



**ISO/IEC
17024:2012
CERTIFICATION
SCHEME FOR
WELDING**

CIDB-CS-01

10 JULY 2023

INTRODUCTION

Construction Industry Development Board or better known as CIDB Malaysia is a statutory body under the Ministry of Works, Malaysia established under the Construction Industry Development Board Act 1994 (Act 520) to regulate, develop and facilitate the construction industry towards achieving global competitiveness. One of the functions of CIDB is to register, accredit and certify construction personnel which includes skilled construction workers as specified under the Third Schedule of this Act. CIDB is establishing a Certification Scheme for Construction Personnel which provides guidance for assessment and certification of individuals seeking to demonstrate their knowledge and/or competency in their field of operation. In order to ensure the accreditation and certification process is at par with international standards, CIDB is committed to uphold objectivity and impartiality in carrying out all activities under this Certification Scheme in accordance with ISO/IEC 17024:2012.

The scope of this Certification Scheme covers Welding Level 1, Level 2 and Level 3.

Access to certification

Access to certification is not improperly restricted. The sole criteria for certification are given in the document (and any subsequent amendments) and no other criteria will be applied. Certification is not conditional on the candidate applying for other services with CIDB, or any other groups or associations.

1. GENERAL

This document prescribes procedures by which personnel may be examined, and, if successful, certified for SKKP Welder Level 1, Level 2 and Level 3.

The assessment procedure is designed to test the candidate's knowledge of the methods and techniques relevant to the discipline in which they are being examined, and their understanding of the operations they perform. The assessment procedure involves both theoretical (written and/or oral interview) and practical elements.

1.1 Scope

This document prescribes procedures by which personnel may be examined, and, if successful, certified for the duties of SKKP Welder Level 1 or Level 2 or Level 3 as defined in Clause 5.

The assessment procedure is designed to test the candidate's knowledge of the methods and techniques relevant to the discipline in which they are being examined, and their understanding of the operations they perform. The assessment procedure involves both theoretical (written and/or oral interview) and practical elements.

1.2 Responsibilities

CIDB acts as the assessment body and the certifying body. It carries overall responsibility for ensuring that requirements for qualification testing are satisfied and that appropriate qualification certificates are issued following successful qualification and job knowledge tests, when required by the standard.

The particular requirements for the qualification testing are given in the appropriate standard. It is the CIDB's responsibility to select the standard. Qualification testing and the issue of certificates can only be carried out to recognised standards and it should be noted that the rules covering testing and validity of qualification certificates vary from standard to standard.

It is also the CIDB's responsibility to ensure that the recognition and acceptance of qualification certificates is appropriate to their requirements.

CIDB makes every effort to ensure that its qualification certificates carry appropriate accreditation and that testing and certification activities are carried out in accordance with best practice.

Assessment activities may be subcontracted by CIDB to one of its approved assessment bodies. These bodies act as the interface between CIDB and the candidates. CIDB rigorously controls the procedures and functions of assessment body.

Individuals engaged by assessment bodies to carry out CIDB assessment work in connection with the requirements of this document must hold a current CIDB welding assessor certificate and be approved by CIDB.

Testing of individual candidates is arranged between the approved assessment bodies and CIDB. The assessment body will check that any pre-test requirements applicable are fulfilled by the candidate(s). The assessment body is responsible for setting assessments and tests, witnessing/verifying Welding and/or testing as required by the selected standard and for informing CIDB of the test result.

If mechanical testing or NOT is needed in relation to a welder qualification or welding procedure qualification test, must employ a test house with appropriate scope of approval in compliance with ISO 17025:2017 by Department of Standards Malaysia (DSM) or an organisation that has been approved by CIDB.

2. TERMINOLOGY

a) Assessor

Person competent appointed by CIDB to conduct and score an assessment, where the assessment requires professional judgement.

b) Candidate

Person who has fulfilled specified prerequisites and has been admitted to the certification process

c) Certificate

Document issued by CIDB under specified provisions, indicating that the name of person has demonstrated the competence(s) defined on the document.

d) Essential Variable

Conditions in which a change, as described in the specific variables, is considered to affect the mechanical properties of the joint.

e) Renewal

Procedure for revalidation of a certificate without assessment at any time up to three (3) years after success in an initial, supplementary or recertification assessment. A procedure for renewal or recertification application can be received up to three (3) months prior to the expiry of your certificate.

f) Recertification

Procedure for revalidation of a certificate by assessment or by otherwise satisfying the certification body that the published criteria for recertification are satisfied.

g) Welder

Welder is a person who performs the fabrication process whereby two or more parts are fused together by means of heat, pressure or both.

h) Welding Procedure Specification (WPS)

Written document that provides direction to the welder for making production welds in accordance with the specific standard or code requirements.

i) Welder Assessment Test Report (WATR)

Describes the results of the welding test conducted, including what the welder is qualified to weld.

