## ISO 15257:2017 LEVEL 3 APPLICATION FORM, ON LAND APPLICATION SECTOR

TYPE or PRINT in black ink. This form is available in e-format from <http://www.icorr.org>. Tables may be expanded as necessary.

It is strongly advised that you review the guidance notes which accompany this form before and during completion. Failure to do so may result in your submission being returned as incomplete.

## PART 1 - PERSONAL INFORMATION AND APPLICATION DETAILS (if not relevant, insert N/A)

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Title |  | Surname | |  | | Forenames | | |  | | |
| Post-nominals | | | |  | | | | | | | |
| ICorr membership No. [if applicable] | | | |  | | | | | | | |
| Telephone Mobile | | | |  | | | | | | | |
| Business | | | |  | | | | | | | |
| Home | | | |  | | | | | | | |
| E-mail Business | | | |  | | | | | | | |
| Home | | | |  | | | | | | | |
| Private Address (Including Postcode) | | | | | | | | | | | |
|  | | | | | | | | | | | |
| Business Address (Including Postcode) | | | | | | | | | | | |
|  | | | | | | | | | | | |
| Which address for communications? | | | | | | Business / Home (delete as required) | | | | | |
| **Please indicate if this application if for: (you may only select one)** | | | | | | | | | | | |
| Initial Certification | | |  | | 5-Year Renewal | |  | 10-Year Renewal | |  |
| **If applying for Initial Certification, please complete the following information** | | | | | | | | | | | |
| Ref No. of Certification to ISO 15257:2017, Level 2 | | | | | |  | | | | | |
| Dispensation Reference, if Applicable. | | | | | |  | | | | | |
| ISO 15257:2017, Level 3 Examination Pass Ref. | | | | | |  | | | | | |

**PART 2 - EDUCATION AND EXPERIENCE [Initial Certifications Only]**

Please provide details of any post-graduate, under-graduate, higher national training and certification or equivalent technical training programmes. This information will be used to determine the length of “additional experience” required when assessing your application. See guidance notes for further details on education and additional experience.

If your education does not include qualifications beyond secondary education, please indicate this by stating “Other” in the table below. Note this will not invalidate your application but you will be asked to complete a longer duration of industrial experience. The requirements for industrial experience are discussed in the accompanying guidance notes.

Vocational education should be included within your CPD report in Part 4 of this document.

All qualifications are to be supported by photocopies of original certificates verified and initialled by at least one of your referees.

|  |  |  |  |
| --- | --- | --- | --- |
| **College/Institution** | **Subject / Course Studied**  **[Course Title and Modules]** | **Qualification**  **[ONC/HND/BEng Etc]** | **Year Awarded** |
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**PART 3 - EMPLOYMENT HISTORY [Initial and 10-year Re-Certifications Only]**

You are asked to provide details of your present and previous employment and positions held in order that assessors can verify that you hold a position likely to reflect the duties required of a Senior Cathodic Protection Technician

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| --- | --- | --- | --- |
| **Employer** | **Address** | | |
|  |  | | |
| **Telephone number:** |  | **Date joined** |  |
| **Job Title** |  | **Grade (if applicable)** |  |
| **Responsibilities:** | | | |
|  | | | |
| Please include an organisation chart with your submission.The organisation chart should show the chain of command in your present post and indicate your position in relation to your immediate supervisor, equivalents, and immediate subordinate staff. Your own position should be clearly marked.  You may provide, if you wish, not more than two organisation charts covering previous positions you have held which you consider are relevant to this application. | | | |

As a Senior Cathodic Protection Technician, you are expected to have undertaken and been responsible for all the duties of a Level 1 and 2 Technician and Tester. We therefore ask for brief details of previous positions held to help support this claim.

Please give, in reverse chronological order, relevant dates and the titles of all relevant posts you have held, the names of your employer(s), a description of your personal duties and responsibilities, plus details of any structured training undertaken (including apprenticeships).

If you are presently certificated to ISO 15257:2017 Level 2 or seeking 10-year recertification you only need to provide details covering the period since your most recent assessment.

|  |  |  |  |
| --- | --- | --- | --- |
| **Previous Employer/s**  Please specify your duties and responsibilities, e.g. by indicating to whom you were responsible, and the number and type of persons for whose work you were responsible. | | | |
| **From**  *(Month*  *& Year)* | **To**  *(Month*  *& Year)* | **Name and address of employer, position held and nature of work** | Responsibilities |
|  |  |  |  |

**PART 4 - CPD REPORT [All Applicants to Complete]**

Continuing professional development (CPD) comprises learning activities that you undertake to gain knowledge and experience in order to help you in your professional career as a Senior Cathodic Protection Technician. Thus, CPD is ADDITIONAL to the normal duties of your day-to-day employment. For example, training days, professional mentoring of colleagues or others, attendance at conferences, etc. are all CPD activities.

