

 BSS NDT ON DESTRUCTIVE TESTING Pvt. Ltd NDT TRAINING AND SERVICES	BSS NDT Pvt. Ltd.		
	Renewal & Recertification of level 2 Certifications		
	Form No. F-185	Revision 02	Issue Date 04-08-2026

1. Introduction

1.1 General

A Level 2 NDT certificate is normally valid for a period of five (5) years from the date of issue. Before the certificate expires, the certificate holder shall complete the applicable renewal or recertification process in accordance with the Certification Scheme requirements.

The first renewal of a Level 2 certificate may be completed without examination, provided the applicant satisfies all eligibility requirements specified by the Certification Body.

Following the subsequent certification cycle, continued certification shall normally be achieved through the recertification process, which requires successful completion of the applicable practical examination conducted by the Certification Body.

For the initial renewal period, Level 2 certificate holders may choose renewal through the prescribed examination route or through the Structured Credit System, subject to meeting the applicable eligibility criteria. Recertification of Level 2 certification shall be completed through the prescribed recertification examination in accordance with the Certification Scheme.

2. Terms and Definitions

2.1 Renewal: The process of extending the validity of a Level 2 certificate without requiring an examination, provided the certificate holder satisfies the applicable renewal requirements established by the Certification Body.

2.2 Recertification: The process of revalidating a Level 2 certificate by successfully completing the required recertification examination or by meeting the applicable certification requirements published by the Certification Body.

2.3 Significant Interruption: A significant interruption is any continuous absence from, or change in, work activities that prevents the certificate holder from performing duties associated with the certified NDT method and industrial sector for:

- more than 12 consecutive months, or
- multiple periods with a combined duration exceeding 24 months.

Periods of statutory leave, illness, or approved training lasting **30 days or less** shall not be included when calculating the interruption period.

2.4 Surveillance: Surveillance is the process used by the Certification Body to confirm the continued competence of a certified individual

through one or more of the following activities:

Monitoring: Observation and assessment of the complete NDT process performed by the certificate holder during normal work activities,

including:

- preparation,
- equipment setup,
- calibration,
- inspection,
- interpretation,
- recording,
- reporting.

Re-inspection: A repeat inspection performed by a suitably qualified individual using the same approved procedure to verify the quality and

accuracy of the original inspection.

2.5 Qualified Verifier: A **Qualified Person** is an individual who performs activities such as **re-inspection, monitoring, or supervised testing**

and holds a valid **ISO 9712 Level 2 or Level 3 certification**, or an equivalent qualification accepted by the Certification Body (CB).

The individual's certification shall be applicable to the **same NDT method** and the corresponding **product or industrial sector** that is subject

to the surveillance activity.

2.6 Corrective action: Where surveillance activities identify deficiencies in the performance of certified NDT personnel, appropriate.

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corrective actions shall be implemented to eliminate the identified nonconformity and prevent its recurrence. Depending on the nature

and severity of the findings, corrective actions may include one or more of the following:

- Completion of additional or refresher training (documented in **Annex D2**);
- Increased or follow-up surveillance activities;
- Revision or improvement of applicable NDT procedures or work instructions;
- Review, recall, or re-evaluation of previously completed inspection work, where necessary;
- Notification to affected customers or interested parties, where applicable;
- Temporary suspension or restriction of authorization to perform NDT activities; or
- Any other corrective measures considered appropriate by the Certification Body, together with defined implementation timeframes.

Note 2: Where a nonconformity has the potential to affect previously issued inspection results or reports, the Certification Body shall ensure that the proposed corrective actions and evidence of their effective implementation are communicated to all relevant parties, including, where applicable, the Certification Records Office, the employer, the employer's client, and any regulatory or statutory authority. Confirmation of the acceptability of the corrective actions should be obtained whenever required.

3. Renewal Procedure

3.1 Initiation of Renewal

The certificate holder is responsible for initiating the renewal process before the certification expires. An application for renewal should be submitted **within six (6) months preceding the certificate expiry date**. To avoid any interruption to the certification status, applicants are strongly encouraged to ensure that the completed application, together with all required supporting documents, is received by the Certification Body **at least four (4) weeks prior to the certificate expiry date**.

3.2 Application Requirements

It is the responsibility of the applicant to ensure the correct issue status of F-185 prior to making application. Details of the issue status of documents are published and available at www.bssndt.com or directly from the Certification Body upon request.

3.3 Submission of Renewal Application

A **separate application** shall be submitted for **each NDT method/certificate** for which renewal is requested. The applicant shall ensure that all applicable sections of this application form are completed accurately. The **Employer Verification** section shall be completed and signed by the applicant's employer or authorized representative.

The completed application, together with all required supporting documents, shall be submitted to the **Certification Body** at the address below or by any other approved submission method specified by the Certification Body.

