

CP16-CM

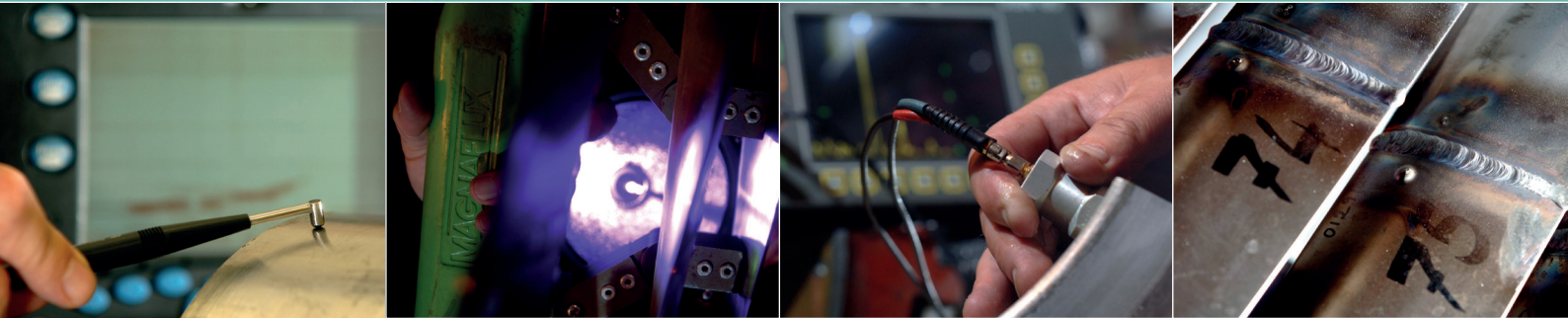
Renewal and recertification of BINDT PCN condition monitoring certificates

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This document is applicable to all condition monitoring (CM) techniques and all categories of CM PCN certification.

1. Scope

This document forms a part of the CM/GEN general requirements for qualification and PCN certification of condition monitoring and diagnostic personnel and should be read in conjunction with the current issue of CM/GEN.

It sets out in detail the requirements for renewal and recertification of all techniques and categories of CM certification.

This issue supersedes all previous issues and is binding upon all holders of CM PCN certification, regardless of the certificate issue date.

2. Terms and definitions

For the purpose of this document, the terms and definitions given in CM/GEN and the following apply:

Recertification

The procedure for revalidation of a certificate through assessment by examination.

Renewal

The procedure for revalidation of certification without examination.

Surveillance

The supervision of a certificate holder by an appropriately qualified surveyor.

3. References

CM/GEN	General requirements for qualification and PCN certification of condition monitoring and diagnostic personnel.
PCN24/CP21	Procedure for complaints, falsification, cheating and appeals.
PCN24/CP27	Code of Ethics for PCN certificate holders.
PSL/35-CM	Charges for certification services in condition monitoring.

4. Introduction

The following identifies the fundamental route for renewal and recertification.

All CM PCN certificates are valid for five years and may be revalidated either by renewal or re-examination.

Renewal

Using the Structured Credit System shown in Annex A and the application form in Annex B.

