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### **GUIDANCE NOTES FOR COMPLETING APPLICATION FOR LEVEL 3 CATHODIC PROTECTION ENGINEER**

The Institute of Corrosion may confer Certification as a Level 3 Cathodic Protection Engineer in accordance with BS EN 15257. This Standard sets requirements for this Certification and the Institute has interpreted these and has developed the Professional Competences required for Certification which are given in the Appendix A.

Level 3 Cathodic Protection Engineer is aimed at those practising cathodic protection at the full professional level or at those for whom engineering knowledge or practice at that level form an essential element for the fulfilment of their role.

The award of Level 3 Cathodic Protection Engineer sets the individual practitioner at a very high level of their profession. It demonstrates the achievement of a high-level education, the ability to practise the profession at a professional level and the maintenance and continued progression of engineering competencies and abilities. Becoming a Level 3 Cathodic Protection Engineer sends a clear signal to future Clients, Employers, Colleagues and the Public as a whole about the quality of the practitioner's engineering knowledge, application and professionalism.

Applicants for Level 3 must be able to demonstrate their professional engineering experience as well as managerial skills. They must have practical knowledge and understanding of corrosion engineering, control or prevention and the underpinning engineering principles and specifically cathodic protection. They must also be able to exercise competent managerial skills and judgements.

There are four stages in your development that need to be achieved:

- **Educational Base** – accredited degree(s) to Masters level or equivalent
- **Individual Professional Development** – showing structured development in the early years of employment.
- **Professional Review** – submission of evidence for assessment of having achieved both professional competence and commitment to professional codes.
- **Continuing Professional Development** – commitment to maintaining your competence.

It is important that your CV and case study (see 'Supporting documentation' later in these guidance notes) provide clear evidence of how you have satisfied the above statements, as these will form the basis of the assessment and interview.

### **COMPLETING THE APPLICATION FORM**

Application requires submission of the appropriate application form plus supporting documentation. It is important to complete all sections of the form in the spaces provided, even when you amplify certain sections in your CV. Your application must be printed or written in BLOCK CAPITALS in BLACK ink (for photocopying).

### **Personal Details**

Please complete all details, including your ICorr membership number and grade if applicable.

### **Engineering technical education & academic qualifications**

Photocopied evidence of academic qualifications must be provided. Photocopies must be certified by your sponsoring referee as being true copies.

### **Criteria**

Please complete these details fully giving details of your employer, showing your immediate superior and any staff who report to you. This should include any professional qualifications that they hold. This is the most important part of the application as it is against this information provided that the assessments of your experience and competences are made. Full details should be provided in your Portfolio and Professional Report as detailed below.

### **References**

You must have two referees who should be Fellows or Professional Members of the Institute of Corrosion or other acceptable Professional Body. Referees should preferably be Level 3 Cathodic Protection Engineers. One of your referees should act as your sponsor. Referees should attest the application and supporting documentation wherever possible prior to submission and will also be requested to provide a confidential reference.

### **Undertaking**

You must sign the declaration statements at the end of your application form and your sponsoring referee must attest all supporting documentation.

### **Personal Professional Report (Portfolio / CV)**

All Level 3 Cathodic Protection Engineers are required to create and maintain a detailed Professional Report. The Individual Professional Report will demonstrate your career progression. It should provide information regarding your initial period of training and experience in the relevant application sector to demonstrate the extent of your knowledge of cathodic protection including length of time you have been working at a level of responsibility appropriate to a Level 3 Cathodic Protection Engineer and the degree of responsibility held.

This will clearly set out education and work experience gained with dates. It must identify the relevant tasks, level of responsibilities and name(s) of Supervisor(s). Further each entry should be counter-signed by an appropriate person who has a personal knowledge of the Applicant's work, such as the Supervisor or Employer.

Please use the following format:

Date

Position/responsibilities

Type of Work

Supervisor(s)

Training undertaken

Tasks

Application Sector

It is only necessary to list Tasks that are relevant to the Criteria for Level 3 Cathodic Protection Engineer (see Appendix A).

