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| | CERTIFICATION PROCESS | Page 1/12 |
| | Initial certification, renewal and re-certification | Revision 10 |

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DIFFUSION:

The most recent version of this document is accessible on the page called: Certification – CFPC on the Website <http://www.protectioncathodique.net> (link from the Website <http://www.cefracor.org>).

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1. Scope

This procedure defines the whole process of the certification examination "CEFRACOR CERTIFICATION : Protection cathodique", of the personnel in cathodic protection.

2. Field of application

This procedure concerns the CFPC Board, the Evaluation committees, the Sectoral Committees, the Examination Centres, the examiners, the invigilators and the candidates.

3. Reference documents

Standards:

EN ISO/CEI 17024: 2012 Conformity assessment - General requirements for bodies operating certification of persons.

EN ISO 15257: 2017 Competence levels and certification of the personnel in cathodic protection

CFPC Quality Manual

Procedures:

PR/1000: "Conditions of allocation of the certification"

PR/7000: "Examination Centres rules and approval"

PR/4000: "Conditions of use of Certification –Code of ethics".

4. Process of the initial certification

4.1. Registration request for the initial examination or for the initial assessment by an applicant

The registration request can be only done on the Internet via the CEFRACOR/CFPC website (<http://www.cefracor.org>) or from the cathodic protection website (<http://www.protectioncathodique.net>) in the "Certification – CFPC section, "Exams registration".

The applicant has the possibility to access the whole document allowing him to have information about the process and the requirements for an examination session.

The information on the registration request is analysed by a member of the concerned Sectoral committee in order to decide on the admissibility of the registration request as described in procedure PR/1000 "Conditions of allocation of certification".

The result of the admissibility of the registration request is communicated to the applicant, by e-mail, using the specific registration documents.

In case of an admissible file, the document sent has also for goal to give a unique file number that allows, on the one hand to identify the applicant and on the other hand to do the classification and filing.

The identification number has 6 characters:

- the first character indicates the application sector (T, M, B or I)
- the second character indicates the competence level (1, 2, 3, 4 or 5)
- the third and fourth characters correspond to the type of certification (CI, CE, RC)
- the fifth and sixth characters represent the unique number assigned to the applicant

The final application form is finalized by the candidate after the establishment of a payment method or an order payable to CEFRACOR / CFPC. of the registration fee indicated in DT / 5052 "Cost of Certification".

4.2. Application for the initial examination or for the initial assessment

For levels 1 to 4

If the conditions of validity of the application for registration by the candidate are met, the CFPC secretary sends the candidate, by e-mail with acknowledgment of receipt, approximately 2 weeks before the date of the examination, a notification to attend the examination session using a specific document.

This 2-weeks period may exceptionally be reduced until the day before the exam, depending on particular cases, particularly for candidates whose availability is subject to their mission or for late registrations.

The registration deadline is then postponed.

For level 5

If the conditions of validity of the application for registration by the candidate are met, the CFPC secretary sends the candidate, by e-mail with acknowledgment of receipt, a competence dossier that he must fill detailing and documenting his qualifications in initial training, scientific or technical in CP. This one is studied by the Evaluation Committee. If the competence dossier is accepted, a notice for an interview with the Evaluation Committee is sent to him. This notification is sent to the candidate at least 2 weeks before the date agreed for the interview.

The notification informs about:

- the dates and times of the assessment session
- the address of the Examination or Evaluation Centre
- some requirements for the candidate.

4.3 Process of a Level 1 to 4 Initial Examination Session

The provisional dates of the examination sessions are defined in the course of the previous year by the CFPC Board.

The CFPC secretary :

- Establishes the time schedule of the examination sessions.
- Sends by e-mails to the Examination Centre approximately 2 weeks prior to exam date, a booking confirmation form for the selected date. This booking confirmation is accompanied by the list of candidates and participants.
- Sends by e-mails to the candidate prior to the date of the examination session, a notification for the examination.
- Sends by e-mails approximately 2 weeks before the estimated date of examination (depending on the date of receipt of the most recent applications):

to the appointed examiner (senior)

- a notification
- the list of candidates and other participating persons
- the time schedule of the examinations (depending on the date of receipt of the last applications for registration of applicants, a completed time schedule being returned).
- the results and observation sheets,
- the "Examination Session Report form",
- the summary table of the grades
- the commitment of absence of conflict of interest with the candidates
- for levels 1, 2, 3 and 4 (Land, Seawater and Concrete) a copy of the field practical test subjects with the evaluation grids.

to the second examiner or to the invigilator

- a notification
- the list of candidates
- the time schedule of the examinations
- the commitment of absence of conflict of interests with the candidates (for the examiner)
- According to the decisions of the Evaluation Committee, the CFPC secretary transmits to the candidates the results of the examination with, if successful, a certificate of certification of the mark "CEFRACOR CERTIFICATION - Cathodic Protection".
- Updates the list of certified persons and archives the various documents.

