



**AICIP**

Australian Institute  
for the **Certification**  
of **Inspection Personnel**

AICIP  
Information  
for Applicants

004-28

## Information for applicants

In-service inspection and certification of boilers and pressure vessels is a requirement of the Work Health & Safety Act & Regulations; Australian Standards; and may be required by the Work Safe in your state or territory.

AICIP Certification is recognised nationally.

Being an AICIP certified inspector can expand your career options or job opportunities. The examinations assess your knowledge; skill; and capabilities to ensure integrity and safe inspections of plant and pressure equipment. AICIP Inspectors must comply with the List of Competencies and Code of Ethics.

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## Competency requirements

An applicant must demonstrate thorough knowledge, skill and abilities that the competencies listed in AICIP's Competencies for In-Service Inspectors of Pressure Equipment can be responsibly and consistently applied. AICIP List of Competencies can be found [here](#).

- *Competency* “comprises knowledge and skills and the consistent application of that knowledge and skills to the standard of performance required in employment”. AICIP does not specify how competency is gained.
- *Competent Person* usually means “a person who has acquired through training, qualification, or experience, or a combination of these, the knowledge and skills enabling that person to perform the task required”.

## Types of examinations

There are two types of inspectors for Boilers, Pressure Vessels and Pressure piping; In-Service Inspector and Senior In-Service Inspector.

### **In-Service Inspector sits Papers A, B & E. – 3 hours plus 10 minutes reading time**

Paper A – prerequisite – general inspection

Paper B – Application – Inspection practice for specific types of PE

Paper E – Practical – Candidates are required to complete an inspection in a ‘real-life’ scenario.

### **Senior In-Service Inspector**

Paper C – Calculations 1 hour and 25 minutes plus 5 minutes reading time

Paper D – Management 2 hours plus 5 minutes reading time

## Recertification

Paper F – Recertification – applies for ISI and SISI inspectors assessing competency in the field.

\*Paper F will only be applied at the discretion of AICIP where an application is considered incomplete or inadequate to enable assessment of the applicants continued competency.

The examinations are closed book. If reference material is required, information will be supplied by AICIP.

Examination questions may be multiple choice, short answer and/or essay type.

## Suggested Prior attributes of candidates

There are no prerequisites, prior qualifications, training and/or experience specified for AICIP In-Service Inspectors Examinations. However, candidates with insufficient industry experience will have difficulty passing the theoretical Paper B and Practical Paper E. To have a reasonable likelihood of demonstrating the required competency and passing the ISI examinations (and to limit cost), it is strongly recommended that applicants have at least the following:

- Qualifications - Year 12 High School, a Trade Certificate or equivalent knowledge.
    - knowledge of common pressure equipment types and terminology used in Australian Standards.
    - Basic mathematics ability e.g. to calculate the volume, thickness and hoopstress of a cylinder.
  - Training - 100 hours formal, self or on-job training in pressure equipment inspection and AS/NZ3788.
  - Experience depending on qualifications and training, 5 years (full time equivalent) including 2 years in inspection. Shorter times apply where qualifications and training are high but experience should be sufficient to develop basic technical skills and good communication skills.
  - Personal - ability to read, write and communicate orally in the English language.
    - Maturity and reliability, eyesight and hearing (with or without correction) and physical and mental ability to competently perform the proposed inspections
- \* PE Knowledge - Understand the main technical inspection terms relating to pressure equipment

For **SISI** applicants' wider experience, calculation and technical ability is desirable in addition to the above.

#### **Recommended Study:**

It is recommended that all applicants review their knowledge and skills; both practical and theoretical. AICIP recommends all applicants consider their education; personal experiences and review their knowledge of the applicable standards prior to applying to sit examinations.

AS/NZS 3788 is the main basis for the examinations and it references some parts of other Standards which may be used for questions where relevant. Examples include:

- AS 4942 Pressure equipment - glossary of terms
- AS 1200 Pressure equipment
- AS 1210 Pressure vessels (primarily typical joint arrangements and general construction).
- AS 1228 Boilers (for main types of boilers and typical construction).
- AS 1271 Safety valves, other valves, liquid level gauges, and other fittings for boilers and pressure vessels (for terminology and basic requirements only).
- AS 2593 Boilers - Safety management, and supervision systems (for safety controls).
- AS 3873 Pressure equipment - Operation and maintenance (for owners' role in inspection).
- AS 3892 Pressure equipment - Installation (for inspection at installation).
- AS 4343 Pressure equipment - Hazard levels
- AS 4458 Pressure equipment - manufacture
- AS/NZ3920 Pressure equipment - conformity assessment
- AS4041 Pressure piping

Model WHS Laws: safe work Australia

Model Code of Practice: Confined spaces

Model Code of Practice: How to manage work health and safety risks

Model Code of Practice: Managing noise and preventing hearing loss at work

Model Code of Practice: Managing risks of plant in the workplace

Model Code of Practice: Managing the risk of falls at workplaces

AICIP does not conduct training courses but has provided feedback to training bodies as listed on our website.

