

Tel: +44 (0) 1604-438-300
Fax: +44 (0) 1604-438-301
E-mail: pcn@bindt.org

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REQUIREMENTS FOR BINDT AUTHORISED QUALIFYING BODIES

GENERAL DATA PROTECTION REGULATION 2016/679

The General Data Protection Regulation 2016/679 is a regulation in EU law on data protection and privacy in the European Union and the European Economic Area. It also addresses the transfer of personal data outside the EU and EEA areas. The BINDT has a comprehensive GDPR policy to protect all personnel data relating to its training and examination schemes. The use of this data is limited to the process requirements associated with those schemes. The full GDPR policy is available on the BINDT website at www.bindt.org

ANNEXES

Annexes are separate documents available through BINDT document issue or upon application

<u>Annex A</u>	Application for approval as a BINDT Authorised Qualifying Body
<u>Annex B</u>	Specifications for PCN examination specimens
<u>Annex C</u>	Minimum equipment holdings for BINDT Authorised Qualifying Bodies
<u>Annex D</u>	Code of Practice for AQB's and ATOs

SCOPE

This document prescribes the requirements which aspirant and existing BINDT Authorised Qualifying Bodies are to satisfy in order to gain and maintain authorisation to conduct qualification examinations leading to the award by BINDT of PCN certification.

Requirements are detailed in respect of facilities, resources, quality systems, staff and records.

The Governing scheme documents PCN/GEN & PCN/GEN/AERO also apply and are taken into consideration during scheduled BINDT audits of Authorised Qualifying Bodies. Authorised Qualifying Bodies should be fully conversant with these documents and any supporting reference documents which give further details on examination content and requirements

Information contained in other PCN documents is not necessarily repeated herein.

ASSOCIATED DOCUMENTS

PCN/GEN: General Requirements for Qualification and PCN Certification of NDT Personnel

PCN/GEN/AERO: PCN Qualification and Certification Of NDT Personnel for the Aerospace Multi-Sector

CP10	Procedure for the conduct of BINDT assessments
CP19	Informal access by third parties
CP22	Grading PCN Practical Examinations
PSL/6B	Reporting of examinations
PSL/8A	List of published PCN documents
PSL/26	Certification categories
PSL/30	Log or pre-certification experience
PSL/31	Use of the accreditation mark, the PCN logo, and reference to PCN
PSL/33	PCN wallet cards - verification of photographic likeness
PSL/35	Charges for certification services
PSL/44	Vision requirements (for candidates and certificate holders)

The British Institute of Non-Destructive Testing is an accredited certification body offering personnel and quality management systems assessment and certification against criteria set out in international and European standards through the PCN Certification Scheme.

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PSL/50	Policy (restricted to BINDT and AQB staff)
PSL/55	Extension of latest retest date
PSL/56	Commitment to Confidentiality and Impartiality
PSL/56A	Verification of Candidate Identification and Signature of Candidate Statement
PSL/56B	Candidate Acceptance of Examination Rules & Conditions
PSL/57	Standard application form(s)
PSL/62	Recertification of PCN certificates following examinations conducted by recognised certification bodies
PSL/67	Supplementary 56 day rule waiver
PSL/68	PCN eligibility for holders of recognised certification

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1. INTRODUCTION

- 1.1. The British Institute of NDT (BINDT) is an Accredited Certification Body operating the PCN Scheme in accordance with the provisions of a range of international and European standards.
- 1.2. Certification policy and the PCN Scheme is administered by a Management Committee constituted by the Council of the British Institute of NDT.
- 1.3. The Management Committee is responsible for setting, maintaining and reviewing competency standards at applicant and approved Authorised Qualifying Bodies (AQB) and shall justify for allowing any particular AQB to conduct PCN qualification examinations.
- 1.4. Aspirant PCN Qualifying Bodies shall apply for assessment and authorisation using the application form Annex A. This completed application, together with a subsequently issued certificate of authorisation, represents the contract

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between the AQB and BINDT. Once authorised, AQBs shall re-apply for authorisation at two yearly intervals using the Annex A form, thus re-affirming their commitment to comply with the terms of authorisation specified herein.

- 1.5. BINDT requires assurance at all times that AQBs are conducting examinations correctly and consistently, and this document sets out the conditions of initial and continued approval of organisations conducting examinations within the PCN Scheme.
- 1.6. BINDT requires the AQBs to sign a code of practice at two yearly intervals using the Annex D form.

2. DEFINITIONS OF TERMS

- 2.1. The following terms and definitions are used in this document.
- 2.2. **BINDT:** Any reference to BINDT, in the context of this document, means the Certification Services Division of the British Institute of NDT.
- 2.3. **Authorised Qualifying Body (AQB):** An organisation approved by BINDT following a successful formal audit to conduct and administer PCN examinations strictly in accordance with published requirements.
Note: Prior to the issue of this document, an AQB may also have been referred to as a Test Centre.
- 2.4. **Authorised Examination Centre (AEC):** A location remote from the AQB where PCN examinations are administered on a regular basis. Such Examinations shall be carried out strictly in accordance with published requirements under the supervision of an authorised examiner, and which is approved by BINDT. An examination centre may be situated at an employer's facility.
- 2.5. **Remote Examination Centre (REC):** A location remote from the AQB where PCN examinations are administered on an occasional basis – not exceeding 5 examination sessions in any 12 month period.
- 2.6. **Closely Supervise:** to be in charge of a person or group of people and to check that they are behaving or working correctly.
- 2.7. **Coordinator:** A person appointed by an approved AQB and authorised by BINDT to control and administer PCN examination(s) conducted under the auspices of the AQB. A Coordinator need not possess current valid certification, but should have a level of knowledge or experience in non-destructive testing which is acceptable to BINDT.
- 2.8. **Chief Examiner:** An individual certified to level 3 PCN (or other recognised certification) and appointed by the AQB with overall responsibility for ALL aspects of the examination process. Appointment subject to ratification/agreement by/with BINDT.
- 2.9. **Deputy Chief Examiner:** An Individual appointed by the AQB to act on behalf of the Chief Examiner during periods of absence or unavailability. The Chief Examiner shall make the appointment in writing detailing the areas where formal authorisation is given. Appointment subject to ratification/agreement by/with BINDT.
- 2.10. **Examiner:** An individual certified to level 3 PCN or other recognised certification and having proved practical competence at level 2 in the method and sector for which he or she is to conduct, supervise and grade PCN examinations, and who is authorised so to do by BINDT on the basis of having received documentary evidence of appropriate training by the AQB. All level 3 certificated and BINDT authorised examiners are permitted to mark and grade any PCN level 3 Basic Examination, irrespective of whether they hold the certification for the sector/method concerned, since the content of the Basic Examination is common, regardless of the scope of the intended Main Method examination.
Note: Level 3 certifications acceptable to BINDT are ISO9712, EN4179 and ASNT. EN4179 is only acceptable for PCN/AERO examiners. All three need to be accompanied by proven practical experience in the method and sector at level 2 or equivalent. Proven practical experience may include appropriate current or prior level 2 certification or a documented competency assessment in the required methods & sectors conducted at a BINDT ATO independent of the Level 3s employer.
- 2.11. **Invigilator:** An individual trained by the AQB in the process of examination invigilation to BINDT requirements, particularly with respect to the points to be observed during a practical examination. Invigilators, who shall be named as such within the AQB quality documentation and on the AQB approval certificate, are authorised by the AQB Coordinator and supervised by an examiner. The term supervised, in this context, means that invigilation is effectively controlled by an authorised examiner who is available and contactable by the appointed invigilator at all times when PCN examinations are being conducted.
- 2.12. **Approved Training Organisation (ATO):** An organisation assessed and approved by BINDT to provide specified training courses for personnel seeking to be a candidate in a PCN examination.

