



RENEWAL AND RECERTIFICATION OF LEVEL3 CERTIFICATES

Information to candidates applying for Renewal by Application at the end of the Five years after Initial Certification & Recertification by Application at the end of the Ten Years

1. General Information

- 1.1 The renewal application shall be presented within the six months before the certificate expiry date. To ensure continuity of certification, applicants are advised to ensure that their application reaches the Certification Records Office not later than 4 weeks before expiry.
- 1.2 In the event that a certificate has expired, the holder may apply for late renewal upto 12 months after the date of expiry (and no later) using form F-186 obtainable from www.bssndt.com. F-186 may also be used by individuals who recognize in advance that, for whatever reason, they will be unable to submit their application for renewal before the expiry date, in which case they may apply for deferred renewal. It is emphasized that acceptance of an application for late or deferred renewal/recertification does not extend the validity of the certificate concerned.
- 1.3 If renewal is applied for more than 12 months after expiry, candidate will be considered as the initial candidate and need to undergo examination route.

Note: Late/deferred applications will incur an additional charge.

1.4 A candidate who applies for and does not meet the requirements of the credit system shall be recertified in accordance with section 4, procedure for recertification by the written examination. In the event of failure at the first attempt at recertification by examination, only one retest of recertification examination shall be allowed within 6 months of the date of application for recertification via the structured credit system.

1.5 The individual shall provide appropriate documented evidence, acceptable to the certification body, of their continued practical competence in the method or pass a Level 2 practical examination, as specified, except for the drafting of NDT instructions.

2. Procedure for renewal of level 3 Certification

2.1. The certificate holder must submit to the Certification Records Office a completed F-184 application together with documentary evidence of a satisfactory test of visual acuity (meeting the published requirements of document F-183) conducted with in the 12 months prior to renewal.

2.2. The applicant's employer shall verify that the certificate holder has applied the NDT method for which renewal is sought—satisfactorily and without* significant interruption during the period of validity of the certificate.

2.3. Applications must be made to on the Annex A form to the current issue of this document. One application is to be submitted for each sector/method of certificate for which renewal is sought ,and the applicant is required to complete Annex A Parts A, B and C, the certificate holder's employer must complete Part D.

2.4. The completed application form Annex A is to be sent, together with:

- Documentary evidence of a satisfactory test of visual acuity recorded on F-183
- Annex C – Level 3 Task Record Sheet
- Annex D1 – Record of Employment
- Annex B2 – To claim structured credit points
- The current published recertification fee for each certificate to be revalidated (details of fees are provided in document ref FP-141) .

Applications should be posted to BSS NDT Office or emailed to the Certification Records Office at admission@bssndt.com.

Please note there will be an administrative charge for rejected applications, please refer to FP-141.

3. Recertification of Level 3 Certification

3.1. 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-178) not later than 4 weeks prior to certificate expiry.

3.2. The certificate holder must submit documentary evidence of a satisfactory test of visual acuity (meeting the published requirements of document F-183) conducted with in the 12 months prior to recertification.

3.3. Five years after renewal, Level 3 certification may be revalidated by the Certification Body for a new period of 5 years on the basis of the following requirements.

3.4. All Certificate holders when recertifying level 3 certificates (by examination or structured credit system) shall provide appropriate documented evidence, acceptable to the certification body, of their continued practical competence in the method at L 2 using Annex D. If candidates cannot complete Annex D they will need to successfully complete the L 2 practical exam. Holders of valid L2 certificates will be exempt his requirement.



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3.5. The level 3 individual seeking recertification shall meet the criteria for renewal (see clause 4) and either:

3.5.1. Successfully complete a written examination comprising 20 multi-choice closed book questions on the application of the test method in the industrial or product sector(s) concerned, and a further 10 multi-choice questions on the General Requirements for Certification (PCM-01). This latter part will be an open book examination.

OR

3.5.2. Meet the requirements of the structured credit system detailed in Annex B1&B2.

3.6. If recertification (by examination or structured credit system) is applied for more than 12 months after expiry, the main method examination including the Level 2 practical shall be required.

4. Procedure For Recertification of Level3 Certification By Written Examination

4.1. The level 3 certificate holder seeking recertification by written examination will submit a completed F-178 application form to the CB, together with;

- Documentary evidence of a satisfactory test of visual acuity
- And evidence of level 3 work activity using the form [Annex C](#).

4.2. If the individual fails to achieve a grade of at least 70% in the recertification examination , two further attempt at the whole recertification examination shall be allowed after 7 days and before 12 months.

