



# **INSTITUTE OF CORROSION (ICorr)**

## **ICorr REQ DOC (NHSS 19A)**

### **Requirements for the Training and Certification of Personnel Engaged in Industrial Coatings Application for National Highway Sector Scheme 19A (NHSS 19A – For corrosion protection of ferrous materials by industrial coatings)**

**4th Edition: Approved July 2018**

**Correspondence and Enquiries regarding this certification scheme should be addressed to:**

Institute of Corrosion  
Corrosion House  
5 St Peters Gardens  
Northampton NN1 1SX  
United Kingdom  
01604 438228  
Email [admin@icorr.org](mailto:admin@icorr.org)

© The Institute of Corrosion 2018. All rights reserved. No part of this document may be reproduced, transmitted, stored (in a retrieval system or otherwise), or translated into any language, in any form, or by any means, without prior written permission of the Institute of Corrosion.

Table of Contents

1. Introduction.....	3
2. Definitions .....	3
3. Types of Certification .....	3
4. Eligibility for Certification .....	7
5. Procedures for Candidates Seeking Certification .....	8
6. Permitted Equipment and Documentation for Examinations and Assessments .....	9
7. Qualification Examinations and Assessments.....	9
8. Certificates of Achievement, Wallet Cards and Failure Notices .....	10
9. Re-certification and Renewal of Certification .....	11
10. Auditing of the Scheme.....	12
11. Ethical Conduct .....	12
12. Complaints and Appeals .....	13
13. Certification, Examination and Assessment Records.....	13
14. Use and Misuse of Certificates .....	13
ANNEX A - Definitions.....	14

## **1. Introduction**

### **1.1 Scope**

The ICorr Industrial Coatings Applicator Training scheme is a scheme for the training, certification and registration of personnel involved in industrial coatings application employed by organisations registered to National Highway Sector Scheme 19A (NHSS 19A).

The following training and certification is available and applicable to the subject areas identified in Section 3 below:

- a. Applicator Trainer
- b. Applicator
- c. Abrasive Blast Cleaning Operator
- d. Paint Sprayer
- e. Thermal Metal Sprayer
- f. Water Jetting Operative
- g. Supervisor
- h. Highways Electrical Association (HEA) Applicator

### **1.2 Registration of Organisations and Training Companies**

Organisations wishing to participate in the training scheme that have personnel employed that want to become certificated under the scheme must first register with an approved Training Provider. After being accepted and registered as a Registered Company, the organisation will be audited by the approved Training Provider to confirm acceptability of training resources, facilities and management structure. Additionally, the Registered Company shall be audited regularly by independent auditors, appointed by the Training Provider in order to verify that the requirements of the scheme are being fulfilled.

Training companies wishing to provide independent training services must satisfy the above criteria and demonstrate they have suitable in house training facilities. A full audit of the training facilities will be made by the Training Provider prior to applications being accepted. Training companies **MUST** ensure they advise the Training Provider of their intention to provide independent training upon application.

### **1.3 Third Party Certification**

Training schemes shall have third party certification from an appropriately accredited Certification Body demonstrating compliance with ISO 9001. Training schemes shall also comply with BS EN ISO/IEC 17024 for the certification of persons against training scheme requirements. Compliance with this latter requirement will be mandatory from January 2020.

## **2. Definitions**

See Annex A.

## **3. Types of Certification**

There are presently eight types of certification associated with industrial coatings application encompassed by the scheme:

### **3.1 Applicator Trainer**

In order to become certificated as an Applicator Trainer, personnel shall have

demonstrated their knowledge and qualification to carry out operations applicable, as appropriate, to Industrial Coatings Application, Abrasive Blast Cleaning and/or Paint Spraying, by provision of appropriate certified experience records. Thus, a certificated Applicator Trainer is by virtue of this pre-qualification, also certificated as an applicator/operator as appropriate.

