



INSTITUTE OF CORROSION (ICorr)

ICorr REQ DOC (ICATS)

Requirements for the Certification of Personnel Engaged in Industrial Coatings Application

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The ICorr certification scheme for ICATS is administered on behalf of the Institute of Corrosion (UK) by Correx Ltd., which is a wholly-owned subsidiary of the Institute of Corrosion.

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1. Scope

- 1.1 This ICorr certification scheme is a scheme for the training, certification and registration of industrial coating applicators employed by organisations registered with Correx Ltd the company which administers the scheme on behalf of ICorr.
- 1.2 Organisations wishing to participate in the scheme and have employees or persons employed that want to become certificated under the scheme must first register with the Institute of Corrosion as Registered Companies. After being registered as a Registered Company, the organisation may be audited by Correx Ltd to confirm acceptability of training resources, facilities and management structure. Additionally, the Registered Company shall be audited by auditors, approved by Correx Ltd., in order to verify that the requirements of the scheme are being fulfilled (see section 10). Those companies wishing to provide independent training services must satisfy the above criteria and demonstrate they have suitable in-house facilities. A full audit of the facilities will be made prior to applications being accepted. Companies MUST ensure they advise Correx Ltd of their intention to provide independent training upon application.
- 1.3 Failure to make the required annual subscription payment will result in a company's registration being cancelled.

The scale of annual registration and audit fees is available from Correx Ltd. and is shown on the website www.icats-training.org

The following certification is available and applicable to the subject areas identified in Section 3 below:

- a. ICATS Trainer
- b. Industrial Coating Applicator (ICA)
- c. *Abrasive Blast Cleaning Operator
- d. *Paint Sprayer
- e. Supervisors module

*These are specialist modules for which training is conditional upon the candidate already holding ICorr Industrial Coating Applicator certification.

2. Definitions

See Annex A.

3 Types of Certification

There are presently five types of ICorr certification encompassed by the scheme:

3.1 ICATS Trainer

In order to become certificated as an ICATS trainer, personnel shall have demonstrated their knowledge and qualification to carry out operations applicable, as appropriate, to Industrial Coatings Application, Abrasive Blast Cleaning and/or Paint Spraying, by provision of appropriate certified experience records. Thus, a certificated ICATS Trainer is by virtue of this pre-qualification, also certificated as an applicator/operator as appropriate.

Importantly, ICATS Trainers certificated as Industrial Coatings Applicators are NOT qualified to train in competencies in which they themselves are not qualified or experienced. ICATS trainers are, by virtue of their pre-qualification, certificated to carry out and, additionally, to train, supervise and assess Industrial Coatings Applicators plus, Abrasive Blast Cleaning Operators, and/or Paint Sprayers if they are qualified or have approved experience in these modules.

Certificated ICATS trainers must have demonstrated their competence to train others in one or more of the types of certification listed below.

3.2 *Industrial Coating Applicator*

Personnel are qualified to carry out coating applications. Certificated personnel have demonstrated their competence to:

- a. understand the needs and methods of safe working;
- b. have an understanding of scaffold and access systems plus the erection and dismantling of basic working platforms;
- c. understand protective treatment specifications and relevant normative documents;
- d. recognise, and prepare for use and use specific surface preparation tools to specified requirements;
- e. understand surface preparation standards;
- f. recognise and prepare for use specific protective treatment materials;
- g. recognise and prepare for use specific application equipment;
- h. apply specific protective treatment materials to specified requirements;
- i. clean and maintain specific equipment;
- j. use specific basic quality control instrumentation in accordance with written instructions;
- k. maintain basic records;
- l. understand legal requirements of Health & Safety at Work Act, Control of Substances Hazardous to Health and the Environmental Protection Act.

Those undertaking training for the specialist modules described below shall have successfully completed the training for (and be certificated as) an Industrial Coating Applicator.