4.3. In the event of failure in the two allowable retests, the certificate shall not be revalidated and ,to regain certification for that sector and method the candidate shall be required to achieve success in the appropriate main method and applicable Level2 practical examinations after the training (50 % of Initial Training requirements) acceptable by BSS NDT.

5. Procedure For Recertification of Level 3 By The Structured Credit System

5.1. In this system the holder of level3 certification gains credit for participation, in the five years prior to recertification, in the various NDT activities shown in Annex B1.

5.2. Limits are placed upon the maximum number of points which can be claimed in any one year and, in some cases, the minimum points accrued in any year a real so stated in order to ensure an even spread of qualifying activities over the five year period.

5.3. One application is to be submitted for each sector/method for each certificate for which recertification under the credit system is sought, and the applicant is required to complete Annex A Parts A, B and C, the certificate holder's employer must complete Part D.

5.4. The completed application form Annex A is to be sent along with;

- Documentary evidence of a satisfactory test of visual acuity
- A completed form [F-174](#) (in the event that the holder's wallet card was issued 10 years or more before the present date)
- Annex B2 –showing at least the minimum required points
- Annex C – Level 3 Task Record Sheet
- Annex D1 – Record of employment
- The current published recertification fee for each certificate to be revalidated (details of fees are supplied separately on form [FP-141](#)) .

Applications should be posted or emailed to the Certification Records Office at info@bssndt.com Please note

there will be an administrative charge for rejected applications, please refer to FP-141.



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Annex A-Application For Level 3 Renewal or Recertification Under the Credit System

Part A - Applicant's details

First name:	
Last name:	
Date of birth:	
Address for correspondence:	
Post code:	
Telephone no:	
Email address:	
Candidate id number (must be provided):	
Certificate number:	
Expiry date:	
Employer:	
Department:	
Job description:	

Part B – Details of Continuity in using the NDT Method

Please provide, using the format Annex C, details of a selection (10 minimum) of verifiable level3 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 organization 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 (photo copies are acceptable-original logbooks will be returned with certificates).

Part C -Applicant's Declaration

This application is submitted in respect to Renewal/Recertification*(under the credit system), and the appropriate supporting documentation is enclosed here with.>(*delete as appropriate)

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 here with. I agree to comply with the Code of Ethics (document reference F-171).

Signature:	
Name:	
Date:	



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Part D - Employer's Certificate

I certify that the person named in Part A was employed by:			
Name of company:			
Department/capacity:			
From (enter date):		To (enter date):	
With* / Without* significant interruption. *delete as applicable and, in the case of a significant interruption, please provide details separately)			
AND that the information given in Parts A and B is, to the best of my knowledge, accurate.			
Further more, work, relevant to the level 3 certificate concerned, performed by the afore mentioned applicant has been to a satisfactory standard whilst employed / engaged by this company.			
Name:			
Position:			
Signature and date:			
Telephone:			
E-mail:			

Correctly completed applications for renewal should be sent to: info@bssndt.com. Completed F-178 applications for recertification should be sent to the chosen AQB.

METHOD INFORMATIONS

NDT Cert to be Renewed:	Cert Number Reference: _____ (Attach the copy of the certificate)
	Method: RT / UT / MT / PT / ET / PAUT / TOFD / BRS / RTFI

FOR CB USE ONLY

Certificate renewal authorised:	YES / NO (delete as appropriate)
Verification effected:	YES / NO (delete as appropriate)
Details of verification or any relevant comments:	
Authorising signature and date:	
Name / position:	
Entered on database by(name, position and date):	
New expiry date:	
New certificate issue:	01 / 02 (delete as appropriate)
Invoice/payment details:	



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Annex B1- Structured Credit System For Level 3 Recertification

In this system the level 3 certificate holder gains credit for participation, during the five years prior to recertification, in the various NDT activities shown in the table below. Limits are placed on the maximum number of points which can be gained in each year, and in any activity over the five years, thus ensuring an even spread of activities. To be eligible for recertification through the structured credit system:

- A minimum of 100 points shall be accrued during the five year validity of the certificate (Recertification period)
- A minimum of 50 and a maximum of 70 of the 100 points is required for any combination of activities listed in PART A of the below Table
- A minimum of 30 and a maximum of 50 of the 100 points is required for any combination of activities listed in PART B of the below Table

In addition to the recertification application, the candidate shall submit evidence of activities as follows:

- Agenda and list of attendees of meetings under items 6 & 7
- A brief description of R&D under item 5
- References of publications authored under item 7
- A summary of the training delivered under item 4
- A summary of training taken under item 2 & 3
- A valid membership certificate needs to be attached for item 8
- A letter from a CB briefing the role of the candidate under item 11

For each certificate, evidence of work activity under item 1, using the format Annex C.

