



# **Institute of Corrosion (ICorr)**

## **ICorr ReqDoc (ICATS)**

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### **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 by Correx Ltd, which is a wholly-owned subsidiary of the Institute of Corrosion



# Table of Contents

Section		Page
1	Scope	1
2	Definitions	1
3	Types of Certification	2
4	Eligibility of Certification	4
5	Procedures of Candidates seeking Certification	7
6	Permitted Equipment and Documentation for Examinations and assessments	8
7	Qualification Examinations and Assessments	8
8	Certificates of Achievement and Wallet Cards	10
9	Re-Certification and Renewal of Certification	11
10	Auditing of the Scheme	12
11	Ethical Conduct	13
12	Complaints and Appeals	13
13	Certification, Examination and Assessment Records	14
14	Use and Misuse of certificates	14
15	Annex A - Definitions	15



## Section 1

### Scope:

There are currently eight types of ICorr certification encompassed in the scheme.

- 1.1 This ICorr certification scheme is a scheme for the training, registration and certification of industrial coating applicators by organisations registered with Correx Ltd, the company which administers the scheme on behalf of ICATS.
- 1.2 An organisation wishing to participate in the scheme and have employees that want to become certificated under the scheme must first register as an ICATS Registered Company. 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](http://www.icats-training.org)

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

- a. ICATS Trainer
- b. ICATS Specialist Trainer
- c. ICATS Senior Specialist Trainer
- d. Industrial Coating Applicator
- e. \*Abrasive Blast Cleaner
- f. \*Paint Sprayer
- g. ICATS Industrial Coatings Applicator Apprentice
- h. ICATS Supervisor

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



## Section 2

### **Definitions:**

See Annex A.

## Section 3

### **Types of Certification:**

#### 3.1 ICATS Trainer and Specialist Module 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

When Training the Industrial Coating Applicator course material a maximum of 2 trainers may be used on each course presentation and each Trainer must present at least 2 modules.

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 Supervisor 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.;



### 3.6 ICATS Industrial Applicator Apprentice

An Apprentice will have been trained and have a foundation knowledge of the following:

- |    |   |    |   |
|----|---|----|---|
| a. | Health & Safety in painting;              | o. | working with Lead and other hazardous materials including Asbestos; |
| b. | Health & Safety at work act;              | p. | confined space working;   |
| c. | site Induction;                           | q. | equipment testing (PAT, LOLER and PUWER);                           |
| d. | young persons in the workplace;           | r. | lighting;   |
| e. | manual handling;                          | s. | preparation standard grades;  |
| f. | slips, trips and falls;                   | t. | painting specification;   |
| g. | how to behave;                            | u. | environmental conditions;   |
| h. | safety observations                       | v. | PPE/RPE;  |
| i. | permits;                                  | w. | paint mixing;   |
| j. | power supply;                             | x. | corrosion methods and control;                                      |
| k. | method statements;                        | y. | repairs and feathering in detail (repeated message);                |
| l. | product data sheets & safety data sheets; | z. | contaminants;   |
| m. | risk assessments;                         |    |   |
| n. | COSSH;                                    |    |   |

## Section 4

### Eligibility for applicator 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

4.2.1. To be eligible for assessment, candidates must have successfully completed the appropriate course.

4.2.2. The recommended periods of approved training in order to satisfy the eligibility rules for assessment are shown in Table 1. These periods include both theory and practical training. The listed durations include training and assessment sessions.

<b>Table 1</b>	
Competency and recommended training periods	
<b>Competency</b>	<b>Training and assessment</b>
ICATS Trainer	16 hours
Industrial Coating Applicator	35 – 40 hours
Abrasive Blast Operator	16* hours
Paint Sprayer	16* hours
Supervisor	16 hours
ICATS Apprentice	16 weeks



\*For Training of Abrasive Blast Cleaning Operators and Paint Sprayer, the recommended minimum number of training hours are additional to the training of candidates already holding Industrial Coating Applicator certification or ICATS Trainer Certification.

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

The maximum period of training for Industrial Coating 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 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 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 experience of at least 3 years related to the competencies set out in 3.1, which shall include experience of at least 1 year at supervisory and/or Management level. Applicants will be required to provide a verifiable CV including details of major projects they have been involved in.

