

Part 1 – TWI Office Form

(Replaces the previous TWI enrolment form)

Section 1: Examination Type & Certification Body (to be completed by all applicants)

Examination Type	☐ Initial	☐ supplementary	☐ renewal	☐ bridging	☐ retest of a previously failed examination
Certification Body	☐ CSWIP	☐ PCN	☐ AWS	☐ BGAS	☐ ASNT

Section 2: CSWIP Welding Inspection examination (to be completed by all delegates for Welding Inspection Examinations)

Please by ticking the box indicate the examination of your choice

☐ VWI (3.0)	☐ WI (3.1)	☐ SWI (3.2.1)	☐ SWI (3.2.2)	☐ AWS→CSWIP	
☐ Endorsement	☐ Instructor	☐ Supervisor	☐ QC Coordinator	☐ ASME IX	

Industrial experience is required prior to certification

The CSWIP Welding Inspection Scheme sets the minimum industrial experience required. This experience must be gained **before the examination**. Meeting these requirements is essential for eligibility. See the latest scheme document on the CSWIP [website](#).

To claim recognition of your industrial experience, complete and submit the appropriate form.

(WI 3.1 → form TES 15BXY, WI 3.2 → form TES 15CXY, WQCC → form TES 15DXY, ASME IX → form TES 15EXY)

Section 3: Underwater Inspection (to be completed by all delegates for CSWIP Underwater Inspection Examinations)

Please by ticking the box indicate the examination of your choice

☐ 3.1U	☐ 3.2U	☐ 3.3U	☐ 3.4U	☐ A-SCAN	☐ Concrete
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Industrial experience is required prior to certification

The CSWIP Underwater Inspection Scheme sets the minimum industrial experience required. This experience must be gained **before the examination**. Meeting these requirements is essential for eligibility. See the latest scheme document on the CSWIP [website](#).

Candidates for 3.1U and 3.2U delegates shall supply a copy of dive certificate and, evidence of valid Diver's medical certificate for review prior the examination.

To claim recognition of your industrial experience, complete and submit the appropriate form along with your up-to-date CV. (3.3U → form UW 15CXY, 3.4U → form UW 15DXY)

Section 4: NDT examination (to be completed by all delegates for NDT Examinations)

Please tick relevant box in each section – Method, Level, Industrial sector and (where appropriate) UT category

Method

☐ PT	☐ MT	☐ VT	☐ ET	☐ ACFM	
☐ RT	☐ Rad Interpret	☐ CR/DR	☐ CRI / DRI	☐ BRS	☐ RPS
☐ UT	☐ PAUT	☐ TOFD	☐ AUT	☐ UTCM	☐ PACM
☐ Appreciation	☐ Basic	☐ Phasor DM	☐ AUT DI	☐ Guided Waves UT	

Level

☐ Level 1	☐ Level 2	☐ Level 3			
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Industrial sector & category

Industry Sector	☐ General	☐ Welds	☐ Castings	☐ Wrought	☐ Forgings	☐ Tubes & Pipes
UT Categories	☐ 3.1	☐ 3.2	☐ 3.7	☐ 3.8	☐ 3.9	☐ Critical sizing

Industrial experience requirements

Experience meeting the requirements of CSWIP or PCN documents is mandatory. It may be obtained **prior or after the examination**. If evidence of relevant experience is already available at the time of the examination, it should be submitted directly to the Examination Centre.

Delegates attempting CSWIP examination must complete form NDT 15AXY to claim recognition of their industrial experience.

Delegates attempting PCN examination must complete form PSL/30.

They must also complete the relevant BINDT enrolment documents, please follow the instructions provided by TWI Administration.

Section 5: Plant Inspection (to be completed by all delegates for CSWIP Plant Inspection Examinations)

Please by ticking the box indicate the examination of your choice

☐ Plant Inspector	☐ Senior Plant Inspector			
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Industrial experience is required prior to certification

CSWIP Plant Inspection Scheme document stipulates the minimum requirements on the industrial pre-certification experience. Compliance with these requirements is an essential part of the eligibility criteria. Please refer to the latest version of scheme document published on the CSWIP [website](#).

To claim recognition of your industrial experience, complete and submit the appropriate form **along with your up-to-date CV**.

(Plant inspector → form TES 15OXY, Senior Plant Inspector → form TES 15PXY)

Section 6: Cathodic protection (to be completed by all delegates for CSWIP Cathodic Protection Examinations)

Please by ticking the box indicate the examination of your choice

☐ Cathodic Protection Data Collector (L1)	☐ Cathodic Protection Inspector (L2)	☐ Cathodic Protection Senior Inspector (L3)
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Industrial experience is required prior to certification

CSWIP Cathodic Protection Scheme document stipulates the minimum requirements on the industrial pre-certification experience. Compliance with these requirements is an essential part of the eligibility criteria. Please refer to the latest version of scheme document published on the CSWIP [website](#).

To claim recognition of your industrial experience, complete and submit the appropriate form **along with your up-to-date CV**.

