



CFPC BOARD

CERTIFICATION PROCESS

Initial certification, renewal and re-certification

BC/PR/5000

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Revision 4

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DIFFUSION:

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1	Rectifications for level 3					
2	Modification of coefficients	J.M. FOUREZ	J.M. FOUREZ	D.COPIN	29/02/04	29/ 02/04
3	taking into account standard 15257, sea sector and online registration	J.M FOUREZ	J.M. FOUREZ	D.COPIN	04/09/08	01/01/09
4	Insertion of level 1S and general revision	D. COPIN / M. ROCHE	J.M. FOUREZ	D.COPIN	03/03/2010	03/03/2010

1. Scope

This procedure defines the whole process of the AFNOR Compétence certification, of the renewal examination and the re-certification examination of the personnel in cathodic protection.

2. Field of application

This procedure concerns the CFPC Board, the Certification Boards, the Sectoral Committees, the Assessment Committee, the Examination Centres, the examiners and the candidates.

3. Reference documents

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

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

CFPC Quality Manual

Procedures: BC/PR/1000: "Conditions of allocation"

BC/PR/7000: "Examination Centres rules and approval"

BC/PR/4000: "Conditions of use of Certification –Code of ethics".

4. Process of the initial certification

4.1. Registration request for the initial examination or for the initial assessment by a potential candidate

- The registration request can be only done on the Internet via the CEFRACOR/CFPC website with the following documents:
 - BC/DE/5015
 - BC/DE/5015-1

The candidate who applies has the possibility to access the whole document allowing him/her to have information about the process and the obligations of an examination session.

- The information on the registration request is analyzed by the person in charge of the concerned sectoral committee in order to come to a conclusion about the admissibility of the registration request as it is described in the procedure BC/PR/1000 " Conditions of allocation of certification ".
- .The result of the admissibility of the registration request is communicated to the candidate, by e-mail, through:
 - the documents BC/DE/5003-1 and 5003-2 in case of admissibility
 - the document BC/DE/5003-3 in case of non-admissibility.

In case of an admissible file, the documents BC/DE/5003-1 and 5003-2 have also for goal to give a unique file number that allows, on the one hand to identify the applying candidate and on the other hand to do the classification and filing.

The identification number has 7 characters:

- the first character indicates the competence level (S, 1, 2 or 3)
- the second, third and fourth characters represent the number given to the applicant
(example: 025 indicates that the file number 25 was given to the applicant X)
- the fifth and sixth characters indicate the year of the examination (example 09 for year 2009)
- the seventh character is associated to the application sector (T, M, B or I)

4.2. Application for the initial examination or for the initial assessment

The final application is finalized by the candidate:

- on the internet by validating the document BC/DE/5003-1 or 5003-2
- by making out a payment or placing an order payable to the CEFACOR/CFPC in order to pay the inscription fees indicated in the document BC/DT/5052 " Cost of certification ".

4.3. Invitation of the candidate to the initial examination or for the initial assessment

For levels 1S, 1 and 2

If the conditions of validity of the registration request done by the candidate (in particular the reception of the registration fees or the order) are met, the Secretariat of the CFPC sends to the candidate, by electronic mail with acknowledgement of receipt, 10 days at the latest before the examination date, a notification to attend the examination session (BC/DE/5016 –1 for levels 1 and 2 "Land sector" for buried structures, BC/DE/5016-2 for levels 1S, 1 and 2 "Sea sector" for submerged structures).

For level 3

If the conditions of validity of the registration request done by the candidate (in particular the reception of the registration fees or the order) are met and after the favourable decision about the memorandum sent by the candidate, the Secretariat of the CFPC sends to the candidate, by electronic mail with acknowledgement of receipt, a notification to attend the assessment session about the memorandum presentation (BC/DE/5016-3). This notification is sent to the candidate at least 4 weeks before the agreed date for the memorandum presentation.

The notification informs about:

- the dates and the time of the assessment sessions
- the address of the assessment Centre
- some requirements for the candidate.

The confirmation of the reception of the notification documents by the candidate is made by the return of the acknowledgement of receipt via e-mail to the CFPC e-mail address.

This acknowledgement of receipt is filed.

