification renewal and is claiming points for performing NDT activities, this document includes a form in Annex A that must be signed by the employer to verify that the applicant has been carrying out NDT within the method to a satisfactory level.

For an applicant to receive the full allocation of 25 points per year, they are required to demonstrate a minimum of 13 full days of work within the NDT method for which certification renewal is sought.

Where the full allocation of 13 full days within the NDT method has not been achieved, the actual number of days must be shown on the form. The candidate must then show additional evidence of having achieved the required number of points for certification renewal from within other subsections within Part A and/or Part B.

Form 3RA – Level 3 renewal				For renewal you must achieve 100 points minimum, with at least 70 points from Part A <b>along with ANNEX D</b>								
Name				PCN number								
PCN certificate number				Expiry date								
<p><i>I confirm that the points claimed in the table relate to activities in which I have taken part (verification of activities may be undertaken by PCN).</i></p> <p><i>*Certification year: the period of certification start date to one year later.</i></p>												
Signed (PCN holder)						Date						
A	Training must be practically biased, with at least 75% supervised practical testing of relevant specimens.											
B	The technical paper must be appropriate to the certificate for which renewal is sought; for example, it must cover elements of the published PCN syllabus for the certification concerned.											
C	If there is more than one author, one half of the points will be awarded for each such paper.											
Activity			Points awarded (per unit activity)	Maximum points per year*	Year	Year	Year	Year	Year	Year	Total claimed	Maximum points per five years
Part A												
1	Performance of NDT activities in the method		2/day	25								95
2	Completion of continuation theoretical training in the method		1/day	5								15
3	Completion of continuation practical training in the method		2/day	10								25
4	Delivery of training in the method		1/day	15								75
5	Participation in research activities in NDT field or for engineering of NDT		1/week	15								60
TOTAL – Minimum of 70 required												270
Part B												
6	Participation in a technical seminar/paper in the method		1/day	2								10
7	Presentation of a technical seminar/paper in the method		1/presentation	3								15
8	Current individual membership in NDT or NDT-related society		1/membership	2								5
9	Technical oversight and mentoring in the method		2/mentee	10								40
10	Participation or convenorship in standardisation or technical committees		1/committee	4								20
11	Technical role within Certification Body		2/activity	10								40
TOTAL Part B												130
TOTAL Parts A and B												400
<p><i>I confirm that the information contained in Form 3RA is, to the best of my knowledge, accurate and correct (verification of activities may be undertaken by PCN).</i></p> <p><i>(This must be signed by the employer, or sponsor if self-employed, and not by the person renewing the certificate, regardless of position within company.)</i></p> <p><i>*Where the term 'year(s)' is noted in this table, this is specified as a certification year and not as a calendar year.</i></p>												
Signed (employer/sponsor authentication)						Date						

## Form 3RB – Level 3 recertification

For recertification you must achieve 100 points minimum, with at least 50 points and a maximum of 70 from Part A and a minimum of 30 points and a maximum of 50 points from Part B. **For recertification of Issue 02 certification, evidence for points claimed must be included with submission along with ANNEX D**

Name				PCN number							
PCN certificate number				Expiry date							
<p><i>I confirm that the points claimed in the table relate to activities in which I have taken part (verification of activities may be undertaken by PCN).</i></p> <p><i>*Certification year: the period of certification start date to one year later.</i></p>											
Signed (PCN holder)					Date						
A	Training must be practically biased, with at least 75% supervised practical testing of relevant specimens.										
B	The technical paper must be appropriate to the certificate for which renewal is sought; for example, it must cover elements of the published PCN syllabus for the certification concerned.										
C	If there is more than one author, one half of the points will be awarded for each such paper.										
Activity	Points awarded (per unit activity)	Maximum points per year*	Year	Year	Year	Year	Year	Year	Year	Total claimed	Maximum points per five years
<b>Part A</b>											
1	Performance of NDT activities in the method	2/day	25								70
2	Completion of continuation theoretical training in the method	1/day	5								15
3	Completion of continuation practical training in the method	2/day	10								25
4	Delivery of training in the method	1/day	15								75
5	Participation in research activities in NDT field or for engineering of NDT	1/week	15								60
TOTAL – Minimum of 50 required											245
<b>Part B</b>											
6	Participation in a technical seminar/paper in the method	1/day	2								10
7	Presentation of a technical seminar/paper in the method	1/presentation	3								15
8	Current individual membership in NDT or NDT-related society	1/membership	2								5
9	Technical oversight and mentoring in the method	2/mentee	10								40
10	Participation or convenorship in standardisation or technical committees	1/committee	4								20
11	Technical role within Certification Body	2/activity	10								40
TOTAL Part B											130
TOTAL Parts A and B											375
<p><i>I confirm that the information contained in Form 3RB is, to the best of my knowledge, accurate and correct (verification of activities may be undertaken by PCN).</i></p> <p><i>(This must be signed by the employer, or sponsor if self-employed, and not by the person renewing the certificate, regardless of position within company.)</i></p> <p><i>*Where the term 'year(s)' is noted in this table, this is specified as a certification year and not as a calendar year.</i></p>											
Signed (employer/sponsor authentication)					Date						

## ANNEX D – LEVEL 3 ISSUE 1 OR 2 WHO DO NOT HOLD A VALID LEVEL 2 IN THE SECTOR/METHOD BEING RENEWED

## 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.

- 12-month gaps within employment WILL be considered as significant interruption, *refer to terms and conditions*.
- All columns are MANDATORY.

