
NDT Personnel Certification Program

Legal Scope:

TÜV Rheinland Polska Sp.zo.o.

Business Scope:

A.06 Training & HR Development

Process Scope:

6.3 Service Delivery : 6.3.3 Certification

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1. Introduction and explanations

This certification program is substantively based on the unambiguous findings of PN-EN ISO 9712. Where the above standard prescribes to regulate, determine or clarify an open issue for the certification body, this program, in addition to the citation of points of the standard, provides additional regulations in the individual topics that relate to this.

2. Responsibility of the certification body

2.1. The Certification Body of TÜV Rheinland Polska Sp. z o.o. in the certification program for nondestructive testing personnel (CB for short) works in accordance with the requirements of PN-EN ISO/IEC 17024 and the Quality System implemented at TÜV Rheinland Polska Sp. z o.o. CB has a quality policy and implements its objectives and goals. CB has introduced, promotes and maintains the certification system by managing it through the application of the aforementioned standard and the implemented quality system.

The Certification Body of Individuals TÜV Rheinland Polska Sp. z o.o. in the Nondestructive Testing Personnel Certification Program does not subcontract certification services to other entities, including granting, maintaining, recertifying, extending and limiting the scope of certification, suspending or revoking the scope of certification.

2.2. The certification system described in this program takes into account the needs of all stakeholders who use nondestructive testing in their practice. The certification body also takes into account regulations and standards used in specific industries and sectors, as well as good practice in nondestructive testing.

The certification body, through the use of instructions for the recognition of training units and the qualification and delegation of authority for the unit's employees, applies a clear separation between the independent training preparation stage of the candidate and the qualification examination and certification. The above processes are independent and are not linked to each other with any financial benefit for the party applying for certification.

2.3. In order to take into account all the needs of certification stakeholders, the Person Certification Body has established a **Program Council** with the following tasks:

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- approval, maintenance, updating of the program and tools of the certification system (e.g., exam questions and samples),
- approval of exam questions and samples,
- checking market needs, promoting certification in new areas,
- development and implementation of certification in other standardized and non-standardized test methods according to market demand.

The Program Council is supported by CB's internal experts and external experts working with specialists in a particular NDT method (these may be employees of the certification body or external specialists). Experts and specialists analyze detailed inquiries about a particular certification method, develop new exam questions, update and review current exam questions, and select and review exam samples. Applications, exam questions, and documentation of exam samples developed by the CB manager go to the Program Council for approval.

The composition of the Program Council is selected so that there is no dominant influence of any party. Members are obliged to maintain impartiality, confidentiality and to prevent conflicts of interest between stakeholders. Work in the program council is voluntary.

2.4. CB shall not discriminate against a candidate for certification on the basis of gender, religious views, political views, sexual orientation, social and professional background. Any candidate who meets the requirements described in this program has the right to apply for certification.

2.5. To ensure impartiality, TÜV Rheinland Polska Sp. z o.o. has an Impartiality Protection Committee.

2.6. CB makes the ethical rules for the certified person available to the public. These are written rules for NDT personnel that the certified person agrees to follow by signing off on them. The certification body is the owner of the certificate and has the right to check the proper use of the certificate by the person during its validity period. If improper use of the certificate is found, the entity has the right to limit the scope, withhold or revoke the certificate.

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3. Responsibility of the employer

3.1. The employer presents to the certification body a candidate for certification by presenting in the form of a statement documented information about his education, training, practice, ability to see according to section 7.4 of EN ISO 9712:2022-09. If the candidate is unemployed or self-employed, the statement about education, training and practice is confirmed by an independent party acceptable to the CB on the basis of its business profile and competence of persons representing the company or institution. The business profile and competence of the persons must be related to nondestructive testing.

3.2. Neither the employer nor its employees may be directly involved in the certification candidate's qualification exam.

3.3. The employer should authorize in writing the certified personnel to perform the tasks specified by the employer. These tasks must not exceed the competence specified in the certificate as to the degree of qualification and industrial and/or product sectors. The employer should ensure that the candidate is able to demonstrate the ability to see and the continuity of practice of the certified person performing the tests during the given period of validity of the certificate.

3.4. A person who is a candidate and self-employed should assume all the responsibilities assigned to the employer.

3. Responsibility of the candidate

The candidate for certification should provide documented proof of completion of training, verifiable documented proof of completion of the required practice confirmed by an arbitrator, documented proof of vision capability ensuring compliance with the requirements of p.7.4 according to EN ISO 9712:2022-09, adhere to the code of ethics published by CB.