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

Option 1: Candidates must have completed certification as an Industrial Coating Applicator (ICA) Trainer, and have attested evidence of 10 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: Candidates must have completed the ICATS Company Trainer course for the Industrial Coating Applicator Trainer and have conducted a minimum of 80 hours training as an Industrial Coating Applicator Trainer and have an attested record showing minimum experience of 5 years in the use of the Specialist Equipment relevant to certification as Specialist Trainer i.e. In the use of:



- Abrasive Blast Cleaning
- Paint Spraying

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 experience of less than 3 years they will be required to be mentored by a qualified ICATS Trainer/Operative in the workplace for a period of 1 year after successful completion of ICATS ICA training. During the year of mentoring they will carry an Industrial Coating Applicator Trainee card which is valid for 1 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 5 Trainees at one time.

Trainees are not eligible to be taught specialist blaster or specialist sprayer modules. Candidates must hold a full ICATS, ICA card before attempting either of the specialist modules.

ICATS approved training centres must demonstrate a procedure of mentoring trainees during mentoring. Evidence must be provided in the appropriate manner.

Students without employment being trained must begin the mentoring process with their new employer. The trainee must be made aware of the fact that they are responsible to give this information to the new employer. The trainee must then inform the ATC, Approved Training Centre, of their employment. After a period of three months the ATC must ask for evidence of the mentoring form being completed, Incomplete mentor forms may result in a full ICATS card not being issued.





4.3.5. Candidates undergoing training for **Abrasive Blast Cleaning Operator** and/or **Paint Sprayer** must hold certification as an Industrial Coating Applicator prior to commencing training.

It is recommended that there should be a gap of three months after completion of ICA, mandatory module before commencing either of the specialist modules.

There is some repeat of health and safety information that begins both sprayer and blaster specialist modules as reminder and required information.

4.3.6. Candidates undergoing training for the **Supervisor Module** must hold certification as an Industrial Coating Applicator prior to commencing training and have experience of 2 years, or, have an attested experience record showing 2 years in a supervisory or Technical Manager role, or, have 5 years verifiable experience in the coating industry.

4.3.7. **Approved Training Centres** must verify the experience of applicators before accepting them for training, if an applicant has no experience they must make provision to provide verifiable mentoring for 1 year after the course is complete or they cannot offer training courses to inexperienced applicants.

## Section 5

### Procedures for Candidates Seeking Certification

5.1 Candidates for **ICATS Registered Company 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](http://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. 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 For certification as **Industrial Coating Applicator, Abrasive Blast Cleaning Operator, Paint Sprayer and Supervisor** the appropriate completed application form should be submitted. All forms are available from Correx Ltd or can be downloaded from the ICATS Website [www.icats-training.org](http://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 Registered Company 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 request 2 recent passport style photographs of the applicant to be enclosed with the application form for certification. The candidates name should be written on the back of each photograph. Electronic submission of a photograph will be accepted.

## Section 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 Candidates undergoing examination or assessment may use a foreign language dictionary if English is not their first language. Such dictionaries shall be approved by the examiner/assessor prior to the examination or assessment.

## Section 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 multiple 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 for attempting the Theory parts of the assessment shall be identified on the question papers issued, but candidates should typically allow 1 minute for each of the multiple-choice questions.
- 7.4 The Theory part of the assessments deals with the theoretical aspect 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, examination and assessment of candidates as **ICATS Trainers** for Industrial Coating Applicator and **Specialist Trainer** for 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 examinations of candidates for **Industrial Coating Applicator, Abrasive Blast Cleaner** and **Paint Sprayer**, may be conducted at any location under the control of an ICATS Registered Company or at another suitable location 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 **Supervisor** modules shall be prepared, controlled and conducted by a Senior Specialist Trainer approved by Correx Ltd.

7.7.4. The written and practical assessments of the candidates for **Industrial Coating 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 approved trainers.

7.7.6. The assessment results for **Industrial Coating 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 demonstrate understanding in all parts of the examination whether theory or practical. The ICATS trained trainer will determine whether the student is competent enough to be awarded 'pass'. Candidates are allowed unlimited attempts to achieve the understanding at the discretion of the **Senior Specialist Trainer** undertaking the assessment.

7.8.2. Candidates for certification as **Industrial Coating Applicator, Abrasive Blast Cleaner** and **Paint sprayer** are required to demonstrate understanding in all parts of the assessment whether theory or practical. The ICATS trained trainer will determine whether the student is competent enough to be awarded 'pass'. 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 theory examinations. Examinations may only take place during the training course. Re-examination may be taken at the discretion of Correx Ltd.

