



CERTIFICATION BOARD FOR INSPECTION PERSONNEL

**General Section
Standard of Proficiency
for the Certification of Inspectors**

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GENERAL SECTION
STANDARDS OF PROFICIENCY
FOR THE CERTIFICATION OF INSPECTORS

FOREWORD

CBIP Standards of Proficiency define the requirements for the issue of certificates of competence to inspectors performing inspection of equipment, systems and processes coming within the scope of the:

- The Health and Safety in Employment Act 1992 and regulations made under this Act
- The Building Act 2004 and regulations made under this Act
- Other non regulated or legislated equipment or structures.

They cover the initial certification and the periodic renewal of certification and re-certification of inspectors.

Inspectors performing certain specified activities, defined in the Health and Safety in Employment (Pressure Equipment, Cranes and Passenger Ropeways) Regulations 1999, must hold certificates of competence that are relevant to the activity. These certificates of competence also provide a basis for International Accreditation New Zealand to approve inspectors as signatories of inspection bodies.

The General SOP contains information common to all CBIP Standards of Proficiency (SOP) and must be read in conjunction with these standards.

The certificates of competence defined by the standards of proficiency in this manual have been prepared for registration on the New Zealand Qualifications Authority framework.

1 OBJECTIVES

The objectives of the standards of proficiency in this manual are to:

- (a) Define the personal attributes, skill, training, qualifications and experience required of inspectors
- (b) Set a technically appropriate standard against which inspectors may be examined and assessed for the issue of a certificate of competence
- (c) Enable a certification system that is uniform, transparent and equitable in it's application

- (d) Enable the issue of certificates of competence that meet the requirements of legislative authorities and industry and are internationally accepted and respected.

2 CERTIFICATES OF COMPETENCE

CBIP issues certificates of competence for various categories of inspector within the following inspector disciplines:

- Pressure Equipment Inspector
- Crane Inspector
- Passenger Ropeways Inspector
- Welding Inspector
- Lifts and Moving Walkways Inspector
- Coatings Inspector
- Elevated Work Platforms Inspector
- Non destructive testing

The categories of inspector for each inspector discipline are described in the relevant standard of proficiency.

3 CERTIFICATION PROCESS

3.1 Certification Process

Candidates seeking a CBIP certificate of competence shall apply to CBIP using the relevant “Application for Certification” form available from the CBIP website [Refer to Section 9.3]. This document provides a framework for the certification process and enables candidates to:

- (a) Present information on personal attributes and pre-requisites,
- (b) Apply to sit examinations,
- (c) Apply for assessment for a certificate of competence.

Assessment for a certificate of competence is the final stage of the certification process. Candidates will be assessed by CBIP for certification when they have:

- (a) Provided evidence of the personal attributes described in 4 below.
- (b) Completed the pre-requisite training, qualifications and experience described in 5, and
- (c) Completed or been exempted from the examinations described in 6 below.

3.2 Responsibilities of Employers

It is not within the scope of the Standards of Proficiency to establish that a candidate has suitable qualities with respect to the ability to communicate with clients, ability to write reports at the level required by clients or the ability to work safely. These attributes are the responsibility of the employer to determine as required against the needs of the employees and the particular requirements of the work and legislation. As part of certification a prerequisite is that the employer endorses the candidate as being able to communicate both verbally and in writing at the level required, and that the candidate has the ability to work safely within the workplace safety requirements.

The employer, due to the nature and potential significance of eventual certification, must not offer an endorsement unless he/she has personal knowledge that the candidate has the above attributes. Where a person other than the employer offers the endorsement, that person must have held a senior position of technical responsibility or the relevant CBIP certification for at least 5 years.

4 PERSONAL ATTRIBUTES

Candidates shall have the following personal attributes

4.1 Communication Skills

Candidates shall be able to read, write and communicate orally in the English language at a level of proficiency that is appropriate for the performance of their work as an inspector.

4.2 Physical and mental capability and vision

Candidates shall have:

- (a) The physical and mental capability to get to any accessible place in which inspection is required; their inspection work shall not be limited by an inability to work at height, in confined spaces or in area of restricted access.
- (b) Near vision acuity corrected or uncorrected of Snellen N5 or Jaeger number 1 or equivalent in at least one eye; and
- (c) Far vision acuity corrected or uncorrected in at least one eye of 20/40 or better; and
- (d) The ability to differentiate red/green and blue/yellow colours.

4.3 Supporting documentation

Candidates shall submit to CBIP a "Vision Test Certificate" as set out in the application form for the relevant CBIP certificate of competence. This

shall be original document and shall be issued within the six months prior to the date of application.

