

Guide to Qualification and Certification Condition Monitoring



AINDT
Australian Institute
for Non-destructive Testing

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GENERAL INFORMATION

INTRODUCTION

The qualification and certification of Condition Monitoring Personnel is carried out in accordance with international standards ISO18436/1, ISO18436/2, ISO18436/3, ISO18436/4 and ISO18436/7 and latest editions thereof. Certification to the above standards is conducted by the Condition Monitoring Certification Board (CMCB) of the Australian Institute for Non-Destructive Testing (AINDT). AINDT acts as the National Certifying Body and is the legal entity under which both the NDT and CM schemes operate. The purpose of this Guide is to provide information for CM practitioners, service providers and users of condition monitoring regarding the requirements, procedures and arrangements that apply to the ISO18436 CM Qualification and Certification Scheme. In some instances the CM Qualification and Certification Scheme may require additional requirements to that of ISO18436 for qualification and certification of CM personnel.

NOTE: All references to standards in this document relate to the latest edition of the standard which states the minimum requirements for certification.

Appendix A Vibration Analysis

Appendix B Infra-red Thermography

Appendix C Lubricant Analysis

THE CONDITION MONITORING CERTIFICATION BOARD

The CMCB operates the Condition Monitoring Qualification and Certification Scheme through the AINDT Certifying Body.

The mission of the Board is:-

“to provide a qualification and certification service which meets the needs of Australian and New Zealand Industry”.

The Condition Monitoring Certification Board (CMCB) comprises of:-

- The Chairman (an independent person with considerable CM experience).
- General Secretary.
- Chairman of the Certification Board’s Panel of Examiners.
- Chairman of the Certification Board’s Applications committee.
- The Certification Services Manager (CSM)
- Representatives of CM industry and may include CM providers, CM users, CM training, manufacturers of CM equipment, CM education, and others associated with CM in different industries (mining, steel, oil and gas, power) where appropriate.

The Certification Board is supported by:

- A Panel of Examiners. This panel, under the direction of its Chairman is responsible for the preparation and marking of examination papers and the management of the AINDT's database of examination questions.
- An Applications Committee. This sub-committee of the Board is responsible for the review and appraisal of qualification/certification applications.

Certification decisions for CM personnel are the responsibility of the CMCB and are not delegated or subcontracted to another body.

The AINDT has been accredited by the Joint Accreditation Scheme of Australia and New Zealand (JAS-ANZ) as a Certifying Body in accordance with ISO 17024. The JAS-ANZ Accreditation Number is P2120700AM.

1. SCOPE

1.1 This document describes a system for the qualification and AINDT certification of personnel who perform condition monitoring in a variety of technologies and industrial applications, in compliance with ISO 18436-1 and ISO/IEC 17024.

1.2 Specific details of the certification available at each Category in the various condition monitoring technologies are contained in the appropriate supplementary appendix to this document, which are compliant to the requirements specified for these technologies in the relevant technical part of ISO 18436.

1.3 The General requirements and specifications for this programme are in full accordance with all technologies defined in ISO18436.

Wherever there is a conflict between the requirements of standards concerning CM personnel qualification and AINDT certification, the AINDT scheme will comply with ISO 18436 criteria unless otherwise indicated by text placed within a frame similar to that in which this text is displayed, known as a 'delta', whether in this guide or any of its appendices. Any minor deviation from the normative standard ISO18436 is allowed under ISO/IEC 21-1, clause 4.3c.

2. REFERENCES

2.1 Normative references

- ISO 18436, Condition monitoring and diagnostics of machines; Requirements for qualification and assessment of personnel:
 - Part 1: Requirements for certifying bodies and the certification process.
 - Part 2: Vibration condition monitoring and diagnostics
 - Part 3: Requirements for training bodies and the training process
 - Part 4: Field Lubricant Analysis
 - Part 5: Lubricant laboratory technician/analyst
 - Part 6: Acoustic Emission
 - Part 7: Infrared Thermography
- ISO/IEC 17000:2004 Conformity assessment – vocabulary and general principles
- ISO/IEC 17024, Conformity assessment - General requirements for bodies operating certification of persons.
- ISO/IEC 17050 (all parts), Conformity assessment – Suppliers declaration of conformity

