

INSTRUCTION

How to fill in the Application form (contract) for certification of Non-destructive testing (NDT) personnel

Note: This document is for information and use by the Applicants and must NOT be deposited to the Personnel certification body (PCB) when applying for certification procedures

- General Terms and Conditions and personal data protection policy of TÜV Rheinland Bulgaria EOOD apply. A Public procedure for certification is available (for reference see www.tuv.bg).
- The admission to a certification procedure is after submission of a scanned Application form and copies of all documents required, sent to the mail address stated at the end of this document. The Application could be filled in on a computer or by hand-writing, provided the inputs are well visible and readable. If there is not enough space for all inputs, the relevant page is to be copied twice or more. The files are to be named in accordance to the Instruction provided at the end of this document (*Pls note: documents with a different naming will not be accepted and reviewed by the PCB!*)
- A certification procedure will be initiated / admission to exams is done, only for applicants with complete and correctly filled in documentation. The Certification body (PCB) will inform the applicants timely in case of incorrect or contradiction inputs in the Application form and about exam dates and other steps of the certification procedure.
- Based on the information in the Application, an Invoice will be issued to the Client.
- Exams at the client's premises are performed only after preliminary agreement with the Certification body; if they are abroad - after 100% advance payment.
- A payment is not to be considered as a guarantee for admission or for successful certification procedure, or as a replacement of insufficient documents. Certificates are provided only after receipt of the due fee in full.
- For RT certification (except film evaluation only), a valid permission is required to work with radiation sources issued by the local authorities.
- Applicants for level 3 without valid and admissible by PCB level 2 certificate for the scope sought, are subject to level 2 practical exam.
- If the Applicant has ordered a badge, he/she must provide one additional colour photo in .jpg format (smartphone shots are acceptable).
- The Certification body keeps individual electronic files for each person, upon strict confidentiality. In case of initial certification, an ID document could be required for identification of the Applicant at the beginning of the examination.
- The standard certificate issued and included in the certification fee, is in A4 format, in English or Bulgarian, at Applicant's choice. At Client's request, additional certificate or a badge in English, may be issued, at additional cost. Certificates in other languages could be issued, after additional agreement with the Certification body.
- Forms, Public procedure and additional information can be found on www.tuv.bg.

ADDITIONAL CLARIFICATIONS

Concerning block A:

Applicant is the person that is to be certified.

Concerning block B:

Client (a physical or a legal entity) is the entity that will pay the certification fees in accordance to the prices announced by the Personnel certification body. A Client may be the Applicant, his/hers's employer or other party. The payment is to be done by the Client after a receipt of an invoice issued by TÜV Rheinland Bulgaria EOOD. (As the certification is personal, the certificate belongs to the certified person with no matter who has paid for it).

Concerning block C:

The scopes of the certification , their abbreviations and the limitations applied, are as follows:

By methods:

RT	Radiographic testing (except r)	UT	Ultrasonic testing
VT	Visual testing	MT	Magnetic testing
PT	Penetrant testing	LT(P)	Leak testing, with pressure difference
ET	Eddy current testing		

By techniques (limited application of the method):

RT- S	Radiographic testing - real-time radiology (Level 2, w, t and c only, and except r)
RT- FI	Radiographic testing - film interpretation (only Level 2, w and c, except r)
UT-Th	Ultrasonic testing by normal beam - thickness measurement, corrosion / delamination detection (Level 1 or Level 2; w, t and wp only)
LT- P	LT pressure method, w and t, except r

By industrial sectors:		By product sectors:	
m	Manufacturing	c	Castings - Fe and NFe materials
s	Pre-and in-service testing which includes manufacturing	f	Forgings – all types of forgings, Fe and NFe materials
r	Railway maintenance	t	Tubes and pipes – seamless, welded, Fe and NFe materials, including flat products for the manufacturing of welded pipes
		w	Welds – all type of welds, including soldering, for Fe and NFe materials
		wp	Wrought products (except forging, i.e. plates, bars, rods)

Concerning Table K, in case of initial certification:

- In columns “Industrial experience”, the practical experience of the Applicant in months should be stated, for each of the scopes applied.
- In the column „Company, signature of the Employer“, one or more employers testify the experience by signature of a named representative and company stamp, each at a new row.
- The column „Name and signature of the Observer” refers to the person, under which supervision the practical experience of the Applicant is accumulated. The Observer cannot have a lower qualification than the Applicant in the desired certification scope. For Visual testing (VT) the Observer can be a welding engineer.

Concerning Table K, in case of renewal or recertification:

- In the relevant columns, the data about continuous performance of the NDT method sought and in the scope applied, are to be input and testified.

Concerning block F:

- When the Applicant /or his Employer/ is in the same time the Client, he is to sign the declaration of the Client as well.

Concerning block H:

- In Section H.2.1, the Employer must state his specific requirements towards **the system** applied for Applicant’s colour vision testing, related to the method application. Based on this information, a competent person performs the test of the visual ability – near and colour vision of the Applicant, and record the results in Section H.2.2.
- A competent person could be a doctor, an expert in ophthalmology studio or other, with a specific qualification (for example according to ISO 18490). In the last case the Applicant must provide a written evidences about this competence, and the CB is entitled to accept the visual ability document, or not.

Documents required for each certification procedure

- **Documents for initial certification:** Application form WP_PL_01_F_02; A copy of an ID document; a photo in .jpg format; (smartphone shot acceptable); A copy of the highest basic education document; Evidence documents for NDT training; Copies of other certificates or examination documents relevant for the scope applied (if available); A copy of a document for viewing ability in the form given in the Application; For RT or RT-S - a copy of a valid permission to work with radiation sources; A copy of payment document when advance payment agreed.