Applicants’ CPD should be a mixture of learning activities relevant to current or future practice and should include activities in at least three (exceptionally two) of the following classes:

1. Work based learning (e.g. supervising staff / students, reflective practice)
2. Professional activity (e.g. involvement in a professional body, attendance at committee meetings, mentoring)
3. Formal Training (e.g. Attendance at formal vocational training, or seminars)
4. Self-directed learning (e.g. reading journals, reviewing books / articles)

The duration covered should be commensurate with the appropriate period of “additional experience” and education if seeking initial certification, or the period since you were last assessed if seeking re-certification.

| **Dates** | **Class of activity** | **Brief description** | **Benefits: skills learnt, learning outcomes, etc.** | **Time spent**  **[Hours / Days]** | **How verified:**  **by Certificate, Manager, Self or Referee\*.** |
| --- | --- | --- | --- | --- | --- |
| *10 to 14/2/2019*  *[Example Only]* | *Formal Training* | *Attendance at Cathodic Protection Buried ISO Level 3 Senior Technician Course* | *Understanding gained of:*   * *CP general principles and specific applications in soils and waters;* * *CP measurement techniques;* * *protection against corrosion by stray current from direct current systems;* * *interference alternating current and direct current;* * *touch potentials.* | *5-days* | *Manager* |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Total Time Accumulated** | | | |  | **Days** |

\*If Referee Please indicate Ref 1 or Ref 2.

Applicants may add or extend rows as necessary or supply their own format of the records above provided that this offers the same level of information.

**PART 5 - KNOWLEDGE, COMPETANCE AND EXPERIENCE**

It is essential that you provide full details of your knowledge, competence and experience as a Senior Cathodic Protection Technician. Your application will be assessed in three parts:

1. Confirmation from the applicant and their referees that they, are competent to undertake the majority of the core knowledge and application sector specific activities detailed in tables 1 to 6 below.
2. Provision of an *Industrial Experience* report demonstrating a minimum 48 days per year fully dedicated to the *Professional Competencies* for the On-land metallic structures application sector.
3. Provision of written evidence of method statements, work instructions or technical reports prepared by the applicant for use by Level 1 and 2 CP Personnel or other untrained persons.

The applicant shall attest that the evidence provided is of their own work and shall be verified by a referee with direct knowledge of the work undertaken.

**PART 5.1 - KNOWLEDGE AND COMPETENCE REQUIRMENTS FOR LEVEL 4 PERSONNEL [Initial and 10-year Re-Certifications Only]**

It is expected that during their time of experience, before and after initial certification, the Applicant will have gained knowledge and experience in the majority of tasks listed in table 1 through 6 below. We rely on the Applicant and their Referees to be honest and rigorous in the assessment below of whether the Applicant is competent in their understanding and execution of the specific tasks below.

Please complete the “Insert R, C, U or N” column:

R = Tasks you are deemed competent to carry out and have regularly carried out in your normal job activities.

C = Those tasks you are deemed competent to carry out although your present duties may not require them to be used regularly.

U = Tasks for which you have general understanding of the concepts involved but have limited or no direct experience.

N = tasks with which you are not familiar and are not deemed competent.

No applicant is expected to be competent in every task but applicants indicating a lack of understanding or competence may be requested to carry out additional training and assessment prior to being awarding Certification by the Institute of Corrosion.

*Table 1: Knowledge required by level 3 Applicants*

| **Knowledge  number** | **Description of knowledge** | **Insert**  **R,C,U or N** |
| --- | --- | --- |
| 1 | Electricity relevant to CP application and measurements |  |
| 2 | Corrosion, electrochemistry and coatings relevant to CP |  |
| 3 | Theory, principles and criteria of CP |  |
| 4 | Requirements related to application of CP |  |
| 5 | Application methods of CP, galvanic anodes, impressed current |  |
| 6 | CP measurements and test procedures |  |
| 7 | Relevance of voltage gradient errors and influence on structure to electrolyte potential measurement |  |
| 8 | Factors influencing the correct selection of reference electrodes for potential measurements |  |
| 9 | Effects of excessive CP on coatings, high-yield strength steels and corrosion-resistant alloys |  |
| 10 | Diagnostics of CP systems |  |
| 11 | Interference conditions (alternating current and direct current) |  |
| 12 | Standards and codes of practice in the relevant application sector |  |

