

MCERTS Manual Stack Emission Monitoring Personnel Certification Scheme

Application for Certification to Level 2 and Technical Endorsements

Please read notes overleaf before completing

MCERTS Registration No: _____

Forename(s): _____ Surname: _____

Date of certification at Level 1: _____ * personnel must gain at least 6 months experience at Level 1, before applying for Level 2 *

Scope of application (tick the appropriate box)

This application is for full commercial testing ☐ (note 1)

This application is limited to specified sites ☐ (note 2)

This application is for LTE 3 and/or LTE 4 ☐ (note 3)

Applying for (tick the appropriate boxes)

Level 2 (note 4) Interview ☐ Date: _____ Venue: _____

TE 1 (note 9) Multichoice ☐ Narrative ☐ Date: _____ Venue: _____

TE 2 Multichoice ☐ Narrative ☐ Date: _____ Venue: _____

TE 3 Multichoice ☐ Narrative ☐ Date: _____ Venue: _____

TE 4 Multichoice ☐ Narrative ☐ Date: _____ Venue: _____

* only Level 1 certified personnel are permitted to apply for Technical Endorsements *

Limited Technical Endorsements (note 3)

LTE 3 Narrative ☐ Date: _____ Venue: _____

LTE 4 Narrative ☐ Date: _____ Venue: _____

Address For Correspondence

Exam results, certificates and ID cards will be sent to this address (note 6)

Name: _____

Address: _____

Postcode: _____

Tel: _____

email (note 7): _____

Purchase Order Number _____

Address of Employer

Invoices will be sent to this address

Name: _____

Address: _____

Tel: _____

email: _____

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: _____

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. Candidates applying for full commercial testing must provide evidence that at least five of the sites worked on at Level 1 are at different sites
2. Candidates who work on fewer than 5 sites can have their scope of certification limited to those sites. Please specify the sites you work on – see page 3
3. Candidates who work on fewer than 5 sites may apply for a Limited Technical Endorsement (LTE 3 and/or LTE 4) and are required to sit the **narrative paper only**
4. All candidates must provide a signed “Confirmation of continuing work experience” form - see page 4
5. 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
6. 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
7. 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
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.

When attending examinations for any level or technical endorsement, candidates will be required to provide proof of identity

Examination results and certificates will not be released until payment has been received

All information provided by applicants is treated in strict confidence

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 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
Additional Information - for Limited Scope applications

MCERTS Reg No:

Forename(s): _____ Surname: _____

Please list below the sites applied for (please print clearly)

A maximum of four sites may be specified. Please include the site name(s) and location(s).

Site 1: Name:

Location

Site 2: Name:

Location

Site 3: Name:

Location

Site 4: Name:

Location

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

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

	<u>Requirement</u>	<u>clause</u>
Level 2	Minimum six months experience at Level 1. Perform manual stack emission monitoring on ten occasions at Level 1 <u>on at least five different sites</u>	2.4.1
Level 2 limited scope	Minimum six months experience at Level 1. Perform manual stack emission monitoring on ten occasions at Level 1	2.5.1
Technical Endorsements	Perform manual stack emission monitoring specific to the technical endorsement at Level 1 on five occasions (not required if the candidate has TE1)	2.7.1 2.7.3

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 _____ Date: _____
position in organisation:

All four pages of this 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)01244 670 900
email ukcompetence@csagroup.org