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Information to candidates applying for renewal of IPC Certificates by Application at the end of five years after initial certification:

1. The renewal application for IPC Level-3 certificates renewal can be sent to Meena up to six months in advance with respect to date of expiry, but not later than 60 days prior to expiry of the certificate.
2. The Level-3 certificates may be renewed either by a compressed renewal examination or by meeting the requirements of Structured Credit system for Level 3 recertification shown in table C.1 of BS-EN-ISO 9712:2022 Edition.
3. Prior to the completion of the first period of validity and every 10 years thereafter, certification may be renewed by the certification body for a new period of five years on production of:
 - a. documentary evidence of a satisfactory visual acuity examination taken within the preceding 12 months;
 - b. verifiable documentary evidence of continued satisfactory work activity without significant interruption in the method and sector for which certificate renewal is sought. If the criterion b) for renewal is not met, the individual shall follow the same rules as for recertification by examination.
 - c. It is the responsibility of the certificate holder to initiate the procedure required for renewal. The renewal files shall be presented within six months before the date of expiration of the certification. As an exception, and based upon decision of the certification body, files presented within 12 months after the date of expiration may be considered. Over this period, no exception is admitted and the candidate shall be permitted to attempt a recertification examination.
 - d. All candidates shall maintain a log book to record the details of testing done in the method for which renewal is sought (the form is given along with this document) and the same is signed by a supervisor or a colleague having appropriate equal or higher level of NDT qualification in the respective method.
 - e. The application to be submitted to Meena International at least 60 days prior to the expiry date shown in the IPC Certificate for processing and approval.
 - f. The review process will take a minimum of 2 to 3 weeks and if additional supporting documents are required, candidate will be informed by email and the same should be provided to Meena within one week for the timely processing of renewal application.
 - g. When the candidate fails to provide necessary supporting documents for processing the renewal application, he / she should apply for late renewal in the prescribed form or take a renewal examination and pass for maintaining the validity of the certificate for five more years.
 - h. For more details on renewal options and requirements please refer to document IPC Scheme General Requirements which may be downloaded from our website www.meenainternational.com or obtain a soft copy by an email request addressed to admin@meenainternational.com

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IPC Level – 3 Renewal Application:

Candidates Personal and Certificate Details:


Surname or Family Name:	
Given Name:	
Date of Birth:	
Address for Communication:	
IPC ID Number:	
Contact Telephone No. & Email ID:	
Method, Sector, Level & Certificate No.:	
Certificate Expiry Date:	
Current Employer's Name:	
Employer's Full Address:	
Postal Index Code:	Landline No.
Designation / Job Description:	
Name of the Immediate Supervisor:	
Supervisor's Contact No. & Email ID:	
Date of Joining the Current Employer:	

The candidate also shall sign and enclose the code of ethics for IPC Certificate holders along with the renewal application, failing which the application will not be processed.

The candidate also may please be informed that the details given in this application are subject to verification by Meena. If the verification process is unsuccessful the renewal application will be rejected and the candidate has to take a renewal examination.

If the information given are found be incorrect and given deliberately the case will be referred to the certification council for possible disciplinary action.

Full Name: _____ Signature: _____ Date: _____

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The Current Employer shall sign the following statement of verification.

We _____ (Organization Name) confirm that the information given in the previous page and in the supporting documents is to the best of our knowledge are accurate and authentic. The work experience of the applicant Mr. _____ is without significant interruption (See Note: 1) during his employment with our company. His work performance has been found satisfactory.

Name of Authorised Person _____

Position in the Organization _____

(to be signed by the immediate supervisor or by authorised person in Human Resources Department)

Signature: _____ Date: _____ Company Seal


Note: - Significant Interruption

absence or change of activity which prevents the certified individual from practising the duties corresponding to the level in the method and the sector(s) within the certified scope, for either a continuous period in excess of one year or two or more periods for a total time exceeding two years

Completed Application along with all necessary supporting documents shall be send by post to Meena International,
 Plot No. 7, First Cross Street, VGN Royal Enclave,
 Paruthipattu, Chennai – PIN Code 600 071,
 India

or by email to admin@meenainternational.com

Space for use by Meena Certification Administration:

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Information and guide for Supporting Document – 05 for Level 3 Renewal Application:

Copy of Table C.1 – Structured credit system for Level 3 recertification from ISO 9712:2021


Table C.1 – Structured credit system for renewal Level 3 recertification

Sl. no	Activity	Points Granted per Activity	Maximum number of points per year of activity	Maximum number of points over 5 years of activity
Part A				
1.	Performance of NDT Activities	2 / day	25	95
2.	Completion of theoretical training in the method	1 / day	5	15
3.	Completion of practical training in the method	2 / day	10	25
4.	Delivery of Practical or theoretical training in NDT method considered	1 / day	15	75
5.	Participation in Research activities in NDT Field or for engineering of NDT	1 / week	15	60
Part B				
6.	Participation to a technical seminar / paper in the field of the method or technique	1 / day	2	10
7.	Presenting a technical seminar / paper in the field of the method or technique	1 / presentation	3	15
8.	Current Individual Membership in NDT or NDT Related society	1 / membership	2	5
9.	Technical oversight and mentoring of NDT Personnel / trainee in the relevant method	2 / mentee	10	40
10.	Participation or convenorship in standardization and technical committees	1 / committee	4	20
11.	Performing a technical NDT Role within a Certification Body	2 / activity	10	40
<p>Note: Where the term “year(s)” is noted in this table, this is specified as a certification year and not as a calendar year.</p>				

In this system, the Level 3 candidate gains credit for participation, during the five years prior to recertification, in the various NDT activities shown in Table C.1. Limits are placed on the maximum number of points which can be gained in each year, and in any activity over the five years, to ensure an even spread of activities.