3.3 *Abrasive Blast Cleaning Operator*

Personnel are qualified to carry out operations applicable to Industrial Coatings Applicators and additionally have demonstrated the competence to:

- a. be aware of safety issues peculiar to centrifugal and compressed air abrasive (wet and dry) blast-cleaning operations;
- b. be aware of health and safety statutory requirements;
- c. use, operate and maintain equipment;
- d. understand the rust grades and abrasive blast cleaning surface preparation grades described in British, European and International Standards (e.g. BS 7079 Pt A1:1989 and ISO 8501-1 2007)
- e. recognise common types and sizes of abrasives and have an awareness of the differences, and the significance of those differences, imparted to substrates by different abrasives;
- f. use abrasive blast cleaning equipment in an efficient and safe manner;
- g. prevent the abrasive blast cleaning from affecting all other surfaces not intended to be abrasive blast cleaned;
- h. make an assessment of cleaned surfaces (cleanliness and roughness) to specified parameters;
- i. dispose of spent expendable abrasive and abrasive blast-cleaning detritus in a safe and acceptable manner;
- j. clean down prepared surfaces to render them suitable for examination and for protective treatment application;
- k. understand legal requirements of the Health & Safety at Work Act, Control of Substances Hazardous to Health and the Environmental Protection Act.

3.4 *Paint Sprayer*

Personnel are qualified to carry out operations applicable to Industrial Coatings Applicators, and additionally have demonstrated the competence to;

- a. be aware of safety issues peculiar to conventional, airless and air-assisted airless spray painting operations;
- b. understand the requirements of the relevant COSHH Regulations and the significance of the toxicity and explosive nature of materials being used;
- c. use, operate and maintain equipment;
- d. recognise when areas to be treated are not to the specified requirements;
- e. be able to calculate material consumption, coverage and wet and dry thickness requirements;
- f. prevent the paint spraying from affecting all other surfaces not intended to be spray painted;
- g. be able to spray apply paint in conformance with requirements;
- h. recognise common application faults in wet and dried paint films and take remedial action to prevent reoccurrence;
- i. understand legal requirements of the Health & Safety at Work Act, Control of Substances Hazardous to Health and the Environmental Protection Act.

3.5 *Supervisors Module.*

Personnel will understand the following subjects and will be qualified to carry out duties specific to the role of a Supervisor.

- a. be aware of the responsibilities and duties of a Supervisor
- b. understand COSHH assessment, risk assessment, and health & safety and product data sheets
- c. interpret and apply method statements and painting specifications
- d. Interpret and apply ISO and other standards
- e. understand the basic technology of paint
- f. recognise paint failures and understand how they may be avoided
- g. understand the role of paint inspection, be able to interpret inspection reports/daily logs etc.

4. Eligibility for Certification

4.1 *Vision Requirements*

There are no specific scheme requirements as to the visual acuity of candidates for Applicator. However, candidates for Supervisor certification shall have sufficient colour perception so as to be able to determine, and to differentiate, shades of paint (this can be assessed using the Ishihara test). Supervisor candidates should also be able to recognise visual properties of paints such as gloss and other coating appearance properties plus defects. Employers are expected to satisfy themselves as to suitability of candidates in this respect.

4.2 Training Requirements

- 4.2.1 To be eligible for assessment, candidates must have successfully completed an ICorr ICATS recognised course of structured training to the appropriate ICorr requirements.
- 4.2.2 The recommended periods of approved training in order to satisfy the ICorr eligibility rules for assessment are shown in *Table 1*. These periods include both theoretical

and practical training. The listed durations include training and assessment sessions.

Table 1 Competency and recommended training periods	
Competency	Hours for training and assessment
ICATS Trainer	16
Industrial Coatings Applicator	40
Abrasive Blast Cleaning Operator	24*
Paint Sprayer	16*
Supervisor	16

*For training of Abrasive Blast Cleaning Operators and Paint Sprayers, recommended minimum number of training hours are additional to the training of candidates already holding ICorr Industrial Coatings Applicator certification or ICorr ICATS Trainer certification

Training may be undertaken in stages to suit the candidate's work commitments. It is recommended that each unit is completed in one training session.

The maximum period of training for Industrial Coatings Applicators shall be 12 months from initial registration for this scope. Candidates who have not achieved certification within this time shall be de-registered. Re-registration within this scope will be permitted after a period of 1 month for the payment of an additional registration fee. Carry forward of units previously passed successfully shall be at the discretion of the certificated ICATS trainer.

The maximum period of training for Abrasive Blast Cleaning Operators and Paint Sprayers, shall be 3 months from initial registration for these scopes. Candidates who have not achieved certification within this time shall be de-registered. Re-registration within these scopes will be permitted after a period of 1 month for the payment of a fee. Carry forward of units previously passed successfully shall be at the discretion of the certificated ICATS trainer.