## Application procedure

All new applicants will need to register with AICIP. Click the sign-up button and follow the steps to obtain your AICIP login. Your login details are specific to you and cannot be shared.

Once you have your login you will be able to fill in the Online Examination Application.

Applicants will be required to fill in the each of the sections. If you do not fill in the required sections, you will be unable to submit your application.

New applicants will be required to:

- Fill in contact details
- Upload a copy of your resume, degrees, diplomas, certificates of training or other institutional qualifications held in engineering or relevant disciplines
- Upload a passport photo (JPEG format)
- Accept the declaration
- Pay the fee

Upon receipt, your application will be reviewed by the Certification Manager for approval. You will be notified by email of the status of your application. Two weeks prior to the examination you will received your confirmation email detailing your examination times, venue and any other information required.

## Guide for sitting the exams

### Before the exam:

Applicants should prepare 1-2 weeks prior to the examination by:

- Studying any relevant standards or guidance material
- Familiarising yourself with types of questions that are likely to be in the exam (see sample questions and answers)
- Checking that you know the time and venue
- Checking and confirming your travel arrangements
- Preparing your materials for the exam: pens, pencil, eraser, calculator, ID (driver's License)
- Making sure you are well rested.

### During the exam:

Applicants are advised that:

- No mobile phones allowed in the examination room;
- No talking or forms of communication with other candidates in the examination room;
- No use of any notes or material other than those authorised or supplied.; and
- No marking or writing on the exam paper in the reading time.

**AICIP reserve the right to remove any applicant who does not complying with the above conduct during the exams.**

Suggestions for examinations:

- Make sure you write your examination number at the top of each page. Do not write your name anywhere on the examination paper(s).

- Make sure you utilise the reading time.
  - Read the instructions carefully.
  - Take time to read the questions properly, identify how you are expected to answer the question E.g. list; identify; explain; report; assess; test; estimate; comment; criticise; calculate.
  - Think about the amount of time you might spend on each section.
  - Consider options for multiple choice questions (if applicable).
- Exam strategy
  - Highlight key words.
  - Complete the questions you know well first.
  - Allocate time for questions based on the marks allocated.
  - Attempt every question – there are no marks deducted for wrong answers.

- Save time - avoid repeating the question.
- Abbreviations such as PE= Pressure equipment are accepted.

In the final minutes:

- Check your answers.
- Make sure your writing and figures are legible.
- Check spelling and grammar.

### **End of Examination:**

The invigilator will advise when the exam is finished and collect all exam papers and any examination material. At the completion of the exam paper you will be asked to complete a brief questionnaire about the examination.

### **ASSESSMENT**

- Papers and Invigilator comments are assessed by at least two examiners who are highly experienced in the exam subject and are only known by an examination number.
- Answers are assessed against a set of standard answers however allowance is made for difficulty. No marks are deducted for poor spelling; layout; or writing; unless unreadable.
- Final marks are the average of the examiners' marks.
- Marks close to a pass are "moderated" i.e. a third examiner will be requested to review the marked papers.
- To gain certification for In-Service Inspector and Senior In-Service Inspectors; applicants will need an overall average of 70% across all papers; with no less than 50% obtained in any one paper. Those papers with a mark of 70% or greater can be held for subsequent re-examinations.

### **Results**

All results will be processed within a 4-week time frame from the last exam date.

All applicants will be notified of their results by email.

### **CERTIFICATION**

Each successful applicant will receive a nationally recognised certificate and wallet card provided by AICIP. Successful applicants will be included on the National Register of Certified Inspectors on the AICIP Website.

### **RE-EXAMINATION**

Applicants who fail an examination can request a re-mark or re-sit the examination.

#### **RE-MARK:**

- Applicants can apply for a re-mark of their examination Paper(s). Applicants will need to fill out the remark application form within two (2) weeks from the receipt of your exam results. This can be done through the AICIP login.
- After receipt of the re-mark application and payment applicants must allow 4 working weeks to be notified in writing of your re-mark results.
- An AICIP independent examiner picked at random from 10 AICIP examiners. The examiner has no details of your previous marks or your background. This is to avoid any influence on the objective marking of your exam.

- For your final mark:
- AICIP will consider all marks from the examination papers and will follow the moderation procedure. If the re-mark is lower than the initial mark; the initial mark will stand.
- The fee of a remark is \$200.

### **Re-examination:**

To gain certification, you must achieve a score of 70% on each paper. If you have scored a minimum of 50% on any paper you will be able to re-sit exams. If you have passed some of the exams, these will be held for a maximum of 2 years from the original examination (first date).