Importantly, Applicator Trainers certificated as Applicators are NOT qualified to train in competencies in which they themselves are not qualified. Thus, for the avoidance of doubt, Applicator Trainers are, by virtue of their pre-qualification, certificated to carry out and, additionally, to train, supervise and assess Applicators plus, Abrasive Blast Cleaning Operators, and/or Paint Sprayers if they are qualified in these modules

Certificated Applicator Trainers must have demonstrated their competence to train others in one or more of the types of certification listed below.

### **3.2 Applicator**

Personnel are qualified to carry out coating applications. Certificated personnel have demonstrated their competence to:

- a. understand the needs and methods of safe working;
- b. have an understanding of scaffold and access systems plus the erection and dismantling of basic working platforms;
- c. understand protective treatment specifications and relevant normative documents;
- d. recognise, and prepare for use and use specific surface preparation tools to specified requirements;
- e. understand surface preparation standards;
- f. recognise and prepare for use specific protective treatment materials;
- g. recognise and prepare for use specific application equipment;
- h. apply specific protective treatment materials to specified requirements;
- i. clean and maintain specific equipment;
- j. use specific basic quality control instrumentation in accordance with written instructions;
- k. maintain basic records;
- l. understand legal requirements of Health & Safety at Work Act, Control of Substances Hazardous to Health and the Environmental Protection Act.

Those undertaking training for the specialist modules described below shall have successfully completed the training for (and be certificated as) an Applicator with the exception of the Supervisor and H.E.A Applicator modules.

### **3.3 Abrasive Blast Cleaning Operator**

Personnel are qualified to carry out operations applicable to Applicators and additionally have demonstrated the competence to;

- a. be aware of safety issues peculiar to centrifugal and compressed air abrasive (wet and dry) blast-cleaning operations;
- b. be aware of health and safety statutory requirements;
- c. use, operate and maintain equipment;
- d. understand the rust grades and abrasive blast cleaning surface preparation grades described in British, European and International Standards (e.g. ISO 8501-1 2007)

- e. recognise common types and sizes of abrasives and have an awareness of the differences, and the significance of those differences, imparted to substrates by different abrasives;
- f. use abrasive blast cleaning equipment in an efficient and safe manner;
- g. prevent the abrasive blast cleaning from affecting all other surfaces not intended to be abrasive blast cleaned;
- h. make an assessment of cleaned surfaces (cleanliness and roughness) to specified parameters;
- i. dispose of spent expendable abrasive and abrasive blast-cleaning detritus in a safe and acceptable manner;
- j. clean down prepared surfaces to render them suitable for examination and for protective treatment application;
- k. understand legal requirements of the Health & Safety at Work Act, Control of Substances Hazardous to Health and the Environmental Protection Act.

### **3.4 Paint Sprayer**

Personnel are qualified to carry out operations applicable to Applicators, and additionally have demonstrated the competence to;

- a. be aware of safety issues peculiar to conventional, airless and air-assisted airless spray painting operations;
- b. understand the requirements of the relevant Control of Substances Hazardous to Health (COSHH) Regulations and the significance of the toxicity and explosive nature of materials being used;
- c. use, operate and maintain equipment;
- d. recognise when areas to be treated are not to the specified requirements;
- e. be able to calculate material consumption, coverage and wet and dry thickness requirements;
- f. prevent the paint spraying from affecting all other surfaces not intended to be spray painted;
- g. be able to spray apply paint in conformance with requirements;
- h. recognise common application faults in wet and dried paint films and take remedial action to prevent reoccurrence;
- i. understand legal requirements of the Health & Safety at Work Act, Control of Substances Hazardous to Health and the Environmental Protection Act.

### **3.5 Thermal Metal Sprayer**

Personnel are qualified to carry out thermal metal spraying through being trained to meet the requirements of, and independently assessed and approved in accordance with BS EN ISO 14918:1998 Thermal spraying – Approval testing of thermal sprayers.

