



**CERTIFICATION SCHEME FOR PERSONNEL**

## **DOCUMENT NO. CSWIP-WI-1-91 – Part 2**

# **Registration Scheme for ROV Inspectors 3.3U, Senior Welding Inspectors, Underwater Inspection Controllers (3.4U), Welding Instructors, Welding Quality Control Co-ordinators and Welding Supervisors**

12<sup>th</sup> Edition, March 2016

Issued under the authority of the Governing Board for Certification

All correspondence should be addressed to:

TWI Certification Ltd

Granta Park, Great Abington, Cambridge CB21 6AL, UK

Telephone: +44 (0) 1223 899000;

Fax: +44 (0) 1223 894219.

Email: [twicertification@twi.co.uk](mailto:twicertification@twi.co.uk)

Web: [www.cswip.com](http://www.cswip.com)

CSWIP is administered by TWI Certification Ltd

The use of the UKAS Accreditation Mark indicates accreditation in respect of those activities covered by  
Accreditation Certificate No 25

## **FOREWORD**

Registration is open to all those who currently hold CSWIP ROV Inspector (3.3U), Senior Welding Inspector, Underwater Inspection Controller (3.4U), Welding Instructor, Welding Quality Control Co-ordinator or Welding Supervisor certificates and who have held responsibilities commensurate with their CSWIP qualification for the prescribed number of years.

Certificate holders are encouraged to register as it provides an inexpensive way of gaining access to a number of exclusive services and benefits which will help them in their day to day work in structuring their continuing professional development (CPD) and in developing their careers. Registration is a mark of current competence; it will therefore be of benefit when CSWIP certificates are presented for renewal.

Registration does not replace the CSWIP certificate and registrants will need to continue to ensure that they maintain the validity of their certificate.

## **1 BENEFITS OF REGISTRATION**

### **Credibility**

Registration provides a clear statement of capability in the registrant's area of activity based on an independent assessment of their CV and current responsibilities. It brings status, credibility and mobility.

Registrants receive a free personalised desk rubber stamp and a pocket rubber stamp indicating their qualifications. These provides a convenient way of confirming the Registrant's status when signing documents, reports, etc.

Registrants are reminded of when their CSWIP qualification is due for renewal and they also get a discount on the fee.

### **Membership**

Registrants listed in this document are automatically elected as Technician Member (TechWeldI) of The Welding Institute linked to registration with the Engineering Council (UK) as an Engineering Technician (EngTech). Professional Members of The Welding Institute benefits include:

- information and library services
- discounts on training courses, seminars and publications
- local branch programmes: technical meetings, works visits and social events
- national technical groups providing a forum for discussion on specific subjects
- free issues of two journals: Connect published by TWI and the technical journal of the Professional Division.
- A dedicated website for members – [www.twiprofessional.com/](http://www.twiprofessional.com/)

Reading journals and attending meetings/courses facilitates fulfilment of the CPD requirements for renewing registration, see Section 3, and CSWIP certification.

Registrants are bound by the Institute's Rules of Professional Conduct, see Appendix 1, which conform to the general principles extant in the engineering profession.

### **Career Development Record**

A specially designed CSWIP Log Book is provided free of charge to registrants (with the exception of ROV and Underwater Inspection Controllers, who must use their IMCA log book where appropriate). This contains sections on training, qualifications and work activity and completing the record regularly will greatly ease the process of renewal of CSWIP certification. It is also a clear and professional record of your achievements to assist future career promotion prospects. Completion of the log book is a mandatory for CSWIP renewals.

### **Titles**

Registrants are awarded the title Registered ROV Inspector, Registered Senior Welding Inspector, Registered Underwater Inspection Controller (3.4U), Registered Welding Quality Control Co-ordinator or Registered Welding Supervisor as appropriate to their grade of CSWIP certification. A certificate and registration card is issued to all registrants to confirm their title.

## **2 REQUIREMENTS OF REGISTRATION**

### **ROV Inspectors (3.3U)**

Applicants must have a CSWIP ROV Inspector's certificate and they must have had three years of experience and current responsibilities at a level covering all areas of work listed in document CSWIP-DIV-7-95, Part 2, Section 1.4

### **Senior Welding Inspectors**

Applicants must have a CSWIP 3.2 Senior Welding Inspector's certificate and they must have had three years of experience and current responsibilities at a senior level covering all the areas of work listed in Doc: CSWIP-WI-6-92. These include:

Supervision of welding inspection operations and personnel; interpretation of fabrication drawings; interpretation of the results of NDT and the assessment of the defects identified; final acceptance of product.

### **Underwater Inspection Controllers**

Applicants must have a CSWIP Underwater Inspection Controller's certificate and must have had three years of experience and current responsibilities in the areas of work given in document CSWIP-DIV-7-95 Part 2, Section 1.4.

