

The guidance below has been prepared to assist you in understanding the requirements for completing your renewal or recertification application form. Please review this information carefully before submitting your application to our office to avoid delays in processing or additional administration charges.

<b>1. CERTIFICATE HOLDER'S DETAILS</b>	
<b>Item</b>	<b>Guidance</b>
<i>Name as Shown on Certificate</i>	Your Name and Surname (family name) as is displayed on your current certificate
<i>Address Details</i> <ul style="list-style-type: none"> <li>• <i>Address Line 1</i></li> <li>• <i>Address Line 2</i></li> <li>• <i>Town/City</i></li> <li>• <i>State/Province/County</i></li> <li>• <i>Postal/Zip Code</i></li> <li>• <i>Country</i></li> </ul>	<p>Please provide the full address where you would like your certificate to be delivered. Please note that certain countries have specific postal requirements. Without the necessary information the delivery may be delayed, undelivered or returned.</p> <p>Country-specific requirements, to be included in Address Line 1:</p> <ul style="list-style-type: none"> <li>• A full National Address for Saudi Arabia</li> <li>• A PO Box number for United Arab Emirates (UAE):</li> <li>• A CNPJ/CPF Tax ID and IE/RG number for Brazil</li> </ul> <p>Further instruction in point number 2.</p>
<i>Contact Email</i>	This <b>must</b> be your personal email address so that we can contact you directly if any issues arise with your application. Shared company email addresses are <b>not</b> accepted.
<i>Candidate Number</i>	This is your unique candidate number and can be found on your CSWIP ID card or on your examination result notice.
<i>Certificate Title</i>	This is the method of certification you are renewing, for example Welding Inspector
<i>Certificate Number</i>	This is a unique certificate number and can be found on your certificate. Please note that if your certificate is renewed or reissued, a new issue number will be assigned to identify the new certificate.

<b>2. POST / COURIER</b>	
<i>Post/ Courier</i>	<p>Please note that certificates are dispatched by standard post and do <b>not</b> include tracking. Tracking is only available if you select private courier delivery and pay the additional courier fee. By choosing courier delivery, you agree to TWI Certification Ltd (TWI Cert) sharing your delivery details with relevant third parties (including approved suppliers) to fulfil your request. We strongly recommend selecting courier delivery, as we cannot accept liability for items that are delayed, lost, or damaged when sent via standard post. If a parcel is lost or damaged, or the courier fee was not paid, a reissue fee will be required to have it reprinted.</p> <p>Important delivery information:</p> <ul style="list-style-type: none"> <li>• A full postal address, including postal/ZIP code, is required.</li> <li>• For delivery to Saudi Arabia, please note we will require the National Address, including the address short code (please use this <a href="https://splonline.com.sa/en/national-address-1/">https://splonline.com.sa/en/national-address-1/</a> to get your short code).</li> <li>• For UAE standard delivery addresses, please provide a PO Box number.</li> <li>• Brazil: A CNPJ/CPF Tax ID and IE/RG number <b>must</b> be provided.</li> </ul>

### 3. PAYMENT

**a) If paying by BACS:** Please include a copy of the transfer confirmation with your application. This **must** include:

- payment date
- amount paid
- payment reference (your certificate number)
- name on the bank account
- your name
- certificate number

This information enables us to match your payment to your application. Many applications are delayed because the name on the BACS payment does **not** match the applicant's name. If another individual is making the payment on your behalf, you **must** inform us and provide their details.

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**b) If paying by Secure Link:** Please tick the box and we will contact you via e-mail with secure link to make a payment. This will be valid for 72 hours after receiving it.

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**c) CSWIP Portal Payment:** If you have paid for your renewal or recertification by CSWIP Portal, please tick the box on your application form.

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**d) Payment By Company:** If a company is paying then the company details are provided on the application form and the renewal is company-sponsored, two copies of the certificate will be dispatched to the company address.

If your company uses a third-party provider to arrange payment, please contact us as this requires the completion of an additional payment form.

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#### Important information

No application will be reviewed or processed until payment is received.

As stated in the candidate declaration (section 9), all fees are charged for the review of your application and are non-refundable once processing has begun.

If we are unable to confirm the receipt of your payment, we will contact you and request additional information or payment as applicable.

To ensure that the correct amount is received, please see section 10 for details of the applicable fees.