Communication skills and physical and mental capability of the candidate is covered by the "Statement by Referee" and "Personal Statement" in the "Application for Certification"

5 PRE-REQUISITE TRAINING, QUALIFICATIONS AND EXPERIENCE

Candidates for certification as an inspector shall satisfy the requirements for pre-requisite training, qualifications, experience, skill and physical and mental capability specified in this and the relevant SOP.

Details of education, training and qualifications shall be included in the "Education, Training and Qualifications" section of the CBIP "Application for Certification".

Documentary evidence of candidates' qualifications, completion of formal training courses and inspection work shall be included in any application for a certificate of competence. Such documents shall be signed by the issuer; where copies of an original are provided they shall be covered by a statutory declaration that certifies them as a true and correct record of the original.

Candidates' documentary evidence shall include no fewer than five inspection reports prepared during training. All such reports shall:

- (a) Be relevant to the inspection discipline for which certification is sought.
- (b) Include sufficient technical content to allow CBIP to assess candidates' competence.
- (c) Be endorsed by a holder of a CBIP certificate of competence in the discipline for which the application is made.
- (d) Cover the range of equipment for which certification is sought.

Details of experience shall be included in the "Experience" section of the "Application for Certification".

In addition it is recommended that candidates keep a log of training and work experience to assist with any queries CBIP may have on an application.

Candidates who are not employees of an inspection body shall have the "Experience" and "Statement of Referee" sections of the "Application for Certification" form signed by a person who is technically qualified to assess whether the candidate has the qualities required of a holder a

CBIP certificate of competence. This may be persons such as a Department of Labour safety engineer, an IANZ auditor or a holder of the CBIP certification for which the candidate has applied. As an alternative option CBIP may consider, on application by the candidate, a peer review if no other suitable options apply.

Documentation submitted to CBIP may be by mail, fax or email. CBIP's preference is that the documents are scanned and emailed. Documents must not be spiral bound and this presents difficulty in photocopying and scanning.

The documentation should be submitted in a clear, logical order. Where reports etc comprise a number of individual documents their relationship should be clearly established. An important element of an inspectors work is that a clear concise report is forwarded to the client. Where the format and presentation of the CBIP application and associated documents is poor, then the application may be returned to the candidate for resubmission.

6 EXAMINATIONS

Candidates must successfully complete or, be exempt from the examination modules/ papers described in the SOP for their inspection discipline.

7 OTHER INFORMATION ON EXAMINATIONS

7.1 General

Examinations, except those for the welding inspector, protective coating inspector, lift inspector and elevated work platform inspector disciplines, are open book and require candidates to select from multi-choice options, the correct answer to questions based on the knowledge requirements of a SOP.

Examinations for all inspector disciplines may cover the application of industry standards, use photographs and samples from industry; they may also include questions on general technical matters relevant to the matter on which the candidate is being examined.

When answering questions relating to an industry standard, candidates shall reference a version of the standard that was registered on the CBIP website within three months of the date of examination. Candidates are responsible for providing their own reference standards/codes required for open book examinations.

Examination modules.

Where there is more than one examination module for a certificate of competence candidates should, where possible, complete them in the sequence indicated in the SOP.

7.2 Examination period

Examination modules for a certificate of competence should all be completed within twenty-four months of registration.

Candidates may apply in writing to the CBIP for a prolongation of this period. An application shall give a summary of work experience and employment over the period and provide justification for a prolongation.

Applications for prolongation will be considered by CBIP and candidates advised of the decision.

Candidates who do not successfully complete all examination modules for a certificate of competence within twenty-four months must, unless an extension of time is granted by CBIP, re-sit all examination modules for that particular certificate of competence.

7.3 Pass mark

The minimum pass mark required for an examination module is 70%

7.4 Notification of examination results

Candidates will be advised in writing either by Mail and / or Email of the outcome of an examination.

7.5 Failure to pass examinations

Candidates who fail an examination may apply to CBIP to be re-examined. Only two examination resits are permitted.

Candidates shall successfully complete a re-examination and any other modules required for the certificate of competence they are seeking, in accordance with 7.2 above.

7.6 Application for examination or re-examination and fees

Applications for examination or re-examination shall be made on the relevant "Application for Certification" form and forwarded with payment details to:

CBIP
PO Box 8056
New Plymouth

“Application for Certification” forms and details of examination fees are available at the CBIP website. Where on-line forms are available, these may be submitted instead of posted application. Applications may be scanned and sent electronically. Files sent should not exceed 5mb each.

7.7 Examination venue

The venues at which examinations are held may be viewed on the CBIP website and are detailed on application forms. Candidates may nominate their venue preference on the “Application for Certification” form. Where practicable examinations will be held at a preferred venue but candidates must be prepared to travel to another venue notified by CBIP.

7.8 Other certification and exemptions

7.8.1 Application for recognition of other Certification

Candidates may apply to CBIP for recognition of other qualifications or an exemption from exams.

