

MCERTS Manual Stack Emission Monitoring Personnel Certification Scheme

Application for Recertification

MCERTS Registration No:

Before completing this form, please ensure that you are eligible for recertification. For Level 2 you are **not** eligible for recertification if your technical endorsement expires before the date of the exam board meeting immediately following the exam(s) for which you are applying.

You may apply for recertification up to 12 months before the expiry date shown on your certificate.

Forename(s): _____ Surname: _____

Applying for (tick the appropriate boxes)

Level 1	Combined paper <input type="checkbox"/>	Date: _____	Venue: _____
TE 1 (note 9)	Combined paper <input type="checkbox"/>	Date: _____	Venue: _____
TE 2	Combined paper <input type="checkbox"/>	Date: _____	Venue: _____
TE 3	Combined paper <input type="checkbox"/>	Date: _____	Venue: _____
TE 4	Combined paper <input type="checkbox"/>	Date: _____	Venue: _____

Address For Correspondence (note 1)

Name:

Address:

Postcode:

Tel:

e-mail (note 2):

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 8)

Name:

Position:

Signature:

Date:

Address of Company (note 1)

Name:

Address:

Postcode:

Tel:

e-mail:

Department/contact name for invoicing:

Purchase Order No:

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principles in Environment Agency Technical Guidance Note M1 on all occasions may have their certification suspended or withdrawn by Sira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. Please inform Sira if your contact details change.
2. It is important that you provide an e-mail address for correspondence, since this is the means by which you will be contacted by Sira.
3. Please supply a signed “Confirmation of continuing work experience” form - see page 3
4. Evidence of attendance at a training course covering “hazard identification and risk assessment relating to stack-emission monitoring” is also required – please ensure the certificate is current.
5. When attending examinations for any level or technical endorsement, candidates will be required to provide proof of identity.
6. Examination results and certificates will not be released until payment has been received.
7. All information provided by applicants is treated in strict confidence.
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. 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.
10. Examples of calculations included in the narrative papers are available on the CSA Group website at www.csagroupuk.org
11. 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: _____	

	<u>Requirement</u>	<u>clause</u>
Level 1 recertification	Perform manual stack emission monitoring on 25 occasions over the five year certification period.	4.2.2
Level 2 /Technical Endorsement Recertification	Perform manual stack emission monitoring on 25 occasions over the five year certification period.	4.3.2
Level 2 recertification limited scope	Perform manual stack emission monitoring on five occasions (for each site) over the five year certification period.	4.3.2

I declare that the candidate named above has met the work experience requirements specified in the MCERTS Personnel Competency Standard for Manual Stack-Emission Monitoring and summarised above.

For 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). For Level 2 Personnel this declaration may be signed by the candidate or by another Level 2 person within the organisation.

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 670900
email: ukcompetence@csagroup.org