



PSL/28-CM-MARINE

ISSUE 3 DATED 1<sup>ST</sup> JANUARY 2022

**APPLICATIONS FOR LATE OR DEFERRED RENEWAL OR RECERTIFICATION IN CONDITION  
MONITORING OR MARINE-CM**

*See document explanation, definitions and notes as attachments below.*

**Part A: Applicants Declaration**

*ALL PARTS OF THE FORM ARE MANDATORY UNLESS STATED OTHERWISE E.G. OPTIONAL*

FAMILY NAME			
GIVEN NAME(S)			
DATE OF BIRTH		GENDER (optional)	
ADDRESS			
TOWN/CITY		POSTCODE/ZIP CODE	
AREA/REGION			
TELEPHONE NO			
EMAIL ADDRESS			
PCN NUMBER			
CERTIFICATE NUMBER		EXPIRY DATE	

5. Please explain why late/deferred renewal/recertification is requested:


6. Have you been regularly engaged, without significant interruption (see CMGEN or MMCM/GEN) in applying the certified method appropriate to the PCN certificate concerned during its period of validity?

YES or NO: \_\_\_\_\_



**Declaration**

I understand that the PCN certification detailed in part A (3) ceased/ceases to be valid upon the expiry date on the certificate and that I cannot claim to have held a valid PCN certificate for any method appropriate to this certification since its expiry date.

I further understand that, should the application for late/deferred renewal/recertification be accepted, any certificate subsequently resulting from the application will expire on a date five years after expiry of the certificate it supersedes.

**NOTE:** 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.

The applicable fee at the current rate (see PSL/35-CM-Marine) is enclosed. I understand that this is not refundable under any circumstances.

SIGNATURE	
FULL NAME (IN CAPITALS)	
DATE	

**Part B: Employers Declaration**

**NOTE.** If the applicant is self-employed, this section should be completed by a representative of a company for which the applicant regularly carries out condition monitoring during the five year period under review.

EMPLOYER'S NAME	
ADDRESS	
TOWN/CITY	
AREA/REGION	
POSTCODE/ZIP CODE	
EMAIL AND TELEPHONE	

**Declaration**

I confirm that the information given in part A above is, to the best of my knowledge, accurate and that the applicant has regularly carried out condition monitoring or Marine-CM, for the above company or associated clients, to my satisfaction.

SIGNATURE	
FULL NAME (IN CAPITALS)	
POSITION	
DATE	

**METHOD OF PAYMENT**

<b>Are you VAT registered?</b> Please provide VAT Number.	
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**Payment type if not paying by card (please tick & complete as appropriate)**

<b>Bank Transfer (BACS)</b>		<b>Purchase Order Number</b>	
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**Credit/Debit Card (provide details below)**

**Please tick the appropriate boxes:**

<b>For payment by credit card (tick relevant box):</b>	<input type="checkbox"/> Visa		<input type="checkbox"/> MasterCard		<input type="checkbox"/> Amex		<input type="checkbox"/> Switch	
							<input type="checkbox"/> Issue No.	
<b>Corporate/ company card</b>					<b>Personal Card</b>			
<b>Name as shown on the card:</b>								
<b>Card Number</b>								
<b>Signature of above named individual:</b>								
<b>Security code:</b> (Last 3 digits on the security strip on reverse of the card)								
<b>Card valid from:</b>								
<b>Card expiry:</b>								
<b>Billing address:</b> (Address the invoice will be sent to, if Corporate card then address of company and name of whom the invoice should be sent to)								
<b>Please debit the above credit/debit card for the amount shown (applicants must enter the correct amount, which can be ascertained from document PSL/35-CM-Marine):</b>	£        :        (including VAT)							

Applications should be posted or emailed to;

- Email: [pcn@bindt.org](mailto:pcn@bindt.org)
  - Address: PCN Certification Records Office, Midsummer House, Riverside Way, Bedford Road, Northampton, NN1 5NX, United Kingdom.
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#### FOR PCN USE

Application number		Date received	
BINDT Invoice No		Payment received	
Date		Amount £	
approval authorised		Latest recert date	
Authorised by (name)		Position	
Authorising signature		Date of database notes being updated	
Remarks:			

#### Explanation

PCN certificates are valid for a maximum period of five years. At the end of this period, certificates may be revalidated by one of two methods (see current edition of CM/GEN or MMCM/GEN).

Personnel who anticipate difficulty in completing the procedure for revalidation of PCN certificates by the due expiry date, or whose certificates have for whatever reason expired, may apply for dispensation enabling the certificate to be revalidated by the normal renewal or recertification process rather than having again to pass the initial examination.

This document sets out the procedure for applying for late or deferred renewal or recertification up to 12 calendar months **after the date of expiry**, and includes an application form for the purpose.

For certificates which have expired in excess of twelve calendar months earlier, applications for late renewal will only be considered in exceptional circumstances and, in any case, each application will be considered by the Certification Management Committee and there may therefore be considerable delay before the application is considered.

#### Definitions

Late (renewal or recertification): Applications made after the date of expiry given on the certificate.