or via

Recertification

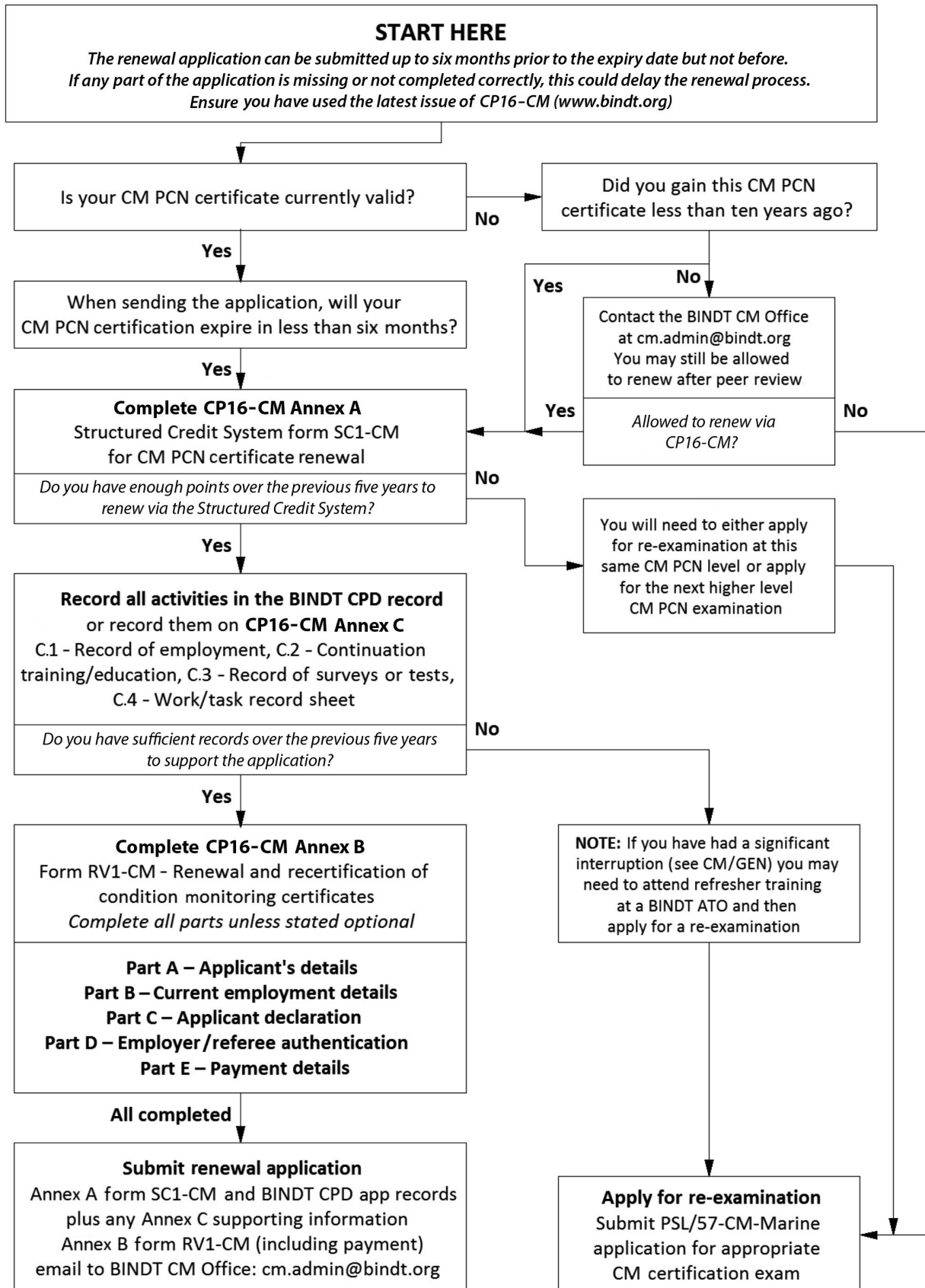
Involving success in an examination conducted by a BINDT-approved invigilator at an Approved Examination Centre (AEC).

A flowchart is shown in **Figure 1**.

It is the responsibility of the certificate holder to initiate the procedure required for renewal. The renewal application may be presented up to six months before the date of expiration of the certificate. To ensure continuity of certification, applicants are advised to submit applications no later than four weeks before expiry. It should be noted that processing applications can often take two to three weeks or longer if the information provided with the application is not correct.

4.1 Procedure for candidates to renew all categories of certificate by CP16-CM

Figure 1. Procedure for candidates to renew all categories of certificates by CP16-CM



5. Renewal and recertification

5.1 General requirements

All CM PCN certificate holders, when at a five-year renewal, may choose the option to renew via the structured points method without examination (see Annex A) or to renew via re-examination.

Certificate holders may choose to exercise the option of applying for recertification every five years by examination or at more frequent intervals in order to comply with other standards and specifications relating to qualification and/or certification requirements by the employer. Certificate holders unable to satisfy the required points or required verification will need to recertify via examination.