4. Responsibility of the certified person

5.1. Individuals certified by CB shall adhere to the code of ethics published by CB, maintain records proving that they have met the requirements for visual ability according to clause 7.4 of

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EN ISO 9712 :2022-09 and submit the results of such examination to the employer, notify CB and the employer if the validity of the certification is not met.

5.2. Personnel certified by the CB shall perform examinations in a reliable and impartial manner in accordance with the scope of their competence as to degree and sector(s) of qualification. Personnel should be aware of the responsibility for the examination result certified by their signature. Falsification of test results and misuse of certification may lead to unpredictable consequences in the area of safety of life and public health and the environment.

6. Definition and purpose of the certification program

The certification program specifies the procedure and conditions that nondestructive testing personnel must meet in order to obtain a certificate of competence in a given test method and grade and sector.

The purpose of the certification program is to show and explain to the candidate the possible path to certification and to obtain a certificate of competence in a particular method, degree and sector of nondestructive testing.

The certification program applies the concepts and definitions described in Chapter 3 of EN ISO 9712.

Related documents:

- EN ISO/IEC 17024 Conformity assessment. General requirements for certification bodies for persons.
- EN ISO 9712:2022-09 Non-destructive testing. Qualification and certification of personnel nondestructive testing.
- CEN/TR 15053 Non-destructive testing - Recommendations for discontinuities- . types in test specimens for examination.
- CEN/TR 14784 Non-destructive testing - Methodology for qualification of nondestructive tests.
- CEN ISO/TR 25107 Non-destructive testing - Guidelines for NDT trainings. syllabuses.
- CEN ISO/TR 25108 Non-destructive testing - Guidelines for personnel training organizations.

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SNT-TC-1A Recommended Practice. Personnel Qualification and Certification in Nondestructive Testing.

- ASME BPVC, Sec. V, Article 4
- ISO 18536-3 Non-destructive testing - Characterization and verification of ultrasonic phased array equipment - Combined systems.
- ISO 13588 Non-destructive testing of welds - Ultrasonic testing - Use of automated phased array technology.
- EN 16018 Non-destructive testing - Terminology - Terms used in ultrasonic testing with phased arrays.

7. Areas of possible certification and terms of reference and tasks**7.1. General information**

Certification Body of Individuals TÜV Rheinland Poland's certification program for non-destructive testing personnel certifies

- in the following NDT test methods:

VT - visual testing,

PT - penetrant testing,

MT - magnetic testing,

ET - eddy current testing,

UT - ultrasonic testing,

RT - radiographic testing,

RT-IO - interpretation and evaluation of radiographs (limited use of the RT method);

- Phased Array (PA) technology within the limits of the UT method:

UT-PA - ultrasonic testing carried out using the PA technique

- Time-of-Flight Diffraction (TOFD) technique within the limits of the UT method:

UT-TOFD - ultrasonic testing performed using TOFD technique

- In qualification grades:

1, 2, 3 qualification level;

the exception is:

- **RT-IO, UT-PA, UT-TOFD - qualification level 2 only,**

- in sectors (according to section 3.37 and Annex A of EN ISO 9712:2022-09)

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Table 1. Complete certification package in a particular method, technique (PA), industrial sector, product sector conducted by CB

<i>Method</i>	<i>Industrial sectors</i>	<i>Product sectors</i>
VT	m or s	summary: c, f, w, t, wp
PT	m or s	summary: c, f, w, t, wp
MT	m or s	summary: c, f, w, t, wp
ET	m or s	summary: c, f, w, t, wp or f, wp
UT	m or s	summary: c, f, w, t, wp or f, wp
RT	m or s	summary: c, f, w, t, wp
RT-IO	-	w
UT-PA	m or s	summary: c, f, w, t, wp
UT-TOFD	-	w

Legend to Table 1:

c - castings (ferrous and non-ferrous materials),

f - forgings (all types of forgings: from ferrous and non-ferrous materials),

w - welded joints (all types of welds and soldered joints of ferrous and non-ferrous materials),

t - pipes of various diameters (seamless, welded, of ferrous and non-ferrous materials, including flat products for the production of welded pipes)

wp - wrought products with the exception of forgings (e.g., plates, rollers, rods)

(selection of product sectors according to section A.2 Annex A of EN ISO 9712:2022-09)

m - manufacturing,

s - pre-operational and operational testing, including manufacturing (note: sector s includes sector m);

(selection of industrial sectors according to section A.3 Annex A of PN-EN ISO 9712:2022-09)

7.2. Combinations of sectors

CB's intention is to offer certification sectors in accordance with Annex No. A of EN ISO 9712:2022-09 and taking into account the needs of the nondestructive testing market as well as parties significantly interested in personnel certification, namely various industries and testing services.

