



PERSONNEL INITIAL APPLICATION

PLEASE PRINT CLEARLY IN BLOCK CAPITALS

1. PERSONAL DATA

Family name:	Title:	Name:
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Home Address:

Telephone: Home	Telephone: Business	e-mail address
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Details of EWF/IIW Diploma held:			
Title:	Number:	Date Awarded:	Date of Birth:

I wish to apply for Certification and enclose the relevant application fee. My CV is also enclosed on the official form. I agree to abide by the terms of Certification given in the notes at the end of this form	
Signed: _____	Date: _____

2. ENDORSEMENT BY THE EMPLOYER

The undersigned declares that to the best of his/her knowledge the information in this application is correct. (This section must be signed by the manager or director responsible for welding activities)	
Name: _____	Job title: _____
Signed: _____	Date: _____
Company: _____	
NOTE: If the applicant is self-employed, this section must be completed by the appropriate representative of a recent client	



3. NOMINATION OF REFEREE

Please provide the name of an appropriately qualified person (preferably International/European Welding Engineer). This person may be invited to comment on the relevance and level of certification you are seeking.

Name _____ Address _____ e-mail _____

EWE/IWE Diploma No: _____
(or other qualification)

Employer _____

Job title _____

4. CERTIFICATION SOUGHT

Please indicate the level of certification sought:

Certified International Welding Engineer

Certified International Welding Technologist

Certified International Welding Specialist

Certified International Welding Practitioner

5. RECORD OF PROFESSIONAL ACTIVITIES AS AUTHOR, TEACHER OR EXAMINER

Please indicate the specific contributions which you have made in the following areas (give dates):

Published Papers • Seminars • Conferences • Training Courses • Examinations

6. PARTICIPATION IN THE WORK OF OTHER BODIES

Please indicate professional welding activities in which you have been involved (e.g. Standards bodies)



7. MAINTAINING AND DEVELOPING KNOWLEDGE

7.1 Please indicate briefly how you keep up-to-date with developments in welding and joining technology

7.2 Give examples with dates of activities within the last three years that have helped you to keep up to date (e.g. training courses and seminars attended), and provide evidence (e.g. copies of attendance certificates)



8. RECORD OF RECENT PROFESSIONAL WELDING EXPERIENCE

This section should record the principal features of your job specification for the posts which you have held during the past three years and should show your specific welding responsibilities. Please indicate whether the responsibility is direct or delegated in each case. If more than two posts are involved, continue on a photocopy of this page

CURRENT JOB TITLE _____

No. of subordinate staff _____ Employed from (date) _____

Employer _____ No. of employees _____

By selecting from the attached list, indicate below the products, materials and processes for which you have responsibility:

Principal products _____

Materials involved _____

Welding processes used _____

Codes and standards _____

CURRENT JOB SPECIFICATION Principal features showing welding responsibilities	Welding responsibilities are:	
	Direct	Delegated
Percentage of your time devoted to above welding responsibilities		



CURRENT EMPLOYER ORGANISATION CHART

This section should show clearly your position in the organisation related both to senior and subordinate relevant staff and to other staff having welding responsibilities



PREVIOUS JOB TITLE _____

No. of subordinate staff _____ Dates employed from _____ to _____

Employer _____ No. of employees _____

By selecting from the attached list, indicate below the products, materials and processes for which you have responsibility:

Principal products _____

Materials involved _____

Welding processes used _____

Codes and standards used _____

PREVIOUS JOB SPECIFICATION Principal features showing welding responsibilities	Welding responsibilities are:	
	Direct	Delegated
Percentage of your time devoted to above welding responsibilities		



PREVIOUS EMPLOYER ORGANISATION CHART

This section should show clearly your position in the organisation related both to senior and subordinate staff and to other staff having welding responsibilities

9. CAREER RECORD (prior to the job(s) described in Section 8)

For each post held provide details of: job title; dates; employer; activities and products; job specification (100 words maximum per job).

