

**ISO/IEC 17024:2012**

**CERTIFICATION SCHEME  
FOR NON-DESTRUCTIVE TESTING**

**CIDB-CS-02**

## **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 Non-Destructive Testing Level 2.

### **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 Non-Destructive Testing (NDT) Level 2 as applied to welded joints for construction sector.

The requirements for assessment eligibility, assessment format and the rules governing certificate validity and renewal are, as a minimum, in compliance with ISO 9712:2012.

### 1.1 Scope

**a)** Certification comprises three (3) parts:

- i) General (theory and practical common to all applications of a particular method of NDT)
- ii) Sector specific (theory and practical for the method related to a specific application in the present case this is welds made by conventional fusion welding processes)
- iii) Job specific (assessment related to the special needs of an individual employer the assessment is conducted by or on behalf of the employer).

**b)** Categories of NDT Certification Level 2 for Construction Welded Sector:

- i) Magnetic Testing (MT)
- ii) Penetrant Testing (PT)
- iii) Ultrasonic Testing Thickness Measurement (UTTM)
- iv) Ultrasonic Testing in Welds (UT)
- v) Radiographic Interpretation (RI)

**c)** General and sector specific assessments are conducted by, or under the control of, an outsource body authorized by CIDB. The present requirements are intended to meet the majority of users' needs for the practical non-destructive testing of welds, and to provide industry with an assured minimum standard of proficiency. Level 2 personnel are covered by these requirements.

### 1.2 Responsibilities

**a)** CIDB acts as the certification 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.

**b)** The particular requirements for the qualification assessment are given in the appropriate standard (ISO 9712:2012). It is the CIDB's responsibility to select the standard as stated in clause 6 (Assessment Method for Initial Certification and Recertification). Qualification assessment and the issue of certificates can only be carried out to recognised standard and it should be noted that the rules covering testing and validity of certificates vary from standard to standard.

## 2. TERMINOLOGY

**a) Assessor**

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 assessment

**b) Invigilator**

Person authorized by the certification body who administers or supervises an assessment but does not evaluate the competence of the candidate.

**c) Basic assessment**

Written assessment, which demonstrates the candidate's knowledge of the materials science and process technology and types of discontinuities, the specific qualification and certification system, and the basic principles of the NDT methods as required by the certification.

**d) Candidate**

Person seeking qualification and certification who gains experience under the supervision of personnel having a qualification acceptable to CIDB.

**e) Certificate**

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

**f) Certificate holder**

Candidate who has met all the certification requirements and granted a certificate indicating relevant competence(s).

**g) General assessment**

Written assessment, concerned with the principles of the NDT method.

**h) Multiple choice question**

Wording of a question giving rise to four potential replies, only one of which is correct, the remaining three being incorrect or incomplete.

**i) Practical assessment**

Assessment of practical skills, in which the candidate demonstrates familiarity with, and the ability to perform the test.

**j) Renewal**

Procedure for revalidation of a certificate without assessment at any time up to five (5) years after success in an initial, supplementary or recertification assessment. Renewal or recertification application shall be submitted up to six (6) months prior to the expiry of your certificate.

**k) Recertification**

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

**l) Specific assessment**

Written assessment, at Level 2 concerned with testing techniques applied in a particular sector(s), including knowledge of the product tested and codes, standards, specifications, procedures, and acceptance criteria

**m) Significant interruption (Candidate failure to claim certificate)**

Absence or change of activity which prevents the certified person from practicing the duties corresponding to the level in the method and the sector(s) within the certified scope, for either a continuous period in excess of one (1) year or two (2) or more periods for a total time exceeding two (2) years.

### **3. ELIGIBILITY FOR ASSESSMENT**

#### **3.1 General**

The candidate shall fulfil the minimum requirements of vision and training prior to the qualification assessment and shall fulfil the minimum requirements for industrial experience prior to certification.