Application for recognition of other qualifications shall be put in writing with a copy of qualifications for which recognition is sought attached.

Candidates will be notified in writing of the outcome of an application

7.8.2 Exemptions

Candidates holding recognised qualifications may apply for exemptions from examination papers for a CBIP certificate of competence.

Application for recognition of other qualifications shall be put in writing with a copy of qualifications for which exemption is sought attached.

Candidates will be notified in writing of the outcome of an application

8 CERTIFICATION

8.1 Assessment and notification

CBIP will carry out an assessment for the issue of a certificate of competence only when a candidate has completed all requirements of 4, 5 and 6 above.

Assessment for certification is performed by CBIP -and includes a review of a candidate's training, skill, qualifications, experience and CBIP examination results [Refer to Section 5 above].

The objective of the review is to confirm that candidates have satisfied all requirements of the relevant Standard of Proficiency for the issue of a certificate of competence.

Candidates will be notified in writing of the outcome of an application for a certificate of competence by CBIP on completion of assessment.

8.2 Demonstration of Competence

CBIP as a issuing agency "must ensure that it issues a certificate of competence only after a determination (by way of examination, assessment, or otherwise) that the person concerned has the knowledge; training, skills, and experience to perform competently every activity that a holder of the certificate of competence would be expected to perform competently" to meet its obligations under the definition in the PECPR regulations of a qualification issuing agency.

To approve the issue of a certificate of competence, CBIP performs assessments of documented evidence of attesting to the applicant's competency based on activities of which he/she has performed in the applicable discipline.

The process for certification, renewal and recertification is as follows

1. Apply for certification
2. Pay application and /or examination fee
3. Satisfy certification prerequisites.
4. Supply referees affidavit
5. Supply current and satisfactory optometrists Eye Examination certificate
6. Provide documented evidence of education
7. Provide signed code of ethics statement
8. Pass Certification examination
9. Provide documented evidence of inspection activities for the preceding 5 years / or affidavit confirming activities performed under effective supervision.

For CBIP to establish competence in the discipline, the documentation (item 9) provided by the candidate shall describe the inspection activity

performed, details of the activity, sufficient numbers of activities; and indicate the time frame those activities were performed.

The documented evidence shall cover the proficiency requirements of the applicable CBIP Standard of Proficiency.

Include no fewer than five reports. All such reports shall:-

- Be relevant to the inspection discipline for which certification is sought.
- Cover the range of equipment for which certification is sort.
- Include sufficient technical content to allow CBIP to assess candidates' competence.

The documented evidence shall be signed as authentic by the candidate, and endorsed by a holder of a CBIP certificate of competence (or an acceptable equivalent) in the discipline for which the application is made.

Note:-

Documented evidence should be in the form of, inspection reports, repair reports, inspection procedures, inspection and test, plans and other documents forming a part of an in service inspection construction, repair, or modification of equipment, in accordance with a code, standard or quality management system.

Candidates who are not employees of an inspection body shall have the "Experience" and "Statement of Referee" sections of the "Application for Certification" form signed by a person who is technically qualified to assess whether the candidate has the qualities required of a holder a CBIP certificate of competence. As an alternative CBIP may consider, on application by the candidate, a peer review if no other suitable options apply.

8.3 Issue of certificates and ID cards

Successful candidates will be awarded a certificate of competence and wallet card. These will state the inspector category for which the holder is certificated.

One ID card will be issued that will include all certifications held.

8.4 Period of certification

8.4.1 General

As from 1 October 2009 all Certificates of Competence for initial certification, renewal or recertification will be valid for a period of one year from its date of issue.

The holder of the annual certificate of competence must apply for it to be revalidated annually. At the end of the first five year period the holder must renew his certificate. After the next five year period the holder must be re-certified by examination [Refer to Section 8.4.2 below]. Thereafter at the end of each subsequent five year period the holder must alternatively apply for renewal or recertification by examination.

Applications for annual revalidation shall be made by the holder of a certificate of competence within the one month period prior to the end of a validity period.

Applications for renewal of certification or re-certification shall be made by the holder of a certificate of competence within the four month period prior to the end of a validity period. Notification of Certificate expiry will be made to the candidate four months prior to certificate expiry.

If applications are not received the candidate's registration will be removed from the CBIP listing after expiry of certificate.

(a)

8.4.2 Renewal of certification:

Candidates for renewal of certification shall provide to CBIP:

- (a) Confirmation of their personal attributes as in Section 4 above.
- (b) A summary of their work experience, skill, training and employment covering the preceding five year period
- (c) A summary by category of the inspections they have performed in the preceding five year period.
- (d) Copies of at least five inspection reports, for the inspections summarised in [8.2], for each category in which renewal of certification is sought. (The reports may have references to clients removed).