The following are the requirements for the renewal of CM PCN certificates for all categories of CM personnel:

- A completed SC1-CM structured credit points record form (Annex A), with at least 120 points gained over the previous five years.
- All certificate holders should record relevant Continuing Professional Development (CPD) activities in the CPD area of the BINDT website or:
 - In a verifiable BINDT-approved log of CM employment (Annex C1);
 - In a verifiable BINDT-approved log of continued education/training (Annex C2); and
 - In a verifiable BINDT-approved log of surveys or tests (Annex C3).

If both of the above requirements are met, the application form in Annex B should be completed.

- Completed application form RV1-CM (Annex B):
 - RV1-CM Part A – Applicant’s details;
 - RV1-CM Part B – Current employment details;
 - RV1-CM Part C – Applicant declaration;
 - RV1-CM Part D – Employer/referee authentication;
 - General Data Protection Regulation (GDPR); and
 - RV1-CM Part E – Payment.
- The applicant must submit the current fee for ‘renewal without examination’ or ‘recertification’ (see PSL/35-CM) for each certificate to be renewed or recertified.

It is the responsibility of the applicant to ensure they use the correct issue status of CP16-CM and PSL/35-CM prior to making any application.

Details of the issue status of PCN documents can be found on the BINDT website (www.bindt.org/certification/condition-monitoring-documents) or is available from BINDT upon request.

5.2 Renewal using the Structured Credit System

The holder of any technique and category of CM PCN certification will gain credits for participation in various CM activities and CPD activities, as shown in Annex A, during the five years prior to recertification.

5.2.1 Structured Credit System application requirements

The following is to be submitted to BINDT:

- All documentation and forms as listed in the general requirements (see Section 5.1). For example, a completed Annex A form showing at least the minimum required points, plus:
- Completed Annex B application form RV1-CM
- CPD records covering the previous five years recorded in the CPD area of the BINDT website or:
 - A verifiable BINDT-approved log of CM employment (Annex C1);
 - A verifiable BINDT-approved log of continued education/training (Annex C2); and
 - A verifiable BINDT-approved log of surveys or tests (Annex C3).

The completed application is to be sent to the CM PCN Office by email to: cm.admin@bindt.org or by post to: BINDT, Midsummer House, Riverside Way, Bedford Road, Northampton NN1 5NX, UK, clearly marking the envelope ‘CM PCN CERTIFICATE RENEWAL’

5.3 Recertification by examination

Certificate holders may choose to exercise the option of applying for recertification every five years by examination or at more frequent intervals in order to comply with other standards and specifications relating to qualification and/or certification requirements by the employer.

Certificate holders who are unable to gain sufficient points on the Structured Credit System in Annex A or do not have sufficient activities recorded in Annex C (or in the CPD area of the BINDT website) will also need to recertify via examination.

In these cases, certificate holders will need to apply for re-examination using PSL/57-CM-Marine in accordance with the procedure defined in CM/GEN. This can be at the same level (category) of CM PCN certification or at a higher level (category) of the same CM PCN certification.

Where the candidate has had a significant interruption in the appropriate CM activity (see CM/GEN), the applicant may also need to attend satisfactorily attested refresher training at a BINDT Approved Training Organisation (ATO) prior to sitting the recertification examination.

5.3.1 Recertification by examination requirements

Personnel must supply the following information:

- A completed application form (PSL/57-CM-Marine) for each certificate and those listed above in Section 5.1 – General requirements. For candidates with current CM PCN certification, these must be received by the PCN CM Office no later than the date of certificate expiry;
- A record of continuation training (where appropriate) recorded in the CPD area of the BINDT website or in Annex C2; and
- A declaration of the certificate holder's continued satisfactory application of the CM method for which recertification is sought, without significant interruption, made by their employer, line manager or principal clients (or BINDT-approved referee if self-employed). See Annex B, Part D.

PSL/57-CM-Marine forms are available on the BINDT website at: www.bindt.org/certification/condition-monitoring-documents

NOTE: *If unsatisfactory or no surveillance records are available or an inadequate Structured Credit System points total is reported to BINDT at recertification, the candidate must reapply as an initial candidate for that category.*

The completed application is to be sent to the CM PCN Office by email: cm.admin@bindt.org or by post: BINDT, Midsummer House, Riverside Way, Bedford Road, Northampton NN1 5NX, UK, clearly marking the envelope 'CM PCN CERTIFICATE RECERTIFICATION'.

