

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



CP17A ISSUE 1 REV D

RECERTIFICATION OF PCN LEVEL 3 AEROSPACE CERTIFICATES

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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.



1. Related PCN documents

- a) PCN/AERO General requirements for the certification of personnel engaged in NDT within the aerospace sector
- b) PCN/GEN Appendix E3 (Requirements for radiation safety)
- c) PSL/8a PCN documents issue status
- d) PSL/28 Application for late/deferred renewal/recertification
- e) PSL/33 PCN wallet cards (for those who do not hold one already)
- f) PSL/35 PCN charges
- g) PSL/44 PCN vision requirements
- h) PSL/57A PCN Recertification examination application form
- i) CP17
- j) CP21 Complaints and Appeals
- k) CP27 Code of Conduct for PCN certificate Holders

2. Terms and Definitions

- a) **Recertification** - The procedure for revalidation of a PCN level 3 certificate by examination conducted at a PCN authorised qualifying body or through the structured credit system detailed at Annex A to this document.
- b) **Continuity of employment** - employed in a Level 3 function for a minimum of 36 months (at least 12 of which are in the last 24 months) within the previous five years in the method(s) for which recertification is sought. The number of months is cumulative and does not need to be consecutive months for validation purposes.
- c) **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.
- d) **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.

3. Applicability and compliance

- a) All preparation, up to and including the date of 1 April 2006, for recertification under previous CP17 credit systems is accepted as fulfilling the criteria within this document.
- b) Holders of *issue 01* PCN Level 3 certification issued under PCN/GEN Appendix A (Aerospace) may apply for 'renewal' under CP17 (as distinct from CP17A), but should note that the UK Aerospace NDT Board will cease to recognise such certificates after 31st March 2011.
- c) All applicants for PCN Aerospace Level 3 recertification shall provide verifiable evidence of continuity of employment using Form A3.
- d) Applicants for recertification who are unable to demonstrate continuity of employment to the satisfaction of the British Institute of NDT will be considered initial candidates for PCN Aerospace Level 3 certification in the NDT method concerned.
- e) Level 3 radiographers should ascertain the current PCN/GEN Appendix E3 requirements for radiation safety certification before applying for renewal or recertification.

4. Procedure for PCN aerospace Level 3 recertification through examination

- a) The level 3 certificate holder seeking recertification by examination will submit an application to an authorised qualifying body using an application form PSL/57B supported by the Level 3 task record sheet Form A3.
- b) If the individual fails to achieve a grade of at least 80% in the recertification examination described in PCN/AERO and the relevant appendix, additional training shall be taken, after which one further attempt at the whole recertification examination shall be allowed after 7 days and before 6 months.
- c) In the event of failure in the one allowable retest, the certificate shall not be revalidated and the candidate shall be considered an initial candidate for PCN Aerospace Level 3 certification in that NDT method.

5. Procedure for level 3 recertification via the structured credit system

- a) In this system the holder of level 3 certification gains credit for participation, in the five years prior to recertification, in the various NDT activities shown in Table A1.
- b) Documented evidence of meeting the PCN requirement for level 3 recertification through the credit system must be submitted on Form A1 with the application for recertification (Annex A). One application is to be submitted for each category of certificate for which recertification under the credit system is sought, and the applicant is required to complete Annex A Parts A, B and C while his employer finally completes Part D.
- c) The completed application form (A1) is to be sent, together with a matrix (A2) of points claimed, evidence of level 3 work activity (A3) and the current published recertification fee (details of fees are supplied separately on form PSL/35) for each certificate to be revalidated to:

The PCN Certification Records Office, The Newton Building, St George's Avenue, Northampton, NN2 6JB, United Kingdom.
- f) A candidate who does not meet the requirements of the credit system shall be permitted one attempt at the level 3 written recertification examination. Failure in this examination shall result in the individual being considered an initial candidate for PCN Level 3 certification in the applicable NDT method.

ANNEX A - CREDIT SYSTEM FOR RECERTIFICATION OF LEVEL 3 NDT PERSONNEL

Scope

This annex specifies the requirements for recertification of the Level 3 NDT personnel without examination. It is available only to PCN Level 3 holders who are NOT required to operate NDT equipment and / or to accept / reject aerospace materials components and /or structure as a part of their Level 3 duties – unless they concurrently hold a PCN Level 2 certificate valid for the same scope as the Level 3 certificate concerned.

Requirements

Application for recertification shall be made to the British Institute of NDT Certification Services Division at least 14 days, but no more than 4 months prior to the expiration date of the certification.

Candidates shall 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, irrespective of the number of certifications (methods) obtained, by engaging in one or more of the activities listed in Form A2.

