

Certification Requirements: General

Issued under the Authority of the
Certification Board for Inspection Personnel (CBIP), New Zealand

Table of Contents

1. Introduction	3
2. Terms and definitions	4
3. Certification overview	5
3.1 Preparing to submit an application.....	5
3.2 Declarations	5
3.3 Referee statement	5
3.4 Certification fees	6
3.5 Exceptions to certification requirements	6
4. Application eligibility for CBIP certification	7
4.1 Communication skills	7
4.2 Physical abilities	7
4.3 Vision acuity	7
5. Assessment of certification applications	8
6. Examination requirements	9
6.1 General.....	9
6.2 Photo identification	9
6.3 Examination venues.....	9
6.4 Deferment.....	9
6.5 Non-attendance	9
6.6 Failed exams.....	9
7. Initial Certification.....	10
8. Annual Competence Certificate	11
9. Recertification	11
10. Additional certification requirements.....	12
10.1 Suspension or withdrawal of certification	12
10.2 Appeals.....	12
10.3 Use of certificates and logos.....	12
Appendix A. Effective Supervision and Training	13
Appendix B. Documentary Evidence	14

1. Introduction

The Certification Board for Inspection Personnel (CBIP) is an incorporated society operating in accordance with New Zealand's incorporated societies legislation. CBIP was established in 1983 by industry and subsequently recognised by WorkSafe New Zealand as the national certifying body for industrial inspection personnel.

CBIP issues Competence Certificates as the Qualification Issuing Authority (QIA) referred to in the Pressure Equipment, Cranes and Passenger Ropeways Regulations 1999 (PECPR Regulations).

Under the PECPR Regulations, a QIA must issue a certificate of competence after a determination by examination, assessment or otherwise that the person has the knowledge, training, skills, and experience to competently perform every activity that the certificate of competence holder is expected to perform.

CBIP's inspection certifications also include industrial inspections not covered by PECPR Regulations. Categories of inspection are published on CBIP's Website.

CBIP's certification scheme for inspection personnel is accredited by JASANZ in accordance with the requirements of ISO/IEC 17024 Conformity assessment – General requirements for bodies operating certification of persons (ISO 17024).

WorkSafe NZ, IANZ and PCBU's may use CBIP inspector certification information [verify inspector] to verify the authenticity, and status, of inspector competence certification.

2. Terms and definitions

The following terms and definitions apply to CBIP's certification processes. Additional terms and definitions relevant to the certification of inspection personnel can be sourced directly from ISO 17024 and ISO 9712.

Applicant	Person who has submitted an application to be admitted into the certification process.
Assessment	Process that evaluates a person's fulfilment of the requirements of the certification scheme.
Candidate	Applicant who has fulfilled specified pre-requisites and has been admitted to the certification process.
Certificate	Document in the form of a letter, card or other medium (e.g. digital certificate) issued by a certification body under the provisions of ISO 17024 and/or ISO 9712 (as applicable) indicating that the named person has fulfilled the certification requirements.
Certification process	Activities by which a certification body determine that a person fulfils certification requirements including application, assessment, decision on certification, recertification and use of certificates and logos/marks.
Certification requirements	Set of specified requirements, including requirements of the scheme to be fulfilled in order to establish or maintain certification.
Certification scheme	Competence and other requirements related to specific occupational or skilled categories of person.
Competence	Ability to apply knowledge and skills to achieve intended results.
Examination	Mechanism that is part of the assessment which measure a candidate's competence by one or more means, such as written, oral, practical and observational, as defined in the certification scheme.
Impartiality	Presence of objectivity.
Recertification	Process for revalidation of a certificate by examination or by otherwise satisfying the certification body that the published criteria for recertification have been met.

3. Certification overview

Certification activities administered by CBIP:

1. Application for **Certification** - where a person applies to enter CBIP's certification process and, if successful, progresses to becoming a CBIP-certified industry inspector and a CBIP member i.e. member of the Incorporated Society.
2. Application for an annual **Competence Certificate** – where certified inspectors provide evidence that they continue to meet certification requirements i.e. current competencies.
3. Application for **Recertification** – where the competencies required of certified inspectors are revalidated following a 10-year period from initial certification.

3.1 Preparing to submit an application

Before uploading a certification/recertification application, applicants/certified inspectors must read these Certification Requirements: General as well as the Certification Requirements document for the category of inspection(s) being applied for. Together, these documents explain what supporting evidence is needed to submit an application.

