

## CP16 ISSUE 28 REV 2 DATED 1<sup>st</sup> JANUARY 2019

IMPLEMENTATION DATE: 1<sup>st</sup> MARCH 2019

### RENEWAL & RECERTIFICATION OF PCN LEVELS 1 & 2 CERTIFICATES

#### CONTENTS

SCOPE .....	1
ASSOCIATED DOCUMENTS .....	2
REFERENCES .....	2
1. INTRODUCTION .....	2
2. TERMS AND DEFINITIONS .....	2
ANNEX A - APPLICATION FOR RENEWAL OF A PCN LEVEL 1 OR LEVEL 2 CERTIFICATE .....	5
PAYMENT .....	7
CP16 ANNEX A TABLE 1 – POINTS RECORD FORM (FOR LEVEL 1 & 2 CERTIFICATE RENEWAL) .....	8
ANNEX D1 TO CP16 - RECORD OF EMPLOYMENT .....	9
ANNEX D2 TO CP16 - NDT TRAINING LOG SHEET .....	10
ANNEX D3 TO CP16 - RECORD OF SURVEILLANCES .....	11
ANNEX D4 TO CP16 - RECORD OF PRACTICAL TESTS .....	12
ANNEX D5 TO CP16 – RECORD OF PCN EXAMINATIONS OR BINDT APPROVED COURSES CONDUCTED PCN EXAMINERS AND/OR BINDT APPROVED TRAINERS ONLY .....	13
CP16 appendix A .....	14
GUIDANCE NOTES FOR COMPLETION OF CP16 .....	14
Summary of changes .....	16

#### SCOPE

This document forms a part of the PCN General requirements (PCN/GEN) for the certification of personnel engaged in NDT and should be read in conjunction with the current issue of PCN/GEN available on the BINDT website [www.bindt.org/certification](http://www.bindt.org/certification) (see [references](#)).

It is the responsibility of the certificate holder to initiate the procedure required for renewal and to ensure the correct issue status of CP16 prior to making application.

Complete & correct renewal applications must be submitted to PCN no sooner than 6 months and no later 6 weeks prior to the expiry date.

The renewed certificate will be issued from the previous expiry date and will expire 5 years less a day from the original expiry date, unless the late rule applies (see late application process PSL28).

1. If the renewal application has been submitted following the correct process but the application is not complete by the expiry date of the certificate, then the candidate must apply for a late application using form PSL28 and shall incur the financial penalty.

2. Renewal applications submitted to PCN **within** the 6 weeks prior to certificate expiry will be rejected and the candidate shall;
  - i. Apply to PCN for a deferred approval
  - ii. Apply to an AQB for a recertification exam and the candidate will lose time on the certificate (as per the current PSL28 rule).
3. Renewal applications submitted to PCN **after** the 6 weeks prior to certificate expiry will be rejected and the candidate shall;
  - i. Apply to PCN for a late approval
  - ii. Apply to an AQB for a recertification exam and the candidate will lose time on the certificate (as per the current PSL28 rule).

## ASSOCIATED DOCUMENTS

PSL/28	Application for late/deferred renewal/recertification
PSL/44	Vision requirements
PSL/57B	Application for recertification examination

## REFERENCES

PCN/GEN	General requirements for the certification of personnel engaged in NDT
CP27	Code of Conduct for PCN certificate Holders
PSL/33	Wallet cards (or where the wallet card was issued more than ten years ago)
PSL/35	BINDT charges

## 1. INTRODUCTION

- Issue 01 PCN Level 1 and Level 2 certificates may be revalidated without examination by BINDT.
- Issue 02 certificates must be revalidated by successfully passing the recertification examination conducted by a BINDT Authorised Qualifying Body (AQB).