- 2.13. **Trainer/Tutor/Instructor:** An individual assessed and authorised by an ATO to lecture in a training course. Such individuals shall hold relevant certification at the same or higher level to the level of training which they are authorised to provide.
- 2.14. **Examination:** The evaluation, by written and/or practical tests, of the competence of an individual to apply a defined test or inspection process.
- 2.15. **Appropriately Qualified person:** An individual carrying out supervision of candidates for PCN certification holding relevant certification issued by a BINDT recognised certification body meeting the requirements of ISO/IEC 17024. The certification concerned must include supervisory competence and have a similar technical scope as that certification which is the subject of surveillance.
- Note: Where there are insufficient appropriately qualified persons in a country outside of the United Kingdom to satisfy the requirement, supervision of PCN candidates may be carried out by persons holding relevant qualification acceptable to BINDT. BINDT AQB's should obtain the prior approval of BINDT before accepting qualification or certification awarded by an employer.*
- 2.16. **PCN logo:** That mark described in PSL/31
- 2.17. **Certification Body Accreditation Mark:** The mark, described in PSL/31
- 2.18. **Moderation:** The overall process for checking examination consistency and examiner competence.
- 2.19. **Double-Marking:** A method of moderating and checking examination consistency and examiner competence by the conducting independent secondary marking of an examination and comparing the scrutineer examiner's marks to those awarded by the initial examiner
- 2.20. **Cross-Verification:** In relation to moderation, a method of checking examination consistency and examiner competence by the reviewing and verifying/validating the original examiner's marking.

3. QUALITY MANAGEMENT SYSTEM

NOTE: Although the 2015 version of ISO9001 has removed the requirement for some mandatory documents (including a quality manual) BINDT will still expect Training Organisations to have suitable documented systems, processes and records to enable the BINDT assessment program to be able to confirm compliance with the requirements of this document.

- 3.1. The AQB shall implement and maintain a fully documented Quality Management System which is certified and fully conforms to ISO 9001 and/or AS 9100, this certification must be issued by a body holding ISO 17021 approval granted by a National accreditation body affiliated with International Accreditation Forum (IAF).
- 3.2. The QMS shall comprise of a Quality Manual and Quality Procedures (and Work Instructions where necessary) that is compliant with the current edition of ISO 9001. Documented procedures shall cover quality management and product realisation processes. The management system shall be controlled and periodically reviewed according to the stipulations in the Organisation's quality manual.
- NOTE: An exclusion may be declared for design and development - as the training & examination process and methodology are externally imposed.*
- 3.3. All staff within the AQB shall be made aware of their specific responsibilities and method of working, which shall be defined by a documented job description for each position within the organisation. Job Descriptions shall also determine the competence requirements for the appointment. The quality manual shall include an organisational chart detailing the structure of roles within the Organisation. Staff shall be allocated job titles in their terms of reference or letters of appointment, which in turn refer them to the Quality Manual and Job Descriptions. The Organisation shall retain documented evidence of personnel acceptance of assigned roles and responsibilities.
- 3.4. The AQB shall have a documented process whereby all staff sign a record to confirm that they have read, understood and are conversant with the Quality Manual and applicable quality documents (however defined). This shall apply to existing, newly drafted or revised quality documents relevant to their position within the organisation.
- 3.5. The AQB shall provide BINDT with a documented Quality Management System (QMS). The English version of the QMS shall be submitted to BINDT electronically and controlled by the AQB. When the QMS undergoes any revision, or when new quality documents are issued, these shall also be promptly submitted to BINDT in soft copy form.
- 3.6. BINDT shall implement a process to deal with complaints from examination candidates and/or employers of candidates, and AQB status may be suspended or withdrawn at any time if, upon investigation, non-conformances are judged by the Approval Panel to warrant it.
- 3.7. A system to record any complaints received shall be operated by the AQB and complaint records shall be available for review during BINDT audit(s).

- 3.8. Should major changes occur in AQB policy, personnel, documentation, facilities or operating procedure, which may affect the validity of approval, the British Institute of Non-Destructive Testing shall be informed, immediately. Failure to do so may result in suspension or withdrawal of approval, or a refusal to renew approval.
- 3.9. Management review**
- 3.9.1. The AQB is required to document and implement a procedure for a management review, conducted at least annually, covering all aspects of its quality system to ensure continuing compliance with these requirements. The agenda for the management review meeting shall include all inputs and outputs required by ISO 9001, and the review meeting shall be recorded in minutes - with actions and timescales for implementation allocated where appropriate
- 3.10. Document and data control**
- 3.10.1. The AQB shall establish and maintain a procedure to control all documents essential to the provision of an AQB service, e.g., PCN documents, quality management system, applicable standards and specifications.
- 3.10.2. A procedure shall ensure that staff can readily ascertain from a master list the current status of any document in use. Superseded or withdrawn documents shall be destroyed or, if retained for historical reasons, shall be clearly stamped "SUPERSEDED" or "WITHDRAWN".
- 3.10.3. Responsibility for embodiment of changes to documentation shall be allocated within the quality management system, which must ensure that affected personnel are aware when change has occurred. The AQB Coordinator shall ensure that all necessary technical and procedural data is available to enable staff to comply with requirements.
- 3.10.4. The AQB shall devise all necessary procedures for the adequate control of PCN examinations for which it is authorised, and shall ensure that such procedures are implemented by all appropriate staff.
- 3.10.5. The AQB Coordinator is required to advise BINDT of any apparent error or discrepancy in PCN documentation.
- 3.10.6. The AQB Coordinator shall ensure the correct use of the PCN logo and the certification body accreditation mark, as detailed in PCN document PSL/31, on any internal documents or other devices originated within the organisation.
- 3.11. Control of inspection, measuring and test equipment**
- 3.11.1. The AQB shall establish and maintain a documented calibration procedure acceptable to BINDT for all inspection, test and measuring equipment used in PCN examinations. Such procedures shall include details of equipment type, identification, location, frequency of checks, method of check, allocation of responsibility and actions to be taken when results are unsatisfactory.
- 3.11.2. The AQB shall maintain a fully documented system for the maintenance and calibration (and/or verification) of NDT Equipment. Internal verification of equipment against reference standards, or internal process checking using documented procedures/work instructions, is acceptable in determining the performance and suitability for examination equipment providing the equipment is not used for inspecting actual product against known or governing specifications. Internal verifications and process checks shall be conducted at planned intervals by AQB staff. Internal verifications and process checks shall be recorded and the records retained for audit purposes.
- Note: With regard to equipment used solely for examination purposes, the AQB is expected to meet the requirements above. However, the calibrations conducted do not necessarily need to be traceable to National Standards except where personal safety is affected, i.e., in the case of equipment generating, emitting or monitoring ionizing radiations.*
- 3.12. Non conformity and corrective actions**
- 3.12.1. All instances of non-conformity with BINDT or PCN requirements are to be reported by the AQB to BINDT, together with intended corrective actions and the latest date for implementation.
- 3.13. Continual Improvement/Preventive action**
- 3.13.1. The AQB shall adopt a positive approach towards continual improvement. Continual improvement and preventive action strategies or programs shall be reviewed at Management Review