4.4. Process of an initial examination sessions of level 1S, 1 or 2

The estimated dates of the examination sessions are defined in the previous year by the CFPC Board.

The secretary:

- requires the agreement of the Examination Centre about the estimated date selected for the session (BC/DE/5006-1) and confirms it officially at least 4 weeks before (BC/DE/5006-2),
- sends to the candidate, 4 weeks before the date of the examination session, a notification to attend the examination (BC/DE/5016),
- asks the examiners to attend the examination, after having checked their availability at least 4 weeks before the estimated date of examination (BC/DE/5004),
- organizes the time schedule for the sessions (BC/DE/5010),
- sends to the main examiner:
 - * the candidates list (BC/DE/5005-1) and the sessions schedules (BC/DE/5010),
 - * the documents of results and observations (series of the BC/DE/5007),
 - * the document " Report of Examination Session" (BC/DE/5008),
- sends to the Examination Centre at least 2 weeks before the session, the list of the candidates, of the examiners, and other representatives (CEFRACOR/CFPC and/or AFNOR). for the considered examination session (BC/DE/5005-2),

The President or his surrogate:

- arbitrarily chooses the questionnaires of the theoretical sessions " Common-Core" and " Sectoral Base" among the questionnaires pre-established by the person in charge of the considered sectoral Committee 2 weeks before the examination date and checks the contents,
- is in charge to duplicate and seal of the (n+2) questionnaires for the theoretical examination sessions which are presented with a title page reference BC/DE/5012. These questionnaires are for the candidates, for the Examination Centre and for the main examiner. An original copy is kept under seals until the examination day and is filed later at the CFPC office,
- gives or sends to the main examiner via a registered mail with an acknowledgement of receipt, 2 weeks before the session, n+1 copies of the theoretical sessions under seal intended for the " n " candidates and for himself,
- sends to the Examination Centre, 2 weeks before the session, a specimen under seal of the theoretical sessions which will be filed in the locked cabinet in the Examination Centre until the beginning of the sessions.

The examiners:

- choose before the examination, the topics of the practical sessions among the collection of the available practical subjects,
- make the experimental site ready according to the selected practical subjects,
- are in charge of the supervision of the theoretical and practical sessions,
- are in charge of the grading, deliberate, and propose the results.
- the main examiner asks the Examination Centre manager to store, at his arrival, in the locked cabinet of his Centre, the sealed envelope he received with the theoretical examination questions and this until the beginning of the theoretical session,
- the main examiner opens, at the beginning of the theoretical sessions, in front of the Examination Centre manager and of the other examiner, the sealed envelope sent to him by the President and the one sent to the Examination Centre. All these people attest the integrity of the seals as well as the concordance of the subjects.
- in case of emergency, if the topics of the theoretical sessions cannot be used, the main examiner makes the necessary numbers of photocopies of the theoretical sessions from the specimen under seals available at the Examination Centre
- the main examiner gives directly to the sectoral Committee or the CFPC Board, at the latest 2 weeks after the examination, all the documents relating to the examination, that is to say:
 - the questionnaires of the theoretical sessions,
 - the results and observations documents including the common proposal of the 2 examiners,
 - the report of the examination session,
 - the unused questionnaires of the theoretical sessions.

The Examination Centre manager:

- attends to the opening of the sealed envelopes to attest that they are correctly closed and that the subjects match.
- remains at the disposal of the examiners if needed, according to the procedures specific to the Examination Centre,

The Certification Board, nominated by the CFPC Board:

- examines the proposals of the examiners, decides about the results and makes them official via AFNOR CERTIFICATION through a report,
- possibly sends to the candidate the results of the examination (BC/DE/5011) with, in case of success, the certificate.
- destroys the unused questionnaires of the theoretical sessions.

The results and the certificates are sent to the candidates by AFNOR Certification or by the CFPC if AFNOR Certification cannot do it (BC/DE/5011).

In case of failure at the initial certification, the candidate has the possibility to retake the sessions where he failed during a re-examination or a re-assessment.

The CFPC checks that the list of the certified persons is updated and files the different documents (BC/PR/11000).

The summary of the certification process for levels 1S, 1 and 2 is given in Table 1.