Personnel are qualified to carry out operations applicable to applicators and additionally have demonstrated their competence relating to thermal metal spraying by manual and/or mechanized thermal spraying as follows:

- a. Be aware of the safety aspects specific to the thermal metal spraying process including knowledge of the appropriate protective equipment.
- b. Understand the corrosion control process and how thermal metal sprayed coatings may be used to control corrosion.

- c. Be able to properly mask steel surfaces off prior to applying thermal metal spray.
- d. Be able to recognise and maintain the required standard of substrate surface preparation.
- e. Be aware of the environmental conditions suitable for undertaking thermal metal spraying.
- f. Be aware of thermal metal spraying equipment, including set up, use, cleaning and maintenance, and be able to apply thermal metal spray coatings to specified requirements.
- g. Be aware of and apply methods for testing thermal metal sprayed coatings and be able to identify and rectify imperfections in coatings.
- h. Be aware of standards relevant to the thermal metal spraying process.

### **3.6 Water Jetting Operative**

Training courses can only be taken once a candidate has successfully completed the Water Jetting Association (WJA) safety awareness training course.

Personnel are qualified to carry out the preparation of steel surface for coating application using high pressure water jetting. Certificated personnel have demonstrated their competence to:

- a. Be aware of the safety aspects specific to water jetting operations including knowledge of the appropriate protective equipment.
- b. Understand the process of preparing steel surfaces prior to coating application and the use and limitations of water jetting in preparing steel surfaces.
- c. Understand the coating systems that may be successfully used over steel surfaces that have been prepared by water jetting.
- d. Be able to properly protect work areas and mask surfaces that are to be prepared by water jetting.
- e. Be able to recognise the required standard of steel surface preparation.
- f. Be aware of water jetting equipment, including set up, use, cleaning and maintenance, and be able to prepare steel surfaces by water jetting.
- g. Be aware of common water jetting standards.

### **3.7 Supervisor**

Personnel will understand the following subjects and will be qualified to carry out duties specific to the role of a Supervisor.

- a. be aware of the responsibilities and duties of a Supervisor
- b. be able to interpret customer requirements
- c. understand COSHH assessment, risk assessment, and health & safety and product data sheets
- d. interpret and apply method statements and painting specifications
- e. Interpret and apply ISO and other work related standards and specifications
- f. understand the basic technology of paint and paint application
- g. recognise paint failures and understand how they may be avoided and repaired
- h. understand the role of paint inspection, be able to interpret inspection reports/daily logs etc.

### **3.8 H.E.A. Applicator**

Specific module designed for personnel undertaking limited coating application for the Highways Electrical Association. Certificated personnel have demonstrated their competence to;

- a. understand the needs and methods of safe working;
- b. understand protective treatment specifications and relevant normative documents;
- c. recognise, and prepare for use and use specific surface preparation tools to specified requirements;
- d. understand surface preparation standards;
- e. recognise and prepare for use specific protective treatment materials;
- f. recognise and prepare for use specific application equipment;
- g. apply specific protective treatment materials to specified requirements;
- h. maintain basic records;
- i. understand legal requirements of Health & Safety at Work Act, Control of Substances Hazardous to Health and the Environmental Protection Act

## 4. Eligibility for Certification

### 4.1 Training Requirements

To be eligible for assessment, candidates must have successfully completed an NHSS 19A registered course of structured training to the appropriate NHSS 19A scheme requirements.

The recommended periods of training in order to be eligible for assessment are shown in *Table 1*. These periods include both theoretical and practical training. The listed durations include training and assessment sessions.

