

Certification Standard General Requirements

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FOREWORD	5
1. OBJECTIVES	6
2. STATUTORY RECOGNITION AND CBIP POLICY REQUIREMENTS	6
2.1 Statutory Recognition of CBIP.....	6
2.2 CBIP Policy for Competence Certificate.....	6
2.3 CBIP Membership.....	7
3. TERMS AND DEFINITIONS	7
3.1 Competence Certificate	7
3.2 Discipline Recognition.....	7
3.3 Inspection Discipline	7
3.4 Fit and Proper Person	7
3.5 Inspector	8
3.6 Equipment Inspector.....	8
3.7 Standards for Certification (SC).....	8
3.8 Standards for Certification – General Requirements.....	8
3.9 Standards for Certification – Inspection Discipline.....	8
3.10 Recertification.....	8
3.11 Renewal.....	8
3.12 Revalidation	8
3.13 Significant Interruption.....	8
3.14 Statement of Attainment.....	9
3.15 Application Processing.....	9
4. CERTIFICATES	9
4.1 Discipline Recognition.....	9
4.2 Competence Certificate	9
5. CERTIFICATION OVERVIEW	10
5.1 General.....	10
5.2 Discipline Recognition.....	10
5.3 Competence Certificate	11
5.4 Period of Currency of Certification	11
5.5 Responsibilities of Employers	11
6. PERSONAL ATTRIBUTES.....	12
6.1 Communication Skills.....	12

6.2	Physical and mental capability and vision	12
6.3	Supporting documentation	12
7.	PRE-REQUISITE TRAINING, QUALIFICATIONS AND EXPERIENCE	13
8.	EXAMINATIONS	14
9.	OTHER INFORMATION ON EXAMINATIONS	15
9.1	General	15
9.2	Period for Completion of Examinations	16
9.3	Unethical Behaviour in Examinations	16
9.4	Pass mark	16
9.5	Notification of examination results	16
9.6	Confidentiality of Examination Results	16
9.7	Failure to pass examinations	16
9.8	Fees	17
9.9	Examination venue	17
9.10	Non-Attendance at Examination	17
9.11	Other Qualifications and Exemptions	17
10.	CERTIFICATION PROCESS	18
10.1	Discipline Recognition - Initial	18
10.2	Discipline Recognition – Renewal and Recertification Process	19
10.3	Competence Certificate	21
10.4	Issue of Recognition, Certificates, and ID Cards	24
10.5	Where Certification, Revalidation, Recertification or Renewal is Declined	24
10.6	Special Circumstances	24
10.7	Experience Based Revalidation or Renewal	25
10.8	Professional Development	25
11.	ADMINISTRATIVE PROVISIONS	25
11.1	Withdrawal or suspension of a Competence Certificate	25
11.2	Appeals	25
11.3	Communications	26
11.4	Replacement ID cards and Certificates	26
12.	CODE OF ETHICS	26
13.	USE OF CERTIFICATES AND LOGOS	26
14.	TRAINEE INSPECTORS	26
15.	CBIP REGISTERS	26

APPENDIX A..... 27
APPENDIX B..... 29

GUIDELINES FOR CERTIFICATION- GENERAL REQUIREMENTS

FOREWORD

The Certification Board for Inspection Personnel (CBIP) Guidelines for Certification – General Requirements (GC – General Requirements) define the requirements for the assessment and issue of Discipline Recognition and Competence Certificates to persons performing inspection of equipment, systems and processes coming within the scope of:

- The Health and Safety in Employment Act 1992 and regulations made under this Act (Health and Safety at Work Act 2015 (HSWA)) replaced the Health and Safety in Employment Act 1992)
- The Building Act 2004 and regulations made under this Act
- Other non-regulated or legislated equipment or structures.

GC – General Requirements covers the initial certification and the periodic renewal of that certification, and the annual certification of inspection personnel.

Inspectors performing certain specified inspection activities, defined in the Health and Safety in Employment, (Pressure Equipment, Cranes and Passenger Ropeways Regulations) 1999 (PECPR) must hold certificates of competence that are relevant to the activity. CBIP are required to assess evidence of competence and issues Competence Certificates under delegated authority from WorkSafe NZ as a 'Qualification Issuing Agency', and its Competence Certificates are the certificate of competence referred to in the PECPR Regulations. Competence Certificates also provide International Accreditation New Zealand (IANZ) information to assist in the determination of inspector competency under inspection body quality management systems. The CBIP requirements for a Competence Certificate are detailed in this document.

Qualification and certification are carried out in accordance with national and international Standards:

- ISO/IEC 17024:2012 - Conformity Assessment - General requirements for bodies operating certification of persons
- ISO 9712:2012 - Non-Destructive Testing - Qualification and Certification of NDT Personnel (Identical to AS ISO 9712:2014)
- AS 4635:2004 /ISO 20807:2004 Non-destructive testing - Qualification of personnel for limited applications of non-destructive testing

CBIP issues a set of Guidelines for Certification, one for each Inspection Discipline for which it offers certification. This GC - General Requirements contains information common to all CBIP GCs and must be read in conjunction with them.

1. OBJECTIVES

The objectives of the CBIP Guidelines for Certification (GC) are to:

- (a) Define the personal attributes, skill, training, qualifications, and experience required of inspection personnel,
- (b) Set a technically appropriate standard against which inspection personnel may be assessed and examined for the issue of certification,
- (c) Enable a certification system that is uniform, transparent and equitable in its application,
- (d) Provide for the issue of Competence Certificates to authorise inspection personnel to carry out inspections,
- (e) Ensure Competence Certificates meet the requirements of legislative authorities and industry and are internationally accepted and respected.

2. STATUTORY RECOGNITION AND CBIP POLICY REQUIREMENTS

2.1 Statutory Recognition of CBIP

CBIP is a “qualification issuing agency” under the Health and Safety in Employment , (Pressure Equipment, Cranes and Passenger Ropeways) Regulations 1999 (PECPR) and therefore “must ensure that it issues a certificate of competence only after a determination (by way of examination, assessment, or otherwise) that the person concerned has the knowledge, training, skills, and experience to perform competently every activity that a holder of the certificate of competence would be expected to perform competently”¹.