To be eligible for recertification:

- a) A minimum of 50 points and a maximum of 70 points shall be accrued of any combination of activities listed in PART A of the above Table;
- b) A minimum of 30 points and a maximum of 50 points shall be accrued of any combination of activities listed in PART B of the above Table;

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In addition to the recertification application, the candidate shall submit evidence of satisfying the criteria of Table C.1 as follows:

- agenda and list of attendees for the meetings under items 6 & 7;
- a brief description of research and development under item 5;
- references of technical or scientific publications authored under item 7;
- a summary of training delivered under item 4;
- A summary of training taken under item 2 & 3
- A valid membership certificate needs to be attached for item 8
- A letter from a CB briefing the role of the candidate under item 11

Supporting Document – 05 for Level 3 Renewal Application:


Summary of possible credits for each supporting activity in the three previous pages and the minimum score required for renewal and recertification of IPC Level-3 certification using Structured Credit System for Level-3 recertification as per provisions of BS-EN- ISO-9712:2022 are as follows:

Name of the Applicant:						IPC ID No.:	
Points Earned							
Part A							
Sl. no	Activity	Year – 1	Year – 2	Year – 3	Year – 4	Year – 5	Total for 5 Years Period
1.	Performance of NDT Activities						
2.	Completion of theoretical training in the method						
3.	Completion of practical training in the method						
4.	Delivery of Practical or theoretical training in NDT method considered						
5.	Participation in Research activities in NDT Field or for engineering of NDT						
Part B							
Sl. no	Activity	Year – 1	Year – 2	Year – 3	Year – 4	Year – 5	Total for 5 Years Period
6.	Participation to a technical seminar / paper in the field of the method or technique						
7.	Presenting a technical seminar / paper in the field of the method or technique						
8.	Current Individual Membership in NDT or NDT Related society						
9.	Technical oversight and mentoring of NDT Personnel / trainee in the relevant method						
10.	Participation or convenorship in standardization and technical committees						
11.	Performing a technical NDT Role within a Certification Body						

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Conditions for approval of a renewal application and issue of renewed:

1. Must submit the appropriate IPC renewal application form with all supporting documents and payment of specified renewal fee.
2. Must reaffirm the IPC Code of Ethics
3. Shall affirm continued active employment in Level 3 functions as related to the NDT Method(s) for which renewal is sought as noted below:
 - a. Such employment must have covered at least 36 months during the current valid Certification period but not necessarily 36 consecutive months. There shall be no break greater than 12 consecutive months.
 - b. At least 12 of the 24 months immediately preceding the expiration of the Certification must have been spent in Level 3 functions.
 - c. For successful renewal, the effort to keep up to-date, contribute to knowledge or maintain continued growth in the Method(s) for which the individual is certified or to expand knowledge in related technologies must be demonstrated by obtaining the following minimum score.
 - d. For successful renewal, the effort to keep up to-date, contribute to knowledge or maintain continued growth in the Method(s) for which the individual is certified or to expand knowledge in related technologies must be demonstrated by obtaining a minimum of 100 points during the five (5) year period of certification by engaging in the activities listed in the above Table (C.1)
 - e. A level-3 candidate shall obtain a minimum of 50 points of the 100 points required from a combination of any activities mentioned in Part (A) of table C.1

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Performance of NDT activities

1. In assessing this activity type, the certification body should consider the responsibilities of employers as specified in Employer - [5.5](#) and the duties specified in Level of certification [Clause 6](#). The following work activities may be considered as acceptable:
 - a. Knowledge and understanding of the customer' s specifications and the inspection standards;
 - b. Verification of operating conditions or setting up of the test equipment, successful performance of NDT, satisfactory reporting;
 - c. Performance as a Level 3 examiner.

2. In order to assess the activities specified in **Performance of NDT activities 1**, the certification body may request from the individual seeking renewal or Level 3 recertification documentation and/or evidence to demonstrate compliance including, but not limited to, the following:
 - a. Confirmation of the candidates work activities by a certified individual or referee;
 - b. Confirmation of the level of activity of the individual in the given method;
 - c. Confirmation of formal documented competency or proficiency test(s) in the given method;
 - d. Dates and protocol numbers of reports;
 - e. Details of any job specific training received;
 - f. Confirmation of employer's authorization to operate;
 - g. Summary of activities and outputs;
 - h. Job/position description;
 - i. Annual/regular employer assessments of performance/competence;
 - j. Sample NDT reports;
 - k. Sample procedure(s) developed (Level 3 only);
 - l. Customer feedback;
 - m. Confirmation of adherence to code of ethics from employer;
 - n. Confirmation of compliance with additional national requirements (i.e. radiation safety).

Other evidence may be deemed acceptable or be requested by the certification body. The certification body may require that some or all of the submitted evidence be confirmed by the employer.