

	EN ISO/IEC 17020/17024 QUALITY RECORD	Issue No:	3
	Document Number & Title: D901– Application & certification terms of use.	Issued By:	S.Cahillane
		Issue Date:	17.06.2020

<u>For office use only</u>	
Received on:	
Job Reference Number	
Signed on behalf of Metlab	
Invigilator check list see Appendix 1	

<u>Employer Details</u>	
Employer Name:	
Employer VAT No:	
Employer Tel /e-mail:	
<u>Applicant details</u>	
First Name:	
Surname:	
DOB:	
Method of Identification:	
Current Address. Street:	
Town:	
County:	
Tel. /e-mail:	
<u>Special Assistance</u>	
Does the applicant request accommodation of special needs assistance? Metlab Certification shall verify and accommodate special needs, within reason and where the integrity of the assessment is not violated, taking into account national regulations. (Further information may be requested)	<input type="checkbox"/>

Metlab is also a Recognised Third-Party Organisation (RTPO) Reg No 001/2020 appointed by the State, under the powers of the Minister of the Department of Business, Enterprise, and Innovation.



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Non-Disclosure Agreement.

Prior to starting the exam, you will be asked to read and accept the terms of the non-disclosure agreement below.

NON-DISCLOSURE AGREEMENT FOR WELDER CERTIFICATION EXAMS
CARRIED OUT BY THE METLAB CERTIFICATION PROGRAM to EN9606
AND OR ASME IX

This exam is confidential, and It is made available to you, the examinee, solely for the purpose of becoming certified in the technical area referenced in the title of this exam. You are expressly prohibited from disclosing, publishing, reproducing, or transmitting this exam, in whole or in part, in any form or by any means, verbal or written, electronic or mechanical, for any purpose, all material provided by Metlab is to be returned to Metlab at the end of the examination. No materials other than the test material for the examination shall be brought into the examination.

If a candidate violates the exam confidentiality agreement (NDA), or engages in misconduct that diminishes the security and integrity of Metlab’s Certification Program in any way, the candidate may be permanently prohibited from taking any future exams with Metlab. In addition, the candidate’s certification and test results may be revoked

Examples of such violations, and misconduct include, but are not limited to, the following:

- Cheating during the exam
- Providing or accepting improper assistance
- Bringing non-authorized items into the testing centre during an exam session
- Using unauthorised material.
- Falsifying identity or impersonating another individual to gain access to an exam
- Using exam content in any manner that violates applicable law
- Violating the Open Group confidentiality agreement in any way
- Violating the agreement with the exam delivery provider in any way

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Suspension and Withdrawal of certification.

As part of the application process you will be asked to read and accept the terms of *suspension and withdrawal of certification*. Available without request on our website WWW.Metlab.ie

In the event of suspension or withdrawal 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 / withdrawal of the certification. After the three-month period, if the issue has not been resolved the certification will be removed from the candidate and become invalid. The certificate shall be returned to Metlab.

Inability to preform requirements of the certification.

If circumstances arise rendering the certified person unable to fulfill the requirements of the certification, the person is to inform Metlab at once via e-mail, letter, in person or by phone. Upon receiving such information, the Certification Committee will convene and make judgment on the case which may involve withdrawing of the certification for the individual. The individual will be fully informed of the decision by e-mail and or registered post.

Use of Certification certificate

As part of the application process you will be asked to read and accept the terms of *Use of certification certificates*.

Rules on the use and misuse of certificates

The certified persons shall agree:

- To comply with the relevant provisions of the certification scheme undertaken.
- To make claims regarding certification only with respect to the scope for which certification has been granted.
- Not to use the certification in such a manner as to bring Metlab certification into disrepute, and not to make any statement regarding the certification which Metlab certification considers misleading or unauthorized.
- To discontinue the use of all claims to certification that contain any reference to Metlab certification body or certification upon suspension or withdrawal of certification, and to return any certificates issued by Metlab certification.
- No to use the certificated issued by Metlab Certification body in a misleading manner.

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If there is a breach of the use of certification the candidate may be permanently prohibited from taking any future exams with Metlab. In addition, the candidate's certification and test results will be revoked.

Certification requirement.

The applicant shall agree to comply with the chosen certification scheme at all times. The candidate shall agree to provide any documentation and or information Metlab may require for the assessment process.

I (Print Name) _____ hereby agree and fully understand Document D901 Application & Certification terms of use as detailed in this document.

Signed: _____

Date: _____

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Appendix 1

<u>Item</u>	<u>Form</u>	<u>Completed</u>
1.	Job Card	<input type="checkbox"/>
2.	Contract review D707.01	<input type="checkbox"/>
3.	Risk to impartiality D401.01	<input type="checkbox"/>
4.	Application & certification terms of use D901	<input type="checkbox"/>
5.	Activity Record Sheet D707.03 (only required for welder certification)	<input type="checkbox"/>
6.	Weld Procedure Record D707.02 (only required for weld procedure certification)	<input type="checkbox"/>
7.	Manufacture WPS blank sheet	<input type="checkbox"/>
8.	Sample Work Sheet D702.02	<input type="checkbox"/>

REVISION HISTORY			
Rev	Description of Change	Author	Effective Date
1	Initial Release	S.C	21/08/13
2	Rewording some of the context.	S.C	28/11/19
3	Change the logo - Added INAB Accreditation	AI	17/06/20

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