

# **SP – 10.01 \* Rules on certification procedure for NDT personnel Level 1, 2 and 3 in accordance with SIST EN ISO 9712**

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*Date: 6.5.2024*

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## 1. PURPOSE AND SCOPE

The purpose of this procedure is to determine all conditions and certification procedures for NDT personnel in accordance with SIST EN ISO 9712, which they must be familiar with before the beginning of the certification procedure.

## 2. REFERENCE DOCUMENTS

- SIST EN ISO/IEC 17024: Conformity assessment – General requirements for bodies operating certification of persons
- SIST EN ISO 9712: Non-destructive testing - Qualification and certification of NDT personnel - General principles (ISO 9712:2022)
- SP – 02.03 Document and records management procedure
- SP – 02.10 Complaints and appeals procedure
- Directive 2014/68/EU of the European Parliament and of the Council on the harmonisation of the laws of the Member States relating to the making available on the market of pressure equipment

## 3. DEFINITIONS/ABBREVIATIONS

**Certification body (CB)** – body that administers procedures for certification according to specified requirements

**Employer** – organization for which the candidate works on a regular basis; an employer can be a candidate at the same time

**Examiner** – person certified to Level 3 in the method and product or industrial sector for which he is authorized by the certification body to conduct, supervise, and grade the qualification examination

**Qualification examination** – examination administered by the certification body, which assesses the general, specific, and practical knowledge and the skill of the candidate

**Candidate** – applicant for certification who has fulfilled the preconditions for certification

**Customer** - payer of the certification

**Certification System** – a system of defined rules governing the procedure and management regarding the certification of conformity

**Referee** – a person that attests the validity of a candidate's industrial NDT experience

**Management Board (MB)** - the body carrying out supervisory activities on behalf of certification body

**Applicant** – the individual seeking certification from the certification body

**SEP** – practical training approved by the certification body

## 4. RESPONSIBILITIES

Activity/task	Responsibilities/authorizations	
	Management board	Certification body
Coordinator →		
Ensuring the impartiality, validation and maintenance of the procedure SP 10.01 Rules on the certification procedure for NDT personnel	<b>O, D</b>	<b>S</b>
Conduct of certification procedure, grading and decision	/	<b>O, D</b>
Conduct of examination	/	<b>O, D</b>
<b>O</b> – decision-making, <b>D</b> – responsibility to administer, <b>S</b> – co-managing the task, <b>I</b> – receiving information		

### 4.1 Scope of competence for Level 1 certified NDT personnel

An individual certified to Level 1 has demonstrated competence to carry out NDT according to written instructions and under the supervision of Level 2 or Level 3 personnel. Level 1 NDT personnel may:

- Set up NDT equipment
- Perform NDT tests
- Record and classify the results of the tests according to written criteria received

- Report the results

Level 1 personnel shall neither be responsible for the choice of test method or technique to be used, nor for the interpretation of test results.

#### 4.2 Scope of competence for Level 2 certified NDT personnel

An individual certified to Level 2 has demonstrated competence to perform NDT tests according to NDT procedures. Level 2 NDT personnel may:

- select NDT technique for the testing method to be used
- define the limitations of application of the testing method
- translate NDT codes, standards, specifications, and procedures into NDT instructions adapted to the actual working conditions
- set up and verify equipment settings
- perform and supervise tests
- interpret and evaluate results according to applicable standards, codes, specifications or procedures
- carry out and supervise all tasks at or below Level 2
- provide guidance for personnel at or below Level 2
- report the results of NDT tests

#### 4.3 Scope of competence for Level 3 certified NDT personnel

An individual certified to Level 3 has to demonstrate competence to perform and direct NDT operations. Level 3 NDT personnel have demonstrated:

- the competence to evaluate and interpret results in terms of existing standards, codes, and specifications,
- sufficient practical knowledge of applicable materials, fabrication, process and product technology to select NDT methods, establish NDT techniques, and assist in establishing acceptance criteria where none are otherwise available,
- a general familiarity with other NDT methods.

Level 3 personnel may be authorized to:

- prepare and approve written instructions for NDT procedures,
- assume full responsibility for the test facility or examination centre and staff,
- establish, review for editorial and technical correctness, and validate NDT instructions and procedures,
- interpret standards, codes, specifications and procedures,
- designate the particular test methods, procedures, and NDT instructions to be used,
- carry out and supervise tasks at all levels,
- provide guidance for NDT personnel at all levels.