(Cathodic Protection Level 1 → form TES 15FXV, Cathodic Protection Level 2 → form TES 15GXY, Cathodic Protection Level 2 → form TES 15HXY)

Section 7: CSWIP-BGAS examination (to be completed by all delegates for CSWIP-BGAS Examinations)

Please by ticking the box indicate the examination of your choice

☐ Paint inspector G1	☐ SPI 1	☐ BGAS WI	☐ Blast-prep 5A	☐ AGI
☐ Paint inspector G2	☐ SPI 2	☐ BGAS Senior WI	☐ Painter-Sprayer 5B	☐ Paint Supervisor L4
☐ Site coating	☐ BGAS (RI)	☐ BGAS (MT)	☐ BGAS (UT - plate)	☐ BGAS (UT operator)

Industrial experience requirements

The CSWIP-BGAS scheme document sets the minimum industrial experience requirements and specifies whether this experience must be gained **before the examination** or may be obtained **after**. Compliance with these requirements is essential for eligibility. See the latest version of the scheme document on the CSWIP [website](#).

To claim recognition of your industrial experience, complete form TES 15KXY.

Section 6: Other examinations (to be completed by all delegates for any other examinations)

Please tick and specify exam title as required

☐ CSWIP Blasting & Painting operator	☐ CSWIP Blasting & Painting senior operator	☐ CSWIP Blasting & Painting supervisor
☐ Plastic welding	☐ Offshore visual Inspector	☐ Other:

Please specify the name of examination you wish to attend?

Pre-certification experience

The CSWIP-BGAS Scheme documents set the minimum industrial experience required. Compliance with these requirements is essential for eligibility. See the latest version of the scheme documents on the CSWIP [website](#).

Please contact TWI customer services for advice on relevant forms and documentation required.

Section 7: Delegate's Signature (to be completed by all applicants)

Delegate's full name	Date	Signature

(print in block letters)

Typed signatures are not acceptable.
A handwritten or approved electronic signature is required.

Part 2 – Experience Verification Form

(The candidate is required to provide a statement of working experience, which must be verified by the verifier with statement of supervision activities).

	TRAINING AND EXAMINATION SERVICES Experience Verification Form Guidance Notes	Document no.: TES 15X rev. 0
		Page 1 of 2

Industrial experience demonstrates that the candidate can apply their knowledge and skills in real working conditions. It provides evidence of practical competence, not just theoretical knowledge. All candidates for certification must meet the applicable industrial experience requirements. Further information is available on the [CSWIP website](#).

Before completing this form, you should familiarise yourself with the applicable certification scheme requirements. The scheme may provide more than one way of meeting the experience requirement, for example through different types of activities, combinations of experience and previous certification.

Where the experience requirement includes a previous certification, you should attach a copy of your currently valid certificate.

Only experience gained within the past 10 years can be used to meet the experience requirement. The full period of experience required by the scheme must be covered and verified. Any gaps between periods of employment do not count towards the required experience.

Experience can be gained through more than one employer. In this case, you should complete and get verified a separate form for each period of employment.

Experience evidence is subject to thorough review by TES Training and Examination Services. A large proportion of applications is selected at random, and the employer or verifier is contacted to confirm the information provided.

TWI Certification Ltd (TWI CL) – CSWIP Scheme Owner/Administrator also reserves the right to review and verify any application where required.

How to claim your industrial experience...

Please use a separate form (TES 15Y) for each employer where you are claiming relevant experience.

- ① Complete your personal details.
- ② Select the route you are using to meet the requirements.
- ③ List the responsibilities you regularly carried out.
- ④ Sign the declaration.

Next – pass the form to your verifier for confirmation. The verifier should:

- ⑤ Provide their name and job title (verifier shall hold appropriate level of seniority)
- ⑥ Provide the name of verifier's employer.
- ⑦ Declare any conflict of interest.
- ⑧ Verifier shall explain their involvement in supervising or overseeing candidate's work.
- ⑨ Provide their company e-mail address.
- ⑩ Sign the declaration.

Don't forget any required attachments.

	TRAINING AND EXAMINATION SERVICES Experience Verification Form Guidance Notes	Document no.: TES 15X rev. 0
		Page 2 of 2

FAQ

Is it acceptable to use other than company e-mail address?

Where the organisation does not use official email addresses, a private email address may be accepted. However, additional thorough verification checks will be carried out before the evidence is accepted.

Who can be my verifier?

The verifier must have an appropriate professional relationship with the candidate, with no conflict of interest. The verifier must have sufficient knowledge and experience to supervise the candidate's activities and confirm that they were performed to the expected standard. The verifier must also have sufficient involvement in the candidate's day-to-day work to confirm the candidate's job role, duties, scope of work and length of employment.

If the full employment period cannot be confirmed by one verifier, it may be confirmed by multiple verifiers, provided that together they cover the full period. Each verifier must be able to confirm the period and work for which they have direct knowledge.

What may help my application?

You may be prompted to attach your up to date CV.

If you help similar certificates previously, you may attach these as well (even these were issued under different scheme and are expired).

I was frequently changing position – how many forms I shall complete and get verified?

Example: Does the candidate meet the requirement of 3 years?