**Table 1 Competency and recommended training periods**

Competency	Hours for training and assessment
Applicator Trainer	16
Applicator	40
Abrasive Blast Cleaning Operator	24*
Paint Sprayer	16*
Thermal Metal Sprayer	24*
Water Jetting Operative	24*
Supervisor	16
H.E.A Applicator	16

\*For training of these competencies, recommended minimum number of training hours is additional to the training of candidates already holding Applicator certification or Applicator Trainer certification

Training may be undertaken in stages to suit the candidate's work commitments. It is recommended that each unit is completed in one training session

The maximum period of training for Applicators shall be 12 months from initial registration for this scope. Candidates who have not achieved certification within this time shall be de-registered. Re-registration within this scope will be permitted after a period of 1 month. Carry forward of units previously passed successfully shall be at the discretion of the certificated Applicator Trainer.

The maximum period of training for Abrasive Blast Cleaning Operators, Paint Sprayers,

shall be 3 months from initial registration for these scopes. Candidates who have not achieved certification within this time shall be de-registered. Re-registration within these scopes will be permitted after a period of 1 month. Carry forward of units previously passed successfully shall be at the discretion of the certificated Applicator Trainer.

#### 4.2 Industrial Experience Requirements for Training

Candidates undergoing training for certification as an **Applicator Trainer** shall have at least five years' experience related to the competencies set out in 3.1 which shall include at least one year's experience at supervisory and/or management level.

Candidates undergoing training for certification as Applicator **Specialist Trainer** shall have **EITHER**:

*Option 1:* Candidates must have completed certification as an Applicator Trainer, and have attested evidence of ten years as a professional trainer in the relevant specialist discipline in which certification as a Specialist Trainer is sought, i.e.:

- Abrasive Blast Cleaning
- Paint Spraying

The evidence of prior experience as professional trainer shall consist of a CV and proof of professional training by the company or organisation.

OR:

*Option 2:* The person applying must have successfully completed a Train The Trainer course for the Applicator and have conducted a minimum of 120 hours training as an Applicator Trainer and have an attested experience record showing a minimum of 5 years' experience in the use of the Specialist Equipment relevant to certification as a Specialist Trainer: i.e. in the use of:

- Abrasive Blast Cleaning equipment,
- Paint Spraying equipment

The evidence of experience will consist of a CV and proof of equipment experience by the company or organisation relating to:

- Health & Safety requirements
- Maintenance of equipment
- Process control including testing and inspection

Candidates undergoing training for certification as an **Applicator** are not required to have any previous experience of industrial coatings application but will be required to be mentored by a qualified Applicator operative in the workplace for a period of one year after successful completion of industrial coatings application training. During the year of mentoring they will carry a Coating Applicator Trainee wallet card to signify their status as under mentoring. A log of weekly activity will be kept and signed by the applicator and mentor during this period.

Candidates undergoing training for **Abrasive Blast Cleaning Operator, Paint Sprayer, Thermal Metal Sprayer or Water Jetting Operative** must hold certification as an Applicator prior to commencing training.

Candidates undergoing training for **Supervisor** must hold certification as an Applicator prior to commencing training **OR** have an attested experience record showing 2 years in a supervisory or Technical Manager Role.

## 5 Procedures for Candidates Seeking Certification

Candidates for Applicator Trainer certification shall submit the appropriate completed application form. The form is available from the registered Training Provider. The completed form shall be accompanied by a copy of the candidate's résumé satisfying the requirements in 4.3 above. The names and contact details of at least two referees, who



shall be management members of the candidate's employing organisation and who can verify the related experience, must be provided with the résumé. In the instance of a candidate who is self-employed, the candidate shall submit their résumé and provide the names and contact details of at least two referees, who ideally shall be Professional Members of the Institute of Corrosion (or equivalent) and who can verify the related experience set out in the résumé. Completed application forms for certification as an Applicator Trainer, and appropriate payment, shall be submitted to the approved Training Provider at their published address. Applicants and their employer will be advised by the Training Provider when the decision regarding the application has been made.

Candidates for certification as an Applicator, Abrasive Blast Cleaning Operator, Paint Sprayer and Supervisor shall submit the appropriate completed application form. All forms are available from the registered Training Provider. Completed application forms for certification, together with the appropriate payment, shall be submitted to the Training Provider at their published address. Applicants and their employer will be advised by the Training Provider, when the decision regarding the application has been made.

