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|  | <b>EN ISO/IEC 17020/17024<br/>QUALITY RECORD</b>                                                | <b>Issue No:</b>       | <b>7</b>   |
|                                                                                  | <b>Document Number &amp; Title:<br/>D901– Application &amp; certification<br/>terms of use.</b> | <b>Issued<br/>By:</b>  | S O'Shea   |
|                                                                                  |                                                                                                 | <b>Issue<br/>Date:</b> | 11/12/2023 |

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**Non-Disclosure Agreement.**

Prior to starting the exam, you will be asked to read and accept the terms of the non-disclosure agreement below.

**NON-DISCLOSURE AGREEMENT FOR WELDER CERTIFICATION EXAMS  
CARRIED OUT BY THE METLAB CERTIFICATION PROGRAM**

This exam is confidential, and It is made available to you, the examinee, solely for the purpose of becoming certified in the technical area referenced in the title of this exam. You are expressly prohibited from disclosing, publishing, reproducing, or transmitting this exam, in whole or in part, in any form or by any means, verbal or written, electronic or mechanical, for any purpose, all material provided by Metlab is to be returned to Metlab at the end of the examination. No materials other than the test material for the examination shall be brought into the examination.

If a candidate violates the exam confidentiality agreement (NDA), or engages in misconduct that diminishes the security and integrity of Metlab’s Certification Program in any way, the candidate may be permanently prohibited from taking any future exams with Metlab. In addition, the candidate’s certification and test results may be revoked

Examples of such violations, and misconduct include, but are not limited to, the following:

- Cheating during the exam
- Providing or accepting improper assistance
- Bringing non-authorized items into the testing centre during an exam session
- Using unauthorised material.
- Falsifying identity or impersonating another individual to gain access to an exam
- Using exam content in any manner that violates applicable law
- Violating the Open Group confidentiality agreement in any way
- Violating the agreement with the exam delivery provider in any way

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### **Suspension and Withdrawal of certification.**

As part of the application process you will be asked to read and accept the terms of *suspension and withdrawal of certification*. Available without request on our website [www.metlab.ie](http://www.metlab.ie)

In the event of suspension or withdrawal of the certification from a certified candidate, the candidate will have a period of 3 months to rectify the issues that resulted in the suspension / withdrawal of the certification. After the three-month period, if the issue has not been resolved the certification will be removed from the candidate and become invalid. The certificate shall be returned to Metlab.

### **Inability to preform requirements of the certification.**

If circumstances arise rendering the certified person unable to fulfill the requirements of the certification, the person is to inform Metlab at once via e-mail, letter, in person or by phone. Upon receiving such information, the Certification Committee will convene and make judgment on the case which may involve withdrawing of the certification for the individual. The individual will be fully informed of the decision by e-mail and or registered post.

### **Use of Certification certificate**

As part of the application process you will be asked to read and accept the terms of *Use of certification certificates*.

#### **Rules on the use and misuse of certificates**

The certified persons shall agree:

- To comply with the relevant provisions of the certification scheme undertaken.
- To make claims regarding certification only with respect to the scope for which certification has been granted.
- Not to use the certification in such a manner as to bring Metlab certification into disrepute, and not to make any statement regarding the certification which Metlab certification considers misleading or unauthorized.
- To discontinue the use of all claims to certification that contain any reference to Metlab certification body or certification upon suspension or withdrawal of certification, and to return any certificates issued by Metlab certification.
- No to use the certificated issued by Metlab Certification body in a misleading manor.
- The use of Metlab and INAB logos is strictly prohibited other than on approved certificates and reports issued by Metlab CAB.

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If there is a breach of the use of certification the candidate may be permanently prohibited from taking any future exams with Metlab. In addition, the candidate's certification and test results will be revoked.

**Certification requirement.**

The applicant shall agree to comply with the chosen certification scheme at all times. The candidate shall agree to provide any documentation and or information Metlab may require for the assessment process. The candidate shall agree to allow Metlab RTPO to share data in relation to this certification with his/her employer.

**Documentation Retention.**

The candidate shall agree to allow Metlab RTPO to retain data in relation to this certification application for 10 year or a period agreed whichever is the greater at the contract review stage.

**Appendix 1**

| <u>Item</u> | <u>Form</u>                                                                    | <u>Completed</u>         |
|-------------|--------------------------------------------------------------------------------|--------------------------|
| 1.          | Job Card                                                                       | <input type="checkbox"/> |
| 2.          | Contract review D707.01                                                        | <input type="checkbox"/> |
| 3.          | Risk to impartiality D401.01                                                   | <input type="checkbox"/> |
| 4.          | Application & certification terms of use D901                                  | <input type="checkbox"/> |
| 5.          | Activity Record Sheet D707.03 (only required for welder certification)         | <input type="checkbox"/> |
| 6.          | Weld Procedure Record D707.02 (only required for weld procedure certification) | <input type="checkbox"/> |
| 7.          | Manufacture WPS blank sheet                                                    | <input type="checkbox"/> |
| 8.          | Sample Work Sheet D702.02                                                      | <input type="checkbox"/> |

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| REVISION HISTORY |                                                                                |        |                |
|------------------|--------------------------------------------------------------------------------|--------|----------------|
| Rev              | Description of Change                                                          | Author | Effective Date |
| 1                | Initial Release                                                                | S.C    | 21/08/2013     |
| 2                | Rewording some of the context.                                                 | S.C    | 28/11/2019     |
| 3                | Change the logo - Added INAB Accreditation                                     | AI     | 17/06/2020     |
| 4                | Rewording some of the contexts                                                 | SOS    | 03/11/2020     |
| 5                | Remove footer                                                                  | AI     | 15/11/2021     |
| 6                | Add the no permission of certified persons for the use of Metlab or INAB logo. | AI     | 02/11/2023     |
| 7                | Add the safety work environment.                                               | JH     | 11/12/2023     |
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| <b>Job Number</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |            |                  |                                       |                  |             |
| <p>I hereby agree and fully understand Document D901 Application &amp; Certification terms of use as detailed in this document and sign below to confirm.<br/>         Site Safety Awareness: I further agree that it is my responsibility to ensure a safe work environment, and to procure and use the correct PPE at all times. I further understand and agree that Metlab personnel shall reserve the right to stop the inspection/invigilation at any time if they have concerns regarding the safety of the work environment or the adequacy and or use of PPE. Metlab personnel may restart the inspection/invigilation, if and when they feel the concerns have been adequately addressed.</p> |            |                  |                                       |                  |             |
| <b>Employer</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |            |                  | <b>Employer Contact</b>               |                  |             |
| <b>Print Name</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>DOB</b> | <b>Email/Tel</b> | <b>Address</b>                        | <b>Signature</b> | <b>Date</b> |
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| Does the applicant request accommodation of special needs assistance? (Tick Box If Yes) <input type="checkbox"/><br>Metlab Certification shall verify and accommodate special needs, within reason and where the integrity of the assessment is not violated, taking into account national regulations. (Further information may be requested)                                                                                                                                                                                                                                                                                                                                                         |            |                  | <b>Invigilator Date and Signature</b> |                  |             |