

THE ADMINISTRATION OF  
THE  
BGAS-CSWIP APPROVAL SCHEME

Administered by: TWI Training & Examinations Services  
Granta Park  
Great Abington  
Cambridge  
CB1 6AL

Telephone: +44 (0) 1223 891162  
Fax: +44 (0) 1223 891630  
Web: <http://www.twi.co.uk>

- 1 INTRODUCTION
- 2 ADMINISTRATION
- 3 TERMINOLOGY
- 4 QUALIFICATION GRADES
- 5 EXAMINATIONS
  - 5.1 General
  - 5.2 Bookings for Examinations
  - 5.3 Cancellation of Booking – by candidate
  - 5.4 Cancellation of Booking – by BGAS-CSWIP
  - 5.5 Form of Examination
  - 5.6 Examination Results
  - 5.7 Re-sitting Examinations
  - 5.8 Examinations at Locations other than the Test Centre
  - 5.9 Language of Examinations
- 6 FEES
- 7 APPROVAL RENEWALS
- 8 VALIDITY OF APPROVAL ON CHANGE OF STANDARDS
- 9 VALIDITY OF APPROVAL WHEN ADDITIONAL CATEGORIES ARE ATTEMPTED
- 10 LOSS OF APPROVAL CARD
- 11 VERIFICATION OF APPROVAL GRADES
- 12 DOWNGRADING/WITHDRAWAL OF APPROVAL
  - 12.1 Appeal against downgrading/withdrawal
- 13 ISSUE OF CERTIFICATES
- 14 SITE ASSESSMENTS
- 15 SITE ASSESSMENTS FOR NON TRANSCO SITES
- 16 DECISIONS OF THE MANAGEMENT COMMITTEE
- 17 PERFORMANCE SUBSEQUENT TO THE EXAMINATION

## 1. INTRODUCTION

The BGAS-CSWIP Approval Scheme is administered by TWI on behalf of Transco under the auspices of a Management Committee.

The document outlines the rules for the administration of the scheme. The Approval Scheme includes Welding, NDT, Coating, Painting and Agricultural Inspectors and other qualifications. Details of the requirements for the individual grades can be found in the publication "Examination Requirements BGAS ER1" available on request from TWI.

## 2. ADMINISTRATION

All administration on the scheme is by TWI on behalf of Transco and communications shall be addressed to:

Customer Services  
TWI Training & Examinations Services  
Granta Park  
Great Abington  
Cambridge  
CB1 6AL

Tel: +44 (0) 1223 891162

Fax: +44 (0) 1223 891630

E-mail: [trainexam@twi.co.uk](mailto:trainexam@twi.co.uk)

## 3. TERMINOLOGY

Throughout this document the following terms shall have the meanings set out below:

BGAS-CSWIP	The BGAS-CSWIP Approval Scheme which also includes the ERS Approval Scheme in so far as current approvals and documents are concerned. The ERS Approval Scheme is now discontinued and all matters associated with this are now transferred to BGAS-CSWIP.
Management Committee	The governing body of the scheme.
Appeals Panel	A sub-group of the Management Committee convened as necessary to review any BGAS-CSWIP appeals.

#### 4. QUALIFICATION GRADES

All candidates who are successful in the approval scheme examination will be awarded an approval in one or more the grades set out in the “Examination Requirements BGAS ER1”.

A candidate may apply for examination in any combination of separate subjects. Where senior grades require a combination of subjects, the candidate must be proficient in all subjects. However, a candidate who has qualified in each relevant subject for a senior grade can only be awarded by further examination to verify the required depth of knowledge.

All approval grades are subject to continuing satisfactory performance and BGAS-CSWIP reserve the right to withdraw any or all of the approvals awarded where there is substantiated evidence of unsatisfactory performance. (See Section 12)

#### 5. EXAMINATIONS

##### 5.1 General

All candidates for approval must successfully complete the required examinations in order to be the appropriate Approvals.

The examinations shall normally take place at the Approvals Centre at Abington or an alternative venue. (See paragraph 5.7)

Full details of the location of the Approvals Centre are sent to candidates prior to the examination dates.

##### 5.2 Bookings for Examinations

Bookings may be arranged by telephone, fax, e-mail or letter. Booking will be confirmed on successful completion of the examination application form. The information required for a booking is:

- i) The name of the candidate
- ii) Either a) the company sponsoring the candidate  
or  
b) the name and address of the candidate if it is self-sponsored booking.
- iii) The candidate’s approval number (if previously approved).

**NOTE: The candidate must bring their approval card to the Approvals Centre on the day of the examination.**

- iv) The required grade(s) for examination. BGAS-CSWIP reserve the right to limit the number of grades examined in a single day.

