



**CONDITIONS OF ALLOCATION OF CERTIFICATION**

Initial certification, renewal and re-certification

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**DIFFUSION:**

The most recent version of this document is accessible on the page called: Certification – CFPC on the Website <http://www.protectioncathodique.net> (link from the Website <http://www.cefracor.org>).

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1	Taking into account the Procedure 16000	J.M FOUREZ	J.M. FOUREZ	D.COPIN	27/07/05	01/10/05
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## **1. Scope**

This document describes the prior requirements and the methods of allocation of the AFNOR Compétence certificates to the personnel in cathodic protection as specified by the Conseil Français de la Protection Cathodique (CFPC). The CFPC is a department of the CEFRACOR acting as a Delegated Body of AFNOR Compétence, which is a Certification Body, in agreement with the standards EN ISO/CEI 17024 and EN 15257.

## **2. Field of application**

This procedure specifies the conditions of allocation of the AFNOR Compétence certificates to the personnel in cathodic protection for four competence levels in the following application sectors:

- Buried or submerged metallic structures (Sectoral Committee “Land”)
- Metallic structures exposed to sea (Sectoral Committee “Seawater”)
- Reinforced concrete structures (Sectoral Committee “Reinforced concrete”)
- Internal surfaces of metallic structures (Sectoral Committee “Internal surfaces”)

## **3. Reference documents**

EN ISO/IEC 17024: Conformity assessment - General requirements for bodies operating certification for persons.

EN 15257: Competence levels and certification of cathodic protection personnel.

Quality Manual of the CFPC

CFPC Procedure BC/PR/5000: Certification Process

CFPC Procedure BC/PR/2000: Evaluation and process of claims and appeals

CFPC Procedure BC/PR/7000: Examination Centres – Rules and approval

CFPC Procedure BC/PR/16000: Follow-up of certified persons

CFPC Procedure BC/PR/18000: Training Centres – Rules and approval

Décret n° 90 277 du 28 Mars 1990 - NOR : TEFT9003290D - J .O. du 29 mars 1990 relatif à la protection des travailleurs intervenant en milieu hyperbare.

## **4. Terms and definitions**

The different terms and definitions which apply in this document are described in clause 3 of the standard EN 15257.

These definitions are detailed and completed below:

Sectoral committee:	Committee depending on the CFPC. It takes part in the management of certification in a given application sector.
Employer:	Entity for which the candidate works in a regular way (if applicable).
Assessment Committee:	Committee chosen by the CFPC Board. It takes part in the assessment of the competence of a candidate applying for a level 3.
Certification examination:	Set of tests constituting the initial evaluation of a candidate for a given competence level. This set allows to measure and certify the competence of the candidate by one or more ways such as a written examination, an oral examination, a practical test or observation.
Renewal process	Mechanism constituting the evaluation of a candidate for the renewal of certification 5 years after his or her initial certification or after a re-certification.

Re-certification examination: Set of tests allowing the evaluation of a candidate for his or her re-certification 10 years after his or her initial certification and then every 10 years, or in case of failure of the renewal process.

## **5. Competence levels of the personnel**

A certified personnel in accordance with the standard EN 15257 "Competence levels and certification of the personnel in cathodic protection" has to be classified in one of the levels 1, 2 or 3 as it is defined below, for a given application sector.

In addition, personnel can be certified on a level called "1S" defined below. The requirements of the standard EN 15257 also apply to level 1S except when it is differently specified in this document.

### **Level 1S**

A person certified on level 1S must have proven that he or she has knowledge simplified with regard to the level 1 in the following fields:

- the basic principles in electricity, corrosion and coatings of metallic structures;
- the application of cathodic protection and the measurement associated techniques;
- the basic aspects about safety.

In the concerned application sector, the personnel of level 1S must be competent for:

- checking the validity of the calibration of the cathodic protection measurement and monitoring equipment usually used,
- carrying out simple measurements and checks after having received written instructions,
- correctly reading and classifying in a comprehensible way the results of measurements and checks,
- carrying out simple checks and measurements during the set up of the cathodic protection systems,
- carrying out common maintenance work on the cathodic protection systems.

The detailed description of the tasks that a personnel of level 1S must be able to fulfil is given in the tables 1G (general tasks) and 1M (specific tasks for the "Seawater" application sector), established from the tables B.1 and B.3 of the standard EN 15257. Additional tables will be introduced for the specific tasks of the other application sectors when the level 1S is operational in these sectors.

