



CFPC BOARD
TRAINING CENTRES
RULES AND APPROVAL

BC/PR/18000

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Rev.	Reason for change	Author	CFPC verifier QA Officer	CFPC Presidential approval	Approval date	Application date
0	Creation of the procedure in accordance with the standard EN 15257	J.M FOUREZ	J.M. FOUREZ	D.COPIN	04/03/09	6/04/09
1	Finalizing before translation	M. ROCHE	J.M. FOUREZ	D.COPIN	20/01/2010	20/01/2010
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1. Scope

This procedure is about the rules, the duties and the responsibilities related to the Training Centres in order to obtain their approval by the CFPC, Organism delegated by AFNOR Certification in order to manage the certification AFNOR Compétence / Protection cathodique in accordance with the standard EN 15257.

2. Field of application

This procedure is for all the Training Centres intended for the personnel willing to take the AFNOR Compétence / Protection cathodique certification examination sessions in levels 1S, 1 or 2 in all the application sectors.

3. Reference documents

EN 15257: Competence levels and certification of the personnel in cathodic protection

BC/PR/1000: Conditions of allocation of certification - initial certification, renewal and re-certification

BC/PR/8000: Realization of internal audit

Programs of examination published by the CFPC for each competence level and each application sector.

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. Definitions.

Training centre: Centre where the trainings of level 1S, 1 and / or 2 take place. They prepare personnel to a certification examination in a given application sector.

Trainer: Personnel in charge of the training. He can work in the Training Centre or be linked through a contract to this one. The Trainer can be possibly helped, under his or her responsibility, by one or more actors.

5. Commitment of the Training Centres

The approved Training Centre has, at the same time, a reception, technical and administrative role.

It commits to respect quality criteria defined by itself as well as duties indicated below:

5.1. Reception and organization

The Training Centre has to be able to provide to the trainees the following documents that specify:

- The description and the name of the offered trainings with, amongst other things, the general contents, the prerequisites and the expected contribution from the training
- The location where the training takes place (address, access map...)
- Registration terms and costs
- Information about a person in charge of the training.
- The duration of the training
- The training sessions dates and time schedules
- The training content
- The training schedule.

The Training Centre shall also have a traced and clear process of registration and invitation of the trainees.

The Training Centre shall be able to welcome the trainees in the best comfort and safety conditions.

5.2. Training Centre personnel

The only personnel mandatory in an approved Training Centre is:

A Training Centre manager.

The Training Centre manager shall be available during the training sessions to fulfil the needs of the trainers concerning the technical means or the adaptation of the experimental site.

The organization of the training shall be validated by a person of level 3.

One or several trainers.

For levels 1 and 2, the trainers or the other training actors shall be personnel specialized in cathodic protection, certified at least on a level L+1 higher than the level of the offered training session, for the same application sector.

For the level 1S, les trainers shall be at least level 2 for the same application sector.

For the level 1S Seawater, a trainer shall have a Certificat d'Aptitude à l'Hyperbarie (CAH) and a medical certificate acceptable at the time of training, as requested by the Décret 90-277 du 28 mars 1990 or recognized equivalent. The minimum accepted qualification level is Mention B Classe I.

5.3. Premises and experimental site

The Training Centre shall have:

- An equipped room where the trainees and the trainer(s) can be welcomed in normal training conditions.

The equipment of the room will include at least:

- A computer, a video projector and a projection screen.
- A board and writing equipment.
- A laboratory equipped for the preparation of the certification sessions and with a measurement equipment in conformity with the documents BC/DT/7051 to 70054 according to the given application sector.
- An instrumented experimental site adapted to the preparation of the certification sessions with a measurement equipment in conformity with the documents BC/DT/7051 to 70054 according to the given application sector.

5.4 Training duration

The minimal duration of the training given in the Training Centres shall be at least one week of formal training in each specific application sector and for each level 1 and 2 (personse of level 2 having already obtained level 1). The training shall at least 2 weeks for the candidates of level 2 who do not have the level 1 certification. The training schedule shall include at the same time theoretical and practical topics.

For level 1S, the training is not dissociated from the examination, the whole session lasting one week.

5.5 Contractual documents

The Training Centre shall have the following documents:

The training specifications. This document shall include:

- The name and a reference number of the training activity
- The information about the training company
- The targeted personnel and the required prerequisite knowledge
- The training duration
- The objectives of the training
- The training contents
- The financial conditions

The training educational file. This document shall include:

- The name and a reference number of the training activity
- The educational organization of the training
- The time schedule
- The detail of the topics addressed by the training

The educational documents:

- Which are used as a base for the theoretical and practical courses
- Which are given to the trainees

Moreover, the Training Centre shall make the trainers sign a non disclosure commitment concerning the use of the examination questions they could see in order to guarantee that these questions are not used during the training sessions.

5.6 Safety

All the measures shall be taken to ensure the safety of the trainees in the within the Training Centre, in particular on the experimental site. The Centre shall:

- Take out a professional liability insurance covering the Training Centre for its educational activities.
- Give the trainees the safety instructions of the Training Centre.

5.7 Documentation to be handed over to the trainees

The Training Centre shall give to each trainee:

When they arrive on the site:

- The detailed time schedule of the planned training program.
- The theoretical and practical courses of the given training
- A feedback sheet about the organization and the training

At the end of the training course:

- A certificate attesting the follow-up of the training session to be used by administrative department of the employer of the trainee and by the CFPC for checking the prerequisites. This certificate shall mention the name and address of the trainee, the date and the level of the training, the number of hours of effective participation (see § 7).