## Section 8

### Certificates of Achievement, Wallet Cards and Failure Notices

- 8.1. All successful candidates for certification as **ICATS Trainer** or for certification as **Industrial Coating Applicator, Paint Sprayer, Abrasive Blast Cleaner and Supervisor Module** will be issued with a standard Certificate of Achievement and a Wallet Card 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 will also be sent to the Trainer upon request. Candidates who applied for certification as **Industrial Coating Applicator** using the route prescribed in 4.3.4. will carry for the period of 1 year an **Industrial Coating applicator Trainee** 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:
- the full name of the certificated individual;
  - date of certification;
  - scope of certification (i.e. ICATS Trainer, Industrial Coating Applicator, Abrasive Blast Cleaning Operator, Paint Sprayer or Supervisor module or combination thereof);
  - candidate's unique identification number;
  - reference to the certification body (The Institute of Corrosion). The ICorr certification scheme for ICATS is administered by Correx Ltd, which is a wholly-owned subsidiary of the Institute of Corrosion. The certificate will bear the Correx Logo;
  - signature of 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:
- full name of the certificated individual;
  - date upon which qualified and date certification expires;
  - scope of certification (i.e. ICATS Trainer, Industrial Coating Applicator, Abrasive Blast Cleaning Operator, Paint Sprayer and Supervisor module or combination thereof);
  - candidate's unique identification number;
  - reference to the certification body Correx Ltd. ICATS is administered by Correx Ltd which is a wholly owned subsidiary of the Institute of Corrosion. Wallet cards will bear the Correx Logo;
  - Photograph of certificated individual;



- 8.4. The period of validity of the certification starts from the date of successful completion of an examination or assessment.
- 8.5. All certificates and cards are issued as proof of completion of specific ICATS modules by the individual. Should there be a breach of ICATS/CORREX rules, then CORREX retains ownership and the right to request the return of cards and certificates.

## Section 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:
- without assessment by, in the case of an **ICATS Trainer**, 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 a minimum of one ICATS Trainer seminar held by Correx Ltd or completion of a web-based awareness course during the certification period should be provided.
  - without assessment by, in the case of an **Industrial Coating Applicator, Abrasive Blast Cleaning Operator** and **Paint Sprayer**, submission of an authenticated CV or verification in writing and references of at least 2 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 3 month period of grace. Applications for recertification after 3 months and up to 1 year after expiry may be recertified using the advanced renewal for which a fee will be charged. Applications for renewal after 1 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 **Industrial Coating Applicator Trainee** cards may apply for the standard card after 1 year of mentoring. The application shall be supported by submitting a mentoring form and reference from the applicant's mentor and/or Company Trainer. If these persons are one and the same then the reference should be supported by a member of management.
- 9.5. Holders of **ICATS Trainer** cards applying for recertification of ICATS Registered Company Trainer must have carried out training within the previous 5 years and must be employed by an ICATS Registered Company. Exceptions may be permitted at the discretion of Correx Ltd



- 9.6. **Lost or stolen cards** must be notified to the Correx Office by stating the applicators name, address, ICATS ID Number, date of Birth and an accompanying photograph. A replacement/lost card form can be obtained from the Correx office. Lost cards will incur a fee for replacement.
- 9.7. Only current renewal forms will be accepted by Correx Ltd. Forms can be downloaded from the Website [www.icats-training.org](http://www.icats-training.org) and are sent to all certified personnel by Correx Ltd when advising renewal due.

## Section 10

### Auditing of the Scheme

- 10.1. **Registered Companies** and **Approved Training Providers** 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. The audit schedule of **Registered Companies** and **Approved Training Providers** 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 with 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 Company's' 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.



## Section 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.
- 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.
- 11.5. Due to the number of health and safety accidents within our industry, all ICATS Trainers must work within Health and safety guidelines and never work under the influence of alcohol or illegal drugs.

## Section 12

### Complaints and Appeals

- 12.1. Complaints relating to the conduct of examinations, assessments and audits, appeals against failure of examinations, assessments of audits, cancellation of certification or registration, or failure to re-certify or re-register may be made by the candidate, or company that is registered with ICATS in writing to 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. 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.

## Section 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 5 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.

## Section 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 of 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 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 logo's 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 in 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

### **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 Coating Applicator Training Scheme.

### **Examiner/Assessor**

An Individual authorised by Correx Ltd to conduct, supervise and grade examinations or assessments to the requirement 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 Scheme.

### **The Institute of Corrosion (ICorr)**

The owners of, and certification Body for ICATS.

### **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 specification, 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.

### **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.