Activity		Points granted per Activity	Max. Number of Points per year of activity	Max. Number of points over 5 Years of activity
PART A				
1.	Performance of NDT Activities	2 / day	25	95
2.	Completion of theoretical training in the method	1 / day	5	15
3.	Completion of practical training in the method	2 / day	10	25
4.	Delivery of Practical or theoretical training in NDT method considered	1 / day	15	75
5.	Participation in Research activities in NDT Field or for engineering of NDT	1 / week	15	60
PART B				
6.	Participation to a technical seminar / paper in the field of the method or technique	1 / day	2	10
7.	Presenting a technical seminar / paper in the field of the method or technique	1 / Presentation	3	15
8.	Current Individual Membership in NDT or NDT Related society	1 / membership	2	5
9.	Technical oversight and mentoring of NDT Personnel / trainee in the relevant method	2 / mentee	10	40
10.	Participation or convenorship in standardization and technical committees	1 / committee	4	20
11.	Performing a technical NDT Role within a Certification Body	2 / activity	10	40



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Annex B2-Record of Points Claimed

Name:	
Unique certification number:	
Certificate number:	
Scope of certificate (sector, method)	
Expiry date:	

This form is for the use of applicants for Level 3 recertification under the structured credit system. Points accrued may be used in respect t of more than one certificate, and it is suggested that Level3 certificate holders maintain a log of admissible activities, many of which are accepted as Continuing Professional Development(CPD).

	ACTIVITY for which points may be claimed	YEAR:	YEAR:	YEAR:	YEAR:	YEAR:	5YEAR TOTAL
PART A							
1.	Performance of NDT Activities* (see last page)						
2.	Completion of theoretical training in the method						
3.	Completion of practical training in the method						
4.	Delivery of Practical or theoretical training in NDT method considered						
5.	Participation in Research activities in NDT Field or for engineering of NDT						
PART B							
6.	Participation to a technical seminar / paper in the field of the method or technique						
7.	Presenting a technical seminar / paper in the field of the method or technique						
8.	Current Individual Membership in NDT or NDT Related society						
9.	Technical oversight and mentoring of NDT Personnel / trainee in the relevant method						
10.	Participation or convenorship in standardization and technical committees						
11.	Performing a technical NDT Role within a Certification Body						
Totals							

Verifiable evidence of the above activities must be submitted with an application for recertification.



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Annex D- RECORD OF CHECKS CARRIED OUT TO MONITOR THE CERTIFICATE HOLDER'S PRACTICAL COMPETENCE

Including on-the-job monitoring or re-inspection, and/or testing a training sample provided by an accredited training organisation. Use a different sheet for each certificate. A minimum of one recorded surveillance per annum is acceptable, though two or more per annum is preferred.

NOTE: The Supervisors' certificate(s) must be verified as the same level, sector and method and must be validate the time the experience was gained.

Certificate holder's full name:		Unique certification ID number:		Certificate number:	
Date of surveillance	Job/report reference & brief description of test piece or training specimen	Name, ID number & contact telephone number of surveyor	Employer of surveyor	Signature of surveyor	Result of surveillance Pass/Fail



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Annex D1 - 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



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***Performance of NDT activities**

- 1) In assessing this activity type, the certification body should consider the responsibilities of employers as specified in 5.5 and the duties specified in Clause 6. The following work activities may be considered as acceptable:
 - a) knowledge and understanding of the customer's specifications and the inspection standards;
 - b) verification of operating conditions or setting up of the test equipment, successful performance of NDT, satisfactory reporting;
 - c) performance as a Level 3 examiner.

- 2) In order to assess the activities specified in C.2.1, the certification body may request from the individual seeking renewal or Level 3 recertification documentation and/or evidence to demonstrate compliance including, but not limited to, the following:
 - a) Confirmation of the candidates work activities by a certified individual or referee;
 - b) Confirmation of the level of activity of the individual in the given method;
 - c) Confirmation of formal documented competency or proficiency test(s) in the given method;
 - d) Dates and protocol numbers of reports;
 - e) Details of any job specific training received;
 - f) Confirmation of employer's authorization to operate;
 - g) Summary of activities and outputs;
 - h) job/position description;
 - i) annual/regular employer assessments of performance/competence;
 - j) Sample NDT reports;
 - k) Sample procedure(s) developed (Level 3 only);
 - l) Customer feedback;
 - m) Confirmation of adherence to code of ethics from employer;
 - n) Confirmation of compliance with additional national requirements (i.e., radiation safety).