5.4 Certificates that have already expired

Personnel with lapsed certificates, where the original was gained less than ten years previously, will be allowed to renew via CP16-CM and the Structured Credit Points System.

In the event that a CM PCN certificate has expired, it may still be possible to renew the lapsed certification using the Structured Credit System if the candidate has completed the following satisfactorily:

- Annex A – Form SC1-CM shows sufficient points gained over the previous five years;
- The CPD area of the BINDT website has supporting CPD records or Annex C has supporting records; and
- A declaration of the certificate holder's continued satisfactory application of the CM method for which recertification is sought, without significant interruption, made by their employer, line manager or principal clients (or BINDT-approved referee if self-employed). See Annex A, Part D.

NOTE: *If the original CM PCN certificate was gained more than ten years previously, recertification may be required. Contact the PCN CM Office for advice on renewal.*

5.4.1 Renewal decision

Upon accepted renewal application, the certificate holder will be issued with a PCN certificate showing issue 02 and the new dates of certification.

If the continuity of work activity criterion for renewal is not satisfied, then the candidate shall be permitted to attempt the recertification examination, *ie* cannot use the Structured Credit System.

A candidate who has failed a recertification examination will be required to be successful in the appropriate examination paper described in CM/GEN in order to regain the certification concerned. CM/GEN allows only two attempts to requalify. If the candidate fails all attempts, they cannot practice CM under that certificate and must wait 12 months before they can attempt another examination.

5.5 Verification and surveillance

5.5.1 General

Surveillance of the certificate holder's work may be called for by the certificate holder, the employer, the employer's client, the inspection authority or the regulatory body. For the surveillance to be recognised by BINDT, all surveillance activities shall be undertaken by a qualified surveyor in accordance with a formal documented procedure. The employer of PCN-certificated task-based CM personnel seeking renewal or recertification arranges surveillance. At least one surveillance per year for the five-year duration of the certificate must be logged in Annex C3.

This procedure may be specified by the company employing the certificate holder or by the company employing the surveyor, but it must be part of a relevant quality management system (QMS) or an equivalent management system that may be based on codes of practice and/or bye-laws that constitute an acceptable business operations manual (BOM).

BINDT will, at the request of the organisation concerned, audit the implementation of the CM personnel surveillance procedure.

For companies that function as consulting professionals, where there is no supervisor overseeing the consulting task, the surveillance task for those consulting activities shall be accurately recorded in a detailed task activity, with dates and the name of the contracting client confirming acceptance of the work performed. This information shall be translated to or appended to Annex C3 of this document.

5.5.2 Surveillance

Surveillance of task-based personnel takes one of the following forms:

Monitoring:

The formal assessment (by an appropriately qualified person (*ie* surveyor) holding valid relevant Category 2, 3 or 4 certification) of the complete process, including preparation, pre-test/pre-survey calibration, conduct of test/survey and recording/reporting of a condition monitoring test or survey undertaken by the certificate holder in the course of their normal work activity.

Repeat survey:

A second or repeat survey (undertaken by an appropriately qualified person holding valid Category 2, 3 or 4 certification) using the same CM instruction or procedure as used in the original survey undertaken by the certificate holder in the course of their normal work activity. It is not necessary to inform the individual who is the subject of surveillance that the repeat survey is to take place.

Note: *The person carrying out the repeat survey, as well as the person whose work is the subject of the repeat survey, is considered to have undergone surveillance and may record as much, in which case such repeat survey records shall be countersigned by the person who is the subject of the repeat survey.*

5.5.3 Rejection and appeal

In the event that the application for renewal or recertification is rejected by BINDT on the grounds that the work activity lacks continuity (see CM/GEN for 'significant interruption'), the applicant is permitted only one attempt in the recertification examination following retraining (an ATO training certificate is required as evidence of retraining).

Appeals may be made against a decision taken to withdraw or cancel (or not to renew) a PCN certificate as indicated in CM/GEN. All appeals must be made in writing and will be similarly acknowledged. The procedure for complaints and appeals is contained in PCN document PCN24/CP21.

