



V2 CONSULTING LIMITED

APPLICATION FOR RENEWAL OF ICP LEVELS 2 CERTIFICATES (NDT)

IMPORTANT INFORMATION

Before submission please ensure:

- **Your application is complete and correct with all required signatures**
- **There is no significant interruption between surveillances or employment**
- **Proof of valid near vision and colour vision is included**
- **Valid payment details are given**

Processing time will be significantly delayed if your renewal application requires additional information.

Complete & correct renewal applications must be submitted to V2CL at least 56 days prior to the expiry date.

The renewed certificate will be issued from the previous expiry date and will expire 5 years less a day from the original expiry date, unless the late rule applies (see late application process GE01C).

1. If the renewal application has been submitted following the correct process but the application is not complete by the expiry date of the certificate, then the candidate must apply for a late application using GE01C and shall incur the financial penalty.
2. Applications submitted to V2CL 12 months **after** the certificate expiry will not be accepted and the candidate shall;
 - i. Apply to V2CL for a late approval
 - ii. Apply for a recertification exam and the candidate will lose time on the certificate.

Applications should be emailed with the appropriate payment information to; Email: icp@v2cl.com



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1. SCOPE

This document forms a part of the ICP General requirements (ICP/GEN) for the certification of personnel engaged in NDT and should be read in conjunction with the current issue of ICP/GEN available on the V2CL website www.v2cl.com/certification.

It is the responsibility of the certificate holder to initiate the procedure required for renewal and to ensure the correct issue status of GE10 prior to making application.

ASSOCIATED DOCUMENTS	V2_GE01C Application for late/deferred renewal/recertification V2_GE02 Vision requirements V2_GE01B Application for recertification examination
REFERENCES	ICP/GEN General requirements for the certification of personnel engaged in NDT V2_GE06 Code of Ethics for ICP certificate Holders V2_CF31 Wallet cards

2. INTRODUCTION

- Issue 01 ICP Level 1 and Level 2 certificates may be revalidated without examination by V2CL, using the points system below.
- Issue 02 certificates must be revalidated by successfully passing the recertification examination conducted by a V2CL Approved Examination Centre refer to form GE01B.

Renewal applications must be supported by an Annex A Table 1 along with the correct Annex D forms.

Minimum of 20 points per 5 year period must be achieved using activity 1 or 2 or a combination there of. Remainder of points required to be made up from activities 3,4,5 and/or 6.

Expiry date of certification	Required minimum total number of surveillances recorded from Activity 1 and/or 2	Minimum number of points in that period	Points to be made up from <u>any</u> activity in Annex A table 1
20xx	5 (20 points)	40	20



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3. TERMS AND DEFINITIONS

FOR A COMPREHENSIVE LIST OF TERMS AND DEFINITIONS PLEASE REFER TO ICP/GEN.

Calendar year: The period of 1 year starting from the first of January, till the end of December.

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

Recertification: The process for revalidation of a ICP certificate by examination conducted by V2CL.

Significant Interruption: An absence from (or a change of) work activity which prevents the holder of ICP certification from practising the duties corresponding to his or her level in the method and sector(s) for which certification was issued, for (a) a continuous period in excess of 12 months or (b) two or more periods for a total time exceeding 24 months. For the purpose of calculating this period, authorised holidays, illness or periods of related training and education, any of which are 30 days or less in duration, shall not be considered.

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

Surveillance: a process which is mandatory in the period leading to a renewal of a certificate, and which is strongly recommended in the period leading to recertification, and which takes one of the following forms:

Monitoring: the formal assessment (by an appropriately qualified person) of the complete testing process, including preparation, pre-test calibration, conduct of NDT, and recording/reporting, carried out by the certificate holder in the course of his or her normal work activity and recorded on GE10 Annex D3.

Re-inspection: a second or repeat inspection (carried out by an appropriately qualified person), using the same NDT instruction or procedure as used in the original test carried out by the certificate holder in the course of his or her normal work activity and recorded on GE10 Annex D3.

