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| Rev. | Reason for change | Author | Verifier | Approval. | Approval date | Application date |
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| ∅ | | | | | | |
| 1 | Fusion between 16000 and 17000 | JM FOUREZ | JM FOUREZ | D .COPIN | 31/01/05 | 1/02/05 |
| 2 | Taking into account standard 15257 | J.M FOUREZ | J.M. FOUREZ | D.COPIN | 04/09/08 | 01/01/09 |
| 3 | Formatting | D. COPIN / M. ROCHE | J.M. FOUREZ | D.COPIN | 20/01/2010 | 20/01/2010 |
| 4 | Taking into account the new status | J.M FOUREZ | M. ROCHE | D. COPIN | 14/04/2011 | 14/04/2011 |
| 5 | Taking into account the analysis record form | J.M FOUREZ | M. ROCHE | D. COPIN | 14/11/2012 | 14/11/2012 |
| 6 | Removal renewal audit and adjustment with other PR | J.M FOUREZ | D. COPIN | M. ROCHE | 04/09/2014 | 26/09/2014 |
| 7 | Taking into account the 2015 COFRAC evaluation "stamp duty precision" | J.M FOUREZ | D. COPIN | M. ROCHE | 30/11/2015 | 30/11/2015 |
| 8 | Adaptation to EN ISO 15257: 2017 standard | J.M FOUREZ | M. ROCHE | JC HOURRIEZ | 22/02/2018 | 22/02/2018 |

1. Scope

This procedure describes the methods defined by CFPC in order to enforce the requirements provided in the standard EN ISO 15257: 2017 about the certified persons follow-up.

It defines the conditions allowing the renewal of the certification of a certified person 5 years after his initial certification and then every 10 years.

2. Field of application

The procedure refers to all the persons who obtained a certification “CEFRACOR Certification- Protection cathodique” at a given level and in a given application sector.

3. Reference documents

- CFPC Quality Manual
- EN ISO 15257: 2017 : Cathodic protection - Competence levels and certification of the personnel in cathodic protection
- EN ISO/CEI 17024-2012 : Conformity assessment - General requirements for bodies operating certification of persons.
- General rules of “CEFRACOR Certification” trademark.
- CFPC procedure PR/2000: Evaluation and process of claims and appeals
- CFPC procedure PR/1000: Condition of allocation of certification (initial certification, renewal and re-certification)
- CFPC procedure PR/11000: Documentary management, responsibilities and general principles.

4. Certification renewal

The certification renewal 5 years after the initial certification and then every 10 years requires a follow-up of the certified personnel as it is mentioned below.

5. Follow-up documents of the certified persons

5.1 A follow-up record form filled-in by the certified person

This record form is sent to the certified person during the last year of the 5 years validity period of his initial certification and then every 10 years.

It refers to the highest certification level obtained by the person for a given application sector.

It informs CFPC about the activities of the person linked to his job during the considered period about:

- the working time devoted on average, during the five last years, to the cathodic protection of structures for each application sector
- the updating of knowledge for the considered level and sector.

It commits the certified person to respecting the requirements of the EN ISO 15257: 2017 standard regarding the tasks he achieves in his activity, in the application sector for which he is certified.

The record forms must be well filled-in with the maximum of care and returned to CFPC. They must precise in particular:

- the activities of the occupied working position,

- a potential justifying document, from an employer or a customer, confirming this activity. (The record forms and the supporting documents sent by email by the person in charge of the company or by the candidate are considered as supporting documents),
- the actions undertaken for the updating of knowledge such as for example: training periods in cathodic protection (dates to be indicated), periodic information meetings (the periodicity and the contents to be specified), participation in congresses or various events (it is necessary to precise which ones as well as the dates), participation in working groups, etc.

While returning all the documents, the certified person authorizes CFPC to check the information if deems necessary.

One unique reminder is sent by the secretary of the CFPC if the forms are not returned.

Should the renewal criteria would not meet the requirements through the record forms, the certified person can register to a **“re-certification examination”** for levels 1 to 3 or a re-certification assessment for level 4 and 5.

In the event of failure, the person must be considered as a new candidate to the certification in the concerned application sector and level.

In the event of refusal, the certification of the concerned persons is cancelled.

5.2 A follow-up chart of certified persons

This follow-up chart of certified persons is updated for the various levels and application sectors.

It gives in particular, the dates of the certification renewals.

6. Follow-up record forms and justifying documents processing - Filing

The follow-up record forms and justifying documents processing is done through an analysis record form .

The evaluation of these analysis forms is carried out by the manager of the Evaluation Committee.

The different documents are filed according to the procedure "PR/11000 ", and are kept at least during 10 years after each renewal.

7. Management terms and conditions of the follow up of the certified persons

The follow up of the certified persons and of the renewal of their certification is subject to a yearly duty stamp paid to CFPC.

The duty stamp is only collected the second calendar year after the year of the certification allocation.

The payment of this duty stamp offers the recipient a follow-up during his certification including:

- the information, on a public list, of the validity and scope of the certification of a certified person
- the reminder of the due date of his renewal and re-certification
- the processing and the analysis of a record form
- the sending of a new certificate

The cost of the duty stamp is decided by the CFPC Board.

If, after an unsuccessful reminder, the certified person does not pay the annual stamp duty, so it leads to the end of his certification follow-up by CFPC.