### **Level 1**

A person certified in level 1 had to prove that he or she has general knowledge in the following fields:

- basic principles in electricity, corrosion and organic coatings of metallic structures;
- cathodic protection and measurement techniques;
- the aspects about safety and applicable standards concerning cathodic protection.

The detailed description of the competence level 1 is given in the appendix B of the standard EN 15257. In the concerned application sector, the personnel of level 1 have to be qualified:

- to check the validity of the calibration of the cathodic protection measurement and monitoring equipment;
- carrying out measurements and checks after having received written instructions
- to collect and classify the results of measurements and checks;
- to write down the results in a comprehensible way;
- to supervise and carry out checks and measurements during the installation of the cathodic protection systems;
- to do routine maintenance work on the cathodic protection systems;

- to carry out cathodic protection tasks in accordance with written technical instructions and under the supervision of personnel of level 2 or 3.

**Table 1 G: Tasks to be fulfilled for the competence level 1S (any sector of application)**

Task number	Task description
5	Collection of general information for design purposes based on technical instructions for simple conditions (as defined in B.1.3)
13	Awareness and compliance with safety requirements related to application of CP in the application sector, task and competence level

**Table 1M: Specific tasks to be fulfilled for the competence level 1S in the application sector of the metal structures exposed to sea**

Task number	Task description
3 modified	Checking of installation of galvanic or impressed current anodes and monitoring systems
6	Verification of the electrical continuity of all parts of the structure to be protected
7	Measurement of metal to electrolyte potential in seawater by simple methods from surface with mobile reference electrode
8	Measurement of metal to electrolyte potential in seawater from surface with monitoring systems (permanent reference electrodes and connection by cables or acoustic transmission)
9 modified	Measurement of metal to electrolyte potential in seawater by diving with mobile reference electrode connected to measurement system in surface
10 modified	Measurement of metal to electrolyte potential in seawater by autonomous measurement device combining reference electrode, voltmeter and contact
11	Measurement of anode current output from surface using monitoring systems (monitored anodes and connection by cables or acoustic transmission)
12 modified	Measurement of current output of stand-off anodes using underwater clamp meter
13	Checking of calibration of measurement equipment before use
14 modified	Measurement of potential gradient in seawater
20 modified	Reading of d.c. power sources output current and voltage
28 modified	Visual inspection: Physical damage to surface and cathodic protection system, coating damage, corrosion damage
29 modified	Estimation of anode dimensions
30 modified	Measurement of pit depth with underwater mastic replica
32 modified	Measurement of extent of underwater corroded area
35 modified	Measurement of resistivity of seawater by conductivity meter

## **Level 2**

In addition to the competences of the personnel of level 1, a certified person of level 2 had to prove that he or she has detailed competence in the following fields:

- the general principles of corrosion and cathodic protection;
- the fundamental principles of electricity;
- the importance of coatings and their compatibility with cathodic protection;
- the detailed knowledge of the checking procedures of cathodic protection and of the aspects of safety.

The detailed description of the competence level 2 is given in the appendix B of the standard EN 15257. In the concerned application sector, the personnel of level 2 must be qualified:

- to fulfil and supervise all the functions of level 1;
- to give advice to the personnel of level 1;
- to define the measurement and monitoring techniques of cathodic protection for the intended goal;
- to define the limits of application of the method of measurement in accordance with established procedures;
- to transform the standards and specifications of measurement and monitoring of cathodic protection in written technical instructions of measurement and monitoring of cathodic protection, of routine maintenance as well as of installation procedures;
- to set up the measurement and monitoring equipment and to check the settings;
- to classify and write down the results of measurements and checks of cathodic protection;
- to explain and evaluate the results in accordance with the applicable standards, codes and specifications;
- to determine the routine corrective actions;
- to carry out some design work in cathodic protection under the supervision of a certified person of level 3. According to the local regulation, a certified person of level 2 can carry out design works in cathodic protection as described in the Appendix B of standard 15257, in accordance with established procedures, in a known environment, with no supervision;
- to supervise and check the installation of the cathodic protection systems;
- to start up the cathodic protection systems under the responsibility of a certified person of level 3. According to the local regulation, a certified person of level 2 can do simple startups in cathodic protection as described in the Appendix B of standard 15257, in accordance with procedures established, in a known environment, without supervision;
- to ensure the maintenance of the cathodic protection systems;
- to understand and to be able to realise tasks of cathodic protection in accordance with established or recognized procedures.