Note 2: For radiography, the re-inspection may be limited to a second interpretation and report on the original radiographs. It is not necessary to inform the individual who is the subject of surveillance that re-inspection is to take place.

Note 3: The person carrying out the re-inspection, as well as the person whose work is the subject of re-inspection, is considered to have undergone surveillance and may record as much, in which case such re-inspection records shall be countersigned by the person who is the subject of the re-inspection.

Supervised test: the testing of an appropriate training specimen provided by a V2CL accredited training establishment under the supervision of an Appropriately Qualified Person, who is authorised by the training coordinator to conduct and record on Annex D4 the results of such tests.

Note 4: V2CL will accept supervised practical testing of training specimens administered by a training establishment which is formally recognised by a relevant engineering institution in the country concerned. Such Institutions shall be able to demonstrate impartiality if called upon by V2CL to do so.

Note 5: surveillance may be called for by the certificate holder, employer, the employer's client, inspection authority or regulatory body. For the surveillance to be recognised by V2CL, all surveillance activities shall be carried out in accordance with a formal documented procedure, a copy of which is to be submitted to V2CL upon demand.

Appropriately qualified person: An individual (carrying out re-inspection, monitoring or supervised tests) holding BS EN ISO 9712 Level 2 or Level 3 certification, or other relevant certification acceptable to V2CL. **The certification concerned must cover the same NDT method and product or industry sector as that certification which is the subject of surveillance.**

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

- a. further training (recorded using [Annex D2](#)),
- b. additional surveillance,
- c. amendment of NDT procedures,
- d. recall of work,
- e. notification of clients,
- f. suspension of authorisation to test, or
- g. other appropriate actions with time scales for implementation;

Note 6: Wherever non-conformance affects the previously published results of tests, intended corrective



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actions and satisfactory implementation should be notified to directly affected parties, e.g., to V2CL Certification Services, the employer's client and/or the applicable regulatory body, which should be requested to confirm in writing the acceptability of the corrective action.



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APPLICATION FOR RENEWAL SHALL ONLY BE COMPLETED BY THE ICP HOLDER

GENERAL DATA PROTECTION REGULATION (GDPR) –

V2CL will store and use the information given on this form only for the purpose for which it has been provided. Your personal details and any other data you provide to V2CL will not be passed on to a third-party without your permission.

ANNEX A - APPLICATION FOR RENEWAL OF AN ICP LEVEL 2 CERTIFICATE

PART A - APPLICANT'S PERSONAL AND CERTIFICATE DETAILS

ALL PARTS OF THE FORM ARE MANDATORY UNLESS STATED OTHERWISE E.G. OPTIONAL

FAMILY NAME			
GIVEN NAME(S)			
DATE OF BIRTH		GENDER (optional)	
ADDRESS			
TOWN/CITY		POSTCODE/ZIP CODE	
AREA/REGION			
TELEPHONE NO			
EMAIL ADDRESS			
ICP NUMBER			
CERTIFICATE NUMBER		EXPIRY DATE	

PART B - CURRENT EMPLOYMENT DETAILS

EMPLOYER'S NAME	
ADDRESS	
TOWN/CITY	
AREA/REGION	
POSTCODE/ZIP CODE	
APPLICANT'S JOB DESCRIPTION	
APPLICANT'S DEPARTMENT	
NAME CURRENT SUPERVISOR	
EMAIL AND TELEPHONE FOR SUPERVISOR	



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WARNING! THERE IS A HIGH PERCENTAGE OF VERIFICATION CARRIED OUT ON INFORMATION SUBMITTED IN SUPPORT OF APPLICATIONS FOR RENEWAL. IN THE EVENT THAT A DELIBERATE ATTEMPT TO DECEIVE IS DETECTED, SEVERE PENALTIES WILL BE APPLIED. IF IN DOUBT ABOUT THE VALIDITY OF THE INFORMATION YOU ARE PROVIDING, SEEK THE ADVICE OF V2CL CERTIFICATION RECORDS OFFICE STAFF.