According to p.A.3 of Annex A of EN ISO 9712:2022-09, CB for a given method offers the possibility to obtain certification in a standard combination of m or s sector, which includes the listed product sectors (see Table 1). CB also offers the possibility to obtain certification only in specific product sectors

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selected from among *w, c, f, t, wp* for VT, MT, PT, UT, ET, RT methods and UT-PA and UT-TOFD techniques. The standard combination of m or s sector and the choice of certification only in specific product sectors also has a link to the corresponding scope and layout of qualification exams and CB-approved training programs.

7.3. Scope of competence and tasks of NDT personnel

According to sections 6.1, 6.2, 6.3 of EN ISO 9712:2022-09, CB defines below the range of possible competencies and tasks for NDT personnel.

Personnel with level 1 qualifications

A person certified to Grade 1 has demonstrated competence to perform NDT under the supervision of Grade 2 or 3 personnel, in accordance with written instructions. Within the scope of competence as defined by the certificate, Grade 1 personnel may be authorized by the employer to perform the following activities in accordance with written instructions:

- (a) setting up nondestructive testing equipment,
- (b) performing the survey,
- (c) recording and classifying test results according to written criteria,
- (d) record the results.

Level 1 personnel should not be responsible for the selection of the test method and technique used and for the interpretation of test results.

Staff with level 2 qualifications

A person certified for Level 2 qualification has demonstrated competence to perform tests in accordance with NDT procedures. Within the scope of competence as defined by the certificate, Level 2 personnel may be authorized by the employer to:

- a) the selection of the study technique for the research method used,
- b) identify limitations in the application of the research method,
- c) transferring the requirements of NDT codes, standards, specifications and procedures to NDT test instructions adapted to actual working conditions,

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setting and checking instrument settings,

- d) to perform and supervise research,
- e) interpretation and evaluation of results in accordance with applicable standards, codes, specifications or procedures,
- f) perform and supervise all tasks at grade level 2 or below,
- g) Introduce guidelines and mentoring for personnel at Grade 2 or below,
- h) protocol and evaluation of test results.

Personnel with level 3 qualifications

A person certified for Grade 3 has demonstrated competence to perform and direct the NDT activities in which he or she is certified. Grade 3 personnel demonstrated:

- competence in evaluating and interpreting test results in terms of applicable standards, codes and specifications;
- sufficient working knowledge of the materials used, manufacturing technology, in order to select nondestructive testing methods, establish testing techniques and cooperate in establishing acceptance criteria when they are not available;
- general knowledge of other NDT test methods.

Within the scope of competencies specified in the certificate, Grade 3 personnel may be authorized by the employer to:

- a) establish, check the review of editorial and technical correctness, and approve NDT instructions and procedures,
- i) interpret standards, codes, specifications and procedures,
- j) designate specific test methods, procedures and NDT instructions to be used,
- k) perform and supervise all tasks at all grades,
- l) establish guidelines and provide support for NDT personnel at all grades.

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8. Requirements for the qualification and certification process**8.1. General information**

The qualification process consists of a candidate's qualification exam.

Prior to the exam, the candidate is required to: successfully pass the training at a CB-recognized training unit, confirm the practical preliminary internship, confirm the ability to see, and register for the exam.

The certification process is carried out independently and consists of verifying all the requirements for certification after successfully passing the examination (verification of the qualification exam, certificate application, vision ability, industrial practice, acceptance of the entity's code of ethics) and issuing a certificate.

All of the requirements described in the following sections must be met by the candidate, respectively, before taking the qualification exam and/or certification process.

8.2. Vision requirements

It is required of the candidate to submit a certificate of visual ability (on the unit's form, "F- visual ability") to the certification body before he or she enters the qualification and certification process. The vision certificate must be issued on the basis of an eye examination according to the criteria described in section 7.4 a) and b) of EN ISO 9712:2022-09 conducted by an ophthalmologist or optician. In addition, for the VT method only, the far vision requirements (item 3 on the unit form) must be met. Once the candidate is certified - the employer should send the candidate for a vision test 1 time a year. The certification body reserves the right to verify and inspect this document.

8.3. Training

CB accepts positive completion of training at a training center recognized by it, in accordance with the requirements described in section 7.2 of EN ISO 9712:2022-09.

The minimum training time must be in accordance with Table 2 of EN ISO 9712:2022-09.

Taking into account the assumptions, regarding the education and technical knowledge possessed by the candidate, with which the minimum number of days of training is given, CB requires the following minimum education and qualifications from the candidates:

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- Candidates for 1st or 2nd degree - vocational education with technical profile;
- Candidates for the 3rd degree - vocational education with a technical profile and possession of current 2nd degree certification in the method;
- Candidates for the 2nd degree in the UT-PA or UT-TOFD technique - vocational education with a technical profile and possession of current 2nd degree certification for a minimum of 8 months or current 3rd degree certification in the UT method.