## **Welding Instructors**

Applicants must have a CSWIP Welding Instructor's certificate and must have had three years of experience and current responsibilities in the areas of work given in Doc: CSWIP-WInst-1-91. These include:

Initial assessment and instruction in the safe and correct practical welding skills required by the trainee to meet his/her or the sponsor's specification; the supervision of trainees, course planning, course delivery, inspection and testing of welds and trainees' record keeping.

Successful applicants with at least three years' experience as a welder in industry will be awarded the title Registered Master Welding Instructor (Group 1). In other cases the title Registered Master Welding Instructor (Group 2) will be awarded. Progression from Group 2 to Group 1 may be achieved by gaining at least 6 months out of a 12 month period, logged and authenticated experience of welding in a manufacturing or site environment.

## **Welding Quality Control Co-ordinator**

Applicants must have a CSWIP Quality Control Co-ordinator certificate and must have had three years of experience and current responsibilities in the areas of work given in document CSWIP-QCC-20-08. These include:

Application of requirements of codes and standards, identification of relevant material and components, heat treatment procedures, hydrostatic test methods, destructive mechanical testing, quality related procedures and practices, health and safety, and inspection quality test plans.

## **Welding Supervisors**

Applicants must have a CSWIP Welding Supervisor certificate and must have had three years of experience and current responsibilities in the areas of work given in document CSWIP-WS-1-90. These include:

Shop floor (or site) planning and supervision of welding activities, for the direction of the welding workforce, and for controlling the manufacture by welding in accordance with specified instructions.

### **3 MAINTAINING REGISTRATION**

Registration is valid for three years, but in order to remain current the annual Professional Membership fee must be paid. At the renewal point, certificate holders must provide evidence of continuity of employment and Continuing Professional Development (CPD) for which a form is provided.

Registrants are strongly encouraged to maintain a log of their CPD activities in accordance with TWI and Engineering Council recommendations.

## 4 **FEES**

These are divided into three categories:

Application and Registration fee

Annual Professional Membership fee (Professional Membership must be maintained to keep registration valid).

Three year renewal form

Current fee scales are available on request.

## 5 **COMPLAINTS AND APPEALS**

Appeals against an unsuccessful application or against non-renewal of Registration may be made by the individual upon application in writing to the Certification Management Board.

## 6 **APPLICATION FOR REGISTRATION**

Individuals holding the appropriate CSWIP certificates may apply for Registration. Applications must be made on the standard application form.

In summary, registration candidates must provide:

- a) Completed and signed application form
- b) The application and registration fee
- c) Evidence that the applicant holds the appropriate CSWIP certificate.

## APPENDIX 1: THE WELDING INSTITUTE RULES OF PROFESSIONAL CONDUCT

(The masculine gender is used throughout for convenience only).

- 1 When discharging his professional duties, a member:
  - (i) Should act with due skill, care and diligence and with proper regard for professional standards.
  - (ii) Should satisfy himself as to their scope, obtaining in advance any necessary clarification or confirmation and shall not accept professional obligations which he believes he has not sufficient competence or authority to perform and shall assess manage and communicate all relevant risks.
  - (iii) Shall accept responsibility for all work carried out by him, or under his supervision or direction, and shall take all reasonable steps to ensure that persons working under his 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.
  - (iv) Shall assess relevant liability, and, if appropriate, hold professional indemnity insurance.
  - (v) Shall, when asked for professional advice, give an opinion that is objective and reliable to the best of his ability.
  - (vi) Shall, if his professional advice is not accepted, take all reasonable steps to ensure that the person who overrules or disregards his 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 professional duties, a member:
  - (i) Shall prevent avoidable danger to health or safety
  - (ii) Shall act in accordance with the principles of sustainability, and prevent avoidable adverse impact on the environment and society.
- 3 In his 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 professional relationships with employers, colleagues or clients, a member:
  - (i) Shall treat all persons fairly and with respect.
  - (ii) 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.
  - (iii) Shall disclose to his client or employer any benefits or interests that he may have in any matter in which he is engaged on their behalf.

- (iv) Shall neither communicate to any person, nor publish any information or matter, not previously known by him or published in the public domain, which has been communicated to him in confidence by a client or employer without the express authority of that client or employer.
  - (v) Shall not claim authorisations, qualifications or registrations for which he is not entitled.
  - (vi) 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 will be responsible.
  - (vii) Shall notify the institute of any violation of this Code of Conduct by another member.
  - (viii) Shall encourage others to advance their learning and competence.
- 5 A member shall ensure that he keeps up-to-date in the technology in which he 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 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 employer, nor shall he, in connection with work on which he is employed, place contracts or orders except with the authority of and on behalf of his 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 is employed, he may adhere to them.
  - 10 A member shall be guilty of improper conduct if he is convicted by a competent tribunal of a criminal or civil offence which in the opinion of the Council, renders him 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 professional duties in a manner consistent with the standards of his profession, as a result of being adjudicated bankrupt or making a composition with his creditors, he may be deemed guilty of improper conduct. A member shall notify the Institute if such circumstances occur.