The candidate was employed as follows:

- Job 1: 1 January 2022 – 31 December 2022 (12 months)
- Job 2: 1 August 2023 – 31 December 2023 (5 months)
- Job 3: 15 November 2024 – 10 December 2024 (26 days)
- Job 4: 1 January 2025 – 31 December 2025 (12 months)

In total, the candidate has 29 months and 26 days of relevant experience. Where 3 years of industrial experience are required (36 months), the candidate does not meet the requirement.

What information shall I list to state how I met the requirements?

You should list the responsibilities you regularly carried out as part of your role. The list may be of any length but must be relevant to the route used to claim the experience. For example, where the scheme requires experience as a “manufacturing inspector working in a workshop”, you may describe the following regular duties.

Carrying out dimensional measurements against drawings or specifications; Checking component identification, condition and completeness; Performing visual checks for surface defects or damage; Checking corrosion protection and coating quality; Verifying compliance with inspection and manufacturing requirements; Recording inspection results and reporting non-conformities; Liaising with production and quality personnel to resolve identified issues.

	TRAINING AND EXAMINATION SERVICES Experience Verification Form CSWIP Welding Inspector (3.1) – Experience claim – Requirements	Document no.: TES 15B rev. 2
		Page 1 of 1

----- Please carefully read the guidance on the reverse of this form, before completing the information -----

Candidate details			
Name ¹			
Date of birth ²		Candidate ID ³	
Course name	Welding Inspector (3.1)	Course date ⁴	

Latest version of the scheme document is available on CSWIP [website](#).

Please tick the appropriate box to indicate how you fulfilled the experience requirements. ^{5 & 6}	
☐	A minimum of 3 years welding inspection experience related to the duties and responsibilities listed in Clause 1.2.1 and 1.2.2 under qualified supervision, independently verified.
☐	CSWIP Visual Welding Inspector for a minimum of 2 years with job responsibilities in the areas listed in 1.2.1 and 1.2.2.
☐	CSWIP Welding Instructor or CSWIP Welding Foreman/Supervisor for a minimum of one year.

Please ensure that the required supporting evidence is attached where applicable.

Date		Candidate's signature ⁷	
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Experience claim form – notes

- ¹ The full name of candidate as stated on the original enrolment form (as it will be shown on the certificate).
- ² Candidate's date of birth in the following format DD/MM/YYYY (e.g. 20/08/1969).
- ³ The six-digit CSWIP identification number of the candidate (if known – this is usually indicated on the result notice).
- ⁴ Start date of course you are going to attend (you booked for)
- ⁵ CSWIP scheme document offers various ways how candidate may fulfil the requirements for experience. Please indicate how you gained your experience by ticking one of options.
- ⁶ The candidate shall provide evidence of the required qualifications/certifications. Certificates shall be valid and in date at the time of examination.
- ⁷ The form must be signed by the candidate. Electronic signatures are acceptable where they provide evidence of authenticity (e.g. Adobe Sign, DocuSign, or an image of a handwritten signature). Typed names or signatures entered solely as text are not acceptable and will be rejected.

Please note - terms and conditions of your online booking apply.



----- A separate form must be completed for each employer where experience is being claimed.
Please carefully read the guidance on the reverse of this form, before completing the information -----

Candidate detailsName ¹Date of birth ²**Industrial experience – employment record**Employer / Company name ³Employment start date ⁴Employment end date ⁴Position / Job title ⁵Please provide a brief summary of the duties and responsibilities regularly carried out in this position. ⁶

I confirm that I have read and comply with the pre examination entry requirements as laid down in the CSWIP Requirement Documents, latest version available on CSWIP website (www.cswip.com). I understand that any fraudulent claim may result in the retraction of any certificate issued and any false statement may result in the examination being invalidated.

Date

Candidate's signature ⁷**Verifier details ⁸**Name ⁹Company name ¹⁰Job title ¹¹Professional relation
to the candidate ¹²Supervision activity ¹³Company e-mail ¹⁴Phone number ¹⁵

Declaration: I have sufficient seniority to supervise the candidate and sufficient direct knowledge of the candidate's employment, duties and experience to undertake this verification, including having been in a position to supervise the candidate where applicable. I confirm that, to the best of my knowledge and belief, the employment period, length of experience, duties and responsibilities stated by the candidate are correct at the time of signing. I confirm that, to the best of my knowledge, there is no conflict of interest that would affect my ability to undertake this verification.