### **Level 3**

A certified person of level 3 had to demonstrate evidence of:

- his or her detailed knowledge concerning the theory of corrosion, the fundamental principles of electricity, the conception, the installation, the startup, the verification and the evaluation of performance of cathodic protection, including safety in at least an application sector;
- his or her competence to undertake without supervision the design of the cathodic protection systems in at least an application sector;
- an enough theoretical knowledge and practical experience in cathodic protection to allow to choose the methods of verification of cathodic protection, the monitoring requirements and the criteria of performance;
- his or her competence for the evaluation and the interpretation of the results of application of cathodic protection in accordance with the existing standards, codes and specifications;
- his or her competence to contribute to the development of the verification and performance criteria when there is none of these criteria existing;
- the fact that cathodic protection used in the other application sectors is overall familiar to him or her.

The detailed description of the competence level 3 is given in the appendix B of the standard EN 15257. In the concerned application sector, the personnel of level 3 must be qualified:

- to carry out the design of any system of cathodic protection;
- to establish and validate the procedures of measurement and verification in cathodic protection;
- to interpret the standards, codes, specifications and procedures;
- to select the specific checking methods and procedures of cathodic protection that have to be used;
- to interpret the reported results of measurement and verification of cathodic protection and to use these results to check the efficiency;
- to determine all the corrective actions;
- to carry out, supervise and validate all the functions of level 1 and level 2;
- to assume the whole technical responsibility of his/her personnel and/or of a training or an examination centre;
- to use his or her field experience in order to improve the designs, exploitations, checkouts of performances and procedures of maintenance in cathodic protection.

The personnel of level 3 can be authorized by the certification body or the delegated body to manage and supervise, on his or her behalf, the training and/or the examinations for level 1 and level 2.

## **6. Conditions of admissibility**

### **6.1. Training**

#### Level 1 S

No training is required previously to the training period which is combined with the certification examination but a personal preparation is recommended before this training period.

The personal preparation can be done, for example, from the documents put on the Website: [protectioncathodique.net](http://protectioncathodique.net).

#### Levels 1 and 2

The candidate has to provide the documented proof that he or she attended and completed a formal training period or a documented training period on the job, in the application sector for which the certification is required or that he or she will have attended it before the examination.

The minimum training durations are indicated in the table 2.

**Table 2: Minimum required training duration**

<b>Starting level</b>	<b>Level to be reached</b>	<b>Training duration</b>
0	1S	28 h included in the training–examination period
	1	40 h
	2	80 h
1	2	40h

### Level 3

The candidate has to provide documented evidence concerning his or her training, experience, theoretical knowledge and his or her practical abilities in cathodic protection in order to allow the certification body to evaluate his or her competence.

#### **6.2. Industrial experience**

The minimum requirements concerning the duration of the experience in cathodic protection, in all application sectors together, in order to be able to acquire the certification, for a particular level of certification must be, at a minimum, as they are defined in table 3. It can be full or part time experience.

Moreover, the candidates applying for the certification have to show that they have at least 50 % of the total minimum required experience indicated in table 3 in the application sector for which they apply. The table 3 shows the minimum experience duration requirements for the certification application in the concerned application sector.

If one or the two minimum industrial experience criteria are not fulfilled, the registration for an examination is nevertheless possible. If the examination is successfully passed, a **provisional certificate** will be delivered indicating that the complete certification will be delivered only when the industrial experience period is completed in a satisfactory way.

The documented evidence relating to the industrial experience has to be confirmed by the employer and/or other people independent and subjected to the organization of certification.

Any candidate with the certification of level 3 in any of the application sectors has to show by documented evidence that he or she is qualified, for the theory as well as the practice on level 2 in the suitable application sector or that he or she successfully passed the examination of level 2.

#### **6.3. Conditions of admissibility checkout**

The conditions of admissibility are checked by the concerned sectoral Committee which relies on the registration request file for the examination of certification "BC/DE/5015" that each applying candidate has to fill out. These files are accessible on the page called: Certification – CFPC on the Website <http://www.protectioncathodique.net> (link from the Website <http://www.cefracor.org>).

#### **6.4. Other conditions**

The candidate as well as his or her possible employer commit themselves, during the registration request:

- to respect the specified ethic rules (BC/PR/4000) "Requirements for a candidate with the certification of level 1 and 2"
- to pay the amount of the registration fees for the sessions and to pay the yearly stamp duty.