Applicants re-sitting an examination will need to complete the application form to re-sit examinations. This can be done by logging in the AICIP Website.

Applicants should contact AICIP in writing if they are unable to re-sit the failed examination paper(s) within the 2-year period. A decision on extending the set timeframe will go to the AICIP board for review.

Applicants re-sitting an examination maintain the same examination number.

Fee for re-sit are:

In-Service Inspector: A, B or E                      \$283.00

Senior In-Service Inspector: C or D                \$238.00

### **Examination feedback:**

Candidates requesting examination feedback can receive examination feedback OR a re-mark not both. **Candidates should contact the AICIP administrator in writing detailing their examination number; preferred contact details and time to contact; and which examination paper(s) they want reviewed.** Feedback will be conducted by the AICIP Certification Officer - **please allow up to four weeks from the date of your examination feedback enquiry.**

In the feedback session applicants will be advised of where their potential gaps may be, and receive guidance on information to assist you when re-sitting an exam. AICIP encourages unsuccessful applicants to seek feedback.

**Candidates can only receive feedback on the papers from their most recent exam sat.** Examination feedback will **NOT** be conducted during the exam period (**application cut off date – results release date**).

Those who receive feedback will **NOT** eligible for a remark of the paper.



## Dates & Fees

<i>Exam Papers</i>	<i>Where</i>	<i>Dates</i>		<i>Time</i> <i>s</i>	<i>Application</i> <i>cut-off date</i>
ISI paper A & B - Theory	Nationally	6 <sup>th</sup> March 2019	11 <sup>th</sup> September 2019	AM - PM	13/02/2019 & 14/08/2019
ISI paper E - Practical *	Sydney Adelaide Brisbane	7 <sup>th</sup> March 2019	12 <sup>th</sup> September 2019	AM & PM	13/02/2019 & 14/08/2019
ISI paper E – Practical *	Melbourne Perth Darwin	20 <sup>th</sup> March 2019	25 <sup>th</sup> September 2019	AM & PM	13/02/2019 & 14/08/2019
SISI papers C & D - Theory	Nationally	6 <sup>th</sup> March 2019	11 <sup>th</sup> September 2019	AM - PM	13/02/2019 & 14/08/2019
ISI/SISI Paper F Re-certification	Nationally	6 <sup>th</sup> March 2019	11 <sup>th</sup> September 2019	AM	13/02/2019 & 14/08/2019

For 2020

<b>Exam Paper</b>	<b>Where</b>	<b>Dates</b>		<b>Time</b>	<b>Application Cut-off date</b>
ISI paper A & B Theory	Nationally	25th March 2020	10th September 2020	AM- PM	25/02/2020 14/08/2020
ISI paper E – Practically	Sydney Adelaide Brisbane	26th March 2020	11th September 2020	AM- PM	25/02/2020 14/08/2020
ISI paper E – Practically	Melbourne Perth Darwin	9th April 2020	24th September 2020	AM- PM	25/02/2020 14/08/2020
SISI paper C and D – Theory	Nationally	25th March 2020	10th September 2020	AM- PM	25/02/2020 14/08/2020
ISI/ SISI Paper F – Recertification	Nationally	25th March 2020	10th September 2020	AM- PM	25/02/2020 14/08/2020

\*additional dates for the practical exams may be added/deleted depending upon applicant interest.

In-Service Inspector (ISI) – Pressure Equipment – Sit Papers A, B & E	\$849.00
Senior In-Service Inspector (SISI) – Pressure Equipment – Sit Papers C & D	\$476.00

- All required information and the applicable fees must be paid before an applicant can be considered. Online applications require all information to be entered and will not allow the applicant to progress without all the details.
- Application will not be accepted within two weeks of the exams commencing.
- AICIP reserves the right to cancel or change the date of any exam due to insufficient applications or other reason beyond its control, and reserves the right to refuse enrolments.

## Renewal

AICIP Certification is valid for 5 years. To apply for a renewal assessment you are required to submit a minimum of 5 inspection reports; a letter from their last employer detailing the work undertaken; and a declaration declaring all information is true and correct. Once all the information is provided it will be assessed.

The fee for renewals is \$849.

## Recertification

Re-certification will only be required if the renewal application is incomplete or inadequate to enable assessment. Re certification is the same as the 5-year renewal process. Assessment of the Inspectors continuing competency is based on the assessment of past and current inspection reports; the types and number of Pressure Equipment inspected; their CPL; and verbal confirmation of satisfactory inspection performance from a client.

Paper F will only be applied where it is deemed necessary to confirm competency.

This is in accordance with recent AICIP improvements; closer alignment with international best practice; the removal of unnecessary costs to industry; inspectors and AICIP. This change does not reduce the assessed level of competency.

The fee for Recertification is \$849.