#### **3.2 Training**

- a)** The candidate shall provide documentary evidence (e.g., training certificate, appointment letter, resume etc.), acceptable to CIDB that he has satisfactorily completed training in the method and level for which the certification is sought.
- b)** For all levels, the candidate shall satisfactorily complete a course of theoretical and practical training modules recognized by CIDB.
- c)** The minimum duration of training undertaken by the candidate for certification shall be as defined in 3.2.4 and **Table 2** for the applicable NDT method, with the possible reductions defined in 3.3.2.

This duration is based upon candidates possessing adequate mathematical skills and prior knowledge of materials and processes as a minimum candidate shall possess *Sijil Pelajaran Malaysia* (SPM) or technical certificates or any equivalent certificate. Training hours include both practical and theoretical courses.

- d)** Direct access to Level 2 requires the total hours shown in **Table 1** for Level 1 and Level 2.

**Table 1 — Minimum training requirements**

<b>NDT method</b>	<b>Level 2 (hours)</b>
MT	40
PT	40
UTTM	60
UT	120
RI	56

e) The possible reductions in training duration are as described hereafter, provided that, when several reductions are applicable, the total reduction does not exceed 50 % of the training duration. Any reduction requires acceptance by CIDB.

For all levels:

- i) for candidates seeking certification in more than one method (e.g., MT, PT), or for those already certified and seeking certification in another method, when the training syllabus concerned duplicates certain aspects (e.g., product technology), the total number of training hours for these methods (e.g., MT, PT) may be reduced in line with the training syllabus.
- ii) for candidates who have graduated in a relevant subject from technical college or university or have completed at least two years of relevant engineering or science study at college or university, the total required number of training hours maybe reduced a maximum up to 50%. The candidate is subjected to pass with at least 70% score of the pre-exam in the related method of test.

**NOTE: It is appropriate for the subject to be relevant to the NDT method (chemistry, mathematics or physics) and/or to the product or industry sector (chemistry, metallurgy, engineering, etc.).**

### 3.3 Industrial NDT Experience

#### a) General

The minimum duration of experience to be gained in the sector where the candidate is seeking certification shall be as given in Table 2, with the possible reductions given in 3.3.2. When the candidate is seeking certification in more than one method, the total time of experience shall be the sum of the experience in each method.

For Level 2 certification, the intent is that work experience consists of time as a Level 1. If the individual is being qualified directly to Level 2, with no time at Level 1, the experience shall consist of the sum of the times required for Level 1 and Level 2. No reduction in the period of experience shall be allowed.

For all levels, a minimum period of experience prior to assessment shall be defined by CIDB (a fraction or percentage of the total requirement in Table 2, as appropriate). In the event that a part of the experience is sought following successful assessment, the results of the assessment shall remain valid for two years or for the total experience time required for the methods concerned, whichever is the greater.

Documentary evidence of experience shall be confirmed by the employer and submitted to CIDB (e.g.: declaration from the latest employer, logbook, Statutory Declaration etc.).

**Table 2 — Minimum industrial experience**

<b>NDT Method</b>	<b>Experience*</b> (Months)
	<b>Level 2</b>
UT	12
UTTM	6
RI	6
MT, PT	4

\*Work experience is based on a nominal 40 h/week or the legal week of work. When an individual works in excess of 40 h/week, he may be credited with experience based on the total hours, but he shall be required to produce evidence of this experience.

**b) Possible reductions**

The possible reductions in duration of experience are as described hereafter, provided that, when several reductions are applicable, the total reduction does not exceed 50% of the experience duration. Any reduction does require acceptance by CIDB.

When considering possible reduction in the duration of experience, CIDB will take into consideration the following elements:

- i) The quality of experience can be variable, and skills may be assimilated more quickly in an environment where the experience is concentrated and has a high degree of relevance to the certification sought.
- ii) When gaining experience simultaneously in two or more surface NDT methods, i.e., MT and PT, the experience gained in the application of one NDT method may be complementary to the experience gained in one or more other surface methods.
- iii) Experience in one sector of an NDT method for which certification is already held may be complementary to the experience in a different sector of the same NDT method.

Credit for work experience may be gained simultaneously in two or more of the NDT methods with the reduction of total required experience as follows:

- i) Two testing methods: reduction of total required time by 25%;
- ii) Three testing methods: reduction of total required time by 33%;
- iii) Four or more testing methods: reduction of total required time by 50%.

