

CP17A ISSUE 9 DATED 1st JULY 2020.

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RECERTIFICATION OF PCN LEVEL 3 AEROSPACE CERTIFICATES.

Table 1.	Contents Table: RECERTIFICATION OF PCN LEVEL 3 AEROSPACE CERTIFICATES	
Section:	Section Contents:	Page Number:
1.	Document Title and General Information	1
2.	Proof of practical competence	3
3.	Related PCN Documents	3
4.	Terms and Definitions	3
5.	Applicability and compliance	4
ANNEX A	Details on the credit system for recertification of level 3 NDT personnel.	5
FORM A1:	Credit system for recertification of Level 3 Personnel details	6
PAYMENT:	Certification renewal payment details	8
FORM A2:	Record of points claimed	9
FORM A3:	Level 3 Task record sheet	10
FORM A4:	Record of checks carried out to monitor the certificate holders practical competence	11
Appendix A:	CP17A Guidance notes / Including Force Majeure	12
6.	Summary of Changes	14

1. GENERAL INFORMATION:

CORRECT & COMPLETE CP17A APPLICATIONS MAY BE SUBMITTED TO PCN NO SOONER THAN 6 MONTHS AND NO LATER 6 WEEKS PRIOR TO THE CERTIFICATE EXPIRY DATE.

PSL28 RULES SHALL APPLY TO ALL CANDIDATES SUBMITTING CERTIFICATION FOR RENEWAL WHICH FALLS WITHIN THE SIX WEEK PERIOD PRIOR TO CERTIFICATE EXPIRY.

All successfully revalidated certificates will be issued from the date of expiry of the certificate for renewal and will expire 5 years minus one day from the original certificate expiry date, unless the deferral rule applies (see deferral approval process PSL28).

1.1 Where CP17A applications have been submitted following the correct process but the application is incomplete or incorrect by the expiry date of the certificate, then the candidate shall apply for a late application.

1.1.1 An additional fee shall be levied for candidates making a late application to cover additional administration costs incurred by PCN. Please See PSL28 guidance notes for further details.

- 1.2 **CP17A applications which have been completed correctly, but have been submitted to PCN within the 6 weeks prior to certificate expiry window**, will be rejected and the candidate shall:
 - 1.2.1 Apply to PCN for a late approval and;
 - 1.2.2 Apply to an AQB of the candidates choosing for a recertification examination.
 - 1.2.3 The candidate shall subsequently lose time on any certificate issued by PCN following success in the associated PCN examination and shall incur the additional added financial penalty of making a late application. See PSL28.
- 1.3 **CP17A applications submitted to PCN after the 6 weeks prior to certificate expiry window** will be rejected and the candidate shall:
 - 1.3.1 Apply to PCN for a deferred approval and;
 - 1.3.2 Apply to an AQB of the candidates choosing for a recertification examination.
 - 1.3.3 Where this is the case the candidate will subsequently lose time on any certificate issued by PCN following success in the associated PCN examination, as per the rules stated within the current version of PSL28.
- 1.4 Applications for recertification using the CP17A process which are made 12 months beyond the certificate expiry date are **NOT** permitted. In this instance candidates shall be required to successfully pass an initial examination (Parts D, E and F) of a main method examination to regain certification.
- 1.5 In circumstances where candidates no longer hold **ANY** valid Level 3 certification they shall be required to be successful in the Basic Level 3 PCN Examination. (Parts A, B and C) in addition to (1.4).
- 1.6 All recertification applications should be emailed to pcn@bindt.org
- 1.7 **Please ensure that the following items are included within your completed application:**
 - 1.7.1 A valid certificate of near vision acuity and colour perception / greyscale meeting the requirements contained within BINDT PCN document PSL44.
 - 1.7.1.1 For near vision acuity, ISO 18490 "Tumbling E" requirements have been mandated for Aerospace certification by the UK Aerospace Board. The "Tumbling E" test shall have been carried out within the 12 months period prior to the date of any CP17A application made.
 - 1.7.1.2 Colour perception / greyscale shall be carried out and demonstrated as satisfactory for the method under test and shall not extend beyond a period of 5 years.
 - 1.7.2 The current Level 3 recertification application fee, (see PSL/35);
 - 1.7.3 A copy of the completed FORM A1 providing candidate and employer attestation details;
 - 1.7.4 A copy of the completed form, FORM A2 providing details of all points claimed under the structured credit recertification system;
 - 1.7.5 A copy of the completed form, FORM A3 providing verifiable evidence of typical level 3 activities for 10 relevant tasks.
 - 1.7.6 A copy of FORM A4 (where required) showing proof of level 2 practical competence, where certification for practical testing is not held during the period of Level 3 certification.
- 1.8 It is the responsibility of the certificate holder to initiate the procedure required for the renewal of certification ensuring that the correct issue status of CP17A is utilised. Prior to making an application. CP17A document issue status may be verified on BINDT's web portal, see www.bindt.org