Deferred (renewal or recertification): Applications made before the date of expiry given on the certificate.

Renewal: The procedure for revalidation of a Category 1, 2, 3 or 4 (VA only) certificate without examination after the first five year period of validity. Certificate renewal involves a review of continuity in the application of the relevant method, verifiable evidence of continued education or professional contribution and evidence of satisfactory performance during this five year period. This is renewal of issue 01 certificate.

Recertification: The procedure for revalidation of a certificate to issue 02, after the second five year period of validity, may be:

1. through success in a qualification theory examination for Categories 1, 2, 3 or 4 (VA only)
2. or alternatively, the accumulation of points under a credit system (see CP16)

Both procedures for Categories 2, 3 and 4 (VA only) require additional verification by:

- a) submitting a copy of at least one published technical paper (conference, book, journal etc) in the certificated method during the five year period;
- b) or, provide verifiable evidence of attendance of 5 half-day (or 2.5 days total) sessions at a conference relevant to the certificated method during the five year period;
- c) plus provide a copy of a test method procedure written by the candidate during the five year period

#### **Notes**

**Please read these guidance notes carefully before completing the application form attached.**

1. PCN certificates cease to be valid upon the date of expiry given on the certificate, and applicants cannot claim to have held valid certification after this date. No extensions to the maximum five year period of validity are permitted.

2. Applications for deferred renewal/recertification must be received by PCN Certification Records Office, Midsummer House, Riverside Way, Bedford Road, Northampton, NN1 5NX, United Kingdom.

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, before the certificate expiry date.

3. PCN will not consider applications for late renewal/recertification beyond 12 calendar months after the date of expiry.

4. In order to obtain dispensation for late/deferred renewal/recertification, the certificate holder must complete and return the attached application (form PSL/28-CM-Marine); together with the appropriate application fee (details of fees and payment options are given in PSL/35-CM-Marine).

5. Applications may be refused, in which case the certificate holder will be considered an initial candidate for certification in the method and Category concerned.

6. PCN policy for late/deferred renewal/recertification is to issue a letter of authorisation which must subsequently be presented with any application for recertification or renewal. Without such authority, the application WILL be refused.

7. Should the application for late/deferred renewal/recertification be accepted, any certificate which subsequently results from the application will be valid for five years from the date of expiry of the superseded certificate.

8. An application form and fee must be submitted in respect of each certificate for which late/deferred renewal/recertification is sought. The application will not be considered until payment has been received. Fees are charged in respect of increased administration involved at PCN Certification Office and are not refundable under any circumstances.

9. In addition to the late/deferred renewal/recertification application fee, the usual renewal or recertification fees remain payable.

10. The form and cheque must be returned direct to PCN Certification Records Office, Midsummer House, Riverside Way, Bedford Road, Northampton, NN1 5NX, United Kingdom.

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Certification Services Department  
Midsummer House, Riverside Way  
Northampton, NN1 5NX  
United Kingdom

Tel: +44 (0)1604 438300  
E-mail: [cm.admin@bindt.org](mailto:cm.admin@bindt.org)



Our ref: 241105/PSL28-CM-Marine/Annex A/

DATE:

NAME & ADDRESS:

YOUR APPLICATION No: \_\_\_\_\_ DATED: \_\_\_\_\_

REQUESTING: \_\_\_\_\_

IN RESPECT OF: \_\_\_\_\_ EXPIRY DATE: \_\_\_\_\_

**HAS BEEN APPROVED.**

You should now proceed as follows:

a) In order to obtain this dispensation you must submit to PCN, at the above address, an application for renewal without examination (see PCN document CP16), supported by a copy of this letter, on or before the date shown below.

OR

b) In order to obtain this dispensation you must submit an application for a recertification examination (obtainable direct from PCN), supported by a copy of this letter. The recertification examination must be attempted on or before the date shown below.

LATEST DATE FOR RENEWAL/RECERTIFICATION: \_\_\_\_\_

It is to be emphasized that this does not represent an extension to the period of validity of your certificate. It is an authorisation to revalidate your PCN certificate later than the rules normally allow.

Yours faithfully,

CM Administration

Certification Services Department  
Midsummer House, Riverside Way  
Northampton, NN1 5NX  
United Kingdom

Tel: +44 (0)1604 438300  
E-mail: [cm.admin@bindt.org](mailto:cm.admin@bindt.org)  
Our ref: 241105/PSL28-CM-Marine/Annex B/



DATE:

NAME & ADDRESS:

YOUR APPLICATION No: \_\_\_\_\_ DATED: \_\_\_\_\_

REQUESTING: \_\_\_\_\_

IN RESPECT OF: \_\_\_\_\_ EXPIRY DATE: \_\_\_\_\_

**HAS NOT BEEN APPROVED**

You should now proceed as follows:

Under the rules and requirements set out in the relevant General Requirements document for the certificate in question, you are therefore considered an initial candidate for PCN CM certification in the method/sector/Category of your expired certificate.

You may apply directly to any approved centre for examination or assessment.

Yours faithfully,

CM Administration

Enclose: PSL/4-CM-Marine