FORM A1 - APPLICATION FOR LEVEL 3 RECERTIFICATION UNDER CREDIT SYSTEM

PART A - APPLICANT'S DETAILS

PCN I/D NUMBER: _____ PCN CERTIFICATE NO: _____

EXPIRY DATE OF CERTIFICATE: _____

DATE OF BIRTH: _____

FAMILY NAME: _____

GIVEN NAME(S): _____

E-MAIL ADDRESS: _____

PRIVATE POSTAL ADDRESS: _____

_____ POST CODE: _____

EMPLOYER: _____

EMPLOYER'S ADDRESS: _____

POST CODE: _____ TELEPHONE: _____ FAX: _____

DEPARTMENT: _____

JOB DESCRIPTION: _____

PART B - DETAILS OF CONTINUITY IN USING THE NDT METHOD

Please provide, using the form at Annex C, details of a selection (10 minimum) of verifiable level 3 tasks, appropriate to the certificate to be renewed, for which the applicant has been responsible during the validity of the certificate to be revalidated. The details provided must include the following:

- the organisation for whom the task was carried out;
- the date the task was carried out;
- the material, product, plant or structure concerned;
- the relevant code, standard, specification or procedure reference;
- a contact name and telephone number to enable verification to be effected.

The application will be returned if such details are not provided. Certificate holders are encouraged to maintain a log of ongoing work activity, and 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 renewed) without significant interruption. Details of any complaints regarding competence in relation to this certificate are attached herewith. I agree to comply with the PCN Code of Ethics (document reference CP27).

SIGNATURE: _____ NAME: _____ DATE: _____

PART D - EMPLOYER'S CERTIFICATE

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

NAME OF FIRM: _____

DEPARTMENT/CAPACITY _____

FROM: _____ TO: _____ WITH / WITHOUT (delete as applicable) continuity,

and that the information given in Parts A and B is, to the best of my knowledge, accurate.

SIGNATURE _____ DATE _____

NAME (IN CAPS) _____

POSITION _____

TELEPHONE, FAX NUMBER OR E-MAIL ADDRESS FOR VERIFICATION PURPOSES:

Correctly completed applications for recertification through the credit system should be sent by recorded delivery addressed to BINDT Certification Services, Newton Building, St George's Avenue, Northampton NN2 6JB, together with -

- a certificate of acuity of near vision satisfying the requirements detailed in PSL/44 (the test having been carried out with the 12 months prior to the date of this application),
- the current Level 3 recertification fee (see PSL/35), and
- a completed Form A2 showing points claimed under the structured credit system.
- verifiable evidence of typical level 3 activities recorded on Form A3

PAYMENT

Method of payment (either credit/debit card or a cheque payable to BINDT):				Tick box if cheque enclosed:	
For payment by credit card (tick relevant box):	<input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Amex	<input type="checkbox"/> Switch	
Card number:					
Card valid from (if a Switch card, issue date):		Card expires end:			
Name on card:				Security code (last 3 figures on the security strip on the reverse of the card)	
Signature of above named individual:					
Address of credit card holder (if different):					
Please debit the above credit/debit card for the amount shown (applicants must enter the correct amount, which can be ascertained from document PSL/35):	£		:	(including VAT)	

FOR BINDT USE ONLY

CREDIT SYSTEM RECERTIFICATION AUTHORISED: YES / NO (delete as appropriate)

VERIFICATION EFFECTED: YES / NO (delete as appropriate)

DETAILS OF VERIFICATION OR ANY RELEVANT COMMENTS: _____

AUTHORISING SIGNATURE: _____ NAME: _____ DATE: _____

ENTERED ON DATABASE BY: _____ DATE: _____

NEW EXPIRY DATE: _____

NOTE: ALL PCN AEROSPACE CERTIFICATES ARE ISSUE 01

INVOICE/PAYMENT DETAILS: _____

FORM A2 - RECORD OF POINTS CLAIMED

NAME: _____ PCN NUMBER: _____

CERTIFICATE NUMBER: _____ EXPIRY DATE: _____

Activity	Criteria	Point Allocation	Max. 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	16					
	Co-author (> 30%)	4						
	Co-author (< 30%)	2						
Authoring, co-authoring, or Custodian for company or industry NDT specifications or standards	Each Standard or Specification	8	16					
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	24					
	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	2	8					
Participating in technical course/seminar for which academic credit is given	For actual Continuing Education Units or academic credit earned	Actual CEUs awarded	16					
Non-destructive testing examiner	For each examination session	1	8					
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	4	16					
Attend equipment or trade show	For each show attended	1	4					
Conduct external NDT audits	For each external audit conducted	1	16					
Total points claimed (minimum of 24 points over five years):								

Verifiable evidence of activities for which points are claimed must be submitted with an application for recertification. A minimum of 24 points is required to achieve recertification through the structured credit system.