4.3 Industrial Experience and Requirements for Training

4.3.1 Candidates undergoing training for certification as ICATS **Industrial Coating Applicator Trainer** shall have at least three years' experience related to the competencies set out in 3.1 which shall include at least one year's experience at supervisory and/or management level. Applicants will be required to provide a verifiable CV including details of major projects they have been involved with.

4.3.2 Candidates undergoing training for certification as ICATS **Specialist Module Trainer** shall have **EITHER**:

Option 1: Candidates must have completed certification as Industrial Coating Applicator (ICA) Trainer, AND have attested evidence of ten years as a professional trainer in the relevant specialist discipline in which certification as Specialist Trainer is sought, i.e.:

- Abrasive Blast Cleaning
- Paint Spraying

The evidence of prior experience as professional trainer shall consist of a CV and proof of professional training by the company or organisation.

OR:

Option 2: The person applying must have completed the ICATS Company Trainer course for the Industrial Coatings Applicator (ICA) AND have conducted a minimum of 120 hours training as an Industrial Coatings Applicator Trainer AND have an

attested experience record showing a minimum of 5 years experience in the use of the Specialist Equipment relevant to certification as Specialist Trainer: i.e. in the use of:

- Abrasive Blast Cleaning equipment,
- Paint Spraying equipment,

The evidence of experience will consist of a CV and proof of equipment experience by the company or organisation relating to:

- Health & Safety requirements
- Maintenance of equipment
- Process control including testing and inspection

4.3.3 A Senior Specialist Trainer approved to undertake the Company Trainer and Supervisor Module courses shall have the following:

- Proven experience in providing training
- Familiarity with traditional and modern training methods, tools and techniques
- Sound decision making and organisational skills
- Ability to present complex information to a variety of audiences

The Senior Specialist Trainer shall have the following responsibilities

- Deliver training courses
- Develop the production of classroom handouts, instructional materials, aids and manuals
- Direct structured learning experiences and monitor their quality results
- Assess training effectiveness
- Periodically evaluate courses to ensure that they reflect any required changes
- Stay abreast of the new trends and tools

4.3.4 Candidates undergoing training for certification as **Industrial Coating Applicator** are not required to have any previous experience of industrial coatings application but if they have less three years' experience they will be required to be mentored by a qualified ICATS operative in the workplace for a period of one year after successful completion ICATS ICA training. During the year of mentoring they will carry a Coating Applicator Trainee wallet card which is valid for one year to signify their status as under mentoring. A log of weekly activity must be kept and signed by the applicator and mentor during this period. A qualified ICATS operative may mentor a maximum of five Trainees at one time.

4.3.5 Candidates undergoing training for **Abrasive Blast Cleaning Operator, Spray Painter** must hold certification as ICorr Industrial Coatings Applicator prior to commencing training.

4.3.6 Candidates undergoing training for the **Supervisor Module** must hold certification as an Industrial Coating Applicator prior to commencing training and have 2 years' experience **OR** have an attested experience record showing 2 years in a supervisory or Technical Manager Role **OR** have five years verifiable experience in the coating industry

4.3.7 Approved Training Centres must verify the experience of applicants before accepting them for training and if an applicant has no experience they must make provision to provide verifiable mentoring for a year after the course is completed or they cannot offer training courses to inexperienced applicants.

5 Procedures for Candidates Seeking Certification

- 5.1 Candidates for ICATS Trainer certification shall submit the appropriate completed application form. The form is available from Correx Ltd or can be downloaded from the website www.icats-training.org. The completed form shall be accompanied by a copy of the candidate's CV satisfying the requirements in 4.3 above. The names and contact details of referees, who shall be management members of the candidate's employing organisation and who can verify the related experience, may be requested. In the instance of a candidate for ICATS Trainer examination who is self-employed, the candidate shall submit their CV and maybe asked to provide the names and contact details of two referees, who ideally shall be Professional Members of the Institute of Corrosion and who can verify the related experience set out in the CV. Completed application forms for certification as ICATS Trainer, and appropriate payment, shall be submitted to Correx Ltd. at their published address. Applicants and their employer will be advised by Correx Ltd. when the decision regarding the application has been made.
- 5.2 Candidates for certification as Industrial Coating Applicator, Abrasive Blast Cleaning Operator, Paint Sprayer and Supervisor shall submit the appropriate completed application form. All forms are available from Correx Ltd. or can be downloaded from the website www.icats-training.org. Completed application forms for certification, together with the appropriate payment, shall be submitted to Correx Ltd. at their published address. Applicants and their employer will be advised by Correx Ltd. when the decision regarding the application has been made.