3.13.2. In the event that the AQB discovers the potential for non-conformity that may have a detrimental effect on the AQB's ability to function within its scope of approval or may have an effect on the PCN scheme as a whole, the PCN Coordinator shall advise BINDT and propose appropriate preventive action.

3.14. Control of Records

3.14.1. The AQB shall maintain for at least 11 years comprehensive records as evidence of compliance with these requirements. Such records shall include, but not be limited to, results of::

- Continuous monitoring and internal audit;
- Staff re-appraisal;
- Equipment maintenance reviews and recalibration;
- Periodic reviews of marking schemes, procedures and documentation.

3.14.2. The AQB shall also maintain comprehensive examination records (including precise details of which questions each candidate was set for each initial examination and re-examination) in secure lockable storage. Examination records shall normally be retained for a period of 11 years but, in any case, shall not be disposed of without prior consultation with BINDT.

3.14.3. All records shall be available for scrutiny by authorised BINDT representatives.

3.14.4. In the event that an AQB ceases trading, or where authority to conduct PCN examinations is relinquished or withdrawn, all PCN examination records shall become the property of BINDT and shall be conveyed promptly and securely to a location specified by BINDT at the expense of the AQB concerned.

3.14.5. Records may be in the form of any type of media, such as hard copy or electronic media.

3.15. Internal audits

3.15.1. The AQB quality management system shall include a documented schedule for internal audit which shall cover the whole of the quality management system and examination processes, including Authorised Examination Centres (AEC) and Remote Examination Centres (REC) where applicable, at least once in each calendar year. The internal audit program may consist of a series of audits addressing individual aspects of the QMS and examination processes or may consist of a single audit that encompasses all aspects of the QMS and examination processes.

4. MANAGEMENT RESPONSIBILITY

4.1. The AQB shall appoint a PCN Coordinator who is responsible for the overall management of the Examination operations. The primary function of the PCN Coordinator is to ensure that the AQB at all times complies with the requirements of BINDT and that the AQB evolves and implements appropriate systems and procedures so as to ensure the consistency of PCN examination standards. The PCN Coordinator shall be the primary contact between the AQB and PCN. Being the PCN Coordinator does not preclude the individual from holding another appointment within the organisation.

4.2. The primary function of the PCN Coordinator is to ensure that the AQB at all times complies with the requirements of BINDT and that the AQB evolves and implements appropriate systems and procedures so as to ensure the consistency of PCN examination standards.

4.3. The PCN Coordinator shall inform BINDT of any abuse of the PCN Scheme of which he may become aware, as well as AQB non-compliance and corrective action, and any change in infrastructure, human or other resource that may affect the ability of the AQB to comply with the requirements of this specification. All instances of non-compliance with requirements shall be recorded and brought to the attention of BINDT or its appointed assessors.

4.4. The AQB shall appoint a Level 3 certificated and technically competent individual acceptable to BINDT who shall be responsible for the provision of all facilities for examination, and for the preparation, conduct and standards of examination and who shall be designated Chief Examiner on the AQB's certificate of authorisation.

4.5. The AQB may also appoint a Deputy Chief Examiner" who shall also be a Level 3 certificated and technically competent individual acceptable to BINDT. The Deputy Chief Examiner may act on behalf of the Chief Examiner during times of absence or unavailability. The Chief Examiner shall make the appointment in writing detailing the areas where formal authorisation is given. BINDT shall be notified in advance of any Deputy Chief Examiner appointment which must be agreed and ratified by BINDT. The Deputy Chief Examiners name is to be detailed on the BINDT AQB Scope of Approval.

4.6. The AQB shall designate responsible persons (however named) for the setting up and maintaining a Documented Quality Management System satisfying the criteria contained within ISO 9001 and this document.

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- 4.7. The AQB quality management system shall detail the measures, such as delegation of responsibilities for management and administration, or refraining from conducting PCN examinations in the absence of key staff.

5. RESOURCE MANAGEMENT

5.1. Personnel

5.1.1. General

- 5.1.1.1. The AQB shall ensure adequate resource provision to ensure that the examination process can be effectively and consistently administered at all times. The PCN Coordinator shall inform BINDT of any change in infrastructure, human or other resource that may affect the ability of the AQB to comply with the requirements of this specification or that may have an effect on its ability to operate in accordance with its scope of approval.

5.1.2. Staff Competence and Training

- 5.1.2.1. All AQB staff shall be appropriately trained and qualified for their functions within the organisation.
- 5.1.2.2. All examiners shall be certified to level 3 PCN (or other recognised certification) and having proved practical competence at level 2 in the method and sector for which he or she is to conduct, supervise and grade PCN examinations. In addition the AQB shall ensure that all examiners are trained with regard to BINDT requirements for examiners and in the content and implementation of the AQB's examination procedures and processes, including the use of the AQB marking schemes and the grading of examinations.

Note: Level 3 certifications acceptable to BINDT are ISO9712, EN4179 and ASNT. EN4179 is only acceptable for PCN/AERO examiners. All three need to be accompanied by proven practical experience in the method and sector at level 2 or equivalent. Proven practical experience may include appropriate current or prior level 2 certification or a documented competency assessment in the required methods & sectors conducted at a BINDT ATO independent of the Level 3s employer.

