

**Certification Services Division
Newton Building, St. George's Avenue
Northampton, NN2 6JB
United Kingdom**

Tel: +44(0)1604-893-811.
Fax: +44(0)1604-893-868.
E-mail: pcn@bindt.org



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PRE-CERTIFICATION EMPLOYMENT, ON-THE-JOB TRAINING & EXPERIENCE

The provisions regarding training contained within this document are intended to reflect those published in PCN General Requirements and, in the event of conflict between the two documents, only PCN General Requirements will apply.

General

On-the-job training in the applicable NDT method and field of application can be carried out to supplement classroom and practical training provided by a PCN approved organisation. Personnel gaining experience to meet the PCN requirement for certification must do so under the supervision of appropriately certificated personnel. Such training and experience must be documented and authenticated.

Training: levels 1 and 2

To be eligible for Level 1 or Level 2 examination, candidates must have successfully completed, prior to making application for examination, a British Institute of NDT validated course of training, at an Approved Training Establishment, which covers the relevant PCN syllabus. Approved training establishments will provide trainees and their employers with documentary proof of successful (or unsuccessful) completion of training.

The minimum duration of any training and experience in order to satisfy the PCN certification requirements is provided in the applicable PCN qualification and certification requirements (e.g., PCN/GEN or PCN/AERO) document.

Where there is a shortfall between the duration of approved training and the training required within a second party certification standard, i.e., EN 4179, the employer is responsible for making up for that shortfall before authorising or approving the employee to carry out NDT on his behalf. Employers should maintain records of on the job training, and may use the form provided within this document to record additional training.



The British Institute of Non-Destructive Testing is an approved 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.



DETAILS OF PRE-CERTIFICATION EMPLOYMENT

(to be maintained for each NDT method for which certification is to be sought)

Title and family name	
Other names	
National Insurance number	
Normal address, including post code	
PCN number (if known)	
Telephone number(s)	
E-mail	
Employer	
Employer's address, including post code	
Tel/fax	
Email	
Candidate's position	
Line manager or supervisor	
Employment dates (from/to)	
NDT method and product or industry sector(s) for which PCN certification is sought	

LOG OF PRE-CERTIFICATION ON-THE-JOB TRAINING AND/OR EXPERIENCE

Name:		PCN number (if known):		Sheet number:	
NDT Method and technique	Name of OTJ trainer or supervisor, including contact information	Details of OTJ training or supervised experience	Date and duration (hours).	Running total (hours)	Qualifications of OTJ trainer or supervisor, including certificate number