## 5. DESCRIPTION OF THE PROCEDURE

### 5.1 Scope of certification for NDT personnel

- NDT personnel are certified in accordance with SIST EN ISO 9712:2022 *Non-destructive testing - Qualification and certification of NDT personnel - General principles* for the following methods:
  - Penetrant testing (PT),
  - Leak testing – Pressure method (LT-P),
  - Magnetic testing (MT),
  - Radiographic testing (RT),
  - Ultrasonic testing (UT),
  - Visual testing (VT),

for product sectors: welds (w), castings (c), forgings (f), tubes and pipes (t) and wrought products (wp) and industrial sectors including manufacturing (m) and pre- and in- service testing which includes manufacturing (s) and in the field of Pressure Equipment Directive 2014/68/EU. An individual certified in an industrial sector shall be also certified in the individual sectors composing the industrial sector:

**Table 1: Product sector and industrial sector**

Methods LT-P, MT, PT, RT, UT, VT	SIST EN ISO 9712	Q Techna
<b>Product sectors</b>		
Castings	<b>c</b>	<b>c</b>
Forgings	<b>f</b>	<b>f</b>
Welds	<b>w</b>	<b>w</b>
Tubes and pipes	<b>t</b>	<b>t</b>
Wrought products	<b>wp</b>	<b>wp</b>
<b>Industrial sectors</b>		
Manufacturing	<b>m</b>	<b>m</b> (c, f, t, wp)
Pre- and in- service testing which includes manufacturing	<b>s</b>	<b>s</b> (c, f, w, t, wp)
Pressure Equipment Directive 2014/68/EU		<b>PED</b>

In addition, certification for radioscopic testing (RT-S), sector castings (c) and radiographic interpretation of welded joints (RT-FI), sector welds (w) are carried out, magnetic flux leakage (MT-FL) and ultrasonic phased array testing (UT-PA).

It is necessary for candidate to possess MT2 certificate prior MT-FL (Level 2) certification.

It is necessary for candidate to possess UT2 certificate prior UT-PA (Level 2) certification.

## 5.2 Certification rights

When the certificate is issued and the certificate holder is authorized by his employer, certified NDT personnel gain the right to use the certificate for carrying out activities stated in the certificate, respecting the defined scope.

## 5.3 Obligations of the applicant for certification

Fit to apply for certification is any person beyond the age of 16, regardless of gender, residence, mother tongue, employment status (employed/unemployed) and formal qualifications.

The applicant for certification is applied by the customer. The application is done by filling in the application for certification form.

The applicants have to fulfil the preconditions for certification stated in clause 5.6.3 of this procedure. If the applicant is unemployed or self-employed, the experience must be verified by at least one independent party (judge).

Applicant for certification is required to:

- pay the certification costs,
- respect the requirements for certification and provide information/data mandatory for certification.

## 5.4 Obligations of the certificate holder

A certificate holder is obliged to:

- abide by the principles on professional ethics published by the certification body Q Techna,
- undergo an annual test of visual acuity in accordance with 7.4 of SIST EN ISO 9712 and submit the results of tests to the employer.

Personal data obtained during the certification procedure is treated as confidential and is collected and managed in accordance with the legislation in force; publicly accessible is only a list of certified personnel, stating the scope for which the certificate was issued, and the certificate number.

## 5.5 A Referee

A Referee is an individual that attests to and approves a candidate's NDT industrial experiences in case of renewal and recertification by means of a structured credit system and when the applicant is self-employed.

Requests for referees:

- Shall be certified to level 2 or 3 in any NDT method,
- May be a non-certified person who approved by the certification body possesses the knowledge, skills, training and experience required to attest to the candidate's industrial experience.

In the case of the second indent of this clause, the certification body shall verify the referee's certificate or competence. The approval of the referee shall be made on form OBR-SP 10.01 Approval of Referee.

## 5.6 Certification procedure

### 5.6.1 Certification scheme

Certification scheme is prepared according to SIST EN ISO 9712:2022. The certification procedure is illustrated in the figure below.



### 5.6.2 Application for certification

Before certification, the applicant or customer has to fill in the application for certification form. The applicant and subscriber shall provide all data required in the form.

Signing the application form, the applicant and customer confirm they are familiar with the certification rules and procedures. If a candidate is self-employed the industrial experiences shall be attested to by a referee.

### 5.6.3 Preconditions for certification

The candidate for certification shall provide:

- a photograph in electronic form (upon first certification and recertification),
- the filled-in and signed application for certification,
- evidence of training for individual NDT methods (during the first certification),
- valid evidence of visual acuity,
- relevant industrial experience according to clause 5.6.3.3,
- the signed principles on professional ethics.