Applications for initial certification will not be accepted for technical assessment if there is incomplete evidence that prerequisite certification requirements have been met.

3.2 Declarations

Prior to submitting your application, you must formally acknowledge your agreement to comply with all policies published on CBIP's website, including but not limited to:

1. CBIP's Code of Professional Conduct, and
2. Examination Rules for Candidates, and
3. Use of Certification Marks, Logos, and Symbols.

It is the applicant's responsibility to access, read, and understand the requirements of these policies before submitting an application.

3.3 Referee statement

As part of the certification process, all information provided by the applicant must be verified by a suitable referee before the application is submitted. CBIP must be assured that the referee is suitably qualified and capable of confirming the accuracy and authenticity of the applicant's documentation.

The referee must be able to:

1. Verify the authenticity of all reports submitted with the application
2. Confirm that the applicant:
 - i. possesses the competencies required to perform the role of an industry inspector
 - ii. is appropriately qualified in the relevant industry field(s)
 - iii. has sufficient knowledge of the work activities related to the certification(s) being applied for

3.4 Certification fees

Certification fees are to be paid on application. Board-approved fees are published on CBIP's website.

3.5 Exceptions to certification requirements

The Board may approve exceptions to certification requirements on a case-by-case basis under special circumstances.

Requests for exceptions from Board-approved certification requirements must be submitted in writing to the Board, including a clear rationale for the request and relevant supporting documents.

4. Application eligibility for CBIP certification

Before submitting an application for CBIP certification, applicants must ensure they meet the following criteria, and any specific pre-requisites outlined in the Certification Requirements for their chosen inspection category.

4.1 Communication skills

Applicant must have the ability to read, write and communicate effectively in English at a level required for an equipment inspector in New Zealand.

Note: Where English is not an applicant's native language, they provide evidence that they have an IELTS score of 6 with no band score lower than 5, or an equivalent English language proficiency assessment.

4.2 Physical abilities

Applicants must be capable of accessing required work environments, which may include working at heights, in confined spaces, or in restricted access areas, as necessary for the inspection category.

4.3 Vision acuity

Applicants must meet the vision acuity requirements as outlined in the Vision Certificate template available on CBIP's website.

Vision Certificate Submission: A current vision certificate must be included with the certification application.

Certificate Validity: The certificate must remain valid for **at least 12 months** from the application submission date.

Renewal: Vision certificates must be renewed **at least every two (2) years** to maintain compliance.

Vision Evaluation: Vision testing must be carried out by either:

- A licensed or certified vision care professional (e.g., optometrist, ophthalmologist), or
- A trained professional authorized by the employer, who has received appropriate instruction in vision testing procedures. Note: Employers are responsible for ensuring authorized personnel are properly trained, competent, and follow relevant standards when conducting vision tests.

5. Assessment of certification applications

Applications are screened to confirm supporting documents are complete. Refer to **Appendix B**.

Applications are assigned to Board-approved technical specialist(s) for assessment.

Before commencing assessment, technical specialist(s) declare no conflicts of interest with the applicant before proceeding. If a conflict of interest is declared, the application is reassigned.

Technical specialist(s) assess if a candidate's application meets pre-requisite certification requirements and may approve the applicant to continue to the examination process.

Applicants will be notified when their certification application is approved to enter the examination process.

Applicants will be notified if their application is declined. Notification will state:

- i. the rationale for declining the application,
- ii. any corrective action(s) required,
- iii. timeframes for corrective action(s) where applicable.

6. Examination requirements

6.1 General

1. All CBIP exams are in English and must be answered in English.
2. Exams must be completed within twelve (12) months of approval unless an extension is granted.
3. Standards, Codes and/or Regulations allowed during the exams listed on CBIP's Website. Candidates must provide their own copies.
4. Candidates must follow the Exam Rules on CBIP's website.
5. The **minimum pass mark** for written exams is **70%**.
6. Practical exams are graded as pass/fail based on competence. Failure to meet safety requirements results in a fail grade.
7. Exam result(s) are emailed to candidates.

6.2 Photo identification

Candidates must provide photo ID on application for use during the exam. Photos are used by the invigilator administering the exam.

6.3 Examination venues

Approved exam venues are shown in the drop-down menu within the online application.

Alternative venues may be approved but could incur additional costs.

6.4 Deferment

In exceptional circumstances, exam candidates can request to defer their exam up to 30 days before the scheduled date by writing to the Operations Manager.

6.5 Non-attendance

Failure to attend the exam without approved deferment results in a 0% grade and forfeited fees.