To issue the Competence Certificate CBIP performs assessments of documented evidence attesting to the applicant’s proficiency and competency based on examinations and on activities which he/she has performed in the applicable discipline. Assessments of current competency are carried out at specified intervals, typically yearly.

The Competence Certificate described in this GC - General Requirements is the means by which CBIP fulfils this statutory requirement.

2.2 CBIP Policy for Competence Certificate

CBIP policy is that personnel carrying out inspections should hold, or be effectively supervised by, a current CBIP Competence Certificate before they may carry out inspection.

¹ The PECPR Regulations refer to a ‘certificate of competence’ for which the CBIP ‘Competence Certificate’ described in this GC - General Requirements is equivalent. The CBIP Competence Certificate is also issued to inspection personnel other than those carrying out work under the PECPR Regulations.

2.3 CBIP Membership

The holder of a Competence Certificate is considered to be a member of CBIP.

A new candidate or applicant for certification is not considered a member of CBIP until all prerequisites are accepted by CBIP, however by applying to CBIP an applicant is bound by CBIP's constitution, code of ethics and standards for certification.

The holder of Discipline Recognition (who does not also hold a Competence Certificate) becomes a member (or Associate) of CBIP when they pay an additional membership fee as prescribed in the CBIP Fees Schedule.

3. TERMS AND DEFINITIONS

3.1 Competence Certificate

A Competence Certificate is confirmation that an inspector has passed assessment by CBIP and is suitably qualified to carry out

a specified activity in relation to specified equipment. It is authorisation for inspection personnel to practice inspection. The Competence Certificate is issued yearly following a formal application that establishes the continuing competence in Inspection Disciplines for which Discipline Recognition is held and is current.

Reference to CBIP JAS-ANZ accreditation and accreditation to Standards by use of logos is identified only on a Competence Certificate.

3.2 Discipline Recognition

Recognition by CBIP that the published criteria for, skill, education, training, qualifications, experience, and competence for an Inspection Discipline have been met. Discipline Recognition is documented in a Statement of Attainment.

Note: Discipline Recognition as recorded on the Statement of Attainment does not authorise a person to practice inspection.

CBIP makes the determination of competence only after it is satisfied all prerequisites for discipline recognition are met in full unless a formal exemption is granted.

3.3 Inspection Discipline

Industrial Inspection and Non-Destructive Testing for equipment categories (otherwise known as schemes).

3.4 Fit and Proper Person

Fit and proper person is a person who is someone of good character, who abides by the laws of New Zealand and elsewhere, demonstrates ethical behaviour in all aspects of their work, proven ability to interact professionally with clients, the profession, colleagues, CBIP and the regulator, and is likely to continue to do so while being the holder of CBIP Certificate.

CBIP may at its discretion decline a candidate or application or withdraw certification, for any reason, if it has determined that an applicant or member fails to meet the specified requirements of its Standards for Certification.

3.5 Inspector

Person who holds a current Competence Certificate to practice an inspection discipline outside of PECPR.

3.6 Equipment Inspector

Person as defined by schedule 1 of PEPCR

3.7 Standards for Certification (SC)

Define the general and specific prerequisites for attainment of Discipline Recognition and competency assessment.

3.8 Standards for Certification – General Requirements

General requirements define the general and administrative requirements for all inspection personnel and disciplines.

3.9 Standards for Certification – Inspection Discipline

Inspection Discipline Standards define the technical requirements, e.g., learning expectations, training, experience, and examination requirements, applying to a specific discipline. There is a suite of Standards, one for each Inspection Discipline.

3.10 Recertification

Assessment undertaken every ten years requiring examination and assessment to demonstrate that the published criteria for recertification and continuance of Discipline Recognition are satisfied.

3.11 Renewal

Assessment undertaken every five years between initial certification and each recertification requiring assessment to demonstrate that the published criteria for renewal and continuance of Discipline Recognition are satisfied.

3.12 Revalidation

Process for issue of a new Competence Certificate immediately following the expiry of a previous Competence Certificate.

3.13 Significant Interruption

An absence or change of activity or lapse in certification either inadvertent or deliberate that prevents a Competence Certificate holder from practising the inspections prescribed in the scope of an Inspection Discipline(s) for a period of two years unless a formal exemption is granted by CBIP. Also refer 10.3.

3.14 Statement of Attainment

A record issued by CBIP on letterhead confirming the status of Discipline Recognition. The record includes the persons CBIP registration number, contact details, Discipline Recognitions held with date of issue, renewal, recertification, and expiry date. Statement of Attainment is not proof of Certification, nor can it be used to permit a holder to practice.

3.15 Application Processing

Applicants must allow 3 months for CBIP to process a Discipline recognition, renewal or recertification application.

4. CERTIFICATES

4.1 Discipline Recognition

Currently, CBIP issues Discipline Recognition for various categories and levels of inspection within the following Inspection Disciplines:

- Pressure Equipment
- Cranes
- Passenger Ropeways
- Welding
- Power Lifts
- Coatings
- Elevating Work Platforms
- Non-Destructive Testing
- Yarder Engineering Safety

This Discipline Recognition scope may be extended or reduced at any time by CBIP.

The scope for each Inspection Discipline is described in the relevant GC.

Discipline Recognition is valid for a period of five years at which time it may be renewed for a further five years by which time recertification is required.

The holder of Discipline Recognition is not authorised to carry out inspection unless holding a relevant Competence Certificate. (See 4.2 below)

4.2 Competence Certificate

CBIP assesses and issues Competence Certificates to authorise inspectors to carry out inspections in the Inspection Discipline(s) for which they hold Discipline Recognition², meet the personal attributes required (See Section 6) and continue to meet the ongoing CBIP requirements (including continuing professional development).

² And if suitably accredited by their employing/contracting organisation

CBIP reserves the right to refuse applications from applicants who in CBIP judgement do not meet fit and proper person definition, meet the specified prerequisites, or criteria for certification, attempt to thwart the application or approval process, or those whose previous certification has lapsed.

A single Competence Certificate covers all current Discipline Recognitions held by the inspector.