After checking the adequacy of preconditions for certification, the head of CB or his/her deputy confirms the application for certification.

#### 5.6.3.1 Training

For all levels, the candidate shall satisfactorily complete a course of theoretical and practical training recognized by the examiner upon reviewing the Attendance list or other evidence before the beginning of the examination.

Minimum training requirements according to SIST EN ISO 9712 are shown in Table 2, including practical and theoretical part.

**Table 2: Minimum training requirements according to SIST EN ISO 9712**

NDT method	Level 1 days <sup>a</sup>	Level 2 days <sup>a</sup>	Level 3 days <sup>a</sup>
MT	3	2	4
MT-FL	-	3	-
LT-P - Pressure method	3	4	-
PT	3	2	3
RT <sup>b</sup>	5	10	5
RT-S	-	8	-
RTFI	-	8	-
UT	8	10	5
UT-PA	-	5	-
VT	3	2	3
<sup>a</sup> One-day duration is at least seven hours, which can be achieved on a single day or by accumulating hours.			
<sup>b</sup> For RT, training does not include radiation safety training.			

If the applicant seeks only certification, his training is acknowledged in case it was conducted in accordance with the procedures listed in the Certification content for individual NDT methods, prepared in line with SIST EN ISO/TR 25107 recommendations. The training for the first certification is valid for a maximum of ten years from the completion of the training.

The applicant shall submit the schedule and material used for the training to CB. In case the applicant completed the training in the training centre validated by other accredited certification body, the training is acknowledged. The applicant has to submit the certificate on completed training to CB Q Techna.

Direct access to Level 2 examination requires the total hours for Level 1 and Level 2. Direct access to Level 3 examination requires the candidate to complete the total hours for Levels 1, 2 and 3 training. It is necessary for the candidate to possess MT2 certificate prior MT-FL certification and UT2 certificate prior UT-PA certification.

Reductions in training duration are possible, provided that the total reduction of training does not exceed 50 % of the training duration. Any reduction requires acceptance by the certification body Q Techna in accordance with clause 7.2.5 of SIST EN ISO 9712.

### 5.6.3.2 Vision requirements – all levels

The candidate shall provide documentary evidence of satisfactory vision in accordance with the following requirements:

- near vision acuity shall permit reading a minimum of Jaeger number 1 or Times Roman N 4.5 or equivalent letters (having a height of 1.6 mm) at not less than 30 cm, with one or both eyes, either corrected or uncorrected,
- prior to certification, recertification or renewal, the colour vision shall be sufficient for the individual to be able to distinguish and differentiate between the colours or shades of grey used in the NDT methods as specified by the employer.

Subsequent to certification, the tests of near visual acuity shall be carried out annually and verified by the employer.

### 5.6.3.3 Industrial NDT experience

The minimum duration of experience to be gained shall be as given in Table 3, conforming to SIST EN ISO 9712. When the candidate is seeking qualification in more than one method, the total time of experience shall be the sum of the experience in each method.

**Table 3: Minimum industrial experience in accordance with SIST EN ISO 9712**

NDT method	Experience days <sup>a</sup>					
	Level 1	Level 2		Level 3		
		With Level 1	Direct access	higher education with Level 2	with Level 2	direct access with higher education
LT, RT, UT	45	135	180	270	450	540
MT, PT, VT	15	45	60	180	240	360

<sup>a</sup>One day duration is at least seven hours, which can be achieved on a single day or by accumulating hours. The maximum allowable hours in any one day is 12 hours. Experience in days is achieved by dividing the total accumulated hours by 7.

An applicant may undertake exam when he has a minimum of 10 % industrial experience required for individual method as shown in Table 3, yet not less than 10 days. A positive decision on relevant experience is made once the candidate has gained the required experience for the selected method as shown in Table 3, which is approved by the employer or the referee (form OBR-SP 10.01 Application for certification, point 4.1).

In case a candidate fulfills the requirements to take the exam but doesn't fulfill the certification requirements (100% experience as listed in table 3), they must list the subsequently acquired experience on form OBR-SP 10.01 Industrial Experience, which must be verified by the employer or judge. Exam results are valid for five years.

For Level 3, Table 3 details minimum experience for applicants who have successfully completed a technical school or at least two years of engineering or science study at an accredited college or university.

The possible reductions in the duration of experience shall require acceptance by the certification body Q Techna as per SIST EN ISO 9712, clause 7.3.3.