Notes to applicants:

- i. Certified persons are required to abide by the Rules of Professional Conduct (Appendix 4), failure to do so may result in withdrawal of the certificate.
- ii. Certification requires renewal every three years. On each occasion the certified person must complete a Renewal Application Form and pay the renewal fee.
- iii. Lists of certificate holders are made available to the public by the ANB



KEYWORDS USED WHERE POSSIBLE TO DEFINE SCOPE OF ACTIVITY/EXPERIENCE

Materials:

- C(-Mn) steels, normalized and TM steels
- Cr-Mo (-Ni) steels
- Ferritic/martensitic/austenitic/duplex/high nickel steels
- Aluminium alloys
- Copper alloys
- Nickel alloys
- Titanium alloys and Zirconium alloys
- Others to be specified

Product Types:

- aircraft and space vehicles
- aircraft engines
- rail vehicles
- large storage vessels
- small storage vessels
- machinery
- automotive
- bridges
- cranes and mechanical handling equipment
- construction and mining equipment
- large pressure vessels, boilers
- small pressure vessels
- pressure equipment
- electrical machines
- domestic equipment
- offshore structures
- transport pipelines
- industrial piping
- shipbuilding
- steel construction
- others to be specified

Welding Processes:

- Gas
- MMA
- MIG/MAG
- TIG
- Plasma
- SAW
- EB
- Laser
- Resistance
- Friction
- Stud welding
- Others to be specified



THE WELDING INSTITUTE

AUTHENTICATED CURRICULUM VITAE

Full name:	Date of birth:
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Address for correspondence:

Telephone number:	E-mail:
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This CV has been prepared by the above individual and has been authenticated by two persons who have knowledge of his/her career. It is held on file at The Welding Institute and each page submitted bears the official stamp of The Institute.

TWI Signatory

Signed on behalf of The Institute.....Date.....

Name.....Job title.....

AUTHENTICATION

We have examined the following CV and to the best of our knowledge the items initialled are correct.

PLEASE TYPE OR PRINT

Name	Name
Professional qualifications	Professional qualifications
Employer	Employer
Job title .	Job title
Signed	Signed
.....
Date	Date

Signature of CV holder

Signed Date

OFFICIAL STAMP

To be completed by TWI

Class of Membership Date gained

Category of Registration Date gained



Surname and initials: Date of birth:

Authenticated
by
initials

AUTHENTICATED CURRICULUM VITAE

1. TECHNICAL EDUCATION

Evidence of the qualifications and other memberships shown, preferably in the form of photocopies of certificates authenticated by the signature of the proposer, seconder, or a referee, **must** accompany this application. The Institute cannot accept responsibility for loss of or damage to original documents.

Include in this list any specific welding courses leading to a nationally recognised qualification e.g. Diploma in Welding Engineering.

Name of college, university, etc	Award or Reference (1)	Title of Qualification (2)	Awarding Body (3)	Year of Award	Full-time Part-time or Sandwich	No. of Years Study

Notes

1. The Award is MEng, BEng, NVQ, BSc, HNC, etc. or, in the case of CGLI certificates, include course reference number, e.g. CGLI Certificate 215. For NVQs, NC or HNC include separate statement of units gained.
2. The title is that of the degree, certificate or diploma, e.g. Metallurgy, Welding and Fabrication Technology.
3. The Awarding Body is the university, BTEC, CGLI, CSWIP, PCN, etc.

2. MEMBERSHIP OF PROFESSIONAL BODIES

Names of bodies	Class of membership

3. OTHER PROFESSIONAL AWARDS

Engineering Council Registration: CEng IEng EngTech

Please give Registration No.

FEANI Registration: Group 1 Eur Ing Group 2

City and Guilds of London Institute: Full Technological Certificate

Licenciateship

European Welding Qualifications:

CSWIP Registration Categories:

National/Scottish Vocational Qualifications (state title, level, Awarding Body)

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OFFICIAL STAMP



Surname and initials: Date of birth:

PLEASE PRINT OR TYPE

Authenticated
by
initials

AUTHENTICATED CURRICULUM VITAE

4. CAREER RECORD (start with earliest activity) *(You may attach your own Authenticated CV at this stage if you wish)*

<p>Signature of CV holder</p> <p>Signed _____ Date _____</p>	<p>OFFICIAL STAMP</p>
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Surname and initials: Date of birth:

PLEASE PRINT OR TYPE

Authenticated
by
initials

AUTHENTICATED CURRICULUM VITAE

4. CAREER RECORD (start with earliest activity)

<p>Signature of CV holder</p> <p>Signed _____ Date _____</p>	<p>OFFICIAL STAMP</p>
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Surname and initials: Date of birth:

PLEASE PRINT OR TYPE

Authenticated
by
initials

AUTHENTICATED CURRICULUM VITAE

4. CAREER RECORD (start with earliest activity)

<p>Signature of CV holder</p> <p>Signed _____ Date _____</p>	<p>OFFICIAL STAMP</p>
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Preface