No registration, either for initial training or for final certification, as an ICATS Trainer, Industrial Coating Applicator, Abrasive Blast Cleaning Operator, Paint Sprayer or Supervisor shall be considered as confirmed until a correctly completed application form, together with the appropriate level of payment, has been received and acknowledged by Correx Ltd.

- 5.3 Application forms ask for specific details on experience and training to the published syllabus and must be signed to the effect that these details are correct. In the event of a false statement being discovered, any certification awarded may be made invalid.
- 5.4 Applications dependent upon the individual holding appropriate levels of prior certification must be supported by acceptable evidence of such certification.
- 5.5 Application forms will request two recent passport-style photographs of the applicant to be enclosed with the application form. The candidates name should be written on the back of each photograph.

6. Permitted Equipment and Documentation for Examinations and Assessments

- 6.1 All necessary equipment, where applicable, will be provided to the candidate by the examiner/assessor. No documentation or equipment other than that approved by Correx Ltd. will be allowed; see also Section 11.2.
- 6.2 The use of a pocket calculator is permissible provided that it is of a type which does not permanently store programmes, formulae or data.
- 6.3 Candidates undergoing examination or assessment may use a foreign language dictionary if English is not their mother tongue. Such dictionaries shall be approved by the examiner/assessor prior to the examination or assessment.

7. Qualification Examinations and Assessments

- 7.1 All qualification examinations or assessments conducted to these requirements shall consist of both Theory and Practical tests.
- 7.2 The Theory tests shall consist of multi-choice type questions all of which are validated by Correx Ltd. Practical tests shall be conducted at the candidate's workplace or at the location of a specialist training organisation that has been approved by Correx Ltd.

- 7.3 The maximum time duration for attempting the Theory parts of the assessment shall be identified on the question papers issued, but candidates should typically allow one minute for each of the multi-choice questions.
- 7.4 The Theory part of the assessments deals with the theoretical aspects of the subjects and will include technology and principles.
- 7.5 Practical assessments shall consist of tasks to verify each candidate's ability to carry out the activities required.
- 7.6 There is no single specified time limit for the Practical assessments, the time is dependent on which tests or exercises are issued. The person conducting the assessment shall allocate the time allowed.
- 7.7 Conduct of Assessments and Examinations
- 7.7.1 The training and examination of candidates as ICATS Trainers for Industrial Coating Applicator, Abrasive Blast Cleaner and Paint Sprayer shall be conducted at a suitable location as shall be determined by Correx Ltd. The training of the Supervisor module will be conducted at an approved location by Correx Ltd.
- 7.7.2 The training and assessment of candidates for Industrial Coating Applicator, Abrasive Blast Cleaner, Paint Sprayer, may be conducted at any location under the control of a Registered Company or at some other suitable location as shall be approved by Correx Ltd. Within the respective time-frames set out in Table 1, the training and assessment of candidates may be carried out as a series of units, each unit embracing both written and practical training and assessment. Assessments are conducted under open-book conditions.
- 7.7.3 The written and practical examination of the candidates for ICATS Trainer and Supervisors module shall be prepared, controlled and conducted by specialist examiners/trainers approved by Correx Ltd.
- 7.7.4 The written and practical assessments of the candidates for Industrial Coatings Applicator, Abrasive Blast Cleaner and Paint Sprayer shall be prepared, controlled and conducted by ICATS Trainers that are certificated for the scope of the appropriate training. All training and assessments shall be conducted using training and assessment materials that have been approved by Correx Ltd.
- 7.7.5 The examination results for ICATS Supervisor module shall be marked by approved personnel. This course is only provided by Correx Ltd authorised trainers.
- 7.7.6 The assessment results for Industrial Coatings Applicator, Abrasive Blast Cleaner and Paint Sprayer shall be marked by ICATS Trainers that are certificated for the appropriate scope.

