



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

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Issued under the authority of the Governing Board for Certification

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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) for three years. 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/

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, 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 two categories:

Application and Registration fee including three years Technician (TechWEldI) Membership of The Welding Institute and Engineering Council Registration as an Engineering Technician (EngTech).
Three year renewal fee

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

- 1 When discharging his/her professional duties, a member:
 - (i) Shall act with due skill, care and diligence and with proper regard for professional standards.
 - (ii) Shall satisfy himself/herself as to their scope, obtaining in advance any necessary clarification or confirmation and shall only accept professional obligations for which he/she believes to have sufficient competence or authority to perform and shall assess, manage and communicate all relevant risks and limitations of competence.
 - (iii) 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.
 - (iv) Shall assess relevant liability, and, if appropriate, hold professional indemnity insurance.
 - (v) Shall assess and manage relevant risks and communicate these appropriately.
 - (vi) Shall, when asked for professional advice, give an opinion that is objective and reliable to the best of his/her ability.
 - (vii) 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 made 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:
 - (i) Shall prevent avoidable danger to health or safety
 - (ii) Shall prevent avoidable risk to both physical and cyber security
 - (iii) 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:
 - (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/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.
 - (iv) Shall avoid where possible real or perceived conflict of interest and advise affected parties when such conflicts arise.
 - (v) Shall observe the proper duties of confidentiality owed to appropriate parties and shall neither communicate to any person, nor publish any information or matter, not previously known by him/her or available 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.
 - (vi) Shall not claim authorisations, qualifications or registrations for which he/she is not entitled.
 - (vii) Shall declare any changes to his/her professional status that might affect the perception of employers or other interested parties as to his/her competence to undertake work for which he/she will be responsible.
 - (viii) Shall notify the institute of any significant violation of this Code of Conduct by another member.
 - (ix) 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 maintain and enhance his/her competence. To this end, Members are encouraged to adopt a formal approach to Professional Development.
 - 6 A member shall raise a concern about a danger, risk, malpractice or wrongdoing which affects others ("blow the whistle") and support a colleague or any other person to whom the member has a duty of care and who in good faith raises any such concern.
 - 7 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.
 - 8 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.
 - 9 A member shall reject bribery and all forms of corrupt behaviour, and make positive efforts to ensure others do likewise.
 - 10 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.
 - 11 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.

- 12 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.