

 BSS NDT NON DESTRUCTIVE TESTING Pvt. Ltd NDT TRAINING AND SERVICES	BSS NDT Pvt. Ltd.		
	Application for Late/ Deferred Renewal/Recertification		
	Form No. F-186	Revision 02	Issue Date 04-08-2026

Introduction

Personnel certification is normally granted with a validity period of **five (5) years**. Before the certificate expires, the certificate holder shall complete the applicable **renewal** or **recertification** process to maintain certification in accordance with the Certification Body's requirements.

Where a certificate holder is unable to complete the renewal or recertification process before the certificate expiry date, or where the certificate has already expired, an application may be submitted requesting permission for **late** or **deferred** renewal/recertification. Subject to approval by the Certification Body, the applicant may complete the required renewal or recertification process without being required to undergo the initial certification examination again.

This document describes the requirements and application process for requesting **late or deferred renewal/recertification** for certificates that have expired, or are due to expire, within **twelve (12) calendar months** of the certificate expiry date. Applications relating to certificates that expired more than **12 calendar months** earlier are not eligible for consideration under this procedure.

Definitions

Late (renewal or recertification): An application submitted **after the expiry date** specified on the certificate requesting renewal or recertification of certification.

Deferred (renewal or recertification): An application submitted **before the certificate expiry date** requesting approval to complete the renewal or recertification process at a later date.

Renewal: The process of extending the validity of a **Level 1 or Level 2** certificate after the initial five-year certification period **without the need for re-examination**, provided the applicable eligibility requirements are met. Renewal includes verification of continued practice in the relevant NDT method, confirmation of satisfactory visual acuity, and evidence demonstrating continued satisfactory performance in the certified method and sector.

Recertification: The process of renewing the validity of a certificate following the **second five-year certification period**. For **Levels 1 and 2**, recertification is achieved by successfully completing the prescribed practical examination. For **Level 3**, recertification may be achieved by successfully passing the required theory examination or by satisfying the applicable credit point requirements established by the Certification Body.

Significant Interruption: A **significant interruption** is a period during which the certificate holder is unable to perform the duties associated with the certified NDT method and sector because of absence from, or a change in, work activities. A cumulative interruption of **one year or more** is considered significant. When calculating this period, authorised leave, illness, or related education and training, each lasting **30 days or less**, shall not be included.

General Informations

Guidance for Applicants

Please read the following instructions carefully before completing and submitting this application form.

- Personnel certification remains valid only until the expiry date shown on the certificate. After this date, the certificate is no longer valid, and the holder shall not claim certification status. The five-year validity period cannot be extended under any circumstances.
- Requests for deferred renewal or recertification shall be submitted to the Certification Body (CB) before the certificate reaches its expiry date.
- Requests for late renewal or recertification will only be considered if received within twelve (12) calendar months from the certificate expiry date. Applications received after this period are not eligible for consideration.
- Applicants requesting approval for late or deferred renewal/recertification shall submit the completed Form F-186, together with the applicable processing fee. Details of the applicable fees and payment methods are provided in FP-141 – Schedule of Fees.
- The Certification Body reserves the right to reject any application that does not satisfy the applicable certification requirements. Where an application is not approved, the individual shall be required to apply as a new certification candidate for the relevant method, sector, and level.
- When an application for late or deferred renewal/recertification is approved, the Certification Body will issue an Authorization Letter. This authorization shall accompany any subsequent renewal or recertification application. Applications submitted without the required authorization will not be accepted.

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7. Approval of a late or deferred renewal/recertification request does not modify the original certification validity period. Any renewed or recertified certificate issued following approval shall retain a validity period calculated from the expiry date of the previous certificate, in accordance with the Certification Scheme requirements.
8. A separate application form and the applicable fee shall be submitted for each certificate requiring late or deferred renewal/recertification. Applications will only be processed after payment has been confirmed. All fees charged for administrative processing are non-refundable, irrespective of the outcome of the application.
9. The processing fee for a late or deferred renewal/recertification request is additional to the standard renewal or recertification fees, which remain payable where applicable.
10. The completed application form, together with the applicable payment and supporting documents, shall be submitted directly to the Certification Body (CB) for processing.

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Section A – Applicant Information

(To be completed separately for each certificate requiring late or deferred renewal/recertification.)