Table 1: Summary of the certification process in cathodic protection for levels 1S, 1 and 2

Process chronology	Designation of the activities	Actors	Related documents
t - > 4 weeks	Registration request for the certification examination Ask agreement of the Examination Centre (EC) for the examination session	Website - secretary E-mail - secretary	BC/DE/5015 BC/DE/5006-1
t - 3 weeks	Check and e-mailing of the results about the admissibility of the registration request files by the Sectoral Committee (SC) Confirmation of agreement by the EC Notification to attend the examination sent to the examiners	E-mail - SC or CB EC E-mail - secretary	BC/DE/5003 BC/DE/5006-2 BC/DE/5004-1
t - 2 weeks	Send a notification to attend the examination to the candidates Confirmation of the participation of the examiners	E-mail - secretary EX	BC/DE/5016 BC/DE/5004-2
t - 2 weeks	Send the candidates and the examiners list to the EC Choice, duplication and mailing of the theoretical sessions questionnaires	secretary The President	BC/DE/5005 BC/DE/5012
t	Take the sessions of the certification examination	EX and EC	BC/DE/5007 BC/DE/5008
t + 1 week maxi	Send to the SC/BC the documents with results and observations	Main EX	BC/DE/5007
t + 2 weeks	Validation of the results and deliberation on the significant files	CB	Compte rendu
t + 4 weeks	Send the results to the candidates	AFNOR Certification or CB	BC/DE/5011
t + 30 days	Possibility of appeal request	Candidates	AFNOR Certification
t+ ...	Filing of the documents and follow-up of the certified persons	CB secretary	BC/PR/11000 BC/PR/16000

4.5. Process of an initial assessment session of level 3

The Sectoral Committee:

- checks the admissibility of the registration request form for the assessment session of level 3 and the relevance of the summary of the memorandum which the candidate proposes to present (BC/DE/5015-3)
- sends to the candidate the answer about the admissibility of his/her request (BC/DE/5003-2 or 5003-3).

The CFPC Board:

- receives the memorandum of the candidate he sent 2 months before the presentation;
- chooses the members of the Assessment Committee;
- is in charge of the duplication of the memorandum of the candidate and the mailing of a specimen to each member of the Assessment Committee in order to read it and grade it;
- answers the candidate about the admissibility of the memorandum and sends a notification to attend the assessment session (memorandum presentation) (BC/DE/5016-3);
- sends a notification to the members of the Assessment Committee and to the candidate to inform them about the date and the time of presentation;
- sends to the candidate the results of examination (BC/DE/5011) with, if he or she passed it, the certification certificate.

The results of the candidates are sent to them by AFNOR Certification and the certificates or if delegation by the CFPC Board (BC/DE/5011).

The Assessment Committee:

Each member of the Assessment Committee examines the candidate's memorandum and does the following actions:

- The evaluation of the relevance of the memorandum following the criteria below:
 - The technical and/or scientist content of the document
 - The quality of the document (writing, presentation)
- The grading of the memorandum according to the definite scales of grading (BC/PR/1000)
- The transfer to the CFPC Board, which is responsible to inform the candidate about the admissibility of the memorandum.

The members of the Assessment Committee are invited to the presentation (Certification Board of level 3) where they must come to a conclusion about:

- The evaluation of the presentation of the memorandum according to the criteria below:
 - Control of the topic,
 - Theoretical Knowledge
 - Clarity of the talk.
- The relevance of the answers to the questions about the topic extended to the required field of certification
- The grading of the candidate's performance according to the definite grading scales (BC/PR/1000)

The President examines the proposals of the members of the Assessment Committee, decides about the results and makes them official via AFNOR CERTIFICATION through a report. In case of failure at the initial certification, the candidate has the possibility to defend his or her memorandum again during a re-assessment.

The summary of the certification process for level 3 is given in Table 2.