2.2 CM Guide to Certification

- Application for Examination & Certification
- Application for Renewal
- Application for Recertification
- Appendix A, VA
- Appendix B, IRT
- Appendix C, LA

3. TERMS AND DEFINITIONS

For the purposes of this document, the following definitions apply:

3.1 Accredited Training Organisation (ATO)

A Competent organisation accredited by AINDT to provide training of personnel in specific condition monitoring technologies as specified in AINDT document: 'Accreditation of Condition Monitoring Training Organisations' and ISO 18436-3. An ATO may also operate, manage and staff remote 'Training Centres' in accordance with ISO18436-3 and as approved by AINDT.

3.2 Approved Examination Centre (AEC)

A facility approved by AINDT for the conduct of qualification examinations under the control of an AINDT appointed invigilator, in compliance with ISO18436-1.

3.3 Candidate

A candidate is an individual seeking qualification and certification who works under supervision of suitably qualified personnel whilst gaining relevant experience for qualification.

3.4 Certification

Procedure used by the certifying body to confirm that the qualification requirements for a method, Category and sector have been fulfilled and that the individual has demonstrated competence and the required skills in performing condition monitoring measurement and analysis, leading to the issue of a certificate. (ISO/IEC 17024 refers).

Note: The issuing of a certificate does not authorise the holder to operate; this authority can only be given by the employer (see clause 5.1.1)

3.5 Competence

The demonstrated ability to apply knowledge and/or skills.

3.6 Employer

The organisation for which a candidate or holder of certification works on a regular basis; an employer may also be a candidate at the same time.

3.7 Examiner

An individual certificated to Category 3 in the method and sector for which they are to construct, conduct, supervise and/or grade examinations and who is authorised and assigned to do so by the AINDT for CM. Exam at Categories 3 or 4 can be graded by an examiner at that Category or higher.

3.8 Industrial Experience

Period of time spent in performance of the applicable condition measurements and analysis, which leads to the acquisition and maintenance of the required skill and knowledge.

3.9 Invigilator

An individual approved by AINDT to administer and supervise AINDT examinations but who does not evaluate competency of the candidate.

3.10 Condition Monitoring Technology

A technology used for the monitoring of performance and degradation in normal operating service, of machines and structures, as defined by ISO/TC108/SC5.

3.11 Moderator

A person qualified to Category 3 in the relevant sector and method and acts to re-score Category 3 examination papers and to moderate selected Category 1 and 2 papers, as required by AINDT. Also restricted to limitations applied to examiners.

3.12 Multiple choice examination question

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

3.13 Narrative examination question

A question requiring a detailed written answer that satisfies the key points identified in a model answer. Only a Category 3 or 4 examiner can grade Category 3 or 4 questions, respectively.

3.14 Qualification

Evidence of training, professional knowledge, skill and experience (see 7.1.2 and 7.1.3; minimum experience defined in the technical specification appendix for each technology applies) to enable personnel to properly perform condition monitoring, and is the prerequisite to attempting examination towards certification.

3.15 Qualification Examination

An examination administered by AINDT, AEC or approved invigilator that follows the acquisition of the specified qualifications and complies with the requirements of ISO18436-1.

3.16 Recertification

The procedure for revalidation of a certificate through assessment by examination.

3.17 Record of Certification

A written testimony of qualification listing all AINDT certification issued under the rules specified in this document and its antecedents, indicating that the named individual has demonstrated competence in performing condition monitoring within the scope of the certification.

3.18 Renewal

The procedure for revalidation of certification without examination.

3.19 Significant Interruption

An absence from (or a change of) work activity which prevents the holder of AINDT certification from practicing the duties corresponding to his or her Category in the condition monitoring technology and sector for which certification was issued, for a continuous period in excess of 365 days or a number of periods exceeding two years.

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

3.20 Training

The process of instruction in the theory and practice of condition monitoring measurement and analysis at a Category appropriate for the qualification being sought, as specified in, ISO18436-3 and the appendices to this document.