The process for issuing and renewing Competence Certificates satisfies the surveillance obligations that CBIP is required to undertake as a WorkSafe recognised qualification issuing agency. At any reasonable time during the currency of a Competence Certificate CBIP may request the holder to provide evidence of compliance with the Competence Certificate requirements, e.g., requesting to review a logbook.

5. CERTIFICATION OVERVIEW

5.1 General

Applicants seeking CBIP certification shall apply to CBIP using the relevant “Application for Certification” form available from the CBIP website [www.cbip.co.nz]. This document provides a framework for the certification process and enables applicants to:

- (a) Apply for Certification or Re-certification
- (b) Present information on personal attributes and pre-requisites,
- (c) Obtain approval of personal attributes and pre-requisites,
- (d) Attempt examinations,
- (e) Gain Discipline Recognition
- (f) Receive Competence Certification.

CBIP will not approve applications for certification if in its judgement the prerequisite requirements have not been met.

Before granting approval for certification, all prerequisite nonconformities must be resolved.

All applications must be submitted 3 months prior commencement of application approval process commencement.

5.2 Discipline Recognition

Applicants will be assessed for Discipline Recognition when they have:

- (a) Completed the pre-requisite education, training, qualifications, and experience described in 7 below,
- (b) Completed or been exempted from the examinations described in 8 below.

A record of Discipline Recognition (Statement of Attainment) will be supplied separately to issue of the Competence Certificate.

5.3 Competence Certificate

Upon successful award of Discipline Recognition (verified by the issue of a Statement of Attainment), applicants will be assessed for issue of a Competence Certificate.

The Competence Certificate will be issued only once all CBIP requirements for certification are satisfied.

5.4 Period of Currency of Certification

A Competence Certificate is valid for one year, after which it must be re-validated. The issue and validity dates shall be determined by CBIP.

Should a competence Certificate not be revalidated, it will be deemed to have lapsed, and will be removed from the CBIP website “Verify Inspector” listing.

Failure to revalidate within 2 years of lapsing without reasonable grounds (significant interruption refer 3.13) may result in suspension, cancellation or withdrawal of certification, failure to revalidate will incur fees for years of non-practice in addition to revalidation fees

Discipline Recognition is valid for five years, after which it must be renewed or recertified as required by this Standard – General Requirements.

If a certificate holder or member has had an interruption of 5 or more years, they will be required to recommence the discipline recognition process including payment of fees as would be expected of an initial application for certification unless a formal exemption is granted, documentary evidence supporting application must be supplied to CBIP for approval.

CBIP at its discretion may require a reassessment of competence or examination (s) refer also Section 5 and 10.3.

5.5 Responsibilities of Employers

It is not within the scope of the Standards for Certification to establish that an applicant has suitable qualities with respect to the ability to communicate with clients, ability to write reports at the level required by clients or the ability to work safely. These attributes are the responsibility of the employer to determine, and endorse as required, against the needs of their employee, clients, requirements of the work codes standards and legislation. However, if reports submitted as documentary evidence of competence are not clear, legible, are inaccurate, deficient and indicate inadequate competence acceptable to CBIP, the application, discipline recognition / certification may be declined).

As part of certification, a prerequisite is that the employer endorses the applicant as being able to communicate both verbally and in writing at the level required, proven ability to interact professionally with clients, the profession, and the regulator, is fit and proper, and has the ability to work safely within the workplace safety requirements.

The employer, due to the nature and potential significance of eventual certification, must not offer an endorsement unless they have proof that the applicant has the above attributes.

Where a person offers endorsement, that person must have held a senior position of technical responsibility related to the discipline being sought, senior discipline signatory for that discipline, or the relevant CBIP Competence Certificate acceptable to CBIP for at least 5 years.

6. PERSONAL ATTRIBUTES

Applicants for a Competence Certificate shall have the following personal attributes.

6.1 Communication Skills

Applicants shall be able to read, write and communicate orally in the English language at a level of proficiency that is appropriate for the performance of their work in New Zealand as an Equipment Inspector.

6.2 Physical and mental capability and vision

Applicants shall have:

- (a) The physical and mental capability to get to any accessible place in which inspection is required; their inspection work shall not be limited by an inability to work at height, in confined spaces or in areas of restricted access.
- (b) 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 300 mm with one or both eyes, either corrected or uncorrected. Far vision acuity corrected or uncorrected in at least one eye of 20/40 (6/12) or better. (Refer CBIP Vision Certificate FOR-CER-18)
- (c) Colour vision shall be sufficient to distinguish and detect contrast between the colours of red/green, blue/yellow colours and shades of grey.

CBIP may accept application from persons with physical disabilities and who cannot fulfil the requirements of sub-section (a) in its entirety, provided the applicant is capable of gaining relevant field experience to enable them to become a competent inspector, which may involve limitations.

6.3 Supporting documentation

Applicants shall submit a "Vision Test Certificate" form FOR-CER-18 as set out in the application form for the relevant CBIP certification. This shall be an original document and must be current before a Competence Certificate will be issued.

Communication skills and physical and mental capability of the applicant is covered by the "Statement by Referee" and "Personal Statement" in the "Application for Certification".

7. PRE-REQUISITE TRAINING, QUALIFICATIONS AND EXPERIENCE

Applicants for Discipline Recognition must satisfy all the requirements for pre-requisite education, training, qualifications, experience, skill, physical and mental capability specified in this SC - General Requirements and the relevant Inspection Discipline SC acceptable to CBIP.

Details of education, training, qualifications, and experience must be included in the “Education, Training and Qualifications” section of the CBIP “Application for Certification Forms” downloadable from CBIP website www.cbip.co.nz).

Documentary evidence (See APPENDIX B) of the applicant’s qualifications and completion of formal training (supervised) and other training supported by a formal training record shall be included in any application for a Discipline Recognition. Such documents shall be signed by the issuing organisation or an authorised training supervisor acceptable to CBIP; where copies of an original are provided, they shall be covered by a statutory declaration that certifies them as a true and correct record of the original.