- 5.1.2.3. The AQB shall ensure that all exam invigilators are trained with regard to BINDT requirements for invigilation and the content and implementation of the relevant AQB examination procedures and processes, including the delivery of pre-examination instructions to candidates and the process of overseeing examinations.
- 5.1.2.4. In addition Invigilators of practical examinations shall hold relevant PCN certification (or certification recognised by BINDT), otherwise, the AQB shall demonstrate to the satisfaction of BINDT that the invigilator has received appropriate training in the points to be observed and recorded during practical examinations.
- 5.1.2.5. Invigilators, who shall be named as such within the AQB quality documentation and on the AQB approval certificate, are authorised by the AQB's PCN Coordinator and supervised by an examiner. The term supervised, in this context, means that invigilation is effectively controlled by an authorised examiner who is available and contactable by the appointed invigilator at all times when PCN examinations are being conducted.

PCN/AERO variance: For PCN/AERO practical examinations the administration/invigilation SHALL be performed by an authorised examiner

- 5.1.2.6. The AQB shall retain detailed records of examiner and invigilator training. The records of training and qualifications shall be made available to BINDT or their appointed assessors upon demand.

5.1.3. Impartiality & Confidentiality

- 5.1.3.1. All AQB staff involved in any aspect of the administration or conduct of PCN examinations shall be impartial with respect to candidates and their employers.
- 5.1.3.2. All directly employed and contracted persons shall sign a commitment (BINDT PSL/56 or equivalent) to comply with the rules defined in the specific PCN document that applies to their particular role(s) within the PCN Scheme, including those relating to confidentiality and those relating to independence from commercial and other interests, and from any prior and/or present link with the persons to be examined or organisations assessed that would compromise impartiality. The information on this record shall be used as input to identifying threats to impartiality. The AQB shall retain the signed forms as staff records.

Note: Organisations should monitor updates of PSL forms and endeavour to ensure they maintain signed copies of the relevant current versions. This is fundamental to ensure any important changes to PSL forms are acknowledged by AQB staff

- 5.1.3.3. All individuals involved in certification matters are required to respect the confidentiality of information to which they are privy by virtue of their position or appointment. Such confidentiality must be respected even in the event that an individual should cease to be so involved.
- 5.1.3.4. AQB shall not directly involve, in PCN examinations, sub-contract examiners or invigilators, or any other sub-contract personnel, where such personnel have access to examination material, if their other employment is such as to threaten the impartiality of the examination process or to significantly threaten the security of PCN Scheme examination material.
- 5.1.3.5. AQB shall not conduct examinations for candidates employed by the same organisation that owns the AQB, or who are employed by an organisation having a commercial interest in the AQB including but not limited to the remote examination locations (AECs) managed by the AQB unless measures acceptable to BINDT are in place to ensure impartiality.
- 5.1.3.6. Examination staff are required to declare any interest in any candidate in whose examination they are involved in any capacity. An examiner or invigilator is prohibited from direct involvement in any examination of a candidate in whom they may have an interest by virtue of having a common employer, having provided training to that candidate in the preceding 2 years for the examination concerned, or any reason that may actually or potentially threaten impartiality.
- 5.1.3.7. Examiners and invigilators are required to sign a PSL56A form for each examination in which they have an active role. By signing the PSL/56A Invigilators and Examiners are confirming compliance with the Impartiality and confidentiality requirements laid down in this section of CP09 especially confirming that no conflict of interest exists between themselves and the candidate and that they have not actively participated in training of the candidate within the preceding 2 years in respect of the examination attempted. AQB Organisations should retain a copy of the PSL/56A form within the applicable exam records and they should be made available during BINDT assessments.

5.1.4. Examination Personnel

- 5.1.4.1. PCN examinations shall be marked/evaluated only by those personnel named in the AQB quality system and on the AQB authorisation as examiners. Existing PCN examiners are required to maintain their curriculum vitae, and to provide BINDT with an up to date copy upon request.
- 5.1.4.2. The AQB shall permit only those personnel named in the BINDT approved quality management system and on the AQB authorisation as examiners or invigilators to supervise the conduct of PCN examinations.
- 5.1.4.3. Administrative and examination staff shall be designated as such in the quality management system, and shall be provided with terms of reference and/or a job description. They shall be able to demonstrate familiarity with all requirements, rules and regulations relevant to their tasks, and the AQB quality management system shall define how they are trained in those tasks and the system for recording such training.

5.2. Premises

- 5.2.1. AQB represents the image and reputation of BINDT. Consequently AQB premises and facilities are expected to present a professional image at all times. Housekeeping and presentation shall remain at the highest level. BINDT retains the right to remove approvals if in the opinion of its agents the premises/facilities reflect badly on the professional image and reputation of BINDT.
- 5.2.2. The premises used for examinations shall comply with the latest issue of all relevant national statutory legislation, e.g. in the UK the Health and Safety at Work Act, COSHH Regulations and where applicable, Ionising Radiation Regulations. Where local regulations are non-existent or lax BINDT still expects AQB to maintain a high ethos and culture in respect of Health and Safety.
- 5.2.3. With regard to Radiographic facilities, and irrespective of local legislation, the AQB shall ensure the following safety requirements exist.
 - Sufficient Radiation warning signage and lights.
 - Exposure rooms capable of containing the level and type of radiation used.
 - A physical barrier at the entry to exposure rooms when radiation equipment is activated
 - Calibrated Radiation monitoring equipment
 - TLD/Film badges or calibrated personnel radiation beepers for all students
- 5.2.4. Suitable safety notices shall be displayed in appropriate locations accessible to students. Relevant safety data sheets shall be on hand at the point of use of potentially hazardous equipment or processes.

- 5.2.5. The AQB must provide quiet examination rooms supplied with all necessary services (heat, power, lighting & separation of candidates etc.). There must be sufficient room to ensure a gap of not less than 1.5 metres between candidates, measured between adjacent shoulders during written examinations.
- 5.2.6. Examination invigilators must ascertain that the examination conditions are to the satisfaction of all candidates prior to the commencement of PCN examinations. This includes provisions for acceptable levels of comfort (lighting, temperature etc.). This may be achieved verbally or by the prominent positioning of a notice in the examination room which states that it is the candidate's responsibility to inform the examination invigilator if they feel that the prevailing conditions are such that they may adversely affect the examination result.
- 5.2.7. In the event that, following commencement of an examination, conditions deteriorate to a level below that required by BINDT, the examination must be terminated or suspended and not restarted until such time as the conditions are restored to a standard conducive to maintaining the candidate's comfort and concentration and to the conduct of PCN examination.
- 5.2.8. Where premises are shared between training and examination, there shall be no joint usage of the facilities, i.e. examinations shall not take place whilst the facilities are being used for training or vice versa.