4. ABBREVIATIONS

The abbreviations used within this document are as follows:

- AE Acoustic Emission
- AEC Approved Examination Centre
- ATO Accredited Training Organisation
- AQB Authorised Qualifying Body
- IRT Infra-red Thermography
- LA Lubricant Analysis
- VA Vibration Analysis and diagnostics

5. GENERAL PRINCIPLES

5.1 Duties and responsibilities

5.2.1. The employer:

Confirms the validity of the personal information provided, including the declaration of education, training and experience required for the eligibility of the candidate;

Cannot be directly involved in the qualification examination;

is responsible for:

- issuing the operating authorisation, where operating authorisation is a written statement issued by the employer based on the individual's competence as specified by the certificate and other factors, such as job-specific knowledge, skill and physical ability for the specific task.

Note: Such authorisation can be dependent on the requirement and provision of additional job-specific training by the employer.

- any job-specific training;
- verification of continuity in the application of the condition monitoring technology without significant interruption for CM personnel;
- undertaking the required annual surveillance of CM personnel in accordance with the procedure defined in AINDT for renewal

Candidates for AINDT Certification may be self-employed or unemployed so long as they provide documentary evidence that experience has been gained and maintained under the supervision of suitably qualified personnel.

A self-employed candidate shall assume all of the responsibilities ascribed to the employer.



5.1.2 Responsibility of the Certification Body (AINDT)

AINDT will fulfil the requirements of ISO/IEC 17024 and will ensure that the AINDT Scheme(s) for qualification and certification of personnel, are controlled and operated so as to ensure, amongst other things, that they are impartial, and that decisions taken and implemented at all levels, including management and committees, are free from commercial or other pressures that may prevent the objective provision of certification services.

Applicants are required to pass written examinations in the relevant CM method, product and industry sector depending upon the level of certification sought. These examinations may be conducted by AINDT or by an Authorised Qualifying Body (AQB). Candidates may sit AINDT approved examinations through AQBs or a CB Approved Examination Centre (AEC). Examination fees for AINDT examinations are published in the AINDT's "SCHEDULE OF FEES" document. AQB fees and charges can be obtained from the appropriate AQB, a list of AQB's by state is available on the AINDT website.

Applicants are expected to finalise qualification and certification no later than two (2) years from the date of examination. Applicants who have not finalised certification after 2 years has elapsed from the first examination date or have failed a second resit shall be required to sit all examinations as for a new candidate.

Candidates lacking the required industrial experience are encouraged to apply for trainee status within this two (2) year period. Trainees may accumulate industrial experience over a 5 year period but must finalise certification before 5 years has elapsed from the first examination date. In all cases, recertification will be required after 10 years from the date the practical examination was successfully completed.

Candidates who have failed a second resit shall be required to sit all examinations as for a new candidate.

5.1.3. Candidate responsibilities

Candidates, whether employed, self-employed or unemployed shall:

- Provide documentary evidence of satisfactory completion of a course of training
- Provide evidence of successful completion of an AINDT examination/s
- Provide verifiable documentary evidence that the required experience has been gained under qualified supervision
- Provide documentary evidence of vision satisfying the requirements of AINDT;

5.1.4. Certificate holder's responsibilities

Certificate holders shall:

- Abide by a code of ethics published by the AINDT.
- Undergo an annual test of visual acuity in accordance with 7.4 a), and submit the results of tests to the employer.
- Notify the AINDT and the employer in the event that the conditions for validity of certification are not fulfilled.

5.2 Categories of certification available

5.2.1 Individuals certificated in any of the first three categories of classification in accordance with this specification shall have demonstrated the necessary skills in the concepts of condition monitoring for the relevant Category, as detailed in this document. The condition monitoring technologies of LA and IRT are divided into three categories, basic (Category 1), intermediate (Category 2) and advanced (Category 3), based on natural boundaries of technical difficulty. The technology of VA is divided into four categories, with the 4th being a specialist Category.

5.2.2 The range and scope of AINDT certification available at each Category and the typical responsibilities are defined in the relevant part of this guide to certification.

6. ELIGIBILITY FOR EXAMINATION

6.1 Education

It is recommended that Category 1 and 2 candidates have at least a secondary school science or technical qualification, or its equivalent. Personnel must be able to manipulate simple algebraic equations at a level equivalent to that of a basic mathematics qualification, use a basic scientific calculator, and be familiar with the operation of personal computers. It is highly recommended for Category 3 and 4 candidates that they have successfully completed two or more years of a mechanical technology or mechanical engineering qualification at an accredited college, university or technical school prior to attempting qualification to these categories.