An endorsement describing completed relevant training supervised by a competent person acceptable to CBIP (refer appendix A) shall be provided and shall also be endorsed by the employer.

An applicant’s documentary evidence for an initial Discipline Recognition shall include no fewer than five separate items of documentation covering the scope and categories of the discipline and that meet the requirements of Appendix B, acceptable to CBIP (simple checklists are not admissible) prepared during training, or, where items of documentation cannot be provided, an affidavit by a competent person acceptable to CBIP confirming activities have been performed under effective supervision as required by Appendix A. All such documentary evidence or the contents of the affidavit shall:

- (a) Be relevant to all of the scope and categories of the Inspection Discipline for which Recognition is sought.
- (b) Include sufficient technical content acceptable to CBIP to allow CBIP to assess the applicant’s proficiency.
- (c) Demonstrate a progression, increasing responsibility and competence.
- (d) Be signed at the time of the document preparation by a holder of a current CBIP Competence Certificate acceptable to CBIP (refer Appendix A) in the discipline and category for which the application is made or, at CBIP discretion, a person with technical skills in the discipline applied for.
- (e) Cover the range of equipment for which certification is sort (including categories and subcategories).
- (f) Where multiple discipline levels are requested five items of documentation (refer Appendix B) for each level are required, e.g., Cranes A and C require 5 items of documentation for A and five items of documentation for C,

Details of experience shall be included in the “Experience” section of the “Application for Certification”.

Applicants must supply a log of training (training record) and work experience.

Applicants who are not employees of an inspection body must have the “Experience” and “Statement of Referee” sections of the “Application for Certification” form signed by a person acceptable to CBIP who is competent, skilled, experienced, and capable to technically assess whether the applicant has the qualities required of a holder of a CBIP Competence Certificate acceptable to CBIP. (Refer Appendix A).

This may be persons such as a holder of a CBIP Competence Certificate in the discipline for which the applicant has applied, a person determined by CBIP to be Competent, an appropriately experienced Chartered Professional Engineer or a WorkSafe NZ appointed engineer.

Note: For example, PEI Competence Certificate holder cannot endorse a PEI applying for PEI with endorsements.

Documentation submitted to CBIP must be either uploaded to CBIP website
<https://www.cbip.co.nz/view/online-application-form/30/>

The documentation should be submitted in a clear, logical order. Where reports etc comprise a number of individual documents their relationship must be clearly established. An important element of an inspector’s work is that factually correct, clear, and concise documents are supplied to the client.

Where the content, format and presentation of the application and associated documents is poor, inaccurate, or indecipherable then the application will be declined or returned for resubmission.

All documentary evidence submitted by an applicant remains confidential to CBIP and will not be released to third parties without the specific approval of the applicant and CBIP.

8. EXAMINATIONS

Applicants must successfully complete all the application for certification, and approval process. Any or all non-conformities must be corrected to the satisfaction of CBIP prior to approval to attempt the examination modules/papers described in the Standard for the Inspection Discipline, in accordance with section 9.

9. OTHER INFORMATION ON EXAMINATIONS

9.1 General

9.1.1. Language

All examinations are set in the English language, and questions shall be answered in English.

9.1.2. Examinations Which Are Closed Book/Open Book

Examinations for the welding inspector (Papers B & C only) and Non-Destructive Testing general examinations are closed book. All other examinations are open book. Some require candidates to select from multi-choice options, others require short answers. CWI Paper A, Coatings, EWP, Non-Destructive Testing, and Yarder Engineering Safety examinations include practical examination. Questions based on the knowledge requirements of the Inspection Discipline SC may be asked.

9.1.3. Use of Standards

Examinations for all Inspection Disciplines may cover the application of industry Standards, use photographs and samples from industry, and they may also include questions on general technical matters relevant to the matter on which the candidate is being examined.

When answering questions during examination relating to an industry Standard, candidates shall reference a version of the Standard that was registered on the CBIP website within three months of the date of examination (in the Allowable Examination Materials document listed under Downloads for each discipline).

Candidates are responsible for providing their own reference Standards/codes required for open book examinations. Standards/codes for open book examinations may either be hardcopy or electronic (as non-editable, non-searchable, may be indexed, but shall have no additional markings that may advantage the candidate).

Examination papers may include questions that are not included in the examination reference lists: Questions designed to assess competence of candidates may be included based on, and consistent with, the scope of the discipline. Questions may be general knowledge, technical aspects, damage mechanisms, failures, or inspection subject matter relevant to fabrication and in-service performance elements of inspection.

9.1.4. Examinations.

Where there is more than one examination / module for an Inspection Discipline, applicants must, complete them in the sequence specified in the relevant SC.

9.1.5. Photograph

A current passport quality photograph for entry to examinations and issue of an ID card must also be supplied. This shall be signed and dated on the back (staples and paper clips shall not be used to secure them). Alternatively, an electronic image of high resolution with a plain background may be emailed. A statement, naming the person in the image, must accompany this and include the date the photo was taken.

9.2 Period for Completion of Examinations

Examinations for an Inspection Discipline (including for recertification) should be attempted within 3 (three) months from date of approval to attempt and successfully completed within 6 (six) months of the date of approval to attempt. [See 10.1& 10.2].

Applicants may apply in writing to CBIP for an extension of this period. An application for extension may be extended once by a maximum of 6 months. Application for extension shall provide reasonable and documented justification and must be supported by summary of work experience, training, and employment covering the period of extension.

Applications for an extension will be considered by CBIP and applicants advised of the decision.

Applicants who do not successfully complete all examination modules for an Inspection Discipline within 12 (twelve) months of approval (see also section 10.2) must, unless an extension of time is granted by CBIP, re-sit all examination modules for that Inspection Discipline.

9.3 Unethical Behaviour in Examinations

Any candidate who, during the examination, does not abide by the examination rules or who perpetrates, or is an accessory to, fraudulent or improper conduct will be excluded from all further examinations, in any Inspection Discipline, for a minimum period of 5 years. In such cases CBIP will initiate suspension, withdrawal or cancel, examination, or certification.

9.4 Pass mark

The minimum pass mark required for an examination is 70%.