7.8 Grading of Examinations and Assessments

- 7.8.1 Candidates for certification as an ICATS Trainer are required to achieve a satisfactory understanding in ALL parts of the examination whether theory or practical. Candidates are allowed unlimited attempts to achieve the understanding at the discretion of the certificated ICATS Trainer undertaking the assessment.
- 7.8.2 Candidates for certification as Industrial Coatings Applicator, Abrasive Blast Cleaner, Paint Sprayer and are required to achieve a satisfactory understanding in ALL parts of the assessment whether theory or practical. Candidates are allowed unlimited attempts to achieve the understanding at the discretion of the certificated ICATS Trainer undertaking the assessment.
- 7.8.3 Candidates for certification as ICATS Supervisor are required to achieve a satisfactory understanding in ALL parts of the assessment whether theory or practical. A minimum pass mark of 70% must be achieved in theoretical examinations. Examinations may only take place during the training course. Re-examination may be taken at the discretion of Correx Ltd.

8. Certificates of Achievement, Wallet Cards and Failure Notices

- 8.1 All candidates for certification as ICATS Trainer or for certification as Industrial Coatings Applicator, Abrasive Blast Cleaner, Paint Sprayer and Supervisors module will be issued either with a standard Certificate of Achievement and Wallet Card or a Failure Notice by Correx Ltd., normally within 21 working days of completion of examination/assessment providing that all associated fees have been paid or credit terms have been agreed. A copy of the Certificate of Achievement or Failure Notice will also be sent to the sponsor upon request. Candidates who applied for certification as Industrial Coating Applicator using the route prescribed in 4.3.3 will carry for the period of 1 year a Coating Applicator Trainee wallet card. Re application for the standard card will need to be made after this period with the relevant supporting references.
- 8.2 Certificates of Achievement shall bear at least the following information:
 - a. the full name of the certificated individual;
 - b. the date of certification;
 - c. the scope of certification (i.e. ICATS Trainer, Industrial Coatings Applicator, Abrasive Blast Cleaning Operator, Paint Sprayer and Supervisors module or combination thereof);
 - d. a unique identification number for the candidate;
 - e. reference to the certification body (The Institute of Corrosion). The ICorr certification scheme for ICATS is administered on behalf of the Institute of Corrosion (UK) by Correx Ltd., which is a wholly-owned subsidiary of the Institute of Corrosion. The Certificates will bear the Correx logo;
 - f. The signature of the Trainer

Note: By issuing a Certificate of Achievement, Correx Ltd. verifies the qualification of the individual based on the requirements of this document. The Certificate of Achievement does not give any authority for the certificated individual to operate. It is the responsibility of the employer to determine whether the certificated individual is qualified to carry out the duties the employer wishes the certificated individual to perform.

- 8.3 Candidates who receive Certificates of Achievement will also receive Wallet Cards, Wallet cards shall contain the following information:
 - a. the full name of the certificated individual;
 - b. the date upon which qualified and date certification expires;

- c. the scope of certification (i.e. ICATS Trainer, Industrial Coatings Applicator, Abrasive Blast Cleaning Operator, Paint Sprayer and Supervisors module or combination thereof);
 - d. a unique identification number for the candidate;
 - e. reference to the certification body Correx Ltd; The ICATS is administered on behalf of the Institute of Corrosion (UK) by Correx Ltd., which is a wholly-owned subsidiary of the Institute of Corrosion. The Certificates will bear the Correx logo
 - f. a photograph of the certificated individual;
- 8.4 The period of validity of the certification starts from the date of successful completion of an examination/assessment.
- 8.5 All certificates and cards remain the property of Correx Ltd and are issued as proof of completion of specific ICATS modules by the individual.