2 PROOF OF PRACTICAL COMPETENCE:

All Certificate holders wishing to recertify PCN Aerospace L3 certification using the structured credit system or by PCN Examination will be required to provide PCN with evidence of their continued practical competence at L2.

This may be accomplished by using FORM A4 herein. (Record of checks carried out to monitor the certificate holder's practical competence) or by holding current and valid L2 practical testing certification.

Where valid Level 2 certification is held by the candidate, the details of which can be provided to PCN for verification, the need to provide the completed FORM A4 to PCN shall be waived. Where this is the case the candidate shall annotate FORM A4 with the following words:

- 2.1 FORM A4 NOT APPLICABLE - EVIDENCE OF LEVEL 2 CERTIFICATION PROVIDED. SEE ATTACHED CERTIFICATE NUMBER XXXX.

3 RELATED PCN DOCUMENTS:

Table 2:	RELATED PCN DOCUMENTS:
PCN Document Number:	Document title / content:
PCN/AERO	General requirements for the certification of personnel engaged in NDT within the aerospace sector
PCN/GEN APPENDIX E3	Requirements for radiation safety
PSL/8a	PCN document issue status
PSL/28	Application for late or deferred approval
PSL/33	PCN wallet cards application (for those candidates not already holding one already)
PSL/35	List of all current PCN charges
PSL/44	PCN Vision requirements
PSL/44 Annex A	Guidance on company procedures for vision testing
PSL/57B	PCN recertification examination application form
CP17	Level 3 renewal / recertification
CP21	Complaints and appeals
CP27	Code of conduct for PCN certificate holders

4 TERMS AND DEFINITIONS:

- 4.1 **Recertification** - Procedure for revalidation of a PCN level 3 Aerospace certificate by examination conducted at a PCN authorised qualifying body OR through the structured credit system detailed herein.
- 4.2 **Committee or panel meetings** - Meetings, conferences, symposia, seminars, trade association meetings, panels, etc. organized or sponsored by a regional, national or international NDT organization or technical society. Foreign or international meetings qualify if the sponsor(s) are national or international.
- 4.3 **Committee projects** - Specific identifiable official activities of regional or national technical societies, committees or work groups, such as round robins or individual studies, preparation of guidelines, appendices, specifications, recommended practices, procedures, codes or standards, etc. Documentation may include memos or reports, drafts of committee output documents, or official written comments submitted by the candidate on such documents.
- 4.4 **Significant Interruption:** ISO 9712 defines significant interruption as an absence or a change of activity which prevents the certified individual from practising the duties corresponding to the level in the method and sector(s) within the certified scope for either a continuous period in excess of one year or two or more periods for a total time exceeding two years. Legal holidays, periods of sickness or courses of less than 30 days are not taken into account when calculating the interruption.
- 4.4.1 When recertifying PCN Level 3 Aerospace certificates using the structured credit system, PCN believe that the definition of significant interruption contained in ISO 9712:2012 can also be applied to PCN L3 Aerospace recertification, and that the definition of significant interruption contained at 4.4 herein meets the statement for continuity of work contained within Pr EN 4179 Annex A (paragraph A 2.2) by inclusion of the following words at 4.4.2 for PCN Aerospace recertification.

4.4.2 Shall have also been a practicing level 3 in the method and sector for at least 12 months from within the last 24 months (see Pr EN4179 – 6 Annex A paragraph A2.2) and where the PCN candidate shall:

4.4.2.1 Gain credit/points for participation during the five years prior to recertification in the various NDT activities entered on FORM A2 herein (A minimum of 24 points shall be required) for successful recertification using the structured credit system, And;

4.4.2.2 Demonstrate continuity in the method by providing to PCN, evidence of 10 verifiable Level 3 tasks in the NDT method for which certification is sought covering the 5 year Level 3 certification period. A Non-exhaustive list of example activities can be found in Annex E ISO 9712:2012.

5 APPLICABILITY AND COMPLIANCE:

5.1 All applicants for PCN Aerospace Level 3 recertification shall provide verifiable evidence of continuity of employment using FORM A1 PART D and by submission of a letter issued by the employer confirming satisfactory performance within the role for which the applicant is employed.