The Vice-President or his representative:

- selects for levels 1-4 appropriately to ensure sufficient renewal:
 - a series of Common Core MCQs and a sectoral MCQ series
 - the official answers concerning the selected series
 - for the N3 Land and Seawater levels, a couple of "case studies and instructions" chosen from those proposed as well as the evaluation grids concerned.
 - for the N4 land and Seawater levels, a couple of "technical report and sizing study" chosen from those proposed as well as the evaluation grids concerned.
- Is responsible for the reproduction of (n + 2) copies of the theoretical examination sessions (MCQs), selected written practical examinations, evaluation grids and 2 copies of the corrected examinations.
- Is responsible for delivery by hand or registered mail with acknowledgment of receipt 2 weeks before the session, of (n + 2) selected and reproduced exams. All documents in a second sealed envelope are sent:
 - the first examiner, if he is present throughout the examination,
 - the invigilator if the tests do not require evaluation and therefore the presence of an examiner
- has the Examination Centre sent two weeks prior to the session a sealed copy of the chosen theoretical and practical papers which will be archived in the locked cabinet of the Examination Centre until the beginning of the examinations.

The examiner:

- requests upon arrival the Examination Centre Manager to deposit, until the time of the tests, the sealed envelope that he has received with the examination subjects, in the locked cabinet of the Centre.
- opens the sealed envelope sent by the Vice-President or his representative and the one sent to the Examination Centre at the beginning of the theoretical tests, in the presence of the Manager of the Examination Centre. All of the persons mentioned verify the integrity of the seals as well as the concordance of the subjects.
- In the event of an emergency, such as an insufficient number of subjects, ensure the reproduction of the necessary number of copies from the copy available at the Examination Centre.
- destroys copies of unused tests and subjects.
- ensures the marking, argues with written comments and opts for a proposal of results.
- delivers by hand or send by registered mail with acknowledgment of receipt to the Manager of the Evaluation Committee, all documents relating to the examination, namely:
 - Questionnaires filled with theoretical proofs, copies of practical written subjects.
 - The results and observation sheets
 - The evaluation grids.
 - The summary table of the marks awarded during the examination.
 - The report of the examination session.
 - The commitment of absence of conflict of interest with the candidates informed.

The invigilator :

- has the experimental site prepared in relation to the selected practical subjects,
- ensures that the candidate is in possession of his notification,
- verify the identity of the candidate,
- help with the logistics of the examinations,
- in the event that he manages and supervises written tests in the absence of the examiner, asks on his arrival the Examination Centre Manager to deposit in the locked cabinet of his Centre. the sealed envelope he received including exam subjects.

- opens at the beginning of the written tests, in the presence of the Manager of the Examination Centre, the sealed envelope addressed to him by the Vice-President or his representative and that sent to the Examination Centre. All of the persons mentioned verify the integrity of the seals as well as the concordance of the subjects.
- in the event of an emergency, such as an insufficient number of subjects, ensure the reproduction of the necessary number of copies from the copy available at the Examination Centre.
- destroys copies of unused subjects.
- monitor written tests and ensure that there is no fraud,
- hand-deliver or send by registered mail with acknowledgment of receipt to the lead examiner, not later than one week after the written tests, the documents containing the replies of the candidates as well as the minutes of the examination session and the informed commitment of absence of conflict of interest with the candidates.

The Manager of the Examination Centre or his representative:

- attends the opening of sealed envelopes and checks that they are properly closed and that the subjects coincide.
- remains available to the examiner and invigilator as needed, in accordance with the Examination centre's own procedures.

The Evaluation Committee:

- evaluates the examiner's proposals, decides on the results and formalises them in the form of a report transmitted to the CFPC Board which approves them.