9.5 Notification of examination results

Following moderation and ratification of examination results, candidates will be advised by email of the outcome of an examination. If candidates have sat an electronic examination CBIP may at its discretion provide provisional examination results immediately following examination.

9.6 Confidentiality of Examination Results

Examination results will be sent only to the or email provided by the applicant, unless authorised to supply to a third party (e.g., employer) by the applicant.

9.7 Failure to pass examinations

A candidate who fails to obtain the pass grade for any examination part, may be re-examined once in the failed part(s), provided that the re-examination takes place not sooner than one month following initial examination, unless further training acceptable to the CBIP is satisfactorily completed.

An applicant who fails the examination 2 (two) times in a 6 (six) month period shall not be permitted to take the examination for at least 12 months following the last attempt unless further training acceptable to the CBIP is satisfactorily completed.

Applicants shall successfully complete re-examination and any other modules required for the Inspection Discipline they are seeking, in accordance with 9.2 above.

9.8 Fees

Applications for certification, renewal, revalidation, or recertification shall be made on the relevant form and uploaded on the CBIP website <https://www.cbip.co.nz/view/online-application-form/30/>

Forms and details of fees are available at the CBIP website www.cbip.co.nz.

9.9 Examination venue

The venues at which examinations are held may be viewed on the CBIP website and are detailed on application forms. Applicants may nominate their venue preference on the "Application for Certification" form. Preference will be given to CBIP examination centres. Where practicable, examinations may be held at a candidate-preferred venue, but applicants must be prepared to travel to another venue notified by CBIP. Candidates requesting examinations at venues of their choice may be considered, but all additional costs associated will be borne by the candidate. (CBIP reserves the right to decline requests).

9.10 Non-Attendance at Examination

Applicants who have made application for examination may request, in writing, a deferral of the examination up to thirty (30) days before the examination date.

If no deferral is requested and the applicant does not present themselves to the examination venue, or does not sit the exam, without reasonable grounds the examination fee is forfeited.

Refunds may be allowed for withdrawal 30 days or more prior to the exam in accordance with the current CBIP Fee Schedule.

9.11 Other Qualifications and Exemptions

9.11.1. Qualifications Issued by other Qualification Issuing Agencies

It is not CBIP policy to recognise qualifications issued by other Qualification Issuing Agencies. If recognition of part of or entire qualifications issued by other qualification bodies is allowed, exemption may be allowed of all or part of the certification process. All training, qualification, experience, and competency prerequisites must be met to the satisfaction of CBIP.

An examination of legislative, regulatory, approved code of practice and standards related to New Zealand is required as a component of the recognition process.

Application for recognition of qualifications shall be made on the relevant CBIP application form with a copy of qualifications for which recognition is sought attached (additional written justification may be required).

CBIP does not conduct referee verification checks. The applicant must supply sufficient evidence of training, experience, competence, and evidence of authenticity acceptable to CBIP.

CBIP reserves the right to reject referee's statements.

CBIP may at its discretion accept Qualifications issued by Internationally recognised Qualification issuing agencies (QIA).

CBIP will make the determination of qualification equivalence.

CBIP reserves the right to reject qualifications and evidence regardless of the issuer.

Submission of an application for recognition does not imply acceptance or approval by CBIP.

CBIP reserves the right to reject requests for recognition of other qualifications.

Applicants will be notified in writing of the outcome of an application.

9.11.2. Exemptions from Examination

Applicants may apply for exemption from examination for a CBIP Inspection Discipline.

Applications requesting exemption shall be made on the relevant CBIP application form with a copy of qualifications or category under which exemption is sought attached, the applicant must include full justification (including supporting documentary evidence) for the basis for exemption. All other application for certification prerequisites must be met.

Submission of an application does not imply acceptance or approval by CBIP.

CBIP reserves the right to reject requests for exemption from examination.

Applicants will be notified in writing of the outcome of an application.

10. CERTIFICATION PROCESS

10.1 Discipline Recognition - Initial

CBIP may carry out an assessment for the issue of Discipline Recognition only when an applicant has completed all relevant requirements of sections 7 and 8 above acceptable to CBIP. If the applicant has not completed the section 7 and 8 requirements such that CBIP can complete the assessment and award the Discipline Recognition within 3 months from the date of accepted application, the application may be declined or and new application required.

Assessment for Discipline Recognition is performed by CBIP and includes a thorough review of an applicant's education, training, skill, qualifications, experience and CBIP examination results [Refer to Section 7 above].

The objective of the review is to confirm that applicants have satisfied all requirements of the relevant SC for the issue of a Discipline Recognition.

CBIP reserves the right to decline or cancel an application for certification at any point of the approval process should it consider the application or prerequisite(s) are not met, deficient, or the applicant is suspected of improper or fraudulent actions.

Applicants will be notified in writing of the outcome of an application for Discipline Recognition on completion of assessment.

10.1.1. Process for initial Discipline Recognition

The process for discipline recognition is as follows:

Industrial Inspection:

1. Apply for discipline recognition on the prescribed form
2. Pay application fee.
3. Provide documented evidence of education, training, qualifications, and experience acceptable to CBIP.
4. Provide evidence that the applicant is a fit and proper person. Such evidence might include affidavits from senior colleagues, competent person, or current clients.
5. Provide documented evidence of inspection activities (Training Record including equipment categories), or affidavit confirming activities performed under effective supervision.
6. Attain approval of all prerequisites prior to examination.
7. Pass certification examination(s)

Non-Destructive Testing:

1. Apply for discipline recognition on the prescribed form
2. Pay application fee
3. Provide documented evidence of education, training (by a recognised training course provider) and experience acceptable to CBIP.
4. Provide evidence that the applicant is a fit and proper person. Such evidence might include affidavits from senior colleagues or current clients.
5. Pass Certification examination(s)
6. Provide documented evidence of inspection activities, or affidavit confirming activities performed under effective supervision.
7. Attain approval of all prerequisites prior to examination.

If CBIP cannot complete the assessment due to applicant omission, error, or lack of suitable documentation within 6 months from the date of application, the applicant may subject to CBIP discretion be required to submit a new application.

