


<div>+</div> 	<b>CFPC BOARD</b>  <b>CERTIFICATION PROCESS</b>  <b>Initial certification, renewal and re-certification</b>	<b>PR/5000</b> <hr/> <b>Page 1/13</b> <hr/> <b>Revision 12</b>
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**DIFFUSION:**

The most recent version of this document is available on the page called: Certification – CFPC on the Website <http://www.protectioncathodique.net>.

Rev.	Reason for change	Author	Controller	Approval	Approval date	Application date
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1	Rectifications for level 3					
2	Modification of coefficients	J.M. FOUREZ	M. ROCHE	D. COPIN	29/02/04	29/ 02/04
3	taking into account standard 15257, sea sector and online registration	J.M. FOUREZ	M. ROCHE	D. COPIN	04/09/08	01/01/09
4	Insertion of level 1S and general revision	D. COPIN / M. ROCHE	J.M. FOUREZ	D. COPIN	03/03/2010	03/03/2010
5	Taking into account the new status	JM. FOUREZ	M. ROCHE	D. COPIN	01/04/2011	01/04/2011
6	Taking into account the website and choice of exam es	JM. FOUREZ	D. COPIN	M. ROCHE	18/03/2013	18/03/2013
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8	Taking into account the internal audit 2015	JM. FOUREZ	D. COPIN	M. ROCHE	04/09/2015	04/09/2015
9	Roles of the invigilator	JC. HOURRIEZ	JM. FOUREZ	M. ROCHE	10/03/2016	20/03/2016
10	Adaptation to EN ISO 15257: 2017 standard	JM FOUREZ	JC HOURRIEZ	M. ROCHE	22/02/2018	22/02/2018
11	Consideration of new organization	JM. FOUREZ	M. ROCHE	JC HOURRIEZ	24/01/2019	24/01/2019
12	Sending of the examination subjects to the examination center	JM. FOUREZ	M. ROCHE	JM. FOUREZ	02/07/2019	02/07/2019

## **1. Scope**

This procedure defines the whole process of the certification examinations "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 supervisors 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 Cathodic protection — Competence levels of cathodic protection persons

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. Application for Registration for Initial Examination or Initial Assessment**

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

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

- The information given on the application is analysed by the Head of the concerned Evaluation Committee, by his deputy or exceptionally by the CFPC leader in order to decide on the admissibility of the application as defined in the procedure PR/1000 "Conditions of allocation of the 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 or 7 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 indicates the type of certification (CI, CE, RC)
- the fifth, sixth and seventh 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 amount of the registration fees indicated in the document DT/5052 " Cost of the certification.

#### **4.2. Invitation of the candidate for the initial examination or for the initial assessment**

- *For levels 1 to 4*

If the conditions of validity of the candidate's application are respected, the CFPC Secretariat sends the candidate, by e-mail with acknowledgement of receipt, approximately 2 weeks before the date of the examination, an invitation to the examination session using a specific document

This 2-week period may exceptionally be shortened to the day before the examination in special cases, in particular 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 candidate's application are met, the CFPC secretariat sends the candidate, by e-mail with acknowledgment of receipt, a competence file that he must fill detailing and documenting his qualifications in initial training, scientific or technical in CP. This file is studied by each member of the Evaluation Committee. If the competence file is accepted, an invitation to an interview with the Evaluation Committee is sent to him or her. This notification is sent to the candidate at least 2 weeks before the date of the interview.

The notification informs about:

- • the date and time 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 during the previous year by the CFPC Board

**The CFPC secretariat:**

- Prepares the time schedule of the examination tests.
- 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 a notification for the examination (according to the date of receipt of the last applications):

to the primary examiner (senior)

- An invitation
- the list of candidates and other participating persons
- the time schedule of the examinations (according to the date of receipt of the last applications, a completed time schedule is sent).
- 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 supervisor

- an invitation
- 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 secretariat sends to the candidates the results of the examination with, if successful, a certificate of certification "CEFRACOR CERTIFICATION - Cathodic Protection".
- Updates the list of certified persons and archives the various documents.

**The CFPC leader or his representative (operational assistant):**

- 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 among 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 among 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 tests. All documents in a second sealed envelope are sent to:
  - the primary examiner, if he is present throughout the examination,
  - the supervisor if the tests do not require evaluation and therefore the presence of an examiner

If the CFPC leader is an examiner, these tasks will be performed by the Operational Assistant.