Summary of the initial certification process for levels 1 to 4

| Process chronology | Activities designation | Actors | Means and related documents |
|--|--|---------------------------------|--|
| During the registration opening dates of the relevant session | Application for registration for the certification examination | Applicant | CP website Confirmation e-mail |
| Over registration requests. | Validation of registration application files | Manager of Evaluation Committee | CP extranet website Reply on validity by Mail Sending quote |
| About 2 weeks before the examination | Notification of the examiner and of the invigilator | CFPC secretary | Examiner notification DE / 5004-1 Invigilator notification DE / 5004-2 |
| About 2 weeks before the examination | Booking confirmation of the Examination centre | CFPC secretary | Booking of Centre Exam DE / 5006 |
| About 2 weeks before the examination | Sending notification to candidates | CFPC secretary | Candidate notification DE / 5016 |
| About 2 weeks before the examination | Sending E-mail to the Vice-President for the choice of MCQs and common test subjects | CFPC secretary | Request for tests subjects DE / 5014 |
| Examination dates | Passing the exams of the certification examination | Examiner Invigilator | Results sheet DE / 5007 Operation report CE DE / 5008 Sheet of marks DE / 5009 |
| At the earliest after the examination | Transmission to the Evaluation Committee of all documents relating to the examination and its evaluation | Examiner | Results sheet DE / 5007 Operation report CE DE / 5008 Sheet of marks DE / 5009 |
| Evaluation committee meetings | Validation of results and decision by the Evaluation Committee | Evaluation committee | Report |
| At the earliest after the meeting of the Evaluation Committee | Sending results to candidates | Evaluation committee | Sending results DE / 5011 Sending the certificate if admitted |
| 30 days after receipt of the results by the candidate | Possibility of appeal | Candidates | PR 2000 |
| At the earliest and according to the periodicity for the follow up | Archiving documents and follow up of certified persons | CFPC secretary | CP extranet website BC / PR / 11000 BC / PR / 16000 |

The times mentioned can be modulated according to the circumstances. They give nevertheless the most favourable period in which each step must be done.

4.4. Process of a Level 5 Initial Evaluation Session

The Evaluation Committee:

- studies the admissibility of the registration application file for the level 5 evaluation session
- send a competency dossier to assess the requirements of industrial experiments required by EN ISO 15257-2017.
- evaluates the competency dossier by notation defined in the procedure PR 1000: Conditions for awarding the certification.
- evaluates the competence of the candidate on the basis of an interview during which the candidate will present one or more significant achievements of his activity. The evaluation is done according to the following criteria:
 - Mastery of the subject,
 - Theoretical knowledge
 - Clarity of the presentation
 - The relevance of the answers to the questions asked on the subject extended to the desired certification area

The grading of the performance of the candidate is done according to the scales of notation defined in the procedure PR 1000: Conditions of attribution of the certification.

The Evaluation Committee decides on the results and formalises them for the CFPC Board in the form of a report.

The CFPC secretary :

- sends a competency dossier to assess the requirements of EN ISO 15257-2017 standard.
- receives the Candidate's competency dossier sent no later than one month after registration and forwards it to the Evaluation Committee.
- responds to the candidate on the result of the admissibility of the competency dossier and sends in case of a favourable result, a notification for the evaluation interview.
- convenes the members of the Evaluation Committee initially selected by the CFPC Board and the candidate to conduct the interview.
- transmits to the candidate the results of the final evaluation with, if successful, the certification certificate under the brand name "CEFRACOR CERTIFICATION - Cathodic Protection".

Summary of the initial certification process for level 5

| Process chronology | Designation of the activities | Actors | Means and related documents |
|---|--|---|---|
| No defined time | Application for registration for the certification examination | Applicant | CP website |
| 15 days after registration | Validation of registration application file | Evaluation Committee | CP extranet website Reply on validity by Mail Sending quote |
| 20 days after registration | Send competency dossier to be completed | CFP secretary | Competency dossier to be completed |
| 45 days after registration | Return of the completed competency dossier | Applicant | Completed competency dossier |
| 75 days after registration | Assessment and scoring of the competence dossier answer on its admissibility. | Evaluation committee and CFPC secretary | Answer on result by e-mail |
| At least 1 month before the final interview | Sending of the material or the outstanding achievements presented during the interview. Establishment of the Evaluation Committee Sending materials to each member of the Evaluation Committee for review and grading. | Candidate CFP secretary | Materials Presentation |
| About 2 weeks before the interview | Evaluation of the relevance of presentation materials | Evaluation committee | DE/5007 |
| About 2 weeks before the interview | Answer on the admissibility of the achievements. Notification of the candidate for his interview Notification of the members of the Evaluation Committee | CFPC secretary | DE/5016 |
| Date of the presentation | Presentation of the achievement (s) by the candidate Grading, deliberation and final decision by the Evaluation | Candidate and Evaluation | DE/5007 |

| | | | |
|--|--|----------------|----------------------|
| | Committee | committee | |
| At the earliest after the validation of the results | Sending results to candidates | CFPC secretary | DE/5011 |
| 30 days after receipt of the decision | Possibility of appeal | Candidates | PR/2000 |
| At the earliest and according to the periodicity for the follow up | Archiving documents and follow up of certified persons | CFPC secretary | PR/11000 PR/16000 |

The times mentioned can be modulated according to the circumstances. They give nevertheless the most favourable period in which each step must be done.