For the level 1S Seawater, the applicant has to demonstrate he or she has a Certificat d'Aptitude à l'Hyperbarie (CAH) and the medical certificate valid the day of the examination as they are requested by Décret 90-277 du 28 mars 1990 or any recognized equivalent system. The minimum qualification accepted is Mention B Class I.

#### Insurance

The candidate will have to make sure, or check that he or she is insured against the risks of personal or material injuries (Liability Insurance) that can occur during his or her stay in the Examination Centre or during his or her transportation.

In case of any disaster occurring because of the candidate, his or her liability will be total and the candidate cannot prevail over a partial or total lack of information.

**Table 3: Minimum required experience in cathodic protection**

Target Level	Educational qualification of the candidate in relevant scientific and engineering disciplines	Minimum number of years of experience, all application sectors together	Minimum number of years of experience in the concerned application sector
1S	All cases	0	0
1	All cases	1	0,5
2	Specialized education in corrosion field	2	1
	Technical education	3	1,5
	All other cases	4	2
3	Specialized education in corrosion field	5	2,5
	Technical education	8	4
	All other cases	12	6

The durations of experience defined in table 3 are to be considered as years corresponding to a full time or partial time activity. EN15257 standard does not specify a minimum percentage of time spent in cathodic protection in the timetable of candidates. The « cathodic protection personnel » concerned by the standard is defined as « personnel who devote a regular and significant percentage of their professional activity to the practical application of cathodic protection within one or more of the application sectors ». For the AFNOR Compétence Certification scheme operated by the CFPC, it is considered that the minimum percentage of time spent by the candidate for cathodic protection and associated anticorrosion techniques shall be greater than 10%.

## **7. Conditions of allocation of certification**

The allocation of certification in cathodic protection for a definite level and sector is subjected to the respect of the conditions of admissibility associated to this level and this sector and to the success of the examination of certification for the levels 1S, 1 and 2 and of the assessment for level 3.

The candidate must have in his or her possession valid and non ambiguous evidence of his or her identity (for example identity card, passport or driving license with an identity picture) and an official convocation relating to the examination.

### **7.1 Examiners**

The examination sessions are led, supervised and corrected by two examiners, one of them being the main examiner, responsible of the sessions management and grading (cf. BC/PR/5000 "Certification process").

An examiner who has trained one of the candidates or who is employed in the same company as one of the candidates cannot be the main examiner.

For level 1S, only one examiner is required as long as he fulfils the particular independence requirements about the main examiners.

The examiners attest their independence and their integrity and guarantee the confidentiality of all the information collected during the process of evaluation of the candidates, except the information concerning the sessions grading (transmission of the information limited to the certification Board and to the interested candidate).

### **7.2. Organization of the examinations of certification for levels 1S, 1 and 2**

The examinations take place in the Examination Centres approved according to the procedure "Rules and approval for the Examination Centres" (BC/PR/7000) by the CFPC Board in accordance with the procedure BC/PR/5000" Certification process".

The theoretical and practical sessions are done without personal document, nor notes or programmable calculator. The necessary data such as abstracts of standards, graphs or numerical tables, etc are provided to the candidate the day of the examinations if necessary.

Any candidate who, during the examination, does not respect the rules, commits a fraudulent act or who is accomplice in such an act, is excluded from the rest of the sessions. The candidate has to wait at least a year before being allowed to apply for a new examination.

There are three examination sessions:

- **Two theoretical sessions** based on a multiple-choice questionnaire (MCQ) coming from a collection of unpublished questions.
  - one session called " Common-core "
  - another session called " Sectoral "
- **One practical session**

**The theoretical session about the Common-core** must allow the candidate to show that he or she has the general required knowledge for the comprehension of the phenomena of corrosion, cathodic protection and coatings.

**The theoretical "Sectoral" session** must allow the candidate to show that he or she has the necessary knowledge and competences to undertake the tasks corresponding to the concerned application sector.

For these two sessions, the questions are selected in a random way in the collection of questions of general knowledge for the Common-core and in the collection of specific questions regarding the concerned application sector. The number of questions for each session is given in table 4 together with the total allowed duration. When a candidate applies only for the sectoral session, the allowed duration is defined on the prorata of the number of questions.

**Table 4: Number of examination questions (MCQ)**

Session	Level 1S	Level 1	Level 2
Common-core	10	20	25
Specific session	20	20	25
Total duration allowed	1hr 30	1hr 45	2hr 15

The **practical session** is described below.