Renewal applications must be supported by an Annex A Table 1 (using correct Annex D forms to support application) form showing the minimum surveillances shown in the table below:

Expiry date of certification	Required minimum total number of surveillances recorded from Activity 1 and/or 2	Minimum number of points in that period	Points to be made up from <u>any</u> activity in Annex A table 1
2018+	5 (20 points)	40	20

## 2. TERMS AND DEFINITIONS

**FOR A COMPREHENSIVE LIST OF TERMS AND DEFINITIONS PLEASE REFER TO PCN/GEN.**

**Renewal:** The procedure for revalidation of a PCN certificate without examination at any time up to five years after success in an initial, supplementary or recertification examination.

**Recertification:** The procedure for revalidation of a PCN certificate by examination conducted at a BINDT AQB or by otherwise satisfying BINDT that the published criteria for recertification are satisfied.

**Significant Interruption:** An absence from (or a change of) work activity which prevents the holder of PCN certification from practising the duties corresponding to his or her level in the method and sector(s) for which certification was issued, for (a) a continuous period in excess of 12 months or (b) two or more periods for a total time exceeding 24 months. For the purpose of calculating this period, authorised holidays, illness or periods of related training and education, any of which are 30 days or less in duration, shall not be considered.

**Note 1:** Legal holidays, or periods of sickness or courses of less than thirty days are not taken into account when calculating the interruption.

**Surveillance:** a process which is mandatory in the period leading to a renewal of a certificate, and which is strongly recommended in the period leading to recertification, and which takes one of the following forms:

**Monitoring:** the formal assessment (by an appropriately qualified person) of the complete testing process, including preparation, pre-test calibration, conduct of NDT, and recording/reporting, carried out by the certificate holder in the course of his or her normal work activity and recorded on CP16 Annex D3.

**Re-inspection:** a second or repeat inspection (carried out by an appropriately qualified person), using the same NDT instruction or procedure as used in the original test carried out by the certificate holder in the course of his or her normal work activity and recorded on CP16 Annex D3.

**Note 2:** For radiography, the re-inspection may be limited to a second interpretation and report on the original radiographs. It is not necessary to inform the individual who is the subject of surveillance that re-inspection is to take place.

**Note 3:** The person carrying out the re-inspection, as well as the person whose work is the subject of re-inspection, is considered to have undergone surveillance and may record as much, in which case such re-inspection records shall be countersigned by the person who is the subject of the re-inspection.

**Supervised test:** the testing of an appropriate training specimen provided by a BINDT accredited training establishment under the supervision of an Appropriately Qualified Person, who is authorised by the training co-ordinator to conduct and record on Annex D4 the results of such tests.

**Note 4:** BINDT will accept supervised practical testing of training specimens administered by a training establishment which is formally recognised by a relevant engineering institution in the country concerned. Such Institutions shall be able to demonstrate impartiality if called upon by BINDT to do so.

**Note 5:** surveillance may be called for by the certificate holder, employer, the employer's client, inspection authority or regulatory body. For the surveillance to be recognised by BINDT, all surveillance activities shall be carried out in accordance with a formal documented procedure, a copy of which is to be submitted to BINDT upon demand.

**Appropriately qualified person:** An individual (carrying out re-inspection, monitoring or supervised tests) holding BS EN ISO 9712 Level 2 or Level 3 certification, or other relevant certification acceptable to BINDT. **The certification concerned must cover the same NDT method and product or industry sector as that certification which is the subject of surveillance.**

**Corrective action:** *[where surveillance of a PCN certificate holder reveals a deficiency in the performance of NDT for which he or she is certificated]* the implementation of two or more of the following actions:

- further training (recorded using [Annex D2](#)),
- additional surveillance,
- amendment of NDT procedures,
- recall of work,
- notification of clients,
- suspension of authorisation to test, or
- other appropriate actions with time scales for implementation;

**Note 6:** Wherever non-conformance affects the previously published results of tests, intended corrective actions and satisfactory implementation should be notified to directly affected parties, e.g., to BINDT Certification Services, the employer's client and/or the applicable regulatory body, which should be requested to confirm in writing the acceptability of the corrective action.