6.2 Training

- 6.2.1 Eligibility for examination is defined within the appendices to this document in terms of the required minimum duration of training for each of the four condition monitoring technologies.
- 6.2.2 To be eligible to apply for examination the candidate shall provide documentary evidence of successful completion of an AINDT approved or recognised course of formal training based on the specific requirements. Sources of technical information are listed in the relevant annex. The minimum duration of cumulative training is shown in Table 1. This training should be in the form of lectures, demonstrations, practical exercises and formal training courses.
- 6.2.3 The training syllabus in each annex includes a requirement for practical knowledge and practical skills evaluation of the practical exercises, by the trainer, at Category 1 only. The training declaration shall attest to the successful completion of the practical exercises.
- 6.2.4 Training must be undertaken at an AINDT ATO (a training waiver may be applied at the discretion of AINDT). Where AINDT examinations are to be conducted for candidates in a remote location and AINDT validated training is not available through an AINDT ATO, training that covers the relevant syllabus may be recognised.
- 6.2.5 Formal training will take the form of lectures (or an optional equivalent self-study as part of the generic theory topics), demonstrations and practical skills training exercises, as specified in the relevant annex to this document. The self-study component must be no more than 50% of the course content and be designed, created, issued, and managed by the approved ATO. Self-study (on-line, internet-learning, CD) not created, assigned and managed by the ATO completing the training course will not be accepted as equivalent training time. The trainer must assess the candidates understanding of the material from the self-study portion of the course before the formal component of training resumes and be satisfied that adequate knowledge transfer has occurred. Training course syllabi are shown in the relevant annex of this document. Training courses must be wholly based on material derived from the 'essential reading' references and standards listed in appendices to this document.
- 6.2.6 To receive credit for the completion of a course, candidates must satisfy AINDT that:

They have successfully completed the specified training as validated by a quantifiable and verifiable training course examination or continual assessment, which includes marking of an examination or series of small tests which culminate in an overall pass mark leading to the issuance of a declaration-of-training provided by the ATO; and the time devoted to each topic is specified in the relevant annex to this document, and consistent with the Category of certification being sought; or

Mature candidates at Category 2 may not need to have completed an AINDT validated course of training at Category 2 and without the need to have previously held Category 1 certification, providing they can produce verifiable documentary evidence of training and experience that satisfies the requirements for both Category 1 and Category 2 qualifications. To be eligible to apply for assessment as a mature candidate entry, the candidate shall provide evidence of successful completion of a course of training, that meets the minimum duration and covering the AINDT syllabus as specified in the relevant annex. Training should

be in the form of lectures, demonstrations, practical exercises, e-learning or formal training courses. Mature candidates shall satisfy the experience requirements for Category 2, as specified in the relevant annex, without significant interruption. If a significant interruption exists, the candidate may be required to undertake further training as determined by AINDT.

- 6.2.7 Eligibility to attempt a qualification examination includes submission of the training certificate/declaration or other evidence to AINDT, together with evidence of experience (refer clause 7.1.3), payment of the examination fee and submission of an examination application to AINDT prior to the examination.

7. ELIGIBILITY FOR CERTIFICATION

7.1 Industrial Experience

The minimum duration of experience required for specific certification is defined in the relevant annex to this guide for each of the four condition monitoring technologies.

For categories 1 and 2 candidates, industrial experience may be acquired either prior to or following success in the qualification examination. In the event that the experience is obtained following successful examination, the results of the examination shall remain valid for up to five years or double the minimum required duration of experience, **whichever is the lesser**. For Category 3 and 4 candidates all experience requirements must be acquired before the qualification examination.

Documentary evidence of prerequisite experience (as defined in each relevant technical annex to this document), identity verification and application for initial examination shall be submitted to AINDT on the Certification application. Experience gained after the examination may be submitted using the same form.

Candidates for Category 1 and Category 2 shall have their evidence of experience validated by a person at ISO 18436 Category 2 or higher (in the same discipline), or in the absence of such persons, by the candidates technical supervisor or client acceptable to the AINDT CMCB.