5. Process of a resit examination of the initial certification

5.1 . Registration request to re- examination by an applicant

The registration request can be only done on the Internet via the CEFRACOR/CFPC website (<http://www.cefracor.org>) or from the catholic protection website (<http://www.protectioncathodique.net>) in the "Certification – CFPC section, "Exams registration".

The applicant has the opportunity, through the CP website, to access any document allowing him to have information about the process, and the requirements for a resit examination session.

The information provided on the application for registration is analysed by the Manager of the Evaluation Committee concerned in order to decide on the admissibility of the application for registration as defined in the procedure PR / 1000 "Conditions of award of the certification. "

The result of the admissibility of the application for registration is communicated to the applicant by e-mail through standard registration documents.

In the case of an admissible file, the document sent is also intended to assign a unique file number that allows on the one hand to identify the candidate and on the other hand to achieve classification and archiving.

The final application form is finalized by the candidate after the establishment of a payment method or an order payable to CEFRACOR / CFPC. of the registration fee indicated in DT / 5052 "Cost of Certification".

5.2. Notification to the candidate to a resit examination session

If the conditions of admissibility of the application for registration by the candidate are met, the CFPC Secretary sends the candidate, by e-mail with acknowledgment of receipt, 2 weeks before the date of the examination, a notice of the resit examination session.

The notification informs about:

- the dates and times of the examinations.
- the address of the Examination Centre
- some requirements for the candidate.

5.3 Process of a resit examination session for Levels 1 to 4

The conduct of a Level 1 to 4 resit examination session is identical to that of an initial examination session as described in § 4.3.

5.4 Process of a resit -examination session for Level 5

There is no resit examination for level 5

6. Process of the certification renewal

The terms and conditions initiated by the CFPC for the renewal of the certification of certified persons beyond the 5-year period after initial certification and every 10 years, in accordance with the requirements of EN ISO 15257: 2017 standard, are described in procedure PR / 16000.

7. Conduct of a re-certification examination or evaluation

7.1. Application for registration for the re-certification exam or assessment

The application for registration is made only on the internet via the CEFRACOR / CFPC website (<http://www.cefracor.org>) or from the catholic protection site (<http://www.protectioncathodique.net>) on Certification module - CFPC, tab "Exam registration".

The candidate who applies has the possibility, through the website CP, to access any document allowing him to have the information concerning the process, and the requirements for a resit examination session.

The information provided on the application for registration is analysed by the Manager of the concerned Evaluation Committee concerned in order to decide on the admissibility of the application for registration as defined in the

procedure PR / 1000 "Conditions of award of the certification"

The result of the admissibility of the application for registration is communicated to the applicant by e-mail through standard registration documents.

In the case of an admissible file, the document sent is also intended to assign a unique file number that allows on the one hand to identify the candidate and on the other hand to achieve classification and archiving. The final application form is finalized by the candidate after the establishment of a payment method or an order payable to CEFACOR / CFPC. of the registration fee indicated in DT / 5052 "Cost of Certification".

7.2. Notification to a candidate for the re-certification examination or evaluation

For levels 1 to 3

If the conditions of eligibility of the application for registration by the candidate are met, the CFPC Secretary sends the candidate, by e-mail with acknowledgment of receipt, 2 weeks before the date of the examination, a notice of the re-certification examination.

The notification informs about:

- the dates and times of the examinations.
- the address of the Examination Centre
- some requirements for the candidate.

For levels 4 and 5

The re-certification assessment is based on an assessment of an industry experience that the candidate must demonstrate.

If the conditions of admissibility of the application for registration by the candidate are met, the CFPC Secretary sends the candidate, by electronic means with acknowledgment of receipt, a dossier to be filled in detailing his permanent professional activities demonstrating his aptitude in the accomplishment of the Tasks specified for level 4 or 5 in the applicable sector (s) mentioned in Article 6 of ISO 15257: 2017 standard (reports, projects, technical articles, training courses, conferences, etc.).