5.3. Examination questions & papers

- 5.3.1. Where BINDT provides a central bank of validated multi-choice examination questions from which centrally issued examination papers are constructed, all AQB's are required from time to time to contribute additional questions, which shall subsequently be validated and added to the central question bank.
- 5.3.2. Where the central question bank does not provide validated questions of sufficient quantity or quality, the AQB is required to hold a minimum of twice the number of examination questions specified for any examination part which it is authorised to conduct, and to provide those questions to BINDT for validation and inclusion in the central bank of questions.
- 5.3.3. An AQB shall detail the means of procurement, production and maintenance of up to date examination questions for approval by BINDT, including marking schemes for questions and instructions, where the central provision does not presently cover a PCN examination for which the AQB seeks or holds authorisation. Where examination papers are constructed by the AQB, there shall be a documented procedure for ensuring that such examination papers adequately reflect the PCN published examination syllabus and are subject to periodic review and revalidation.
- 5.3.4. Once approved for PCN examinations, examination material shall be used for no purpose other than PCN examinations. No questions which have been used for training purposes during the preceding twelve months shall be utilised within PCN examinations.

PCN/AERO variance: *For PCN/AERO examinations questions used in EN4179 Aerospace Examinations may be used and vice-versa – providing a candidate for both PCN and EN4179 is not given any of the same questions on both papers*

- 5.3.5. There shall be a documented AQB procedure for a system by which candidate's replies to examination questions are periodically reviewed in order to detect those questions which consistently elicit incorrect answers from candidates. This procedure shall require BINDT to be notified of any such examination questions.
- 5.3.6. BINDT issues compiled examination question papers in the English language. Subject to satisfactory arrangements ensuring security, and grammatical and technical accuracy, PCN examination papers may be translated into other languages, but only with the specific consent and written authorisation in each case of BINDT.

Additional Requirements for PCN/AERO

- 5.3.7. *The PCN/Aerospace approved AQB shall prepare the specific examination papers. The specific examination questions shall be based upon the specifications listed in Appendix 1 of PCN/AERO plus any other specifications/standards advised by the candidate's employer or Responsible Level 3. The AQB shall determine, in consultation with the candidate's employer, whether additional specifications are to be used prior to preparation of the specific examination paper. Where no other specifications/standards are advised the specifications listed in PCN/AERO Appendix 1 shall be used as the default option*
- 5.3.8. *The PCN/AERO specific examination questions shall be appropriate to the NDT method and set at a level reflective of the level of certification sought*
- 5.3.9. *Specific PCN/AERO questions shall require the candidate to demonstrate understanding of the reference material provided, rather than merely finding the location of the defect. Specific questions may be multi-choice or require*

narrative answers. Should narrative questions carry more than one mark then the AQB shall have appropriate marking guidance for these questions.

5.4. Examination Specimens

- 5.4.1. The AQB quality management system shall document procedures for the control, procurement, production, maintenance, rotation, disposal and introduction of new examination specimens. BINDT may at any time require AQB to remove from service a particular specimen, or to obtain or procure and introduce specimens with specific natural or artificial flaws.
- 5.4.2. The minimum number of practical specimens to be available for each permanently established examination centre operated by an AQB that will enable the conduct of examinations for a stated maximum number of candidates at any examination sitting is specified in Annex B to this document. Examination specimens shall meet the relevant specification (where one exists) before use in PCN examinations.
- 5.4.3. Where a specification does not yet exist for a particular category of examination specimens, the AQB shall provide for BINDT approval a list of specimens proposed for use, including a description of each, and shall not conduct examinations in the category concerned until authorisation has been issued.
- 5.4.4. Once approved for PCN examinations, examination specimens shall be used for no purpose other than PCN examinations. No specimens which have been used for training purposes during the preceding twelve months shall be utilised within PCN examinations. The Organisation shall maintain record of specimens used in any given practical examination to ensure that the same specimens are not utilised for the same candidate in consecutive examinations.
***PCN/AERO variance:** As approved by BINDT CMC and the UK NANDTB, PCN/AERO practical specimens may be used for EN4179 examinations conducted by a UK NANDTB/BINDT approved Outside Agency and vice-versa. Where candidates attempt both PCN and EN4179 examinations within a two year period of each other, the Organisation shall maintain record of specimens used in any given practical examination to ensure that the same specimens are not utilised in both the PCN and EN4179 examinations*
- 5.4.5. A list of PCN examination specimens and their disposition shall be submitted to BINDT during initial authorisation. This list shall be maintained, updated and controlled by the AQB. During assessment and surveillance visits, BINDT assessors will select specimens at random and audit the specimen and associated master report for compliance with CP9 Annex B specifications.
- 5.4.6. Each practical specimen shall be uniquely identified by an appropriate permanent marking to ensure that it is completely traceable. Such marking shall not interfere with the practical testing or inspection of the specimen and shall, wherever practicable, be concealed from the candidate whilst the specimen is being used for examination.
- 5.4.7. There shall be a documented procedure for the production of master reports of flaws in each specimen. The master report shall be based only on the inspection or test method and the particular technique to be applied to the specimen by examination candidates.
- 5.4.8. All examination specimens, in order to gain BINDT approval, must be evaluated independently by two personnel holding relevant certification. Where there is significant disagreement between the two evaluations concerning defect content, location and/or characterisation, the exercise shall be repeated until there is agreement in the result. From these separate evaluations, a master report shall be generated and this shall be signed by the AQB Chief Examiner initially and at each periodic review. It is permitted for the Chief Examiner to approve one of the individual test reports as the "master" record providing it contains all the needed (relevant) information need of a master report and it is clearly designated as the "Master record" and is signed as approved by the Chief Examiner. Records of such evaluations shall be maintained for a minimum of ten years beyond the date when the specimen ceases to be used for PCN examinations.
- 5.4.9. The AQB shall have in place a procedure whereby examination specimen master reports are reviewed by an examiner, initially after between 5 and 10 usages, and thereafter periodically where instances of exam failure attributable to a given specimen raise concern. If more than 50% of candidates fail to correctly report and characterise all mandatory reportable defects in the specimen, it is to be re-evaluated for suitability as a PCN examination specimen.

5.5. Test equipment

- 5.5.1. The AQB shall hold sufficient relevant test and/or inspection equipment to enable the conduct of PCN examinations for a stated number of candidates at any one practical examination sitting. Minimum equipment holdings for AQB are detailed in CP9 Annex C. Details of designated examination equipment must be submitted to BINDT.

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- 5.5.2. The AQB shall, as far as practicable, maintain all such equipment in a serviceable condition and provide for its maintenance and overhaul as necessary.
- 5.5.3. Existing AQBs shall maintain a record of equipment holdings. If a significant reduction in equipment holdings is planned, this may result in a change in the scope of AQB authorisation and must be notified to BINDT beforehand.