Supporting documents shall include:

- A valid **visual acuity certificate (Form F-183)** issued within the preceding **12 months**;
- A completed **Record of NDT Employment (Annex D1)** covering the entire validity period of the certificate for which renewal is requested;
- Payment of the applicable **renewal fee**, in accordance with **FP-141 – Schedule of Fees**;
- A completed **Form F-174**, where the certificate holder's wallet card was issued **more than ten (10) years** ago;
- **Structured Credit System records (Annex D3)**, where renewal is being requested through the structured credit route.

Verification of Submitted Information

All information and supporting documents submitted as part of the renewal application are subject to verification by the Certification Body.

Where false, misleading, or fraudulent information is identified, the Certification Body may reject the application and take appropriate action in accordance with its certification policies.

Applicants who are uncertain about any application requirement are encouraged to contact the Certification Body before submission.

All certificate holders shall comply with the requirements of the **BSS NDT Code of Ethics (F-171)** throughout the certification process.

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3.4 Rejection of Renewal Application

Where a renewal application cannot be approved because the applicant does not satisfy the continuity of work activity requirement, the applicant may apply for **recertification**, provided that:

- the applicable **visual acuity requirements** are met; and
- the applicant successfully completes a **minimum two-day continuation training programme** conducted by the Certification Body or by an Approved Training Organization (ATO) recognized by the Certification Body.

Details of the continuation training shall be recorded as part of this application.

3.5 Structured Credit System Requirements

Applicants choosing the **Structured Credit System** for renewal shall achieve the minimum credit points specified in **Annex D3 (Table C1)**.

Where the required credit score is not achieved, the applicant shall successfully complete the prescribed examination, including assessment on **50% of the practical specimens** applicable to the initial qualification examination.

3.6 Failure to Meet Renewal and Recertification Requirements

Where an applicant is **not eligible for renewal** and subsequently **fails to satisfy the recertification requirements**, certification may only be regained by successfully completing the **initial qualification examination** applicable to the relevant **NDT method, industrial sector, and certification level**, in accordance with the Certification Scheme.

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4. Recertification and Supplementary Examination

4.1 Initiation of Recertification

The certificate holder is responsible for initiating the recertification process before the expiry of the current certificate. An application for recertification shall be submitted within six (6) months preceding the certificate expiry date.

To maintain uninterrupted certification, applicants are encouraged to submit Form F-178 – Application for Supplementary or Recertification Examination to the Certification Body at least four (4) weeks before the certificate expires.

Note: The Structured Credit System is applicable only to Level 3 certification holders and shall not be used for Level 2 recertification.

4.2 Application for Supplementary Examination

An application for a supplementary examination, which may also satisfy the recertification requirements where applicable, may be submitted at any time during the validity of the certificate.

To be accepted, the completed **Form F-178** shall be received by the Certification Body **no later than eight (8) weeks** before the certificate expiry date.

The application shall be accompanied by the following:

- A valid **visual acuity certificate (Form F-183)** issued within the previous **12 months**;
- A completed **Record of NDT Employment (Annex D1)** covering the validity period of the certificate;
- A **Continuation Training Record**, where applicable;
- A completed **Form F-174**, if the applicant's wallet card was issued more than **ten (10) years** earlier;
- Payment of the applicable **recertification or supplementary examination fee**.

4.3 Late or Deferred Recertification

Where a certificate has already expired, a supplementary examination shall not be permitted.

The certificate holder may instead submit an application for **Late or Deferred Recertification** using **Form F-186**, provided the application is

received **within twelve (12) months** from the certificate expiry date.

Applicants who become aware, before the certificate expires, that they will be unable to complete the recertification process within the required

timeframe may also apply for **Deferred Recertification** using the same form.

Approval of a late or deferred recertification request **does not extend the validity** of the existing certificate. It only permits the applicant to

complete the recertification process in accordance with the Certification Body's requirements.

4.4 Recertification Examination Requirements

To obtain recertification, a **Level 2 certificate holder** shall successfully complete the prescribed **practical recertification examination**.

The examination shall include:

- Practical testing on representative specimens appropriate to the scope of certification; and
- Preparation of a written **NDT Instruction** suitable for implementation by **Level 1 personnel**.

4.5 Retest Following Unsuccessful Recertification

Applicants who fail to achieve a **minimum score of 70%** for each practical specimen attempted shall be permitted **up to two (2) retests**.

Each retest shall:

- be conducted **not earlier than seven (7) days** after the previous attempt; and
- be completed **within twelve (12) months** of the original recertification examination.

4.6 Failure to Achieve Recertification

Where the applicant is unsuccessful after the permitted retests, the certificate shall **not be revalidated**.

To regain certification, the individual shall apply as a **new candidate** for the relevant **NDT method, sector, and certification level**, and successfully

complete the applicable **initial qualification examination**.

No examination exemptions shall apply.