In all cases, the candidate shall be required to show that for each of the testing methods for which he seeks certification, he has a minimum of 50% of the time required in Table 2.

In all cases, the candidate shall be required to show that for each of the NDT method and sector combinations for which he seeks certification, he has at least half of the experience required, and this shall never be less than one month in duration.

When the certification sought is limited in application (e.g., thickness measurement or automated testing), experience duration may be reduced by up to 50% but shall not be less than one month.

Up to 50% of the practical experience time may be achieved by an appropriate practical course, the duration of which may be weighted by a maximum factor of 5. This procedure shall not be used in conjunction with that specified in 3.3.5. The course shall concentrate on practical solutions of frequently occurring testing problems and should involve a significant element of testing known defective specimens. The programme shall be approved by CIDB.

### **3.4 Vision Requirements – All Levels**

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

- a) 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.
- b) Colour vision shall be sufficient that the candidate can distinguish and differentiate contrast between the colours or shades of grey used in the NDT method concerned, as specified by the employer.

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

## **4. JOB AND TASK DESCRIPTION**

Within the scope of the competence defined on the certificate, Level 2 certified person may be responsible to:

- a) Select the NDT technique for the test method to be used.
- b) Select the limitations of application of the testing methods.
- c) Set up and verify equipment settings.
- d) Perform and supervise tests.
- e) Interpret and evaluate results according to applicable standards, codes, specifications or procedures.
- f) Carry out and supervise all tasks at or below Level 2.
- g) Provide guidance for personnel at or below Level 2.
- h) Report the results of NDT

## 5. ASSESSMENT METHOD FOR INITIAL CERTIFICATION AND RECERTIFICATION

- 5.1 The assessment shall cover a given NDT method(s) as applied in one industrial sector:
  - a) Written assessment (multiple choice and constructed response questions);
  - b) Practical assessment.
- 5.2 The duration of written assessment shall be based on 2 minutes per multiple choice question. Each multiple choice question shall consist of 1 correct answer and 3 distractors. It may be carried out on pre-prepared paper based or e-assessment system.
- 5.3 All the assessment questions shall be selected randomly from the CIDB questions bank which had been approved. The accuracy and correctness of the questions bank shall be periodically reviewed by the panel committee.
- 5.4 Assessment content and grading for Level 2

The assessment of Level 2 of NDT scheme comprises of 3 assessments:

- a) General assessment;
- b) Specific assessment and;
- c) Practical assessment

- 5.5 The grading of these general, specific, and practical assessments shall be done separately.
- 5.6 The candidate shall obtain a minimum grade of 70% in each the assessment (general, specific, and practical). In addition, for the practical assessment, a minimum grade of 70% shall be obtained for each specimen tested, and for the NDT instruction, as applicable.
- 5.7 The general assessment shall comprise of multiple choices of general questions selected randomly from the CIDB question bank. Candidate shall give answers to the minimum number of questions shown in Table 3.

**Table 3 — Minimum Number of Questions for General Assessments**

NDT Method	Number of Questions
UT, UTTM, RI	40
MT, PT	30

- 5.8 The specific assessment shall comprise only specific questions related to the sector(s) applied, randomly selected from the CIDB's question bank. The minimum number of questions shall be at least 20 multiple choice questions, including questions involving calculations, NDT procedures and questions on codes, standards, and specifications.
- 5.9 The practical assessment 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 shall not be used for assessment.

5.10 Each specimen shall be uniquely identified permanently and have a master report which includes the equipment settings used to detect specified discontinuities contained within the specimen. Such marking shall not interfere with the practical testing or inspection of the specimen and concealed from the candidate while the specimen is being used for assessment. The master report shall be compiled based upon at least two independent tests and validated by a CIDB approved assessor for use in grading assessments. The independent test reports from which the master report is compiled shall be retained as records.

5.11 Specimens shall be sector specific, simulating field geometries and contain discontinuities representative (natural, artificial, or implanted) of those likely to occur during manufacturing or in service.