PART C - APPLICANT'S DECLARATION

I declare that the information given in Parts A and B of this application, and in supporting documentation is authentic. I agree to comply with the ICP Code of Ethics (published as GE06).

SIGNATURE	
FULL NAME (IN CAPITALS)	
DATE	

PART D - EMPLOYER'S AUTHENTICATION

I confirm that the information given in Parts A and B and in the supporting documentation is, to the best of my knowledge, accurate and authentic. Work performed by the applicant named in Part A has been without significant interruption (see definitions) while employed by this company and has been to a satisfactory standard. **(This must be signed by employer or sponsor if self-employed and not by the person renewing the certificate regardless of position within company)**

SIGNATURE	
FULL NAME (IN CAPITALS)	
POSITION	
DATE	

Completed applications should be sent to the V2CL Certification Service Division via the following methods:

Applications should be posted or emailed to;

- V2 Consulting Limited, Unit C, 4/F, Wai Cheung Industrial Center, No.5, Shek Pai Tau Road, Tuen Mun. N.T, Hong Kong
- Email: icp@v2cl.com

PART E – PAYMENT

Name and address for invoice (if different from candidate's), including telephone number and e-mail address:
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GE10 ANNEX A TABLE 1 – POINTS RECORD FORM (FOR LEVEL 2 CERTIFICATE RENEWAL)

Name:

ICP number:

ICP certificate number:

Expiry date:

- A. Experience log may be substituted by experience letter.
 B. Guidance on the conduct of surveillance is contained in Annex B.
 C. Training must be practically biased with at least 75% supervised practical testing of relevant specimens
 D. The technical paper must be appropriate to the certificate for which renewal is sought, e.g., it must cover elements of the published ICP syllabus for the certification concerned.
 E. If there is more than one author, one half of the points will be awarded for each such paper
- * **Calendar year:** The period of 1 year starting from 1st January, until the end of December

Activity	Points awarded (per unit activity)	Maximum points per calendar year *	Maximum of points per 5 years	Year					Total
1. Monitoring or re-inspection of NDT appropriate to the certificate to be renewed, carried out by an appropriately certificated individual, and recorded in a ICP approved log (four points awarded per surveillance) SEE ANNEX D3	4	8	40 A,B						
2. Successful practical testing, under the supervision of an appropriately qualified person, of a relevant training specimen provided by a V2CL approved training organisation, and recorded in a ICP approved log (Four points per specimen successfully tested) SEE ANNEX D4	4	8	40 A						
3. Continuation training provided by a ICP approved NDT training establishment (5 points per half day of training) SEE ANNEX D2	5	10	20 C						
4. Attendance at NDT Professional Development evenings (per meeting)	2	10	20						
5. NDT or other relevant professional society conferences, seminars or symposia (per day attendance at an appropriate event).	5	10	20						
6. NDT related technical papers published in a journal or presented at a conference or seminar (per paper).	2	4	10 D,E						
7. ONLY relevant to current ICP authorised examiners and/or V2CL approved trainers: Tutoring ICP approved courses, grading ICP examinations in the relevant sector, method and level. SEE ANNEX D5	8	16	40						
Required total number of points to be eligible for renewal or recertification.			40						

Minimum of 20 points per 5 year period must be achieved using activity 1 or 2 or a combination there of. Remainder of points required to be made up from activities 3,4,5 and/or 6.



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APPLI CATION FOR RENEWAL OF ICP LEVELS 2 CERTIFICATES (NDT)

SIGNATURE REQUIRED

I confirm that the points claimed in the above table relate to activities in which I have taken part (verification of activities will be undertaken by ICP)

Signed (ICP holder):

Date:



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ANNEX D1 TO GE10 – V2CL APPROVED NON-DESTRUCTIVE TESTING LOG SHEET - RECORD OF EMPLOYMENT

FOR THE LAST 5 YEARS COVERING PERIOD OF CERTIFICATION

(maintain log up-to-date with every change in employment or job description)

12 month gaps within employment WILL BE considered as significant interruption, refer to Terms and Definitions

If self employed please only record this information

CERTIFICATE HOLDER'S FULL NAME:.....ICP Number:.....