*Table 2: Specific tasks to be fulfilled by Level 3 Senior Cathodic Protection Technician in all application sectors*

| **Task number** | **Description of task** | **Insert**  **R,C,U or N** |
| --- | --- | --- |
| 2 | Prepare technical instructions |  |
| 3 | Collect general information for design purposes based on technical instructions for simple CP systems (as in Annex A Definitions) |  |
| 4 | Collect detailed information and data for design purposes |  |
| 5 | Check calibration validity of CP measuring and testing equipment based on documentation |  |
| 6 | Measure structure to electrolyte potential |  |
| 7 | Perform verification test of working portable reference electrode against master electrode of the same type based on measurement |  |
| 8 | Perform verification test of working portable reference electrode against another type of reference electrode |  |
| 9 | Perform verification test of stationary reference electrode against a portable reference electrode |  |
| 10 | Perform pre-commission testing |  |
| 11 | Check whether the positive output of the rectifier is connected to the anode and the negative output is connected to the structure |  |
| 12 | Identify a wrong polarity of the CP system by structure to electrolyte potential measurement |  |
| 13 | Perform start-up and commissioning |  |
| 14 | Record and report results of the measurements in a comprehensible format |  |
| 15 | Classify the results of the measurements |  |
| 16 | Define the limitations of application of the testing method according to established procedures |  |
| 17 | Interpret commissioning or performance verification data and prepare commissioning report, performance verification report or system review report for simple CP systems (as defined below) |  |
| 19 | Measure current and voltage in the CP circuit |  |
| 20 | Carry out basic maintenance work on CP systems |  |
| 21 | Inspect and measure of DC power supply output current and voltage |  |
| 22 | Inspect and verify DC power supply overall operations |  |
| 23 | Inspect and maintain DC power supply output terminations if accessible without exposing persons to live AC equipment |  |
| 24 | Inspect and maintain DC power supply components |  |
| 25 | Verify DC power supply voltage and current outputs with portable calibrated meter |  |
| 26 | Routine and expected adjustment of current output to maintain pre-determined performance |  |
| 27 | Determine the validity of the data and analyse anomalies detected |  |
| 28 | Determine increase/decrease in current output to maintain optimum performance including remedial actions to correct anomalies and interferences |  |
| 29 | Ensure compliance with safety requirements related to application of CP in the application sector, task and competence level |  |
| 30 | Perform risk assessment of safety requirements related to application of CP in the application sector, task and competence level |  |
| 31 | Translate CP measuring and testing standards and specifications into technical instructions for CP measuring and testing, routine maintenance, and installations procedures |  |
| 32 | Investigate material weight loss corrosion when application of CP may be involved |  |
| 33 | Set up measuring and testing equipment and verify equipment settings |  |
| 36 | Write technical instructions for lower-level persons, supervise and train them in the practice of their tasks |  |
| 37 | Interpret and evaluate results in accordance with established standards, codes and specifications |  |
| 38 | Undertake, without supervision, simple CP system (as defined in 3.10) design works according to established procedures in a known environment |  |
| 39 | Establish technical instructions including definition of CP test procedure and equipment to be used and the format for reporting data for tasks covered in standards, codes and specifications |  |

*Table 3: Specific tasks to be fulfilled by Level 3 Cathodic Senior Protection Engineer for on-land metallic structures application sector*