5.12 CIDB shall ensure that the number of areas or volumes to be tested is adequate to the level, NDT method and sector applied, and that those areas or volumes contain reportable discontinuities. For those assessments where discontinuities are normally replaced by artificial sources or data;  
Level 2 candidate shall also demonstrate the ability to interpret and evaluate previously recorded test data

5.13 The recommended maximum time allowed for each area or volume tested is specified in Table 4.

Table 4 – Maximum Duration for Practical Assessment

Level	Instructions/ Tasks	Maximum Time (hour)
Level 2	<ul style="list-style-type: none"> <li>• Select applicable NDT technique and determine the operating conditions related to a given code, standard or specification</li> <li>• Applying the test to prescribed specimens, reporting and interpreting</li> </ul>	3
	<ul style="list-style-type: none"> <li>• Prepare draft at least one NDT instruction for Level 1 (Specimen selected by assessor) – exception for radiographic interpretation (RI)</li> </ul>	2

5.14 The grading of the practical assessment shall be based assessment of items 1 to 4 in Table 5, with the weighting factors in relation to the level and method as applicable.

Table 5 – Subjects and Weighting Factors for Grading – Practical Assessment

Item	Subject	Weighting Factor
		Level 2 %
1	Knowledge of the NDT apparatus, including the function and verification of the setting of the apparatus.	10

2	The application of NDT to the specimen. This consists of the following parts: for Level 2, selection of the techniques and determination of the operating conditions; the preparation (surface condition) and visual assessment of the specimen; the setting up of the apparatus, the performance of the test, the operations after the test.	20
3	The detection and reporting of the discontinuities and, for Level 2, their characterization (position, orientation, dimensions and type) and evaluation.	55
4	For Level 2 exception for radiographic interpretation (RI), drafting the written NDT instruction for Level 1.	15
Note: Table D.1 of ISO 9712:2012 gives guidance on additional details on each item, which should be taken into account, as applicable by the assessor.		

5.15 For the level 2 candidates, the specimen for which the instruction is produced shall be graded with an overall grade of 100.

5.16 The other specimens (without instruction) shall be graded with an overall grade of 85 and the final grade shall be calculated by multiplying by 100/85.

5.17 The NDT instruction produced shall be graded with an overall grade of 15 and, for comparing with the 70% minimum passing grade, this result shall be multiplied by 100/15.

## 6. REQUIRED COMPETENCE

Person certified to Level 2 shall demonstrate competence to perform NDT for the scope he/she is certified according to NDT procedures:

- Able to perform material tests using NDT techniques determined according to competency requirements
- Able to interpret and analyse test results to assess reports generated by testing equipment
- Able to translate NDT raw numeric data to identify structural and material defects.
- Able to prepare test reports, present, develop, update, and issue findings related to the tests they have performed
- Able to ensure the accuracy of test results and prevent damage to materials by properly calibrating and maintaining their equipment
- Able to develop policy and procedure manuals, conduct training activities, or demonstrate proper techniques for using machinery and maintaining test data.

## 7. 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

### 7.1 Standards For Non-Destructive Testing

ISO/IEC 17024:2012	'General criteria for certification bodies operating certification of personnel.'
ISO 9712: 2012	'Non-Destructive Testing – Qualification and certification of personnel.'

### 7.2 Reference for Non-Destructive Testing

Recommended Practice	Guideline to Personnel Qualification and SNT-TC-1A, 1996 Certification in NDT
MC-112-2:2014	Penetrant Testing (PT) – Welded Construction (Oil & Gas)
MC-113-2:2015	Ultrasonic Testing (UT) – Welded Construction (Oil & Gas)
MC-114-2:2014	Magnetic Particle Testing (MT) – Welded Construction (Oil & Gas)
MC-115-2:2016	Radiographic interpretation (RI) – Welded Construction (Oil & Gas, Transportation, Construction and Power Generation)

## 8. CERTIFICATES

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

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

## 9. CODE OF CONDUCT

Certified person of all level and methods of NDT shall;

- a) Always abide by the Health, Safety and Environment (HSE) requirements.
- b) 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.
- c) Ensure that all tools and equipment's are in working condition and kept at designated location.
- d) Ensure inspection and measuring equipment are calibrated.
- e) Be aware of the presence of an explosive gas in the working area.
- f) Be aware of all related procedures and processes.
- g) Not involve in any type of gambling and other associated activities
- h) Not consume any alcohol and impairing drugs while on duty.
- i) Not associate with or participate in a fraudulent or dishonest venture or activity.

