



FOLLOW-UP OF CERTIFIED PERSONS

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1. Scope

This procedure describes the methods defined by the CFPC in order to make respect the requirements provided in the standard EN 15257 about the certified persons follow-up.

It defines the conditions allowing the renewal of a certified person 5 years after his or her initial certification and then every 10 years.

It defines the conditions allowing the re-certification of a certified person beyond the 10 year-period after his or her certification and then every 10 years.

2. Field of application

The procedure refers to all the persons who obtained a certification AFNOR Compétence / Protection cathodique in a given level and a given application sector.

It is mandatory.

3. Reference documents

- Quality Manual of the CFPC
- EN 15257: Cathodic protection - Competence levels and certification of the personnel in cathodic protection
- EN ISO/CEI 17024: Conformity assessment - General requirements for bodies operating certification of persons.
- AFNOR Compétence / Protection cathodique certification rules
- General rules of AFNOR Compétence mark.
- CFPC procedure BC/PR/2000: Evaluation and process of claims and appeals
- CFPC procedure BC/PR/1000: Condition of allocation of certification (initial certification, renewal and re-certification)
- CFPC procedure BC/PR/11000: Documentary management, responsibilities and general principles.

4. Certification renewal and re-certification

The certification renewal and the re-certification are pronounced under certain conditions defined in the procedure BC/PR/1000 " Conditions of allocation of certification (initial certification, renewal and re-certification) ".

The certification renewal and the re-certification, specified in the clause 9 of standard EN 15257, imposes a follow-up of the certified personnel as it is mentioned below.

5. Follow-up documents of the certified persons

The documents allowing the follow-up of the certified persons are set up on two levels.

5.1 A follow-up sheet (BC/DE/16002) by the filled-in by the certified person

This sheet is addressed to the certified person during the last year of the validity period of his or her certification. It refers to the highest level obtained by the person for a given application sector. It informs the CFPC about the activities of the person linked to his or her job during the considered period about:

- the working time devoted on average, during the five last years, to the cathodic protection of structures for each application sector

- the updating of knowledge for the considered level and sector.

It commits the certified person about the respect of the requirements of the standard EN 15527 about the tasks he or she achieves in his or her activity, in the application sector for which he or she is certified.

The sheets must be well filled-in with the maximum of care and returned to the CFPC within a time not exceeding 3 months. They must precise in particular:

- the activities of the occupied working position,
- a potential justifying document, from an employer or a customer, confirming this activity,
- the actions undertaken for the updating of knowledge such as for example: training periods in cathodic protection (dates to be indicated), periodic information meetings (the periodicity and the contents to be specified), participation in congresses or various events (it is necessary to precise which ones as well as the dates), participation in working parties, etc.

While returning all the documents, the certified person authorizes the CFPC to do the verification it would consider as necessary.

One reminder is sent by the secretary of the CFPC if the forms are not returned.

Should the renewal criteria would not meet the requirements, the certified person is proposed to be submitted to either a renewal audit or to register to a re-certification examination (levels 1S, 1 or 2) or a re-certification assessment (level 3).

In case of refusal, the certification of the concerned persons is cancelled.

5.2 A follow-up chart of certified persons

This follow-up chart of certified people is yearly updated for the various levels and application sectors.

It gives in particular, the dates:

- of reception of the follow-up sheets
- of the certification renewal
- of re-certification.

6. Management of the follow-up sheets and of the justifying documents - Filing

The follow-up sheets, the justifying documents and the potential documents related to the renewal audit of certification are filed according to the procedure " BC/PR / 11000 ", and are kept at least during 10 years after each renewal.

7. Renewal audit of certification

The purpose of the renewal audit of certification is to check the possibility of renewing the certification, in spite of too summary, incomplete transmitted information or that does not meet the required criteria.

The terms of the organization and realization of the audit for the certification renewal are defined in the procedure BC/PR/1000 " Condition of allocation of certification (initial certification, renewal and re-certification)".

8. Cost of certification renewal.

The cost of the follow-up of certified persons including the management and the analysis of the follow-up sheets is included in the annual stamp duty that must be paid by any certified person according to the requirements of the procedures BC/PR 1000. The price of the stamp duty is decided by the CFPC Board.

If a renewal audit is performed, the cost of this audit is decided by the CFPC Board.

These costs are indicated in the document BC/DT/5052 " Cost of certification ".

9. Sanctions

When the CFPC becomes aware of notorious failures in the practice of the activities of the certified person, the adjournment or the cancellation of the certification can be proposed by the CFPC, in accordance with criteria in the standard EN 15257, and be pronounced by AFNOR certification.

The study of each case is made by the CFPC. The conclusions are sent to AFNOR certification which decides.

After one unsuccessful reminder, if the certified person does not pay the annual stamp duty, so his or her name is removed from the certified persons list.