5.8 Training cost

The Training Centre shall clearly define the financial conditions under which it provides the training for each competence level and each application sector. These conditions are published and then available for each potential trainee.

6. Training contents

6.1 Reference standards

The contents of the trainings offered by the Training Centre shall be based on the following standards:

For all sectors:

EN 15257, *Competence levels and certification of cathodic protection personnel*

For the sector "Land":

EN 12954, *Cathodic protection of buried or immersed metallic structures – General principles and application for pipelines*

EN 13509, *Cathodic protection measurement techniques*

EN 13636, *Cathodic protection of buried metallic tanks and related piping*

EN 14505, *Cathodic protection of complex structures*

EN 50162, *Protection against corrosion by stray currents from direct current systems*

EN 15112, *External cathodic protection of well casings*

For the sector "Seawater":

EN 12473, *General principles of cathodic protection in sea water*

EN 12474, *Cathodic protection for submarine pipelines*

EN 12495, *Cathodic protection for fixed steel offshore structures*

EN 13173, *Cathodic protection for steel offshore floating structures*

EN 13174, *Cathodic protection for harbour installations*

XP A05L-674, *Cathodic protection for ship hulls (in French)*

For the sector "Reinforced Concrete":

EN 12696, *Cathodic protection of steel in concrete*

CEN/TS 14038-1, *Electrochemical re-alkalization and chloride extraction treatment for reinforced concrete – Part 1: Re-alkalization*

For the sector "Internal surfaces"

EN 12499, *Internal cathodic protection for metallic structures*

6.2 General objectives

The training level shall be adapted to satisfy the tasks to be completed for the different qualification levels and the various application sectors as specified in the tables of the appendix B of the standard EN 15257 "Cathodic protection – Competence levels and certification of the personnel in cathodic protection".

For level 1S, the training shall be adapted to satisfy the tasks defined in Procedure BC/PR 1000 " Conditions of allocation of certification - initial Certification, renewal and re-certification".

6.3 Theoretical and technical contents

The theoretical and technical contents of each training session shall comprise the sequences adapted to each concerned level and application sector, in conformity with the program published by the CFPC for the related qualification level and the application sector.

In a general way the training sequences can include the following contents:

Theoretical contents:

- Corrosion of materials
- Chemistry and electrochemistry
- Electricity
- Cathodic protection general theory
- Cathodic protection systems
- Stray currents
- Measurement techniques
- Coatings
- Bacterial corrosion
- Knowledge of standards

Practical part levels 1 and 1S:

- Potential and intensity measurements
- Corrosivity of the environments

- Galvanic anodes, impressed current cathodic protection stations, anode groundbeds
- Isoating joints, casings
- Detection of coatings defects.

Practical part level 2:

- Design, installation and operation of a cathodic protection system
- Analyze of a situation
- Case study
- Writing of an instruction
- Specialized measurements.

7. Knowledge validation

During the training, a knowledge validation can be done in order to check that the objectives are reached.

8. Approval of the applying Training Centres

8.1 Application file

An applying organization that wishes to become an approved Training Centre for a specific application sector will send a written and dated application to the CFPC by surface mail or e-mail. When the applying organization sends its application, it is supposed to satisfy the specifications indicated in this document.

The applying Centre shall justify by sending a file that it meets the requirements of this procedure.

The Sectoral Committee possibly makes the Centre to fill in the file so it could be considered acceptable according to the procedure BC/PR/18000.

The concerned Sectoral Committee forwards the application of the centre to the Certification Board which:

- decides if the request of approval of this centre is valid,
- chooses an auditor to conduct an audit according to the procedure "Conditions of the realization of the internal audits of the CFPC" (BC/PR/8000),
- informs the Sectoral Committee about the date and the place of the audit,
- receives and analyzes the audit report,
- notifies its decision to the Sectoral Committee which informs the applying centre about the result of its approval application.

8.2 Audit

The approval of the Training Centre will be pronounced by the CFPC Board according to the result of an approval audit.

If it is necessary, the distances with the requirements of the procedure BC/PR/7000 are recorded. Some corrective actions are decided and written down on corrective action sheets according to the model "Corrective action sheets" (BC/DE/8004).

If no corrective action is required, the audit is validated and the approval is delivered.

Otherwise, the audit team checks that the corrective actions are done in accordance with the dates mentioned on the corrective action sheets written during the audit, then, depending on the cases, validates the approval or asks again for new corrective actions.

If the distances are numerous and significant, the approval will not be validated.

8.3 Approval categories

The approval of a Training Centre can be granted for one of the two following categories:

Category A: The training offered by the Centre separates the part referring to the Common Core from the part linked to the related Sector. The trainees have the possibility to register either for the totality or for one or the other offered part. The cost of each of the services depends on the trainee request.

This category does not apply to level 1S.

Category B: The training offered by the Centre does not separate the Common Core part from the sectoral part. The trainees do not have the possibility to register indifferently for one or the other part.

9. Cost of an approval audit

The approval audit is charged by the CFPC based on one day of service of an auditor appointed by the responsible of the concerned Sectoral Committee (BC/DE/8051).

10. Approval validity period

The approval of a Training Centre is attributed for 5 years for a given category. The Centre shall apply for a renewal of the approval approximately 3 months before the validity deadline of the approval.

The approval is renewed at the end of a new approval audit.

11. Advertising

The CFPC encloses the list of the approved Training Centres in its documents for the potential customers (BC/DT/18051).