



## **1. Introduction**

### **1.1 General**

After the first five years of validity, Level 1 and Level 2 certificates may be revalidated without examination, while certificates renewed five years previously can only be revalidated through the recertification process (see definitions) involving success in an examination conducted by an Certification Body (CB).

## **2. Terms and Definitions**

**Renewal:** The procedure for revalidation of a certificate without examination at any time up to five years after success in an initial, supplementary or recertification examination.

**Recertification:** The procedure for revalidation of a certificate by examination conducted at CB or by otherwise satisfying the Certification Body that the published criteria for recertification are satisfied.

**Significant Interruption:** An absence or a change of activity which prevents the certified individual from practising the duties corresponding to his or her level in the method and the industrial sector(s) for which the certificate is valid, for (a) a continuous period in excess of 12 months or (b) two or more periods for a total time exceeding 24 months.

**Note 1:** Legal holidays, or periods of sickness or courses of less than thirty days are not taken into account when calculating the interruption.

**Surveillance:** a process which takes one of the following forms:

**Monitoring:** the formal assessment (by an appropriately qualified person) of the complete testing process, including preparation, pre-test calibration, conduct of NDT, and recording/reporting, carried out by the certificate holder in the course of his or her normal work activity and recorded

**Re-inspection:** a second or repeat inspection (carried out by an appropriately qualified person), using the same NDT instruction or procedure as used in the original test carried out by the certificate holder in the course of his or her normal work activity and recorded

**Appropriately qualified person:** An individual (carrying out re-inspection, monitoring or supervised tests) holding ISO 9712 Level 2 or Level 3 certification, or other relevant certification acceptable to the Certification Body. The certification concerned must cover the same NDT method and product or industry sector as that certification which is the subject of surveillance.

**Corrective action:** [where surveillance of a certificate holder reveals a deficiency in the performance of NDT for which he or she is certificated] the implementation of two or more of the following actions:

- further training (recorded using Annex D2),
- additional surveillance,
- amendment of NDT procedures,
- recall of work,
- notification of clients,
- suspension of authorisation to test, or
- other appropriate actions with time scales for implementation;

**Note 2:** Wherever non-conformance affects the previously published results of tests, intended corrective actions and satisfactory implementation should be notified to directly affected parties, e.g., to the Certification Records Office, the employer's client and/or the applicable regulatory body, which should be requested to confirm in writing the acceptability of the corrective action.

## **3. Procedure for Renewal of a Certificate**

3.1 It is the responsibility of the certificate holder to initiate the procedure required for renewal. The renewal application shall be presented within the six months before the date of expiration of the certification. To ensure continuity of certification, applicants are advised to ensure that the application reaches the Certification Records Office not less than 4 weeks before expiry.

3.2 It is the responsibility of the applicant to ensure the correct issue status of F-85 prior to making application. Details of the issue status of documents are published and available at [www.iandtc.org](http://www.iandtc.org) or directly from the Certification Body upon request.

3.3 One application is to be submitted for each certificate (each method) for which renewal is sought, and the applicant is required to complete all the parts of the application in totality. The employer finally completes Part D. The completed application is to be sent to the Certification Records Office at 5, Thirupugal Street, Kamakshi Nagar, Valasaravakkam, Chennai 87, clearly marking the envelope "Certificate Renewal", together with:

- a certificate of satisfactory visual acuity (recorded on document F-83) issued in the preceding twelve months;
- a record of employment (using Annex D1) covering the period of validity of the certificate to be revalidated;
- the current renewal fee (details of fees are supplied separately in document F-41) for each certificate to be renewed.



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- A completed form F-74 where the holder's wallet card was issued more than ten years ago.

**Note 3:** There is a high percentage of verification carried out on information submitted in support of applications for renewal. In the event that a deliberate attempt to deceive is detected, severe penalties will be applied. If in doubt about the validity of the information you are providing, seek the advice of the Certification Office. Attention is drawn to the Code of Ethics (F-71) which is binding upon all certificate holders.

3.4 Holders of radiography certification at all levels will be required to be in possession of valid basic radiation safety or radiological protection certification (or alternative national radiation safety certification where the certificate holder concerned is engaged in radiography exclusively outside of the country of issue of the certificate concerned) to maintain the validity of the radiography certificate.

3.5 In the event that the application for renewal is rejected on the grounds that the continuity of work activity criterion for renewal is not satisfied, the applicant is permitted to attempt in the recertification examination provided he or she satisfies the visual acuity requirement and undertakes a continuation training course (by CB or through ATO duly approved by CB) of not less than two days duration covering the scope of the certificate to be revalidated. Such training to be recorded on this form.

3.6 The candidate who has been refused renewal and has failed to satisfy the requirements for recertification will be required to be successful in the initial qualification examination for the sector and NDT method concerned.

#### **4. Procedure for Recertification And Supplementary Examination**

4.1 It is the responsibility of the certificate holder to initiate the procedure required for recertification. The recertification application shall be presented within the six months before the date of expiration of the certification. To ensure continuity of certification, applicants are advised to submit a recertification application (F-78) not later than 4 weeks prior to certificate expiry,

4.2 Applications for supplementary examination (which also serves as recertification) using form F-78 may be submitted at any time during the validity of the certificate, but must be received by the CB not later than 8 weeks prior to the date of certificate expiry. Form F-78 is obtained from [www.iandtc.org](http://www.iandtc.org) must be completed and submitted by the applicant to the CB, together with:

- a certificate of satisfactory visual acuity (document F-83 refers) issued in the preceding twelve months;
- a record of employment (using Annex D1) covering the period of validity of the certificate to be revalidated;
- a completed record of continuation training (where appropriate);
- A completed form F-74 where the holder's wallet card was issued more than ten years ago.
- the current recertification or supplementary examination fee

4.3 In the event that a certificate has expired, a supplementary examination is not permitted, but the holder may apply to the Certification Records Office for *late recertification* up to 12 months after the date of expiry (and no later) using form F-86, which may also be used by individuals who recognise in advance that, for whatever reason, they will be unable to submit their application for recertification by the expiry date, in which case they may apply on F-86 for deferred recertification. It is emphasized that acceptance of an application for late or deferred renewal/recertification does not extend the validity of the certificate concerned.