| **Task  number** | **Description of task** | **Insert**  **R,C,U or N** |
| --- | --- | --- |
| 1 | Measure metal to electrolyte natural (free corrosion) potential |  |
| 2 | Measure resistivity: four-pin Wenner |  |
| 3 | Measure resistivity: soil box methods |  |
| 4 | Measure resistivity: Schlumberger method |  |
| 5 | Calculate vertical resistivity distribution |  |
| 6 | Design simple CP systems. Examples are galvanic anode systems for small tanks in known soil  conditions not affected by AC or DC stray current (as in Annex A Definitions) |  |
| 8 | Supervise the preparation of metallic surface for making cable connections and for repairing coating |  |
| 9 | Supervise the installation of cable connections: bolting, compression and conductive adhesive |  |
| 10 | Supervise the installation of cable connections: soldered, exothermic welded, pin brazed |  |
| 11 | Supervise the installation of galvanic anodes |  |
| 12 | Supervise the installation of DC power supply **(electrical AC supply excluded)** |  |
| 13 | Supervise the installation of deep anode impressed current groundbeds |  |
| 14 | Supervise the installation of shallow impressed current anode groundbeds |  |
| 15 | Supervise the installation of isolation devices |  |
| 16 | Supervise the installation of reference electrodes (including calibration) and coupons |  |
| 17 | Supervise the installation of AC mitigation earthing electrodes and DC decoupling devices |  |
| 18 | Verify the electrical continuity of all parts of the structure to be protected |  |
| 19 | Locate protected structure and of foreign metallic structures including buried steel-reinforced concrete and electrical earthing systems |  |
| 20 | Inspect and test electrical isolation |  |
| 21 | Measure structure to electrolyte ON potential |  |
| 22 | Measure structure to electrolyte instant OFF potential |  |
| 23 | Measure structure to electrolyte potential depolarization |  |
| 24 | Report measurements including comparison of measurement results to a selected CP criteria according to procedure |  |
| 25 | Perform close interval potential survey (ON or natural) |  |
| 26 | Perform potential measurement of structure to remote earth |  |
| 27 | Perform close interval polarized potential survey (ON/instant OFF) |  |
| 28 | Establish synchronization of current interruptions for instant OFF measurements |  |
| 29 | Confirm synchronization of current interruptions for instant OFF measurements |  |
| 30 | Measure ON and IR free potential as well as DC and AC current on coupons |  |
| 31 | Measure potential gradients in soil |  |
| 32 | Intensive measurements (see ISO 15589‑1) |  |
| 33 | Perform AC frequency current signal attenuation measurements |  |
| 34 | Perform direct Current Voltage Gradient (DCVG), non-recording |  |
| 35 | Perform direct Current Voltage Gradient (DCVG), with recording of digital measurements |  |
| 36 | Perform Pearson surveys (ACVG) |  |
| 37 | Perform interference testing and measurement under interference conditions from a static (not time variant) DC source |  |
| 38 | Perform interference testing and measurement under interference conditions from a dynamic (time variant) DC source |  |
| 39 | Analyse and treat DC interferences from a static (not time variant) source |  |
| 43 | Supervise cable and connection repair |  |
| 44 | Test casings for isolation from carrier pipe |  |
| 45 | Perform visual inspection of simple components of CP systems (e.g. test posts) |  |
| 46 | Perform visual inspection of coating for physical damage |  |
| 47 | Perform detailed inspection of coating and structure for damage |  |
| 48 | Test CP effectiveness under disbonded coating |  |
| 49 | Collect soil samples and deposits from the structure for laboratory corrosion analysis |  |
| 50 | Perform basic chemical and microbiological field test |  |
| 51 | Measure extent of corroded area |  |
| 54 | Perform potential surveys of buried pipelines across bodies of water (lakes, rivers, estuaries) |  |
| 55 | Perform current requirement test for pipelines, plants, horizontal directional drilling, etc. |  |

**PART 5.2 - INDUSTRIAL EXPERIENCE [All Applicants to Complete]**

As a Senior Cathodic Protection Technician, it is required that you spend no less than 20% [approximately 48 days per year] of your professional activities on Cathodic Protection duties at Level 3 or higher.

If applying for initial certification complete the table below for the period of additional experience commensurate of your education or for 10 re-certification the 5-years since you were last assessed.

The total time listed should amount to 48-days per year relating to the On-land metallic structures application sector. Where applicable each work item should include reference to the task descriptions in tables 2 and 3

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates** | **Works undertaken** | **Duration**  **[Hours / Days]** | **How verified: Manager, Self or Referee** |
| *10/1/2020 to 14/2/2020*  *[Example Only]* | *Supervision and testing of pipeline CP system.*  *Table 2: 1-19, 29 and 33.*  *Table 3: 1, 8-10, 18-28.* | 14 days | Manager |
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\*If Referee Please indicate Ref 1 or Ref 2

You may add or extend rows as necessary.

Applicants may attach their own format of the records above provided that this offers the same level of information and confirmation of the overall time allocated.

**PART 5.3 - EVIDENCE [Initial and 10-year Re-Certifications Only]**

You are required to send, along with your completed application, a minimum of one piece of evidence prepared by you and verified as such by one of your referees.

The purpose of the case study is to demonstrate that you are actively undertaking and are responsible for the duties of a Senior Cathodic Protection Technician. As such the simplest way of achieving this is provide evidence comprising completed work for which the you were responsible.