*For the levels 1S and 1:*

- one test in a laboratory
- two tests, at a minimum, carried out on an experimental system or on a real instrumented structure

During these tests, the candidate has to show that he or she has the competences:

- to explain the meaning of the carried out measurements;
- to take correctly the potential measurements allowing to come to a conclusion about the performance and the efficiency of the cathodic protection for the considered sector;
- to take measurements other than those of the potentials.

The time allocated to the candidates during the practical session of examination is based on the number and the complexity of the specific subjects to handle for the concerned sector and level.

*For level 2:*

- one or several written test(s)
- one oral test

- one measurements test (Sector “Seawater”)

During these tests, the candidate has to show that he or she has the competences:

- to analyze a measurements report or a concrete case and to define the corrective actions;
- to prepare written instructions to carry out a task of level 1;
- to verbally clearly explain a specific topic corresponding to the knowledge required for a level 2 of the given application sector concerning the activities requested from a person of level 1.

The time allocated to the candidates during the practical session of examination is based on the number and the complexity of the specific subjects to handle for a concerned sector.

The description of the examinations is detailed in the procedure BC/PR/5000 “Certification process”.

After an examination session of level 1S, 1 or 2, a “Certification Board” with at least 4 members is constituted and validated by the CFPC Board. They meet together to decide on the results of examination. It is composed of at least two members of the CFPC Board, an reporting examiner, some certified people of level 3 as well as if needed of renowned persons in the anticorrosion field. These persons act as advisers but do not take part in the final vote.

### **7.3. Organization of the assessment of certification for level 3**

There are three steps for the assessment process, each one being activated only after validation of the previous one:

- Study of the admissibility of the registration dossier by the Sectoral Committee
- Study and grading by the members of the Assessment Committee of a memorandum written by the candidate
- Presentation of the memorandum by the candidate and final grading.

**The study of the admissibility of the registration dossier by the Sectoral Committee** is about:

- scientific and technical qualifications of the candidate;
- the extent of the responsible experience in the particular application sector for which he or she is a candidate;
- examples of design documents, reports or technical papers prepared by the candidate.

To be admissible, except the requirements defined in the § 6 of this document, the dossier has to demonstrate a knowledge of the general and specific aspects of the theory of cathodic protection and the ability to prepare technical reports.

The file must be supported by at least two independent referees who must be able to attest to the veracity and the accuracy of the dossier.

**The study by the members of the Assessment Committee of a memorandum** written by the candidate for whom the admissibility was decided allows to check the relevance and the technical level of the document and to grade it.

In order to highlight his or her competences, the candidate must choose a memorandum concerning a problem he or she had to deal with during his or her career including a certain number of technical difficulties.

The memorandum, twenty to thirty pages, pictures and appendices not included, shall be self supporting. It has to be readable by a scientist non specialized in cathodic protection. It can be written in French or in English.

It must include the following sections:

- Introductory statement of the technical problem to be solved
- Study or technical realization of the problem
- Technical evaluation of completed work, measurements, experience feedback...

- Conclusion

The memorandum shall be sent to the CFPC by e-mail at least one month before the date of presentation.

If the grade is satisfactory, **the presentation of the memorandum by the candidate** takes place, in French or in English, in the premises of CEFRACOR, located at La Maison de la Chimie, 28 rue St Dominique in PARIS.

The purpose of this presentation is to check that the candidate is able to explain the whole document he or she wrote and that his or her scientific and technical culture meets the necessary criteria for the level 3 and in particular about his or her capacity to carry out the tasks of levels 1 and 2.

The presentation includes an oral explanation of approximately 45 minutes by the candidate, followed by questions asked by the Assessment Committee.

The Assessment Committee meets together if necessary for an examination of the dossiers for a certification request.

The Assessment Committee is convened in "Certification Board of level 3". It brings together the President of the CFPC or its representative and at least 4 of his experienced members in cathodic protection including at least two certified people of level 3 and possibly external people who have renowned responsibilities in the anti-corrosion field. These persons are only advisers but they do not take part in the final decision. They must attest of their independence and confidentiality.

**7.4. Grading of the examination or the evaluation of certification**

**7.4.1. Levels 1S, 1 and 2 (examination)**

The three sessions are graded separately, in order to:

- For levels 1 and 2, allow the candidate to apply for a certification in another application sector for the same competence level, without taking a new Common Core session.
- in case of failure, not to have to take again, during the reexamination, the sessions that the candidate passed with success.