Certificate holder's full name					
PCN number			PCN certificate number		
Date of surveillance (DD/MM/YY)	Job/report reference and detailed description of test- piece or training specimen	Name, PCN number and contact telephone number of surveyor	Employer of surveyor	Signature of surveyor	Result of surveillance (pass/fail)

### 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.

- 12-month gaps within employment WILL be considered as significant interruption, *refer to terms and conditions*.
- All columns are MANDATORY.

Certificate holder's full name					
PCN number			PCN certificate number		
Date of surveillance (DD/MM/YY)	Job/report reference and detailed description of test- piece or training specimen	Name, PCN number and contact telephone number of surveyor	Employer of surveyor	Signature of surveyor	Result of surveillance (pass/fail)

## Associated documents

- 3.4 PCN24/PSL/28: Application for late/deferred renewal/recertification.
- 3.5 PCN24/PSL/44: Vision requirements.

## References

- 3.6 PCN24/GEN: General requirements for qualification and PCN certification of NDT personnel.
- 3.7 PCN24/CP27: Code of conduct for PCN certificate holders.
- 3.8 PCN24/PSL/33: Verification of photograph and signature supplied for PCN e-certification.
- 3.9 PCN24/PSL/35: Charges for PCN certification services.
- 3.10 PCN24/PSL/45: Use and misuse of PCN certificates.

## 4. Terms and definitions

For a comprehensive list of terms and definitions, please refer to PCN24/GEN.

For clarification, the following terms from PCN24/GEN are repeated below:

- 4.1 **Significant Interruption** – absence from (or a change of) work activity that prevents the holder of PCN certification from practising the duties corresponding to their level in the method and sector(s) for which certification was issued, for: (a) a continuous period in excess of one year; or (b) two or more periods for a total time exceeding two years.

***Note:** Legal holidays, periods of sickness or courses of less than 30 days are not taken into account when calculating the interruption.*

- 4.2 **Referee** – a referee shall be certified to Level 2 or 3 in the NDT method for which certification is required OR a person acceptable to the Certification Body (BINDT) based upon the possession of the knowledge, skill, training and experience required to attest to the candidate's industrial experience.

Where the referee does not hold suitable NDT certification, the acceptability of a referee shall be at the discretion of BINDT. In this instance, the referee shall supply to BINDT an up-to-date CV and letter of attestation as to why they believe that they should be accepted as a suitable referee.

## 5. Responsibilities

- 5.1 **Candidate** – complete all documentation to the PCN requirements and provide accurate information as requested. The candidate shall:

- (a) Provide documentary evidence of vision satisfying the requirements of PCN24/PSL/44;
- (b) Sign and abide by a code of ethics, see PCN24/CP27, published by the Certification Body;
- (c) Ensure valid payment details are included in the application; and
- (d) Provide other requisites requested by the Certification Records Office.

- 5.2 **Employer** – as defined in the latest editions of PCN24/GEN and ISO 9712.

- 5.2.1 The employer shall document the personal information, which shall include the signed declaration of education, training and visual acuity needed to determine the eligibility of the candidate.

- 5.2.2 In respect of certified NDT personnel under their control, the employer shall be responsible for maintaining documentary evidence confirming the continuous application of the NDT method in the relevant sector(s) without significant interruption and to an acceptable standard. Documented annual competence assessments are deemed acceptable by PCN as proof of meeting this requirement. The person signing the application form for the employer must be the candidate's manager/supervisor or other appropriate individual(s) acceptable to BINDT.

- 5.3 **Self-employed**

- 5.3.1 A self-employed individual shall assume all responsibilities ascribed to the employer.

- 5.3.2 Where a self-employed individual is using the 'Performance of practical NDT activities in method applying for' from Tables C1 and C2 for renewal, a referee acceptable to BINDT will be required to sign the application.

## 6. Recertification

Prior to the completion of each second period of validity, the certified individual shall be recertified by the Certification Body for a new period of five years or less, providing the individual meets the criterion for renewal specified and meets the applicable conditions described in the following:

- Level 1 recertification:

The practical examination.