Up to 50 % of the industrial experience time may be achieved by a structured experience program (SEP). The SEP is a short-term, one or two-day training that equips the candidates with practical pertinent knowledge. One day of attendance at the SEP (practicum) shall be equivalent to a maximum of five-day industrial experience when approved by the CB. If the candidate has no previous experience, at least one day of SEP training is compulsory. A list of all SEP training courses can be found at [www.qtechna.si](http://www.qtechna.si).

The CB has the discretion to assess the equivalence of days of experience if the candidate has additional evidence of SEP training that has not yet been approved by the CB.

Experience shall be verified by the head of the CB through the certification application. The equivalence of the experience in days required in Table 2 shall be verified. The accuracy of the data is guaranteed by the referee.

### 5.6.3.4 Condition for certification in accordance with Pressure Equipment Directive 2014/68/EU

Condition for additional certification in the field of pressure equipment (PED) in accordance with 2014/68/EU is minimum 60 days of work experience, which shall be verified by the employer or the manufacturer of pressure equipment. The candidate may seek certification in the field of pressure equipment in VT, PT, MT, LT, UT and RT method in welds sector.



#### **5.6.4 Qualification examination for Level 1 and Level 2**

The qualification examination shall cover a given NDT method as applied in one industrial sector or one or more product sectors.

Level 1 examination shall consist of the general, specific, and practical elements.

Level 2 examination shall consist of the general, specific, practical, and the NDT instruction writing element.

The basic examination element (level 3) shall consist of items A, B, and C. See table 4.

Level 3 examination shall consist of items D, E, and F. See table 5.

Prior to the beginning of the examination, the candidate shall have signed the examination rules. The general and specific parts consist of a set number of multiple-choice questions, in accordance with SIST EN ISO 9712, where the candidate selects between four potential replies, only one of which is correct. Private study materials and items which are not listed on the examination sheet are not permitted during the examination. Examination rules and time allowed for the examination shall be respected. Any candidate who does not respect this time or does not abide by examination rules shall be excluded from the examination.

##### **5.6.4.1 General examination for Level 1 and Level 2**

The general examination shall include only questions selected in an unpredictable way from the collection of general examination questions valid at the date of examination. There shall be at least 40 examination questions to the general part of the examination. For the general part of the examination, only the aids listed on the examination paper shall be used.

The time for the general examination is 2 minutes per question. The exact time for examination shall be defined by the certification body.

Certification complied with Pressure Equipment Directive 2014/68/EU obliges the candidate to give answers to 10 additional questions concerning NDT testing of pressure equipment.

##### **5.6.4.2 Specific examination**

The specific examination shall include questions selected from the valid collection of specific questions related to the sectors concerned and current standards and this may be an open book examination.

During the specific examination, the candidate shall be required to give answers to at least 20 multiple choice questions, including questions involving calculations, NDT procedures and questions on codes, standards and specifications.

If the specific examination covers two or more sectors, the minimum number of questions shall be at least 30, evenly spread between the industrial or product sectors concerned.

The average time for specific examination is 3 minutes per question. The exact amount of time for candidates to complete the examination shall be specified by the CB.

##### **5.6.4.3 Practical examination**

The practical examination shall involve applying the test to prescribed specimens, recording (and, for Level 2 candidates, interpreting) the resulting information to the degree required, and reporting the results in the required format. Specimens used for training purposes shall not be used for examination.

The candidate shall have examined at least 2 examination specimens, irrespective of the product sector or industrial sector. For two or more product sectors, a minimum of one specimen from each sector shall be tested.

An RT Level 2 candidate who already holds a Level 1 certificate shall be required to radiograph at least one (1) specimen.

In addition to taking radiographs, Level 2 candidates shall interpret a set of at least 10 film images or 10 digital radiographic images.

The Level 1 candidate shall follow the NDT instruction(s) provided by the examiner. For each examination specimen the candidate shall write a test report according to the instruction. The Level 1 candidate shall demonstrate the ability to set up and calibrate the equipment, verify its sensitivity and record the test data.

The amount of time permitted for the examination depends on the number of specimens and their complexity.

Upon application for training in radiography, the candidate shall have passed the examination on ionising radiation protection and shall be included in personal dosage system.

#### 5.6.4.4 NDT instruction writing

A Level 2 candidate must prepare one written instruction for non-destructive testing. Time allowed for writing written instruction is a maximum of 1 hour.

#### 5.6.4.5 Requirements for passing the qualification examination for Level 1 and 2

In order to satisfy the conditions for certification, the candidate shall obtain a minimum grade of 70 % in each part of the examination (general, specific, instruction writing, and practical). In practical examination part the candidate shall obtain a minimum grade of 70 % for each examination specimen.