Evidence may take the form of:

* Method statements or work instruction suitable for a Level 1 or 2 technician.
* Technical, commissioning or simple design reports.

Evidence should be from last 5-years and as recent as possible.

If documentation has been prepared in a language other than English a certified translation is required.

All documentation should be provided in electronic format where possible.

All case studies and information provided in your application will be treated in strictest confidence and will only be reviewed by members of ICorr Professional Assessment Committee, Cathodic Protection Sub-Committee and processed by ICorr office staff for administration purposes.

**APPLICANT’S UNDERTAKINGS**

I wish to apply for registration as a Certificated Level 3 Senior Cathodic Protection Technician On-land Metallic Structures (Buried pipeline externals which may cross river/estuaries etc., buried tank externals, external bottoms of above ground storage tanks, well casings etc.)

**ATTESTATION**

In signing and completing this form I confirm that the information given above, and attached, is truthful and accurate. I acknowledge that my Certification can be withdrawn by the Institute of Corrosion if any element of the above information is shown to be false and that such withdrawal can be published by the Institute.

I also accept that the Institute of Corrosion will maintain records of my Certification and may disclose them at any time to any enquirer seeking personnel Certificated in Cathodic Protection. The Institute of Corrosion is authorised to make contact with me by the details that I have provided above.

I am also accepting and agreeing to work within the Code of Ethics for the Institute of Corrosion Scheme for Certification of Inspection and Cathodic Protection Personnel as detailed below:

**Code of Ethics for ICorr Certification of Cathodic Protection Personnel**

This code must be upheld by all personnel Certificated to levels 1- 5 under the Institute of Corrosion’s *ICorr Certification Scheme* for Inspection and Cathodic Protection personnel engaged in painting and coating inspection, cathodic protection, and in inspection of pipe coating, insulation, fire proofing and metallic coatings.

Before ICorr Certification or Re-certification can be issued, participants in the scheme shall sign this Code of Ethics and undertake to comply with the following:

1. I undertake to uphold the dignity and good standing of my profession and the Institute of Corrosion and its Certification Scheme; I will observe the highest standards of ethical behaviour and obey local laws.
2. I will exercise due skill, care and diligence in all of my professional activities.
3. I acknowledge that my activities may impact on the health and safety of individuals, of the public at large, on the safety of plant and facilities on which I work and on the environment; I will be rigorous in the execution of my professional activities.
4. I shall not use ICorr Certification to mislead any individual, employer or authority by presenting it as testimony that applies to any task outside the scope of the Certification as declared on the ICorr Certificate. I shall not permit my ICorr Certification to be used by any other party nor shall I knowingly permit my Employer or others to misuse the Certification documents issued to me.
5. I shall always endeavour to become fully familiar with my duties and understand the scope of my authority prior to performing work. I shall not accept duties for which I am not trained and proficient; if I am requested to do so I will request – (in writing) – to receive additional training and mentored experience.
6. I recognise that it is my duty to perform tasks as I have been contracted to do and I shall not allow deviations from specified requirements unless given permission – (in writing) – to do so by a higher authority.
7. I will report – (preferably in writing) – to a higher authority if I am aware of any specified requirements which may lead to adverse work or conditions which were not intended.
8. I will endeavour to perform inspections, tests, measurements and any other work for which I have been contracted to the best of my ability and will inform my superior(s) – (in writing) – if I am unable to do so.
9. I will not accept gratuities of any kind which may affect my judgement in the work that I am performing as an ICorr Certificated individual.
10. I will endeavour to be fair, reasonable and objective towards the requirements for which I perform at all times.
11. I will not allow my work to be influenced by personalities or other individual considerations.

I hereby agree to uphold and abide by this code and I acknowledge that I may be subject to a disciplinary procedure which could result in loss of Certification if it can be proven that I have failed to comply or have provided false information associated with my participation in the scheme.

|  |  |  |
| --- | --- | --- |
| Name (Print) | Signature of Applicant: | Date |

**OPTIONAL**

|  |
| --- |
|  |

As a Level 3 Certificated Cathodic Protection person you may be eligible to apply for the Professional Membership, Technician Grade [TICorr] with the Institute of Corrosion:. If you would like to receive information on how to apply to become TICorr and thus become a full member of ICorr and gain all the associated benefits, please tick the box

**Data Protection:** If your application is successful, details will be held on the Institute of Corrosion’s Certification Register database. This publicly available register will include your name, the Institute of Corrosion, and your Level 3 Certification Number. ICorr may wish to use the information you supply in order to be able to communicate with individuals effectively. Level 3 Certified Cathodic Protection Senior Technicians have the right of access to their personal data held by ICorr and the right to prevent its use for direct marketing services.

|  |  |
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| **If you wish to receive this information, please tick the box** |  |

**REFEREES**

Two Referees are required, one of whom has direct knowledge of the applicant’s employment and day-to-day work and one whom is certificated to ISO 15257:2017 at level 4 or above in the same application sector, has a general knowledge of the applicants capabilities and experience and is able to demonstrate a suitable level of independence from the applicant and their employer. The referees should have known the applicant for a minimum of 3-years. The two referees should not be from the same company/organisation. Applicant and referee should not be related in anyway.