Safety and profit depend on technical control of welding operations. Key staff in all welding related activities needs to have an appropriate level of competence in welding technology and its application. In addition to employing competent and tested welders, manufacturers should ensure that engineers, designers, technicians, and inspectors who deal with welding matters have proven relevant competence. This is increasingly becoming a contract requirement and follows a trend that is expected to accelerate as new Standards for welding come into force. ISO 14731 “Welding Co-ordination - Tasks and Responsibilities” requires people with welding or welding related responsibilities to be able to demonstrate that they are competent to carry out those responsibilities. In turn, ISO 14731 is a key component of ISO 3834 “Quality Requirements for Fusion Welding of Metallic Materials”, an International standard that is widely quoted in product standards and specifications.

This Certification Scheme provides a way to assess and recognize job competence. It defines the profile of education, knowledge, experience and responsibility required for a range of welding tasks, and provides a professional assessment procedure. Certification is concerned with current competence rather than historical attainment and periodic renewal is required. Therefore, the scheme provides a convincing way of supporting companies seeking to achieve compliance with ISO 14731.

These Guidelines establish the mechanism by which the IIW Personnel Certification is implemented, such that the requirements are applied uniformly. This is done by appointing one organisation in each IIW member country, to act on behalf of IIW, and these organisations are assessed and monitored against these Guidelines. These organisations are known as the Authorised Nominated Bodies (ANBs), and are responsible for ensuring that the certification Guidelines are maintained. In this, the objective is that certified personnel at a specified level will have achieved the same minimum level of knowledge and competence, irrespective of the country in which they have been certified. Certificates awarded by ANBs under these Guidelines are mutually recognised.

This document is based upon the Personnel Certification System developed by the European Federation for Welding, Joining and Cutting (EWF), through an Agreement between EWF and the International Institute of Welding (IIW) reached in 2006, at the Annual Meeting of the International Institute of Welding (IIW) in Quebec, Canada.

These Guidelines have been developed following the principle of mutual recognition, which has been agreed between the IIW and the EWF.

These Guidelines are prepared and updated by the IAB Group A and approved by the IAB Members Meeting.

These Guidelines shall be updated and reissued every three years and there is an obligation on all ANBs to implement the changes within one year of the date of issue.

Due to the principle of mutual recognition between IIW and EWF, whenever IIW qualification



and/or certification of welding coordination personnel is mentioned, the correspondent EWF qualification and/or certification is considered equivalent.

Accreditation in accordance with the relevant ISO accreditation Standards is a basic requirement for the Certification Bodies. Though the accreditation, granted by a National Recognized Accreditation Body (Member of IAF) is not specifically required for ANBs implementing the IIW PCS to ISO 14731, It is recognised that the accreditation provides the basis for the harmonisation of any kind of assessment and should be adopted by all PCS ANBs.

Due to the principle of mutual recognition between IIW and EWF, holders of EWF Certificates can automatically be granted the IIW correspondent Certificate.

The position of the scheme in relation to other IIW activities is shown in Figure 1. It must be remembered that the employer is the only entity that can issue the authorisation to work: IIW is only in a position to assist and support this process in a way that is convincing to the employers' customers, particularly in relation to ISO 14731. Employers may also require some third party certification of their welding operations and one route to achieve this is through certification of compliance with ISO 3834 via the IIW Manufacturers Certification Scheme. This includes an assessment of the company's welding co-ordinators to ISO14731. Although it does not require the welding co-ordinator's to hold any particular qualification or certification, possession by the welding co-ordinators of a relevant IIW diploma (see below) will assist in the process of company certification.

Figure 1

ACTIVITY	RESPONSIBILITY
<p>ISO 3834 CERTIFICATION OF COMPANY (Includes assessing Welding Coordinators to ISO 14731)</p>	<p>IIW ISO 3834 Manufacturers Certification Scheme</p> <p>↑ Supports</p>
<p>ISSUE AUTHORITY TO WORK (Possibly in accordance with ISO 14731 for welding co-ordinators)</p>	<p>EMPLOYER</p> <p>↑ Supports</p>
<p>DEMONSTRATE A WELDING COORDINATOR'S CURRENT COMPETENCE</p>	<p>IIW CERTIFICATE</p> <p>↑ Supports</p>
<p>DEMONSTRATE A WELDING COORDINATOR'S KNOWLEDGE (HISTORICAL)</p>	<p>IIW DIPLOMA</p>



1 General

1.1 International qualifications for welding personnel (IIW)

Within the scope of this part of the document an IIW qualification means International Welding Engineer, International Welding Technologist, International Welding Specialist and International Welding Practitioner (due to the principle of mutual recognition between IIW and EWF whenever IIW qualification of welding coordination personnel is mentioned, the corresponding EWF qualification is considered equivalent)

IIW diplomas are a statement of historical attainment. This is the case regardless of whether the diploma was gained through the transition arrangements, the education route indicated above, or by the 'alternative' route.