4.4 To recertify, the certificate holder must successfully complete a practical recertification examination. The recertification examination will include testing selected specimens appropriate to the scope of certification to be revalidated and, for Level 2, the production of a written NDT instruction suitable for use by Level 1 personnel.

4.5 If the individual fails to achieve a grade of at least 70 % for each specimen attempted, one retest of the whole recertification examination shall be allowed after at least 7 days and before 6 months.

4.6 In the event of failure in the one allowable retest, the certificate shall not be revalidated and, to regain certification for that level, sector and method the candidate shall apply for new certification. In this case, no examination exemptions shall be awarded by virtue of any other valid certification held.

4.7 In addition, holders of radiography certification at all levels will be required to be in possession of valid basic radiation safety or radiological protection certification (or alternative national radiation safety certification where the certificate holder concerned is engaged in radiography exclusively outside of the country of issue of the certificate) to maintain the validity of the radiography certificate.

4.8 Holders of Level 1 or 2 certification who wish to add an additional category (where appropriate) at the same level, will be required to attempt a supplementary examination comprised of specific written and/or specific practical parts.

**Note 4:** Because the candidate who is unsuccessful in the recertification process will be considered an initial candidate for certification in that sector, method and level covered by the original certificate, candidates are advised to prepare thoroughly for recertification. It may be considered advisable to undertake continuation training before attempting the recertification examination.

**Note 5:** Appeals may be made against failure to recertify a certificate. All appeals must be made in writing to the Certification Body and will be similarly acknowledged. The procedure for Complaints and Appeals is contained in document available in the website [www.iandtc.org](http://www.iandtc.org).



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**Annex A - Application For Renewal of A Level 1 Or 2 Certificate**

**Part A - Applicant's Personal and Certificate Details**

FAMILY NAME:			
GIVEN NAME(S):			
DATE OF BIRTH:		Candidate ID Number:	
PRIVATE ADDRESS:			
POST CODE:		TELEPHONE NO:	
EMAIL ADDRESS:			
CERTIFICATE NUMBER:		EXPIRY DATE:	

**Part B - Current Employment Details**

EMPLOYER'S NAME:			
ADDRESS:			
POST CODE:		TELEPHONE NO:	
EMAIL ADDRESS:			
APPLICANT'S DEPARTMENT:			
APPLICANT'S JOB DESCRIPTION:			
CURRENT SUPERVISOR:			

**Part C - Applicant's Declaration**

I declare that the information given in Parts A and B of this application, and in supporting documentation is authentic. I agree to comply with the Code of Ethics (published as F-71).

Signature \_\_\_\_\_ Date \_\_\_\_\_

Full Name (In Capitals) \_\_\_\_\_



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**Annex A (Continued)**

**Part D - Employer's Authentication**

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 performed by the applicant named in Part A has been without significant interruption (see definitions) while employed by this company and has been to a satisfactory standard. **(This must be signed by the employer - not the person applying for certificate renewal - regardless of position within company).**

SIGNATURE/DATE	
NAME (in block capitals)	
POSITION	

Completed applications should be sent to the Certification Records Office by secure post (recorded delivery): for the attention of –the Certification Records Office, <address>, together with supporting documentation detailed under paragraph 4. Alternatively, send by attachments to an Email addressed to [www.gvcsndt.org](http://www.gvcsndt.org)

**METHOD INFORMATIONS**

<b>NDT Cert to be Renewed:</b>	<b>Cert Number Reference:</b> _____ <b>(Attach the copy of the certificate)</b>
	<b>Method:</b> RT / UT / MT / PT / ET / PAUT / VT / TOFD / AUT DI / PAUT DI / TOFD DI / BRS / WI / RTFI

**PAYMENT**

Details of the payment:
Address to which Invoice needs to be raised:



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**Annex D1 To F-85 - Approved Record Of NDT Employment(Covering Five Years)**

**(Maintain Records Up-To-Date With Every Change In Employment Or Job Description / Position)**

**Certificate Holder's Full Name:.....Candidate Id Number: .....**

DATES (employed - from/to)	EMPLOYER'S NAME & ADDRESS (including telephone and fax numbers)	CERTIFICATE HOLDER'S DEPARTMENT AND NAME OF SUPERVISOR	CERTIFICATE HOLDER'S JOB DESCRIPTION

**Note: Candidate need to submit the current Experience certificate from the employer confirming the candidate continued work activity in the particular method (where renewal is sought).**



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**Annex D2 To F-85 - Record Of NDT Training**

Record of approved continuation or updating training in the NDT methods for which certification is held,  
or attendance at an event deemed acceptable as continuing professional development

Certificate Holder's Full Name:		Certification Id Number:		
Date Of Training Or Event	Course Or Event Reference	Training Establishment Or Event Venue	Duration And Content Of Training Or Event	Name and Contact Telephone Number Of Individual Verifying