

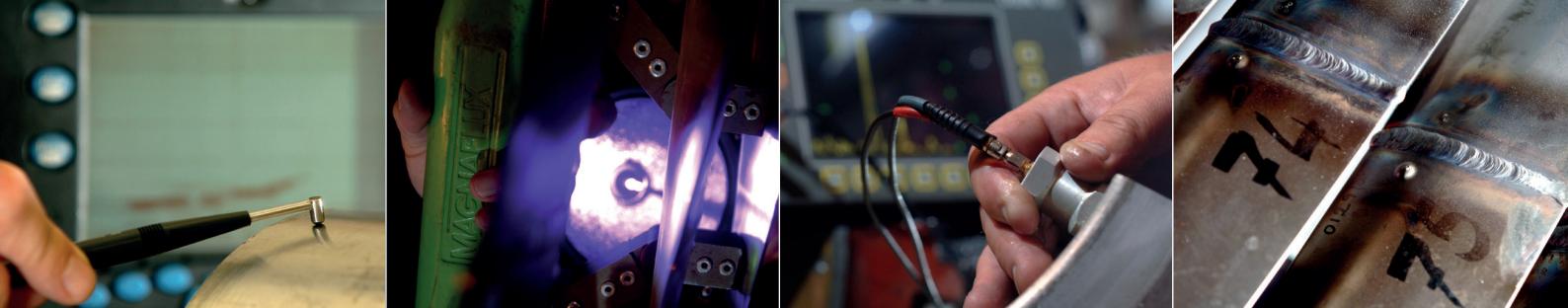
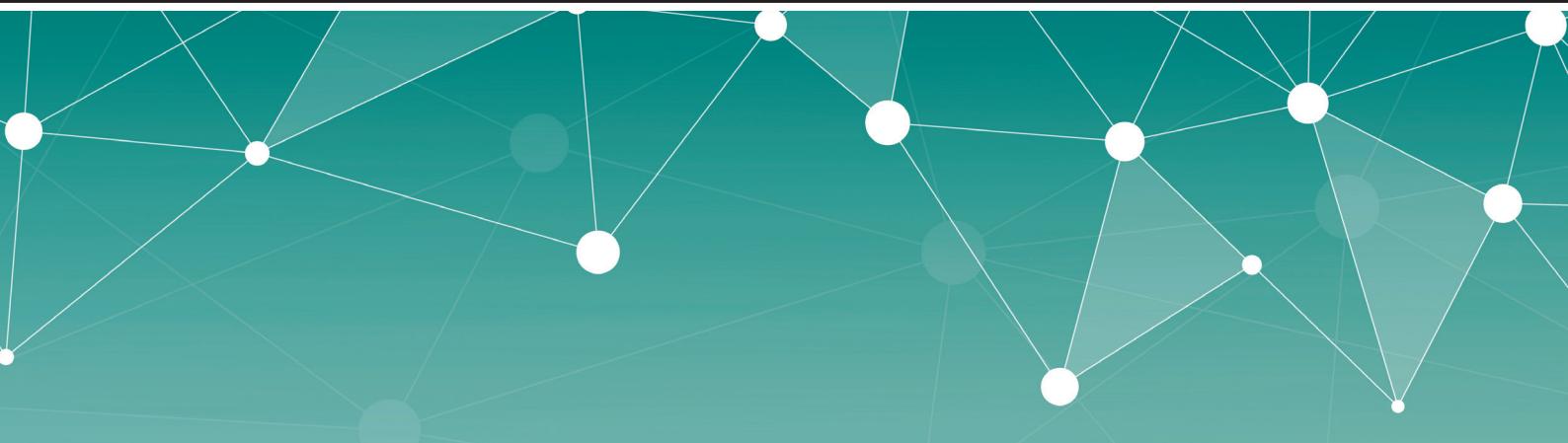
PCN24/CP16

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.

©2025 The British Institute of Non-Destructive Testing. All Rights Reserved.

This document is protected by UK and international copyright laws and remains the intellectual property of BINDT. Reproduction and distribution of the document without the written permission of BINDT is strictly prohibited.



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 <u>within the six weeks prior to certificate expiry</u> | → | 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 <u>after the certificate expiry (up to 12 months)</u> | → | 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).

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.

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, *i.e* 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) | | |
| <i>Tick the following boxes to indicate you understand the requirements of this document</i> | Applicant | Employer |
| 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. Note: 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 | |
| <p>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.</p> <p>I agree to comply with the PCN Code of Ethics (published as PCN24/CP27).</p> | |
| Signature | |
| Employer's authentication | |
| <p>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.)</p> <p>I agree to comply with the PCN Code of Ethics (published as PCN24/CP27).</p> | |
| <p>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'.</p> | |
| <p><i>Note: If below the 13 days per certification year required by this document, insert the actual number of full days worked at the activity.</i></p> | |
| 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

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 (<i>last 3 digits on the security strip on reverse of card</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>) | | |

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 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 |
|---|-----------------------------|--------------|--------------------|
| Part A | | | |
| 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 |
| Part 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 |
|---|--|
| Part A | |
| 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 |
| Part 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 | | | | | | | | | | | | | |
| 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 | | | | | | | | | | | | | |
| TOTAL Parts A and B | | | | | | | | | | | | | |
| <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 |
|---|-----------------------------|--------------|--------------------|
| Part A | | | |
| 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 |
| Part 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 |
|--|--|
| Part A | |
| 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 |
| Part 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 | | | | | | | | |
| | | <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> | | | | | | | | | | |
| | | *Certification year: the period of certification start date to one year later. | | | | | | | | | | |
| 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 |
| <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> | | | | | | | | | | | | |
| <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> | | | | | | | | | | | | |
| <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> | | | | | | | | | | | | |
| 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 |
|---|-----------------------------|--------------|--------------------|
| Part A | | | |
| 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 |
| Part 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 |
|---|---|
| Part A | |
| Performance of NDT activities in method applying for: <ul style="list-style-type: none"> ● Writing or review of NDT procedures/techniques in method applying for. ● Monitoring Level 1/2 NDT personnel. ● Dealing with NDT disputes. ● Development of NDT applications. | <ul style="list-style-type: none"> ● Details of documents produced/reviewed. ● Details of work carried out. ● Details of work carried out. ● Details of work carried out. |
| 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 |

| Part 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 along with ANNEX D | | | | | | | | | | |
|--|--|--|------------------------------------|--------------------------|-------------|------|------|------|------|------|---------------|-------------------------------|
| Name | | | | | PCN number | | | | | | | |
| PCN certificate number | | | | | Expiry date | | | | | | | |
| | | <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> | | | | | | | | | | |
| | | <i>*Certification year: the period of certification start date to one year later.</i> | | | | | | | | | | |
| 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 | | | | | | | | | | | | |
| <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> | | | | | | | | | | | | |
| <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> | | | | | | | | | | | | |
| <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> | | | | | | | | | | | | |
| 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 | | | | | | | |
| | | <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> | | | | | | | | | | |
| | | <i>*Certification year: the period of certification start date to one year later.</i> | | | | | | | | | | |
| 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 | | | | | | | | 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 | | | | | | | | | | | | |
| 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 | | | | | | | | | | | | |
| 375 | | | | | | | | | | | | |
| <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> | | | | | | | | | | | | |
| <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> | | | | | | | | | | | | |
| <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> | | | | | | | | | | | | |
| 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. | | | | | |
| <ul style="list-style-type: none"> 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). |