#### 5.6.5 Qualification examination for Level 3 (eligibility)

To be eligible for certification, all candidates for Level 3 certification shall have successfully completed the practical examination for Level 2 in the relevant method and sector. A candidate who is a holder of Level 2 certification shall not be required to retake the practical examination for Level 2 in the same NDT method and in the same product sector.

##### 5.6.5.1 Basic examination for Level 3

Basic examination shall assess the candidate's knowledge of the basic subjects using at least the number of multiple-choice questions shown in Table 3. Examination questions shall be selected in an unpredictable way from the current collection of questions.

Table 4: The minimum required number of questions for the basic exam

Part	Subject	Number of questions
A	Technical knowledge in materials science and process technology.	25
B	Knowledge of the certification body's qualification and certification system based on SIST EN ISO 9712. This may be an open book examination.	10
C <sup>a</sup>	General knowledge of at least four methods as required for Level 2 and chosen by the candidate from the methods given in clause 5.1 of this procedure. These four methods shall include at least one volumetric method (UT or RT).	15 for each test method (total 60)

<sup>a</sup> The CB, may adjust the number of questions per method for methods impacted by evolving technology, increasing methods and techniques being added.

Basic examination remains valid for five years. During this period the candidate shall pass the first main method examination. Further on the basic examination need not be retaken.

### 5.6.5.2 Main method examination

This written examination shall assess the candidate's knowledge of the main method subjects using the minimum number of questions shown in Table 4. Examination questions shall be selected in an unpredictable way from the current collection of questions.

Table 5: The minimum required number of questions for the Main Method exam

Part	Subject	Number of questions
D	Level 3 knowledge relating to the test method applied.	30
E	Application of NDT method in the sector concerned, including the applicable codes, standards, specifications and procedures. This may be an open book examination in relation to codes, standards, specifications and procedures.	20
F	Drafting of one or more NDT procedures in the relevant sector. The applicable codes, standards, specifications and other procedures shall be available to the candidate.	-

### 5.6.5.3 Requirements for passing the qualification examination

In order to pass the basic examination, the candidate shall obtain a minimum grade of 70 % in each of parts A, B, and C.

In order to pass the main method examination, the candidate shall obtain a minimum grade of 70 % in each of parts D, E, and F.

### 5.6.6 Grading and certification decision

Grading and certification decision are the responsibility of the head of certification or his deputy. Signing the certificate signifies a positive decision on certification. Positive decision is taken when:

- Application for certification is complete
- All preconditions are fulfilled
- Qualification examination is passed

The certification body issues the certificate including all data required by the reference standard. The validity period of the certificate as per SIST EN ISO 9712 is 5 years. In case of negative certification decision, the candidate shall receive a notification written by the head of certification.

Certification body manages and enables public access to information on certificates, namely:

- name and surname,
- certificate number,
- the scope and period of validity of the certificate.

### 5.6.7 Re-examination

A candidate failing for reasons of unethical behaviour shall wait at least 12 months before reapplying.

A candidate who fails to obtain the pass grade for certification may be re-examined twice in the failed part(s), provided that re-examination takes place not sooner than one month (unless additional training acceptable to the certification body has been satisfactorily completed) and not later than two years after the original examination.

A candidate who has not passed all permitted elements of the examination shall complete further training and shall be required to retake all examination elements in accordance with the procedure applicable to new applicants.

### 5.6.8 Examination exemptions (change/addition of sector)

A certified Level 1 or Level 2 individual changing sectors or adding another sector for the same NDT method shall be required to take sector-specific and practical examination elements for the new sector

A certified Level 3 individual changing sectors or adding another sector for the same NDT method shall be required to take the sector-specific items E and F of the main method examination.

Any change or addition to the certification requires the issue of a new certificate, by the CB, with a new period of validity.

#### 5.6.9 Validity period of the certificate

The candidate meeting all certification requirements shall receive the certificate which is the property of the issuer (CB). The maximum period of validity of the certificate is five (5) years. The period of validity shall commence when all of the requirements for certification (training, experience, satisfactory vision test, successful examination) are fulfilled. Prior to the completion of five years from the first certification, the candidate shall apply for the certificate renewal.

#### 5.6.10 Control

During the period of validity, the certification body does not exercise control over the certificate. However, in case of notification from the third-party concerning non-compliance, the body may require the certificate holder to deliver the adequate evidence of continued work activity and visual adequacy.

