



**CERTIFICATION SCHEME FOR WELDING AND INSPECTION PERSONNEL**

## **DOCUMENT NO. CSWIP-DIV-13-04**

# **Registration Scheme for Underwater (Diver) Inspectors – Grade 3.1U, 3.2U, ROV Inspectors (3.3U) and Underwater Inspection Controllers (3.4U)**

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## **FOREWORD**

Registration is open to all those who currently hold CSWIP Underwater Inspector Grade 3.1U, Underwater Inspector Grade 3.2U, ROV Inspector (3.3U) and Underwater Inspection Controller (3.4U) 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 renewable annually and is a mark of current competence.

**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 his/her CV and current responsibilities. It brings status, credibility and mobility. Registrants can obtain stamped and countersigned copies of their authenticated CVs for a nominal fee. This type of validation of CVs is now often required by employers as it ensures the information is accurate.

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

Registrants are automatically sent a renewal reminder for their CSWIP certification.

#### **Membership**

Underwater Inspector 3.1U and 3.2U who are not already Professional Members of The Welding Institute (TWI) are automatically elected to Membership of The Welding and Joining Society (WJS) without further application. ROV Inspector's (3.3U) and Underwater Inspection Controllers (3.4U) are in addition automatically eligible for Technician Membership of The Welding Institute and Engineering Technician registration with the Engineering Council, giving them the designatory letters TechWeldI and EngTech. This provides a convenient mechanism for registrants to involve themselves in the welding community. The services from TWI/WJS 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 Welding & Cutting a journal in association with the German Welding Society – DVS
- Professional/WJS Members Discussion Forum
- Free access to the Professional Website

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

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.

### **Professional Development Record**

A Professional Development brochure is provided free of charge. This contains:

- Continuing Professional Development (CPD) card
- Profile of Competence and Needs
- Annual Professional Development Plan

It is a clear and professional record of your achievements to assist future career promotion prospects.

### **Titles**

Registrants are awarded the title Registered Underwater Inspector 3.1U, Registered Underwater Inspector 3.2U, Registered ROV Inspector (3.3U) or Registered Underwater Inspection Controller (3.4U). A certificate and registration card is issued to all registrants to confirm their title.

## **2 REQUIREMENTS OF REGISTRATION**

### **Underwater Inspector 3.1U and 3.2U**

Applicants must have a CSWIP Underwater Inspector 3.1U or 3.2U certificate and they must have had one year of experience and current responsibilities covering the areas of work covered by the CSWIP certificate as described in Doc: CSWIP-DIV-7-95, Part 1, Section 1.4.

## **ROV Inspectors**

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 the areas of work listed in Doc: CSWIP-DIV-7-95, Part 2, Section 1.4.

## **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 Doc: CSWIP-DIV-7-95, Part 2, Section 1.4.

**Refusal of registration does not affect the validity of any CSWIP certificate you hold.**

### **3 MAINTAINING REGISTRATION**

Registration is valid for one year and is maintained by payment of an annual fee and is also reviewed at intervals of three years. At the review point, certificate holders must provide evidence 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 with the Professional Development brochure.

### **4 FEES**

These are divided into three categories:

- Application and Registration fee
- Annual renewal fee
- Three year review

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 and a standard CV form (where applicable); all documents require authentication by a member of The

Welding Institute; exemption from this rule will only be considered in exceptional circumstances.

In summary, registration candidates must provide:

- a) Completed and signed application form
- b) Completed and authenticated CV form (where applicable)
- c) The application and registration fee
- d) 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:
  - (1) 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.
  - (2) 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.
  - (3) Shall, when asked for professional advice, give an opinion that is objective and reliable to the best of his ability.
  - (4) 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.
- 2 Except when legally authorised in the national or public interest, a member shall not do anything or permit anything under his authority to be done, of which the probable and involuntary consequences would, in his professional judgement, endanger human life or safety, expose valuable property to the risk of destruction or serious damage, or needlessly pollute the environment.
- 3 In his work, a member shall respect all relevant laws and statutory regulations.
- 4 In respect of his professional relationships with employers, colleagues or clients, a member:
  - (1) Shall not maliciously or recklessly injure or attempt to injure, whether directly or indirectly, the professional reputation of another.
  - (2) 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.
  - (3) 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.

- 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 Continuing 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 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.
- 9 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 of The Welding Institute renders him unfit to be a member.
- 10 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.