1.2 Certification Scheme

Personnel certification has three main objectives:

- a) Testify that the applicant has demonstrated the appropriate level of knowledge of welding technology at a point in time. The knowledge requirement is the appropriate IIW qualification.
- b) Require the applicant to have been working satisfactorily on specified welding tasks and to have exercised specified responsibilities appropriate to the level of certification sought over two years of the three years period prior to application.
- c) Require the applicant to demonstrate that he/she is keeping up to date with welding technology; that is, maintaining and developing his/her knowledge base.

Note: these qualifications testify that the holder demonstrated the appropriate level of knowledge of welding technology at one particular point in time. The diplomas awarded are, like a degree, valid for life. There is no check on whether the individual has kept up to date with the technology or whether he/she has continued to be involved in it. As an extreme example, a person could gain an International Welding Engineer diploma by doing the full course within a few months of graduating with a university degree in engineering. There is no requirement for industrial experience, and this person would be a properly qualified International Welding Engineer for life. IIW diplomas are a statement of historical attainment. This is the case regardless of whether the diploma was gained through the transition arrangements, the education route indicated above, or by the 'alternative' route.



2. Eligibility to Certification

2.1 Welding knowledge

To meet the objectives of the Scheme it is essential for candidates to demonstrate that they have attained the welding knowledge appropriate to the level of certification sought.

The IIW qualification at the appropriate level is, therefore, a mandatory requirement, as shown below.

Certification Title	Welding Knowledge Qualification Required
Certified International Welding Engineer	International Welding Engineer
Certified International Welding Technologist	International Welding Technologist
Certified International Welding Specialist	International Welding Specialist
Certified International Welding Practitioner	International Welding Practitioner

Each of the above qualifications requires certain 'access' requirements to be met. The access criteria, therefore, automatically provide assurance that the qualified person attained a minimum level of technical education. For example, an International Welding Engineer must possess a university degree (or an equivalent qualification approved by IIW) in an engineering subject.

2.2 Experience and capability

Once the prescribed technical education and welding knowledge aspects have been satisfied, as indicated above, the next requirement is for the applicant to demonstrate recent satisfactory experience and current competence. The applicant must provide evidence of:

1. A minimum of two years' experience in the three-year period prior to application, at the relevant level (see clause 2.1) which demonstrates successful application of welding technology at the appropriate level.
2. Their scope of experience in accordance with ISO 14731 at the appropriate level. The scope of ISO 14731 covers:

Review of requirements <ul style="list-style-type: none">- Product standard to be used together with any supplementary requirements- Capability of the manufacturer to meet the prescribed requirements-
Technical Review <ul style="list-style-type: none">- Parent material(s) specification and welded joint properties- Joint location with relation to the design requirements- Quality and acceptance requirements for welds- Location, accessibility and sequence of welds, including accessibility for inspection and non-destructive testing- Other welding requirements, e.g. batch testing of consumables, ferrite content of weld metal, ageing, hydrogen content, permanent backing, use of peening, surface finish, weld profile- Dimensions and details of joint preparation and completed weld
Sub-contracting



<ul style="list-style-type: none">- With regard to sub-contracting, the suitability of any sub-contractor for welding fabrication shall be considered
Welding personnel <ul style="list-style-type: none">- With regard to welding personnel, the qualification of welders and welding operators, Brazers and brazing operators shall be considered
Equipment <ul style="list-style-type: none">- The suitability of welding and associated equipment- Auxiliaries and equipment supply, identification and handling- Personal protective equipment and other safety equipment, directly associated with the applicable manufacturing process- Equipment maintenance- Equipment verification and validation
Production planning <ul style="list-style-type: none">- Reference to the appropriate procedure specifications for welding and allied processes- Sequence in which the welds are to be made- Environmental conditions (e.g. protection from wind, temperature and rain)- Allocation of qualified personnel- Equipment for preheating and post-heat treatment, including temperature indicators- Arrangement for any production test.
Qualification of the welding procedures <ul style="list-style-type: none">- With regard to the qualification of the welding procedures, the method and range of qualification shall be considered-
Welding procedure specifications <ul style="list-style-type: none">- With regard to welding procedure specifications, the range of qualification shall be considered
Work instructions <ul style="list-style-type: none">- With regard to work instructions, the issuing and use of work instructions shall be considered
Welding consumables <ul style="list-style-type: none">- Compatibility- Delivery conditions- Any supplementary requirements in the welding consumable purchasing specifications, including the type of welding consumable inspection document- The storage and handling of welding consumables
Materials <ul style="list-style-type: none">- Any supplementary requirements in the material purchasing specifications, including the type of inspection document for the material- The storage and handling of parent material traceability