- Level 2 recertification:

The practical examination and a written instruction.

- Level 3 recertification:

**Either** the written examination, Parts B and E, as per PCN24/GEN

**or**

Meets the requirements of the structured credit system Table C3 (above) as follows:

- Level 3 recertification – 100 points required;
- A minimum of 50 points and a maximum of 70 from Part A; and
- A minimum of 30 points and a maximum of 50 points from Part B.



## GUIDANCE

### Example procedure for competence assessment of NDT personnel by an employer or by a third party to ensure satisfactory work:

*The following is provided as an example of a procedure, which is acceptable to BINDT, for competence assessment of PCN Level 1 and Level 2 certificate holders seeking renewal or recertification.*

*Employers of NDT personnel or organisations engaged in NDT competence assessment operations designed to satisfy BINDT requirements for certificate renewal should use this as a guide when producing a quality procedure within their own quality management systems.*

Competence assessment of NDT personnel.

## INTRODUCTION

PCN Level 1 and Level 2 certificates that expire may be revalidated in accordance with the provisions of the BINDT requirements for renewal and recertification of NDT personnel (as amended from time to time). This procedure is intended to ensure that any competence assessment carried out on NDT personnel holding PCN certification confers the benefit to the technician concerned of acceptability of the competence assessment within the PCN system for renewal.

### 1. SCOPE

- 1.1 This procedure details the method to be adopted to monitor and verify the results of tests to satisfy the BINDT requirements for competence assessment.
- 1.2 It is applicable to both laboratory and site operations controlled by the company, as well as operations controlled by a client.
- 1.3 It is not intended that this procedure supersede or duplicate competence assessment carried out by other agencies.

### 2. RESPONSIBILITIES

- 2.1 (Insert title of responsible person) is responsible for:
  - Planning and implementation of competence assessment;
  - Maintenance of records;
  - Liaison with operations;
  - Authorisation of assessors; and
  - Agreeing the form of any corrective actions.
- 2.2 (Insert title of responsible person) is responsible to (insert title of responsible person) for:
  - Planning and implementation of competence assessment;
  - Recording results; and
  - Notifying results.

### 3. DEFINITIONS

[Relevant definitions found in PCN document CP16 may be entered or referred to here.]

### 4. PROCEDURE

#### 4.1 Requirement

The requirement for competence assessment activities shall be based upon customer specifications, renewal and recertification needs, reported discrepancies in operator performance and contractual requirements.

#### 4.2 Qualifications

Personnel carrying out competence assessment or monitoring shall hold relevant and appropriate certification (see CP16 definition – Appropriately Qualified Person). A list of those personnel authorised to carry out NDT competence assessment, together with the scope of their authorisation, is in Annex A of this procedure.

#### 4.3 Competence assessment programme

Competence assessment will be called for by (insert title of responsible person), who maintains registers of personnel subject to and authorised to carry out NDT competence assessment.

Individual competence assessment or monitoring assignments may be carried out on a random and un-notified basis by an individual appointed by (insert title of responsible person) from the list of those authorised.

Surveyors shall be issued written instructions clearly describing the requirement and method of reporting. A minimum of one competence assessment per annum is to be carried out. 12-month gaps within the competence assessments will be noted as significant interruption (see Section 4 on page 21).

#### 4.4 Reporting

Competence assessment reports, which will include the date (DD/MM/YY), identification of the operator under competence assessment, identification of the surveyor, a job reference, a DETAILED description of the NDT method and technique and the results of competence assessment recorded on form ref #, are to be authenticated by the surveyor involved and shall be forwarded to (insert title of responsible person) for further action.

#### 4.5 Review and corrective action

The recorded results of competence assessment will be reviewed by (insert title of responsible person).

Copies of reports indicating a discrepancy shall be forwarded to (insert title of responsible person) for a decision on corrective action (for example further training, additional competence assessment, amendment of NDT procedures, recall of work, notification of clients, suspension of authorisation to test or other appropriate actions), including timescales for implementation.

Intended corrective actions and satisfactory implementation of corrective actions shall be notified to directly affected parties.

#### 4.6 Records

Original copies of competence assessment reports, together with other documentation relevant to the work monitored, shall be retained by (insert title of responsible person) in an appropriate control file.

(Insert title of responsible person) shall arrange a system of calling up future monitoring or competence assessment.

## 7. Change control record

PCN24/CP16 – Document issue and review status		
Document issue for review	Changes/amendments	Current document status
Not applicable	New document – Issue 01.	PCN24/CP16 – Issue 01 (1 July 2024).
Issue 01	Revision of Section 2 – Introduction. Additional notes added for Level 1 and Level 2 points.	PCN24/CP16 – Issue 02 (25 February 2025).
Issue 02	Revision of Section 3 wording.	PCN24/CP16 – Issue 03 (2 June 2025).

