	EN ISO/IEC 17024 QUALITY PROCEDURES	<i>Procedure No:</i>	SOP 902
		<i>Issue No:</i>	8
	<i>Title:</i>	<i>Issued By:</i>	J. Humphreys
	Recertification, Prolongation, Suspension, and Withdrawal of Certification	<i>Issue Date:</i>	30.11.2023


1. Purpose and scope

The objective of this procedure is to make clear the grounds on which recertification, prolongation, suspending or withdrawal of certification applies.

- 1.1 This procedure outlines the mechanism(s) and process for prolongation, recertification & withdrawal of certification for welders and welding operators previously certified by Metlab certification body.
- 1.2 Responsibility and decision-making lies with the IB/CB manager and/or technical manager. All applications for prolongation or recertification shall be reviewed by either the IB/CB manager or technical manager. The decision of the inspection manager or technical manager is final, unsuccessful applicants shall be duly notified, specifying the reason for refusal.

2.0 Process


- 2.1 Metlab CB issues certificates under the EN ISO 9606-1 certification scheme and the ASME BPVC Scheme. Each scheme has its own set of rules and requirements for conformance as set out herein.
- 2.2 Metlab certification body may, at its discretion suspend or withdraw a certification. Cause for suspension or withdrawal may include but not limited to fraud, deceit, submission of inaccurate data to obtain certification.
- 2.3 Suspension shall be used in the event a certificate holder has been shown incapable of fulfilling his role as a certified person by his/her performance.
- 2.4 Withdrawal would occur when Metlab has evidence of willful defect or fraudulent behavior. In these cases, if charges against a certificate holder are valid, the certification body shall notify the certificate holder by e-mail. Contact may also be made by other means such as phone.
- 2.5 The certificate holder will have the opportunity to present his or her defense to the certification body in writing.
- 2.6 In the event of suspension of the certification from a certified candidate, the candidate will have a period of 3 months to rectify the issues that resulted in the suspension of the certification. After the three-month period, if the issue has not been resolved the certification will be withdrawn from the candidate and become invalid. The certificate shall be returned to Metlab. The notifying body shall be informed of such cases as stipulated in PED 2014/68/EU article 36.

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- 2.7 All applicants are required to sign D901 *Application & certification terms of use* which outlines the area of suspension and withdrawal of certification.

3.0 Procedure

- 3.1 Recertification of individuals shall be undertaken as per the certification scheme chosen by the client/applicant. Recertification shall consist of successfully passing a practical examination the design of which shall be as per certification scheme. When recertification is due, it is the individuals responsibility to arrange for recertification before the expiration of the previous certification period. When the individual successfully passes the examination the certification body shall update their records accordingly and issue a new certificate.
- 3.2 If an individual does not successfully pass the exam, then they shall be required to re-apply.
- 3.3 Certification is valid for a period from date of issue, the validity period is defined by the chosen scheme. If an applicant applies for and is eligible under the rules of the scheme for prolongation of existing certification as decided by the CB certification manager and/or technical manager, then the CB shall process the prolongation application.
- 3.4 If an application for prolongation is unsuccessful then the applicant can choose the recertification route.
- 3.5 In accordance with the certification scheme, recertification by the certification body shall consider the successful prolongation of the cert where applicable in the previous certification period in accordance with the scheme rules for each certification standard. Section's 4.0 and 5.0 set out the requirements for recertification and prolongation.
- 3.6 Within two weeks of expiry of the initial certificate validity period applicants seeking prolongation must apply to Metlab Certification Body. In all cases eligibility for prolongation shall be satisfied by prior evaluation of documented proof in accordance with the scheme rules which include but are not limited to:-
- Review of validated weld history logs compliant with the applicants quality management system, for the process and product form covered under the existing certification, the weld logs must clearly demonstrate proof of consistent compliance of weld quality for the applicant.
 - Evaluation of formal weld inspection reports and non-destructive test reports, for the process and product form covered under the


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existing certification, clearly demonstrating proof of consistent compliance of weld quality.