Date

Verifier's signature & stamp ¹⁶

	TRAINING AND EXAMINATION SERVICES	Document no.:
	Experience Verification Form	TES 15Y rev. 0
	Experience log sheet	Page 2 of 2

Experience claim form – notes

- ¹ The full name of candidate as stated on the original enrolment form (as it will be shown on the certificate).
- ² Candidate's date of birth in the following format DD/MM/YYYY (e.g. 20/08/1969).
- ³ Full name of company where candidate was employed (and industrial experience gained).
- ⁴ Full date of employment start and end (in format DD/YY/YYYY)
- ⁵ The official job title or position held during the period of employment.
- ⁶ List the duties and responsibilities you regularly carried out in the role, providing a brief outline of the activities undertaken during the period of experience. The information must be directly relevant to the requirements of the applicable CSWIP Scheme document. Insufficient or non-relevant detail may result in rejection of the claimed experience. The information provided must be reviewed and confirmed by the verifier.
- ⁷ The form must be signed by the candidate. Electronic signatures are acceptable where they provide evidence of authenticity (e.g. Adobe Sign, DocuSign, or an image of a handwritten signature). Typed names or signatures entered solely as text are not acceptable and will be rejected.
- ⁸ Each form must be reviewed by the verifier whose signature confirms the information given (re: experience) to be correct. The only person to be classed a supervisor, will be the person who takes supervisory responsibility for the candidate on a working basis.
 - Employed candidates usually have their experience verified by Employer, a Company Supervisor, QA/QC manager, third party supervisor etc.
 - Self-employed candidates usually have their experience verified by main contractor or client's supervisor for whom work was carried out during the time when experience was gained.

Verification by colleague who has no responsibility for the candidates activity or verification by candidate's subordinates is not acceptable.
- ⁹ Name of verifier (as stated on his/her certificate or passport) and official employment job title.
- ¹⁰ Name of company where the verifier is employed.
- ¹¹ The verifier's current job title or position within the organisation. This will be considered when assessing the verifier's seniority and suitability to supervise and verify the candidate's experience.
- ¹² Verifiers must hold a position that provides them with direct knowledge of the candidate and enables them to verify the candidate's employment, experience, qualifications, competence, or other information being confirmed. Please state your professional relationship to the candidate.
- ¹³ Briefly outline – how the Verifier was involved in candidate's supervision and what sort of responsibility he/she had for the results of tests carried out by candidate.
- ¹⁴ A business e-mail address is preferred. Where a personal e-mail address (e.g. Gmail, Outlook, Yahoo or similar) is provided, additional verification checks will be undertaken to confirm the verifier's identity, professional position, relationship to the candidate, and association with the organisation stated. This will result in additional processing time.

Note: The Verifier may be contacted and asked for further relevant details if there is any doubt whatsoever. Company e-mail addresses are preferred; private e-mail addresses set-up for the purpose of communication with the certifying body will not be accepted.
- ¹⁵ Please provide a direct telephone number at which the verifier can be readily contacted. A company email address for the verification purpose must be provided as well.
- ¹⁶ By signing the declaration, the verifier confirms accuracy of information provided. Verifier's signature should be accompanied by stamp. Electronic signatures are acceptable where they provide evidence of authenticity (e.g. Adobe Sign, DocuSign, or an image of a handwritten signature). Typed names or signatures entered solely as text are not acceptable and will be rejected.

Part 3 – Declaration Form

(The candidate is required to read and agree to the applicable rules and regulations and sign)

- TWI Terms and Conditions of Training
- TES Delegate Code of Conduct
- TES Training Centre – Health, Safety and Security Instructions
- TES Delegate Declaration

1 Agreement

This document (this “Agreement”) comprises of the terms and conditions in relation to the training and examination services provided directly or indirectly by TWI (hereinafter also referred to as the “Event”).

These terms constitute the whole agreement between you and TWI in relation to the training and/or examination you register for (hereinafter referred to as the “Agreement”). All other terms and conditions, express or implied by statute or otherwise, are excluded to the fullest extent permitted by law, and supersede all prior agreements and understandings.

2 Application & Fees

You must complete and submit the appropriate enrolment form either on paper or online via your customer portal. All relevant documentation and verifier details must be submitted prior to attending the course. Failure to provide all required documentation prior to any exam will result in TWI excluding you from that exam.

TWI may, on occasions stipulate that paper enrolment forms will be required. This is not optional and will be under the control of TWI. All information will be issued at the time to ensure relevant documentation is received with any paper based booking form.

Note: You will be asked to submit a scan of your photo ID (e.g. passport, driving licence, national ID card). We need this to prove your identity. You will be asked to bring the original document to any exam. We will not use this document or scanned copies for any other purpose.

Full payment and/or Company Purchase Order is required prior to attending any course or exam. Payment may be made by cheque or by contacting Customer Service to pay via credit card (MasterCard, Visa), debit card and bank transfer. Online payments via the portal for self-sponsored customers must be made by credit card (MasterCard or Visa only) or debit card. Online payments via the portal for company sponsored customers may be made by credit card (MasterCard or Visa only), debit card or Purchase Order.

Bookings received without full payment/order number will be treated as provisional which does not guarantee a place. Provisional bookings shall expire within 10 working days of bookings being made if full payment has not been received (please note no reminders will be issued).

Upon receipt of full payment relevant course material and joining instructions will be issued to you via the portal or customer services. Please ensure that you have entered your correct email address.

In the case of late enrolments (less than 10 working days before the start of the training), payment must be made immediately.

The package fee (Course and Examination Package Only) does not apply to candidates taking the examination after six (6) months from the date of completion of the course. If the candidates are taking the examination after six (6) months although signed up under package fee, then the difference in fees must be paid. The candidates that sign up under the package fee must attend both course and examination at the same venue.

