

## **Applications and supporting documentation.**

The CBIP Application & Approval Committee is part of the structure of CBIP. It is tasked with the formal assessment of the certification process for each candidate's application, and in making a final decision on competency certification. Amongst other checks that this committee does is a review of the examination results, prerequisite requirements and supporting information supplied by the candidates. This information is often in the form of representative reports that the candidate has to submit per the applicable SOP (Standard of Proficiency). For NDT Certification there is a structure within AINDT where CBIP is represented, that carries out the same function prior to the issuing of a dual CBIP – AINDT NDT Certification.

The CBIP Board established the requirement for each specific discipline to submit reports in support of applications for certification at the renewal and recertification stages, to ensure that candidates are retaining competency with current practices. The submission of reports in support of applications from candidates who have undertaken formal training in applicable disciplines are considered in the same context.

During recent reviews the A & A committee has become aware that some sample reports are lacking in information and/or detail or are erroneous. This has made it difficult for the Applications and Approvals Committee to assess a candidate's ability to produce a true and accurate record of inspections performed.

Furthermore candidates should ensure that where reports require endorsement from an IANZ signatory that report documents are endorsed accordingly.

The A & A committee recognise that standardised reporting formats can remove individuality from reporting. However unless a report substantiates the inspections carried out, the value of that inspection to underwrite the issue of a Certificate of Competence may be in question,

The assessment for competence takes account of the examinations, training, experience, skill and physical requirements

The purpose of this note is to advise inspectors applying for certification that the poor content or quality of applications may adversely affect applications.

It has also been noted that eye sight test certificates and medical condition statements may be out of date and these should be checked prior to submission.

Additionally where information is found to be unsatisfactory and additional submissions are required, additional fees will be levied.