Table 2: Summary of the certification process for level 3

Chronology	Designation of the activities	Actors	Related documents
t - > 12 weeks	Registration request for the certification examination Mailing of the summary of the memorandum defended by the candidate	Website – secretary candidate	BC/DE/5015
t – 12 weeks	Checkout of the registration request and the summary and the SC sends its answer about their admissibility	E-mail - SC or CB	BC/DE/5003-2 or 5003-4
t – 8 weeks	The candidate sends his or her memorandum Duplication of the candidate's memorandum and send a specimen to each member of the Assessment Committee for examination and grading.	Candidate CB	Memorandum
t – 4 weeks	Evaluation of the relevance of the memorandum Memorandum grading Send the results of grading to the Office.	CE	BC/DE/5007
t – 2 weeks	Answer about the admissibility of the memorandum. Notification sent to the candidate for his presentation Notification to attend the presentation sent to the members of the Assessment Committee	CB	5016-3
t	Memorandum presentation by the candidate Grading of the performance Deliberation Decision on proposal	Candidate and CE	BC/DE/5007
t + 4 weeks	Send the results to the candidates	AFNOR Certification or CB	BC/DE/50011
t + 30 days	Possibility of appeal request	Candidates	AFNOR Certification
t+ ...	File the documents and follow-up of the certified persons	CB Secretariat	BC/PR/11000 BC/PR/16000

4.6. Registration request to re- examination or a re-assessment by a potential candidate

The registration request can be only done on the Internet via the CEFACOR/CFPC website with the following documents:

- BC/DE/5015-0
- BC/DE/5015-4

The candidate who applies has the possibility, via the CEFACOR/CFPC website, to access the whole document allowing him to have information relating to the description, and the obligations of a re-examination session or a re-assessment session.

The information on the registration request form is analyzed by the person in charge of the concerned sectoral committee in order to come to a conclusion about the admissibility of the inscription request as it is described in the procedure BC/PR/1000 "Conditions of allocation of certification".

The result of the admissibility of the registration request is communicated to the candidate, by e-mail, through:

- the documents BC/DE/5003-1 and 5003-2 2 in case of admissibility
- the document BC/DE/5003-3 2 in case of non-admissibility.

In case of an admissible file, the aim of the documents BC/DE/5003-1 and 5003-2 is also to give a unique file number that allows, on the one hand to identify the applying candidate and on the other hand to do the classification and filing.

4.7. Application for re-examination or for a re-assessment

The final application is finalized by the candidate:

- on the internet by validating the document BC/DE/5003-1 or 5003-2
- by making out a payment or placing an order payable to the CEFACOR/CFPC in order to pay the registration fees indicated in the document BC/DT/5052 " Cost of certification".

4.8. Notification sent to the candidate to attend a re-examination or a re-assessment

If the conditions of validity of the registration request done by the candidate (in particular the reception of the registration fees or the order) are met, the Secretariat of the CFPC sends to the candidate, by electronic mail with acknowledgement of receipt, 10 days at the latest before the examination date, a notification to attend the re-examination session or the re-assessment session.

The notification informs about:

- the dates and the time of the re-examination sessions or of the re-assessment
- the address of the Examination Centre or of the Assessment Centre
- some requirements for the candidate.

The confirmation of the reception of the examination notification file by the candidate is made by the return of the electronic acknowledgement of receipt to the CFPC e-mail address.

This acknowledgement of receipt is filed.

4.9. Process of a re-examination session of level 1S, 1, 2 or 3

The process of a re-examination session of level 1S, 1 or 2 is identical to the process of an initial examination session described in the § 4.4 for the levels 1S, 1 and 2 and § 4.5 for level 3.

5. Process of the certification renewal

The procedures of CFPC about the certification renewal of certified people beyond the 5 year-period and then every 10 years, in accordance with the requirements planned in the standard EN 15257, are described in procedure BC/PR/16000.

6. Process of a re-certification examination or a re-certification assessment session

6.1. Registration request for the re-certification examination or the re-certification assessment by a potential candidate

The registration request can be only done on the Internet via the CEFRACOR/CFPC website with the following documents:

- BC/DE/5015-0
- BC/DE/5015-7
- BC/DE/5015-8

The candidate who applies has the possibility, via the CEFRACOR/CFPC website, to access the whole document allowing him to have information relating to the description, and the obligations of an examination session.

The information on the registration request form is analyzed by the Person in charge of the concerned sectoral committee in order to come to a conclusion about the admissibility of the inscription request as it is described in the procedure BC/PR/1000 " Conditions of allocation of certification ".

