

## **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](http://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.