4.7 Additional Categories

A Level 2 certificate holder wishing to obtain certification in an **additional category** within the same certification level shall

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successfully complete

the applicable **supplementary examination**, which may include:

- Specific written examination(s);
- Specific practical examination(s); or
- Both, as determined by the Certification Body.

Guidance Note

Applicants who are unable to satisfy the recertification requirements will be regarded as **new applicants** for the relevant certification. It is

therefore strongly recommended that candidates adequately prepare for the recertification examination and, where appropriate, complete

suitable continuation or refresher training before attempting the examination.

Appeals

Applicants who disagree with a recertification decision may submit a **formal appeal** to the Certification Body.

All appeals shall:

- be submitted **in writing**;
- be acknowledged by the Certification Body; and
- be processed in accordance with the **BSS NDT Complaints and Appeals Procedure**, available through the Certification Body or on the **BSS NDT website** (www.bssndt.com)

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Annex A - Application for Renewal of Level 2 Certification

Section A – Applicant Information

FIRST NAME:			
LAST NAME:			
DATE OF BIRTH:		Candidate ID Number:	
RESIDENTIAL ADDRESS:			
POST CODE:		CONTACT NO:	
EMAIL ADDRESS:			
CERTIFICATE NUMBER:		EXPIRY DATE:	

Section B – Employment Information

EMPLOYER'S NAME:			
ADDRESS:			
POST CODE:		TELEPHONE NO:	
EMAIL ADDRESS:			
APPLICANT'S DEPARTMENT:			
APPLICANT'S JOB DESCRIPTION:			
CURRENT SUPERVISOR:			

Section C – Applicant Declaration

I hereby certify that the information provided in this application, together with all supporting documents submitted, is complete, accurate, and true to the best of my knowledge. I further confirm that I have read and agree to comply with the requirements of the **BSS NDT Certification Scheme** and the **Code of Ethics (F-171)** applicable to certified personnel.

Signature _____ Date _____

Full Name (Block Letters) _____

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Annex A (Continued)

Section D – Employer Verification

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

I hereby confirm that the information provided by the applicant in **Sections A and B**, together with the accompanying supporting documents, has been reviewed and is correct to the best of my knowledge.

I further confirm that the applicant has been continuously engaged in activities relevant to the certified NDT method and sector, without any **significant interruption** (as defined in this document), and that the work has been performed competently and to an acceptable standard

Note: This section shall be completed and signed by the applicant's employer or an authorized representative. It shall **not** be signed by the applicant, irrespective of their position within the organization.

SIGNATURE/DATE	
NAME (in block capitals)	
POSITION	

Application Submission

The completed application, together with all required supporting documents, shall be submitted to the **Certification Body** by registered post, courier, or any other approved submission method. Applications may also be submitted electronically to the official email address of **BSS NDT Pvt. Ltd.**

Applicants shall ensure that all mandatory documents and applicable fees are included before submission. Incomplete applications may delay processing or be returned for correction.

METHOD INFORMATION

NDT Cert to be Renewed:	Cert Number Reference: _____(Attach the copy of the certificate) Method: RT / UT / MT / PT / BRS / ET / RI / PAUT / TOFD / PAUT Data Interpretation/ TOFD Data Interpretation
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Annex D1 To F-185 - Approved Record Of NDT Employment(Covering Five Years)

(Maintain Records Up-To-Date With Every Change In Employment Or Job Description / Position)

Certificate Holder's Full Name:.....Candidate Id Number:

DATES (employed - from/to)	EMPLOYER'S NAME & ADDRESS (including telephone and fax numbers)	CERTIFICATE HOLDER'S DEPARTMENT AND NAME OF SUPERVISOR	CERTIFICATE HOLDER'S JOB DESCRIPTION

Note: Candidate need to submit the current Experience certificate from the employer confirming the candidate continued work activity in the particular method (where renewal is sought).

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Annex D2 To F-185 - Record Of NDT Training

Record of approved continuation or updating training in the NDT methods for which certification is held,
or attendance at an event deemed acceptable as continuing professional development

Certificate Holder's Full Name:			Certification Id Number:		
Date Of Training Or Event	Course Or Event Reference	Training Establishment Or Event Venue	Duration And Content Of Training Or Event	Name and Contact Telephone Number Of Individual Verifying	

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Annex D3 — Structured credit system for renewal Level 2 (To be filled by Level 2 candidates only)

Name:
Candidate ID Number:

Activity	Points awarded (Per Activity)	Maximum points per year	Maximum points per 5 years	Year					Total
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 in the 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	30						
10. Participation or convenorship in standardization and technical committees	1 / committee	3	15						
11. Performing a technical NDT role with Certification body	2/activity	10	30						

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- A minimum of 100 points in the 5 year renewal period is required and out of which a minimum of 50 out of 100 points required in Part A

***Performance of NDT activities**

- 1) In assessing this activity type, the certification body should consider the responsibilities of employers as specified in 5.5 and the duties specified in 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 C.2.1, 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).