3. CATEGORIES OF CERTIFICATION

This document prescribes procedures by which personnel may be examined, and, if successful, certified for SKKP Welder Level 1, Level 2 and Level 3.

The assessment procedure is designed to test the candidate's knowledge of the methods and techniques relevant to the discipline in which they are being examined, and their understanding of the operations they perform. The assessment procedure involves both theoretical (written and/or oral interview) and practical elements.

3.1 CIDB welder certification scheme covers a determination of the competence of candidate to deposit sound weld metal/steel for following fusion welding processes:

Welding Process	Level	Test Position		Standard			Item	Material	Remarks			
		British Standard	American Standard	AWS D1.1	API 1104	ASME IX						
Shielded Metal Arc Welding (SMAW)	1	Flat Downhand (PA)	1F 1G	✓			Plate	Carbon Steel (CS) / Stainless Steel (SS)				
		Horizontal Vertical (PB)	2F	✓			Plate					
		Horizontal (PC)	2G	✓			Plate					
		Vertical Up (PF)	3F	✓			Plate					
		Horizontal Vertical (Overhead) (PD)	4F	✓			Plate					
	2	Vertical Up (PF)	3G	✓			Plate					
		Overhead (PE)	4G	✓			Plate					
	3	Vertical Up (PF)	5G		✓	✓	Pipe					
		Vertical Down (PG)	5G		✓	✓	Pipe					
		Inclined pipe (upwards) (H-L045)	6G			✓	Pipe					
		Inclined pipe (downwards) (J-L045)	6G			✓	Pipe					
		N/A	6GR			✓	Pipe					
	Gas Tungsten Arc Welding (GTAW)	1	Flat Downhand (PA)	1F 1G	✓					Plate	Carbon Steel (CS) / Stainless Steel (SS) / Aluminum (AL) / Inconel (IN)	
			Horizontal Vertical (PB)	2F	✓					Plate		
			Horizontal (PC)	2G	✓					Plate		
Vertical Up (PF)			3F	✓			Plate					
Horizontal Vertical (Overhead) (PD)			4F	✓			Plate					
2		Vertical Up (PF)	3G	✓			Plate					
		Overhead (PE)	4G	✓			Plate					
3		Vertical Up (PF)	5G		✓	✓	Pipe					
		Vertical Down (PG)	5G		✓	✓	Pipe					
		Inclined pipe (upwards) (H-L045)	6G			✓	Pipe					
		Inclined pipe (downwards) (J-L045)	6G			✓	Pipe					
		N/A	6GR			✓	Pipe					

Welding Process	Level	Test Position		Standard			Item	Material	Remarks
		British Standard	American Standard	AWS D1.1	API 1104	ASME IX			
Gas Metal Arc Welding (GMAW)	1	Flat Downhand (PA)	1F 1G	✓			Plate	Carbon Steel (CS) / Stainless Steel (SS) / Aluminum (AL)	
		Horizontal Vertical (PB)	2F	✓			Plate		
		Horizontal (PC)	2G	✓			Plate		
		Vertical Up (PF)	3F	✓			Plate		
		Horizontal Vertical (Overhead) (PD)	4F	✓			Plate		
	2	Vertical Up (PF)	3G	✓			Plate		
		Overhead (PE)	4G	✓			Plate		
	3	Vertical Up (PF)	5G		✓	✓	Pipe		
		Vertical Down (PG)	5G		✓	✓	Pipe		
		Inclined pipe (upwards) (H-L045)	6G			✓	Pipe		
Inclined pipe (downwards) (J-L045)		6G			✓	Pipe			
N/A		6GR			✓	Pipe			
Flux Cored Arc Welding (FCAW)	1	Flat Downhand (PA)	1F 1G	✓			Plate	Carbon Steel (CS) / Stainless Steel (SS) / Aluminum (AL)	
		Horizontal Vertical (PB)	2F	✓			Plate		
		Horizontal (PC)	2G	✓			Plate		
		Vertical Up (PF)	3F	✓			Plate		
		Horizontal Vertical (Overhead) (PD)	4F	✓			Plate		
	2	Vertical Up (PF)	3G	✓			Plate		
		Overhead (PE)	4G	✓			Plate		
	3	Vertical Up (PF)	5G		✓	✓	Pipe		
		Vertical Down (PG)	5G		✓	✓	Pipe		
		Inclined pipe (upwards) (H-L045)	6G			✓	Pipe		
Inclined pipe (downwards) (J-L045)		6G			✓	Pipe			
N/A		6GR			✓	Pipe			
Gas Tungsten Arc Welding + Shielded Melted Arc Welding (GTAW + SMAW)	2	Vertical Up (PF)	3G	✓			Plate	Carbon Steel (CS) / Stainless Steel (SS)	GTAW at root, SMAW at hot pass, fill pass and capping
		Overhead (PE)	4G	✓			Plate		
	3	Vertical Up (PF)	5G		✓	✓	Pipe		
		Vertical Down (PG)	5G		✓	✓	Pipe		
		Inclined pipe (upwards) (H-L045)	6G			✓	Pipe		
		Inclined pipe (downwards) (J-L045)	6G			✓	Pipe		