6.6 Failed exams

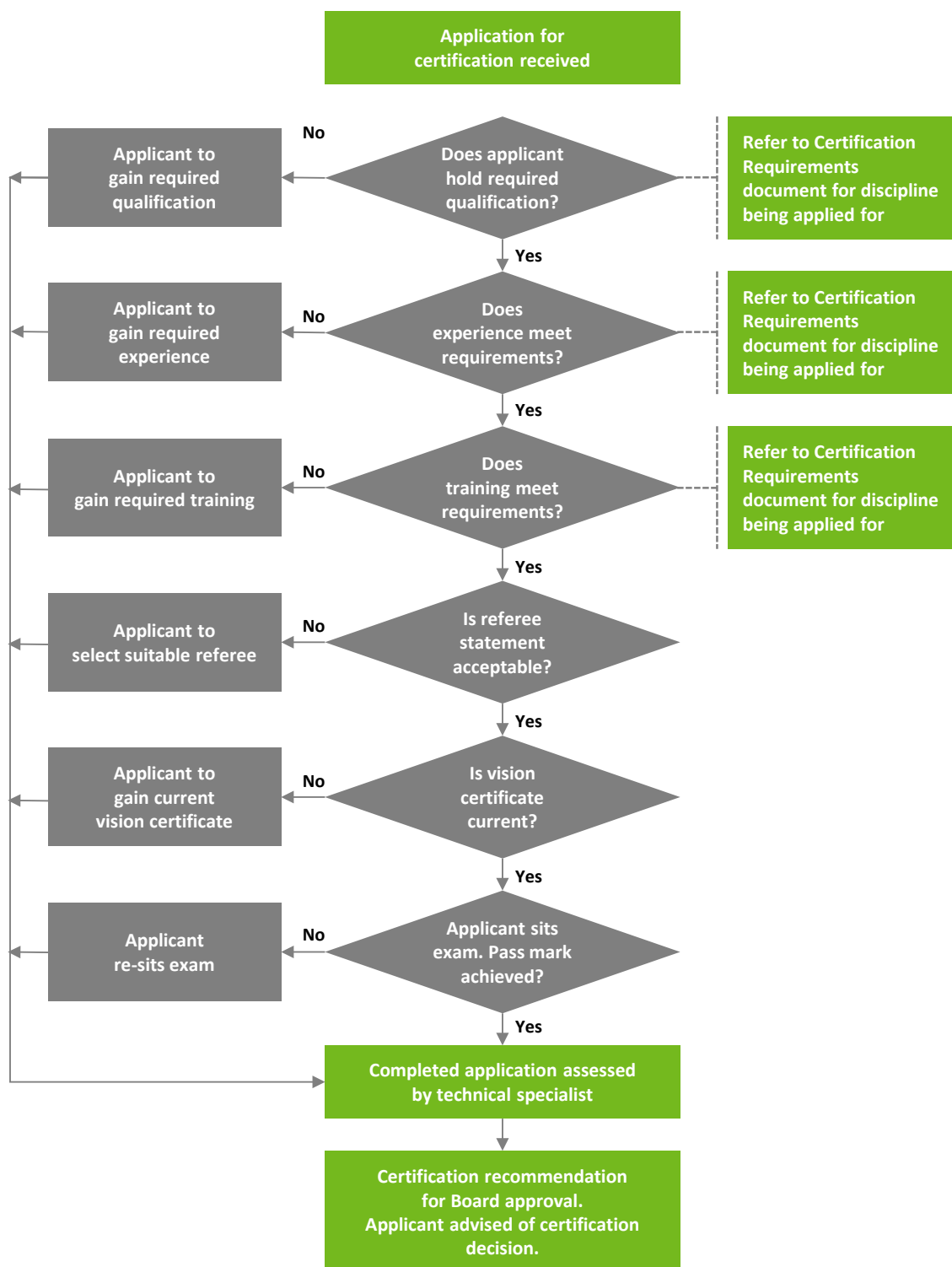
Candidates who do not pass a written or practical exam may retake it up to two times, with at least one month between attempts and within a two-year period.

An additional attempt may be permitted earlier with Board approval, provided the candidate completes further training.

7. Initial Certification

The process for initial certification is outlined in the flow chart that follows.

When all certification requirements are met, CBIP issues a certificate detailing the scope and certification period.



8. Annual Competence Certificate

Complete the online annual Competence Certificate application.