Each session is graded according to a scale defined in a document (BC/DE/5007) and summarized in table 5.

**Table 5: Grading scale for the levels 1S, 1 and 2 (Certification)**

Sessions	Application Sector "Land"		Application Sector "Sea"		
	Level 1	Level 2	Level 1S	Level 1	Level 2
Common Core	20	25	10	20	25
Specific session	20	25	20	20	25
Practical session	Lab: 15 Potential measurement: 25 Additional measurement: 20	Oral: 20 Report: 20 Instruction: 10	Lab and/or measurements in seawater tanks: 30 Surface measurements on structure: 20 Subsea measurements: 20	Lab: 15 Measurements in seawater tanks: 30 Surface measurements on structure: 15	Oral: 15 Written tests: 25 Measurements: 10

In order that a candidate can be certified, the final grade of the examination, calculated out of 10, has to be higher or equal to 7/10 without a grade lower than 6/10 in one of the 3 sessions. For the level1S Seawater, subsea measurements are graded independently from the two other practical measurements which are graded altogether.

### 7.4.2. Level 3 (assessment)

The elements taken into account for the grading of the assessment steps are indicated in table 6.

The grading of the assessment is done in 2 steps:

a) Memorandum grading (technical and/or scientific content of the document, quality of the writing and the presentation): a grade of 28/40 is necessary so that the candidate can do his or her presentation in front of the Certification Board of level 3.

b) Presentation grading (control of the subject, theoretical knowledge, clarity of talk, relevance of the answers to the questions about the subject extended to the relevant field of certification): a grade of 42/60 is necessary so that the candidate can be certified.

In order that a candidate can be certified of level 3, the final grade of the examination (memorandum and presentation) must be higher or equal to 70/100.

If the total result (memorandum and presentation) is between 60/100 and 70/100, there is a dialogue between the members of the Certification Board of level 3 for a possible making up of the candidate or for a re-assessment.

**Table 6: Grading description for level 3**

	Scope	Grading scale
Memorandum (written)	Technical and/or scientific content of the document	0 to 30
	Quality of the document (drafting, presentation)	0 to 10
Presentation (Oral)	Control of the subject, theoretical knowledge	0 to 25
	Clarity of talk	0 to 10
	Relevance of the answers to the questions about the subject extended to the relevant field of certification	0 to 25
Total		0 to 100

### 7.5 Decision about the allocation of certification

The CFPC Board brings together a Certification Board a few days after each exam session of levels 1S, 1 and 2 and the very same day for the exam sessions of level 3. The certification Board examines the results obtained and the recommendations of the examiners in order to decide which are the candidates accepted for the certification.

The decisions taken are sent to AFNOR Certification in the form of a report, which validates the decisions and informs the candidates about the results and the grades they had. The list of the certified persons is published by CEFRACOR/CFPC and AFNOR Certification.

### 7.6 Re-examination and re-assessment

In case of failure at the certification examination of level 1S, 1 or 2, the candidate can keep the benefit of the grades higher than 6/10 obtained in one or more sessions if he or she registers again for a re-examination session twelve months after the original evaluation at the latest. He or she is authorized to apply only one time for a re-examination. The candidate will only take the failed sessions. For this registration, the candidate must show that he or she attended an additional adapted training.

In case of failure at the re-examination, the candidate can take again the whole session according to the procedure set for the new candidates.

In case of failure at the assessment of certification of level 3, the candidate can keep the benefit of the grades obtained for the memorandum or for the quality of the presentation if he or she registers again for a re-assessment twelve months after the original assessment at the latest. He or she is authorized to apply for a re-assessment about the same memorandum with the necessary improvements and supplements or about a new memorandum previously validated by the CFPC Board.

### **7.7 Exemptions of competence evaluation**

The certified personnel of level 1 or level 2 in a given sector of application and applying for another sector of application is exempted, if he or she asks it, to take the Common Core session. The candidate keep then the grade he or she got at the previous exam for the Common Core session.

### **7.8. Fraudulent acts**

Any candidate who, during the examination, does not respect the above mentioned rules, commits a fraudulent act, or he or she is an accomplice of such an act, is excluded from the rest of the sessions. The candidate must wait at least one year before being allowed to take a new examination.

Any incident must make the object of a statement established by the examiner and transmitted to the Certification Board for the final deliberation.

### **7.9. Claims and appeals**

The claims and appeals are not acceptable beyond thirty days after the results were sent to the candidate.