**The examiner:**

- asks the Examination Center Manager to put the sealed envelope containing the examination subjects in the locked cabinet of the Examination Center, until the time of the examination.
- opens, at the beginning of the theory tests, the sealed envelope sent by the CFPC leader or the Operational Assistant
- destroys unused copies of tests and subjects.
- provides grading, argues with written comments and proposes results.
- delivers by hand or sends by registered mail with acknowledgment of receipt to the Manager of the Evaluation Committee or to the CFPC leader, all documents relating to the examination, namely:
  - The completed questionnaires of the theoretical tests, copies of the practical written subjects.
  - The results and observation sheets
  - The evaluation grids.
  - The summary table with the grades given during the examination.
  - The report of the examination session.
  - The completed commitment of absence of conflict of interest with the candidates names.

**The supervisor :**

- has the experimental site prepared according to the selected practical tests,
- ensures that the candidate is in possession of his / her invitation,
- verifies the identity of the candidate,

- helps with the organisation 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 the Centre. the sealed envelope he received containing the exam subjects.
- opens at the beginning of the written tests, the sealed envelope sent to him / her by the CFPC leader or the operational assistant.
- 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.
- supervises the written tests and ensures that there is no fraud,
- delivers by hand or sends by registered mail with acknowledgement of receipt to the lead examiner, at the latest one week after the written tests, the documents containing the candidates' answers as well as the report of the examination session and the completed commitment of absence of conflict of interest with the candidates

#### **The Manager of the Examination Centre or his / her representative:**

- 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 a report sent to the CFPC Board for approval.

### **Summary of the initial certification process for levels 1 to 4**

<b>Process chronology</b>	<b>Activities designation</b>	<b>Actors</b>	<b>Means and related documents</b>
During the registration opening dates of the relevant session	Application for the certification examination	Applicant	CP website Confirmation e-mail
As applications are received.	Validation of application files	Manager of Evaluation Committee	CP extranet website Reply on validity by e-mail Sending of quotations
About 2 weeks before the examination	Invitation of the examiner and of the supervisor	CFPC secretariat	Examiner invitation DE / 5004-1 Supervisor invitation DE / 5004-2
About 2 weeks before the examination	Booking confirmation of the Examination centre	CFPC secretariat	Booking of Centre Exam DE / 5006
About 2 weeks before the examination	Sending invitation to candidates	CFPC secretariat	Candidate invitation DE / 5016
About 2 weeks before the examination	Sending E-mail to the CFPC manager for the choice of MCQs and common test subjects (except if the CFPC manager is an examiner)	CFPC secretariat	Request for tests subjects DE / 5014
Examination dates	Taking the certification examination	Examiner Supervisor	Results sheet DE / 5007 Operation report EC DE / 5008 Grades table DE / 5009
At the earliest after the examination	Transmission to the Evaluation Committee or to CFPC leader of all the documents concerning the examination and its evaluation	Examiner	Results sheet DE / 5007 Operation report EC DE / 5008 Grades table 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	CFPC secretariat	Sending results DE / 5011 Sending the certificate if success
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 secretariat	CP extranet website BC / PR / 11000 BC / PR / 16000

The time frame mentioned can be adjusted according to the circumstances. However, they give the most favourable period in which each step must be taken.

#### 4.4. Process of a Level 5 Initial Evaluation Session

##### The Evaluation Committee:

- the Head of the Evaluation Committee studies the admissibility of the application file for the level 5 evaluation session (step 1)
- has a competence file sent to assess the requirements of industrial and scientific experiments requested by the standard EN ISO 15257-2017.
- evaluates the competency file by grading the competency file (step 2).
- evaluates the competence of the candidate on the basis of an interview during which the latter will present, in the form he/she wishes (power point, paper documents ...), the necessary and sufficient documents (outstanding achievements, certificates, innovations, patents, publications, ...) proving and demonstrating that he/she possesses the mastery and all the competences to satisfy the requested requirements (step 3)

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

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

##### The CFPC secretariat :

- sends a competency file to the candidate no later than 1 month after registration .
- receives the candidate's competency file and forwards it as well as the rating sheet to the various members of the Assessment Committee .
- responds to the candidate on the result of the admissibility of the competency file and sends, in case of success, an invitation for the evaluation interview.
- invites the members of the Evaluation Committee initially selected by the CFPC Board and the candidate to conduct the interview.
- sends to the candidate the results of the final evaluation with, in case of success, the certification certificate under the trademark "CEFRACOR CERTIFICATION – Protection Cathodique".