5.2 Applicants for recertification who are unable to demonstrate continuity of employment to the satisfaction of the British Institute of NDT will be considered as initial candidates for PCN Aerospace Level 3 certification and shall be required to be successful in another Initial Main Method PCN Examination. (See paragraphs 1.4 / 1.5 herein).

5.3 Level 3 radiographers should also ascertain the current PCN/GEN Appendix E3 requirements for radiation safety certification before applying for renewal or recertification.

**ANNEX A – DETAILS ON THE STRUCTURED CREDIT SYSTEM FOR THE RECERTIFICATION OF PCN AEROSPACE
LEVEL 3 NDT PERSONNEL.**

Scope:

This annex specifies the requirements for recertification of the Level 3 NDT personnel without examination.

For Level 3 certificate holders renewing certification through the structured credit system the individual shall provide appropriate documented evidence, acceptable to the certification body, of their continued practical competence in the method or pass a Level 2 practical examination except for the drafting of an NDT instruction.

When the candidate's duties include processing and / or acceptance or rejection of products, proficiency in performing such tasks may be demonstrated by the hands-on practical examination equivalent to Level 2, holding valid Level 2 practical testing certification or by completing the requirements contained within FORM A4 herein.

Requirements:

Candidates shall also provide objective evidence that they have:

- Kept up to date with current NDT technology in the method(s) for which they are seeking recertification by obtaining a minimum of 24 points during the five year period of certification, by engaging in one or more of the activities listed within FORM A2 herein.

Note 1 - ISO 9712:2012 Vs Pr EN4179 – 6:

The United Kingdom National Aerospace NDT Board (UK NANDT B) has requested that for PCN Aerospace recertification at Level 3 using the structured credit system that EN 4179 shall be used as the requirements document, and reference shall be made to those activities listed for certification renewal as detailed within the latest edition of EN 4179.

The requirements for the renewal of certification within EN 4179 have been cross referenced to ISO 9712:2012 using the GAP Analysis process, evidence of which can be found within the following BINDT internal document.

- “ISO 9712:2012 Vs Pr EN4179 – 6: GAP Analysis for the renewal of PCN Level 3 Aerospace Certification using the Structured Credit System “

By Implementation of the recommendations made in the above document it can be demonstrated that the points claimed on FORM A2 herein are satisfactory for the purpose of reissuing PCN Aerospace Level 3 certification at Level 3 and that:

- Those Activities listed for recertification using the structured credit system within EN 4179 can be shown to be present within ISO 9712:2012;
- And that by ensuring a “good spread of activities” has been demonstrated on Form A2 herein when presented to PCN at certification renewal time, then renewal via the CP17A process shall be accepted by PCN;
- Verifiable evidence of those activities for which points are claimed on FORM A2 MUST be submitted to PCN with each application for recertification using the structured credit system and that;
- All other certification renewal requirements contained within CP17A have be met.

FORM A1 - APPLICATION FOR PCN AEROSPACE LEVEL 3 CERTIFICATION RENEWAL USING THE CREDIT SYSTEM

PART A - APPLICANT'S PERSONAL AND CERTIFICATE DETAILS

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. Personal details and 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.

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

FAMILY NAME:			
GIVEN NAME(S):			
DATE OF BIRTH: DD/MM/YYYY		GENDER (optional):	
ADDRESS:			
TOWN/CITY:		POSTCODE/ZIP CODE:	
AREA / REGION:			
TELEPHONE NO:			
EMAIL ADDRESS:			
PCN NUMBER:			
CERTIFICATE NUMBER:		EXPIRY DATE:	
EMPLOYER'S NAME:			
EMPLOYER'S ADDRESS:			
TOWN/CITY:			
AREA / REGION:			
POSTCODE / ZIP CODE:			
APPLICANT'S JOB DESCRIPTION:			
APPLICANT'S DEPARTMENT:			

PART B – DETAILS OF CONTINUITY IN THE METHOD:

Using **FORM A3** please provide details of a selection of verifiable level 3 tasks (10 Minimum), appropriate to the certificate to be renewed, for which the applicant has been responsible for carrying out during the validity of the certificate. The details provided must include the following:

- The organisation for whom the task was carried out;
- The date the task was carried out;
- The Job / report / or a reference number of the task carried out with a brief description of level 3 work
- The relevant code, standard, specification or procedure references (where appropriate)
- A contact name and telephone number allowing verification to be effected.