They are treated according to the procedure BC/PR/2000 «Claims and appeals examination and process».

## **8. Certificates**

### **8.1. Validity period of the certificates**

The validity period of the certificate is 5 years. The starting date of the validity of certification is the one recorded by AFNOR Certification. It is mentioned on the certificate.

The certification becomes non valid:

- on the initiative of the CFPC, for example after having knowledge of evidence concerning a non ethical behaviour incompatible with the procedures of certification;
- if a significant interruption, as defined in the standard EN 15257, occurs in the application sector for which the person is certified.

### **8.2. Fraudulent use of the certification card**

In case of a professional dispute concerning the fraudulent use of the certification card of a person, the complainant can make a claim at the CFPC.

Any claim related to a fraudulent falsification or use of a certification card by the personnel or his employer, is examined according to the procedure "Claims and appeals examination and process"(BC/PR/2000).

The CFPC Board keeps the right to inform, to retrogress or to even invalidate the certification of a personnel certified in cathodic protection when notorious insufficiencies or failures in the discharge of his or her activities were brought to its attention via a written and a well argued way such as it is specified in the procedure "Claims and appeals examination and process" (BC/PR/2000).

### **8.3. Establishment of the certificates**

AFNOR Certification establishes for each personnel recently certified a certificate with at least the following mentions:

- The last name and the first name of the certified person;
- The certification issue date;
- The certification expiration date;
- The application sector and the level of certification;
- The name of the Certification Body;
- The signature of the certified person;
- The unique identification ;

- The signature of the designated representative of the Certification Body.

#### **8.4. Change of employer and / or new address**

The certified personnel who changes employer and / or has a new address has to inform the CFPC in order to update the file of the certified persons.

#### **8.5. Certificate for a new competence level or for a new application sector**

A person, already certified in a given level or a given sector, who passed a new examination for another level or sector gets a new certificate.

#### **8.6. Provisional certification**

For levels 1 and 2, if a candidate has not enough industrial experience at the time of the examination and if he or she passed successfully the examination, he or she receives a Provisional certificate issued by AFNOR Certification indicating that the complete certification of the candidate will be delivered only when the period of industrial experience is completed in a satisfactory way.

### **9. Certification renewal**

#### **9.1 Conditions of allocation of the renewal of certification**

The certified personnel follow-up is defined in the procedure BC/PR/16000.

After the first period of validity of certification (5 years) and then every 10 years, the certification of the personnel must be renewed for a new 5 year-period.

The renewal is subordinated to the favorable analysis, by the concerned sectoral Committee, of the follow-up sheets of the certified personnel according to BC/DE/16001. These follow-up sheets must bring the proof of a continuous and satisfactory professional activity without significant interruption and of the actualization of the technical knowledge in the sector of application for which the certification renewal is required.

The renewal of the certificates is proposed by the Sectoral Committee and is confirmed by the CFPC Board.

The follow-up sheets of the certified personnel are filed with the file of the first certification.

In accordance with the standard EN 15257, it is considered that there is a continuity of the activity if this one is done without absence or change of activity during a total cumulated time at least equal to one year or to two or several periods corresponding to a total duration exceeding the 2/5 of the total duration of the certificate validity.

If the criteria of renewal, checked in the follow-up sheets, are not satisfied, the certified person can choose between a “**certification renewal audit**” or a “**re-certification examination**” for the levels 1S, 2 or 2 or a “**re-certification assessment**” for level 3 (cf. § 10). In case of failure at this examination, the person must be considered as a new candidate for the certification in the concerned application sector and level.

#### **9.2 Organization of the certification renewal audit**

The audit proposal is made by the concerned sectoral Committee to the certified person. It is subjected to written information and a request to access the necessary technical documents so the audit can go smoothly. The auditor is selected among the examiners.

The results of the audit are validated by a Certification Board within a time not exceeding 3 months after the end of the audit. The conclusion of the deliberations is sent to AFNOR Certification.

The certification renewal audit is organized, if it is necessary, by the sectoral Committee in the buildings of the company where the certified person works in order to be able to have the necessary documents to evaluate the work done in the activities of cathodic protection.

The audit is about:

- an analysis of the information possibly indicated by the certified person on the follow-up sheets

- an examination of the work completed by the candidate during his activities for the concerned level and sector.
- an exchange with the certified person in order to check the aptitude to take the measurements requested for a certified person of the concerned level.

The audit is done on a suitable date for the certified person and for the auditor and it lasts approximately half a day.