Corrective action:

Where surveillance of a PCN certificate holder reveals a deficiency in the performance of CM for which they are certificated, corrective action is considered to be the implementation of two or more of the following actions:

- Further training (recorded using Annex C2);
- Additional surveillance;
- Amendment of the relevant CM procedure;
- Recall of work;
- Notification of clients;
- Suspension of authorisation to test or survey; or
- Other appropriate actions, with timescales for implementation.

Note: *Wherever non-conformance affects the previously published results of tests or surveys, intended corrective actions and satisfactory implementation should be notified to directly affected parties, for example to the employer's client and/or regulatory body, which should be requested to confirm in writing the acceptability of the corrective action.*

Surveys and tests:

Condition monitoring pertains to engineering technologies that are used for both condition surveys that monitor a machine or structure over time and for static testing of machines, structures, materials or samples. In lubricant analysis, the analysis of samples comprises the correct choice of testing methodology and equipment and undertaking the test procedure with initial diagnosis of test results.

ANNEX A – STRUCTURED CREDIT SYSTEM FOR CM PCN CERTIFICATE RENEWAL – ALL CATEGORIES

A.1 – STRUCTURED CREDIT SYSTEM OVERVIEW

The Structured Credit System is divided into six main areas:

Routine, manage, training, member, committee and conference.

These are chosen to allow for candidates from all levels, experience and responsibility to have the option of being able to renew certificates through a combination of on-the-job experience, management, training and professional development, as well as other CM-related activities.

Limits are placed upon the maximum number of points that can be claimed for each activity in any one year and additional limits are placed on the total for each activity over the five years.

For example, for Category 1, it may be possible for sufficient points to be accumulated from the 'Routine' section of Form SC1-CM. For Category 2 and above, points also need to be gained from other areas in order to ensure an even spread of qualifying activities over the five-year period.

Some of the activities relate specifically to the CM certificate to be renewed and are indicated by CM*.

This is shown in the key in **Form SC1-CM** as:

**Using CM appropriate to the certificate to be renewed.*

Those without the asterisk may be related to any CM technique and recognise practitioners may also carry out a more general range of activities.

A.2 – RENEWING A PCN CERTIFICATE USING THE STRUCTURED CREDIT SYSTEM

For certificate holders choosing to renew using the Structured Credit System, **Form SC1-CM** (shown overleaf) should be used.

This is also available as a spreadsheet version on request from the PCN CM Office: cm.admin@bindt.org

A.3 – STRUCTURED CREDIT POINTS RECORD FORM

Form SC1-CM – Structured credit points record form for BINDT CM PCN certificate renewal
(all CM techniques and all categories)

Area	Ref	Activity**	Points allocation for specific activities				
			Points per activity	Points per year (score)	Max points per year	Points over five years (total)	Max points over five years
Routine	1	Data collection, surveillance or measurement using CM*, undertaken on site or remotely <i>(One point per day of activity)</i>	1		25		120
	2	Analysis of data, samples or measurements of CM*, undertaken on site or remotely <i>(One point per day of activity)</i>	1		25		100
	3	Laboratory testing of samples using CM* <i>(One point per day of activity)</i>	1		25		120
	4	Reporting on collected CM-related data and production of action report and recommendations or similar using CM* <i>(One point per day of activity)</i>	1		25		100
	5	Surveillance or assessment (mentorship) of CM*, verified by an appropriate employer or third-party adjudicator <i>(Two points per successful assessment)</i>	2		10		40
Manage	6	Managing or responsible for a CM facility, company or method <i>(Ten points per full year or pro rata)</i>	10		10		40
	7	Development of a CM application or procedure in industrial or research and development sector <i>(Five points per application or procedure)</i>	5		10		40
	8	Design, development and/or implementation of a CM programme <i>(Five points per completed programme)</i>	5		10		40
	9	Dealing with disputes referring to clients or staff <i>(One point per case)</i>	1		5		20
Training	10	Attend CM* training provided by a BINDT ATO or any mutually recognised training provider <i>(One point per day)</i>	1		10		40
	11	Training delivery of BINDT-approved CM-related training <i>(One point per day)</i>	1		20		80
	12	BINDT examiner of PCN examinations <i>(One point per examination)</i>	1		10		40
Member	13	Membership of a CM/NDT/SHM society or engineering institution, for example BINDT, IMechE, IMarEST, CEng or IEng <i>(Two points per membership)[†]</i>	2		10		40
	14	Attendance at a BINDT Branch CPD meeting or webinar or at a BINDT or other professional society conference, seminar, lecture, webinar, working group or symposium <i>(Two points per event)</i>	2		10		40