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

ANNEX D2 TO GE10 – V2CL APPROVED NDT TRAINING LOG SHEET

Record of approved continuation or updating training in the NDT methods for which certification is held or attendance at an event acceptable to V2CL as continuing professional development

CERTIFICATE HOLDER'S FULL NAME:		ICP NUMBER:			
DATE OF TRAINING OR EVENT	COURSE OR EVENT REFERENCE	TRAINING ESTABLISHMENT OR EVENT VENUE	DURATION AND CONTENT OF TRAINING OR EVENT	NAME, SIGNATURE, EMAIL ADDRESS AND TELEPHONE NUMBER OF INDIVIDUAL VERIFYING	

ANNEX D3 TO GE10 - RECORD OF SURVEILLANCES CARRIED OUT TO MONITOR THE CERTIFICATE HOLDER'S PRACTICAL COMPETENCE

Including on-the-job monitoring or re-inspection and/or testing a training sample provided by an approved training organisation.

- You may use and submit more than one annex D3 sheet if more room is required.
- A maximum of two recorded surveillances per calendar year can be claimed, **for the last 5 years** - ***Calendar year:** The period of 1 year starting from 1st January, until the end of December.
- **12 month gaps between surveillances WILL BE considered as significant interruption**, refer to *Terms and Definitions*
- All columns are **MANDATORY**
- The Supervisors' certificate(s) must be verified as the same or higher SECTOR, METHOD and LEVEL and shall be valid at the time of the surveillance.

[NB: This may include certification schemes other than ISO 9712, such as EN 4179 and SNT-TC-1A providing that this certification has been gained using external training/examination by an organisation. Please contact icp@v2cl.com if clarification on this is required.

CERTIFICATE HOLDER'S FULL NAME:			ICP NUMBER:	ICP CERTIFICATE NUMBER:	
Date of surveillance (DD/MM/YY) * Calendar year (see note above)	Job/report reference & detailed description of the technique and method and material tested (if no reports attached) <u>THIS INFORMATION IS MANDATORY</u>	Name, ICP number & email address and contact telephone number of surveyor	Employer of surveyor	Signature of surveyor <u>for each entry</u>	Result of surveillance Pass/Fail

ANNEX D3 TO GE10 - RECORD OF SURVEILLANCES CARRIED OUT TO MONITOR THE CERTIFICATE HOLDER'S PRACTICAL COMPETENCE

Including on-the-job monitoring or re-inspection and/or testing a training sample provided by an approved training organisation.

- You may use and submit more than one annex D3 sheet if more room is required.
- A maximum of two recorded surveillances per calendar year can be claimed, **for the last 5 years** - ***Calendar year:** The period of 1 year starting from 1st January, until the end of December.
- **12 month gaps between surveillances WILL BE considered as significant interruption**, refer to *Terms and Definitions*
- All columns are **MANDATORY**
- The Supervisors' certificate(s) must be verified as the same or higher SECTOR, METHOD and LEVEL and shall be valid at the time of the surveillance.

[NB: This may include certification schemes other than ISO 9712, such as EN 4179 and SNT-TC-1A providing that this certification has been gained using external training/examination provided by an organisation. Please contact icp@v2cl.com if clarification on this is required.

CERTIFICATE HOLDER'S FULL NAME:			ICP NUMBER:	ICP CERTIFICATE NUMBER:	
Date of surveillance (DD/MM/YY) * Calendar year (see note above)	Job/report reference & detailed description of the technique and method and material tested (if no reports attached) <u>THIS INFORMATION IS MANDATORY</u>	Name, ICP number & email address and contact telephone number of surveyor	Employer of surveyor	Signature of surveyor <u>for each entry</u>	Result of surveillance Pass/Fail

ANNEX D4 TO GE10 - RECORD OF PRACTICAL TESTS CARRIED OUT TO MONITOR THE CERTIFICATE HOLDER'S PRACTICAL COMPETENCE AT AEC

Including testing a training sample, relevant to the certificate being renewed, provided by Approved Examination Centre (AEC).