You will need to upload:

1. A current Vision Certificate
2. Evidence of appropriate professional development relevant to the certification category(ies)
3. Documented evidence of inspection activities for the preceding year. Refer to **Appendix B**.

You will be notified if any further information is required.

9. Recertification

Recertification is required every 10 years.

Recertification applications must be received within three months of certification expiry date. This is to allow sufficient time for applications to be processed.

Recertification considers:

- i. Version changes of Board-approved Certification Requirements that have occurred since the initial certification was issued
- ii. Changes to industry Standards, regulatory requirements, and codes of practice
- iii. The nature of industry expectations as the field of inspection matures over time
- iv. Risks resulting from incompetent personnel and learnings from incident and/or accident investigations
- v. Rapid advancements in technology
- vi. Requirements of organisations and agencies with vested interests in the inspection field.

If recertification is not completed before the expiry date, the Competence Certificate becomes void, and the inspector's name is removed from the Verify Inspector list on CBIP's website. Extensions to certification expiry periods may be approved by the Board on a case-by-case basis.

Recertification follows the same process as initial certification. Refer to Section 7.

10. Additional certification requirements

10.1 Suspension or withdrawal of certification

The Board is authorised to suspend, withdraw or reduce the scope of a CBIP-issued certification if there are grounds to do so. CBIP's policy on suspension, withdrawal or scope reduction is published on CBIP's website.

10.2 Appeals

A person may appeal a certification decision if they believe they have genuine grounds to do so. The process for lodging an appeal is defined within CBIP's Appeals policy published on CBIP's website.

10.3 Use of certificates and logos

CBIP-certified personnel are required to comply with CBIP's policy on the Use of Certification Marks, Logos, and Symbols. First-time applicants and CBIP members applying for recertification are required to attest that they have read, understand and agree to comply with CBIP's policy which is accessible via CBIP's website.

Appendix A. Effective Supervision and Training

Reference: PECPR Regulations: Minimum Requirements for Effective Supervision, Equipment Inspectors and Training Systems, Fifth Edition, June 2020. IANZ. Sourced 4 April 2024 [Inspection Bodies \(ianz.govt.nz\)](https://www.ianz.govt.nz/Inspection-Bodies)

Minimum requirements for supervisors and supervision

Inspection bodies and employers of trainee equipment inspectors are responsible for ensuring that trainees receive effective supervision and training. Supervision must be carried out by a Competent Inspector during the entire inspection training process.

Inspection Body Quality Management Systems are required to include training records showing the progress of the trainee through the levels of supervision. These records include the theoretical and practical aspects of the subject. These records must be submitted with the trainee's application to sit a CBIP examination.

Refer to IANZ resource sections 4 and 5.

Minimum requirements for training systems

Training programmes must be structured so that trainees' progress through consecutive levels of technical complexity. Supervision is the process that ensures the quality of their inspection output is equal to that of an inspector.

Refer to IANZ resource section 6.

Applications for certifications not covered by PECPR are to be supported to the extent possible by the employer's quality management systems with sufficient documentation to enable CBIP to assess the candidate's training and experience. As above, supervision must be carried out by a Competent Inspector during the entire inspection training process.

Appendix B. Documentary Evidence

Documentary evidence must be provided with applications for initial Certification, annual Competence Certificates, and Recertification.

Documentation must:

- be relevant to the scope and competencies of the certification category being applied for
- provide evidence of candidate's unaided ability to inspect equipment in accordance with a Code, Standard or other guide
- be in the form of formal training records, inspection reports, repair reports, inspection procedures, inspection and test plans, and other documents forming a part of an in-service inspection of construction, repair, or modification of equipment, in accordance with a code, Standard or quality management system.

Inspection reports will ideally demonstrate the candidate's ability to detect defects or issues with items inspected.

Reports consisting only of checklists are not sufficiently detailed to attest to an inspector's competence and will not be accepted.

Examples of Evidence

- Training records, supervised by an authorised trainer
- Collation and summaries of multiple inspection reports, with recommendations etc
- Inspection reports demonstrating detection of defects and management of any issues
- Detailed topical presentations of subject matter expertise
- Preparation, review or approval of Inspection and Test Plans
- Material selection, application, reviews and verification
- Preparation of inspection procedures
- Review of fitting, flange and bolting specifications
- Heat treatment specification and approval
- Review of drawings and material specifications to determine appropriate weld and other repair/modification procedures/techniques
- Welding procedures and welder qualification
- Compiled/completed Test Packs
- Risk Based Inspection assessments
- Creation of inspection management systems and procedures.