#### 5.6.11 Temporary/Permanent certificate revocation

Certification body may revoke the individual's certificate validity:

- if it finds that the individual has not undergone an annual test of visual acuity – temporary revocation,
- if a significant interruption (over 1 year) takes place in the method for which the individual is certified – permanent revocation,
- if the individual becomes physically incapable of performing his duties – permanent revocation,
- in case of failure to abide by the code of professional ethics – temporary revocation.

#### Temporary revocation

For revalidation of the certification which was revoked on the ground of insufficient visual acuity test or missing visual acuity test certificate, the certificate holder shall deliver a valid visual adequacy certificate to CB, together with principles of professional ethics and valid visual acuity test.

In the information system Certiman, CB temporarily revokes certificate. After revocation (submitted application for certification) certificate is issued with the same content and new issue date. This manages the traceability of temporarily revoked certificates in Certiman.

#### Permanent revocation

For revalidation of the certification after a significant interruption (over 1 year absence or change of *work activity* which prevents the certified individual from practising the duties corresponding to the level in the method and the *sector(s)* (3.37) within the certified scope, for either a continuous period in excess of one year, or two or more periods for a total time exceeding two years), the individual shall pass a recertification examination. The certification is revalidated for a new period of validity of five years from the date of the revalidation.

In case of violation of CB Q Techna's principles on professional ethics, the certification shall be revoked for the period of 12 months. The revocation shall be carried out after reviewing relevant evidence on professional ethics violation by head/deputy of CB. To revalidate the certificate, the individual must retake (no sooner than one year after revocation) the entire examination (general, specific, and practical elements for Level 1, plus instruction writing for Level 2, and all items D, E, F for Level 3).

Temporary/permanent revocation of certification is done by the head of CB via written notification. Certified person shall return revoked certificate to certification body.

#### 5.6.12 Issuing of duplicates

A duplicate certificate is issued in case of changes (name, surname), loss of certificate or change of employer. To issue a duplicate, a candidate must re-submit application for certification, together with principles of professional ethics and valid visual acuity test.

CB clearly marks the issue of the duplicate and permanently cancels the original. The letter D is added at the end of the certificate identification number. The validity of the duplicate certificate refers to the revoked certificate with a new date of issue.

## 5.7 Renewal of certification

Prior to the completion of the first period of validity and every ten years thereafter, the certificate holder may apply for renewal of certification by presenting the application for certificate renewal. The application is accepted on production of written evidence to prove visual adequacy, obtained after the eye examination taken within the preceding 12 months, and on production of verifiable documentary evidence of continued satisfactory work activity without significant interruption in the method and sector for which certificate renewal is sought. The latter shall be verified by the employer, and in case of self-employment by at least one independent third party (a referee), on the application for certificate renewal.

Further, to renew the certification a candidate shall:

- Have successfully completed the practical examination element which shall include at least one (1) specimen and one instruction writing for Level 2, or
- Have met all requirements of the structured credit system (clause 5.7.1)

If a candidate fails to provide verifiable documented evidence of continued satisfactory work activity or the criterion for the renewal is not met, the candidate shall be required to take exam for recertification.

It is the responsibility of the certificate holder to initiate the procedure required for renewal. The renewal files shall be presented within six months before the date of expiration of the certification. As an exception, and based upon decision of the certification body, files presented within 12 months after the date of expiration may be considered. Over this period no exception is admitted and the candidate shall be permitted to attempt a recertification examination.

If the renewal application is received after the date of expiration of the certificate, the renewal date of the new certificate shall be the date on which all requirements for renewal are met.

The date of expiration of the new certificate shall be no more than 5 years from the date of expiration of the original certificate.

### 5.7.1 Structured credit system for renewal

Where a certificate holder elects to use the structured credit system they shall provide evidence to the certification body to demonstrate achievement of a minimum of 100 points in the 5-year recertification period based on the requirements defined in the form OBR-SP 10.01 – Structured credit system to renew Level 1, and the form OBR-SP 10.01 Structed credit system to renew Levels 2 & 3.

- For individuals seeking certification Level 1, a minimum of 75 of 100 points is required for any combination of activities listed in item A. The remaining points shall be obtained for activities in item B.
- For individuals seeking certification Levels 2 and 3, a minimum of 50 of 100 points is required for any combination of activities listed in item A. The remaining points shall be obtained for activities in item B.