5.6. Consumables

- 5.6.1. The AQB shall ensure an adequate supply of all consumable materials necessary for PCN examination requirements. A documented procedure is required to ensure that consumables are properly disposed of strictly in accordance with applicable regulations.
- 5.6.2. Maintenance of capability for processes involving consumable materials shall be covered by a process control procedure. Processes involving consumables shall be checked using known reference or defective standards. The tests shall be conducted at appropriate intervals that ensure the combination of equipment and consumables are capable of detecting discontinuities associated with the examinations to be conducted. BINDT considers appropriate periods to be monthly or pre-examination, as a minimum. System process checks shall be conducted by AQB staff and shall be recorded.

5.7. Security

- 5.7.1. Examination materials, including questions and practical specimens, and information on candidates, require handling with a high degree of security, confidentiality, integrity and impartiality. If data at AQBs are computerised, a documented procedure shall cover, as a minimum, general security, authorisation for access, and measures to prevent loss of hard copy and/or computerised data.
- 5.7.2. Only authorised personnel from the AQB and BINDT representatives authorised in writing by BINDT shall have access to examination material and records (but see CP19 - Informal access by third parties).
- 5.7.3. Secure lockable storage facilities shall be provided for all examination material including questions, answers, specimens and techniques. These must be located in an area to which candidates do not have unsupervised access. A secure facility for the retention of candidates' records and results shall also be provided.
- 5.7.4. Where examination material is stored at a location not under the constant supervision of AQB staff, e.g., at a site remote from any permanently established and staffed examination centre, the AQB shall notify BINDT Certification Services Division management of the location concerned, and the measures in place to safeguard the security and confidentiality of examination material. The AQB shall retain audit records of such locations which include ensuring that security of exam materials is adequately addressed. These audit records (including photographs, if required) shall be retained and made available at BINDT assessments. BINDT reserves the right to audit such storage facilities and to direct that specific additional measures be implemented to safeguard security and confidentiality.

6. PCN EXAMINATION PROCESS

6.1. Candidate eligibility and identification

- 6.1.1. The AQB shall have a documented procedure for ensuring that all examinations are reported to PCN prior to the examination date. The AQB shall ensure that the reporting of all PCN examinations are submitted to PCN every Friday for the week ahead, using spreadsheet PSL-6B, and this report shall be submitted at least once per week.
- 6.1.2. The AQB shall have a documented procedure for ensuring that ALL candidates satisfy all requirements, particularly in terms of examination eligibility and identification. The procedure shall detail, but not be limited to, the checking & verification of the following points:

- Correctly completed examination application forms (PSL/57 & PSL/30)
- Evidence of satisfactory completion of a course of training conducted by an ATO to the relevant PCN syllabus;
- *NOTE: Where additional on-the-job training supplements the approved training, AQBs may accept a signed declaration from the applicant, endorsed by his employer, that this has been carried out, but should implement a system of random checks to verify such statements.*
- Pre-certification experience (form PSL/30 must be used for recording experience), including supervision by an appropriately qualified person.
- Annual vision test (see PSL/44) where appropriate;
- Identification of the candidate

NOTE: For those candidates already in possession of a centrally issued PCN wallet card, AQB's must request sight of this to confirm the candidate's bona fides. If a candidate cannot produce a wallet card or photographs, then the AQB must either be in a position to offer a passport photograph service, or refuse examination until such photographs are supplied and can be attached to a new wallet card, signed by the candidate, for transmission to PCN with the result notice. In the latter case, the AQB must be in a position to witness that the supplied photographs are of the individual attending for examination, and must witness the individual signing the reverse of the photographs or must ascertain (using of PCN form PSL/33) that the signature on the reverse of the photographs is the same individual attending for examination.

6.1.3. In addition to the mandated eligibility checks detailed above, the AQB shall also have a process to ensure that a minimum of 10% of candidates are subject to verification of the claimed experience and supervision information provided in their application. The AQB shall verify claimed experience by contact with the named supervising person or employer. Records of claimed experience verification checks shall be maintained.

6.2. Conduct of PCN examinations

6.2.1. The AQB shall have in place an operating procedure which ensures that candidates are, at all times during examination, closely supervised by a suitably qualified and authorised examiner or invigilator who shall ensure that no candidate is permitted an unfair advantage or to collude with other candidates. During the written examinations an Invigilator or Examiner must be present at all times, and must closely supervise candidates during the practical assessment.

6.2.2. The AQB quality system shall include a process for invigilation which shall define appropriate training in invigilation techniques including, where necessary, specific points to be noted during practical examinations.

6.2.3. An invigilator need not be an examiner, but must:

- Be appropriately qualified if invigilating practical examinations;
- Be required to ensure that appropriate examination conditions are maintained at all times;
- Ensure that any infringement of examination conditions by any candidate is recorded, and reported without delay to the Chief Examiner or PCN Coordinator
- Declare (to the AQB Coordinator or Chief Examiner) any interest in any candidate prior to commencement of an examination.

6.2.4. Candidates shall sign a non-disclosure agreement or other agreement indicating their commitment not to release confidential examination materials or participate in fraudulent test-taking practices (PSL/56A). The PSL/56A form shall also be signed by Invigilators and Examiners thus confirming compliance with the Impartiality, confidentiality and conflict of interest requirements laid down in clause 5.1.3 previous.

6.2.5. Prior to the commencement of the examination the invigilator shall make all candidates aware of the examination rules and conditions, including the consequences of cheating or collusion. Candidates shall sign a document to confirm their understanding and acceptance of the examination rules and conditions (PSL/56B). AQB's may use PSL/56B or a form of their own creation providing that form meets or exceeds all the content of PSL/56B.

6.2.6. A PCN examination may be interrupted or curtailed provided, in the opinion of the responsible Examiner or Invigilator, a valid reason exists. In the event of an interrupted or curtailed PCN examination the AQB Coordinator shall advise BINDT in writing of the interruption or curtailment.

6.2.7. In the event that a PCN examination is suspended or interrupted by the AQB before completion, the candidate shall be permitted to return to complete the examination without further charge at the same AQB within thirty days of the commencement of the original examination.

6.2.8. Any completed examination parts may be held over pending re-commencement, but shall not be marked (and the candidate shall not be given any indication of the result) until such time as all examination parts are completed.

6.2.9. Any part completed examination papers shall be retained with the candidate's file as an examination record, but shall not be considered as a part of the completed examination. In respect of any part not completed, the candidate shall be given an entirely different paper upon re-commencement.

6.2.10. In the event of a requirement for a re-test examination following the failure in a suspended examination, the earliest date allowable for the re-test shall be calculated from the date of the re-commencement of the suspended examination.