Area	Ref	Activity**	Points allocation for specific activities					
			Points per activity	Points per year (score)	Max points per year	Points over five years (total)	Max points over five years	
Committee	15	Member of a BINDT committee, working group or special interest group <i>(Two points per full year of membership)</i>	2		10		40	
	16	BINDT Council member <i>(Two points per year on Council)</i>	2		10		40	
	17	Attendance at national or international CM-related standards committee <i>(Two points per meeting)</i>	2		10		40	
	18	Convenorship or head delegate at a CM/NDT/SHM-related standards committee <i>(Two points per meeting)</i>	2		10		40	
Conference	19	Presented a CM-related presentation or technical paper at a conference, seminar or webinar or published in a journal, reputable magazine or book <i>(Two points per paper)</i>	2		10		40	
	20	Chairing, convening or organising a session at a CM/NDT/SHM-related conference <i>(Two points per conference session)</i>	2		10		40	
	21	Peer review of CM-related papers for <i>Insight</i> or CM/NDT/SHM conferences <i>(Two points per paper reviewed)</i>	2		10		40	
	22	Author of or contributor to a CM-related textbook <i>(Two points per textbook per year of continuous publication)</i>	2		5		20	
Total	Total points gained							
		<i>Minimum points over five years required to be eligible for recertification: 120 points***</i>						
Key	*	<i>Using CM appropriate to the PCN certificate to be recertified.</i>						
	**	<i>All activities submitted are to be recorded in the CPD area of the BINDT website or Annex C or equivalent.</i>						
	***	<i>For Category 2 and above, points shall be from more than one area.</i>						
	†	<i>Evidence of membership(s) to be provided with the application, for memberships other than BINDT.</i>						

ANNEX B – APPLICATION FOR RENEWAL OR RECERTIFICATION – ALL CATEGORIES

B.1 – APPLICATION FORM RV1-CM

All parts of this form are mandatory, unless stated otherwise, for example 'optional'.

B.1.1 RV1-CM Part A – Applicant's details			
Family name:		Given name(s):	
Date of birth:		Gender (optional):	
Address:			
Town/city:		Postcode/zip code:	
Area/region (optional):			
Telephone number:			
Email address:			
PCN number:			
CM certificate number:		Expiry date:	

B.1.2 RV1-CM Part B – Current employment details			
Employer's name:			
Address:			
Town/city:		Postcode/zip code:	
Area/region (optional):			
Current supervisor's name:			
Supervisor's telephone number:			
Supervisor's email address:			
Applicant's job description:			
Applicant's department:			

B.1.3 RV1-CM Part C – Applicant declaration			
<i>I declare that the information given in Parts A and B of this application and in supporting documentation is authentic. I agree to comply with the PCN Code of Ethics (published as PCN24/CP27).</i>			
Signature:			
Full name (in capitals):			
Date:			
<i>I am happy for BINDT to contact me with information that may be of interest:</i>			
	Yes	No	(see B.1.5)

B.1.4 RV1-CM Part D – Employer/referee authentication

Where an individual is employed, this section should be signed by the employer, not the person renewing the certificate, regardless of position within company.

Where an individual is self-employed, a referee acceptable to BINDT will be required to sign this section of the application.

I confirm that the information given in Parts A and B and in the supporting documentation is, to the best of my knowledge, accurate and authentic. Work performed by the applicant named in Part A has been without significant interruption (see definitions) while employed by this company and has been to a satisfactory standard.

Signature:	
Full name (in capitals):	
Position:	
Date:	

B.1.5 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 in RV1-CM Part C.