10.2 Discipline Recognition – Renewal and Recertification Process

10.2.1. Competence Certificates

Candidates who have continuously held a current Competence Certificate for the previous five years are considered to have satisfied the requirements for renewal and their Discipline Recognition renewal will be processed without further specific application. Candidates who have continuously held a current Competence Certificate for the previous five years since renewal are considered to have satisfied some of the requirements for recertification (See section 10.2.6(a)).

An applicant awarded a Discipline Recognition who does not continuously hold a Competence Certificate must formally apply for renewal or recertification as appropriate prior to the Discipline Recognition expiry each five years, refer to 10.2.2.

10.2.2. Renewal

At the end of the first five-year period after Discipline Recognition certification has been issued it must be renewed.

Applications for renewal (mid-way between certification) are assessed during the process for annual competence certificate renewal.

- (a) Candidates for renewal must provide to CBIP:
- (b) A summary of their training, qualifications, and experience, acceptable to CBIP, and employment covering the preceding five-year period.
- (c) A summary by scope and category of equipment the inspections they have performed in the preceding five-year period.
- (d) Documented evidence of at least five inspection activities (refer APPENDIX B), for the inspections summarised in (b) above for each category in which renewal of certification is sought. (The documents may have references to clients removed).

10.2.3. Recertification

At the end of the second five-year period after certification (provided it has been continuously renewed as required) the holder of a Discipline Recognition must apply for recertification of the Discipline Recognition, examination is required.

The holder shall make application for recertification shall be made no less than three months before expiry.

Applicants must allow 3 months for CBIP to process application

If recertification is not completed before expiry, any Competence Certificate will be void with respect to that Inspection Discipline. Consequently, the Discipline Recognition will be removed from the CBIP website Verify Inspector listing (note:3).

If CBIP cannot complete the assessment due to applicant omission, error, or lack of suitable documentation within 6 months from the date of application, the applicant may at CBIP discretion be required to submit a new application.

Applicants providing significant inspection experience documentation and who are currently in a role that does not include significant hands-on experience may apply to CBIP for recertification under the provisions of section 10.7.

Applicants for recertification shall provide to CBIP:

- (a) A summary of their work experience, skill, training, continued professional development (CPD) and employment covering the preceding five-year period. (May have been fully or partially addressed by documentation provided for annual Competence Certificate revalidation)
- (b) Copies of at least five items of documentation (See APPENDIX B), for the inspections summarised in section 7, for each category in which recertification is sought, e.g., if cranes A and C is applied for there shall be five items of documentation for cranes A and five items of documentation for cranes C. (The items of documentation may have references to clients removed and may be the same items of documentation as provided for annual Competence Certificate renewals).

The documented evidence shall be signed as authentic by the applicant and endorsed by a holder of a CBIP Competence Certificate (or CBIP approved equivalent), Chartered Professional Engineer with relevant expertise, WorkSafe NZ appointed engineer, person acceptable to CBIP applicable to Inspection Discipline for which the application is made.

- (c) Complete the prescribed examination(s)

Notes:

1. Applicants who are not employees of an inspection body shall have the "Experience" and "Statement of Referee" sections of the "Application for Certification" form signed by a person who is deemed by CBIP to be competent, skilled, experienced, and capable to technically assess whether the applicant has the qualities required of a holder of a CBIP Competence Certificate. (Refer APPENDIX A). This may be persons such as a holder of a CBIP Competence Certificate in the discipline for which the applicant has applied, a CPEng with relevant experience or a WorkSafe appointed engineer.
2. Documented evidence for an inspector with significant inspection experience may be based on inspections carried out by other inspectors but for which the applicant is responsible or is supervising.

10.2.4. Process for Discipline Recognition Recertification

The process for recertification is as follows:

1. Apply for recertification (10 yearly) on the prescribed form
2. Pay application fee
3. Provide documented evidence of education and experience
4. Provide documented evidence of inspection activities of the categories related to the discipline sought, or evidence acceptable to CBIP confirming activities performed under effective supervision.
5. Attain approval of all prerequisites prior to examination.
6. Pass recertification examination

10.3 Competence Certificate

An applicant who has applied for and been issued with a Discipline Recognition will be automatically assessed for a Competence Certificate at the same time as the Discipline Recognition is issued unless the applicant requests otherwise.

CBIP will carry out an assessment for the issue of a Competence Certificate only when an applicant has been issued Discipline Recognition for the relevant Inspection Discipline and completed all relevant requirements of sections 6 & 7 above. If the applicant has not completed the section 6 and 7 requirements such that CBIP can complete the assessment and award the Competence Certificate within 12 months from the date of application, the applicant will be required to submit a new application.

Assessment for a Competence Certificate is performed by CBIP and includes a review of an applicant's personal attributes; skill, qualifications, experience and competence [Refer to Sections 6 & 7 above].

The objective of the review is to confirm that applicants have satisfied all requirements of this SC – General Requirements acceptable to CBIP for the issue of a Competence Certificate.

CBIP conducts regular assessments of competency at annual renewal, CBIP may require additional evidence to permit renewal, it may suspend, sanction, or cancel certification if prerequisites do not comply with discipline renewal requirements. Consequently, the Discipline Recognition will be removed from the CBIP website Verify Inspector listing (note:3).

Applicants will be notified of the outcome of an application for a Competence Certificate by CBIP on completion of assessment.

10.3.1. Revalidation of Competence Certificate

The holder of the Competence Certificate must apply for it to be revalidated annually.

Applications for revalidation shall be made no less than one month before expiry.

Applications received later than one month before expiry will not be processed before expiry. Processing will occur at CBIP convenience, and could result in delays to revalidation and removal of the applicant's discipline record from the CBIP website Verify Inspector.

