

Certification Suspension, Withdrawal or Scope Reduction

1. Purpose

The policy defines and communicates to CBIP members, the conditions that may lead to the suspension, withdrawal, or reduction of scope of a CBIP-issued certification.

This policy should be read in conjunction with CBIP's:

1. Constitution
2. Code of Professional Conduct, and
3. Incidents and Improvements policy and procedure.

2. Scope

This policy applies to any certificate issued by CBIP identified by CBIP's logo and the JASANZ accreditation mark.

3. Definitions

For clarification, the following definitions are set out in ISO 17024 clause 3:

Certificate

Document issued by a certification body under the provisions of this International Standard, indicating that the named person has fulfilled the certification requirements.

Certification requirements

Set of specified requirements, including requirements of the scheme to be fulfilled to establish or maintain certification.

Note: Certification requirements in CBIP's context are defined within the Certification Standards: General Requirements and the Certification Standards for the relevant inspection discipline. Certification Standards within the scope of CBIP's accredited Certification Scheme are publicly accessible via CBIP's Website.

4. Responsibilities

4.1 The Governance Board is responsible for:

- specifying the conditions that may lead to suspension, withdrawal, or scope reduction of a CBIP certification within CBIP's Code of Professional Conduct
- carrying out impartial investigation and, where necessary, implementing corrective actions where breaches of the Professional Code of Conduct warrant suspension, withdrawal, or reduction of certification scope.

5. Policy

- 5.1 The Governance Board will investigate breaches of CBIP's Professional Code of Conduct.
- 5.2 Where required, the Governance Board will establish the Professional Conduct Committee to safeguard impartiality.
- 5.3 Where necessary, the Governance Board will seek legal advice to assist with issue resolution.
- 5.4 The Governance Board will endeavour to resolve issues amicably. A suspension or withdrawal of certification will only be applied for serious breaches that constitute a health and safety risk, or breaches of the criteria specified in ISO 17024 and ISO 9712 as applicable.

Suspension

- 5.5 If the Governance Board has issued a suspension, failure to resolve the issue(s) leading to the suspension within the prescribed timeframe will result in the withdrawal of certification or the reduction of the scope of certification.
- 5.6 In the event of a certification suspension, the certified person must not promote his or her certification while suspended. Failure to comply with this requirement will be managed as a breach of the Professional Code of Conduct.
- 5.7 For NDT test methods, certification may be suspended if the inspector:
 - i. becomes temporarily physically incapable of performing their duties
 - ii. fails to provide evidence of meeting the annual visual acuity requirements specified in the relevant certification scheme documents
 - iii. if a significant interruption takes place in the method for which the inspector is certified.
- 5.8 NDT certification may be suspended for other situations at the discretion of the Governance Board.
- 5.9 The Governance Board will revalidate an inspector's suspended certificate if the following conditions are met:
 - a) Cause of suspension has been resolved
 - b) Certification scheme requirements continue to be met, including demonstration of continuing competence, administrative deficiencies have been corrected, and/or evidence of visual acuity has been provided
 - c) Individual continues to comply with CBIP's Code of Professional Conduct, and
 - d) Payments have been made, where applicable.

Withdrawal

- 5.10 Certification may be withdrawn at the discretion of the Governance Board if:
 - a) There is evidence of behaviour incompatible with the certification scheme requirements or CBIP's Code of Professional Conduct
 - b) For NDT certifications, the individual fails to meet the requirements for renewal, until the individual can demonstrate renewal requirements have been met
 - c) the individual fails to meet the requirements for recertification, until the individual can demonstrate recertification requirements have been met
 - d) verifiable evidence is received from an individual's employer stating that the individual has become physically incapable of performing their duties.

- 5.11 In the event of certification withdrawal, the certified person must not continue to reference their CBIP certification status. Failure to comply with this requirement will be managed as a breach of the Professional Code of Conduct and may result in legal action.

6. Procedures

An actual or alleged breach of the Professional Code of Conduct is managed by the Governance Board in accordance with the Incidents and Improvements policy and procedure.

7. Record Management

The following record must be maintained for compliance purposes:

Record	Filed	Retention
Incident/Improvement Report	OneDrive	4 years
Investigations and Actions Register	WeCertify	4 years
Governance Board Meeting Minutes	OneDrive	4 years

8. Quality Standard

ISO/IEC 17024:2012, 2nd edition, clause 9.5 Suspending, withdrawal or reducing scope of certification.

ISO 9712: 2021, 5th edition, clause 9.3.4 Suspension of certification and 9.3.5 Withdrawal of certification.

9. Revision History

This document replaces Suspension or Withdrawal of Certification revision 03 issued 09 April 2025. Changes have been made to meet the requirements of ISO 9712:2021:

- Policy 5.4. Added breaches of criteria specified in ISO 17024 and Iso 9712 as applicable
- Suspension. Policy statements 5.7 to 5.9 added.
- Withdrawal. Policy statement 5.10 added.