No registration, either for initial training or for final certification, as an Applicator Trainer, Applicator, Abrasive Blast Cleaning Operator, Paint Sprayer or Supervisor shall be considered as confirmed until a correctly completed application form, together with the appropriate level of payment, has been received and acknowledged by the Training Provider.

Application forms ask for specific details on experience and training to the published syllabus and must be signed to the effect that these details are correct. In the event of a false statement being discovered, any certification awarded may be made invalid.

Applications dependent upon the individual holding appropriate levels of prior certification must be supported by acceptable evidence of such certification.

Application forms will require two recent passport-style photographs of the applicant to be enclosed with the application form.

## **6. Permitted Equipment and Documentation for Examinations and Assessments**

All necessary equipment, where applicable, will be provided to the candidate by the examiner/assessor. No documentation or equipment other than that permitted by the Training Provider will be allowed; see also Section 11.2.

The use of a pocket calculator is permissible provided that it is of a type which does not permanently store programmes, formulae or data.

Candidates undergoing examination or assessment may use a foreign language dictionary if English is not their mother tongue. Such dictionaries shall be approved by the examiner/assessor prior to the examination or assessment. However, candidates for whom English is not their mother tongue are required to have a good understanding of English.

## **7. Qualification Examinations and Assessments**

All qualification examinations or assessments conducted to these requirements shall consist of both Theory and Practical tests.

The Theory tests shall consist of multi-choice type questions all of which are validated by the Training Provider. Practical tests shall be conducted at the candidate's workplace or at the location of a specialist training company that has been approved by the Training Provider.

The maximum time duration for attempting the Theory parts of the assessment shall be identified on the question papers issued, but candidates should typically allow one minute for each of the multi-choice questions.

The Theory part of the assessments deals with the theoretical aspects of the subjects and will

include technology and principles.

Practical assessments shall consist of tasks to verify each candidate's ability to carry out the activities to be demonstrated.

There is no single specified time limit for the Practical assessments, the time is dependent on which tests or exercises are issued. The person conducting the assessment shall allocate the time allowed.

### **7.1 Conduct of Assessments and Examinations**

The training and examination of candidates as Trainers for Applicator, Abrasive Blast Cleaner and Paint Sprayer shall be conducted at a suitable location as shall be determined by the Training Provider. The training of the Supervisors module will be conducted at an approved location by the Training Provider. Within the time- frame set out in Table 1, the training and examination shall be separate events with the examinations conducted under closed-book conditions.

The training and assessment of candidates for Applicator, Abrasive Blast Cleaner, Paint Sprayer, may be conducted at any location under the control of a Registered Company or at some other suitable location as shall be approved by the Training Provider. Within the respective time-frames set out in Table 1, the training and assessment of candidates may be carried out as a series of units, each unit embracing both written and practical training and assessment. Assessments are conducted under open-book conditions.

The written and practical examination of the candidates for the Applicator Trainer and Supervisors module shall be prepared, controlled and conducted by specialist examiners/trainers appointed by the Training Provider.

The written and practical assessments of the candidates for Applicator, Abrasive Blast Cleaner and Paint Sprayer shall be prepared, controlled and conducted by Applicator Trainers that are certificated for the scope of the appropriate training. All training and assessments shall be conducted using training and assessment materials that have been provided by the Training Provider.

The examination results for Applicator Trainers and Supervisors module shall be marked by the Training Provider.

The assessment results for Applicator, Abrasive Blast Cleaner and Paint Sprayer shall be marked by Applicator Trainers that are certificated for the appropriate scope using formal procedures which identify the methods for allocating marks and are provided by the Training Provider.