The result of the admissibility of the registration request is communicated to the candidate, by e-mail, through:

- the documents BC/DE/5003-1 (for levels 1S, 1 et 2) and 5003-4 (for level 3) in case of admissibility
- the document BC/DE/5003-4 in case of no-admissibility.

In case of an admissible file, the aim of the documents BC/DE/5003-1 and 5003-2 is also to give a unique file number that allows, on the one hand to identify the applying candidate and on the other hand to do the classification and filing.

Moreover, for level 3, the document 5003-4 includes a file 5003-5 that must be filled out by the candidate and be returned to the CEFRACOR/CFPC. This file will allow the CFPC, after checking, to decide on the aptitude of the candidate to meet the requirements requested for level 3.

6.2. Application for the re-certification examination or the re-certification assessment

The final application is finalized by the candidate:

- on the internet by validating the document BC/DE/5003-1 or 5003-4
- by making out a payment or placing an order payable to the CEFRACOR/CFPC in order to pay the registration fees indicated in the document BC/DT/5052 " Cost of certification ".

6.3. Notification sent to the candidate to attend the re-certification examination or the re-certification assessment

For levels 1S, 1 and 2

If the conditions of validity of the registration request done by the candidate (in particular the reception of the registration fees or the order) are met, the Secretariat of the CFPC sends to the candidate, by electronic mail with acknowledgement of receipt, 10 days at the latest before the examination date, a notification to attend the examination session (BC/DE/5016 –1 for levels 1 and 2 "Land sector" for buried structures, BC/DE/5016-2 for levels 1S, 1 and 2 "Sea sector" for submerged structures).

The invitation informs about:

- the dates and the time of the examination sessions
- the address of the Examination Centre
- some requirements for the candidate

The confirmation of the reception of the invitation document by the candidate is made by the return of the electronic acknowledgement of receipt to the CFPC e-mail address.

For level 3

The evaluation of his or her competences is done, in accordance with the standard EN 15257: "Competence levels and certification of the personnel in cathodic protection", by the evaluation of the information about the file included in the document BC/DE/5003-4. A notification to an interview may be possible.

6.4. Process of a re-certification examination session of level 1S, 1 or 2

The estimated dates of the examination sessions are defined in the previous year by the CFPC Board.

The secretary:

- requires the agreement of the Examination Centre about the estimated date selected for the session (BC/DE/5006-1) and confirms it officially at least 4 weeks before (BC/DE/5006-2),
- sends to the candidate, 4 weeks before the date of the examination session, a notification to attend the examination (BC/DE/5016),
- asks the examiners to attend the examination, after having checked their availability at least 4 weeks before the estimated date of examination (BC/DE/5004),
- organizes the time schedule for the sessions (BC/DE/5010),
- sends to the main examiner:
 - * the candidates list (BC/DE/5005-1) and the sessions schedules (BC/DE/5010),
 - * the documents of results and observations (series of the BC/DE/5007).

The examiners:

- prepare the oral subjects,
- may make the experimental site ready according to the selected practical subjects,
- are in charge of the oral session,
- are in charge of the grading, deliberation, and propose the results,
- the main examiner gives directly to the Sectoral Committee or the CFPC Board, at the latest 2 weeks after the examination, all the documents relating to the examination, that is to say:
 - the results and observations documents including the common proposal of the 2 examiners,
 - the report of the examination session.

The responsible of the Examination Centre:

- remains at the disposal of the examiners if needed according to the procedures specific to the Examination Centre,

The CFPC Board:

- evaluates the proposals of the examiners, decides about the results and makes them official via AFNOR Certification through a report,
- possibly sends the candidate the results of the examination (BC/DE/5011) with in case of success, the certification certificate.

The results of the candidates are sent to them by AFNOR Certification and the certificates of the certified persons by the CFPC Board (BC/DE/5011).

In case of failure at the re-certification examination, the candidate can retake only one time the re-certification examination.

The CFPC secretary:

- updates the certified persons list,
- files the various documents (BC/PR/11000).

The summary of the re-certification process for levels 1S, 1 and 2 is given in Table 3.