## 4. LOG SHEETS

<p><i>Log Sheet(s)</i></p>	<p>To qualify for renewal, you will need to demonstrate that you have carried out satisfactory work activity with reasonable continuity during the five years covered by your certificate. “Reasonable continuity” means that an absence or change of activity (preventing you from practising the duties corresponding to your certificate) for one or several periods during the validity of the certificate does not exceed a total of one year. A minimum of four years of verified work experience must be provided. Certificate holders not able to satisfy the continuity rules will be treated as initial candidates.</p> <p><b>Original</b> Log Sheets or employment pages from your Logbook, signed and stamped by your employer(s) covering <b>at least 48 months</b> out of the 60 months covered by the certificate you are renewing. Please note that we do not accept CVs, experience or employment certificates as proof of employment. If the Certification Team has any concerns regarding the verifier, additional verification checks will be undertaken, and further investigation may be required. Failure to provide the required information or verification may result in your certificate <b>not</b> being renewed.</p> <p>If you plan to renew additional certifications with us in the future, please retain copies of any log sheets that cover the relevant certification. However, if the forms are updated, you may be asked to provide additional information to meet current requirements.</p>
<p><i>Verifier</i></p>	<p>A verifier <b>must</b> be someone who held a more senior position than you (e.g. your manager, supervisor, HR manager etc.) in the company named.</p> <p>Where you are contracted through, an agency and / or another organisation to a third-party organisation and as such your employment details maybe different to that of the verifier supporting documentation from the agency confirming this <b>must</b> be provided.</p> <p>Where you are the owner of the company or self-employed your verification <b>must</b> be provided by a major client. The verifier <b>must</b> not have a familial relationship (e.g. sibling spouse etc) to the Candidate.</p>
<p><i>Verifier’s Professional Relationship to Candidate</i></p>	<p>This <b>must</b> clearly reflect the supervisory relationship between the candidate and the verifier. The verifier <b>must</b> be aware of and can confirm the authenticity of the candidate’s duties as listed.</p>
<p><i>Verifier’s Company Email Address</i></p>	<p>A company email address <b>must</b> be provided, i.e., it <b>cannot</b> be a @gmail.com or @hotmail.com etc. Failure to do so may impact the successful processing of your application.</p>
<p><i>Verifier For NDT Candidates Only</i></p>	<p>NDT Referee: An individual who can attest to the candidate’s work experience in non-destructive testing (NDT). They will have knowledge of the candidate activities and can confirm the duration of the experience, the types of NDT methods used, and the levels of responsibility performed.</p> <p>The referee must be either:</p> <ul style="list-style-type: none"> <li>a) certified to Level 2 or 3 in any NDT method, or,</li> <li>b) Non-certified personnel may be accepted as referees for NDT candidates, provided they hold a position that enables them to verify the candidate’s length of experience, the types of NDT methods undertaken, and the level of responsibility carried out. Examples of suitable referees may include a Line Manager, Supervisor, Technical Lead, or HR Representative.</li> </ul>

## 5. CONTINUING PROFESSIONAL DEVELOPMENT

*Continuing Professional Development*

Continuing Professional Development (CPD) is a mandatory requirement to meet the requirements of your renewal and/or recertification. As such, all CSWIP and BGAS-CSWIP certificate holders are required to keep themselves up to date with technical developments in their field within the industry. A minimum of 35 hours per year is expected to meet the requirements of your renewal/recertification.

Please indicate how you have undertaken professional development during the five years ending on your certificates' expiry date in the table.

**Please note that you should NOT enter your work duties in this section.**

Please be advised that you may be asked to provide evidence in support of your CPD statement. Failure to provide appropriate CPD may lead to an inability to renew or recertify.

Before you complete your CPD form please familiarise yourself with our guidance in completing the CPD record, please see our website: <https://www.cswip.com/press-releases/2024/cpd-the-good-the-bad-and-the-ugly>

Professional development can be achieved in any of the following ways, depending on your personal circumstances, learning style and opportunities available to you:

- Private Study: Such as distance learning, Open University, Writing papers, Reading, Research on the internet/journals etc.
- Short Courses: Attendance at short courses, seminars and presentations
- Attending Conferences, symposia and exhibitions
- Additional Study: Learning foreign languages, new computer skills etc.
- Membership of a professional body
- Meeting (non-social): Attendance at branch or technical meetings/webinars
- Further Education Studies
- Imparting knowledge: Making presentations, preparation of papers accepted for conferences/publications, coaching/teaching/lecturing

If you are a professional member of The Welding Institute, you have the option to use the online CPD system (<https://theweldinginstitute.com/>). Please print a copy and include with your application.