### 5.7.2 Certificates issued by other certification bodies

When a holder of the certificate issued by another certification body applies for the renewal, sufficient written evidence shall be provided, as follows: documentary evidence of satisfactory near vision acuity given by ophthalmologist and taken within the preceding 12 months, a signed code of professional ethics, verifiable documented evidence of continued satisfactory work activity without significant work interruption in the method and sector for which certificate renewal is sought; The latter is approved in the application process by the employer, and in case a candidate is self-employed by a referee.

Related to the above, the certification body Q Techna will check the validity of the certificate with another certification body, and issue a new certificate on the basis of an administrative extension for a period of 5 years. After 5 years, recertification is required.

If the holder of a certificate issued by another accredited certification body applies for the issuance of a certificate before the expiration of the validity period, the certificate holder must submit:

- Certificate of education
- Certificate of completed training with a sufficient number of hours in accordance with Table 2
- Evidence of industrial experience
- A valid eye exam
- Exam results
- The number of questions/samples of each part of the exam for a specific product sector or industry sector
- (general, specific, practical, written instruction)

## 5.8 Recertification for Levels 1 and 2

Prior to the completion of each second period of validity, i.e. every 10 years, the accredited certification of the certified individual may be recertified by the certification body for a new period of five years or less, provided that the individual present, together with the recertification application, a written evidence to prove visual adequacy, obtained after eye examination taken within the preceding 12 months, signed principles on professional ethics, a photograph in electronic form, and verifiable documentary evidence of continued satisfactory work activity without significant interruption in the method and sector for which the recertification is sought. It is the responsibility of the certificate holder to initiate the procedure of recertification.

The individual shall successfully complete a practical examination which demonstrates continued competence to carry out work within the scope defined on the certificate. This shall include testing specimens appropriate to the scope of certification to be revalidated and in addition, for Level 2, the production of a written instruction suitable for the use of Level 1 personnel. If the individual fails to achieve a grade of at least 70 % for each specimen and, for Level 2, for the instruction, two retests of the whole recertification examination shall be allowed after at least seven (7) days and within twelve (12) months of the first attempt at the recertification examination. In the event of failure in the two allowable retests, the certificate shall not be revalidated. To regain certification for that level, sector and method, the candidate shall apply for new certification, carry out additional SEP training, and retake the entire examination for the first certification.

As an exception and on the basis of the certification authority, applications submitted within 12 months of the expiry date may be considered. The expiration date of the certificate must not be longer than 5 years from the expiration date of the existing (last) certificate.

If the holder of a certificate issued by other certification seeks recertification from CB Q Techna, the recertification procedure shall be as explained above. CB Q Techna shall contact the other certification body to verify the validity of the certificate in question.

If the candidate applies for recertification later than 12 months from the certificate's date of issue, he shall be required to take the whole examination once again.

## 5.9 Recertification for Level 3

Recertification for Level formats:

- Written examination or
- By means of selected structured credit points as per SIST EN ISO 9712.

In both cases, the candidate must provide evidence of his/her continued practical competence to perform the NDT method or pass the Level 2 practical examination as defined in clause 5.8. Instruction writing is not part of the practical element of the examination.

The written examination shall include a minimum of 20 questions on the application of the test method in the sector concerned and a further 10 questions on the requirements of the certification body scheme. If the candidate is unable to demonstrate his/her practical competence, he/she shall also sit the Level 2 practical examination without instruction writing. In case an individual has achieved less than 70%, resits are possible, yet limited to a maximum of two. All tests shall be completed within a period of 12 months unless a longer period is specified by the CB. In the event of two failures, the certificate shall be revoked.

To be eligible for recertification, the applicant shall:

- undertake additional training acceptable to the certification body
- retake the full examination for the first certification.

The expiry date of the certificate shall not be more than 5 years from the expiry date of the original certificate.

For the structured credit system (OBR-SP 10.01 - Structured Credit System for Recertification Level 3), the candidate shall achieve a minimum of 100 points:

- a minimum of 50 and a maximum of 70 of 100 points of part A and
- a minimum of 30 and a maximum of 50 of 100 points of part B

If a candidate does not meet the requirements of the credit system, recertification is possible by passing the written examination. If a candidate fails the examination on the first attempt, a retake is possible, yet only once within 12 months from the date of application for recertification through the structured credit system.

When the holder of a certificate issued by another certification body wishes to be recertified by CB Q Techna, the recertification procedure is the same as described above. However, CB Q Techna shall verify the validity of this certificate with the other certification body.