A booking will be confirmed in writing on receipt of an application form and the appropriate fee. On receipt of this, the confirmation will include a receipt for the fee and further information including a location plan of the Approvals Centre, a list of local overnight accommodation, where requested, and other information on the examination will be sent to the candidate.

### **5.3 Cancellation – By Candidate**

If the candidate does not attend the examination or the booking is cancelled, the fee will not be refunded. At the sole discretion of TWI and in extenuating circumstances, where a cancellation is made a minimum of fourteen working days prior to the examination date, an alternative date may be offered to the candidate without a further fee being payable.

### **5.4 Cancellation – By the Administration Body**

The Administration Body will endeavour to honour all examination dates. However, the Administration Body reserve the right to cancel test dates in extenuating circumstances. In this event, every effort will be made to accommodate the candidates on alternative dates. Where a suitable alternative date cannot be arranged, the examination fee will be refunded.

BGAS-CSWIP shall not be liable for any direct or indirect loss or expense suffered by the candidate or the sponsoring company as a result of, or in connection with, such cancellation.

### **5.5 Form of Examination**

All examinations will normally consist of three sections:

- i) written examination
- ii) practical examination (where appropriate)
- iii) interview

The number of written papers and practical examinations (where appropriate) shall depend upon the grade(s) attempted.

Each examination will have a time limit applied. This may also limit the number of approvals, which can be attempted in any one day.

For candidates attempting a grade including magnetic particle inspector, welding inspector or radiographic interpretation, and eyesight test will be included.  
(See Section 7)

For re-certification examinations the number of questions and length of the examination will be at the discretion of the examining body.

### **5.6 Examination Results**

Successful candidates will normally be issued with an approval card within five working days of the examination or on receipt of the old approval card if it is submitted after the examination. Approval cards remain the property of BGAS-CSWIP and are not transferable.

## **5.7 Re-sitting Examinations**

If a candidate marginally fails part of the examination, the examiner may recommend that the candidate be given the option to re-sit the examination. If the examination is for re-certification the particular approval failed becomes invalid at its original date. The option, 're-sit' when recommended, allows the candidate to present himself for a further examination within 12 weeks of the original examination. In certain circumstances this can be extended.

Only one re-sit will be allowed.

When the examination was not at the Approvals Centre, the re-sit fee shall be at the discretion of BGAS-CSWIP.

## **5.8 Examinations at Locations other than the Approvals Centre**

In some cases, it is possible for examinations to take place at an alternative venue. The arrangements for these examination, and the appropriate fees, must be agreed with BGAS-CSWIP.

Enquiries for such examinations should be sent to TWI.

## **5.9 Language of Examinations**

All examinations shall be in English except where agreed otherwise.

## **6. FEES**

Fees are subject to review at regular intervals and the current fees may be ascertained by contacting TWI Examination Services or on our website, *www.twi.co.uk*

Fees shall be payable by personal or company cheque, money order, postal order, bankers draft or credit card.

All cheques etc shall be payable to TWI Ltd

All fees must be paid in advance of examination date.

## **7. APPROVAL RENEWAL**

Re-certification by examination is required every five years form the date of the successful examination or renewal. Re-examination may be waived if the candidate's evidence of employment is considered to be adequate to allow renewal by review. In which case the subsequent renewal will always be by examination.

Candidates for renewal must submit the following for consideration:

- i) CV including details of the previous five years. Where work for Transco is noted, sufficient detail to accurately identify the project must be included. Also the name(s) of whoever at Transco is in charge of these works should be detailed.
- ii) Two current passport sized photographs
- iii) The renewal fee
- iv) The expiring approvals card
- v) If the approval includes MPI or Radiographic Interpretation (i.e. as Radiographer or a senior grade). A certificate from a doctor or and optician showing satisfactory eyesight for near vision, permitting reading a minimum of *Times Roman N4*, or equivalent type and size letters, at not less than *300mm on a standard test chart* for near vision, in at least one eye, corrected or uncorrected.

**NOTE: Renewal can only be made within three months of the expiry date. Any application received after three months of the expiry cannot be considered and can only be renewed by re-examination.**

Candidates taking 10-year re-certification exams and failing an examination category will lose the category concerned and will need to satisfactorily attempt a retest examination before it can be reinstated.

Approvals holders who fail to renew their approvals within the time allowed will be allowed to apply by letter for a deferral of up to 6 months after their renewal date. (This is in line with the current CSWIP requirements.)

## **8. VALIDITY**

All personnel approved by BGAS-CSWIP shall be approved in one or more categories as given in the document "Examination Requirements BGAS ER1". All approved personnel are qualified for a period of five years. Should the grades or examination requirements be altered, the existing grades will be valid up to the expiry of the approval or as otherwise advised, whereupon examination to the new standard will be mandatory.