In case of absence of the certified person, except for an absolute necessity, or if he or she refuses to meet the auditor, the certification renewal is refused.

An oral report at the end of the audit is made by the auditor. It is confirmed by the CFPC Board.

### **9.3 Grading of the certification renewal audit**

Each audit is graded according to a scale defined in a document (BC/DE/5007) and summarized in table 7:

**Table 7: Grading scale for the renewal audits**

Levels	All
Analyze of the information on the follow-up sheet	/ 5
Inspection of the work completed by the candidate	/ 10
Oral validation of the candidate competences	/ 15

The final grade of the certification renewal audit must be higher or equal to 21/30.

## **10 Re-certification**

At the end of each second period of validity (every 10 years), the re-certification is maintained only after a re-certification session (levels 1S, 1 or 2) or a re-certification assessment (level 3) organized according to a simplified procedure explained below, and passed successfully.

### **10.1 Organization of the re-certification examination**

The re-certification examinations or assessments must be taken within a period ranging between 6 months before the end of validity date and 6 months after this due date, except in case of force majeure (disease, strike, expatriation...).

The examinations take place in the Examination Centres approved according to the procedure "Rules and approval for the Examination Centres" (BC/PR/7000) by the Certification Board in accordance with the procedure PR/BC/5000 "Certification process".

The sessions of examinations are led, supervised and corrected by at least one examiner as long as he fulfils the specific independence requirements applicable to the main examiners as it is defined in 7.1.

The re-certification examination includes a sectoral practical session which allows to evaluate the continuous aptitude to fulfil corresponding tasks of cathodic protection adapted to the level and the application sector of the certification to be renewed.

The examination lasts about 1 hour per candidate.

This session is described below:

For the levels 1S and 1, the examination is based on one practical session of measurements carried out on an experimental device and / or a real instrumented structure and in a laboratory so the examiners can complete their opinion on the aptitudes of the candidate to carry out the requested tasks.

For level 2, the examination is based on one oral session which allows to show that the candidate has competences to carry out and explain the different steps of a study, analysis and to define an instruction to be used by a person of level 1:

- on the basis of concrete topics, the candidate has to explain the necessary steps to carry out a study and design a cathodic protection installation.

- from a measurements report, the candidate has to give his or her opinion about the efficiency of a cathodic protection and to propose, if it is necessary, the actions to be set up in order to improve the situation.

If the candidate fails the re-certification examination of levels 1S, 1 or 2, he or she can take only one time a re-examination for the totality of the examination sessions of re-certification and within a time ranging between 7 days and 6 months.

In case of failure, the certificate will not be renewed. To be certified again in the concerned level and application sector, the candidate has to apply for a new initial certification examination.

For level 3, the re-certification assessment is based on the analysis of a file provided by the candidate, detailing his or her permanent professional activities proving his or her continuous aptitude as a person in charge of the achievement of the specified tasks for a person of level 3 in the application sectors (reports, projects, technical articles, training, conferences, etc).

The CFPC requires that the candidate makes this file validated by his/her employer and/or by independent referees.

If it is necessary, the CFPC Board can interview the candidate.

### **10.2 Grading of the re-certification examination or assessment**

Each examination or assessment is graded according to a scale defined in a document (BC/DE/5007) and summarized in table 8.

**Table 8: Grading scale for the re-certification examinations and assessments**

<b>Levels 1S and 1</b>	<b>Level 2</b>	<b>Level 3</b>
Topic 1: /10	Study: /10	File analysis: /20
Topic 2: /10	Analysis: /10	

In order that the certification of the candidate can be renewed, the final grade of the re-certification examination or assessment must be higher or equal to 7/10 without any grade lower than 6/10 in one of the sessions.

The conclusion of the deliberations is sent to AFNOR Certification, which decides.

The mention of re-certification is indicated on the new certificate sent to the certified person as well as the end of the new validity period.

The file of re-certification is filed with the file about the first certification and the renewal.

### **11. Certification expenses and Stamp Duty**

The CFPC Board defines the amount and the conditions of payment of the expenses related to the certification. It notifies AFNOR Certification about it.

The certifications, renewals and re-certifications are subjected to a yearly stamp duty paid to the CFPC. The amount of the stamp duty is decided every year by the CFPC Board.

The stamp duty is only charged from the second calendar year after the year of the certification allocation.

After a reminder letter, if the certified person does not pay the yearly stamp duty, his or her name will be removed from the list of the certified persons.