Inspection and testing before welding

- The suitability and validity of welders' and welding operators' qualification certificates
- The suitability of the welding procedure specification
- The identity of the parent material
- The identity of welding consumables
- Joint preparation (e.g. shape and dimensions)
- Fit-up, jiggling and tacking
- Any special requirements in the welding procedure specification (e.g. prevention of distortion)
- The suitability of working conditions for welding, including the environment.
-

Inspection and testing during welding

- Essential welding parameters (e.g. welding current, arc voltage and travel speed)
- The preheating/interpass temperature
- The cleaning and shape of runs and layers of weld metal
- Back gouging
- The welding sequence
- The correct use and handling of welding consumables
- Control of distortion
- Any intermediate examination (e.g. checking dimensions)
-

Inspection and testing after welding

- The use of visual inspection (for completeness of welding, weld dimensions, shape)
- The use of non-destructive testing
- The use of destructive testing
- The form, shape, tolerance and dimensions of the construction
- The results and records of post-operations (e.g. post-weld heat treatment, ageing)
-

Post-weld heat treatment

With regard to post-weld heat treatment, performance in accordance with the specification shall be considered

Non-conformance and corrective actions

With regard to non-conformance and corrective actions, the necessary measures and actions (e.g. weld repairs, re-assessment of repaired welds, corrective actions) shall be considered

Calibration and validation of measuring, inspection and testing equipment

With regard to the calibration and validation of measuring, inspection and testing equipment, the necessary methods and actions shall be considered

Identification and traceability

- The identification of production plans
- The identification of routing cards
- The identification of weld locations in construction
- The identification of non-destructive testing procedures and personnel
- The identification of the welding consumable (e.g. designation, trade name, manufacturer of consumables and batch or cast numbers)
- The identification and/or traceability of parent material (e.g. type, cast number)
- The identification of the location of repairs
- The identification of the location of temporary attachments



- Traceability for fully mechanized and automatic welding units to specific welds
- Traceability of welder and welding operators to specific welds
- Traceability of welding procedure specifications to specific welds.

Quality records

With regard to quality records, the preparation and maintenance of the necessary records (including subcontracted activities) shall be considered.

The above list is intended as a guide only and other activities may be acceptable. It is the applicant's responsibility to give an accurate account of his/her scope of responsibilities and activities in the application

2.3 Maintaining and developing knowledge

Applicants and existing certified persons are required to demonstrate that they are maintaining and updating their knowledge relevant to the areas in which they practice, for example by implementing a personal scheme for professional development. This is an important feature of certification, because a person's capability is dependent on the knowledge base from which he/she operates. Technology does not stand still and, therefore, the individual's knowledge-base must be continuously developed and refined during his/her working career in order to remain competent.

In order to satisfy this requirement, applicants and certified persons will be required to describe their method of keeping up to date. This is usually accomplished in partnership with the employer. Evidence of participation in the relevant reliable activities approved by the ANB will be required.

3. Application for Certification

3.1 Personal application

When the candidate believes he/she has satisfied all of the above requirements for certification, i.e. education, welding knowledge, experience and updating, an official Application Form (see Appendix 2) must be completed and submitted. On this form, the applicant must provide the name of an appropriately qualified person (preferably an International Welding Engineer) who may be invited to comment on the relevance and the level of certification sought. Endorsement by the applicant's employer, or recent client in the case of self-employed applicants, is also required.

Applicants are required to sign an undertaking that they will abide by the Scheme's rules of Professional Conduct for Certified Persons' (see Appendix 4).

3.2 Employer Application

When an IIW diploma holder is nominated as a welding coordinator, this may be accepted as an application for certification. Assessment of an IIW diploma holder in accordance with the requirements of Part 1 Paragraph 2.2 can be included in the manufacturer assessment process in accordance with ISO 3834, EN 15085 or EN 1090. Where the manufacturer assessment confirms the competence of the IIW diploma holder in allocated roles and responsibilities, a recommendation for certification should be made to the decision-making person



4. Certification

4.1 Assessment and awarding of the certificate

Each application for certification shall be reviewed by application reviewing staff (see part 2, item 2) and the final decision on certification will be taken by decision-making staff (see part 2, item 2). Each decision on certification will be taken by person(s) different from the application reviewing person(s).