Use a different sheet for each ICP certificate being renewed.

A maximum of two recorded practical tests per 12 month period, **for the last 5 years** is acceptable.

* **Calendar year:** The period of 1 year starting from 1st January, until the end of December.

12 month gaps between practical tests WILL BE considered as significant interruption, refer to Terms and Definitions

Please contact icp@v2cl.com if clarification on this is required.

CERTIFICATE HOLDER'S FULL NAME:			ICP NUMBER:	ICP CERTIFICATE NUMBER:	
Date of test (DD/MM/YY) <u>* Calendar year</u> <u>(see note above)</u>	Report reference & detailed description of training specimen	Name, RO name & contact email address and telephone number of trainer	Employer of authorised trainer	Signature of authorised trainer	Result of Test Pass/Fail

ICP EXAMINERS AND/OR V2CL APPROVED TRAINERS ONLY
ANNEX D5 TO GE10 – RECORD OF ICP EXAMINATIONS OR V2CL APPROVED COURSES CONDUCTED

A maximum of two recorded events per 12 month period, **for the last 5 years** is acceptable.

CERTIFICATE HOLDER'S FULL NAME:		ICP NUMBER:	
DATE OF TRAINING OR EXAMINATION	NAME AND LOCATION OF AEC	COURSE OR EXAMINATION DESCRIPTION INCLUDING DURATION	NAME, SIGNATURE (and email address) OF INDIVIDUAL VERIFYING* *nominated official of the AEC

GE10 appendix A GUIDANCE NOTES FOR COMPLETION OF GE10

1. For certificates which have expired or are due to expire and fall within the 6 weeks prior to expiry please refer to document GE01C
2. **Renewal of level 1 and 2 certification (issue 01 only) by paperwork submission**
 - a. Applications for renewal shall only be completed by the ICP holder
 - i. To ensure continuity, applications for renewal and recertification shall be submitted no later than 6 weeks prior to the expiry date. Renewed certificates will be issued from the previous expiry, which will be 5 years minus a day from the original expiry date.
 - ii. If the renewal application has been submitted following the correct process but the application is not complete by the date of expiry, then the candidate must apply for a late approval and shall incur the financial penalty.
 - iii. Renewal applications not received before the 6 week period prior to expiry shall not be accepted by V2CL and the ICP holder must recertify by examination using form GE01A.
 - iv. In the event of failure to renew by paper application, V2CL shall send an explanatory letter to the certificate holder requesting the return of the superseded record of certification which is a mandatory requirement

3. Procedure for renewal of level 1 and 2 certification

The certificate holder must submit to the ICP Certification Administration Office a completed GE10 application together with documentary evidence of a satisfactory test of visual acuity (meeting the published requirements of ICP document GE02) conducted within the 12 months prior to renewal.

Applications must be made to ICP on the Annex A form to the current issue of this document.

One application is to be submitted for each sector/method of certificate for which renewal is sought, and the applicant is required to complete [Annex A](#) parts A, B and C, the certificate holder's employer must complete Part D

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

- Eye Test (Documentary evidence of a satisfactory test of visual acuity)
- [Annex A Table 1](#) – Points record form
- [Annex D1](#) – Record of employment
- [Annex D2](#) (where required) – Log of NDT Training
- [Annex D3](#) - Record of surveillances AND/OR [Annex D4](#) – Record of practical tests

4. Rejected applications

In the event that the application for renewal is rejected by V2CL on the grounds that the continuity of work activity criterion for renewal is not satisfied, the applicant is permitted to attempt recertification by examination provided he or she satisfies the visual acuity requirement and undertakes a continuation training course of not less than two days duration covering the scope of the certificate to be revalidated.