7.3. Conduct of a Level 1 to 3 re-certification examination session

The estimated dates of the examination sessions are defined in the previous year by the CFPC Board. They are identical to the dates of the initial certification exams.

The Secretary :

- Establishes the time schedule of the sessions .
- E-mail addresses approximately 2 weeks prior to the examination date, the booking confirmation to the Examination Centre for the selected date. This booking confirmation is accompanied by the list of candidates and participants.
- E-mail addresses to the candidate, prior to the date of the examination session, a notification to the examination.
- E-mails addresses approximately 2 weeks before the estimated date of review (depending on the date of receipt of the most recent applications):

At the senior examiner (principal)

- a notification
- the list of candidates and participants
- the time schedule of the exams (depending on the date of receipt of the last applications for registration of applicants, a completed time schedule is returned).
- the results and observation sheets,
- the form "Examination Session Record",
- the summary table of the notes
- the commitment of absence of conflict of interest with the candidates
- for levels 1, 2, 3 and 4 (Land, Sea and Concrete) a copy of the field practice test subjects with the evaluation grids.

At the second examiner or invigilator

- a notification
 - the list of candidates
 - the time schedule of the exams
 - the commitment of absence of conflict of interests with the candidates (for the examiner)
- Following the decisions of the Evaluation Committee, the CFPC secretary sends the candidates the results of the examination with, if successful, a new certificate of certification of the mark "CEFRACOR CERTIFICATION - Cathodic Protection".
 - Updates the list of certified persons and archive the various documents.

The Vice-President or his representative:

- Chooses for level 3 appropriately to ensure a sufficient renewal of a subject related to the "Writing of an instruction "as well as the evaluation grid concerned.
- Is responsible for the reproduction of (n + 2) copies of the selected written practical test, and the corresponding evaluation grid.
- Is responsible for the delivery by hand or registered mail with acknowledgment of receipt 2 weeks before the session, of (n + 2) of the selected and reproduced tests. All documents in a second sealed envelope are sent :
 - to the first examiner, if he is present throughout the examination,
 - or to the invigilator if the tests do not require evaluation and therefore the presence of an examiner

Sends to the Examination Centre, 2 weeks before the session, a sealed copy of the chosen practical test which will be placed in the locked cabinet of the Examination Centre until the beginning of the examinations.

The examiner:

- requests upon arrival the Examination Centre Manager to deposit the sealed envelope that he has received with the examination subjects, until the time of the tests, in the locked cabinet of the Centre.
- opens the sealed envelope sent by the Vice-President or his representative and the one sent to the Examination Centre at the beginning of the written tests, in the presence of the Manager of the Examination Centre. All of the persons mentioned verify the integrity of the seals as well as the concordance of the subjects.
- In the event of an emergency, such as an insufficient number of subjects, ensures the reproduction of the necessary number of copies from the copy available at the Examination Centre.
- destroys copies of unused tests and subjects.
- ensures the rating, argues with written comments and opts for a proposal of results.
- delivers in person or sends by registered e-mail with acknowledgment of receipt to the Manager of the Evaluation Committee, all documents relating to the examination, namely:
 - Questionnaires filled with theoretical exams, copies of practical written subjects.
 - The results and observation sheets
 - The evaluation grids.
 - The summary table of the marks awarded during the examination.
 - The report of the examination session.
 - The commitment of absence of conflict of interest with the candidates filled up.

•The invigilator :

- has the experimental site prepared in relation to the selected practical tests,
- ensures that the candidate is in possession of his notification,
- verifies the identity of the candidate,

- helps with the logistics of the exams,
- in the event that he manages and supervises written tests in the absence of the examiner, asks the Examination Centre Manager to deposit on his arrival in the locked cabinet of the Centre the sealed envelope he received including exam subjects.
- opens at the beginning of the written tests, in the presence of the Manager of the Examination Centre, the sealed envelope addressed to him by the Vice-President or his representative and that sent to the Examination Centre. All of the persons mentioned verify the integrity of the seals as well as the concordance of the subjects.
- In the event of an emergency, such as an insufficient number of subjects, ensures the reproduction of the necessary number of copies from the copy available at the Examination Centre.
- destroys copies of unused subjects.
- monitor written tests and ensure that there is no fraud,
- delivers in person or sends by registered e-mail with acknowledgment of receipt to the senior examiner, not later than one week after the written tests, the documents containing the replies of the candidates as well as the report of the examination session and the commitment of absence of conflict of interest with the candidates filled up.