Applicant's Full Name:	
Certification ID No.:	
Certificate No:	
Certificate Expiry Date:	
Address for correspondence:	
Contact Number:	
E-mail address:	

Additional Information

Reason for requesting Late/Deferred Renewal or Recertification:

Continuity of NDT Practice

Have you continuously performed NDT activities within the scope of this certification without any significant interruption during the certificate validity period?

☐ Yes ☐ No

If **No**, please provide details:

Intended Renewal / Recertification Date

Expected date for submission of the renewal application or attendance at the recertification examination:

Declaration by the Applicant

I hereby declare that the information provided in this application is complete and accurate to the best of my knowledge.

I acknowledge that the certification referenced in this application becomes invalid on the expiry date stated on the certificate and that no claim of valid certification may be made beyond that date.

I further understand that, if this application for late or deferred renewal/recertification is approved, any certificate subsequently issued will retain the validity period determined in accordance with the Certification Body's certification scheme.

I also confirm that I have enclosed the applicable processing fee and understand that the fee is **non-refundable**, irrespective of the outcome of this application.

Signature of Applicant: _____ Date: _____

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Section B – Employer Verification

(To be completed by the applicant's employer or authorized representative.)

Note: If the applicant is self-employed, this section shall be completed by an authorized representative of an organization for which the applicant has regularly performed NDT activities.

Company/ Organization Name:	
Address:	
Name of representative:	
Position within company:	
Contact Number:	
Email:	
Relationship to the Applicant:	
Employer's Declaration:	I hereby confirm that the information provided in this section is true and correct to the best of my knowledge. I further certify that the applicant has been regularly engaged in Non-Destructive Testing (NDT) activities for this organization and has performed the assigned duties in a satisfactory manner during the stated period.
Signature and date:	

Section C – Payment Information

Please provide the payment details applicable to this application.

Mode of Payment / Payment Reference:
Invoice Recipient (Name and Address):

Certification Body Use Only

(To be completed by the Certification Body)

Application Reference No.	
Date of Application received:	
Payment/Invoice information:	
Application status?	☐ Approved ☐ Not Approved
Latest Recertification/Renewal date:	
Name:	
Position	
Remarks:	
Signature and date:	

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Annex A

Approval of Late / Deferred Renewal or Recertification Request

From:

BSS NDT Pvt. Ltd.

1st Floor, Alan Tower
Opp. Josh Mall, Mookkannoor
Angamaly, Kerala – 683577, India

Reference No.: _____

Date: _____

To

Applicant Name: _____

Correspondence Address:

Application Details

Application Reference No. _____

Certification Method / Level _____

Certificate Number _____

Certificate Expiry Date _____

Approval of Request for Late / Deferred Renewal or Recertification

Dear Applicant,

Your request for **Late / Deferred Renewal or Recertification** has been reviewed by the Certification Body and **has been approved**. To complete the certification process, please proceed as applicable:

Option 1 – Renewal

Submit a completed **Renewal Application** together with a copy of this approval letter to the Certification Body on or before the date specified below.

OR

Option 2 – Recertification

Submit a **Recertification Examination Application**, together with a copy of this approval letter. The required examination shall be completed on or before the date indicated below.

Latest Date for Renewal/Recertification: _____

Approval of this request **does not extend the validity** of the existing certificate. It only permits the certificate holder to complete the renewal or recertification process beyond the normal submission period, in accordance with the Certification Body's requirements.

<Name>

<Position>

<Organisation>

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Annex B

Notification of Non-Approval for Late / Deferred Renewal or Recertification

From:

BSS NDT Pvt. Ltd.

1st Floor, Alan Tower
Opp. Josh Mall, Mookkannoor
Angamaly, Kerala – 683577, India

Reference No.: _____

Date: _____

To:

Applicant Name: _____

Correspondence Address:

Application Details

Application Reference No. _____

Certification Method / Level _____

Certificate Number _____

Certificate Expiry Date _____

Outcome of Application for Late / Deferred Renewal or Recertification

Dear Applicant,

Following a review of your request for Late / Deferred Renewal or Recertification, we regret to inform you that your application has not been approved.

Reason

Your application does not satisfy the applicable requirements of the Certification Scheme for granting late or deferred renewal/recertification approval.

Next Step

You are required to apply for certification as a new candidate in the relevant NDT method, sector, and level in accordance with the Certification Body's certification requirements.

If you wish to continue your certification, you may submit an application for the initial certification examination through the Certification Body.

<Name>

<Position>

<Organisation>