

MCERTS Manual Stack Emission Monitoring Personnel Certification Scheme

Application for Certification to Level 1

MCERTS Registration No:

Please read notes overleaf before completing

Forename(s): _____ Surname: _____

Applying for (tick the appropriate boxes)

Level 1
(note 1)

Multichoice ☐

Narrative ☐

Date:

Venue:

Address For Correspondence

Exam results, certificates and ID cards will be sent to this address (note 2)

Name:

Address:

Tel:

Fax:

e-mail (note 3):

Purchase Order Number

Address of Employer

Invoices will be sent to this address

Name:

Address:

Tel:

Fax:

e-mail:

Responsible person in organisation (signing to confirm that the details supplied by the applicant are correct and that payment of examination fees is authorised) (note 7)

Name:

Position:

Signature:

Date:

By completing this application form, the candidate is entering into a legally enforceable agreement with Sira Certification Service who shall retain authority for all decisions relating to certification. Invoices will be raised and payments made to CSA Group Testing UK Ltd.

Code of Conduct

- I agree to comply with the "MCERTS Personnel Competency Standard" and "MCERTS Performance Standard for Organisations" ^{Note 1}
Note 1 : this applies when personnel are carrying out MCERTS accredited stack emissions monitoring
- I agree to follow the Health & Safety principles in "Environment Agency Technical Guidance Note M1" ^{Note 2}
Note 2 : this applies to all stack emissions monitoring, including unaccredited work. Personnel who do not follow the health & safety principles in Environment Agency Technical Guidance Note M1 on all occasions may have their certification suspended or withdrawn by Sira
- I agree to comply with the "Regulations Applicable to Holders of Sira Certificates" and to inform Sira, without delay, of matters that may affect my capability to fulfil the certification requirements.
- I agree not to release confidential examination materials or participate in fraudulent examination-taking practices.
- I agree to only make claims regarding the scope and status of my MCERTS certification in accordance with the scope for which certification has been awarded.
- I agree not to use my certification in a misleading manner.
- I agree not to use my MCERTS certification in such a manner as to bring Sira or the Environment Agency into disrepute.
- I agree not to make any misleading or unauthorised statement regarding my MCERTS certification
- Upon suspension or withdrawal of my MCERTS certification, I agree to immediately discontinue any claim to hold certification and to return all certificates and identification cards to Sira (CSA).

Signature: _____

Date: _____

Notes

1. Applicants must also provide the following documents:

- A signed "Confirmation of continuing work experience" form (see page 3)
- Evidence of attendance at a training course covering "*hazard identification and risk assessment relating to stack-emission monitoring*"

If the above documentation is not provided, then certification to Level 1 cannot be provided

2. Please inform Sira if your contact details change as this is the address that will be used to send examination results, certificates and ID cards.
3. It is important that you provide a legible e-mail address for correspondence, since this is the means by which you will be contacted by Sira with examination details.
4. When attending examinations for any level or technical endorsement, candidates will be required to provide proof of identity.
5. Examination results and certificates will not be released until full payment has been received.
6. All information provided by applicants is treated in strict confidence.
7. Sira Certification Service will maintain a MCERTS register of all certified personnel which will be used to verify and provide information upon request as to whether the individual holds a current, valid certification and the scope of their certification.
8. Candidates cancelling an examination up to 28 working days prior to the examination date will pay a fee equal to 50% of the examination costs. Less than or equal to 28 working days prior to the examination the fee will be 75% of the examination costs and less than or equal to 14 working days prior to the examination date the fee will be 100% of the examination costs.
9. Special needs (e.g. dyslexia, foreign language etc.) may be accommodated, within reason, at the discretion of the Certification Manager. Candidates are required to declare any special needs to Sira at least 1 month prior to their scheduled examination.

MCERTS Manual Stack Emission Monitoring Personnel Certification Scheme
Confirmation of continuing work experience

Candidate Forename(s): _____	Candidate Surname: _____
MCERTS Reg No: _____	

Level 1	<u>Requirement</u> Minimum six months experience at the trainee level. Perform manual stack emission monitoring on ten occasions.	<u>clause</u> 2.3.1
<p>I declare that the candidate named above has met the work experience requirements for Level 1 specified in the MCERTS Personnel Competency Standard for Manual Stack-Emission monitoring and summarised above.</p> <p><i>For trainees and Level 1 personnel, this declaration must be signed by a MCERTS Level 2 person. Where there is no Level 2 person available within the organisation, it must be signed by a responsible person (e.g. MD, Director, Quality Manager)</i></p>		
Name: _____	Signature: _____	
MCERTS Reg No or position in organisation: _____	Date : _____	

All three pages of the form must be completed and returned to:

MCERTS Co-ordinator
Sira Certification Service
Unit 6 Hawarden Industrial Park,
Hawarden, Deeside, CH5 3US

Tel: +44 (0)1244 670 900
email: ukcompetence@csagroup.org