Reductions in the minimum training times described in section 7.2.5 a), b) in EN ISO 9712:2022-09 apply to candidates who meet the relevant educational and profile requirements described in the aforementioned section of the standard and who have successfully completed the special abbreviated training, the program of which has been approved in advance by the CB.

Any reduction in training time requires approval by the Certification Body.

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8.4. Industrial practice in NDT

8.4.1 Pre-practice - before the exam

The CB, in accordance with section 7.3.1 of EN ISO 9712:2022-09, requires the candidate, prior to the examination, to confirm the initial practical internship, on a "practical internship" form that is an attachment to the certificate application. The completed form must be submitted to the unit along with the exam report card. The minimum acceptable times can be found in Table 2.

Table 2. Minimum requirements for initial industrial practice (before training and examination)

Method	Grade 1	Grade 2	Grade 2 - directly	Grade 3
VT, MT, PT, ET	3 days	- completed training level 1 and - 1 week	2 weeks	1 month experience in grade 2 in the method (i.e., with a Level 2 certificate)
UT, RT	1 week	- completed training level 1 and - 2 weeks	1 month	1 month experience in grade 2 in the method (i.e., with a Level 2 certificate)
RT-IO	-	-	2 weeks	-
UT-PA, UT-TOFD	-	-	8 months of holding a current Level 2 certificate or holding a current Level 3 certificate	-

Note: the times listed in Table 2 are minimums; the unit accepts situations where the candidate can confirm more industrial practice time at this stage, already meeting the requirements for certification according to Table 3 p. 7.3.1 PN-EN ISO 9712:2022-09.

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8.4.2 Overall practice - for certification

CB requires for certification the fulfillment of the minimum industrial practice time requirements based on section 7.3.1 (Table 3) and 7.3.2, and applies the reduction conditions described in section 7.3.3 of EN ISO 9712:2022-09. The candidate submitting an application for certification shall specify in it the total practice time confirmed by the arbitrator (section 3.35 of EN ISO 9712:2022-09), taking into account also the time of preliminary practice, i.e. before the examination. An arbitrator as defined by the standard can be a person holding a current certificate of competence according to EN ISO 9712:2022-09 in a given method and grade not lower than the degree of certification for which the candidate is applying. The arbitrator may also be a person who does not have a certificate of competence, in which case it is required to be a person, employed in the same organization as the candidate and in relation to him was a direct or indirect supervisor having in his scope of duties the supervision or coordination of activities related to nondestructive testing. In any case, on the form confirming the practice, the arbitrator, next to his signature, should indicate his official position and/or certificate number along with the name of the CB.

Practical experience can be acquired simultaneously in two or more methods.

The simultaneous gaining of experience in another method is considered as the total number of methods in which the candidate maintains and gains experience. The unit takes into account each successive method in reducing the time required for practice in accordance with section 7.3.3.2 of EN ISO 9712:2022-09.

For certification in the UT2-PA and UT-TOFD technique, the candidate is required to have a minimum total practice time in the UT method, also taking into account the preliminary practice time (i.e. before the exam) of 8 months. The total practice time shall be counted as having 2nd or 3rd degree certification, respectively, taking into account the previous 2nd degree certification period.

Example 1: 7 months of holding a current UT2 certificate and 1 month of practice after passing the UT-PA 2 or UT-TOFD 2 exam - meets the total practice requirements for certification in a given UT testing technique.

Example 2: 1 month of holding a current UT3 certificate with a previous degree 2 certificate of 24 months - fulfills the overall practice requirements for UT-PA 2 or UT-TOFD 2 certification.

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9. Qualification exam**9.1. General information**

A candidate wishing to take the qualification exam, in addition to meeting previous training requirements, visual ability and initial practical experience, must be registered for the exam in writing or online by the employer or individually.

CB, depending on the certification scope selected by the candidate, conducts 1st, 2nd, and 3rd level qualification examinations in accordance with points 8.1, 8.2, 8.3, 8.4, 8.5, 8.6 of EN ISO 9712:202209.

Examinations are conducted by examiners qualified and nominated by the CB.

CB uses on qualification exams as appropriate to the scope - test questions, practice tasks, exam samples - from up-to-date, own approved and secured collections.

Collections of questions, tasks, examination samples are protected from unauthorized access by the unit and from being used for training purposes.

The generation and composition of exam sets (tests, tasks, sample sets) is done randomly, and the executor of this process is the head of the section or a person authorized by him for these activities.