Applications should be posted or emailed with the appropriate payment to;

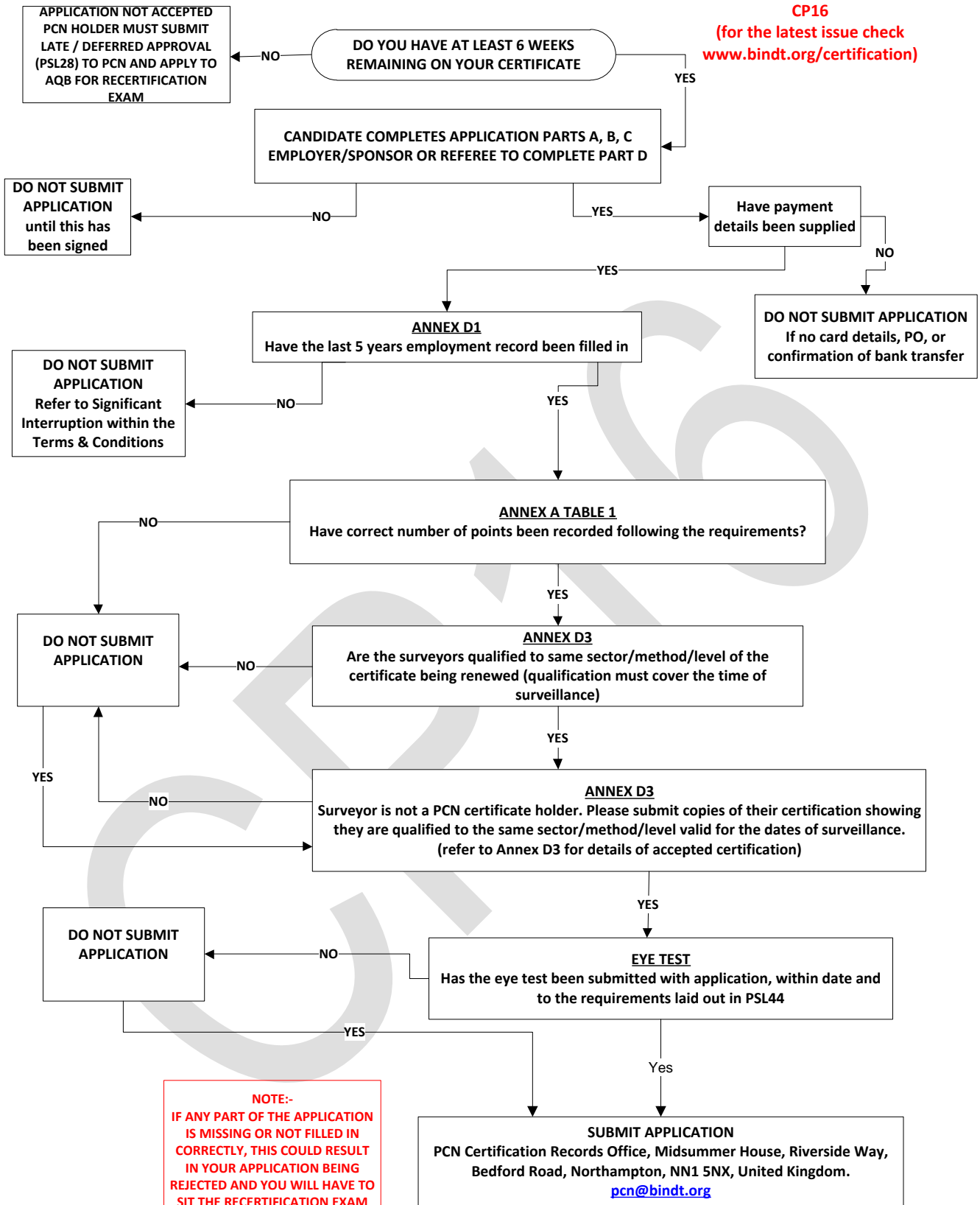
**Email:** [pcn@bindt.org](mailto:pcn@bindt.org)

**Address:** PCN Certification Records Office, Midsummer House, Riverside Way, Bedford Road, Northampton, NN1 5NX, United Kingdom.