### EXAMPLE

<b>Dates</b> <i>dd/mm/yy</i>	<b>Title of CPD Activity</b>	<b>Details of activity</b>	<b>Total Hours</b>
08/09/25 – 11/09/25	<i>Attended a CSWIP Senior Welding Inspector Course and Examination.</i>	<i>Have learned about: QA and QC as well as destructive testing, heat treatments, welding procedures, residual stress and distortion, weldability, weld fractures, weld repairs, welding consumables, and welding symbols, non-destructive testing, specifications, joint design, HSLA and quenched tempered steels, arc energy, and heat input</i>	35

## 6. RECORD OF EXPERIENCE

<i>Record of Experience</i>	This section supports your Application Log Sheet and relates to the materials and standards you use within your work duties while applying the certification you are renewing. Please ensure the information provided accurately reflects your practical use of the certification in your current role.
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## 7. TWI CERT EYESIGHT TEST FORM

<i>Eyesight Form</i>	<p>This form <b>must</b> be completed to confirm that you meet the eyesight requirements specified in the relevant scheme document. Each scheme/certificate has specific eyesight requirements. Please read the eyesight form carefully and ensure the test performed is appropriate for the certification you are renewing. Your employer is responsible for ensuring that eyesight requirements are met annually.</p> <p>The form <b>must</b>:</p> <ul style="list-style-type: none"><li>• Be completed by an approved authority (Optometrist, Medical Doctor, Registered Nurse or a recognised Certified Individual to ISO 9712 Level 3 (please include a copy of their certification, so we can review)).</li><li>• Confirm that the eyesight test was completed within 12 months prior to submission of your application.</li></ul> <p>If the eyesight test has been completed by an ISO 9712 level 3 certificate holder but the Certification Body is <b>not</b> recognised by TWI Cert, the test <b>will</b> be rejected.</p>
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## 8. CANDIDATE CHECKLIST FOR APPLICATION

<i>Items</i>	<p>Please use the checklist to make sure you have included all documentation that will be required to process your application.</p> <p>If any documentation is missing or incomplete it will have an impact when reviewing and processing your application.</p>
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## EXTRA'S TO INCLUDE

<i>Current Photograph</i>	One Current Passport Size Photograph of yourself <b>taken within the last two years with your name printed on the back of the photograph</b> (this can be sent to us by email).
<i>Current Certificate</i>	The certificate that you are applying to renew (photocopies of this certificate are accepted)
<i>CSWIP Radiographic Inspectors</i>	Candidate should also provide: Evidence of a CSWIP Radiation Safety certification for the exam taken within the last five years OR Evidence of recognised by CSWIP Radiation Safety certification, together with a copy of the course syllabus and examination content.
<i>Structured Credit</i>	A completed Structured Credit Application form (only if applying via Structured Credit route for 3.4U or 9712 NDT)

## 9. CANDIDATE DECLARATION

Please read and sign the declaration once you are ready to send your application to TWI Cert.
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## 10. 2026 RENEWAL AND RECERTIFICATION PRICE LIST

<i>Fees</i>	<p>We operate a structured fee system to help you select the correct fee when completing your application form.</p> <p>Please note an application form is considered received by TWI Cert when the hard copy documentation arrives in the UK office.</p>	
<b>RENEWALS</b>		
<b>Application Review</b>	This fee applies to candidates who are renewing their certification before the expiry date of their certificate at the five-year point.	
<b>Late Application Review</b>	This fee applies if your certificate has expired before your application is received in our office. Late renewals are reviewed only in exceptional circumstances, as it is the candidate's professional responsibility to renew certification before its expiry date.	
<b>EXAMINATION APPROVAL</b>		
<b>Approval to sit examination at the 10-Year point</b>	This fee applies to candidates at the recertification stage who <b>must</b> gain approval from TWI Cert to sit a recertification examination. Please note that this fee does <b>not</b> include the examination fee. Examination fees are payable directly to the examination centre once you have received approval from TWI Cert.	
<b>Approval to sit examination at 5-year point for NDT certificate holders</b>	This fee applies to candidates at the renewal stage who <b>must</b> gain approval from TWI Cert to sit their examination. Please note that this fee does <b>not</b> include the examination fee. Examination fees are payable directly to the examination centre once you have received approval from TWI Cert.	
<b>STURCTURED CREDIT SYSTEM</b>		
<b>NDT Certificate holders</b>	This fee applies to candidates at the renewal stage who <b>must</b> gain approval from TWI Cert to proceed via the Structured Credit Route. Please note that this fee includes the CSWIP NDT Renewal Approval Application Review fee.	
<b>ADDITIONAL FEES</b>		
<b>Administration Fee for Incomplete Forms</b>	If your application is incomplete, an additional administrative fee will be applicable. This fee is <b>not</b> paid in advance and will only be requested if necessary.	
<b>Private Courier Service</b>	This fee applies to addresses outside the UK who wish to receive their certificate via courier.	
<b>Royal Mail Special Delivery service</b>	This fee applies to UK addresses who wish to receive their certificate via Royal Mail Special Delivery.	
Please refer to the delivery section for further details (section 2) on delivery activities		

**Please note that if the above requirements are not met, your application may be rejected. In such cases, a new submission fee will be required, along with the correct documentation, if you wish to reapply for renewal or recertification of your certification.**