#### 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 the certification examination	Applicant	CP website
15 days after registration	Validation of application file	Evaluation Committee	CP extranet website Reply on validity by e-mail Sending quotation

20 days after registration	Sending competency file to be completed	CFP secretariat	Competency file to be completed
45 days after registration	Return of the completed competency file	Applicant	Completed competency file
75 days after registration	Evaluation and grading of the competence file, answer on its admissibility.	Evaluation committee and CFPC secretariat	Answer on result by e-mail
At least 1 month before the final interview	Sending of the material of the outstanding achievements presented during the interview. Choice of the Evaluation Committee Sending materials to each member of the Evaluation Committee for review and grading.	Candidate CFP secretariat	Presentation materials
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. Invitation of the candidate for his interview Invitation of the members of the Evaluation Committee	CFPC secretariat	DE/5016
Date of the presentation	Presentation of the achievement (s) by the candidate Grading, deliberation and final decision by the Evaluation Committee	Candidate and Evaluation committee	DE/5007
At the earliest after the validation of the results	Sending results to the candidates	CFPC secretariat	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 secretariat	PR/11000 PR/16000

The time frame mentioned can be adjusted according to the circumstances. However, they give the most favourable period in which each step must be taken.

## **5. Process of an initial certification re-examination**

### **5.1 . Applicant's Request for Re-Examination**

- The registration request can be only done on the Internet via the CEFACOR/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 opportunity, through the CP website, to access any document allowing him to have information about the process, and the requirements for a re-examination session.
- The information provided on the application is analysed by the concerned Head of the Evaluation Committee in order to decide on the admissibility of the application as defined in the procedure PR / 1000 "Conditions of allocation of the certification. "
- The result of the admissibility of the application 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 fees indicated in the document DT / 5052 "Cost of Certification".

### **5.2. Invitation to the candidate to a re-examination session**

If the conditions of admissibility of the application by the candidate are met, the CFPC Secretariat sends the candidate, by e-mail with acknowledgment of receipt, 2 weeks before the date of the examination, an invitation to the re-examination session.

The notification informs about:

- the dates and time of the re-examination tests.
- the address of the Examination Centre
- some requirements for the candidate.

### **5.3 Process of a re-examination session for Levels 1 to 4**

The process of a Level 1 to 4 re-examination session is identical to the process of an initial examination session as described in § 4.3.

### **5.4 Process of a re-examination session for Level 5**

There is no re-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 the re-certification exam or assessment**

- The application for registration is made only on the internet via the CEFACOR / CFPC website (<http://www.cefracor.org>) or from the cathodic protection site (<http://www.protectioncathodique.net>) on Certification module - CFPC, tab "Exam registration".
- The candidate has the possibility, through the website CP, to access any document allowing him to have the information about the process and the requirements for a re-examination session.
- The information given on the application is analysed by the Head of the concerned Evaluation Committee in order to decide on the admissibility of the application as defined in the procedure PR/1000 "Conditions of allocation of the 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 final application form is finalized by the candidate after the establishment of a payment method or an order payable to CEFACOR / CFPC. of the amount of the registration fees indicated in the document DT/5052 " Cost of the 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 candidate's application are met, the CFPC Secretariat sends the candidate, by e-mail with acknowledgment of receipt, 2 weeks before the date of the examination, an invitation to the re-certification examination.

The notification informs about:

- the dates and time of the re-examination session.
- the address of the Examination Centre

- some requirements for the candidate.

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#### 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 candidate's application are met, the CFPC Secretariat sends the candidate, by e-mail with acknowledgment of receipt, a file to be filled in detailing his permanent professional activities demonstrating his / her ability to complete the tasks specified for level 4 or 5 in the applicable sector mentioned in Article 6 of the ISO 15257: 2017 standard (reports, projects, technical articles, training courses, conferences, etc.).

### **7.3. Process of a Level 1 to 3 re-certification examination session**

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

#### **The CFPC secretariat:**

- Prepares the time schedule of the examination tests.
- 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 a notification for the examination (according to the date of receipt of the last applications):

#### to the primary examiner (senior)

- An invitation
- the list of candidates and other participating persons
- the time schedule of the examinations (according to the date of receipt of the last applications, a completed time schedule is sent).
- 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 the supervisor

- an invitation
- the list of candidates
- the time schedule of the examinations
- the commitment of absence of conflict of interests with the candidates
- According to the decisions of the Evaluation Committee, the CFPC secretariat sends to the candidates the results of the examination with, if successful, a new certificate of certification "CEFRACOR CERTIFICATION - Cathodic Protection".
- Updates the list of certified persons and archives the various documents.