An applicant for a revalidation of their Competence Certificate will be assessed by consideration of the following:

- (a) Currency of all Discipline Recognitions.
- (b) Confirmation of their personal attributes as in Section 6 above, or where section 6.2 cannot be complied with, a statement of what limitations apply³.
- (c) A summary of their work experience, skill, training, continued professional development (CPD) and employment covering the preceding year.
- (d) A copy of at least one comprehensive item of documentation (See APPENDIX B), for each Inspection Discipline and category/level covered by the Competence Certificate acceptable to CBIP, e.g., if cranes A and C is applied for there shall be an item of

³ CBIP may accept limitations where the inspector has significant inspection experience in the required Inspection Discipline acceptable to CBIP and or is managing inspectors or an inspection process.

documentation for each. (The items of documentation may have references to clients removed)

- (e) Evidence of at least 10 hours of professional development in the preceding year (see 10.8).
- (f) Confirm that they have not had any Significant Interruption in the Inspection Disciplines applied for.
- (g) If renewal is not completed before annual expiry, any Competence Certificate will be void with respect to that Inspection Discipline. Consequently, the Discipline Recognition will be removed from the CBIP website Verify Inspector listing.
- (h) Inspectors conducting inspection and testing under the Health and Safety in Employment (Pressure Equipment, Cranes and Passenger Ropeways) Regulations 1999 are required to maintain competence certification. Inspectors must ensure sufficient time is allowed for application to be processed. It is not acceptable practice to allow the expiration date to pass, apply for revalidation or recertification and have the expectation that the CBIP will continue certification in the interim period (Source IANZ).

10.3.2. Process for Competence Certificate Revalidation

The process for revalidation of a Competence Certificate is as follows:

- (a) Apply for revalidation (annual).
- (b) Pay application fee.
- (c) Satisfy revalidation prerequisites.
- (d) Supply evidence of continued experience in the discipline.
- (e) Supply evidence of continued professional development (CPD).
- (f) Supply information regarding any personal limitation of ability to carry out inspections.
- (g) Provide details of any significant Interruption in any Inspection Discipline covered by the Competence Certificate.
- (h) Supply current Eye Examination certificate.
- (i) Provide documented evidence of at least one inspection activity per Inspection Discipline or category/level for the preceding year acceptable to CBIP, or evidence confirming activities performed under effective supervision.

10.3.3. Deferral of Competence Certificate Revalidation

A holder of a Competence Certificate may apply to CBIP in writing for deferral of the revalidation of the Competence Certificate. Justification for the deferral must be made two months prior to the expiry of the Competence Certificate and approval is at the discretion of CBIP. Deferral will not be approved where a significant interruption is likely.

A person whose certification has not been renewed for more than 2 (two) years is considered to have lapsed. The person may subject to CBIP discretion have their certification reinstated, provided:

1. Payment of all outstanding fees for lapsed period and revalidation fee.
2. The applicant demonstrates training, experience, and competence in accordance with section 7 of these Standards for each certification within 2 years prior to the date of application for reinstatement, and.
3. The applicant has been actively involved in a CBIP recognised discipline specific associated industry. The applicant shall submit a work history record indicating verifiable qualifying work experience acceptable to CBIP. Examples of qualifying work experience include design, construction, manufacturing, repair, quality control, instructing, auditing

Applicants who hold a Competence Certificate, but who no longer meet the personal attributes or pre-requisites, may apply for deferral under the provisions of section 10.6, Special Circumstances.

10.4 Issue of Recognition, Certificates, and ID Cards

Successful applicants for Discipline Recognition will be issued with a Statement of Attainment, which will also identify the expiry date of the Discipline Recognition.

Successful applicants for a Competence Certificate will be issued with a Competence Certificate and a wallet size ID card that will include reference to all Discipline Recognitions held. This will state the discipline and category for which the holder is certified.

Note: The Competence Certificate will identify the Inspection Disciplines, levels, inspection endorsements and/or inspection limitations (if any) for which certification is issued, as identified in the specific Inspection Discipline GC, an authorisation to perform inspection statement, and expiry date of the Competence Certificate.

10.5 Where Certification, Revalidation, Recertification or Renewal is Declined

If a certification, revalidation, recertification, or renewal is declined the reason for this and a summary of corrective actions may be given to applicants by CBIP.

Applicants then have available the following options to further attempt a revalidation, recertification, or renewal:

- (a) Submit further evidence of employment, qualifications, training, qualifications, experience, or competency required by CBIP,
- (b) Sit examinations as required subject to approval by CBIP.
- (c) Submit an appeal to CBIP (See 11.2 below).

If there is insufficient or inadequate information supplied the application will be declined and returned to the applicant. If prolonged iteration of supply of information by the applicant occurs, CBIP will cancel the application. Correction of errors in information supplied during initial submission is not acceptable, additional evidence must be supplied.

If the applicant does not provide all the information required for or has not maintained sufficient involvement in an Inspection Discipline, CBIP may, at its discretion, require full discipline recognition as per initial recognition.

10.6 Special Circumstances

In circumstances where certain personal attributes or pre-requisites cannot be met, but where the applicant has previously held a Competence Certificate, CBIP may revalidate a Competence Certificate if all other requirements are met. Such decisions are to be approved by the Board.

10.7 Experience Based Revalidation or Renewal

Inspectors who have significant inspection experience and have previously been issued a Competence Certificate, but who are currently performing technical, advisory or supervision roles which do not include significant hands-on inspection, may have their certification revalidated or renewed. Such decisions are to be approved by the Board.

10.8 Professional Development

Holders of Competence Certificates are required to undertake and provide proof of ongoing professional development. The required duration is a minimum of 10 hours per year.

Professional development which qualifies includes the following. Other examples of professional development may be submitted for consideration.

- (a) Membership of a technical association relevant to the Inspection Discipline (other than CBIP) and attendance at their meetings, forums, training programmes, or reading of their relevant material etc.
- (b) Attendance at a relevant conference or symposium.
- (c) Attendance at a relevant training course (internal or external)
- (d) Attendance at a relevant meeting, including CBIP panel meetings
- (e) Conducting training of others in inspection requirements.
- (f) Reading of relevant technical journals and papers (a log is required with details of the journal or paper).

11. ADMINISTRATIVE PROVISIONS

11.1 Withdrawal or suspension of a Competence Certificate

A Competence Certificate may be withdrawn by CBIP if, on investigation, a complaint against an inspector arising from negligence, professional misconduct, improper or fraudulent activity, incompetence, or violation of the CBIP code of ethics.