The validity of the exam is 5 years.

Candidates for the Level 3 qualification, before taking the Level 3 exam in the main method, must have a current certification in the Level 2 qualification in the corresponding method.

The order in which the 3rd degree exams are taken: 1-Basic exam, 2-Main Method exam.

The validity of the 3rd degree basic exam is 5 years. Once the 3rd degree exam in the main method is passed, the validity of the basic exam is indefinite.

The validity of the 3rd degree exam in the main method is 5 years or until the required practice for certification is gained after the exam, respectively.

The candidate, according to the exam notice received, must appear for the exam at the specified place and time, carrying an identification document.

By signing the attendance list, the candidate accepts to apply the rules of the exam, including in particular, the absence of attempts to cheat and use prohibited means during the exam, which will result in exclusion from the exam (see section 8.4.3).

The exam regulations, which include the rules of conduct and behavior at the exam, are discussed by the examiner immediately before the exam.

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After successfully passing the exam, the candidate receives a certificate of passing, signed by the CB examiner. The candidate shall submit this certificate to the certification body at the certificate application stage.

9.2. Content and evaluation of the 1st and 2nd level exam

The qualification exam for 1st or 2nd degree consists of the following parts:

1.) General exam

This is a theoretical test exam using single-choice answer tests. The content of the exam, the number of exam questions is selected in accordance with clauses 8.2.1 of EN ISO 9712:2022-09. The answer time for 1 question is 2 minutes.

2.) Specialist exam

This is a theoretical test exam using single-choice answer tests. The content of the exam, the number of exam questions is selected in accordance with clauses 8.2.2 of EN ISO 9712:2022-09. The time to answer 1 question is 3 minutes.

During the exam, the candidate may use sets of standards provided by the certification body.

3.) Practical exam

The examination for qualification level 1 consists of practical tasks involving the examination of samples and the completion of an examination protocol. Each candidate receives a randomly selected set of examination samples from the examiner. The type and number of samples included in the set depends on the examination method and sector combination. The practical exam is prepared in accordance with Section 8.2.3 and Annex B of EN ISO 9712:2022-09.

The examination for the 2nd degree of qualification is conducted according to the rules as for the 1st degree of qualification, except that the candidate for the 2nd degree of qualification should choose the appropriate NDT technique and specify the conditions for performing the test with reference to codes, standards or specifications. The 2nd degree candidate shall also make a final evaluation of the test results based on the standards or specifications. In addition, the Grade 2 qualification candidate must develop a written instruction according to the requirements of Section 8.2.4 of EN ISO 9712:2022-09.

Depending on the testing method and the type of exam sample, the time to test one exam sample can range from 1 to 3 hours.

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The time to develop written study instructions, depending on the topic of the task, can be from 1 to 2 hours.

During the conduct of the RT practical exam for the first or second degree, the CB provides supervision of the exam from the side of meeting the requirements of radiological protection, carried out by a radiological protection inspector. The inspector is present during the conduct of the entire RT practical exam.

Evaluation of the exam

The evaluation of the various parts of the 1st and 2nd level exams is conducted in accordance with Section 8.2.5, Table 4 and Annex D of EN ISO 9712:2022-09.

In order to pass the exam, the candidate should obtain a minimum score of 70% on each part of the exam (general, specialized and practical). In addition, in the case of the practical exam, the candidate should obtain a minimum score of 70% for each sample tested and for the test instructions, respectively (see the provisions in section 8.2.5.3 of EN ISO 9712:2022-09).

9.3. Content and evaluation of the Level 3 exam

The qualification exam for the 3rd degree consists of the following parts:

1.) Basic exam

This is a theoretical test exam using single-choice answer tests. The content of the exam, the number of exam questions is selected in accordance with sections 8.3.2.1 and Table 5 of EN ISO 9712:2022-09. The time to answer 1 question is 2 minutes. The basic exam is taken first and in a manner independent of the exam in the main method.

2.) Examination in the main method

This is a written exam, consisting of 2 test parts of single-choice answers and tasks involving the development of written test procedures. The content of the exam, the number of exam questions, the number of written tasks related to test procedures is selected in accordance with sections 8.3.3, table 6 of EN ISO 9712:2022-09. The time to answer 1 question is 3 minutes. The time to develop one written test procedure, depending on the topic of the task, can be from 1.5 to 3 hours.

During the exam, the candidate may use sets of standards provided by the certification body.

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Evaluation of the exam

The evaluation of the individual parts of the Level 3 exam is carried out in accordance with Section 8.3.4 and Annex D and Table D.3 of EN ISO 9712. The evaluation of the basic exam and in the main method is carried out separately.