**IT IS THE RESPONSIBILITY OF THE CERTIFICATE HOLDER TO INITIATE THE PROCEDURE REQUIRED FOR RENEWAL AND RECERTIFICATION**

# PROCEDURE FOR CANDIDATES RENEWING LEVEL 1 OR LEVEL 2 CERTIFICATES BY CP16

Ensure you have the latest issue of CP16  
(for the latest issue check [www.bindt.org/certification](http://www.bindt.org/certification))



**NOTE:-**  
IF ANY PART OF THE APPLICATION IS MISSING OR NOT FILLED IN CORRECTLY, THIS COULD RESULT IN YOUR APPLICATION BEING REJECTED AND YOU WILL HAVE TO SIT THE RECERTIFICATION EXAM

**THE RENEWAL APPLICATION CAN BE SUBMITTED UP TO 6 MONTHS PRIOR TO EXPIRY DATE AND NOT BEFORE**

## APPLICATION FOR RENEWAL SHALL ONLY BE COMPLETED BY THE PCN HOLDER

### 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.

### ANNEX A - APPLICATION FOR RENEWAL OF A PCN LEVEL 1 OR LEVEL 2 CERTIFICATE

#### PART A - APPLICANT'S PERSONAL AND CERTIFICATE DETAILS

*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	

#### PART B - CURRENT EMPLOYMENT DETAILS

EMPLOYER'S NAME	
ADDRESS	
TOWN/CITY	
AREA/REGION	
POSTCODE/ZIP CODE	
APPLICANT'S JOB DESCRIPTION	
APPLICANT'S DEPARTMENT	
NAME CURRENT SUPERVISOR	
EMAIL AND TELEPHONE FOR SUPERVISOR	

**WARNING!** THERE IS A HIGH PERCENTAGE OF VERIFICATION CARRIED OUT ON INFORMATION SUBMITTED IN SUPPORT OF APPLICATIONS FOR RENEWAL. IN THE EVENT THAT A DELIBERATE ATTEMPT TO DECEIVE IS DETECTED, SEVERE PENALTIES WILL BE APPLIED. IF IN DOUBT ABOUT THE VALIDITY OF THE INFORMATION YOU ARE PROVIDING, SEEK THE ADVICE OF BINDT CERTIFICATION RECORDS OFFICE STAFF.

## CP16 ANNEX A (CONTINUED)

### PART C - APPLICANT'S DECLARATION

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 [CP27](#)).

SIGNATURE	
FULL NAME (IN CAPITALS)	
DATE	

### PART D - EMPLOYER'S AUTHENTICATION

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. **(This must be signed by employer not person renewing certificate regardless of position within company)**

SIGNATURE	
FULL NAME (IN CAPITALS)	
POSITION	
DATE	

Completed applications should be sent to the BINDT Certification Records Office via the following methods:  
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.

**PAYMENT**

Are you VAT registered? Please provide VAT Number.	
---	--

Payment type if not paying by card (please tick & complete as appropriate)

Cheque Enclosed?		Bank Transfer (BACS)		Purchase Order Number	
------------------	--	----------------------	--	-----------------------	--

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

**Credit/Debit Card (provide details below)**

Please tick the appropriate boxes

For payment by credit card (tick relevant box):	<input type="checkbox"/> Visa		<input type="checkbox"/> MasterCard		<input type="checkbox"/> Amex		<input type="checkbox"/> Switch	
							<input type="checkbox"/> Issue No.	
Corporate/ company card					Personal Card			
Name as shown on the card:								
Card Number								
Signature of above named individual:								
Security code: (Last 3 digits on the security strip on reverse of the card)								
Card valid from:								
Card expiry:								
Billing address: (Address the invoice will be sent to, if Corporate card then address of company and name of whom the invoice should be sent to)								

**There will be an administrative charge for rejected applications, please refer to PSL-35.**

**CP16 ANNEX A TABLE 1 – POINTS RECORD FORM (FOR LEVEL 1 & 2 CERTIFICATE RENEWAL)**

Name:

PCN number:

PCN certificate number:

Expiry date:

<p>A. Log books are available from the British Institute of NDT                  B. Guidance on the conduct of surveillance is contained in Annex B.                  C. Training must be practically biased with at least 75% supervised practical testing of relevant specimens                  D. The technical paper must be appropriate to the certificate for which renewal is sought, e.g., it must cover elements of the published PCN syllabus for the certification concerned.                  E. If there is more than one author, one half of the points will be awarded for each such paper</p>									
Activity	Points awarded (per unit activity)	Maximum points per year	Maximum of points per 5 years	Year					Total
1. Monitoring or re-inspection of NDT appropriate to the certificate to be renewed, carried out by an appropriately certificated individual, and recorded in a PCN approved log (four points awarded per surveillance) SEE ANNEX D3	4	8	40 A,B						
2. 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) SEE ANNEX D4	4	8	40 A						
3. Continuation training provided by a PCN approved NDT training establishment (5 points per half day of training) SEE ANNEX D2	5	10	20 C						
4. Attendance at B Inst NDT Branch Continuing Professional Development evenings (per meeting),	2	10	20						
5. B Inst NDT or other relevant professional society conferences, seminars or symposia (per day attendance at an appropriate event).	5	10	20						
6. NDT related technical papers published in a journal or presented at a conference or seminar (per paper).	2	4	10 D,E						
7. <b>ONLY</b> relevant to current PCN authorised examiners and/or BINDT approved trainers: Tutoring PCN approved courses, grading PCN examinations in the relevant sector, method and level. SEE ANNEX D5	8	16	40						
Required total number of points to be eligible for renewal or recertification.			40						
<b>Minimum of 20 points per 5 year period must be achieved using activity 1 or 2 or a combination thereof. Remainder of points required to be made up from activities 3,4,5 and/or 6.</b>									

**SIGNATURE REQUIRED**

*I confirm that the points claimed in the above table relate to activities in which I have taken part (verification of activities will be undertaken by PCN)*

Signed (PCN holder):

Date:



**ANNEX D1 TO CP16 - BINDT APPROVED NON-DESTRUCTIVE TESTING LOG SHEET - RECORD OF EMPLOYMENT**

**COVERING LAST 5 YEARS**

(maintain log up-to-date with every change in employment or job description)

**12 month gaps within employment WILL BE considered as significant interruption, refer to Terms and Definitions**

CERTIFICATE HOLDER'S FULL NAME:.....PCN NUMBER: .....

DATES (employed - from/to) (DD/MM/YY)	EMPLOYER'S NAME & ADDRESS (including telephone and fax numbers)	CERTIFICATE HOLDER'S DEPARTMENT AND NAME OF SUPERVISOR	CERTIFICATE HOLDER'S JOB DESCRIPTION

**ANNEX D2 TO CP16 - BINDT APPROVED NDT TRAINING LOG SHEET**

Record of approved continuation or updating training in the NDT methods for which certification is held or attendance at an event acceptable to BINDT as continuing professional development

CERTIFICATE HOLDER'S FULL NAME:

PCN NUMBER:

DATE OF TRAINING OR EVENT	COURSE OR EVENT REFERENCE	TRAINING ESTABLISHMENT OR EVENT VENUE	DURATION AND CONTENT OF TRAINING OR EVENT	NAME, SIGNATURE, EMAIL ADDRESS AND TELEPHONE NUMBER OF INDIVIDUAL VERIFYING

### ANNEX D3 TO CP16 - RECORD OF SURVEILLANCES 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 approved training organisation.

- Use a different sheet for each PCN certificate. You may use and submit more than one annex D3 sheet if more room is required.
- A maximum of two recorded surveillances per 12 month period, **for the last 5 years** is required.
- **12 month gaps between surveillances WILL BE considered as significant interruption**, refer to *Terms and Definitions*
- All columns are MANDATORY
- The Supervisors' certificate(s) must be verified as the same or higher LEVEL, SECTOR and METHOD, and must be valid at the time of the surveillance.