If you are being sponsored, joining instructions and electronic course notes will be sent directly to the sponsor. Therefore you may have to contact them directly for this information.

You agree to accept responsibility for any training or examination fees, in the event of non-payment by your sponsor

UK students are required to pay the current rate of VAT on all training and examinations held within the UK.

3 Cancellation

In accordance with the Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013 you are entitled to a cancellation cooling off period whereby you are permitted to cancel your booked Event (with or without cause) within a period of 14 calendar days from the date of receiving your Event order confirmation from TWI, in this case you will receive a full refund of the total price paid for the Event. TWI will issue the reimbursement using the same method of payment as utilised for the initial transaction unless expressly agreed otherwise. Please note that all cancellations must be received by TWI Ltd in writing (either by letter or email).

After this initial cooling off period the following charges shall apply:

Time period before Event date that the cancellation is made	Charge to customer
More than 15 Calendar Days	20% (to cover administration fees)
14 Calendar Days or less	Full Charge

Should you request to book an Event which starts prior to the end of the 14 day cancellation period and/or should you wish to download any related digital course content through TWI’s TES online portal (i.e. e-learning material or related software) within the 14 day cancellation period then you hereby agree to waive your right to receive a full refund under the Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013. In this instance you will still have the right to cancel, but you must pay for the total value of any training and related services/documentation (including digital downloads) that have been provided by TWI up to the point of cancellation. You will not have the right to cancel an Event within the 14 day cancellation period whereby all Event services have been fully performed.

Please note: The above cancellation statement is only applicable to UK candidates.

TWI reserves the right to alter the advertised schedule of training and examinations which may include withdrawal or cancellation of an Event. Where TWI cancels an Event, individuals with confirmed bookings will be offered alternative dates. If offered alternative dates are not agreeable to the candidate, then a full refund will be given. TWI cannot however reimburse the cost of any pre-booked travel arrangements or associated costs thereof.

TWI reserves the right to alter or amend the advertised content of any training or examination without notice in order to continuously provide a high quality service, or due to circumstances beyond our reasonable control.

4 Course or Examination Date Changes

Should you require the date of your course or examination transferring to another date, there will be an administration fee of £75 (or local currency equivalent) for each transfer request.

TWI will not be liable for any losses or expenses, including consequential, arising from any such alterations.

5 Awarding Bodies

You have read and understood the documentation issued by the scheme management that is relevant to the examination for which you are applying and declare that you satisfy those criteria covering vision, training and experience and also understand that you may be required to supply documentary evidence of this to be eligible for certification. You agree to abide by the requirements for certification as relevant to the examination for which you are applying; any fraudulent claim may result in the retraction of any certificate issued.

Certain qualifications require proof of relevant experience, independently authenticated. If you provide the contact details of an independent third party who can authenticate the experience that you claim, it is your responsibility to ensure that this person has given permission for TWI to make contact. TWI will not use the personal details of anyone that you propose, other than for the purposes of authenticating your claim.

Please note: for candidates attending NDT training, a complex matrix of candidate's performance during training sessions is evaluated. A certificate of successful attendance (required as proof of exam eligibility) may be issued only to those candidates who fulfil all requirements (as applicable to the particular NDT exam).

Any appeals made by you to TWI shall be received within 6 months of the training or exam date; any re-assessment shall incur an administration fee.

Any appeals made by you to the awarding body with regard to the external examination or verification are outside the scope of this Agreement and are a matter for you and the awarding body. You may become liable for fees and other costs as a result of making any such appeals.

6 Complaints

Any complaints made by you to TWI shall be received within 7 days of the training or exam date as detailed in TWI's Complaints policy. The Complaint's policy is available via our website or Customer Services.

Feedback provided by you on our feedback forms or via surveys is important to us and will be used in our improvements process but will not be seen as or treated as a complaint.

Acceptable use of Facilities

TWI will endeavour to provide all reasonable assistance should you suffer from any disability or have any special needs. However, you must notify TWI in advance of the training or examination date of any such disabilities and/or special needs via your customer portal or our customer services team in writing. TWI may not be able to make reasonable adjustments without prior notification.

In placing your booking by enrolment you agree to abide by TWI's rules relating to TWI facilities. This includes, but is not limited to the following:

- None of TWI's facilities may be used to locate, display or transmit any material which is illegal or offensive.
- No software may be downloaded or installed on any of TWI's computing equipment unless under the explicit direction of the TWI Ltd trainer
- No data may be imported which has not been checked for viruses and which is not under the explicit direction of the TWI trainer
- Access to the internet using a personal device during any examination is expressly forbidden. Any breach of this rule will result in failure and immediate termination of the examination. Access to the Internet during classes or lectures is permissible if expressly authorised by the lecturer concerned.
- TWI training and examination provides a fully equipped facility with full use of equipment and consumables. The use of personal work equipment is acceptable but must be agreed by the relevant lecturer prior to the course.

You agree to read the Health & Safety and Security information provided by TWI and to abide by the guidance given.