Candidates for Category 3 and 4 shall have their evidence of experience validated by a person at ISO18436 Category 3 at least, or in the absence of such persons, by the candidate's technical supervisor, senior manager or client acceptable to the AINDT CMCB.

The validation process for all categories requires the signature of the validating person, their position and current certificates status and discipline, on the documentary evidence.

8. QUALIFICATION EXAMINATION

For each certification Category, the candidates shall be required to answer a type and number of examination questions as specified in the relevant appendices.

The pass mark required as specified in the relevant appendix.

Initial examination enquiries to AINDT may be by telephone or email. Formal applications must be made on the application form. No examination appointment can be considered confirmed until correctly completed application form and the required fee have been received by AINDT.

8.1 Examination Materials and Documentation

The examination shall be closed book.

The examination may (where applicable) be presented in languages other than English for categories 1 and 2 only. All Category 3 and 4 examinations will be in English only. Assessment of Category 4 vibration analysis candidates may also include part, or full, assessment by a peer review panel, at the discretion of AINDT.

An AINDT authorised invigilator will be provided with all necessary examination documentation, including reference material if specified, for submission to candidates at an AEC.

Candidates must not be in possession of any reference documentation during an AINDT examination.

9. CONDUCT OF EXAMINATIONS

AINDT CM examinations are conducted at an AEC and are administered by an AINDT approved invigilator.

At the time of examination the candidate shall have in his possession valid proof of identification, showing a photographic image, which shall be shown to the invigilator upon request. The invigilator will countersign examination candidate list validating this proof of identity. The photograph and signature from the candidate attending the examination is verified against that submitted to AINDT prior to the examination.

Provision is made for candidates with a disability which may affect their ability to complete AINDT examinations. For example, up to 25% additional time has been allowed in examinations for candidates suffering from dyslexia. All examination times in the relevant annex have been increased by 30 minutes to allow additional reading time for candidates with disability or in the event that their first language is not English.

The presence of mobile phones and any other electronic communication or data storage device is prohibited in examination rooms.



Once an examination has commenced, candidates found in possession of equipment, materials or documents, which, if used during an AINDT examination, would be deemed to constitute cheating, will be considered to have cheated and the examination will be terminated. No examination results will be issued for those examination parts already completed and a letter will be sent to the candidate concerned and to the employer or sponsor explaining why their examination was terminated. Candidates proved to have cheated in a AINDT examination will not be accepted as a candidate for any further AINDT examination for a period of 12 calendar months from the date of the examination in which cheating was established to have taken place.

At the end of the qualification examination, completed examination scripts will be handed to the invigilator, who will seal the packages and return them to AINDT.

The candidates shall use only black or blue ink pens. The use of pencils and red pens is not permitted.

The translation of qualification examinations into languages other than English is managed by the certifying body (AINDT), as determined by established policy.

10. GRADING OF EXAMINATIONS

Completed examination papers will be marked and graded by an approved person at AINDT by comparison with model answers. Category 3 and 4 examinations containing narrative questions will be marked and graded by an AINDT approved examiner and may be moderated by an appointed examiner in the relevant technology in accordance with AINDT procedure.

To achieve qualification the candidate shall obtain the minimum grade indicated in the relevant annex to this document.

11. RE-EXAMINATION

A candidate who fails the initial examination may attempt only two re-sit examinations within a 3 month period. Each re-sit examination must take place not sooner than 30 days after a previous examination. AINDT may use its discretion in allowing an earlier re-sit examination in the event that evidence of further training acceptable to AINDT is undertaken.

If the candidate fails all three examinations then he/she will not be allowed to attempt the same examination for 12 months after the date of the last failed examination.

A candidate whose examination results have not been accepted for reason of fraud or unethical behaviour shall wait one year before re-applying for examination.

12. PUBLICATION OF EXAMINATION RESULTS

The examination results (pass or fail) will be sent to the candidate at the address given on application form.

Examination results for those who pass the examination will be issued immediately by email issued within 30 working days of completion of examination, provided all examination fees have been paid and all prerequisites are satisfied.

13. CERTIFICATION

The AINDT Certification Services Department will issue certification to candidates who fulfil all prerequisites (training, experience, and success in the relevant examination) for certification.