The application will be returned if such details are not provided.

Certificate holders are actively encouraged to maintain a log of ongoing work activity, completed log books or log book pages providing the above information are admissible photocopies are acceptable, original log books will be returned with certificates.

PART C - APPLICANT'S DECLARATION:

The information given in Parts A and B of this application is, to the best of my knowledge, accurate. During the preceding five years, I have applied the NDT method (covered by the certificate to be recertified) without significant interruption. Details of any complaints regarding competence in relation to this certificate are attached. I agree to comply with the PCN Code of Ethics (document reference CP27).

CANDIDATE SIGNATURE:	
FULL NAME (IN CAPITALS):	
DATE: DD/MM/YYYY	

PART D – EMPLOYERS DECLARATION:

I certify that the person named in Part A was employed by:

NAME OF COMPANY:		
DEPARTMENT / CAPACITY:		
FROM DATE: DD/MM/YYYY		WITH* / WITHOUT* significant interruption *Delete as applicable. In the case of a significant interruption, please provide details separately.
TO DATE: DD/MM/YYYY		

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, relevant to the level 3 certificate concerned, performed by the aforementioned applicant has been to a satisfactory standard whilst employed by this company. **(This must be signed by employer not person renewing certificate regardless of position within company)**

EMPLOYERS DECLARATION SIGNATURE:	
FULL NAME - IN CAPITALS:	
COMPANY POSITION:	
DATE: DD/MM/YYYY	
EMAIL ADDRESS AND TELEPHONE No. FOR VERIFICATION PURPOSES	

CERTIFICATION RENEWAL PAYMENT DETAILS:

Are you VAT registered? If answer is YES, please provide VAT Number.	
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Payment type if not paying by card (please tick & complete as appropriate)

Cheque Enclosed.		Bank Transfer (BACS).		Purchase Order Number:	
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NOTE: PAYMENT MAY BE TAKEN IMMEDIATELY UPON APPLICATION RECEIPT BY PCN TO ALLOW APPLICATION PROCESSING TO COMMENCE.

IF NO PAYMENT DETAILS ARE SUBMITTED APPLICATION PROCESSING WILL BE DELAYED UNTIL PAYMENT DETAILS HAVE BEEN RECEIVED.

Please provide Credit/Debit payment card details in the white space below.

Please ensure that you tick the appropriate boxes for your selected payment card.

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.	
<input type="checkbox"/> Corporate / company card					<input type="checkbox"/> 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).								
Please debit the above credit/debit card for the amount shown. (Applicants must enter the correct fee amount. Fee amounts can be found within document PSL/35).						£	:	(including VAT)

There will be an administrative charge where applications are rejected - Please refer to PSL-35.

FORM A2: CANDIDATES RECORD OF POINTS CLAIMED / MINIMUM No. OF POINTS REQUIRED - 24.

CP 17 A: Structured Points Activity Table.	Criteria	Point allocation	Points per 5 years	Year 1	Year 2	Year 3	Year 4	Year 5
Authoring or co-authoring technical NDT papers, presentations, or white papers	Sole Author	8	8					
	Co-author	4						
Authoring, co-authoring, or Custodian for company or industry NDT specifications or standards	Each Standard or Specification	2	8					
Attending technical sessions, seminars, committee or panel meetings organized by: a) National or international technical NDT societies, associations and institutes. b) Inter-company NDT teams comprised of members from several locations.	1 day or 1 meeting	1	8					
	2 days	2						
	3 or more days	4						
NDT technical training instructor teaching courses designed to prepare for NDT qualification	For each 8 hours of instruction	4	8					
Participating in technical courses or seminars	For every 8 hours of documented instruction	4	8					
Participating in technical course/seminar for which academic credit is given	For continuing Education Units or academic credit	Actual CEUs awarded	8					
Obtaining an initial Level 3 certificate from a recognised industry source. (Applicable only to initial professional certification & does not apply to professional recertification.)	For each qualification examination	4	4					
Non-destructive testing examiner	For each examination session	1	6					
NDT related technical or scientific publications published either internally or externally	For each published paper	4	8					
Documented NDT contributions to company, NDT society, or industry committee projects	For each documented contribution	4	8					
Documented participation in NDT-related studies, developments, or investigations.	For each documented contribution	4	8					
Documented continuous satisfactory performance as a Level 3.	Written testament by employer	1	4					
Attend equipment or trade show	For each show attended	1	4					
Conduct external NDT audits	For each external audit conducted	2	6					
Development of new NDT processes, facilities or systems.	For each documented contribution	4	8					
Submitting and or obtaining a patent for an NDT product or process.	Sole inventor	8	8					
	Co-inventor	4						
Candidate to insert total number of cumulative points claimed for each of the five years:								
Candidate to insert Total number of Points Claimed – Minimum Points required = 24								

CANDIDATE NAME:			
CERTIFICATE NUMBER:			
PCN NUMBER:		EXPIRY: DD/MM/YY	
SECTOR:	AEROSPACE	METHOD:	

FORM A4 - CP17A 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 Approved Training Organisation / Authorised Qualifying Body.