Please:

- Enclose with the Professional Report copies [NOT originals] of certificates – these should be signed by the Applicant and initialled if appropriate by the Referees.
- Provide a list of abbreviations.

Your Professional Review Report should be a maximum of 12 sides of A4 and each page should be numbered.

You must sign your Professional Review Report under the statement:

“I certify that this Professional Review Report is a true and accurate statement.”

Your sponsor must attest your Professional Review Report under the statement:

“I certify that I have read the Professional Review Report of (your name) and confirm that, to the best of my knowledge, it is a true and accurate statement.”

### **The Case Study**

As part of the Professional Report, a case study, for which you were responsible, shall be included. The purpose of the case study is to give an example of your work and it will be used by the Review Panel for assessing your application.

You are requested to select a project, or a number of small projects, which will demonstrate the range of your experience, technical ability and depth of responsibility.

A suggested format for a report would be:

#### **Synopsis**

**Background** (which could include details such as how potential projects are identified, how project proposals are prepared, how you were allocated the task, size of project)

**Technical content** (which could include details such as planning the project, methods and techniques used, technical and budgetary constraints, and your management of the project)

**Outcomes** (the implications and applications of the project)

It is essential that you clearly identify your own role in the project by writing in the first person singular, and that you clearly bring out the cathodic protection engineering requirements. If you do not clearly spell out your own contribution it might be assumed that the project was not fully your responsibility and you may not be given full credit for your work.

You should ensure that the case study demonstrates awareness of the engineering principles of the work described and highlights your own engineering competence.

Your Case Study should be no longer than 7 sides of A4 must be submitted as a single sided document and each page must be numbered. Please also ensure that you have obtained any necessary permission from your employer for the use of the Case Study.

You must sign your Case Study under the statement:

“I certify that this Case Study is a true and accurate statement.”

Your sponsoring referee must attest your Case Study under the statement:

“I certify that I have read the Case Study of (your name) and confirm that, to the best of my knowledge, it is a true and accurate statement.”

### **Additional Information**

Where applicable the following is also required:

- A single publication list, indicating your personal contribution to any Books etc.
- A timeline clearly showing durations
- A synopsis of your MSc dissertation /research undertaken in it.
- Examples of using corrosion control technology in your work e.g. as expert witness and elsewhere etc.
- Details of the types of – cathodic protection systems applied and sectors worked in, engineering methods/ models, analytical tools used.

### **APPLICATION COMPLETION**

On completion of the application, please ensure that it has been attested by your sponsoring referee and 2<sup>nd</sup> referee if possible and that all the required documentation is attached. Incomplete documentation will delay the progress of your application or even cause rejection.

Send complete submission to:

CP Certification  
Institute of Corrosion  
The Newton Building,  
St George's Avenue  
Northampton, NN2 6JB  
United Kingdom

### **THE CERTIFICATION PROCESS**

On receipt of the completed application and supporting documents, the application is given a unique number for tracking purposes. The application is scrutinised to ensure that all relevant information has been provided. The referees will be requested to submit a confidential reference.

On acceptance, the documents are sent to two assessors, selected by relevance to the nature of work carried out by the applicant, for professional review. If additional information is required, the Applicant will be contacted.

The assessors will complete a Professional Certification Report, which will then be sent to the Review Panel. The Review panel will make a recommendation to a) Accept and Issue Applicant with Certification, b) Defer requesting further information for re-submission or c) Reject - Advise applicant of reasons for rejection and steps to take to overcome these.

On acceptance, the applicant shall be registered as a Level 3 Cathodic Protection Engineer with the Institute of Corrosion and will be issued with a uniquely numbered Certificate.