In order to pass the basic exam, the candidate should obtain a minimum score of 70% from each part of the exam (A, B, C).

The candidate, in order to pass the exam in the main method, should obtain a minimum score of 70% on each part of the exam (D, E, F).

When evaluating Part F of the exam in the main method, the unit uses the weighting factors given in Annex D, Table D.3 of EN ISO 9712:2022-09.

9.4. Repeating the exam

A candidate who fails the exam due to unethical behavior and exclusion from the exam may apply for a re-examination after 12 months from the date of the first exam.

A candidate who has not received a positive grade in any part of the exam may correct the part twice. The revision exam may take place no earlier than 1 month but no later than 2 years after the date of the first exam.

As part of the exam is understood in this context:

- general test, - specialized test, - practical part of the exam, - parts A, B, C, D, E, F.

A candidate who has received a negative grade on all permitted corrective examinations, wishing to have a further opportunity for certification, must apply for a full reexamination in the respective method and grade.

9.5. Extension exams

Expansion exams are understood to mean exams for those certified in a particular method, degree and sector(s) who wish to expand their certification to a new sector or sectors.

In the case of such an extension in qualification level 1 or 2, the certified person passes the exam in accordance with the requirements of section 8.6.1 of EN ISO 9712:2022-09.

In the case of such an extension in qualification level 3, the certified person passes an examination in accordance with the requirements of section 8.6.2 of EN ISO 9712:2022-09.

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The issues of evaluation of the extension exam and the possibility of repeating it remain the same as for the corresponding 1st, 2nd, 3rd degree exams.

9.6. UT-PA and UT-TOFD exams for 2nd level of qualification

The exam consists of the following parts:

- specialized part in accordance with section 9.2 [2] of this program,
- practical part in accordance with section 9.2 [3] of this program,

The evaluation of the exam is carried out in accordance with section 9.2, and the rules for repeating the exam are applied in accordance with section 9.4 of this program.

10. Certification

10.1. General information

Certification is a process, independent of the qualification exam, of verifying the fulfillment of all the requirements to be met by a candidate for a certificate of competence in a particular method and degree.

The positive result of the certification process is the decision made by the CB certifier to certify a person and the issuance and signing of a certificate by the CB certifier for a validity period of 5 years., p.9.3 of EN ISO 9712:2022-09.

The certificate issued by the CB is in the form of a paper document. The certificate with a statement of authority is a plastic identification card. The information provided in the certificate corresponds to section 9.2 of EN ISO 9712:2022-09.



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10.1.1 Description of the renewal process

Before the end of the first period of validity of the certificate, the candidate, wishing to maintain the continuity of his/her authorizations, should apply for **certification renewal**, p. 10 of PN-EN ISO 9712:2022-09. Renewal of certification for 1, 2, 3 levels is carried out on the basis of evaluation of the candidate's fulfillment of the conditions in accordance with p. 10.1 a), b), c) of PN-EN ISO 9712:2022-09 and successful passing of the practical examination, the scope of which is described in p. 10.1 d). A positive result of the certification renewal process is the issuance of a certificate for the next validity period of 5 years.

10.1.2 Description of the recertification process

Before the end of the second period of validity of the certificate, the candidate wishing to maintain the continuity of his credentials should apply for **recertification**, p. 11 of EN ISO 9712:2022-09. Generally, recertification is associated with a recertification exam and/or recertification procedure.

Recertification for 1st and 2nd degree includes the practical exam described in section 11.2.2 of EN ISO 9712:2022-09. Recertification for 3rd degree is based on the exam according to sections 11.3.1, 11.3.3 of EN ISO 9712:2022-09.

A positive result of the recertification process is the issuance of a certificate for a further validity period of 5 years.

The next process that the candidate should apply for before the expiration of the certificate, wishing to maintain continuity of their credentials, is **certification renewal**.

The course of the above three processes carried out by the CB i.e. certification (first), certification renewal (after 5 years), recertification (after 10 years) - is described below.

10.2. First certification

10.2.1 General information

The first certification applies to a candidate who is applying for certification for the first time:

- In a given method and degree,
- or once again applies to the entity for certification in a different method and degree,
- or once again applies to the entity for certification in the same method but a higher degree.

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The first certification should always be understood in relation to a new process, associated with another method or another degree, after which a certificate is inserted for the first 5-year validity period.

10.2.2 Requirements

The candidate must meet all requirements for certification as described in Chapter 8 of the certification program and successfully pass the relevant qualification exam described in Chapter 9 of the certification program.