8.4.3 Re-Certification

Candidates for re-certification shall provide:

- (a) A summary of their work experience, training and employment covering the preceding five year period
- (b) A summary by category of the inspections they have performed in the preceding five year period.
- (c) Copies of at least five inspection reports, for the inspections summarised in [8.2] for each category in which renewal of certification is sought. (The reports may have references to clients removed)
- (d) Successfully complete the appropriate examination(s)

8.4.4 Where Revalidation, Renewal of certification or re-certification is declined

If a renewal of certification or re-certification is declined the reason for this and a summary of corrective actions will be given to candidates by the CBI.

Candidates then have available the following options to further attempt a renewal of certification or re-certification:

- (a) Submit any further evidence on employment, training, qualifications or experience required by CBIP,
- (b) Sit examinations as required by CBIP.
- (c) Submit an appeal to CBIP in accordance with Complaints and appeals in 9.2 below.

If there is insufficient or inadequate information supplied the application will be returned the application will be returned to the candidate

If the candidate does not provide all the information required for renewal or recertification, has not maintained sufficient involvement in a category CBIP may require re-examination.

9 ADMINISTRATIVE PROVISIONS

9.1 Withdrawal or suspension of a certificate of competence

A certificate of competence may be withdrawn by the CBIP if on investigation, a complaint against an inspector of negligence, improper behaviour, incompetence or violation of the CBIP code of ethics is substantiated.

The CBIP may suspend a certificate of competence while a complaint is being investigated.

CBIP may suspend, withdraw or withhold the issue of a certificate of competence if a holder or applicant owes any fees to CBIP.

9.2 Complaints and appeals

Complaints and appeals shall be made in writing to the CBIP Business Manager and marked for the attention of the Chairman. They will be dealt with in accordance with the CBIP Complaints and Appeals procedure.

9.3 Communications

The email addresses for CBIP is cbip@clear.net.nz

10 CODE OF ETHICS

Inspectors shall adhere to the Code of Ethics of CBIP. They will be required to sign a declaration agreeing to abide by the code when completing an “Application for Certification” document.

The CBIP code of ethics can be found on the CBIP website [www.cbip.org.nz] as part of application forms

11 TRAINEE INSPECTORS

Trainees shall note that it is the responsibility of their employer to ensure that:

- (a) Trainees are able to work safely.
- (b) Trainees are trained and supervised in accordance with the guidelines in Appendix A.
- (c) Trainees are registered on the CBIP Register.

12 CBIP REGISTERS

Registers of trainees, inspectors and reference documents may be viewed at the CBIP website [www.cbip.org.nz].

**APPENDIX A.
(Informative)**

Trainee Pressure Equipment Inspectors

B1 General:

Inspection bodies and other employers of trainee inspectors are responsible for ensuring that trainee inspectors are given appropriate training and effective supervision.

Employers of trainee inspectors shall maintain training records within their quality management system that cover both the theoretical and practical aspects of the training their trainees receive.

Training programmes should be structured so that trainees' progress through consecutive levels of technical complexity and supervision in a process that ensures the quality of their inspection output is equal to that of an inspector.

B2 Trainee levels:

The trainee levels should be arranged so that at:

- The first level the trainees work is overseen by a supervisor who is present at all times during an inspection.
- The final level before attaining a certificate of competence and signatory status the trainee may be assigned work, which is overseen by a supervisor who is not necessarily present at the worksite but, who is available to make visits and to give any other assistance the trainee may require.

The number of levels between first and final in a training programme will depend on the training procedures of the inspection body and the complexity of the inspector discipline in which the trainee is engaged. However, all training programmes shall conform to the following:

1. Supervisors of trainees shall hold the CBIP certificate of competence that is most relevant to the particular training programme and have had at least five years experience following certification.
2. Training programmes must cover the "Knowledge Requirements" of the relevant standard of proficiency.
3. Details of each item of training given to trainees shall be reported in the training records and certified by the trainee as having been received. The supervisor shall record and certify whether the trainee is competent in that aspect of inspection or give details of further training that is required.

4. Trainees shall enter a training programme at the first level of training and not enter the next level (or subsequent levels) until they have completed all items of training at their current level and been certified as competent in each by their supervisor.
5. Training records shall be audited internally by a technical manager of an inspection body or other competent person.
6. Supervisors must review all inspection reports prepared by trainees and make recommendations on issue of certification.
7. Training records must be kept and made available during assessment of trainees for signatory status and for external audits of the inspection body.

B3 Trainees and effective supervision:

Further information on trainees and effective supervision is available at the Department of Labour website at www.dol.govt.nz

This guideline has been prepared for trainees working within the Health and Safety in Employment (Pressure Equipment, Cranes and passenger Ropeways) Regulations 1999 but, it also provides information that is general to all inspector training programmes.