You can subscribe or unsubscribe at any time; simply let us know by emailing: cm.admin@bindt.org

Completed applications should be sent to the PCN CM Office via the following methods:

Email: cm.admin@bindt.org

Address: PCN CM Office, Midsummer House, Riverside Way, Bedford Road, Northampton NN1 5NX, UK.

B.1.6 RV1-CM Part E – Payment

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-CM.

B.1.6.1 Part E1 – Payment details

VAT registered?	Yes	No
VAT number:		
Payment type: <i>If by credit card, also complete Section E2</i>	Bank transfer (BACS)	Credit card
Purchase order:		
Amount: <i>See PSL/35-CM for current fees</i>	£	(including VAT)

B.1.6.2 Part E2 – Credit/debit card details			
Visa	Mastercard		Amex
Corporate/company card		Personal card	
Credit card		Debit card	
Name as shown on card:			
Card number:			
Security code (<i>last three digits on the security strip on reverse of card</i>):			
Card valid from:			
Card expiry:			
Card holder address <i>(if different from that in Part A of this form):</i>			
Billing address (<i>address the invoice will be sent to; if corporate card, then address of company and name of whom the invoice should be sent to</i>):			
Please debit the above credit/debit card for the amount shown <i>See PSL/35-CM for current fees</i>	£	(including VAT)	

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ANNEX C – BINDT-APPROVED LOG SHEETS

ANNEX C.1 – BINDT-APPROVED LOG SHEET – RECORD OF EMPLOYMENT

Maintain this log and keep up to date with every change in employment or job description. Alternatively, record in the BINDT app (www.bindt.org).

Certificate holder's full name				
PCN number				
Dates employed (DD/MM/YY)		Employer's or client's name and address (including email address)	Certificate holder's or client's department and name of supervisor, if applicable	Certificate holder's job title and description
From				
To				
From				
To				
From				
To				
From				
To				
From				
To				
From				
To				

ANNEX C.2 – BINDT-APPROVED LOG SHEET – CONTINUATION TRAINING/EDUCATION

Record of approved continuation training/education in the CM method(s) for which certification is held or attendance at an event acceptable to BINDT as CPD. Alternatively, record in the BINDT app (www.bindt.org).						
Certificate holder's full name						
PCN number						
Date of training, education or event		Course or event reference/name	Training establishment or event venue	Duration and content of training or event	Name, signature and email address of individual verifying	
From					Name	
					Email	
To					Signature	
From					Name	
					Email	
To					Signature	
From					Name	
					Email	
To					Signature	
From					Name	
					Email	
To					Signature	
From					Name	
					Email	
To					Signature	

ANNEX C.3 – BINDT-APPROVED LOG SHEET – RECORD OF SURVEYS OR TESTS

Including on-the-job monitoring or repeat survey. Use a different sheet for each PCN certificate (one surveillance per year and a minimum of five).
Alternatively, record in the BINDT app (www.bindt.org).

Certificate holder's full name					
PCN number					
Date of survey	Job/report reference and brief description of survey	Name and PCN number* of surveyor (*If applicable)	Employer of surveyor	Signature and email address of surveyor	
				Email	
				Signature	
				Email	
				Signature	
				Email	
				Signature	
				Email	
				Signature	

ANNEX C.4 – BINDT-APPROVED LOG SHEET – WORK/TASK RECORD SHEET

Record of work/tasks undertaken by the certificate holder applying for recertification within the Structured Credit System (one surveillance per year and a minimum of five).
 Please copy this page as required to facilitate a number of tasks and use a different set of pages for each certificate.
 Alternatively, record in the BINDT app (www.bindt.org).

Certificate holder's full name				
PCN number				
Date of task	Job/report reference and brief description of task	Name and address of employer or recipient of work/task service	Name, signature and email address of verifier <i>Attests satisfactory execution and reporting of the task cited herein</i>	
			Name	
			Email	
			Signature	
			Name	
			Email	
			Signature	
			Name	
			Email	
			Signature	

ANNEX D – EXAMPLE PROCEDURE FOR SURVEILLANCE BY AN EMPLOYER OR BY A THIRD PARTY (INFORMATIVE)

BINDT FOREWORD

This document is provided as an example of a procedure, which is acceptable to BINDT, for surveys or tests of PCN task-based CM certificate holders seeking certificate renewal. It may also be adopted for surveillance of all condition monitoring, if appropriate. Employers of CM personnel or organisations engaged in CM surveillance operations designed to satisfy BINDT requirements for certificate renewal could use this as a guide when producing a quality procedure within their own systems.