9. Re-certification and Renewal of Certification

- 9.1 Holders of certification expiring at the end of the period of validity may apply for re-certification using one of two methods:
- a. Without assessment by, in the case of ICATS Trainers, satisfactory completion of a questionnaire eliciting verifiable details of relevant on-going experience in the role of ICATS Trainer or a CV showing appropriate experience.. Additionally, evidence of attendance at a minimum of one ICATS Trainers seminar held by Correx Ltd, OR completion of a web based awareness course during the certification period should be provided.
 - b. Without assessment by, in the case of an Industrial Coatings Applicator, Abrasive Blast Cleaning Operator, Paint Sprayer and Supervisors module, submission of an authenticated CV or verification in writing and references of at least two years total work involvement during the currency of the certification which is to be renewed. Authentication of the periods of work involvement claimed shall be by senior project personnel annotating their names and contact details alongside the relevant periods.
- 9.2 Personnel applying for re-certification after their certification has expired are allowed a three month period of grace. Applications for recertification after three months and up to one year after expiry may be recertified using the same procedure as the nine year renewal for which a fee will be charged.(see 9.3). Applications for renewal after one year will not be permitted and applicants must reapply as new candidates.
- 9.3 After each nine year period of certificate validity, the certificate holder must seek renewal as a renewal candidate. Candidates for renewal are required to be assessed by a registered trainer against an approved questionnaire and guidance document.
- 9.4 Holders of Coating Applicator Trainee cards may apply for the standard card after 1 years mentoring. The application shall be supported by a reference from the applicants' mentor and the registered company's trainer. If these persons are one and the same then the reference should be supported by a member of the companies' management.
- 9.5 Holders of Trainer cards applying for recertification as Company Trainer must have carried training within the period of the card validity and must be employed by a registered ICATS Company.
- 9.6 Lost or stolen cards must be notified to the Correx Ltd office by letter stating the applicators name, address, ICATS number, NI number, date of birth and an accompanying photograph. A copy of one form of photographic ID will be required such as drivers licence or passport. Lost cards will incur a fee for a replacement.
- 9.7 Only current renewal forms will be accepted by Correx Ltd. Forms can be downloaded from the website www.icats-training.org and are sent to all certified personnel by Correx Ltd when advising renewal.

10. Auditing of the Scheme

- 10.1 Registered Companies and approved training facilities shall be subject to an audit that shall ensure compliance with the approved audit checklist.
- 10.2 All audits shall be conducted by an Approved Auditor. Auditors shall be recommended by Correx Ltd. and approved by the Institute of Corrosion as the Certification Body for ICATS.
- 10.3 Audits of Registered Companies and training facilities shall be conducted by an Approved Auditor, the audit schedule shall be decided by Correx Ltd and will be risk based focusing on Registered Companies that have carried out training in the previous 12 months. Changes to the audit approach shall be by reference to, and approval of, the Institute of Corrosion as the Certification Body for ICATS.
- 10.4 Companies that have not been audited within the agreed and approved time period may have their registration in ICATS suspended pending audit. Certificated operatives working for companies suspended from the scheme shall, by definition, not be in compliance with ICATS.
- 10.5 The Approved Auditor shall communicate the results of the audit, together with any remedial action required to ensure compliance with ICATS, to Correx Ltd., and to the Registered Company, within 14 days of completion of the audit.
- 10.6 Registered Companies found to be non-compliant with ICATS shall be allowed, by mutual discussion with the Approved Auditor, a period of grace, generally not exceeding 3 months, to come back into compliance, which shall be confirmed by a follow-up audit at the Registered Companies' expense. Registered Companies that remain non-compliant, for whatever reason, after the period of grace has expired shall be deemed to be non-compliant and suspended from registration according to 10.4.

11. Ethical Conduct

- 11.1 Each candidate attempting an ICATS Trainer Examination will be required, on the day of the examination, to sign a Professional Attestation. The signature is to confirm the code of professionalism will be upheld. A copy of the professional Attestation form is available from Correx Ltd.
- 11.2 Where candidates are being examined by closed-book examination once an examination has commenced, candidates found in possession of materials or documents which, if used during a Correx Ltd. Examination, would be deemed to constitute cheating, must be considered to have cheated and the assessment will be terminated.
- 11.3 Candidates proved to have cheated in a Correx Ltd. examination will not be accepted as a candidate for any Correx Ltd. examination for a period of 12 calendar months from the event in which cheating was established to have taken place. A letter will be sent to the candidate concerned and to the sponsor, if applicable, explaining why the assessment was terminated.
- 11.4 Certification may be made invalid if, in the opinion of Correx Ltd., evidence is produced of unethical behaviour by the holder of the certification.

12. Complaints and Appeals

- 12.1 Complaints relating to the conduct of examinations, assessments and audits, appeals against failure of examinations, assessments or audits, cancellation of certification or registration, or failure to re-certify or re-register may be made by the candidate, sponsor or company that is registered with ICATS in writing to the Chair of the ICATS Task Group (c/o Correx Ltd) who shall initially consider the matter. If appropriate, the complaint will be referred to the Chair of the Professional Development and Training Committee (PDTC) of the Institute of Corrosion. The Chair of PDTC shall convene an ad-hoc disciplinary committee to investigate the complaint and to provide a report to the Trustees and Council of the Institute of Corrosion. The decision of the Council of the Institute of Corrosion shall be final.