Welding Process	Level	Test Position		Standard			Item	Material	Remarks
		British Standard	American Standard	AWS D1.1	API 1104	ASME IX			
Shielded Melted Arc Welding + Flux Cored Arc Welding (SMAW+FCAW)	2	Vertical Up (PF)	3G	✓			Plate	Carbon Steel (CS) / Stainless Steel (SS)	SMAW at root, FACW at hot pass, fill pass and capping
		Overhead (PE)	4G	✓			Plate		
	3	Vertical Up (PF)	5G		✓	✓	Pipe		
		Vertical Down (PG)	5G		✓	✓	Pipe		
		Inclined pipe (upwards) (H-L045)	6G			✓	Pipe		
		Inclined pipe (downwards) (J-L045)	6G			✓	Pipe		
Gas Metal Arc Welding + Flux Cored Arc Welding (GMAW+FCAW)	2	Vertical Up (PF)	3G	✓			Plate	Carbon Steel (CS) / Stainless Steel (SS)	
		Overhead (PE)	4G	✓			Plate		
	3	Vertical Up (PF)	5G		✓	✓	Pipe		
		Vertical Down (PG)	5G		✓	✓	Pipe		
		Inclined pipe (upwards) (H-L045)	6G			✓	Pipe		
		Inclined pipe (downwards) (J-L045)	6G			✓	Pipe		
Submerged Arc Welding (SAW)	1	Flat Downhand (PA)	1F 1G	✓			Plate	Carbon Steel (CS)	

3.2 The candidate shall undergo initial assessment and recertification assessment for the scope of Welding process sought, in accordance with the latest version ISO 9606 - 1, ISO 9606 - 2, AWS 01 .1, ASME Section IX, API 1104.

4. ELIGIBILITY FOR ASSESSMENT

4.1 Level 1 and 2

- Candidate shall have minimum six (6) months working experience, or
- Valid training from CIDB recognized training provider or Level 1 or 2 certificate in welding from other agencies. e.g., Sijil Kemahiran Malaysia (SKM) or any recognized third parties.

The decision to accept candidates shall be decided by CIDB.

4.2 Level 3

- Candidate shall have a valid level 2 certificate, or
- Candidate shall have minimum six (6) months working experience, or
- Valid training from CIDB recognized training provider or Level 3 certificate in welding from other agencies. e.g., Sijil Kemahiran Malaysia (SKM) or any recognized third parties.

The decision to accept candidates shall be decided by CIDB.

5. JOB AND TASK DESCRIPTION

5.1 Welder shall be competent for performing a welding process of which he/she is certified, in accordance with a set of written instructions contained in the Welding Procedure Specification (WPS) to produce a defect free weld joint. In order to achieve this quality level, certain tasks as the following are to be accomplished:

5.1.1 Welder Level 1,2 and 3

a) Risk Assessments, Health, safety and environmental requirements:

Implementation of guidance and obligations to protect self, others and the environment from the processes and materials or equipment being used.

b) Equipment checks:

Carry out pre-checks on all equipment including electrode cables, electrode oven, cable connection, grinders, regulators, cutting equipment etc.

c) Materials/Consumables:

Carry out checks on contamination, expiry date, batch number, sizes, mill certificate etc.

d) Personal Protective Equipment:

Carrying out pre-use checks and routine care and maintenance of all PPE (welding helmets, glove, dust and chemical respirators, eye/ear protection, safety boots, welding jacket or coveralls) and ensuring correct use.

e) Set-Up of Equipment:

Ensuring correct set up of welding machine, welding polarity, check voltage, check current, check gas flow pressure etc.

f) Techniques:

Preparing for Join type, bevels angle, root face, root gap, in accordance with the relevant Welding Procedure Specification (WPS). All welding profile (root and capping) shall be accepted in accordance with the acceptance criteria with the relevant specification requirement

g) Surface preparation of test material:

Assess surface conditions and select the preparation technique appropriate, cleanliness to achieve the specified result.

6. ASSESSMENT METHOD FOR INITIAL CERTIFICATION AND RECERTIFICATION

6.1 The assessment aims to test and certify the competency of candidate seeking certification of their welding skills acquired informally or through training. The candidates will be assessed through two (2) parts:

Part 1:

A theoretical assessment through written and/or oral interview shall consist of the following item:

- a) Arc Welding Safety
- b) Process
- c) Consumables
- d) Defect
- e) Imperfections
- f) WPS/WPQ

Time allowed: 40 minutes

Passing marks: 70%

Welder shall be competent for performing a welding process of which he/she is certified, in accordance with a set of written instructions contained in the Welding Procedure Specification (WPS) to produce a defect free weld joint. In order to achieve this quality level, certain tasks as the following are to be accomplished:

ASSESSMENT STRUCTURE WEIGHTAGE (NUMBER OF QUESTION)

	SMAW	GTAW	GMAW	FCAW	GTAW + SMAW	SMAW + FCAW
Arc Weild Safety	2	2	2	2	2	2
Process	4	4	4	4	4	4
Consumables	4	4	4	4	4	4
Defect/ Imperfections	4	4	4	4	4	4
WPS/WPQ	6	6	6	6	6	6
TOTAL	20	20	20	20	20	20

Part 2:

A practical assessment:

- a) Performance test by preparing test pieces as per WPS so that competence acquired can be verified (Pass/Fail)
- b) Assessment of skill knowledge, and safety and health are limited with questions relating to welding process used during the practical exam.
- c) For performance test, candidate is required to perform welding on the provided test pieces and subsequent testing of a completed assembly for each of the pursued/ sought scope of competent.
- d) Performance test shall be conducted and assessed in accordance with the respective standards (ISO 9606- 1&2/ 12 /ASME Sec IX/ AWS D1.1 / API 1104) to confirm candidate's competence through the following tests:
 - i. Visual aspects of welded joints for observation regarding quality of welding in case of butt and fillet welding both.
 - ii. Bend test/ side bend/ fracture/ macro test as applicable.
 - iii. NDT test as applicable.

6.2 A successful initial assessment certifies the welder's qualifications for the scope of welding process which applicable to essential variables for which they were sought.

6.3 A successful reassessment renews the welder's previous qualifications for scope of welding process applicable to essential variables for which they were previously qualified.

6.4 The results of initial and recertification assessment of candidate shall be recorded by CIDB.

Time allowed: 4 Hours

Passing marks: 100%

Welding Level 1 and 2 (SMAW, GTAW, GMAW, FCAW)

Part 1: Oral assessment paper consisting of 20 questions.

Time allowed: 40 minutes.

Passing marks: 70%

Part 2: Practical assessment based on approved Welding Procedure Specification (WPS).

Time allowed: maximum 4 hours.

Passing mark: 100% based on visual inspection plus RT or OT.

Welding Level 3 (SMAW, GTAW, GMAW, FCAW, GTAW+SMAW, SMAW+FCAW)

Part 1: Oral assessment paper consisting of 20 questions.

Time allowed: 40 minutes.

Passing marks: 70%

Part 2: Practical assessment based on approved Welding Procedure Specification (WPS).

Time allowed: maximum 4 hours.

Passing mark: 100% based on visual inspection plus RT or OT.

7. REQUIRED COMPETENCE

- 7.1** The qualification of candidate to be a certified welder shall be based on essential variables. For each essential variable, a range of qualification is defined in the standard ASME Section IX, API 1104, ISO 9606 - 1 & 2, AWS D1.1
- 7.2** If the welder has to weld outside the range of welder qualification, a new qualification test is required. However, it is permitted for a welder to be qualified (multi-process joint) or by two or more separate qualification tests. The essential variables are:
- Welding processes.
 - Product type (plate/pipe).
 - Type of weld (butt or fillet); filler material group.
 - Filler material type.
 - Dimension (material thickness and outside pipe diameter).
 - Welding position.
 - Weld details - material backing, gas backing, flux backing, consumable insert, single side welding, both side welding, single layer, multilayer, leftward welding, rightward welding.