7 Warranties and Liability

TWI warrants that the event will be provided using reasonable care and skill and, as far as reasonably possible, in accordance with enrolment and other published literature.

Except in respect of death or personal injury caused by TWI's negligence, or as expressly provided in this Agreement, TWI shall not be liable to you by reason of any representation (unless fraudulent), or any implied warranty, condition or other term, or any duty at common law, or under the express terms, for any loss of profit or any indirect, special or consequential loss, damage, costs, expenses or other claims (whether caused by the negligence of TWI, its servants or agents or otherwise) which arise out of or in connection with the provision of the Event inclusive of any such alterations or amendments to the Event programme content and schedule including cancellation or its attendance by you, and the entire liability of TWI under or in connection with the Event shall not exceed the amount of the course fees, except as expressly provided in this Agreement.

TWI shall not be liable to you or be deemed to be in breach of this Agreement by reason of any delay in performing, or any failure to perform, any of TWI's obligations in relation to the Event, if the delay or failure was due to any cause beyond TWI's reasonable control.

You shall be deemed to have satisfied yourself that the Event accords with your requirements. TWI warrants that the Event is structured for and contains the appropriate information to achieve the specific standards or qualifications as are specifically described in relation to the Event. TWI does not warrant that such standards or qualifications will be achieved by you.

8 Copyright and Intellectual Property

Copyright on all training materials and methodology remains with TWI, except where copyright exists with a third party supplier. You agree that you will not copy, resell, pass on to third parties or upload to the internet any training material or methodology that you may be given by TWI during your training or examination. Any persons found compromising TWI's copyright and intellectual property will be banned from all TWI property and that of its agents, and certification will also be revoked.

9 Exclusion

TWI reserves the right to refuse access to its facilities and premises where there is reason to believe that a delegate is in breach of these conditions or where a delegate uses threatening, bullying, harassing or disruptive behaviour.

Delegates attending training and/or examinations must be free from the influence of drugs or alcohol. When there is reasonable belief that an individual is under the influence of drugs or alcohol on reporting for or during a course of training or examinations, TWI reserves the right to exclude them and they will be asked to leave TWI premises.

TWI will not be liable for any losses or expenses, including course fees and consequential damage arising from any such exclusion.

10 Data Protection

You understand that TWI and its associated trading companies (including companies, organisations, or agents processing data on its behalf) will hold and use personal data supplied by you for administration purposes as per GDPR requirements.

You understand that occasionally images of training and examinations are taken by TWI for publicity and other purposes and that permission for your inclusion in such material is implied unless you make it known to Customer Services at registration that you do not wish to feature.

11 Law and Jurisdiction

This Agreement shall be governed by and construed in accordance with the laws of the jurisdiction within which the TWI entity is operating. The parties hereby irrevocably submit to the non-exclusive jurisdiction of the courts of the aforementioned jurisdiction for the purpose of hearing and determining any dispute arising out of or in connection with this Agreement or its formation or validity.

Nothing in this clause shall limit the right of either party to take proceedings against the other party in any other court of competent jurisdiction nor shall the taking of proceedings in any one or more jurisdictions preclude the taking of proceedings in any other jurisdiction (whether concurrently or not) if and to the extent permitted by the applicable law.

- End -



At TWI's Training and Examination Services (TES), we are committed to providing a safe, respectful, and professional learning environment.

This Delegate Code of Conduct sets out the standards of behaviour expected from all delegates, to ensure a positive learning experience for everyone.

Failure to comply with the TES Delegate Code of Conduct may lead to removal from training or reporting to awarding bodies.

Our Expectations of Delegates

1) Respect and Behaviour

- Treat fellow delegates, staff, visitors, and facilities with respect.
- Demonstrate professionalism, courtesy, and tolerance at all times.
- Refrain from disruptive, aggressive or offensive behaviour, including bullying or harassment.
- Respect diversity and avoid any conduct that discriminates against TWI values or local laws and regulations.
- Do not engage in illegal activities on TWI premises or while representing TES.

2) Learning and Academic Integrity

- Take personal responsibility for your learning and actively participate in lessons.
- Complete all coursework, assignments, and assessments honestly and to deadlines.
- Avoid plagiarism, cheating, or any form of dishonesty in assessments.
- Follow rules set by TES and the awarding body including copyright regulations.
- Do not share false information or falsify TES documents.

3) Safety and Wellbeing

- Follow all health, safety, and environmental regulations while on TWI premises.
- Act in a way that does not endanger yourself or others.
- Do not use alcohol, drugs, or substances that impair learning or safety, or that are prohibited by local law.
- Use equipment, facilities, and digital platforms responsibly and only for their intended purpose.
- Do not bring weapons or dangerous items onto TWI premises.

4) Digital and Online Behaviour

- Abide by TES digital usage policies, including safe and appropriate use of online platforms.
- Do not share or circulate offensive, extremist, or inappropriate material that are deemed unacceptable, prohibited by law or TWI Policy.
- Use respectful language in all online communications.
- Do not access systems that you are not authorised to.

