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APPLICATION FOR APPROVAL AS A BINDT APPROVED EXAMINATION CENTRE

The information provided by the applicant will be treated strictly as *commercial in confidence*. Please answer all questions fully. The requirements to be an AEC are indicated below.

APPLICANT ORGANISATION:

BUSINESS ADDRESS (address where examinations will take place):

TELEPHONE: FAX:

E-MAIL:

CONTACT NAME:

PROPOSED EXAMINATION CENTRE (Location)-one application per centre:

RESPONSIBLE PERSON

Please name the AEC principal/manager (i.e.: BINDT representative) responsible for liaison with BINDT.

Name: _____

DECLARATION FROM THE AEC PRINCIPAL:

I undertake, on behalf of the applicant organisation, to comply with the requirements set out in this document (PSL/63-CM-Marine) and CMGEN.

SIGNATURE: _____

DATE: _____

The completed application should be sent to the address at the head of this document marked:
"In confidence for the attention of the CSD Office Manager

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REQUIRMENTS TO BE AN AEC

PROSPECTIVE AND EXISTING APPROVED AECS SHALL COMPLY WITH THE EXAMINATION CONDITIONS SPECIFIED IN THIS DOCUMENT.

ACTUAL DEMONSTRATION OF COMPLIANCE IS A PREREQUISITE TO THE AWARD OF ANY APPROVAL. THE PROSPECTIVE AEC WILL INDICATE AN INTENTION TO COMPLY WITH THESE REQUIREMENTS BY COMPLETING THE ATTACHED APPLICATION FORM AND INCLUDING PSL/62-CM AND PSL/63-CM INTO THEIR QMS DOCUMENTATION.

EXAMINATION CONDITIONS

The AEC will ensure that the examination conditions provided are conducive to the conduct of PCN examinations. In the event that an examination area fails to comply with this provision, the AEC will immediately notify BINDT Certification Services to allow adequate notification to candidates and possible change of venue. In particular, the AEC must ensure that:

1. The examination room is fit for purpose and does not suffer from interferences (e.g. noise, dust etc);
2. The level of lighting, including ambient light, is satisfactory for the purpose[1];
3. The examination room temperature is in the range 20 to 26^{o}C[2];
4. There are sufficient examination desks available , spaced no less than 1 metre apart;;
5. A clock or timer is available and visible by the invigilator and candidates;
6. Drinking water is available to candidates and invigilator;
7. Candidate's have access to toilet facilities;
8. Candidates have access to a waiting area;
9. Adherence to any additional conditions specified in PSL/62-CM for invigilators

PROCEDURE

A1. Upon receipt of an application, BINDT will request photographic evidence of the AEC (photographs should include the above listed requirements), an evaluation of the facilities specified by the AEC as the examination area and the company's QMS will be undertaken to verify compliance to PSL/63-CM and PSL/62-CM (if applicable); both documents should be specified in the QMS.

A2. Existing PCN NDT AQBs/ATOs are exempt this AEC evaluation of facilities as they are subject to yearly surveillance audit and reassessment audit every 3rd year under their AQB/ATO agreement, but they must complete this document and PSL/62-CM for invigilators of CM examinations.

A3. If an existing PCN NDT AQB fails their CP9 audit then their CM AEC rights will lapse until corrective actions are cleared and approved.

A4. If an existing PCN NDT AQB ceases operations as an AQB then their CM AEC registration will cease.

A5. BINDT must be advised immediately of any change in the personnel identified as being responsible for the provision of the examination facilities or services or any change in conditions.

A6. Continued approval depends upon the organisation being found to comply with requirements during examinations.

A7. Minor deficiencies must be corrected by the AEC before further examinations are undertaken at that facility.

A8. Representatives of the BINDT shall have access to an approved AEC at all reasonable times to verify any aspect of its operation applicable to the requirements.

A9. BINDT reserves the right to withdraw any AEC approval, wholly or in part, at any time.

[1]Work place Health, Safety and Welfare regulations-1992, specify in regulation 8, that lighting shall be 'suitable and sufficient', while guidance documents recommend luminance range from 200- 500 Lux.

[2]Work place Health, Safety and Welfare regulations-1992, specify in regulation 7, that temperature shall be reasonable, with a guidance document specifying the range 13- 30^{o}C