8. STANDARDS

This document makes reference to the standards and specifications listed below. Unless otherwise specified the latest editions of these documents, including all addenda and revisions, shall apply.

ISO 9606 - 1:2012	Qualification testing of Welders - Fusion Welding - Part 1 : Steels
ISO 9606 - 2:2024	Qualification Testing of Welders Fusion Welding - Part Q: Aluminium and Aluminium Alloy
AWS D1.1:2015	Structural Welding Code - Steel
ASME IX:2017	Boiler and Pressure Vessel code. Section IX. Welding and Brazing qualifications
API 1104	Standard for Welding pipelines and related facilities.

9. CERTIFICATES

The certificates shall contain, as a minimum, the following information:

- The name of the certified person
- A unique identification
- The name of the certification body
- A reference to the certification scheme, standard or other relevant documents, including issue date, if relevant
- The scope of the certification including, if applicable, validity conditions and limitations
- The effective date of certification and date of expiry.

10. CODE OF CONDUCT

Certified person of all level and methods shall;

- 10.1** Always abide by the Health, Safety and Environment (HSE) requirements.
- 10.2** Always wear PPEs as required such as gloves, goggles, helmet and ear mug or ear plug, mask, flame / heat resistant long shirt and safety shoes as applicable.
- 10.4** Ensure inspection and measuring equipment are calibrated.
- 10.5** Be aware of the presence of an explosive gas in the working area.
- 10.6** Be aware of all related procedures and process.
- 10.7** Not involve in any type of gambling and other associated activities
- 10.8** Not consume any alcohol and impairing drug while on duty.
- 10.9** Not associate with or participate in a fraudulent or dishonest venture or activity.

11. APPLICATION FOR ASSESSMENT

- 11.1** Candidates will be required to submit an application through Centralized Information Management System (CIMS). Document considered accepted for processing upon received of complete documents.
- 11.2** In the event of a false statement being discovered on forms any assessment undertaken will be declared null and void.
- 11.3** Candidates proved to have cheated or found to have attempted to remove or found to have removed assessment material in a CIDB assessment will not be accepted as a candidate for any CIDB assessment for a minimum period of two (2) years from the date of the assessment where cheating, attempt to remove or remove all of assessment material, was established to have taken place.
- 11.4** A certificate is automatically invalidated if there are any outstanding assessment fees in respect of that certificate.

12. VALIDITY

12.1 General

The maximum period of validity of the certificate is three (3) years. The period of validity shall commence (date of issue of the certification) when all of the requirements for certification (training, experience, satisfactory vision test, success in assessment) are fulfilled.

12.2 Certification becomes invalid:

- a) At the discretion of the CIDB, e.g., after reviewing evidence of behaviour incompatible with the certification procedures or failure to abide by a code of ethics.
- b) If a significant interruption takes place in the method for which the individual is certified or submission of documentary evidence (form or logbook etc.) at least once a year.
- c) If the individual fails recertification, until such time as the individual meets the requirements for recertification or initial certification.
- d) If the individual becomes physically incapable of performing his duties based upon failure of the visual acuity assessment taken annually under the responsibility of his employer.

12.3 Re-assessment

- a) A candidate failing for reason of unethical behaviour shall wait at least 12 months before reapplying.
- b) A candidate who fails to obtain the pass grade from any assessment part, may be re-examined twice in the failed part(s), provided that the re assessment takes place not sooner than one (1) month, unless, further training acceptable to the CIDB is satisfactorily completed, nor later than two (2) years after the original assessment.
Note: "Examination parts" in this context refers to: for Level 1,2 and 3, the oral and practical examinations.
- c) A candidate failing all permitted re-assessment shall apply for and take the assessment in accordance with the procedure established for new candidates.

12.4 Revalidation

- a) CIDB shall define the conditions for revalidation in the case of 13.1(a) & 13.1(b), shall conduct practical assessment.
- b) For revalidation of the certification after a significant interruption, the individual shall pass a recertification assessment. The certification is revalidated for a new period of validity of three (3) years from the date of the revalidation.