## **9. VALIDITY OF APPROVAL WHEN ADDITIONAL CATEGORIES ARE ATTEMPTED**

When a candidate is approved in one or more categories and undergoes a successful examination for additional grades, approval will be granted for those grades, and in addition all existing approvals will be extended for five years from the date of the latest test.

BGAS-CSWIP reserve the right in this case to test the candidate to confirm adequate current knowledge in the existing grades to warrant extension of these existing approvals for a further five years. Such additional testing will normally be limited to a reduced number of practical specimens and a verbal examination in the interview on completion of all examinations.

## **10. LOST APPROVAL CARD**

Where the approved person loses his or her card, then an application may be made to TWI Training & Examination Services for a duplicate.

Such applications must include the following:

- i) Proof of loss: i.e. a police report or its official police report number.
- ii) Two current passport photographs.
- iii) The appropriate fee.

## **11. VERIFICATION OF APPROVAL GRADES**

The possession of an Approval Card or certificate or any other document purporting to support a person's claim to particular grades is not absolute guarantee that the person is qualified in those grade. If there is any doubt as to the validity of the approval, the grading can be verified by contacting TWI Training & Examination Services quoting both name and BGAS-CSWIP approval number.

## **12. DOWNGRADING/WITHDRAWAL OF APPROVAL**

BGAS-CSWIP reserves the right to withdraw the approval of any approved person where there is substantiated evidence of unsatisfactory performance.

An approved person may be downgraded for substandard work, their inability to perform satisfactorily in the grade approved or for any other similar reason that BGAS/CSWIP finds unacceptable. A person who is downgraded may re-apply for upgrading to his or her original grade after 12 months. Consideration of this request shall be by the Management Committee who may require re-examination at the Approvals Centre before reinstatement of the grade.

Approval is normally withdrawn for malpractice, which includes, but is not limited to, falsification of reports, fraud and persistent substandard workmanship. Once withdrawn for any of these reasons, the approved is unlikely to be reinstated.

Where an adverse report from site is received which does not warrant either of the above actions, the report will be kept on file so that any further transgressions may be examined in the light of the previous reports and appropriate action taken.

Where approval of any person is withdrawn, or any approved person is downgraded, that person shall return their approval card to BGAS-CSWIP within 14 days of receiving notification of the decision of the Management Committee in writing. In the case of a downgrading, BGAS-CSWIP shall issue a new appropriate card and send the same to that person.

### **12.1 Appeal against downgrading/withdrawal**

Any person who has their approval withdrawn or downgraded shall be informed of the decision by BGAS/CSWIP in writing. That person then has 28 days in which to appeal against the decision or to submit evidence of extenuating circumstances. Any such information received by the Appeals Panel of the Management Committee will be considered prior to affirmation, or otherwise, of the decision to withdraw the approval or downgrade.

### **13. ISSUE OF CERTIFICATES**

A certificate of proficiency will be issued to the successful candidate and his/her sponsor (if applicable). Both copies will be sent the candidate if self employed. This certificate is A4 size and is suitable for framing. Note that the possession of this certificate is not an absolute guarantee that the holder has a continued entitlement to the grades shown thereon. (See Section 11) A duplicate certificate can be obtained on payment of the appropriate fee and proof of holding the qualification.

### **14. SITE ASSESSMENT**

From time to time, Transco may make site assessments of approved persons working on Transco projects.

An assessment is intended to view the approved person under true work conditions and to verify that they are working the appropriate grade requirements and to the appropriate specification.

Any adverse assessment may result in recommendations being submitted to the BGAS-CSWIP Management Committee for action as outlined in Section 12.

Upgrading will not be considered as a direct result of a site assessment although a satisfactory report will be of benefit to a candidate during a future examination.

### **15. SITE ASSESSMENTS FOR NON TRANSCO SITES**

At the invitation of other clients, site assessment may also be carried out on sites other than those controlled by Transco or its Subsidiaries.

The conditions of such an assessment and the fees will be at the discretion of BGAS-CSWIP.

### **16. DECISIONS OF THE MANAGEMENT COMMITTEE**

In all matters of BGAS/CSWIP, the decision of the Management Committee is final and, except where specifically noted in Section 12 above, no correspondence will be entered into.

### **17. PERFORMANCE SUBSEQUENT TO EXAMINATION**

BGAS-CSWIP approval only warrants that on the day of the examination, the candidate was able to satisfy the examiners of his or her technical competence in the grade(s) awarded. No further warranty is given as to their continuing technical competence or their ability to carry out technical duties under site conditions.