Where a candidate for certification has achieved a pass in all relevant examination parts, but has not yet satisfied the pre-requisite experience requirements, the issue of certification may be deferred for up to 2 years, or twice the minimum required period of experience, from the date of success in the examination, whichever is the lesser. In these cases AINDT will issue trainee status to candidates.

By issuing the certificate/wallet card, AINDT attests to the qualification of the individual but does not give any authority to work.

14. VALIDITY OF CERTIFICATION

The maximum period of validity of an AINDT CM certificate and wallet card is five years from the date of initial examination. The certificate will be designated as issue 01.

AINDT certification shall be invalid:

- in any condition monitoring technology which is not covered by the certificate;
- at the option of AINDT after reviewing evidence of unethical behaviour;
- if a *significant interruption* takes place in the application of the competence for which the individual is certificated;
- from the date of issue of notification of failure in an AINDT examination for recertification.
- If an individual becomes physically and/or mentally incapable of performing the duties, as specified in ISO18436-1.
- If abused or misused

If a certificate is invalidated due to abuse, misuse or violation of the code of ethics, then the person shall not re-apply for certification examination for 12 months, and only after an AINDT convened appeals panel reviews the circumstances. If catastrophic failure of a system is caused by such activity the extent of invalidation can be extended up to a maximum of 5 years after review, at the discretion of the panel.

AINDT certification can be verified at www.aindt.com.au

15. RENEWAL

At any time within the final 6 months of an initial certificate (issue 01) validity, the holder may renew his certificate for a further period of five years upon submission of satisfactory documentary evidence of continuity, without significant interruption, in the application of the certificated competence. To ensure continuity of certification, it is advisable to apply at least 56 days prior to expiry. The renewed certificate will be designated as issue 02.

Applications for renewal after the certificate has expired may be considered for up to one year after expiry, but such applications will be subject to payment of an additional non-refundable administration fee.

If the criteria for renewal are not met, AINDT will immediately cancel the certificate and, to regain the certificate concerned, the individual will need to successfully complete the process for initial certification.

Application for renewal for all categories of certification is made using the AINDT CM renewal application form

16. RECERTIFICATION

Five years after any certificate is revalidated through the renewal option, in order to revalidate the certificate for a further five-year period, the holder will provide satisfactory documentary evidence of continuation training, satisfy the criteria for recertification, and achieve success in an abbreviated written examination covering the sector specific application of the certificated competence. The certificate will be designated as issue 01.

Application criteria for recertification are the same as for renewal, (as detailed in 15.1 and 15.2 above).

Application for recertification for all categories of certification is made on application for recertification

16.1 Lapsed Qualifications/Certifications

All effort will be made by AINDT to give adequate fore-warning that a certificate is due to expire. **The onus of maintaining certification belongs to the person identified on the certificate**, who should begin renewal or recertification procedures at a suitable time before expiry.

Note: The authority to operate is given by the employer, and if a certificate expires then the employer may disallow continued employment. If an operator continues to work with an invalid certificate without informing his employer or client, then all responsibility remains with the operator.

If renewal is applied for after expiry and up to 12 months from this date then a late renewal fee shall apply. If the operator fails to renew after 12 months then the certificate shall lapse and can only be regained by meeting the requirements for initial certification examination.

If recertification is applied for after expiry and up to 12 months from this date then a late renewal fee shall apply. If recertification is applied for more than 12 months after expiry (i.e. lapsed), then it can only be regained by applying for certification as an initial certification examination.

Note: Renewal or recertification issued after expiry but before lapsing will commence from the date of approval only, resulting in a certification period that is less than, but not exceeding the 5 or 10 year total allowed by the standard.

17. COMPLAINTS AND APPEALS

AINDT certificate holders must recognise that personal integrity and professional competence are the fundamental principles on which their activities are founded. Accordingly, it is a condition of AINDT certification that holders shall comply with a code of ethics (as defined in ISO18436-1). This undertaking is given at the time of submitting an application for examination and/or certification.

An aggrieved party in a dispute, which considers itself to have reasonable grounds for questioning the competency or ethical behaviour of an AINDT certificated individual, may petition AINDT for cancellation of certification. Such a petition must be accompanied by all relevant facts and, if it is the view of AINDT that an adequate case has been presented, the certification will be suspended and a full investigation of the circumstances under dispute will be initiated.

