

AICIP RENEWAL POLICY

Renewal of Certification

AICIP Certification is valid for five years. To be eligible for a renewal of AICIP Certification three months before their expiration date an applicant must provide:

Documentation

- Completed application form
- Minimum 5 inspection reports
- A letter from past/current employer or customer detailing the work undertaken
- A passport photo
- Fee paid (\$825)

Inspection reports may be redacted and employees will need to seek permission to use their employer's inspection reports.

Technical requirements

- Continual Professional Development equal to or more than 100h in three years
- 24 or more equivalent full-time months inspection
- 3 or more different types of pressure vessel equipment inspected (see list)

Referees

- Provide current contact details of employer(s) or 5 customers

An applicant is required to submit the contact details of past/current employer(s) or 5 clients or customers, to:

- Support and attest to the accuracy of the information provided
- Make comment on the applicant's performance and competency

Collectively the referees will need to be able to verify to the applicant's knowledge and depth of practice in the five-year period.

Submission of Renewal Documentation

Applicants' should submit the required documentation well before their certification expiration date. Confirmation of receipt of application will be confirmed by AICIP administration. AICIP Administration will review the application ensuring all details and supporting documentation is provided. The application will then be reviewed and assessed by the AICIP Certification Officer.

Applications will only be assessed if all information is provided.

Assessment

The application for a renewal of AICIP Certification will be independently assessed by qualified personnel.

Under the circumstances of a conflict of interest an external assessor nominated by the Chairman of AICIP will be appointed to conduct the renewal assessment.

The assessor will:

- Assess the application, review written statements and inspection reports
- Seek comment from all 5 referees
- State in writing the status of the application

If the assessor is unable to make an assessment decision, they may contact the applicant directly to seek clarification on the documentation provided. In addition, a second assessor may be appointed to reassess the application. In this instance, the two assessors will not confer on the application.

Decision making and recommendations

AICIP will endorse or decline the status of the application made by the assessor. On confirming a renewal assessment, in favour of renewing the applicant's certification. AICIP will formally renew the applicant's certification for a period of five years.

In the event that a renewal of certification is not granted, the applicant will be required to sit Re-Certification Paper F.

AICIP will notify the applicant in writing and any other relevant bodies of the status of the renewal application.

Appeals against decision

- a) Appeals against any decision of AICIP in regard to granting of new or continuing certification;
- b) may be made by the applicant
- c) must be lodged within six weeks of the applicant being advised by AICIP of any decision which is the subject of the appeal. While the outcome of the appeal is being adjudicated a previously certificated Inspector shall not claim to be or act in the capacity of an In-Service Inspector with certification from AICIP.
- d) must be in writing, and give full details of reasons for the appeal.
- e) will be considered confidentially by the AICIP Board of Directors supported if necessary by appropriate experts.
- f) will be handled as soon as practicable, but at least within three weeks of the appeal application.
- g) the outcome of any system amendment arising from the decision will be publicly acknowledged.

Note: AICIP Board decision on the findings will be final.

Roles and Responsibilities

Applicant

- Submit a renewal application with ALL supporting documentation well before their certification expiration date.
- Pay the Renewal of Certification fee
- Contact AICIP Administration to advise of their intention to apply for a renewal
- Contact AICIP if they are unsure of their certification expiration date
- Select referees that have an appropriate level of experience, knowledge of the applicant's practice in the previous five-year period
- Declare that all information provided is true and correct

- Notify AICIP of any changes to contact details

Assessor

- Completing an individual and independent assessment of the documentation submitted by the applicant
- Contact five referees to support and attest to the applicants written inspection reports and experience using Form 032-9 ASSESSMENT FOR RENEWAL ISI & SISI.
- Contact the applicant for further clarification on the application, if required
- Provide in writing the status of the application for renewal of Certification
- Communicate the implications associated with their expiration certification

Administration

- Notify the applicant in writing 1 month before of their certification expiration date
- Receiving the renewal certification applications ensuring the applicant meets eligibility criteria
- Be available to contact the applicant in writing regarding the status of their application
- Maintaining the AICIP database of applicants who have applied for renewal of certification, and those that have had their certification renewed
- Formally renew the successful applicants Certificate, Identification card and National Register of Certified Inspector Search on www.aicip.org.au

AICIP

- Implement and manage the certification process
- Nominate an external assessor
- Ensure all policies and procedures are met
- Endorse or decline the status of the application advised by the Assessor
- All information received remains confidential

Expired Certification

An applicant's certification can be restored within three months of the expiration date provided all required documentation is completed correctly and the renewal assessment is successful. In such cases, the Certification issue date shall remain the same. If an applicant's certification has expired for a period longer than three months, they will be required to sit Re-Certification Paper F at the next set of examinations available and will receive a new registration number and issue date.

Suspending or withdrawing certification

AICIP maintain the right to suspend or withdraw the applicant's certification with immediate effect.