13. RENEWAL

- 13.1** Prior to the completion of the first period of validity and every six (6) years thereafter, certification may be renewed by CIDB for a new period of three (3) years on production of:
- a) Verifiable documentary evidence of continued satisfactory work activity without significant interruption in the method and sector for which certificate renewal is sought.
 - b) If the criterion for renewal is not met, the individual shall follow the same rules as for recertification (see Clause 14).
- 13.2** It is the responsibility of the certificate holder to initiate the procedure required for renewal. The renewal files shall be presented within three (3) months before the date of expiration of the certification. As an exception and based upon decision of CIDB, files presented within six (6) 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 assessment.

14. RECERTIFICATION

14.1 General

- a) Prior to the completion of each second period of validity (every 6 years), the certified individual may be recertified by the certification body for a new period of three (3) years or less, provided the individual meets the criterion for renewal specified in Clause 13 and meets the applicable conditions described in the following:
 - i. Regulatory requirements;
 - ii. Changes to normative documents;
 - iii. Changes in the relevant scheme requirements;
 - iv. The nature and maturity of the industry or field in which the certified person is working.
 - v. The risks resulting from an incompetent person;
 - vi. Ongoing changes in technology, and requirements for certified persons;
 - vii. Requirements of interested parties;
 - viii. The frequency and content of surveillance activities, if required by the scheme.
- b) It is the responsibility of certificate holders to initiate the procedures required to obtain recertification. If the recertification is applied for more than twelve (12) months after the expiry of the period of validity, a complete assessment (theory and practical) for Level 1, Level 2, and Level 3 shall be taken.

14.2 Unsuccessful Candidates

- a) Candidates will be required to submit an application through Centralized Information Management System (CIMS). One retest, within six months of the six (6) years recertification assessment, will be allowed for all categories.
- b) Candidates who fail the retest, will return to initial status and shall be required to sit the full initial assessment, it is recommended that refresher training be undertaken prior to the assessment.

14.3 Complaints and appeal

- a) An aggrieved party in a dispute which considers itself to have reasonable grounds for questioning the competency of a CIDB qualified person may send petition to the *Jawatankuasa Rayuan Pentauliahan, Penilaian & Pensijilan C/08* for invalidation of the certificate. Such a petition must be accompanied by all relevant facts, and if in the opinion of the committee an adequate case has been presented, a full investigation of the circumstances under dispute will be initiated.
- b) Appeals against failure to certify or against the invalidation of the certificate may be made by the holder upon application in writing to the *Jawatankuasa Rayuan Pentauliahan, Penilaian & Pensijilan CIDB*.

15. SUSPENDING FOR INVALIDITY AND WITHDRAWING OF CERTIFICATION

- 15.1 The certification shall be immediately placed under suspension, if CIDB does not receive an application for renewal from the certificate holder after the date of expiration. The suspension period shall be (3) three months maximum from the date of certification decision. The person will be required to submit a new application for certification exceeding 3 months after expiry date.
- 15.2 Failure to submit an application for renewal together with satisfactory documentary evidence, the certification shall be presented to the certification panel committee for withdrawal. CIDB shall communicate such certification decisions to the certificate holder within 15 days from the certification decision date.
- 15.3 The certificate holder may lodge an appeal for reconsideration of certification decision withdrawal made by CIDB Certification Panel related to withdraw the certificate.
- 15.4 A fresh application shall be applied for new certification in order to regain certification for that level and method. No assessment exemptions shall be permitted by virtue of the previous certification of similar scope held.

16. RECORDS

- 16.1 CIDB shall maintain records. The records shall include a means to confirm the status of a certified person. The records shall demonstrate that the certification or recertification process has been effectively fulfilled, particularly with respect to application forms, assessment reports (which include assessment records) and other documents relating to granting, maintaining, recertifying, expanding and reducing the scope and suspending or withdrawing certification.
- 16.2 The records shall be identified, managed and disposed of in such a way as to ensure the integrity of the process and the confidentiality the information. The records shall be kept for an appropriate period of time, for a minimum of one full certification cycle, or as required by recognition arrangements, contractual, legal or other obligations.

17. ADDRESS

For further general information about the approval schemes covered in this document, contact:

CIDB Malaysia
Tingkat 10, Menara Dato' Onn,
Pusat Dagangan Dunia,
No. 45, Jalan Tun Ismail,
50480 Kuala Lumpur.
03 5567 3300 (CIDB Careline)
www.cidb.gov.my



CIDB Malaysia
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