**The CFPC leader or his representative (operational assistant):**

- Selects a level 3 examination topic on "Writing of an instruction " as well as the relevant evaluation grid in order to ensure a sufficient renewal.
- 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) the selected and reproduced tests. All documents in a second sealed envelope are sent to:
  - the primary examiner, if he is present throughout the examination,
  - the supervisor if the tests do not require evaluation and therefore the presence of an examiner

If the CFPC leader is an examiner, these tasks will be performed by the Operational Assistant

**The examiner:**

- asks the Examination Center Manager to put the sealed envelope containing the examination subjects in the locked cabinet of the Examination Center, until the time of the examination.
- opens, at the beginning of the theory tests, the sealed envelope sent by the CFPC leader or the Operational Assistant
- 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 unused copies of tests and subjects.
- provides grading, argues with written comments and proposes results.
- delivers by hand or sends by registered mail with acknowledgment of receipt to the Manager of the Evaluation Committee, all documents relating to the examination, namely:
  - The completed questionnaires of the theoretical tests, copies of the practical written subjects.
  - The results and observation sheets
  - The evaluation grids.
  - The summary table of the grades given during the examination.
  - The report of the examination session.
  - The completed commitment of absence of conflict of interest with the candidates names.

**The supervisor:**

- has the experimental site prepared in relation to the selected practical tests,
- ensures that the candidate is in possession of his / her notification,
- verifies the identity of the candidate,
- helps with the organisation of the examinations,
- in the event that he manages and supervises written tests in the absence of the examiner, asks the Examination Centre Manager to deposit in the locked cabinet of the Centre the sealed envelope he received containing the exam subjects.
- opens at the beginning of the written tests, the sealed envelope sent to him / her by the CFPC leader or the operational assistant.
- 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 by hand or sends by registered mail with acknowledgement of receipt to the lead examiner, at the latest one week after the written tests, the documents containing the candidates' answers as well as the report of the examination session and the completed commitment of absence of conflict of interest with the candidates.

**The Manager of the Examination Centre or his / her representative:**

- 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 a report sent to the CFPC Board for approval.

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

Process chronology	Activities designation	Actors	Means and related documents
During the registration opening dates of the relevant session	Application for the re-certification examination	Applicant	CP website Confirmation e-mail
As applications are received.	Validation of application files	Manager of Evaluation committee	CP extranet website Reply on validity by e-mail Sending quotation
About 2 weeks before the examination	Invitation of the examiner and the supervisor	CFPC secretariat	Examiner invitation DE / 5004-1 Supervisor invitation DE / 5004-2
About 2 weeks before the examination	Booking confirmation of the Examination Centre	CFPC secretariat	Examination Centre Booking DE/5006
About 2 weeks before the examination	Sending invitation to candidates	CFPC secretariat	Invitation of the candidate DE/5016
About 2 weeks before the examination	Sending E-mail to the CFPC manager for the choice of the common written practical test (for N3)	CFPC secretariat	Asks for questionnaires selection DE/5014
Examination dates	Taking the re-certification examination	Examiner Supervisor	Results sheet DE / 5007 Operation report CE DE / 5008 Grid of grades DE / 5009
At the earliest after the examination	Transmission to the Evaluation Committee or to CFPC leader of all the documents concerning the examination and its evaluation	Examiner	Results sheet DE / 5007 Operation report CE DE / 5008 Grid of grades 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 success
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 secretariat	CP extranet website PR/11000 PR/16000

The time frame mentioned can be adjusted according to the circumstances. However, they give the most favourable period in which each step must be taken.

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

##### The Evaluation Committee:

- the Head of the Evaluation Committee studies the admissibility of the application file for level 5 or level 4 re-certification.
- has a competence file sent relating to the requirements of industrial experiments required by EN ISO 15257: 2017 standard.
- evaluates the competence level with regard to the file 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 file relating to the requirements of industrial experiments required by the EN ISO 15257: 2017 standard, one month at the latest after registration.
- receives the candidate's industrial experience file and sends it to the Evaluation Committee.
- invites the members of the Evaluation Committee initially selected by the CFPC Board.
- sends to the candidate the results of the evaluation of the industrial experience file with, in case of success, the certification certificate under the trademark "CEFRACOR CERTIFICATION – Protection Cathodique".

#### 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	Application for re-certification evaluation	Applicant	CP website
15 days after application	Examination of validity of the application	Evaluation Committee	CP extranet website Reply on validity by e-mail Sending quotation
20 days after application	Sending industrial experience file to be completed	CFPC secretariat	Industrial experience file to be completed

45 days after application	Return of the completed industrial experience file	Applicant	Completed industrial experience file
75 days after application	Evaluation and grading of the industrial experience file	Evaluation Committee	Grading and evaluation documents
At the earliest after the evaluation	Sending results to candidates	CFPC secretariat	DE/5011
30 days after reception 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 secretariat	PR/11000 PR/16000