5) Conduct in Shared Spaces

- Keep classrooms, breakout areas, and communal spaces clean and tidy.
- Follow signage, designated smoking areas, and restrictions on food/drink where applicable.
- Do not damage TWI property.
- Report any concerns or issues to TES staff.

6) Attendance and Punctuality

- Attend all assigned sessions on time and remain engaged throughout.
- Notify TES in advance of any absence.
- Follow the guidance on how to catch up on missed learning.



This document outlines the key health, safety and environmental requirements applicable to all training and examination delegates while on TWI premises. It summarises individual responsibilities, mandatory safety and security controls, and essential procedures designed to prevent injury and protect health. Compliance with these requirements is a condition of access to, and participation in, TWI trainings and examinations.

1 Introduction

Under the terms of the Health & Safety at Work Act 1974 and associated legislation TWI has a duty to ensure your health and safety whilst on its premises. Whilst on TWI premises you also have a duty to co-operate and to follow all instructions as regards health, safety and the environment.

2 Personal Protective Equipment (PPE)

Appropriate PPE is required please ensure you bring your PPE with you. Appropriate protective footwear is required where there is a risk of injury to the feet, e.g. from heavy or sharp objects.

Eye Protection is mandatory for all operations such as grinding, thermal cutting, all welding or where there is a risk of hazardous substances entering the eye(s). Eye wash stations are provided for self-use. Please make yourself familiar with their locations and operations.

Welding emits ultra-violet and infra-red radiation, which can cause burning of the skin, therefore any exposed skin should be covered with appropriate workwear (overalls/lab coats). All welding and thermal cutting operations generate heat, which can leave specimens so hot that they can cause burns. Appropriate tools and gloves should be used and worn when handling these items.

Some substances used in welding and allied processes can cause irritation to the skin. The MSDS for the substance(s) should be consulted before use.

Grinding, welding and thermal cutting generates fumes and dust and some of the substances used can also be hazardous to health if inhaled. Local exhaust ventilation will normally be adequate for the removal of fume and dust. If in doubt about any of the substances being used, please ensure that you consult the MSDS or the tutor for your particular course.

3 FIRE PROTECTION

Your safety induction will cover:

- The sound of the fire alarm (sound and strobe), what to do in the event of a fire or discovering a fire and fire alarm testing (Lecturer will advise of day and time)
- Location of fire exits, fire alarm points, fire appliances, fire notices and the fire assembly area.

In the case of a fire the staff member in charge will tell you what to do. If you are the first person aware of the start of a fire, please inform the nearest member of staff. Please do as you are asked; do not panic or run but leave the building quickly from the nearest available emergency exit and assemble at TWI's fire assembly point, where TWI wardens will account for you.

Flammable liquids/materials must not be left in the vicinity of welding, thermal cutting, and grinding activities or any other activity where there is a risk of fire.

Compressed gas cylinders used for welding and related activities are all equipped with the correct fittings, e.g. regulators, hoses, gauges, clips, flashback arrestor's etc. Any damage or suspected leaks should be reported to a member of staff immediately. Only Training Centre Instructors are permitted to change gas cylinder fittings.

Smoking is not allowed in any building or building entrance.

4 ELECTRICAL SAFETY

All electrical equipment within TWI is inspected on a regular basis to ensure that it is safe to use. Do not interfere with or attempt to make any repairs to any electrical connections/equipment. When welding always attach a separate earth lead to metal workbenches. Do not work in wet or damp conditions or wear wet or damp clothing. Electrical faults must be reported to your instructor immediately.

5 IONISING RADIATION

X-rays and gamma rays constitute a serious health hazard. The radiation areas are controlled by a Radiation Protection Supervisor (RPS) and have a specific set of local rules. Course personnel involved with the use of ionising radiation will be briefed on these local rules. Other personnel must not enter these areas unless specifically cleared by the RPS. Classified workers are responsible for ensuring they bring and wear their own personal dose monitoring device

6 MANUAL HANDLING

Many heavy objects are used during training courses. You should not attempt to lift if unsure how to do so correctly. When handling these objects always use correct techniques (straight back and bend the legs). Never attempt to lift an object that is too heavy or large always seek assistance. Beware of sharp, abrasive or greasy surfaces and always wear appropriate PPE, e.g. protective footwear and gloves. Never place heavy objects in an unstable position.

7 ACCIDENTS

All accidents, near misses and dangerous occurrences must be reported to a member of TWI staff immediately

8 HEART PACEMAKERS

Heart pacemakers can react to the presence of strong, variable magnetic fields. Always inform a member of staff if you rely on a pacemaker.

9 FIRST AID

In the event of an injury during working hours you must report it to a member of staff who will arrange for First Aid treatment if required. Serious injuries or illnesses may require medical attention, e.g. hospital treatment; in this case TWI staff will make the necessary arrangements. For emergency medical attention out of working hours you should contact emergency services, if using a TWI office phone you will need to dial 2222.

10 FOOD AND DRINK

Food and drink is not allowed in the workshop area and must only be consumed in areas set aside for this purpose.