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

There will be an administrative charge for rejected applications.

5. Important information for Radiography certification

5.1 Holders of ICP radiography certification at all levels will be required to be in possession of valid ICP Basic Radiation Safety (or alternative national radiation safety certification where the certificate holder concerned is engaged in radiography) to maintain the validity of the radiography certificate

6. Example procedure for surveillance of NDT personnel by an employer or by a third party

The following is provided as an example of a procedure, which is acceptable to V2CL, for surveillance of ICP Level 1 and Level 2 certificate holders seeking renewal or recertification.

Employers of NDT personnel or organisations engaged in NDT surveillance operations designed to satisfy V2CL requirements for certificate renewal should use this as a guide when producing a quality procedure within their own quality management systems.

6.1 Surveillance of NDT personnel

INTRODUCTION

ICP Level 2 certificates which expire may be revalidated in accordance with the provisions of the V2CL requirements for renewal and recertification of NDT personnel (as amended from time to time). This procedure is intended to ensure that any surveillance carried out on NDT personnel holding ICP certification confers the benefit to the technician concerned of acceptability of the surveillance within the ICP system for renewal.

1. SCOPE

- i. This procedure details the method to be adopted to monitor and verify the results of tests to satisfy the V2CL requirements for surveillance.
- ii. It is applicable to both laboratory and site operations controlled by the company, as well as operations controlled by a client.
- iii. It is not intended that this procedure supersede or duplicate surveillance carried out by other agencies.

2. RESPONSIBILITIES

- i. (insert title of responsible person) is responsible for:
 - planning and implementation of surveillance
 - maintenance of records
 - liaison with operations
 - authorisation of assessors
 - agreeing the form of any corrective actions
- ii. (insert title of responsible person) is responsible to (insert title of responsible person) for:
 - carrying out surveillance in accordance with written instructions
 - recording results
 - notifying results

3. DEFINITIONS

[Relevant definitions found in ICP document GE10 may be entered or referred to here.]

4. PROCEDURE

i. Requirement

The requirement for surveillance activities shall be based upon customer specifications, renewal and recertification needs, reported discrepancies in operator performance and contractual requirements.

ii. Qualifications

Personnel carrying out surveillance or monitoring shall hold relevant and appropriate certification (see GE10 definition – Appropriately Qualified Person). A list of those personnel authorised to carry out NDT surveillance, together with the scope of their authorisation, is at Annex A to this procedure.

iii. Surveillance programme

Surveillance will be called for by (insert title of responsible person), who maintains registers of personnel subject to and authorised to carry out NDT surveillance.

Individual surveillance or monitoring assignments may be carried out on a random and un-notified basis by an individual appointed by (insert title of responsible person) from the list of those authorised.

Surveyors shall be issued written instructions clearly describing the requirement and method of reporting. A minimum of one surveillance per annum is to be carried out. 12 month gaps within the surveillances will be noted as significant interruption, see 2.5

iv. Reporting

Surveillance reports, which will include the date (DD/MM/YY), identification of the operator under surveillance, identification of the surveyor, a job reference, a DETAILED description of the NDT method and technique, and the results of surveillance recorded on form ref #, are to be authenticated by the surveyor involved and shall be forwarded to (insert title of responsible person) for further action.

v. Review and Corrective Action

The recorded results of surveillance will be reviewed by (insert title of responsible person).

Copies of reports indicating a discrepancy shall be forwarded to (insert title of responsible person) for a decision on corrective action (e.g. further training, additional surveillance, amendment of NDT procedures, recall of work, notification of clients, suspension of authorisation to test, or other appropriate actions.) including time scales for implementation.

Intended corrective actions and satisfactory implementation of corrective actions shall be notified to directly affected parties.

vi. Records

Original copies of surveillance reports together with other documentation relevant to the work monitored shall be retained by (insert title of responsible person) in an appropriate control file.

(Insert title of responsible person) shall arrange a system of calling up future monitoring or surveillance.