## **10. APPLICATION FOR ASSESSMENT**

- 10.1 Candidates will be required to submit an application through the Centralized Information Management System (CIMS). Document considered accepted for processing upon received of complete documents.
- 10.2 In the event of a false statement being discovered in any form, the assessment undertaken will be declared null and void.
- 10.3 A certificate is automatically invalidated if there are any outstanding assessment fees in respect of that certificate.
- 10.4 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. VALIDITY**

### **11.1 General**

The maximum period of validity of the certificate is five (5) 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.

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 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.
- c) If a significant interruption takes place in the method for which the individual is certified or submission of a documentary evidence (form or logbook etc) at least once a year
- d) If the individual fails recertification, until such time as the individual meets the requirements for recertification or initial certification.

### **11.2 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: "Assessment parts" in this context refers to: for Level 2, the general, theory, specific 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.

### **11.3 Revalidation**

- a) CIDB shall define the conditions for revalidation in the case of 11.1(a) for theory assessment.
- b) CIDB shall define the conditions for revalidation in the case of 11.1(b) for theory assessment and passed vision test according to Clause 3.4.
- c) 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 five (5) years from the date of the revalidation.

## **12. RENEWAL**

12.1 Prior to the completion of the first period of validity and every 10 years thereafter, certification may be renewed by CIDB for a new period of five (5) years on production of:

- a) Documentary evidence of a satisfactory visual acuity assessment taken within the preceding twelve (12) months;
- b) Verifiable documentary evidence of continued satisfactory work activity without significant interruption in the method and sector for which certificate renewal is sought.
- c) If the criterion for renewal is not met, the individual shall follow the same rules as for recertification (See Clause 13).

12.2 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 CIDB, 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 assessment.

## **13. RECERTIFICATION**

### **13.1 General**

- a) Prior to the completion of each second period of validity (every 10 years), the certified individual may be recertified by the CIDB for a new period of five (5) years or less, provided the individual meets the criterion for renewal specified in clause 12 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 12 months after expiry of the period of validity, a complete assessment (general, specific, and practical) for Level 2 and shall again be passed successfully.

### **13.2 Level 2**

- a) Level 2 certificate holders seeking recertification shall meet the criterion for renewal specified in 12.1 (b) and satisfy 13.2.2.
- b) The individual shall successfully complete assessment as required by certification body, 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 (exception for radiographic interpretation), 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 tested (weighted according to the guidance in Table 5), and, for Level 2 (exception for radiographic interpretation), for the instruction, two retests of the whole recertification assessment shall be allowed after at least seven (7) days and within six (6) months of the first attempt at the recertification assessment. In the event of failure in the two allowable retests, the certificate shall not be revalidated and, to regain certification for that level, sector and method, the candidate shall apply for new certification. In this case, no assessment exemptions shall be awarded by virtue of any other valid certification held.

### **13.3 COMPLAINTS AND APPEALS**

- a) An aggrieved party in a dispute which considers itself to have reasonable grounds for questioning the competency of a CIDB qualified person may petition to the *Jawatankuasa Rayuan Pentaulahan, Penilaian & Pensijilan* CIDB 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 invalidation of the certificate may be made by the holder upon application in writing to the *Jawatankuasa Rayuan Pentaulahan, Penilaian & Pensijilan* CIDB.

## **14. SUSPENDING AND WITHDRAWING CERTIFICATION**

14.1 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.

- 14.2 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.
- 14.3 The certificate holder may lodge an appeal for reconsideration of certification decision withdrawal made by CIDB certification panel related to withdraw the certificate.
- 14.4 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.

## **15. RECORDS**

- 15.1 The 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.
- 15.2 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.

## **16. ADDRESS**

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

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