10.2.3 Requesting

After the candidate meets all the requirements, the unit should receive **an application for certification with attachments**. For this purpose, the candidate and the employer fill out and sign the application with the attachments:

- a **report card**,
- a **current certificate of visual ability**,
- a **copy of the education certificate** (after the unit has verified the data - the copy is destroyed),
- a **copy of the training certificate**,
- a **copy of the certificate of passing the exam**,
- a **photo or electronic version of it** (min. 600 dpi, passport or ID card).

Upon receipt of a complete application with attachments, the unit registers the application, verifies compliance with the requirements using an internal document - a certification checklist.

10.3. Certification renewal

10.3.1 General information

Renewal of certification consists in checking the fulfillment of the requirements described in sections 10.1.1 and 10.3.2 of the certification program during the first period of validity of the certificate and after every 10 years thereafter (section 10.1 of PN-EN ISO 9712:2022-09). This check, at the request of the certified person, must normally take place within six months before the expiration of the certificate.

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10.3.2 Requirements

The candidate must meet the requirements described in section 10.1 a), b), c) of EN ISO 9712:2022-09 and successfully pass the practical examination described in section 10.1 d) of EN ISO 9712:2022-09. If the candidate does not meet the criterion described in section 10.1 c) of EN ISO 9712:2022-09, wishing to renew the certificate must apply for recertification (see section 10.4 of this certification program)

10.3.3 Requesting

The unit should receive an application for certification renewal with attachments within 6 months before the certification expiration date. Attachments to the application can be added after the mentioned period, but the candidate must be aware of a gap in certification continuity. If the deadline is missed, the candidate must apply for recertification to renew the certificate (see section 10.4 of this certification program).

The application for certification renewal shall be completed and signed by the candidate and the employer, together with the necessary attachments:

- **a report card,**
- **a current certificate of visual ability,**
- **a copy of the identity card** (after the unit verifies the data - the copy is destroyed),
- **a confirmation of practical continuity,**
- **a photo or electronic version of it** (min. 600 dpi, passport or ID card),
- **a certificate of passing the practical exam.**

Upon receipt of a complete application with attachments, the unit registers the application, verifies compliance with the requirements using an internal document - a certification checklist.

10.4. Recertification**10.4.1 General information**

Recertification consists of checking the requirements of practical continuity, physical ability to perform tests and conducting an examination for the candidate. Recertification takes place at the end of the second period of validity of the certificate and after every 10 years thereafter (p.11.1 of EN ISO 9712:2022-09). Recertification takes place at the request of the certified person submitted to the unit as standard within six months before the expiration of the certificate.

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In the case of a candidate for recertification in the 1st and 2nd degree, the exam is in practical form. In the case of a candidate for recertification in the 3rd degree, the exam is in theoretical form.

10.4.2 Requirements***Recertification in 1st or 2nd degree***

The candidate must meet the requirements described in sections 11.2.1 and 11.2.2 of EN ISO 9712:2022-09.

If the candidate does not pass the practical exam described in section 11.2.2 of EN ISO 9712:2022-09, then he/she has the opportunity to take max. 2 correction exams, after at least 7 days after the recertification exam, within a period of 6 months. In the event of failing the two scheduled revision exams, the candidate wishing to obtain certification must take the full certification exam for the degree.

Recertification in the 3rd degree

The candidate for recertification in qualification level 3 in each case should:

- have a documented continuity of practical competence in the method according to section 11.3.1 EN ISO 9712:2022-09. The CB accepts the following practical activities of level 3 personnel (examples): performing tests, approving test results, developing test procedures, approving test instructions, supervising tests, receiving qualification examinations, handling complaints, and implementing comparative and discrepancy tests;

in the event that it is not possible to document the above-mentioned practical competence, the appearance of a significant break (p. 3.38 of EN ISO 9712:2022-09), the candidate must take the practical examination in the 2nd degree, as specified in p. 11.2.2 of EN ISO 9712:2022-09, excluding the development of a written test manual.

- submit an application for recertification in accordance with the requirements of Section 10.4.3, along with a current certificate of visual capability.

If the above requirements are met, the candidate takes the recertification exam in accordance with section 11.3.3 of EN ISO 9712:2022-09 (test exam).

The unit allows 2 make-up exams within 12 months from the date of the first exam.

In the event of a negative result in the revision exams, the candidate wishing to obtain certification must pass the Level 3 exam in the main method.

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10.4.3 Requesting

The unit should receive **an application for recertification with attachments** within 6 months before the certification expiration date. Attachments to the application can be added after the mentioned period, but the candidate must be aware of a gap in certification continuity.