### **7.2 Grading of Examinations and Assessments**

Candidates for certification as an Applicator Trainer are required to achieve a satisfactory understanding in ALL parts of the examination. Candidates failing an examination are permitted unlimited re-sit attempts at the discretion of the Training Provider.

Candidates for certification as Applicator, Abrasive Blast Cleaner, Paint Sprayer, Thermal Metal Sprayer, Water Jetting Operative and H.E.A Applicator are required to achieve a satisfactory understanding in ALL parts of the assessment whether theory or practical. Candidates are allowed unlimited attempts to achieve the understanding at the discretion of the certificated Applicator Trainer undertaking the assessment.

Candidates for certification as a Supervisor are required to achieve a satisfactory understanding in ALL parts of the assessment whether theory or practical. A minimum pass mark of 70% must be achieved in theoretical examinations. Examinations may only take place during the training course. Re-examination may be taken at the discretion of the Training Provider.

## **8. Certificates of Achievement, Wallet Cards and Failure Notices**

All successful candidates for certification as an Applicator Trainer or for certification as an Applicator, Abrasive Blast Cleaner, Paint Sprayer and Supervisor will be issued either with a standard Certificate of Achievement and Wallet Card or a Failure Notice by the Training Provider, normally within 21 working days of completion of examination/assessment providing that all associated fees have been paid or credit terms have been agreed. A copy of the Certificate of Achievement or Failure Notice will also be sent to the candidates sponsoring organisation upon request. Candidates who applied for certification as an Applicator will carry for the period of 1 year a Trainee wallet card. Re application for the standard card will need to be made after this period with the relevant supporting references.

Certificates of Achievement shall bear at least the following information:

- a. the full name of the certificated individual;
- b. the date of certification;
- c. the scope of certification (i.e. Applicator Trainer, Applicator, Abrasive Blast Cleaning Operator, Paint Sprayer and Supervisors module or combination thereof);
- d. a unique identification number for the candidate;
- e. reference to the certification body (The Training Provider). The Certificates will bear the ICorr logo and the 'NHSS 19A' identification.

**Note:** By issuing a Certificate of Achievement, the Training Provider verifies the qualification of the individual based on the requirements of this document. The Certificate of Achievement does not give any authority for the certificated individual to operate. It is the responsibility of the employer to determine whether the certificated individual is qualified to carry out the duties the employer wishes the certificated individual to perform.

Candidates who receive Certificates of Achievement will also receive Wallet Cards, Wallet cards shall contain the following information:

- a. the full name of the certificated individual;
- b. the date upon which qualified and date certification expires;
- c. the scope of certification (i.e. Applicator Trainer, Applicator, Abrasive Blast Cleaning Operator, Paint Sprayer and Supervisors module or combination thereof);
- d. a unique identification number for the candidate;
- e. reference to the certification body (the Training Provider). The Certificates will bear the ICorr logo and the 'NHSS 19A' identification.
- f. a photograph of the certificated individual;
- g. the signature of the certificated individual;

The period of validity of the certification is five years from the date of successful completion of an examination/assessment.

All certificates and cards remain the property of the Training Provider and are issued as proof of completion of specific Applicator Training Scheme modules by the individual.

## 9. Re-certification and Renewal of Certification

Holders of certification expiring at the end of the five year period of validity may apply for re-certification for a further five years using one of two methods:

- a. Without assessment by, in the case of Applicator Trainers, satisfactory completion of a questionnaire eliciting verifiable details of relevant on-going experience in the role of a Trainer. Additionally, evidence of attendance at a minimum of one Applicator Trainers seminar held by a Training Provider, during the certification period should be provided.

- b. Without assessment by, in the case of an Applicator, Abrasive Blast Cleaning Operator, Paint Sprayer and Supervisor, submission of an authenticated CV and references of at least two years total work involvement during the currency of the certification which is to be renewed. Authentication of the periods of work involvement claimed shall be by senior project personnel annotating their names and contact details alongside the relevant periods.