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### **Level 3**

Level 3 personnel shall have demonstrated:

- a) detailed knowledge of corrosion theory, cathodic protection design, installation, commissioning, testing and performance evaluation including safety in at least one application sector,
- b) competence to undertake without supervision the design of cathodic protection systems in at least one application sector;
- c) sufficient theoretical knowledge and practical experience of cathodic protection to select cathodic protection testing methods, survey requirements and performance criteria;
- d) competence to evaluate and interpret results of cathodic protection performance in accordance with existing standards, codes and specifications;
- e) competence to assist in establishing testing and performance criteria where none are otherwise available;
- f) a general familiarity with cathodic protection in other application sectors;

An individual certificated to level 3 shall be competent to:

- i) design cathodic protection systems;
- ii) establish and validate cathodic protection testing procedures;
- iii) interpret standards, codes, specifications and procedures;
- iv) designate the particular cathodic protection test methods and procedures to be used,
- v) interpret the reported results of cathodic protection testing and use them in performance verification;
- vi) determine any remedial actions.
- vii) carry out, supervise and validate all level 1 and level 2 duties;
- viii) assume full technical responsibility for a training centre or examination centre and staff;
- ix) utilise field performance experience in developing improvements to cathodic protection designs, operations, performance assessments and maintenance procedures.

Level 3 personnel may, if authorised by the certification body or the delegated body, manage and supervise training and examinations to level 1 and level 2 on its behalf.

### Eligibility for Level 3 Certification

Taking into account the required scientific and technical competence of applicants for level 3 certification as described in 5.4, preparation for certification at level 3 may be by, for example:

- a) completing a relevant engineering or scientific degree or period of post graduate education at a reputable school of higher education,
- b) attending training courses, conferences or seminars (such as those organised by established industrial or independent associations),
- c) studying scientific or engineering text books, periodicals, and other specialised materials.

The certification body shall establish, publish and from time to time update the certification requirements for level 3 personnel.

The applicant shall submit documentary evidence of training, experience, theoretical knowledge and practical skills in cathodic protection to enable the certification body to assess the competence of the applicant in accordance with 5.4.

### **Industrial experience**

Level 3 competence requires knowledge beyond the technical scope of any one application sector. This broad knowledge may be acquired through a variety of combinations of education, training and experience.

All candidates for level 3 certification in any application sector shall demonstrate by documentary evidence that they are competent in both practical and theory to level 2 in the appropriate application sector or they shall have successfully completed the level 2 examination as detailed in clause 7.2.

### **Assessment for level 3**

The competence of level 3 applicants in accordance with all aspects detailed in clause 5.3, shall be assessed by an assessment committee appointed by the certification body or delegated body on the basis of a dossier detailing and documenting:

- The educational, scientific or engineering qualifications of the applicant
- The extent of responsible experience in the particular application sector for which he is a candidate
- Examples of design documents, reports or technical papers prepared by the applicant

The dossier shall be supported by a minimum of two independent referees familiar with the work of the applicant who shall attest to the veracity and accuracy of the dossier and the suitability of the applicant to be certificated to level 3 in the application sector (s).

The assessment committee shall comprise a minimum of five personnel experienced in cathodic protection of which at least two thirds shall be certificated to level 3 and may in addition include representatives of the certification body and/or delegated body.

The members of assessment committee and any supplementary experts shall attest their independence in the assessment of the applicants and that all information received in the assessment process shall be maintained in confidence.

The certification body, the delegated body or the assessment committee may require in addition to the dossier the preparation of a specific document to demonstrate competence and/or a presentation by the applicant to the assessment committee possibly supplemented by other experts.

Alternatively, the certification body or the delegated body may require an examination in addition to the preparation and assessment of the dossier.

### **Re-certification - Level 3**

The certification body shall establish a recertification scheme for level 3 personnel by which the personnel demonstrate their continued competence to meet the requirements of clause 5.4 by the submission of a dossier detailing the professional development training of the personnel (training courses, conferences, etc), the continued responsible activity of the personnel in undertaking the tasks in clause 5.4 in the applicable sector(s) and evidence of continued competence (reports, designs, technical papers, etc). The certification body may require the personnel to provide confirmation of this dossier by the employer and/or independent referees.