Use a different sheet for each PCN certificate. A minimum of one recorded surveillance per annum **from 2013** is acceptable, though two or more per annum is preferred.

NOTE 2: The Supervisors' certificate(s) must be verified as the same, or higher level, in the method and must be valid at the time the experience was gained. This may also 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 recognised / approved organisation. Organisations must hold BINDT approved ATO, AQB and / or OA status. Please contact 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 number / brief description of test piece / component / structure / material or training specimen tested:	Surveyor Name: Surveyor PCN number: Surveyor Contact details:	Employer of surveyor:	Surveyor Signature:	Result of surveillance: Pass / Fail

APPENDIX A - GUIDANCE NOTES TO ASSIST THE CANDIDATE IN COMPLETION OF CP17A:

1. Verification statement made by PCN:

WARNING! A HIGH PERCENTAGE OF VERIFICATION IS CARRIED OUT IN SUPPORT OF ALL CERTIFICATION RENEWAL APPLICATIONS BY PCN.

IN THE EVENT THAT A DELIBERATE ATTEMPT TO DECEIVE IS DETECTED, SEVERE PENALTIES WILL BE APPLIED. IF YOU ARE IN DOUBT ABOUT THE VALIDITY OF THE INFORMATION YOU ARE PROVIDING, PLEASE SEEK FURTHER GUIDANCE FROM BINDT CERTIFICATION RECORDS OFFICE STAFF BY CONTACTING pcn@bindt.org

2. Guidance on submission of points via the structured credit system:

- 2.1. In this system the holder of level 3 certification gains credit / points for participation, in the five years prior to recertification, for various NDT activities shown on FORM A2.
- 2.2. FORM A2 should be completed by the candidate for those activities in which the candidate has participated.
- 2.3. FORM A2 should be sent to PCN with any additional supporting evidence to verify that those activities for which points are claimed on FORM A2, are being claimed legitimately.
- 2.4. If renewal is applied for more than 12 months after the certificate expiry, the candidate shall revert back to initial candidate status. Under these conditions the candidate shall be required to be successful in an Initial PCN main method examination to regain certification. (See paragraphs 1.4 / 1/5 herein).

3. The completed Application shall consist of:

- 3.1. **FORM A1** – COMPLETED APPLICATION FOR PCN AEROSPACE LEVEL 3 CERTIFICATION RENEWAL USING THE CREDIT SYSTEM, Parts A, B, C and D to be completed.
- 3.2. **FORM A2** - CANDIDATES DECLARATION RECORD OF POINTS CLAIMED
- 3.3. **FORM A3** - RECORD OF LEVEL 3 TASKS: (To include verifier signature and contact details)
- 3.4. **FORM A4** - TO CP17A - RECORD OF CHECKS CARRIED OUT TO MONITOR THE CERTIFICATE HOLDER'S PRACTICAL COMPETENCE (FORM A4 may be submitted where no evidence of practical testing certification within the method is available) Where FORM A is to be submitted please ensure that the surveyor is suitably qualified to provide an attestation as to acceptability of all surveillance inspections signed for by the surveyor.
- 3.5. The candidate shall submit one completed application pack for each certificate for recertification
- 3.6. The current published recertification fee for each certificate to be revalidated (details of fees are supplied separately on form PSL/35).
- 3.7. Evidence of near vision acuity and colour perception.

Note 3: The certificate holder's employer is responsible for completion of Part D on **FORM A1**.

4. Procedure for PCN aerospace Level 3 recertification through examination where use of the structured credit system is not possible.