I confirm that I have read the Criteria for Level 3 Certification and confirm that the applicant is competent to carry out the tasks listed above. I recommend that the applicant, to the best of my knowledge and belief, is a fit person to be registered as a Certificated Level 3 Senior Cathodic Protection Technician through the Institute of Corrosion. I agree, on request of the Institute of Corrosion, to provide a confidential written reference.

**Referee 1**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Qualification |  |
| Address |  | | |
| Tel No |  | | |
| Email |  | | |
| Signature |  | Date |  |

Please also initial at the bottom of each page where indicated to confirm that the information is to the best your knowledge true and correct.

**Referee 2**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Qualification |  |
| Address |  | | |
| Tel No |  | | |
| Email |  | | |
| Signature |  | Date |  |

Please also initial at the bottom of each page where indicated to confirm that the information is to the best your knowledge true and correct.

If a referee is unable to verify significant portions of the content on a given page we ask that they strike-through their verification box and initial only the content they can verify.

**PAYMENT**

Please enclose the required registration and administration fee of **£55 plus VAT** – applications will only be fully processed if registration and administration fees are paid in advance and in full.

**Payment by cheque**

|  |  |
| --- | --- |
| **I enclose a cheque crossed and made payable to The Institute of Corrosion for £55 plus VAT** |  |

**Payment by credit card**

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| **Visa/MasterCard only** |  |

Please debit my credit card Visa/MasterCard (delete as appropriate) **£55 plus VAT**

**Cardholder’s name:**

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| **Card Number** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **CVV Number** |  |  |  | **Expiry Date** | | |  |  | **/** |  |  |  |  |

**Cardholder’s address (if different to page 1)**

**Cardholder’s signature: Date:**

ICorr endeavour to process applications within 28-days of receipt of a complete and valid application. Under no circumstances shall ICorr be liable for loss of work or contracts which may be conditional upon certification.

**SENDING YOUR APPLICATION**

Please send this signed and completed application along with supporting documentation to:

**INSTITUTE OF CORROSION**

**Corrosion House,**

**5 St Peters Gardens,**

**Marefair,**

**Northampton,**

**NN1 1SX**

**FAO Professional Assessment Committee, CP Sub-Committee Chair**

**or by e-mail to** [**admin@icorr.org**](mailto:admin@icorr.org)**. If your submission exceeds 10mb in size please contact ICorr as alternative means of submission may be required.**

Please check before sending that you have completed this form correctly and included the appropriate documents and payment with your application:

|  |  |  |  |
| --- | --- | --- | --- |
| Documentation | Initial Certification | 5-Year Recertification | 10-Year Recertification |
| Application Form, Completed Signed and Verified By Referees | ✓ | ✓ | ✓ |
| * Part 1 - Personal Information | ✓ | ✓ | ✓ |
| * Part 2 – Education | ✓ | 🗶 | 🗶 |
| * Part 3 – Employment History | ✓ | 🗶 | ✓ |
| * Part 4 – CPD Report | ✓ | ✓ | ✓ |
| * Part 5 - Industrial Experience, Knowledge And Competence | ✓ | Part 5.2 Only | ✓ |
| * Attestation, Signed by the Applicant. | ✓ | ✓ | ✓ |
| * Referees, Signed by both referees. | ✓ | 🗶 | ✓ |
| * Payment Form & Payment | ✓ | ✓ | ✓ |
| Verified Copies of Relevant Certification [Part 2]. | ✓ | 🗶 | 🗶 |
| Company Organisation Chart[s] [Part 3] | ✓ | 🗶 | ✓ |
| 1x Supporting Evidence [Part 5.3]. | ✓ | 🗶 | ✓ |

ICorr endeavour to process applications within 28-days of receipt of a complete and valid application. Under no circumstances shall ICorr be liable for loss of work or contracts which may be conditional upon certification.