

CSWIP RULES ON THE USE AND MISUSE OF CERTIFICATES

1.1 CSWIP Rules on the Use and Misuse of Certificates

PENALTIES WILL BE IMPOSED IF THESE RULES ARE NOT ADHERED TO

- a) The certificate indicates that the holder demonstrated an acceptable level of competence by means of the examination described, at the Examination Centre, on the date indicated and using a particular set of equipment. Holders or employers are not permitted to imply any further degree of competence on the basis of this certificate.
- b) The certificate is only valid:
 - i) for the period indicated
 - ii) if all the fees have been paid
 - iii) if it is on cream paper bearing the CSWIP logo, signed by a CSWIP official and embossed with the CSWIP stamp
 - iv) if they are signed by the individual to whom the certificate is awarded
 - v) if the holder can demonstrate that his health and eyesight meet the CSWIP requirements
- c) Holders or employers must neither obtain nor use certificates, and the CSWIP logo, including their use by third parties, in a manner that may be dishonest or fraudulent. In order to use the logo, specific permission must be sought from TWI Certification Ltd.
- d) Holders must not use the certification in such a manner as to bring the certification body (TWI Certification Ltd) into disrepute, and not make any statement regarding the certification which TWI Certification Ltd may consider misleading or unauthorised.
- e) Holders must discontinue the use of all claims to certification that contain any reference to TWI Certification Ltd, CSWIP, or certification upon suspension or withdrawal of certification, and return any certificates issued by TWI Certification Ltd.
- f) All certificated personnel are required to keep a register of complaints made against them within the scope of the certificate of competence. Failure to keep such a register or failure to enter valid complaints in it will be construed as a misuse of the certificate and appropriate penalties will be applied, see below. The register of complaints must be made available to CSWIP on request.
- g) All certificated personnel are required to abide by The Welding Institute's rules of Professional Conduct.

1.2 Penalties for the Misuse of Certificates

The penalty for proven misuse of a certificate is invalidation of the certificate. In addition, sanctions are normally applied on the period of time before a candidate is eligible to apply for a new certificate. Publication of the transgression may also occur. Any misuse which appears to be an infringement of the law will result in the matter being reported to the employer and, where appropriate, to the relevant law enforcement agency.

CSWIP Guidelines on the Use and Misuse of Certificates

- a) Photocopies of certificates are not acceptable to CSWIP
- b) Certificates are valuable documents which should be kept in a safe place
- c) It is recommended that Certificate holders keep log books of work activity and other details.

New employers who are shown this certificate should satisfy themselves that the certificate holder has been employed with reasonable continuity * on work for which the certificate was granted. It is strongly recommended that the employer ask to see the certificate holders Log Book.

Verification of a holder's eligibility to a certificate can be obtained on the Internet at www.cswip.com and following the on-line instructions.

* As a guide "reasonable continuity" in any given five year period means that absences from work for which the certificate was granted should not exceed one year in one or several periods. This guideline need not be applied to Underwater Inspectors as there are separate rules covering work experience which govern eligibility for 5 year renewals.

THE WELDING INSTITUTE
RULES OF PROFESSIONAL CONDUCT

- 1 When discharging his/her professional duties, a member:
 - (1) Should act with due skill, care and diligence and with proper regard for professional standards.
 - (2) Should satisfy himself/herself as to their scope, obtaining in advance any necessary clarification or confirmation and shall not accept professional obligations which he/she believes he/she has not sufficient competence or authority to perform and shall assess manage and communicate all relevant risks.
 - (3) Shall accept responsibility for all work carried out by him/her, or under his/her supervision or direction, and shall take all reasonable steps to ensure that persons working under his/her authority are competent to carry out the tasks assigned to them and that they accept responsibility for work done under the authority delegated to them.
 - (4) Shall assess relevant liability, and, if appropriate, hold professional indemnity insurance.
 - (5) Shall, when asked for professional advice, give an opinion that is objective and reliable to the best of his/her ability.
 - (6) Shall, if his/her professional advice is not accepted, take all reasonable steps to ensure that the person who overrules or disregards his/her advice is aware of the possible consequences and, wherever possible, records the same.
- 2 Except when legally authorised in the national or public interest, when discharging his/her professional duties, a member:
 - (1) Shall prevent avoidable danger to health or safety
 - (2) Shall act in accordance with the principles of sustainability, and prevent avoidable adverse impact on the environment and society.
- 3 In his/her work, a member shall respect all relevant laws and statutory regulations and shall act with proper regard for professional standards.
- 4 In respect of his/her professional relationships with employers, colleagues or clients, a member:
 - (1) Shall treat all persons fairly and with respect.
 - (2) Shall not maliciously or recklessly injure or attempt to injure, whether directly or indirectly, the professional reputation of another and shall treat all persons fairly and with respect.
 - (3) Shall disclose to his/her client or employer any benefits or interests that he/she may have in any matter in which he/she is engaged on their behalf.
 - (4) Shall neither communicate to any person, nor publish any information or matter, not previously known by him/her or published in the public domain, which has been communicated to him/her in confidence by a client or employer without the express authority of that client or employer.
 - (5) Shall not claim authorisations, qualifications or registrations for which he/she is not entitled.
 - (6) Shall declare any changes to his professional status that might affect the perception of employers or other interested parties as to his competence to undertake work for which he/she will be responsible.
 - (7) Shall notify the institute of any violation of this Code of Conduct by another member.
 - (8) Shall encourage others to advance their learning and competence.
- 5 A member shall ensure that he/she keeps up-to-date in the technology in which he/she practises. To this end, members are encouraged to adopt a formal approach to Professional Development.
- 6 A member shall not solicit work in a misleading or unfair way as an independent adviser or consultant, either directly or by an agent, nor shall he/she improperly pay any person by commission or otherwise for the introduction of such work.
- 7 A member shall not be the medium of payments made on his employer's behalf unless so requested by his/her employer, nor shall he/she, in connection with work on which he/she is employed, place contracts or orders except with the authority of and on behalf of his/her employer.
- 8 A member shall reject bribery and all forms of corrupt behaviour, and make positive efforts to ensure others do likewise.
- 9 A member working overseas shall observe these rules as far as they are applicable, but where there are recognised standards of professional conduct in the country in which he/she is employed, he/she may adhere to them.
- 10 A member shall be guilty of improper conduct if he/she is convicted by a competent tribunal of a criminal or civil offence which in the opinion of the Council, renders him/her unfit to be a member. A member shall notify the Institute if convicted of any such offence.
- 11 If, in the opinion of Council, a member is precluded from performing his/her professional duties in a manner consistent with the standards of his/her profession, as a result of being adjudicated bankrupt or making a composition with his/her creditors, he/she may be deemed guilty of improper conduct. A member shall notify the Institute if such circumstances occur.