

PSL/45 issue 4 dated 7<sup>th</sup> June 2007 Reviewed 9<sup>th</sup> December 2011

## PSL/45 - USE AND MISUSE OF PCN CERTIFICATES

1. The issue of a PCN certificate indicates that the holder has demonstrated an acceptable level of competence measured by means of the relevant examination conducted at a PCN authorised qualifying body on the date indicated using a particular set of equipment on a specific product. Holders or employers are not permitted to imply any further degree of competence on the basis of the certificate.
2. PCN Certification issued is valid only if:
  - (a) it is within date
  - (b) it is on standard PCN paper bearing the PCN logo
  - (c) it has been signed by the individual to whom the certification is awarded
  - (d) it has been signed by a duly authorised representative of PCN
  - (e) the holder has successfully passed a vision test within the past 12 calendar months which meets the minimum published requirements
  - (f) it bears the current address of the holder
  - (g) it is presented with a PCN wallet card showing a photograph of the holder impressed with the PCN cold seal, and bearing the holder's signature
  - (h) for radiographers only, the holder has passed the PCN basic radiation safety examination
  - (j) all examination and certification fees have been paid
3. Holders or employers must not use certificates, nor the PCN logo, nor must they knowingly allow them to be used by a third party, in a manner that may be considered fraudulent.
4. All PCN certificated personnel have undertaken to comply with a Code of Ethics (published as [CP 27](#)), and are required to keep a register of complaints made against them within the scope of the certificate of competence. Failure to keep such a register or failure to enter valid complaints in it will be construed as a misuse of the certificate and appropriate penalties will be applied, see below. The register of complaints must be made available to PCN on request.



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.



## **PCN Guidelines on the Use and Misuse of Certificates**

- (i) Photocopies of certificates are not acceptable to PCN, but it is recognised that employers of PCN certificated personnel may wish to copy the certification for records purposes. PCN will supply duplicate certificates for a modest fee.
- (ii) PCN offers a free service for verification of certification by letter, telephone, fax or via the PCN website ([www.bindt.org/PCN/](http://www.bindt.org/PCN/)). The organisation seeking verification has to supply either a certificate number or the individual's PCN number in order that verification may be given.
- (iii) Certificates are valuable documents which should be kept in a safe place. Any suspicion of forgery or misrepresentation must be reported to PCN. Loss or theft of certificates must be reported to the police and to PCN.
- (iv) It is strongly recommended that Certificate holders maintain a log of work activity and other details. This will assist when renewing certification. Log books are available from the British Institute of NDT for a modest sum.
- (v) New employers presented with PCN certification should satisfy themselves that the certificate holder has been employed without significant interruption\* on work for which the certificate was granted. It is strongly recommended that the employer asks to see the certificate holder's Log Book.

\* A significant interruption means an absence from (or a change of) work activity which prevents the holder of PCN certification from practising the duties corresponding to his or her level in the method and sector(s) for which certification was issued, for one or several periods totalling one year or more. For the purpose of calculating this period, authorised holidays, illness or periods of related training and education, any of which are one month or less in duration, shall not be considered.

## **Penalties for the Misuse of Certificates**

The penalty for misuse of PCN certification in all cases is invalidation of the certificate. If the misuse was in the public domain, publication of the transgression may also be undertaken. Any misuse which appears to be an infringement of the law will result in the matter being reported to the police.

## **References**

CP 27 Code of Ethics for PCN certificate holders

Further information concerning certification is available from PCN at Newton Building, St. George's Avenue, Northampton, NN2 6JB. Tel: 01604 893811. Fax: 01604 893868, or at <http://www.bindt.org/Certification/Certification.html>