The Manager of the Examination Centre or his representative:

- attends the opening of sealed envelopes and checks that they are properly closed and that the subjects coincide.
- remains available to the examiner and invigilator as needed, in accordance with the examination centre's own procedures.

The Evaluation Committee:

- evaluates the examiner's proposals, decides on the results and makes them official in the form of a report transmitted to the CFPC Board which validates them.

Summary of the re-certification process for levels 1 to 3

| Process chronology | Activities designation | Actors | Means, related documents |
|---|---|---------------------------------|---|
| During the registration opening dates of the relevant session | Application for registration for the recertification examination | Applicant | CP internet website Confirmation e-mail |
| Over registration requests. | Validation of registration application files | Manager of Evaluation committee | CP extranet site Reply on validity by Mail Sending quote |
| About 2 weeks before the exam | Notification to examiner and invigilator | CFPC secretary | Examiner notification DE / 5004-1 Invigilator notification DE / 5004-2 |
| About 2 weeks before the exam | Booking confirmation of the Examination Centre | CFPC secretary | Examination Centre Booking DE/5006 |
| About 2 weeks before the exam | Send the candidates notification | CFPC secretary | Notification to the candidate DE/5016 |
| About 2 weeks before the exam | Send the Vice-president a mail for the questionnaires selection of written common exam (for N3) | CFPC secretary | Ask for questionnaires selection DE/5014 |

| | | | |
|---|--|-------------------------|---|
| Examination dates | Pass re-certification examinations | Examiner Invigilator | Results sheet DE / 5007 Operation report CE DE / 5008 Grid of notes DE / 5009 |
| At the earliest after the examination | Transmission to the Evaluation Committee of all documents relating to the examination and its evaluation | Examiner | Results sheet DE / 5007 Operation report CE DE / 5008 Grid of notes DE / 5009 |
| Meetings of the Evaluation Committee | Validation of results and decision by the Evaluation Committee | Evaluation Committee | Report |
| At the earliest after the meeting of the Evaluation Committee | Sending results to candidates | Evaluation Committee | Sending results DE / 5011 Sending the certificate if admitted |
| 30 days after receipt of the results by the candidate | Possibility of appeal | Candidates | PR 2000 |
| At the earliest and according to the periodicity for monitoring | Archiving documents and follow up of certified persons | CFPC secretary | CP extranet website PR/11000 PR/16000 |

The times mentioned can be modulated according to the circumstances. They give nevertheless the most favourable period in which each step must be done.

7.4. Process of a re-certification assessment of Levels 4 and 5

The Evaluation Committee:

- studies the admissibility of the application file for the Level 5 or Level 4 re-certification assessment application
- has a dossier sent relating to the requirements of industrial experiments required by EN ISO 15257: 2017 standard.
- evaluates the competence level with regard to the dossier filled in by the candidate by a notation defined in the procedure PR 1000: Conditions for awarding the certification.
- decides on the results and formalize them with the CFPC Board in the form of a report.

The Secretary :

- sends the dossier relating to the requirements of industrial experiments required by the EN ISO 15257: 2017 standard.
- receives the candidate's industrial experience dossier sent no later than one month after registration and forwards it to the Evaluation Committee.
- convenes the members of the Evaluation Committee initially selected by the CFPC Board.
- transmits to the candidate the results of the evaluation of the industrial experience dossier with, if successful, the certification certificate under the brand name "CEFRACOR CERTIFICATION - Cathodic Protection".

Summary of the re-certification process for levels 4 and 5

| Process chronology | Activities designation | Actors | Documents associés |
|--|---|----------------------|---|
| 2 months before the expiry date of the candidate's certification | Registration request for re-certification | Applicant | CP internet website |
| 15 days after registration | Examination of validity of the application for registration | Evaluation Committee | CP extranet website Reply on validity by Mail Sending quote |
| 20 days before registration | Sends industrial experience dossier to be completed | CFPC secretary | Dossier of industrial experience to fill in |
| 45 days after registration | Return of the industrial experience dossier filled in | Applicant | Industrial experience dossier filled in |
| 75 days after registration | Evaluation and rating of the industrial experience dossier | Evaluation Committee | Rating and evaluation documents |
| At the earliest after the evaluation | Sending results to candidates | CFPC secretary | DE/5011 |
| 30 days after reception of the decision | Possibility of appeal | Candidates | PR/2000 |
| At the earliest and according to the periodicity for monitoring | Archiving documents and follow up of certified persons | CFPC secretary | PR/11000 PR/16000 |