- 6.2.11. All staff involved with examinations shall ensure that no examination material is removed by any candidate. This includes any rough notes, sketches etc. that the candidate may have made during the examination.
- 6.2.12. The use of programmable calculators is prohibited in PCN examinations, as is the use of personal digital equipment with storage facilities - unless the equipment concerned is inspected by AQB staff before use in an examination to ensure that the candidate is not gaining an unfair advantage, and after use in an examination to ensure the continued security and confidentiality of PCN examination materials.
- 6.2.13. There shall be a documented procedure which ensures that all candidates are adequately prepared on the day of the examination. This shall cover, as a minimum, provision of correct examination papers, codes and standards, examination equipment and materials, information on breaks during examination and the consequences of cheating.
- 6.2.14. Candidates shall be prohibited from using red ink or correction fluid when completing PCN examination papers. Candidates shall be required to initial beside any corrections they may make on examination papers. In the event that a candidate does use red ink, AQB staff should take effective steps to ensure that the responsible examiner's remarks and annotations are made in a manner that does not result in confusion in the event that a PCN moderator or assessor should audit the examination in question.
- 6.2.15. Mobile phones and other electronic communications devices are a potential source of cheating and may disturb other candidates if they should be activated during examinations. Consequently mobile phones and any other electronic communications devices shall be barred from written and practical examination facilities when PCN examinations are being conducted.
- 6.2.16. Provided security of examination materials can be guaranteed, candidates may be allowed the use of an AQB provided PC or lap-top computer in the NDT instruction and NDT procedure writing section of the PCN examination. On no account shall the use of a candidate's own computer be permitted during a PCN examination and, for reasons of security, candidates are not permitted to bring any form of computer, including hand-held devices into the examination facilities at a PCN AQB or Examination Centre. The provision of computers for candidate use is optional for any BINDT AQB.
- 6.2.17. An extension of up to 25% is authorised in the time allowed in PCN written examinations for candidates suffering from conditions such as dyslexia, or whose first language is not that in which the examination is presented, who are likely to experience difficulty in completing examinations in the published time allowed. AQB staff may allow this additional time at their discretion provided a record is retained with the examination records. Arrangements should also be made for an examiner to be present in order to supplement the written examination with oral questions if necessary to establish that the candidate has a firm grasp of the topic being examined.

6.3. Consistency of PCN examinations

- 6.3.1. The AQB is to make every effort to ensure that its standard of PCN examination(s) is consistent and at all times complies with requirements.
- 6.3.2. The AQB shall ensure consistency and veracity of examiners' judgement by implementing a monitoring and moderation process.
- 6.3.3. The examination system is to be defined by written procedures which shall include a documented system for moderation of random samples of candidates' examination papers.
- 6.3.4. Moderation may take the form of double-marking or cross-verification under the conditions permitted below.

Note: The definitions of "Moderation", "Double-marking" and "Cross-verification" are given in section 2 of this document and re-iterated below

Moderation: *The overall process for checking examination consistency and examiner competence.*

Double-Marking: *A method of moderating and checking examination consistency and examiner competence by the conducting independent secondary marking of an examination and comparing the scrutineer examiner's marks to those awarded by the initial examiner.*

Cross-Verification: *In relation to moderation, a method of checking examination consistency and examiner competence by the reviewing and verifying/validating the original examiner's marking.*

- 6.3.4.1. The AQB shall ensure that the moderation process meets the following requirements: A minimum of TWO moderations per examiner per calendar year for each NDT method in which the examiner is authorised

on the AQB Scope of Approval. This shall apply to all active examiners on the AQB Scope of Approval. Where exams in specific methods for which the examiner is approved but have not been conducted by the AQB in the preceding calendar year, then the term "each NDT method" in the previous sentence would not apply.

6.3.4.2. A *minimum of one* of the moderations detailed in 6.3.4.1 above (in each NDT method) shall be achieved by the double-marking method of moderation. The other one may be achieved by either the double-marking or the cross-verification moderation processes.

6.3.4.3. The procedure for moderation shall be such that the first examiner is unable to forecast when moderation will occur

6.3.5. The AQB shall ensure that non-active examiners remain current with regard to CP09 and exam marking practices mandated by PCN and the AQB. Consequently the AQB shall ensure that non-active examiners are subject to an annual competence test by being required to mark at least one exam per year which shall be subject to moderation by the Chief Examiner or another examiner appointed by the Chief Examiner. Final sign-off on the continued competency of the examiner shall remain the responsibility of the Chief examiner. Failure to comply with this requirement may result in the examiner in question being removed from the AQB scope of Approval (at BINDT discretion).

6.3.6. Any identified errors, inconsistencies or moderator disagreement arising from the moderation process shall be reported to the Chief Examiner for investigation. In such instances corrective action shall be taken and the Chief Examiner's decision shall be final. The moderator shall annotate and sign/date the initial examiner's marking sheets. The annotation shall include the outcome of the moderation and any applicable comments.

6.3.7. Any significant difference between the initial marks awarded and those awarded by the second examiner in the double-marking process shall be investigated and appropriate action taken within the AQB system to restore consistency. In instances of discrepancy, the Chief Examiner's decision shall be final. Both sets of marking records shall be retained by the AQB.

Note: BINDT deems a significant difference to be any comparative results differing by greater than 3% on composite score or where an initial "pass" mark becomes a "fail" or vice versa.

6.3.8. Where major issues are identified that bring the competence of any given examiner into question, that examiner shall be suspended from examination marking pending investigation and appropriate action being taken. Consideration must be given to potential consequences of previous examinations marked. The suspension shall remain in place until remedial training and competence verification takes place. Permanent removal remains an option. The investigation and corrective action process shall be fully documented. The Chief Examiner shall arbitrate and be responsible for the decision making process. BINDT/PCN shall be advised immediately should this situation arise.

6.3.9. The AQB shall have a process for recording the examiners against each exam conducted. The process shall allow data analysis to determine the quantity of examinations marked by each examiner in a given period. This process shall also allow BINDT representatives to determine the activity of each examiner on the AQB scope over any given period.

6.3.10. When moderation takes place, it is to be recorded on the candidate's AQB records and on the examination result notice.

6.3.11. Moderation must take place before the candidate is informed of examination results. Any discrepancy discovered after the results have been sent out shall not be cause to change the "published" result, unless a particular examination result has been investigated in the course of a formal BINDT appeals procedure.

6.3.12. The procedure shall also include a review of completed examinations for indications of cheating.

6.3.13. The AQB is to ensure that a candidate is not given the same examination paper or specimen in any subsequent examination he may take. This shall include re-examination and recertification examination(s).