[NB: This may include certification schemes other than ISO 9712, such as EN 4179 and SNT-TC-1A providing that this certification has been gained using external training/examination support provided by a BINDT approved organisation. The organisation must be a BINDT approved ATO, AQB and/or OA status. Please contact [pcn@bindt.org](mailto:pcn@bindt.org) if clarification on this is required.

CERTIFICATE HOLDER'S FULL NAME:			PCN NUMBER:	PCN CERTIFICATE NUMBER:	
Date of surveillance (DD/MM/YY)	Job/report reference & detailed description of the technique and method and material tested (if no reports attached)  <b>THIS INFORMATION IS MANDATORY</b>	Name, PCN number & email address and contact telephone number of surveyor	Employer of surveyor	Signature of surveyor	Result of surveillance  Pass/Fail

**ANNEX D4 TO CP16 - RECORD OF PRACTICAL TESTS CARRIED OUT TO MONITOR THE CERTIFICATE HOLDER'S PRACTICAL COMPETENCE AT A BINDT ATO**

Including testing a training sample, relevant to the certificate being renewed, provided by an approved training organisation (ATO).

Use a different sheet for each PCN certificate being renewed.

A maximum of two recorded practical tests per 12 month period, **for the last 5 years** is acceptable.

**12 month gaps between practical tests WILL BE considered as significant interruption**, refer to *Terms and Definitions*

Please contact [pcn@bindt.org](mailto:pcn@bindt.org) if clarification on this is required.

CERTIFICATE HOLDER'S FULL NAME:			PCN NUMBER:	PCN CERTIFICATE NUMBER:	
Date of test (DD/MM/YY)	Report reference & detailed description of training specimen	Name, ATO name & contact email address and telephone number of trainer	Employer of authorised trainer	Signature of authorised trainer	Result of Test Pass/Fail

**PCN EXAMINERS AND/OR BINDT APPROVED TRAINERS ONLY**

**ANNEX D5 TO CP16 – RECORD OF PCN EXAMINATIONS OR BINDT APPROVED COURSES CONDUCTED**

A maximum of two recorded events per 12 month period, **for the last 5 years** is acceptable.

CERTIFICATE HOLDER'S FULL NAME:		PCN NUMBER:	
DATE OF TRAINING OR EXAMINATION	NAME AND LOCATION OF ATO or AQB	COURSE OR EXAMINATION DESCRIPTION INCLUDING DURATION	NAME, SIGNATURE (and email address) OF INDIVIDUAL VERIFYING*  *nominated official of the AQB or ATO

## CP16 appendix A GUIDANCE NOTES FOR COMPLETION OF CP16

1. For certificates which have expired or are due to expire and fall within the 6 weeks prior to expiry please refer to document PSL/28
2. **Renewal of level 1 and 2 certification (issue 01 only) by paperwork submission**
  - 2.1. Applications for renewal shall only be completed by the PCN holder
  - 2.2. To ensure continuity, applications for renewal and recertification shall be submitted no later than 6 weeks prior to the expiry date. Renewed certificates will be issued from the previous expiry, which will be 5 years minus a day from the original expiry date.
  - 2.3. If the renewal application has been submitted following the correct process but the application is not complete by the date of expiry, then the candidate must apply for a late approval and shall incur the financial penalty.
  - 2.4. Renewal applications not received before the 6 week period prior to expiry shall not be accepted by BINDT and the PCN holder must recertify by examination at an AQB using form PSL57B. The candidate shall
  - 2.5. In the event of failure to renew by paper application, BINDT shall send an explanatory letter to the certificate holder requesting the return of the superseded record of certification which is a mandatory requirement
3. **Procedure for renewal of level 1 and 2 certification**
  - 3.1 The certificate holder must submit to the PCN Certification Records Office a completed CP16 application together with documentary evidence of a satisfactory test of visual acuity (meeting the published requirements of PCN document PSL/44) conducted within the 12 months prior to renewal.
  - 3.2 Applications must be made to PCN on the Annex A form to the current issue of this document.
  - 3.3 One application is to be submitted for each sector/method of certificate for which renewal is sought, and the applicant is required to complete [Annex A](#) parts A, B and C, the certificate holder's employer must complete Part D
  - 3.4 The completed application form Annex A is to be sent along with;
    - Eye Test (Documentary evidence of a satisfactory test of visual acuity)
    - [Annex A Table 1](#) – Points record form
    - [Annex D1](#) – Record of employment
    - [Annex D2](#) (where required) – Log of NDT Training
    - [Annex D3](#) - Record of surveillances AND/OR [Annex D4](#) – Record of practical testsThe current published recertification fee for each certificate to be revalidated (details of fees are supplied separately on form PSL/35.)
4. **Rejected applications**
  - 4.1 In the event that the application for renewal is rejected by BINDT on the grounds that the continuity of work activity criterion for renewal is not satisfied, the applicant is permitted to attempt recertification by examination provided he or she satisfies the visual acuity requirement and undertakes a continuation training course (at a BINDT Approved Training Organisation (ATO) or recognised training establishment) of not less than two days duration covering the scope of the certificate to be revalidated. Such training is to be recorded on the Annex D2 form and submitted with the application for recertification PSL/57B directly to a PCN Authorised Qualifying Body (AQB).
  - 4.2 The candidate who has been refused renewal and has failed to satisfy the requirements for recertification will be required to be successful in the initial qualification examination for the sector and NDT method concerned.
  - 4.3 There will be an administrative charge for rejected applications, please refer to PSL-35