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D.1 – SURVEILLANCE OF CM PERSONNEL

D.1.1 Introduction

CM PCN certificates that expire may be revalidated in accordance with the provisions of BINDT CM/GEN. This procedure is intended to ensure that any survey or test undertaken on CM personnel holding CM PCN certification confers the benefit to the operator concerned of acceptability of the survey or test within the PCN system for certificate renewal.

D.1.2 Scope

This procedure details the method to be adopted to monitor and verify the results of surveys and/or tests to satisfy the BINDT requirements for surveillance.

It is applicable to both laboratory and site operations controlled by the company, as well as operations controlled by a client.

It is not intended that this procedure supersede or duplicate surveillance carried out by other agencies.

D.1.3 Responsibilities

D.1.3.1 Supervisor

The (*insert title of responsible supervisor*) is responsible for:

- Planning and implementation of the survey or test;
- Maintenance of records;
- Liaison with operations;
- Authorisation of assessors; and
- Agreeing the form of any corrective actions.

D.1.3.2 Candidate

The (*insert title of candidate*) is responsible to (*insert title of responsible supervisor*) for:

- Carrying out the survey or test in accordance with written instructions;
- Recording results; and
- Notifying results.

D.1.4 Procedure

D.1.4.1 Requirement

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

D.1.4.2 Qualifications

Personnel carrying out surveys, tests or monitoring shall hold a current valid PCN certificate compliant with the relevant part of ISO 18436 in a relevant method (vibration analysis (VA), general (GEN), acoustic emission (AE), lubrication analysis (LA), infrared thermography (IRT) and ultrasound (US)). This certification shall be appropriate to the work monitored. A list of those personnel authorised to carry out CM surveys or tests, together with the scope of their authorisation, is provided in Annex A.

D.1.4.3 Surveillance programme

- Surveys will be called for by the *(insert title of responsible person)* who maintains registers of personnel subject to and authorised to undertake CM surveys.
- Individual survey or monitoring assignments will be undertaken on a random and unnotified basis by an individual appointed by the *(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 survey or test per annum is to be undertaken.

D.1.4.4 Reporting

Survey reports, which will include the date, identification of the operator under surveillance, identification of the surveyor, a job reference, a brief description of the CM method and technique and the results of the survey recorded on form ref # are to be authenticated by the surveyor involved and shall be forwarded to the *(insert title of responsible person)* for further action.

D.1.4.5 Review and corrective action

The recorded results of surveillance will be reviewed by the *(insert title of responsible person)*.

Copies of reports indicating a discrepancy shall be forwarded to the *(insert name of responsible person)* for a decision on corrective action (for example further training, additional surveillance, amendment of CM procedures, recall of work, notification of clients, suspension of authorisation to survey or 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.

D.1.4.6 Records

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

The *(insert title of responsible person)* shall arrange a system of calling up the next monitoring or survey due.

D.1.5 References

- CM/GEN (current edition) – General requirements for qualification and PCN certification of condition monitoring and diagnostic personnel.
- PCN document CP16-CM – Renewal and recertification of BINDT PCN condition monitoring certificates.
- Ref # – Internal procedure for corrective action.

D.1.5.1 – ANNEX A

Full name	PCN number	Scope of authorisation (CM method, category and sector)	Date of authorisation	Name and signature of authorising person

6. Change control record

CP16-CM – Document issue and review status		
Document issue for review	Changes/amendments	Current document status
Issue 01.	<p>Document reorganised and major format changes.</p> <p>Revised Figure 1 – Flowchart.</p> <p>Removed mandatory examination at ten-year renewal.</p> <p>Removed deferred application text and references to PSL/28-CM-Marine.</p> <p>Revised Annex B – Points table for renewal without examination and applied it to all categories. Renamed to Annex A and other Annexes reorganised.</p>	1 June 2025.

Notes

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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