- 12.2 Third parties may petition, on reasonable grounds, for cancellation of ICATS certification either for an individual or for a Registered Company. Such a petition must be made in writing, and accompanied by all relevant facts, to the Chair of the ICATS Task Group. If appropriate, the complaint will be referred to the Chair of the Professional Development and Training Committee (PDTC) of the Institute of Corrosion. The Chair of PDTC shall convene an ad-hoc disciplinary committee to investigate the matter and to provide a report to the Trustees and Council of the Institute of Corrosion on whether certification is to be maintained or cancelled. The decision of the Council of the Institute of Corrosion shall be final.

13. Certification, Examination and Assessment Records

- 13.1 Correx Ltd. will, on behalf of the Institute of Corrosion, retain records of certification for each certificated individual for a minimum period of 10 years following the last certificate issued.
- 13.2 Any potential employer wishing to verify qualifications purported to be held by an individual who is not able to produce certification may approach Correx Ltd. with the individual's name, National Insurance Number and the reason for the enquiry. The enquirer will then be advised by Correx Ltd. of the status of certification held by the individual.

14. Use and Misuse of Certificates

- 14.1 The issue by Correx Ltd., on behalf of the Institute of Corrosion, of a Certificate of Achievement indicates that the holder has demonstrated an acceptable level of competence after training in accordance with the prescribed requirements on the date indicated. Holders or employers are not permitted to imply any further degree of competence on the basis of the certificate.
- 14.2 Holders of certificates (or their employers) that are issued by Correx Ltd. on behalf of the Institute of Corrosion Certification Schemes must not use certificates, nor allow others to use certificates, in a manner which may be considered fraudulent.
- 14.3 Neither Institute of Corrosion (ICorr), nor Correx Ltd., names or logos may be used in advertising, correspondence or reproduced in any form without the written approval of The Institute of Corrosion (ICorr) or of Correx Ltd. as appropriate.
- 14.4 The misuse of Institute of Corrosion certification may result in the certification becoming invalid. Any misuse of certification which is interpreted as being an infringement of the law will result in the matter being reported to the police.

ANNEX A - Definitions

For the purposes of this document, the following definitions apply:

Correx Ltd.

A wholly-owned subsidiary company of The Institute of Corrosion

Certification

Certificate of Achievement issued by Correx Ltd on behalf of the Institute of Corrosion as Certification Body for the Industrial Coatings Applicator Training Scheme.

Examiner/Assessor

An individual authorised by Correx Ltd. to conduct, supervise and grade examinations or assessments to the requirements of this document. This shall include a certificated ICATS trainer undertaking the assessment of operatives under training within the relevant scope of certification.

ICATS

The Industrial Coating Applicator Training and Certification Scheme

ICATS Task Group

An independent industry sector advisory body consisting of responsible individuals, appointed by Correx Ltd., whose documented terms of reference are to advise the Board of Correx Ltd. and the PDTC of ICorr on the operation and management of ICATS.

The Institute of Corrosion (ICorr)

The owners of, and Certification Body for, ICATS

The Professional Development and Training Committee (PDTC)

A constituted committee of the Institute of Corrosion whose documented terms of reference include overseeing all matters related to the management and operation of all ICorr training and certification schemes. The PDTC reports, via the Trustees, to the Council of the Institute of Corrosion.

Normative Document

Document that provides rules, guidelines or characteristics for activities or their results. The term is a generic term that covers, *inter alia*, documents such as standards, technical specifications, working drawings, codes of practice, regulations and procedures.

Procedure

A written description of all essential parameters and precautions to be performed

Qualification

Evidence of training, professional knowledge, skill and experience as well as physical capabilities to enable an individual to properly perform tasks

Re-certification

The procedure for extending the validity of certification prior to the expiry date of existing certification

Renewal

The procedure for renewing certification

Sponsor

The person or organisation paying for the cost of training and certification, if not paid by the candidate

Test Method

Specified technical procedure for performing a technical operation that consists of the determination of one or more characteristics of a given product, process or service according to a specified procedure, or the activity or task to be performed