## 5.10 Complaints

In case the candidate or the customer do not agree with the implementation of certification, they may file a complaint. The complainant shall be granted a non-discriminatory treatment. The complaint shall be submitted in writing. The period allowed for complaint shall be 15 days from the date of positive decision on certification. When the certification body receives the complaint, they confirm the receipt by written notification to the complainant. The complaint may concern all matters/decisions except for decisions covered by appeals in the following clause of this procedure. Complaints over the work of certified persons shall also be considered. Each complaint shall be examined by the commission for complaints. The commission shall consist of the quality manager and an additional member who shall be competent and independent towards the subject of the complaint, and named by the quality manager. This person shall be notified by the quality manager in writing. The commission for complaints shall be obliged to gather all facts and information concerning the subject of the complaint. The commission delivers a decision on the basis of collected facts. The decision on the complaint shall be unanimous. The outcome response to the complaint is given in written decision. The decision includes the findings on which it is based, operative part of the decision, explanatory note and caution. The certification body shall reach its decision within 30 days from receiving the written complaint. Both commission members shall be independent towards the subject of the complaint. A complaint against the complaint decision is not possible, whereas the complainant may seek other legal means.

## 5.11 Appeals

In case the candidate or the customer do not agree with the certification procedure or with the decision of the certification body, they may file an appeal. The appellant shall be granted a non-discriminatory treatment.

An appeal is a request made to certification body to change their previous decision concerning the certification procedure.

An appeal is allowed for the following decisions made by the certification body during the certification procedure:

- rejection of application for certification,
- results of the qualification examination presenting one of the conditions for certification,
- rejection of issuing the certificate,
- other decisions hindering acquisition of the certificate,
- decisions concerning the revocation of the certificate.

If this document does not state otherwise, the period allowed for appeal shall be 15 days from the date of making the decision. When the certification body receives the appeal, they confirm the receipt by written notification to the appellant. Each appeal shall be examined by the commission for appeals. The commission shall consist of the

quality manager and an additional member who shall be competent and independent towards the subject of the appeal, and named by the quality manager. The second member is appointed by the quality manager and notified of the appointment in writing. The commission for appeals shall be obliged to gather all facts and information concerning the subject of the appeal. The commission delivers the decision on the basis of collected facts. The decision on the complaint shall be unanimous. The outcome response to the appeal is given in written decision. The decision includes the findings on which it is based, operative part of the decision, explanatory note and caution. The certification body shall reach its decision within 30 days from receiving the written appeal. Both commission members shall be independent towards the subject of the complaint. An appeal against the decision is not possible, whereas the complainant may seek other legal means.

### **5.12 Rejection of certification**

Certification body may reject the certification if it estimates that the candidate does not satisfy the certification conditions or does not abide by the principles on professional ethics issued by the certification body. Certification may be rejected only in writing.

### **5.13 Public information**

Certification body Q Techna may, upon any person's request, give information on the individual's certificate. The information may include the certified person's name and surname, the scope of certification, date of issue and period of validity. All other information on the applicant, candidate or certified person is confidential. Disclosure of information that CB attained from sources different from applicant, candidate or certified person, is treated in confidential manner and may be disclosed only upon written consent of the person in question. A written consent is not necessary when request for disclosure of information is made on legislative grounds, but the person shall be notified of the disclosure of this information.

### **5.14 Personal data management**

Personal data management is introduced in application for certification. With their signature each applicant allows CB to manage their personal data in current information system for the purpose of certification procedure.

### **5.15 Language**

Language used during the certification procedure is Slovene. CB Q Techna conducts examination in Slovene, Croatian, English, Turkish or German language on the customer's request. The applicant shall indicate the desired examination language on the application for certification.

### **5.16 Logotype**

Certification body for certification of NDT personnel does not provide a logotype.

### **5.17 Final provisions**

This procedure shall enter into force on the date of its adoption. Prior to this it shall be confirmed by the management board of the certification body whose task is to maintain the impartiality and certification scheme. This document is permanently published on Q Techna's website. It is obtainable in the company's premises as well.



## 6. ATTACHMENTS

- OBR-SP 10.01 Data Protection and Privacy statement
- OBR-SP 10.01 Principles on professional ethics
- OBR-SP 10.01 Visual acuity test
- OBR-SP 10.01 Application for certification
- OBR-SP 10.01 Industrial experience
- OBR-SP-10.01 Structured credit system for Renewal Level 1
- OBR-SP-10.01 Structured credit system for Renewal Levels 2 and 3
- OBR-SP-10.01 Structured credit system for Level 3 Recertification
- OBR-OP 10.01 List of Attachements
- OBR-OP 10.01 Examination rules
- OBR-OP 10.01 Referee Approval