Personnel applying for re-certification after their certification has expired are allowed a three month period of grace. After this period has expired they can only be re-certificated by re-assessment as a renewal candidate.

After each ten year period of certificate validity, the certificate holder must seek renewal as a renewal candidate. Candidates for renewal are required to be assessed by a registered trainer against a questionnaire and guidance document provided by the Training Provider.

Holders of Applicator Trainee cards may apply for the standard card after 1 years mentoring. The application shall be supported by a reference from the applicants' mentor and the registered company's trainer. If these persons are one and the same then the reference should be supported by a member of the companies' management.

Lost or stolen cards must be notified to the appropriate Training Provider office by letter stating the applicators name, address, Scheme registration number, NI number, date of birth and an accompanying photograph. A copy of one form of photographic ID will be required such as drivers licence or passport

## **10. Auditing of the Scheme**

Registered companies, training companies and training facilities shall be subject to an audit that shall ensure compliance with the approved audit checklist provided by the Training Provider.

All audits shall be conducted by an independent Training Scheme Auditor appointed by the Training Provider.

Audits of Registered Companies and training facilities shall be conducted by an Approved Independent Auditor, by mutual agreement of the two parties, at intervals not generally exceeding 3 years. Extension of audit interval beyond 3 years shall only be by reference to, and approval of the Training Provider.

Companies that have not been audited within the agreed and approved time period shall have their registration with the approved Training provider suspended pending audit. Certificated operatives working for companies suspended from a training scheme shall, by definition, not be in compliance with NHSS 19A Scheme requirements.

The Approved Independent Auditor shall communicate the results of the audit, together with any remedial action required to ensure compliance with NHSS 19A requirements, to the Training Provider, and to the Registered Company, within 14 days of completion of the audit.

Registered Companies found to be non-compliant with the Training Scheme requirements shall be allowed, by mutual discussion with the Approved Auditor, a period of grace, generally not exceeding 3 months, to come back into compliance, which shall be confirmed by a follow-up audit Registered Companies that remain non-compliant, for whatever reason, after the period of grace has expired shall be deemed to be non-compliant and suspended from registration.

## **11. Ethical Conduct**

Each candidate attempting an Applicator Trainer Examination will be required, on the day of the examination, to sign a Professional Attestation. The signature is to confirm the code of professionalism will be upheld. A copy of the professional Attestation form is available from the Training Provider

Where candidate Applicator Trainers are being examined, once a closed-book examination has

commenced, candidates found in possession of materials or documents which, if used during a Training Provider Examination, would be deemed to constitute cheating, must be considered to have cheated and the assessment will be terminated.

Candidates proved to have cheated in an Examination will not be accepted as a candidate for any Application related Examination for a period of 12 calendar months from the event in which cheating was established to have taken place. A letter will be sent to the candidate concerned and to the candidates sponsor, if applicable, explaining why the assessment was terminated.

Certification may be made invalid if, in the opinion of the Training Provider, evidence is produced of unethical behaviour by the holder of the certification.

## **12. Complaints and Appeals**

Complaints that are not in the first instance satisfactorily addressed by the Training Provider relating to the conduct of examinations, assessments and audits, appeals against failure of examinations, assessments or audits, cancellation of certification or registration, or failure to re-certify or re-register may be made by the candidate, candidates sponsor or company that is registered with NHSS 19A in writing to the NHSS 19A Training Administrator (See the NHSS 19A Scheme Document Appendices C and C1) who shall initially consider the matter. If appropriate, the complaint will be referred to the Chair of the Professional Development and Training Committee (PDTC) of the Institute of Corrosion. The Chair of PDTC shall convene an ad-hoc disciplinary committee to investigate the complaint and to provide a report to the Trustees and Council of the Institute of Corrosion. The decision of the Council of the Institute of Corrosion shall be final.