Table 3: Summary of the re-certification process in cathodic protection for levels 1S, 1 and 2

Chronology	Designation of the activities	Actors	Related documents
t - > 4 weeks	Registration request for the re-certification examination Ask agreement of the EC for the examination session	Website - Secretary E-mail - Secretary	BC/DE/5015 BC/DE/5006
t – 3 weeks	Check and e-mailing of the results about the admissibility of the registration request files by the SC Confirmation of agreement by the EC Notification to attend the examination sent to the examiners	E-mail - SC ou BC EC E-mail - Secretary	BC/DE/5003 BC/DE/5006 BC/DE/5004
t – 2 weeks	Send a notification to attend the examination to the candidates Confirmation of the participation of the examiners	E-mail - Secretary EX	BC/DE/5016 BC/DE/5004
t – 2 weeks	Send the candidates and the examiners list to the EC	Secretary	BC/DE/5005
t	Take the sessions of the certification examination	EX et EC	BC/DE/5007 BC/DE/5008
t + 1 week maxi	Send to the SC/BC the documents with results and observations	Main EX	BC/DE/5007
t + 2 weeks	Validation of the results and deliberation on the significant files	BC	Compte rendu
t + 4 weeks	Send the results to the candidates	AFNOR Certification or BC	BC/DE/5011
t + 30 days	Possibility of appeal request	Candidates	AFNOR Certification
t+ ...	File the documents and follow-up of the certified persons	BC Secretary	BC/PR/11000 BC/PR/16000

6.5. Process of a re-certification session of level 3

The Sectoral Committee:

- checks the admissibility of the registration request form for the re-certification session of level 3.
- sends to the candidate the answer about the admissibility of his or her request as well as a file (BC/DE/5003-5) that the candidate must fill out and send to the CEFRACOR/CFPC. This file will allow deciding on the aptitude of the candidate to meet the requirements requested for a level 3.

The CFPC Board:

- receives the candidate's file he sent 1 month at the latest after its receipt.
- chooses the members of the Assessment Committee.
- is in charge of the duplication of the memorandum of the candidate and the mailing of a specimen to each member of the Assessment Committee in order to read it.
- gathers the opinions of the members of the Assessment Committee and decides about the re-certification of the candidate.
- sends to the candidate the results of the examination (BC/DE/5011) with in case of success, the certification certificate.

The results of the candidates are sent to them by AFNOR Certification and the certificates of the certified people by the CFPC Board.

The Assessment Committee:

Each member of the Assessment Committee studies the candidate's file and does the following actions:

- The evaluation of the relevance of the given information compared to the requirements requested by the § 5.4 in the standard EN 15257
- The grading of the memorandum according to the definite scales of grading (BC/PR/1000)
- The transfer to the CFPC Board, which is responsible, through its President or its representative, to decide on the re-certification of the candidate. The decision is made official via AFNOR Certification through a report.

The summary of the re-certification process for level 3 is given in Table 4.

Table 4: Summary of the re-certification process for level 3

Chronology	Designation of the activities	Protagonists	Related documents
t - > 8 weeks	Registration request for the re-certification examination	Website - secretary	BC/DE/5015
t – 7 weeks	Checkout of the registration request and the summary and the SC sends its answer about their admissibility Send the memorandum summary defended by the candidate.	E-mail - SC ou CB candidate	BC/DE/5003 BC/DE/5003-5
t – 6 weeks	Duplicate the candidate's competence file and send a specimen to each member of the Committee of Assessment.	BC	BC/DE/5003-5
t – 3 weeks	Evaluation of the relevance of the file and grading. Send the results of grading to the Office.	CE	BC/DE/5003-5 BC/DE/5007
t	Notification sent to the the members of the Assessment Committee to attend the candidate's presentation Deliberation Decision on proposal	Candidate and CE	BC/DE/5007
t + 4 weeks	Send the results to the candidates	AFNOR Certification or CFPC Board	BC/DE/50011
t + 30 days	Possibility of appeal request	Candidates	AFNOR Certification
t+ ...	File the documents and follow-up of the certified persons	CFPC Board Secretary	BC/PR/11000 BC/PR/16000