## 5. Important information for Radiography certification

5.1 Holders of PCN radiography certification at all levels will be required to be in possession of valid PCN Basic Radiation Safety or Radiation Protection Supervisor certification (or alternative national radiation safety certification where the certificate holder concerned is engaged in radiography exclusively outside of the United Kingdom) to maintain the validity of the radiography certificate

## 6. Example procedure for surveillance of NDT personnel by an employer or by a third party

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

Employers of NDT personnel or organisations engaged in NDT surveillance 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.

### 6.1. Surveillance of NDT personnel

#### INTRODUCTION

PCN Level 1 and Level 2 certificates which 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 surveillance carried out on NDT personnel holding PCN certification confers the benefit to the technician concerned of acceptability of the surveillance 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 surveillance.

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 surveillance carried out by other agencies.

#### 2. RESPONSIBILITIES

2.1 (insert title of responsible person) is responsible for:

- planning and implementation of surveillance
- maintenance of records
- liaison with operations
- authorisation of assessors
- agreeing the form of any corrective actions

2.2 (insert title of responsible person) is responsible to (insert title of responsible person) for:

- carrying out surveillance in accordance with written instructions
- recording results
- 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 surveillance 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 surveillance or monitoring shall hold relevant and appropriate certification (see CP16 definition – Appropriately Qualified Person). A list of those personnel authorised to carry out NDT surveillance, together with the scope of their authorisation, is at Annex A to this procedure.

#### 4.3 Surveillance programme

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

Individual surveillance 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 surveillance per annum is to be carried out. 12 month gaps within the surveillances will be noted as significant interruption, see 2.5

#### 4.4 Reporting

Surveillance reports, which will include the date (DD/MM/YY), identification of the operator under surveillance, identification of the surveyor, a job reference, a DETAILED description of the NDT method and technique, and the results of surveillance 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 surveillance 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 (e.g. further training, additional surveillance, amendment of NDT procedures, recall of work, notification of clients, suspension of authorisation to test, or other appropriate actions.) including time scales for implementation.

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

#### 4.6 Records

Original copies of surveillance 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 surveillance.

#### Summary of changes

Issue no	Issue date	Summary of changes
28	1 <sup>st</sup> April 2018	<ul style="list-style-type: none"><li>• Inclusion of note covering data protection</li><li>• Removal of 2017 points requirements (clause 1)</li><li>• Points signature requirement relocated to the same page as points table</li></ul>
28 rev 1	24 <sup>th</sup> April 2018	<ul style="list-style-type: none"><li>• Notes for points table re-located to points table</li></ul>
28 rev 2	1 <sup>st</sup> January 2019	<ul style="list-style-type: none"><li>• Information required on D3</li></ul>