Third parties may petition, on reasonable grounds, for cancellation of Applicator related certification either for an individual or for a Registered Company. Such a petition must be made in writing, and accompanied by all relevant facts in the first instance to the relevant Training Provider. If required the petition may be referred to the NHSS 19A Training Administrator. If appropriate, the complaint will be referred to the Chair of the Professional Development and Training Committee (PDTC) of the Institute of Corrosion. The Chair of PDTC shall convene an ad-hoc disciplinary committee to investigate the matter and to provide a report to the Trustees and Council of the Institute of Corrosion on whether certification is to be maintained or cancelled. The decision of the Council of the Institute of Corrosion shall be final.

## **13. Certification, Examination and Assessment Records**

The Training Provider will retain records of certification for each certificated individual for a minimum period of 10 years following the last certificate issued.

Any potential employer wishing to verify qualifications purported to be held by an individual who is not able to produce certification may approach the Training Provider with the individual's name, National Insurance Number and the reason for the enquiry. The enquirer will then be advised by the Training Provider of the status of certification held by the individual.

## **14. Use and Misuse of Certificates**

The issue by the Training Provider of a Certificate of Achievement indicates that the holder has demonstrated an acceptable level of competence after training in accordance with the prescribed requirements on the date indicated. Holders or employers are not permitted to imply any further degree of competence on the basis of the certificate.

Holders of certificates (or their employers) that are issued by the Training Provider must not use certificates, nor allow others to use certificates, in a manner which may be considered fraudulent.

The Institute of Corrosion (ICorr) or NHSS 19A, names or logos may not be used in advertising, correspondence or reproduced in any form without the written approval of The Institute of Corrosion (ICorr) or NHSS 19A as appropriate.

## ANNEX A - Definitions

For the purposes of this document, the following definitions apply:

### Training Provider

A company which has been deemed to operate a training scheme that meets the requirements of this REQ-DOC and has been approved by the NHSS 19A Training Administrator.

### Training Company

A Training Company that provides independent training of a Training Providers training scheme.

### Organisation

An organisation involved in the application of industrial coatings with personnel trained or under training to a registered training scheme provided by a Training Provider.

### Certification

Certificate of Achievement issued by the Training Provider.

### Training Administrator

A body appointed by the NHSS 19A Advisory Committee to act on behalf of NHSS 19A to assess training schemes for equivalence to the requirements for training schemes described in this REQ- DOC.

### Examiner/Assessor

An individual authorised by the Training Provider to conduct, supervise and grade examinations or assessments to the requirements of the registered training scheme. This shall include a certificated Industrial Coatings Applicator Trainer undertaking the assessment of operatives under training within the relevant scope of certification.

### The Institute of Corrosion (ICorr)

The organisation that, in collaboration with the NHSS 19A Committee, developed the training scheme process and requirements that are described in this REQ DOC.

### The Professional Development and Training Committee (PDTC)

A constituted committee of the Institute of Corrosion whose documented terms of reference include overseeing all matters related to the management and operation of all ICorr training and certification schemes. The PDTC reports, via the Trustees, to the Council of the Institute of Corrosion.

### Normative Document

Document that provides rules, guidelines or characteristics for activities or their results. The term is a generic term that covers, *inter alia*, documents such as standards, technical specifications, working drawings, codes of practice, regulations and procedures.

### Procedure

A written description of all essential parameters and precautions to be performed

### Qualification

Evidence of training, professional knowledge, skill and experience as well as physical capabilities to enable an individual to properly perform tasks

### Re-certification

The procedure for extending the validity of certification prior to the expiry date of existing certification

Renewal

The procedure for renewing certification

Sponsor

The person or organisation paying for the cost of training and certification, if not paid by the candidate

Test Method

Specified technical procedure for performing a technical operation that consists of the determination of one or more characteristics of a given product, process or service according to a specified procedure, or the activity or task to be performed

NHSS 19A

National Highway Sector Scheme 19A – For corrosion protection of ferrous materials by industrial coatings)