PCN/AERO variance: *Where candidates attempt both PCN and EN4179 examinations within a two year period of each other, the Organisation shall maintain record of specimens used in any given practical examination to ensure that the same specimens are not utilised in both the subsequent PCN and EN4179 examinations*

6.4. Grading of PCN examinations

6.4.1. Marking schedules for all possible solutions are to be produced for all narrative answer questions and are to include key points and marks for answers. These shall be prepared by an authorised Examiner with appropriate certification, and shall be approved and signed as approved by the Chief Examiner.

- 6.4.2. The conduct of practical examinations shall be defined by written procedures which shall include assessment and marking schedules for all possible solutions, observation of the candidate for compliance with safety notes and notices, and selection and correct usage of test equipment. Practical examination marking schedules shall be prepared by an authorised Examiner with appropriate certification, and signed as approved by the Chief Examiner.
- 6.4.3. AQB shall grade PCN NDT practical examinations according to the provisions of CP22.
- 6.4.4. All examination marking is to be carried out using red ink.
- 6.4.5. Examination results notices shall be despatched to the BINDT Certification Records Office, and the candidate not later than 28 days (though it is desirable that this period shall be less than 7 days) from the date of the examination and, in the case of failure in the examination, should include an indication of the reason for failure which is useful to the candidate in preparing for re-examination. The AQB may provide a copy of examination results to the organisation paying the examination fees, but must ensure that data is safeguarded as required by national regulations on data protection.
- 6.4.6. Failure by the candidate or their sponsor/employer to make payment for any examination within 12 months of the examination date shall be considered invalid and the results notice will not be accepted by PCN.
- 6.4.7. The following process for unpaid exams shall be adopted by the AQB;
- Grade the examination and raise a result notice as normal;
 - Do not submit any unpaid results notices to PCN;
 - Inform PCN (by way of email or letter) with a list of those on hold pending payment;
 - The candidate has 12 months, maximum, to pay for the examination taken or the examination results will become invalid and they will return to initial status;
 - When the candidate has paid please send results to PCN as usual indicating the reason for delay.
- 6.4.8. BINDT reserves the right to require further evidence of competence before issuing a PCN certificate.

7. REMOTE EXAMINATIONS

- 7.1. Remote Examinations are permitted under the conditions detailed in this section. **ALL** examinations conducted away from the AQB, or authorised AEC, **MUST** be authorised **IN ADVANCE** by BINDT. The controlling AQB is required to notify BINDT at least 7 days in advance of all instances where there is a proposal to conduct such remote examinations. Documented return permission/authorisation from BINDT is required before any such remote examinations can proceed. Failure to comply with this requirement may result in any non-authorised examinations being declared invalid by BINDT. Notification is the responsibility of the AQB who shall control the process should their AECs be involved. The AQB must inform the Certification Records Office by emailing them directly at pcn@bindt.org and must supply the following information:

- Name(s) of candidate(s)
- Address of exam location
- Company name (where appropriate)
- Examination type

Without this information PCN are not be able to process any examination results due to the PCN database requirements. All results will be issued under the main AQB as usual.

- 7.2. Where the AQB offers PCN examinations at one or more remote examination centres on a permanent or frequent basis, there shall be a documented procedure covering the conduct of examinations at each examination centre. This procedure shall address all of the requirements contained within this document and may be subject to audit on site at the discretion of BINDT, which shall approve all centres established for the conduct of PCN examinations.
- 7.3. If the AQB intends to conduct 6 or more examination sessions (within a 12 month period) at a location (ref 2.4) an application must be made to BINDT using CP9 Annex A. This location can then be registered as an AEC prior to examinations being conducted. An AQB must apply to BINDT for an AEC location. It is the responsibility of all AQB's to ensure that all of their AECs fully conform to CP09 requirements and are effectively controlled.
- 7.4. The AQB shall conduct audits on all remote examination locations to ensure the following (as a minimum) conform to CP9 requirements;
- Facilities (Theory & Practical examination facilities)

- Equipment (CP9 minimum requirement)
 - Personnel
 - Security Arrangements
 - Health & Safety
- 7.5. The AQB shall conduct audits at remote examination locations as follows:
- Authorised Exam Centres (AEC) – minimum annually
 - Remote Exam Centres (REC) – prior to each examination event
- BINDT Approved checklists CP9A and CP9B are available to assist in AEC/REC audits. These may be used or the AQB may generate their own checklists providing the required areas of CP9 are addressed.*
- 7.6. AQB's may conduct remote assessments of their AECs using video conferencing and other associated electronic measures and data capture/gathering capabilities.
- 7.7. Remote assessments are permitted under the following conditions:
- The AQB conducts such remote assessments in accordance with a detailed procedure and process.
 - At least one on-site assessment is conducted within the AQB's BINDT Approval cycle.
 - Fully traceable reports and records are maintained for review at BINDT assessments – this includes all objective evidence captured by the AQB during the remote assessment.
- 7.8. BINDT monitors AQB control of its AECs through documentary review of the AQB records of audit on its AECs. This review is conducted during BINDT assessments at the AQB. BINDT reserves the right to witness AQB audits at its AECs.
- 7.9. Following the implementation date of issue 18 of this document BINDT has reintroduced formal AEC audits conducted by BINDT Lead assessors. These audits will normally be attached to scheduled Approved Training Organisation (ATO) audits and will be conducted upon completion of the ATO audit. The AEC audit will normally be of one half day duration but will depend finally upon the audit progress. The AEC and controlling AQB shall make arrangements prior to the AEC audit for examination records to be available to the auditor on request. These records may be accepted in either hard or soft copy format and may be selected at random in advance of the audit by the appointed auditor. The assessment will be conducted against the requirements of checklist CP09B with any relevant requirements contained within CP09 also being applied. This official BINDT audit does not absolve the controlling AQB from their audit responsibilities detailed in clause 7.5 previous.
- 7.10. Where examination material is stored at a location not under the constant supervision of AQB staff, e.g., at a site remote from any permanently established and staffed examination centre, the AQB shall notify BINDT Certification Services Division management of the location concerned, and the measures in place to safeguard the security and confidentiality of examination material. The AQB shall retain audit records of such locations which include ensuring that security of exam materials is adequately addressed. These audit records (including photographs, if required) shall be retained and made available at BINDT assessments. BINDT reserves the right to audit such storage facilities and to direct that specific additional measures be implemented to safeguard security and confidentiality.
- 7.11. Where examination materials are transported between the AQB and the Remote location, the AQB shall have a documented process that details the actual materials transported and includes evidence of transport to/from each location. The AQB shall ensure the security of examination materials at all times while in transit or while retained at the remote location.
- 7.12. Failure to comply with these requirements for remote examinations, especially with regard to audits and security, may result in the removal of AQB approval. BINDT takes very seriously any matters that may have potential to compromise the integrity and security of the PCN scheme.