- 4.1. Level 3 certificate holders seeking recertification by examination will submit an application to an Authorised Qualifying Body using the application process detailed on form **PSL/57B**.
- 4.2. PSL/57B shall be supported by a correctly completed copy of **FORM A3** - RECORD OF LEVEL 3 TASKS: (To include verifier signature and contact details)
- 4.3. Where Level 2 certification is not held the candidate shall supply to the AQB a completed copy of **FORM A4** showing proof of an individual's practical competence at Level 2.
- 4.4. Documentary evidence of a satisfactory test for visual acuity (Ref: PCN document PSL/44) and ISO 18490 for near vision acuity in accordance with "Tumbling E", conducted within the 12 months prior to recertification.
- 4.5. The current Level 3 recertification fee (see PSL/35)
- 4.6. Where the candidate fails to achieve a composite grade of at least 80% in the recertification examination, as per the requirements contained within PCN/AERO A0 then two further attempts at the whole recertification examination shall be allowed after 7 days and before 12 months.

- 4.7. Where the candidate fails to achieve a grade of at least 70% in any examination part then two further attempts at the recertification examination part shall be allowed after 7 days and before 12 months.
- 4.8. The first attempt (of the two allowable) recertification examinations (full or part) shall be within six months of the date of the initial recertification examination failure.
- 4.9. Where the candidate has experienced failure in a recertification examination, PCN does advise that that some form of refresher training may be necessary to address the candidate's areas of weakness prior to further re-examination.
- 4.10. Any refresher training booked by the candidate should take into account those areas of weakness highlighted on the AQB's results notice as well as any other areas where the candidate feels that refresher training would be of benefit. A specific tailored package suitable to the candidates needs should be discussed with the candidates ATO of choice and implemented prior to further re-examination.
- 4.11. In the event of failure in a PCN Aerospace recertification examination, where the individual fails to achieve a grade of at least 70% for each examination part, and an overall average of 80%, BINDT will immediately cancel the certificate concerned.
- 4.12. PCN shall issue a new record of certification that no longer shows the competence concerned and shall send this with an explanatory letter to the certificate holder requesting the return of the superseded record of certification.
- 4.13. The return of the superseded record of certification is a MANDATORY requirement, incumbent upon the candidate.
- 4.14. The cancellation of the certificate shall not affect the eligibility of the candidate to attempt the two permitted re-tests.
- 4.15. Note for clarification: 'Examination parts' in this context refers to:
 - 4.15.1. For the Level 3 main method examination, parts are: Parts D, E and F (three parts)
- 4.16. A candidate failing all permitted re-examinations shall apply for and take the examination in accordance with the procedure established for new candidates (initial examination).
- 4.17. Where a PCN certificate has expired, the holder may apply for late approval up to 12 months after the date of expiry (BUT NOT BEYOND 12 MONTHS) using PCN form PSL/28
- 4.18. PSL/28 may be obtained at www.bindt.org/certification.
- 4.19. **PSL/28 may also be used by individuals who recognise in advance** that, for whatever reason, they will be unable to submit their application for renewal before the 6 weeks prior to the qualification expiry date concerned. In this instance they may apply on form PSL28 for deferred approval.
- 4.20. It is emphasized that acceptance of an application for late or deferred approval SHALL NOT extend the validity of the PCN certificate concerned.
- 4.21. Candidates shall not attempt to book a recertification examination nor shall the AQB confirm an examination booking until the candidate has received the PSL28 approval letter.
- 4.22. Where the process for PCN Certificate renewal commences beyond the date 12 months from the certificates expiry date, then the candidate shall revert to initial candidate status and the candidate shall be required to be successful in an initial PCN examination in order to regain certification.

5. Force Majeure

Force majeure is generally intended to include occurrences beyond the reasonable control of one or a number of parties, in circumstances such as those experienced during 2020, Covid19 presented one such circumstance. This extraordinary event went beyond the control of both PCN and candidates, preventing / impeding certification being offered through some of the normal channels available.

Therefore and in regard to force majeure where future events may prevent the issue of certification through normal channels, PCN would like to direct the candidate to www.bindt.org for further guidance on any such event in progress which may impede the candidates application for PCN certification renewal.

Summary of changes

Issue no	Issue date	Summary of changes
6	1 st April 2018	<ul style="list-style-type: none">• Inclusion of note covering data protection
7	1 st July 2018	<ul style="list-style-type: none">• Rewording of clause 4.3 to clarify retest.• Inclusion of GDPR statement
8	1 st July 2019	<ul style="list-style-type: none">• Revised scope
9	1 st July 2020	<ul style="list-style-type: none">• Revision of document to incorporate requirements of Pr EN 4179 and ISO 9712 GAP Analysis.• 6 week rule implemented for this application in line with all PCN applications for renewal/recertification