CBIP may suspend a Competence Certificate if a complaint has been laid and while a complaint is being investigated.

CBIP may suspend, withdraw, or withhold the issue of a Competence Certificate if a holder or applicant owes any fees to CBIP.

11.2 Appeals

Appeals shall be made in writing to the CBIP Business Manager and marked for the attention of the Chairman. (Refer CBIP Constitution for additional details) The appeal must describe the basis, justification and evidence supporting the appeal.

All appeals must comply with the requirements of CBIP complaints and appeals procedure.

11.3 Communications

The email address for CBIP is cbip@cbip.co.nz

11.4 Replacement ID cards and Certificates

Replacement ID cards and Competence Certificates are available by written application. Fees for replacement ID cards and Competence Certificates are published in the CBIP Schedule of Fees.

12. CODE OF ETHICS

Holders of Discipline Recognition and Competence Certificates shall adhere to the Code of Ethics of CBIP. They will be required to sign a declaration agreeing to abide by the code when completing an “Application for Certification” document.

The CBIP code of ethics can be found on the CBIP website [www.cbip.co.nz].

13. USE OF CERTIFICATES AND LOGOS

Holders of a Discipline Recognition and Competence Certificate shall adhere to the policy on use of certificates and logos of CBIP. They will be required to sign a declaration agreeing to abide by the policy when completing an “Application for Certification” document.

The CBIP requirements “Use of Certificates and Logos” can be found on the CBIP website [www.cbip.co.nz] as part of application forms.

14. TRAINEE INSPECTORS

Trainees shall note that it is the responsibility of their employer to ensure that:

- (a) Trainees can work safely.
- (b) Trainees are trained and supervised in accordance with the requirements of Appendix A.
- (c) Trainees must maintain a training record – the training record must cover the scope and categories of the applicable discipline

15. CBIP REGISTERS

Verification of inspectors (Competence Certificate holders) and Inspection Disciplines held may be viewed at the CBIP website [www.cbip.co.nz].

APPENDIX A

Trainee Inspectors and WorkSafe Effective Supervision

(Normative)

Refer to: ianz.govt.nz/resources/documents-2/general/

G5 Effective Supervision Nov 2014

A1 General:

Inspection bodies and employers of trainee inspectors are responsible for ensuring that trainee inspectors are given appropriate training and effective supervision. Effective Supervision of a trainee inspector must be performed by a Competent Inspector in attendance during the inspection process.

Employers of trainee inspectors shall maintain training records within their quality management system that cover both the theoretical and practical aspects and level of supervision of the training their trainees receive. The record must indicate the percentage of attended supervision a trainee receives.

Training programmes should be structured so that trainees' progress through consecutive levels of technical complexity and supervision is a process that ensures the quality of their inspection output is equal to that of an inspector.

A2 Trainee levels:

- The first level the trainees work is overseen by a Competent Inspector who is always present during an inspection.
- The final level before attaining a Discipline Recognition/Competence Certificate the trainee may be assigned work, which is overseen by a Competent Inspector who is not necessarily present at the worksite, but who is available to attend and to give any other assistance the trainee may require.

The number of levels between first and final in a training programme will depend on the training procedures of the inspection body or owner and the complexity of the inspector discipline in which the trainee is engaged. However, all training programmes should conform to the following:

1. Supervisors of trainees shall hold the CBIP Competence Certificate that is most relevant to the particular training programme and have had at least five years' experience following certification.
2. Training programmes must cover the "Knowledge Requirements" of the relevant Guideline for Certification.
3. Details of each item of training given to trainees shall be reported in the training records and certified by the trainee as having been received. The supervisor shall record and certify whether the trainee is competent in that aspect of inspection or give details of further training that is required.

Page 27 of 30

Document Name: Certification Standard General Requirements
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4. Trainees shall enter a training programme at the first level of training and not enter the next level (or subsequent levels) until they have completed all items of training at their current level and been certified as competent in each by their supervisor.
5. Training records shall be audited internally by a technical manager of an inspection body or other competent person.
6. Supervisors must review all inspection reports prepared by trainees.
7. Training records including attendance by a competent inspector must be kept.
8. A Competent Person is a Certified Inspector who meets the competence requirements of CBIP (preferably with IANZ Signatory Status) in the applicable discipline(s), skilled, capable and experienced (minimum 5 years from the time of achieving Competence Certification) to inspect the equipment being inspected by a trainee under their supervision.
9. CBIP may accept alternative persons it deems otherwise competent.

APPENDIX B

Documentary Evidence

(Normative)

B1 General

Documentary evidence is provided with applications for Discipline Recognition and Competence Certificates (including revalidation, renewal, and recertification).

While inspection reports are a common form of documentary evidence, they are not the only form.

B2 Scope of Documentary Evidence

The documentary evidence provided with an application must be relevant to the scope and elements of the Inspection Discipline and category for which the application is made acceptable to CBIP and must be sufficient to enable an assessment of the applicant's competence as a certified inspector or under effective supervision.

The information provided must cover the requirements of the Inspection Discipline and General Standards for Certification.

Documentary evidence is required to provide evidence of candidate's ability to inspect equipment in accordance with a Code, Standard or other guide.

Documentary evidence should be in the form of formal training records, inspection reports, repair reports, inspection procedures, inspection and test plans, and other documents forming a part of an in-service inspection of construction, repair, or modification of equipment, in accordance with a code, Standard or quality management system. Checklists are not sufficiently detailed to attest to an inspector's competence.

B3 Examples of Documentary Evidence

- Training records, supervised by an authorised trainer
- Collation and summaries of multiple inspection reports, with recommendations etc
- Inspection reports
- Detailed topical presentations of subject matter expertise
- Preparation, review or approval of Inspection and Test Plans
- Material selection, application, reviews and verification
- Preparation of NDT or inspection procedures
- Review of fitting, flange and bolting specifications
- Heat treatment specification and approval
- Review of drawings and material specifications to determine appropriate weld and other repair/modification procedures/techniques

- Welding procedures and their qualification
- Compiled/completed Test Packs
- Risk Based Inspection (RBI) assessments
- Creation of inspection management systems and procedures.