In case of a next certification procedure of an Applicant with a valid certificate issued by PCB with TR Bulgaria, a copy of the highest basic education is not required. A copy of the ID document is to be provided only if it has been reissued/changed after the last certification.

- **Documents for renewal of certificates (on each 5-th year, by exam):** Application form WP_PL_01_F_02; A copy of the certificate to be renewed; A copy of an ID document (if certified by TUV Rheinland Bulgaria EOOD - only if has been changed during the last 5 years); A copy of a document for visual ability in the form given in the Application. For RT or RT-S - a copy of a valid permission to work with radiation sources; A copy of a payment document when advance payment agreed.

- **Documents for recertification (on each 10-th year, by exam):** Application form WP_PL_01_F_02; A copy of the valid certificate(s); A copy of an ID document (if certified by TUV Rheinland Bulgaria EOOD - only if has been changed during the last 5 years); 1 photo in .jpg format (smartphone shot acceptable); A copy of a document for visual ability in the form given in the Application. For RT or RT-S - a copy of a valid permission to work with radiation sources; A copy of a payment document when advance payment agreed.

- **Documents for validity recovery, correction, re-issuing:** Application form WP_PL_01_F_02; A copy of the certificate; Documents showing the reasons the certificate to be recovered/corrected/re-issued; A copy of ID document (if has been changed after the certificate issue).

- **Documents for renewal of certificates (on each 5-th year) or for recertification (on each 10-th year) by the Structured Credit system, in addition to the documents stated above for the relevant procedure:** For each certification scope applied - the form WP-PL-01-F13 filled in, for the relevant level, with a list and copies of the evidence materials presented. The evidence documents are to be provided as representative and indicative copies, in a reasonable volume and amount (for example, their 1-st or last pages, to be enough to see the topic, scope, content, date and the Applicant). The latest is obliged, on request of the Certification body's representative, to immediately present the entire document. If he/she cannot do it – the specific evidence document will not be accepted and taken into account by the PCB. A Level 3 Applicant, who has selected to prove his/her's activity at Level 2 by the Structured Credit system, should present two forms: one as Level 3 and another - as Level 2.

INSTRUCTION

How to name the files sent to PCB

No	Type of the document	File name format (for separator use “_”)	Examples
1	Application for certification /renewal/ recertification	- „Application“; - No of the certificate, if the person has been already certified by PCB with TR Bulgaria; if not – skip the entry; - Full name, as per the ID document; - Date of the application in a format as shown.	Application_1045_Petar Vasilev Ivanov_21-Mar-2023 or Application_Ivan Georgiev Nikolov_26-Mar-2023
2	Visual ability document (filled in	- „Visual ability“;	Visual_ability_1045_Petar Vasilev Ivanov_11-Mar-2023

	and signed, as a separate file)	<ul style="list-style-type: none"> - No of the certificate, if the person has been already certified by PCB with TR Bulgaria; if not – skip the entry; - Full name, as per the ID document; - Date of the application in a format as shown; - Date of issue in a format as shown. 	or Visual ability _Ivan Georgiev Nikolov_29-Nov-2023
3	Document for (the higher available) basic education	<ul style="list-style-type: none"> - „Basic education“; - No of the certificate, if the person has been already certified by PCB with TR Bulgaria; if not – skip the entry; - Full name, as per the ID document. 	Basic education _1045_Petar Vasilev Ivanov or Basic education _Ivan Georgiev Nikolov
4	Document for NDT training	<ul style="list-style-type: none"> - „NDT training“; - No of the certificate, if the person has been already certified by PCB with TR Bulgaria; if not – skip the entry; - Full name, as per the ID document; - Method(s) and level. 	NDT training _1045_Petar Vasilev Ivanov_UT2_PT3 or NDT training _Ivan Georgiev Nikolov_MT2_RT2
5	ID document	Depending on the type: <ul style="list-style-type: none"> - „ID Card“ or „Pssport“; - No of the certificate, if the person has been already certified by PCB with TR Bulgaria; if not – skip the entry; - Full name, as per the ID document. 	ID Card _1045_Petar Vasilev Ivanov or Pssport _1045_Petar Vasilev Ivanov
6	Photo	<ul style="list-style-type: none"> - „Photo“; - No of the certificate, if the person has been already certified by PCB with TR Bulgaria; if not – skip the entry; - Full name, as per the ID document. 	Photo _1045_Petar Vasilev Ivanov or Photo _Ivan Georgiev Nikolov
7	In case of correction or additional document	Name of the relevant document according to the above rules (Application, Visual ability, other), followed by „ Correction “ with its number and date in the format as shown.	Application _1045_Petar Vasilev Ivanov_ Correction 1 _27-Mar-2023 or Application _Ivan_Georgiev Nikolov_ Correction 2 _19-Apr-2023

The Application form filled in and signed, (stamped, where applicable) with the accompanying documents, all scanned, should be sent to: **industry@bg.tuv.com**
TÜV Rheinland Bulgaria EOOD; 36 Dragan Tsankov blvd., INTERPRED WTC, block B, floor 8, office 801, 1040 Sofia, Bulgaria, Tel: +359 2 987 92 91, Fax: +359 2 987 66 05, **www.tuv.bg**
Contact person: Mrs. Antoaneta Zahova - Manager of Personnel Certification Body, Mob. +359 88 490 1615