If the petition is substantiated to the satisfaction of the CMCB, the certification may be cancelled, or renewal or recertification may be refused, for such period as the CMCB may decide or, as delineated in clause 14.3.

The candidate or the employer upon application in writing may make appeals against certificate cancellation, failure to certify or failure to renew, to the CMCB which may delegate the process of dealing with complaints and appeals to a properly constituted sub-committee.

All complaints and appeals must be made in writing.

18. CERTIFICATION AND EXAMINATION RECORDS

AINDT will retain records relating to qualification and certification of personnel for a minimum period of 11 years.

An updated database of certificated personnel, which includes (amongst other things) the name, Certification number and scope of certification held by each individual, is maintained by AINDT and can be viewed at www.aindt.com.au.

Audit of specific individual examination records, which are under the jurisdiction of AINDT or its nominees, may be permitted at the discretion of AINDT under certain circumstances, unless in violation of national codes of privacy.

19. USE AND MISUSE OF CERTIFICATES

The issue of an AINDT certificate indicates that the holder has demonstrated an acceptable level of skill and ability measured by means of an examination conducted in accordance with the prevailing requirements for a specific condition monitoring technology. Holders or employers are not permitted to imply any further degree of competence on the basis of the certificate.

AINDT certificate holders or their employers must not use or refer to AINDT certificates, the AINDT logo, nor must they knowingly allow them to be used or referred to by a third party, in a manner that may be considered fraudulent or to bring the AINDT Scheme into disrepute.

All certificated personnel are required to keep a register of complaints made against them within the scope of the certificate of competence. Failure to keep such a register or failure to enter valid complaints in it will be construed as a misuse of the certificate and appropriate penalties will be applied (see clause 14.3). The register of complaints must be made available to AINDT on request.

The penalty for misuse of AINDT certification in all cases is invalidation of the certificate (see clause 14.3). If the misuse was in the public domain, publication of the transgression may also be undertaken. Any misuse that appears to be an infringement of the law will result in the matter being reported to the legal authorities in the country concerned.

Certificates are valuable documents, which should be kept in a safe place. Any suspicion of forgery or misrepresentation must be reported to AINDT. Loss or theft of certificates must be reported to the legal authorities in the country concerned and to AINDT.

It is required that all AINDT certificate holders maintain records demonstrating continuity in the application of the technology for which they are certificated.

New employers presented with AINDT certification should satisfy themselves that the certificate holder has been employed without *significant interruption* on work for which the certificate was granted. It is strongly recommended that the employer request sight of the

certificate holder's record of continuity and current status via the AINDT website or direct enquiry to AINDT.

20. TRANSITION PERIOD

When new AINDT examinations are first introduced within the scheme, or are introduced in a country where the examinations have not previously been available, the requirement for persons to have attended a recognised course of training at a AINDT accredited training organisation before attempting a AINDT examination may be waived, at the discretion of the CMCB, until such time as sufficient training provision has achieved AINDT recognition.

During any transition period, AINDT may appoint duly qualified personnel as examiners for a period not exceeding five years from the effective date of scheme and examination implementation. Any extension of this period can be granted only on the authority of the CMCB. Examiners shall possess (also see clause 3.7) the:

knowledge of the general principles of condition monitoring technologies and specific knowledge relating to the industry sector;

experience of the industrial application of the condition monitoring technology;

ability to create examination questions and model answers, validate questions by cross-reference to the training syllabus and source of knowledge (relevant annex to this document), and compile, mark and grade examination papers;

certification to Category 3 if marking and grading Category 3 or lower examination papers, or otherwise approved by AINDT;

21. FILES

All files and records are maintained and stored in accordance with the requirements of ISO/IEC 17024 and ISO 18436-1.

22. FEES

22.1 APPLICATION FORMS

Application forms, together with notes for guidance, are obtainable from the AINDT Certification Administrator, or can be downloaded from the Institute's web site.

It should be noted that all applications must be accompanied by all relevant information and the application and examination fees as listed in the SCHEDULE OF FEES (latest edition).

Note: Incomplete applications will not be processed.

22.2 APPLICATION FEES

An application for certification fee is payable with every application to offset administration costs, certificate and I.D. card production.