- 3.7 The inspection manager or his delaged inspector shall assess the documented evidence of eligibility for prolongation as outlined in 3.7 above. If the assessor is satisfied that the documented proof is satisfactory and compliant with the certification scheme rules he/she can recommend extension of certification under the prolongation rules.
- 3.8 The inspection manager or deputy manager is responsible for extending welder certificates under the scheme prolongation rules. He/she shall authorise the certificate extension validity period and affix their signature thereon.

4.0 Prolongation and Recertification EN ISO 9606-1 Scheme

- 4.1 At the end of its period of validity, existing qualification tests of welders may be revalidated according to this International Standard. This is providing that the technical intent of this International Standard is satisfied.
- 4.2 Period of validity: The welder's qualification begins from the date of welding of the test piece(s), provided that the required testing has been carried out and the test results obtained were acceptable. The certificate needs to be confirmed / validated every 6 months otherwise the certificate(s) become(s) invalid. The validity of the certificate may be extended as specified in EN ISO 9606-1 Section 9.
- 4.3 The qualifications of a welder for a process shall be confirmed every 6 months by the person responsible for welding activities or examiner/examining body. This is confirming that the welder has worked within the range of qualification and extends the validity of the qualification for a further 6-month period. This subclause is applicable to all options of revalidation specified in EN ISO 9606-1 section 9.3.
- 4.4 Revalidation shall be carried out by an examiner/examining body. The skill of the welder shall be periodically verified by one of the following methods.
- The welder shall be retested every 3 years.
 - Every 2 years, two welds made during the last 6 months of the validity period shall be tested by radiographic or ultrasonic testing or destructive testing and shall be recorded. The acceptance levels for imperfections shall be as specified in Clause 7. The weld tested shall reproduce the original test conditions except for thickness and

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outside diameter. These tests revalidate the welder's qualifications for an additional 2 years.

- A welder's qualifications for any certificate shall be valid as long as it is confirmed according to the requirements of the scheme (Ref. clause 9.2 EN ISO 9606-1) and provided all the following conditions are fulfilled: the welder is working for the same manufacturer for whom he or she qualified, and who is responsible for the manufacture of the product; the manufacturer's quality programme has been verified in accordance with ISO 3834-2 or ISO 3834-3; the manufacturer has documented that the welder has produced welds of acceptable quality based on application standards; the welds examined shall confirm the following conditions: welding position(s), weld type (FW, BW), material backing (mb) or no material backing (nb).
- It should be noted that ISO 3834 certification scheme is not acceptable under the Pressure Equipment Directive as a mechanism for welder certification.

5.0 Prolongation & Recertification ASME BPVC IX Scheme


5.1 The qualification of a welder or welding operator for a process remains valid provided no more than 6 months have passed since the welder or welding operator last used that process. Continuity of qualification shall be confirmed by the qualifying or participating organization(s).

- *Ref ASME IX 2021 Sections QW-322.1 / QG-106.2 / QG-106.3*

5.2 Renewal of qualification that has expired under the rules of the scheme may be achieved for any process by welding a single test coupon of either plate or pipe, of any material, thickness or diameter, in any position, as required by the scheme. and successfully completing the required testing. If successful the test renews the welder or welding operator's previous qualifications for that process for those materials, thicknesses, diameters, positions, and other variables for which he was previously qualified.

Providing the requirements of scheme are satisfied, renewal of a welder qualification may be conducted on production work or specially prepared test pieces.

- *Ref. ASME IX Sections QW-322.3 / QW-322.1 / QW-301 / WQ-302 / QW-304 / QW-305 / QW-322.1*

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6.0 Revision history

REVISION HISTORY			
Rev	Description of Change	Author	Effective Date
1	Initial Release	S.C	20/08/2019
2	Amended to include the candidate's period suspension.	S.C	28/11/2019
3	Amended to include recertification	SOS	10/12/2019
4	Change the logo – Added the INAB Accreditation	AI	18/06/2020
5	Remove footer.	AI	15/11/2021
6	Add content to define recertification & prolongation process.	J.H	27/10/2022
7	Additional content to define prolongation process	J.H	07/11/2022
8	Change Metlab Logo	AI	30/11/2023