In cases of doubt about an initial or renewal application, the decision-making staff has the option to require the applicant to undergo an interview.

Only an applicant with a satisfactory assessment result can be awarded the certification. The ANB must record the decision and inform the applicant of the related result. In the case of a positive result, the ANB shall also issue and forward to the applicant the Certificate (templates are given on the doc IAB-001 latest revision).

By submitting the application form to the ANB (see appendix 1), holders of EWF Certificates can automatically be granted the corresponding IIW Certificate.

At the next available meeting, the details of the certificates issued shall be reported to the Governing Board.

4.2 Validity of the certificate and recertification

The certificates have a validity of three years from the date of the decision on certification; at the expiration, a recertification procedure has to be followed in order to renew and retain certified status.

At the three-year renewal point, the holder is required to apply for recertification using the official form (see Appendix 2). This requires information on the activities of the certificate holder during the previous three years, both in terms of job experience and in keeping up to date with relevant changes in technology.

In order to fulfil the requirements for recertification, the holder will be required to demonstrate reasonably continuous involvement in welding technology during the previous three years at the appropriate level. In this context 'reasonably continuous' means that any lack of involvement during the three year period has not exceeded a total of 12 months duration.

Recertification applications from EWF certificate holders will be approved under the IIW certification Scheme provided they fulfil the requirements of this document.

5. Rubber Stamp

In order to enable persons who have gained an IIW Certificate as Certified International Welding Engineer (CIWE), Certified International Welding Technologist (CIWT), Certified International Welding Specialist (CIWS), Certified International Welding Practitioner (CIWP) or Certified International Welded Structures Designer (CIWSD) to publicly demonstrate their level of certification on relevant documents, IIW has arranged for the provision of a personalised rubber stamp. IAB Group B has decided on the layout and dimensions of the stamps. The stamps are available via the IIW approved Authorised National Bodies (ANB). Persons who wish to take advantage of this arrangement may contact their ANB for the details.



ANBs issuing rubber stamps must maintain their own records and complete the appropriate section

of the ANB Annual Report (see OP-05)

The requirements and recommendations for both the layout and dimensions of the rubber stamps and their correct use are defined in the relevant OP-21.

6. Titles

Certified persons are awarded one of the following titles, according to the level of qualification and job activity:

Certified International Welding Engineer (CIWE)

Certified International Welding Technologist (CIWT)

Certified International Welding Specialist (CIWS)

Certified International Welding Practitioner (CIWP)

The award is confirmed by the issue of a Certificate to the person concerned (see IAB-001 latest revision for the Certificate and Scheduel templates).



APPENDIX 3

Rules of Professional Conduct

Persons certified according to the IIW Certification Scheme are obliged to follow these rules. The rules of Professional Conduct include any further rule given by the Authorised Nominated Body responsible for the certification.

- Certified persons shall take all reasonable steps to ensure that they discharge their professional responsibilities in an objective, thorough, and competent manner, ensuring the safety of others at all times
- Certified persons are obliged to keep up-to-date in the areas of technology in which they practice
- All information given as the basis for a certification and its recertification must be correct and not misleading
- The certificate must only be used as intended for, and within the scope of, certification
- Certified persons and/or their employers must not use the certificate, nor part of it, nor must they knowingly allow it to be used in a manner that may be considered fraudulent
- Certified persons or their employers must not make incorrect references to the certification system or misleading use of certificates in advertisements, catalogues, etc
- Certified persons are obliged to keep a record of any complaint made against them within the technical field covered by the certificate
- Certified persons must not bring the IIW or the Authorised Nominated Body into disrepute
- Certified persons must follow any rules given for use of scheme logos.

The certificate remains the property of ANB

Failure to follow these rules of Professional Conduct may result in withdrawal of the certificate issued.

The penalties for fraudulent use of certificates may in addition include reporting the matter to the relevant authorities.

An Authorised Nominated Body is obliged to publish details of withdrawn certificates.

A certificate which has been withdrawn due to failure of the certificate holder to follow these rules of Professional Conduct can only be re-issued after a period of minimum 5 years. An Authorised Nominated Body is allowed to deny re-issuing of a certificate.