Current application fees are published in the AINDT “SCHEDULE OF FEES – CM” and are available from the AINDT website www.aindt.com.au Applicants should ensure that they have the latest up-to-date schedule of fees for the current year before submitting their Application.

An application is valid for a period of two years. After that time the application will be considered to have lapsed. Extensions to the two year validity period may be considered in special circumstances.

22.3 EXAMINATION FEES

An examination fee is payable for every examination to offset preparation, marking, test piece freight and exam supervision costs.

Current examination fees are published in the SCHEDULE OF FEES. Applicants should ensure that they have the latest up-to-date schedule for the current year before submitting their application.

22.4 RENEWAL / RECERTIFICATION FEES

Current renewal and recertification fees are published in the SCHEDULE OF FEES. Applicants should ensure that they have the latest up-to-date schedule for the current year before submitting their application for renewal or recertification.

Note 1: For renewal of certification, the renewal fee only is payable. An “Application for Renewal” form must be completed.

Note 2: For recertification, i.e. on expiry of an issue 2 certificate, the recertification including the practical examination fees are payable. The “Application for Re-certification” form must be completed.

22.5 NON-ATTENDANCE AT EXAMINATIONS

Applicants applying for an examination may request, in writing, a deferral of the examination up to 30 days before the examination date.

Where no deferral is requested and the applicant fails to sit the examination as planned, that part or the entire examination fee shall be forfeited, as detailed in Clause 3.8 and the application will lapse.

22.6 CODE OF ETHICS

All applicants for CM examinations are required to agree to be bound by the AINDT Code of Ethics and Regulations for Use of Certificates and Logos/Marks a copy of which is provided with the Board’s Application for Certification Forms. The Code of Ethics is found on www.aindt.com.au



22.7 REPLACEMENT CERTIFICATES AND ID CARDS FEES

Persons requiring replacement of lost Certificates or I.D. cards should make application to the Certification Administrator using the Application for Replacement Certificate/ID Card that is available on the AINDT web site. Fees for the issue of replacement Certificates and I.D. Cards are published in the Schedule of Fees-CM.

22.8 REFUND POLICY

In addition to the above fee structure, AINDT has a refund policy for cancellations and deferrals:

22.9 Cancellation

Application Fee: for initial certification, renewal or recertification Non-refundable

Application for Examination Fees: Cancelled prior to 2 weeks before the examination date
50% refundable

Application for Examination Fees: Cancelled less than 2 weeks before the examination date
Non-refundable

22.10 Notified Deferral

Application for Examination Fees: Notified prior to 30 days before the examination date
Credited to next exam date.

Note: If the applicant fails to notify deferral, clause 4.8.1 applies

23. WITHDRAWAL OF CERTIFICATION

23.1 MISREPRESENTATION OF CERTIFICATION

Applicants who are found to be forging, or otherwise misrepresenting examination results for certification will be referred to the AINDT's Discipline Committee.

23.2 CERTIFICATION WITHDRAWAL

Should a complaint of a Code of Ethics violation or an abuse of the requirements for use of Certificates, Logos/marks, be notified to AINDT, and the complaint against the Qualified/Certified person be proven by the AINDT Discipline Committee, Qualification/Certification may be withdrawn for a period at the discretion of the NDT Certification Board.

To regain certification, the person shall apply to the AINDT after expiration of the period of withdrawal, as a new applicant and shall pass all relevant examinations for the NDT Method/Industry Sector.

An appeals committee is available if required by the disqualified person.



23.3 AINDT CODE OF ETHICS

All AINDT Certificate holders shall sign to abide by the AINDT Code of Ethics, in all matters relating to the Institute or when discharging their professional duties:

- Comply with the relevant provisions of the certification scheme.
- Make claims only with respect to the scope for which certification has been granted.
- Not use the certification in such manner as to bring the AINDT or the Certification Board into disrepute, and not make any statement regarding the certification which may be considered misleading or unauthorised.
- Discontinue the use of all claims to certification that contain any reference to the AINDT or the Certification Board or to certification upon suspension or withdrawal of certification, and return any certificates and/or I/D cards issued by the Certification Board.
- Not use the certificate or ID card in a misleading manner.

The entire AINDT Code of Ethics can be found on the AINDT website.