If the deadline is missed, the candidate must apply for a new certification in the specific method and level to extend the certificate. The recertification application must be completed and signed by both the candidate and the employer, including the necessary documents:

- **a report card,**
- **a current certificate of visual ability,**
- **a confirmation of practical continuity,**
- **a certificate of passing the recertification exam,**
- **a photo or electronic version of it** (min. 600 dpi, passport or ID card).

Upon receipt of a complete application with attachments, the unit registers the application, verifies compliance with the requirements using an internal document - a certification checklist.

10.5. Additional provisions

A candidate who wants to obtain a CB TÜV Rheinland Polska Sp. z o.o. certificate based on a certificate from another JC must meet the following requirements:

- Possess a valid certificate in the specific method, level, and sector(s) issued by a certification body accredited to the PN-EN ISO/IEC 17024 standard by an accreditation body that is a signatory of the IAF MLA, and submit a certified true copy of it.
- Submit a certification application with the necessary attachments:
 - * A current vision acuity certificate,
 - * An application for the certification exam in the appropriate method and level, along with a pre-arranged possible date with JC,
 - * A certificate of passing the exam,
 - * Proof of practical continuity,
 - * A photo or its electronic version (minimum 600 dpi, passport or ID card format).

The certification application with attachments should be submitted to the Body within 6 months before the certificate's expiration date. The issued certificate will be consistent with the original certificate in

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terms of method and level. If the candidate wants to expand the certificate to a new sector or sectors, they must additionally take an extension exam according to this certification program.

To maintain the certificate during its validity period, the candidate must follow the rules described in section 10.7. The extension of the certification for the next period is carried out according to the certification cycle described in section 10.1.

10.6. Certification decision and issuance of certificate

On the basis of a positive inspection of the candidate's fulfillment of the requirements, the unit certifier decides to certify and signs the certificate confirming the candidate's competence to perform tests in the given method and qualification degree. The degree of qualification is closely related to the scope of competence for 1, 2, and 3, respectively, according to sections 6.1, 6.2, 6.3 of EN ISO 9712:2022-09. In the case of certification renewal, recertification, and situations according to section 10.5, the validity period of the certificate is 5 years from the expiration date of the previous certificate. If the candidate submits the application with the missing attachments after the expiration of the previous certificate, excluding the gap in certification, the validity period of the new certificate cannot be longer than 5 years from the expiration date of the previous certificate.

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10.7. Maintenance of certificate validity

To maintain the validity of the certificate for a given validity period you must:

- a) comply with the principles of the unit's code of ethics,
- b) maintain the continuity of testing in a given method and grade, without a significant break according to section 3.38 of EN ISO 9712:2022-09,
- c) maintain the necessary documentation from the tests proving continuity in the tests,
- d) undergo annual verification of the ability to see according to section 5.7 b) of EN ISO 9712:2022-09.

10.8. Suspension, revocation or limitation of the scope of certification

Certification becomes invalid if, during the course of the certification, the certification body receives verifiable evidence and, after verification, finds that one or more of the situations described takes place:

- a) the certified person is temporarily physically incapable of performing his duties,
- b) the certified person will not provide a certificate of vision,
- c) there will be a significant interruption in non-destructive testing until the recertification requirements are met,
- d) in the case of other situations, on the basis of the documents provided by the certified person documents, if the situations affect the certification decision and require clarification within a certain period of time,
- e) if evidence indicates misuse and unethical use of the certificate or failure to follow the CB code of ethics by the certified person,
- f) if the certified person does not meet the requirements for renewal or recertification, until they are met,
- g) the certified person is physically incapable of performing his duties.

10.9. Restoration of validity

In the event of the situation e) from the moment of cancellation, the candidate may not apply to the unit for recertification for 1 year.

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Requesting reinstatement of certification can take place after clarification of the abuse of the certificate. Restoration of certification in this situation involves passing the qualification exam and the certification procedure as for a new candidate.

In the case of situations a) and b), the certification body requires a second test, independent of the first test of visual ability. If, after the second test, the result is negative - the person cannot have his certification reinstated.

In the event of a situation g), a person cannot have his certification reinstated.

11. Certification based on the certificate of another certification body

11.1. The certification body, when making a decision on the personnel's competence and ability to perform the tasks specified in the certificate and being the owner of the certificate, reserves the right to check the proper use of the certificate during its validity period. The certification body may request access to the documentation of the tests performed or submission of a current vision acuity certificate or an authorization to conduct tests issued by the employer.

11.2. In case of refusal to provide access to the documentation or finding improper use of the certificate, the certification body has the right to suspend the validity of the certificate until the necessary circumstances are clarified or to revoke the certificate.

11.3. Appeals and complaints submitted to the certification body are handled in accordance with the appropriate procedure in force at TÜV Rheinland Poland Sp. z o.o.