**TES Delegate Declaration****TES 16D rev. 1**

By signing this declaration, I confirm that I have read, understood, and agree to comply with the requirements and conditions set out below in connection with my enrolment for examination and/or training. I acknowledge that these declarations form part of the contractual and certification arrangements applicable to my application.

Delegate's Obligations and Acknowledgements

- 1) I confirm that I have read and comply with the pre-examination entry requirements as laid down in the latest version of CSWIP Requirement Documents (available on CSWIP website) and understand that any fraudulent claim may result in the retraction of any certificate issued. I have read and understood the documentation issued by the scheme management that is relevant to the examination for which I am applying and declare that I satisfy those criteria covering vision, training and experience.
- 2) I agree to provide any additional documents and information required by the examination body to support my enrolment.
- 3) I acknowledge that any false statement or misrepresentation may result in the examination being invalidated.
- 4) I acknowledge that if the examination is conducted in a language other than English, this language will be indicated on the certificate.
- 5) I acknowledge that any appeal against an examination result must be received within six months of the examination date.
- 6) I accept responsibility for any examination fees in the event of non-payment by the sponsor

Data Protection and Use of Personal Information

- 7) I understand that TWI and its associated trading companies (including companies, organisations, or agents processing data on its behalf) shall comply with the requirements of and will duly observe all their obligations under the applicable data protection legislation which arise in connection with this training and examination."
- 8) I understand that occasionally images of training and examinations are taken by TWI for marketing or promotional purposes and I provide my permission for inclusion of images identifying me in TWI marketing or promotional material. I further understand that if I do not wish to feature myself in any TWI promotional or marketing materials I can opt-out by making it known to customer services at registration that I do not wish to feature.

Terms, Conditions and Certification Requirements

- 9) I understand that any CSWIP certificates are issued by TWI Certification Ltd and hereby confirm acceptance of the TWI Certification Ltd Terms and Conditions in respect of any CSWIP certificates to be issued (<https://www.cswip.com/terms>)
- 10) I understand that any PCN certificates are issued by The British Institute of Non-Destructive Testing (BINDT) and hereby confirm acceptance of the BINDT Terms and Conditions in respect of any PCN certificates to be issued (<https://www.bindt.org/terms-conditions>)
- 11) I agree to abide by the certification requirements applicable to the examination for which I am applying. In particular, I agree to comply, where applicable, with the CSWIP / CSWIP-BGAS rules on the use and misuse of certificates and professional conduct (see www.cswip.com).
- 12) I confirm that I have read, understood, and accept the TWI – TES Terms and Conditions (document TES 16A).
- 13) I confirm that I have read, understood, and acknowledge the TES Student Code of Conduct (document TES 16B) and that I comply with its terms.
- 14) I confirm that I have read and understood the TES Training Centre – Health, Safety and Security Instructions (TES 16C) and that I comply with the guidance given.

Delegate's full name	Date	Signature

(print in block letters)

(typed signatures are not acceptable; a handwritten or approved electronic signature is required)

Part 4 – TWI Record of Vision Test



RECORD OF VISION TESTS

EX07 doc 2 (rev 8)

TWI Ltd
Granta Park
Great Abington
Cambridge CB21 6AL
United Kingdom

Details of individual tested:

Name:

Address:

Telephone:

Date of Birth:

Email:

Employer:

*These tests meet the requirements of EN ISO 9712, NAS 410, EN 4179 and SNT-TC-1A
These tests are suitable for BGAS, PCN and CSWIP examinations.*

Near Vision Acuity (To be carried out for all candidates).

Individual shall be capable of reading **N4.5 Times New Roman** or **Jaeger J1** on a standard reading test plate at a distance of not less than 30 cm unaided or corrected in at least one eye or read at least 9 of 10 lines of tumbling E (as per **EN ISO 18490**) at distance of 400 ± 25 mm by both eyes.

Tumbling E result: of 10 lines

UNCORRECTED ☐

CORRECTED ☐

IS NOT ABLE ☐

Colour Perception

To be carried out on candidates who are using colour perception in in the testing e.g. NDT, Painting inspection etc.

Colour perception shall be assessed by the **Ishihara 24** plate test. Individual shall be able to distinguish contrast between the colours used in the NDT method concerned as specified by the employer. If misreading any of the first 17 plates is detected during the Ishihara test, a further "trade test" is to be carried out by candidate's employer. The candidate's employer shall be informed where any colour deficiency is recorded.

ACCEPT ☐

REJECT ☐

Shades of Grey Perception

To be carried out on candidates who are conducting tests using shades of grey e.g. Radiographic Testing, TOFD etc.

Shades of grey perception shall be assessed by the **Skerik grey scale** test or equivalent. Grey scale test can be downloaded from TWI web site. In specific cases the individual shall be able to differentiate shades of grey used in the NDT method (e.g. radiography). If any difficulty is observed, during this test, a further "trade test" is to be carried out by candidate's employer. Any observed difficulty shall be reported to the employer.

ACCEPT ☐

REJECT ☐

Details of Medically Recognised Person

Organisation:

Telephone number:

Name:

Registration or licence number:

Date of test:

Signature:

Official stamp: