

1. GOAL

The rules of certification of persons regulate the procedure of certification of persons carried out by the certification body TMS CEE d.o.o. for the certification of persons (hereinafter referred to as STSO), the requirements that must be fulfilled by the person who is a candidate for certification / certified person, as well as the rights and obligations of the participants in certification process

2. AREA OF APPLICATION

The rules of certification of persons are intended for all parties interested in the certification process, candidates for certification, certified persons, as well as STSO staff involved in the certification process.

3. TERMS AND DEFINITIONS

The terms and definitions used in these rules are specified in the standards: SRPS EN ISO/IEC 17000:2020, Conformity assessment - Vocabulary and general principles and SRPS ISO/IEC 17024:2012, Conformity assessment - General requirements for bodies operating certification of persons.

The most important definitions are as follows:

The applicant – the person who submitted the application to be included in the certification process;

Candidate – an applicant who has fulfilled the specified prerequisites that enable him to participate in the certification process;

Certification process – activities by which the certification body determines whether a person meets the certification requirements, including application, assessment, certification decision, recertification and use of certification and certification logos / marks;

Certification scheme – competence and other requirements related to specific categories of occupations or skills of persons;

Certification requirements – a set of specified requirements, including scheme requirements, that must be met in order to obtain or maintain certification;

Certification - verification of compliance related to persons, performed by a third party;

Approval of personnel - a procedure based on previously defined factors and the issuance of a documented statement by which the Designated body recognizes persons for carrying out specific activities. A prerequisite for approval is the appropriate certification;

Examination – mechanism, which is part of the assessment and which measures the candidate's competence in one or more ways, written, oral, practical work and observation, as defined in the certification scheme;

Recertification – renewal of certification at defined intervals;

Suspension – temporary invalidation, delay, suspension or termination of the certification of a person issued by the certification body;

Revocation – revocation of certification, certificate or certificate;

Complaint – a request by the applicant, candidate or certified person for reconsideration of all decisions made by the certification body that relate to her/his desired certification status;

Objection – an expression of dissatisfaction, other than a complaint, by any person or organization to the certification body regarding the activities of the certified person, to which a response is expected.

Nepriistrasnost – prisustvo objektivnosti.

Rulebook - *Rulebook on pressure equipment ("Official Gazette of RS" No. 114/2021)*

4. INITIAL CERTIFICATION PROCEDURE

The procedure of certification of persons consists of the following stages:

- Informing about the certification procedure;
- submission of application for certification of persons;
- review of the application;
- contracting;
- conduct of examinations;
- making a decision on certification.

Information about the certification procedure

Information about the certification process, as well as certification schemes, can be found on the website of TMS CEE d.o.o. (www.tms.rs), and can also be obtained in direct contact with the responsible persons of TMS CEE d.o.o.

Submission of application for certification of persons

The process of certification of persons is started by filling out the Application for certification of persons (form tms_so_01), hereinafter referred to as the application, by the person who wants to be certified and submitting it to TMS CEE d.o.o. Along with the application for certification, the applicant submits all the necessary documents required by the application.

By filling out the application and submitting the necessary information / data, STSO is provided with all the necessary information in order to evaluate the fulfillment of the requirements established by the certification schemes. Also, the applicant confirms that he

is familiar with these rules, as well as that he has provided the necessary conditions, that is, the location for the implementation of the exam in accordance with SO QI 02 03, Information on conditions for the implementation of the exam.

For the initial certification according to the schemes implemented by STSO, there are no special prerequisites related to education, general and specific work experience. All applicants who believe that they have the appropriate skills related to the formation of a sample prescribed by the relevant standards can take part in the examination according to the schemes.

The application with attachments can be submitted by post or electronically.

Reviewing the application

TMS CEE reviews the submitted application from the aspect of its completeness, that is, with the aim of determining whether the requested information/data/documented information is available. In case some information/records are missing, the applicant will be asked to complete them.

After completing the application, it is reviewed by the responsible person of STSO. During the review of the application, the subject and area of certification are reviewed, as well as the ability (availability of resources) to complete the certification process within a reasonable time. The review necessarily includes a check of potential risks to independence and impartiality.

The applicant will be notified in writing about the (non)acceptance of the application. In case of rejection, the applicant may file an appeal with the STSO

Contracting

The candidate's signature on tms_so_01, Report, implies the acceptance of all the conditions for starting the certification process, which also implies the provision of all the necessary conditions for the implementation of the exam

Conducting the exam

The exam is taken practically, at the agreed location. Candidates are required to come to the exam on time and to bring personal identification documents (identity card/passport). Candidates whose identity cannot be confirmed cannot take the exam. In addition to personal documents, the candidate must have personal protective equipment (work suit, mask, work shoes, safety glasses, welding gloves). Candidates have at their disposal Information on the conditions for conducting the exam

The basic activities that are carried out are the following:

- preparatory activities (preparation of documentation (WPS or pWPS list) and samples for the examination);

- conducting the exam (giving instructions to the candidates before the start of the exam, as well as checking the conditions for the exam by the examiner; observing the welding of the test sample by the examiner)

Ukoliko je dogovoreno, odnosno ukoliko se zahteva od strane podnosioca prijave, moguće je pored praktičnog dela ispita realizovati i teorijski deo ispita.

Za sertifikaciju zavarivača, lemioca i operatera uvaljavanja, rezultat provere poznavanja struke nije eliminšući u procesu sertifikacije. Presudan je rezultat ispitivanja zavarenog uzorka.

Za sertifikaciju operatera zavarivanja, ispit iz poznavanja struke je obavezan i sastoji se od 2 dela. Jedan deo se odnosi na poznavanje funkcionalnosti uređaja za zavarivanje, a drugi na poznavanje struke operatera zavarivanja. Oba dela kandidat odgovara usmeno, pri čemu odgovori treba da budu takvi da se vidi da li kandidat poznaje ili ne poznaje osnove za navedeno pitanje. Ukoliko kandidat prvi deo ispita koji se odnosi na poznavanje funkcionalnosti uređaja ne zadovolji, prekida se proces sertifikacije. Ukoliko kandidat ne zadovolji samo drugi deo ispita koji se odnosi na poznavanje struke operatera, presudan je rezultat ispitivanja zavarenog uzorka.

Odobranje osoblja za izvođenje nerastavljivih spojeva na opremi pod pritiskom u saglasnosti sa Pravilnikom Prilog I t. 3.1.2 se sprovodi kao dodatna aktivnost u odnosu na sertifikaciju zavarivača, lemioca, operatera uvaljavanja i operatera zavarivanja. Proces odobravanja ne sadrži proveru poznavanja struke. Praktičan deo ispita se realizuje u saglasnosti sa harmonizovanim standardom za kvalifikaciju osoblja koje izvodi nerastavljive spojeve na opremi pod pritiskom. Pregledi i ispitivanja se sprovode pod odgovornošću imenovanog tela. Prilikom odobravanja osoblja za izvođenje nerastavljivih spojeva na opremi pod pritiskom proverava se predmet i područje sertifikacije zavarivača, lemioca, operatera uvaljavanja i operatera zavarivanja u odnosu na zahteve za izvođenje nerastavljivih spojeva na opremi pod pritiskom: *npr. potreba za postojanjem dodatnih ispitivanja radi odobravanja.*

If it is agreed, and if requested by the applicant, it is possible to implement the theoretical part of the exam in addition to the practical part of the exam.

For the certification of welders, solderers and rolling operators, the result of the professional knowledge check is not eliminative in the certification process. The result of testing the welded sample is decisive.

For welding operator certification, the professional knowledge test is mandatory and consists of 2 parts. One part refers to the knowledge of the functionality of the welding device, and the other to the knowledge of the profession of the welding operator. The candidate answers both parts orally, and the answers should be such that it can be seen whether the candidate knows or does not know the basics of the given question. If the candidate does not pass the first part of the exam, which refers to the knowledge of the functionality of the device, the certification process is terminated. If the candidate does not satisfy only the second part of the exam, which refers to knowledge of the operator's profession, the result of the examination of the welded sample is decisive.

Approval of personnel for the execution of permanent joints on pressure equipment in accordance with the Rulebook Annex I t. 3.1.2 is carried out as an additional activity in relation to the certification of welders, brazers, expansion operators and welding operators. The approval process does not include a professional knowledge check. The practical part of the exam is carried out in accordance with the harmonized standard for the qualification of personnel performing non-dissolving joints on pressure equipment. Inspections and tests are carried out under the responsibility of the designated body. When approving personnel for performing permanent joints on pressure equipment, the subject and area of certification of welders, brazers, expansion operators and welding operators is checked in relation to the requirements for performing permanent joints on pressure equipment: e.g. the need for additional tests for approval.

Making a decision on certification

The decision on certification is made on the basis of the criteria from the certification scheme, and on the basis of the results of the visual examination and additional laboratory tests of the sample performed by subcontracted competent laboratories, the examiner's report and other information generated during the certification procedure.

If a decision has been made to grant certification, a certificate is issued to the person, as well as the document SO QI 02 01, Instructions for the use of certificates (certification of persons). If the decision is negative, the candidate is informed in writing about the reasons for making such a decision, against which he has the right to appeal. The certification process can be restarted by submitting a new certification application.

The approval of the staff for the performance of permanent joints on pressure equipment is entered in the form of a statement on the certificate. In the event that there are limitations in the subject matter and area of approval in relation to the certificate, the limitations shall be stated as part of the statement.

Issuance of certificates

1. Standard SRPS EN ISO 9606-1:

- Option according to point 9.3a - re-certification is necessary after the expiration of 3 years from the issuance of the certificate;
- Option according to point 9.3b - after the expiry of 2 years from the issuance of the certificate, the certificate is extended for an additional 2 years with the submitted certificate, certified for the last 6 months and the Report on the corresponding examination (NDT or destructive examination);

2. Standard SRPS EN ISO 9606-2:

- After the expiration of 2 years from the issuance of the certificate, the certificate is extended for an additional 2 years with the submitted certificate, certified for the last 6 months and the Report on the corresponding test (NDT or destructive test).

3. Standard SRPS EN ISO 14732:
 - After the expiration of 6 years from the issuance of the certificate, re-certification is necessary;
4. Standard SRPS EN ISO 13585:
 - after the expiration of 3 years from the issuance of the certificate, the certificate is extended for an additional 3 years with the submitted certificate, certified for the last 6 months and the Report on the corresponding test (NDT or destructive test).
5. Standard SRPS EN ISO 17660-1:2009, point 9.2.1:
 - after the expiration of 2 years from the issuance of the certificate, the certificate is extended for an additional 2 years with the submitted certificate and test reports (at least 8 in the last 24 months, of which at least 2 are for the last 6 months).
6. Standard SRPS EN 13445-4:2023, Annex C:
 - after the expiration of 5 years from the issuance of the certificate, the certificate is extended for an additional 5 years with the submitted certificate and appropriate test reports.
7. Rulebook on pressure equipment, Annex I, t.3.1.2:
 - the approval is valid under the same conditions as the certificate that was approved, including the period of validity.

5. SUPERVISION OF THE WORK OF CERTIFIED PERSONS

STSO carries out supervision activities over certified persons during the period of the certificate.

Monitoring activities include the following:

- checking or confirming that the certified person submits, every 6 months after the award of the certification, a certificate of performance of the work for which he is certified;
- review of possible objections to the work of the certified person, which are related to the certification scheme;
- compliance with the provisions of the Rules for Certification of Persons, TMS PR 08 and Instructions for the Use of Certificates (Certification of Persons), SO QI 02 01.

Based on the submitted information and its evaluation, an appropriate decision is made (maintenance of certification / suspension / withdrawal of certification). The decision to maintain certification is not made separately.

Decisions regarding certification (maintenance of certification / suspension / withdrawal of certification) also refer to the associated approval of personnel for performing non-dissolving joints on pressure equipment, if any.

6. RESERTIFICATION

STSO informs the certified person about the expiration of the certificate and the need for recertification, at least 3 months before the expiration of the certificate. If the certified person does not apply for recertification, the certificate ceases to be valid on its expiration date.

The conditions for renewing the certificate are as follows:

1. Standard SRPS EN ISO 9606-1:
 - Option according to point 9.3a - re-certification is necessary after the expiration of 3 years from the issuance of the certificate;
 - Option according to point 9.3b - after the expiry of 2 years from the issuance of the certificate, the certificate is extended for an additional 2 years with the submitted certificate, certified for the last 6 months and the Report on the corresponding examination (NDT or destructive examination).
2. Standard SRPS EN ISO 9606-2:
 - After the expiration of 2 years from the issuance of the certificate, the certificate is extended for an additional 2 years with the submitted certificate, authenticated for the last 6 months and the report on the corresponding test (NDT or destructive test).
3. Standard SRPS EN ISO 14732:
 - After the expiration of 6 years from the issuance of the certificate, re-certification is necessary;
4. Standard SRPS EN ISO 13585:
 - After the expiration of 3 years from the issuance of the certificate, the certificate is extended for an additional 3 years with the submitted certificate, certified for the last 6 months and the Report on the corresponding test (NDT or destructive test).
5. Standard SRPS EN ISO 17660-1:2009, Point 9.2.1:
 - After the expiration of 2 years from the issuance of the certificate, the certificate is extended for an additional 2 years with the submitted certificate and test reports (at least 8 in the last 24 months, of which at least 2 are for the last 6 months).
6. Standard SRPS EN 13445-4:2023, prilog C:
 - After the expiration of 5 years from the issuance of the certificate, the certificate is extended for an additional 5 years with the submitted certificate and appropriate test reports.

7. Rulebook on pressure equipment, Annex I, t.3.1.2:

- the approval is renewed under the same conditions as the certificate that was approved.

7. SUSPENSION / WITHDRAWAL OF CERTIFICATION

The suspension of certification is applied in cases where acceptable circumstances prevent the certified person from fulfilling all the conditions for maintaining certification (e.g. the certified person did not submit evidence of the conducted surveillance activities), as well as if the person does not comply with the requirements given in the document SO QI 02 01, Instruction for the use of certificates (certification of persons). The period of suspension of certification cannot exceed 3 months.

Based on the decision on the suspension of certification, which the person is informed about in writing, the certified person can take measures to eliminate the causes that led to the suspension and inform the STSO about the implemented measures. If it is concluded that the implemented corrective measures are adequate, a decision is made to lift the suspension.

The decision to withdraw the certification can be made in the following cases:

- if the prescribed corrective measures for lifting the suspension have not been implemented within the stipulated period,
- if the certified person requests withdrawal of certification,
- if a serious violation of the rules given in SO QI 02 01 is found,
- if it is established that some of the necessary conditions for certification have ceased to be met (e.g. activities subject to certification have ceased).

Any suspension or withdrawal of certification refers simultaneously to the suspension or withdrawal of the approval of personnel to perform inseparable joints on pressure equipment, if such approval exists on the suspended or withdrawn certificate.

The certified person has the right to appeal against each decision, which is resolved in accordance with TMS QP 08, Handling objections and appeals, and which is available on the TMS CEE website (www.tms.rs).

8. CHANGES IN THE CERTIFICATION SCHEME

If the certification scheme changes, i.e. the requirements for certification (eg changes in the standards on which certain certification schemes are based), TMS CEE will document and make publicly available the methods and mechanisms for verifying whether the certified person complies with the changed requirements.

Depending on the changes and their potential impact on the certification status, TMS CEE decides on the implementation of appropriate activities, which may also refer to additional assessments, all with the aim of verifying the changes and the person's compliance with the same.

9. OBJECTIONS AND COMPLAINTS

With all objections and appeals, TMS CEE deals constructively, impartially and in a timely manner. They are dealt with in accordance with TMS QP 08, Dealing with objections and appeals, which is available on the TMS CEE website (www.tms.rs).

10. OBLIGATIONS

Obligations of the certified person

The certified person is obliged to:

- adheres to the rules of conduct prescribed by the certification scheme;
- inform TMS CEE, without delay, of any issues that may affect its ability to continuously meet certification requirements;
- to refer to the certification in accordance with the scope specified in the certificate;
- uses the obtained certification in a way that does not endanger the reputation of TMS CEE;
- does not make statements related to certification, which may be misleading;
- in case of certificate suspension, stop promoting / calling for certification;
- in case of withdrawal of certification, stop referring to the certification status and return the certificates issued to him;

Obligations of STSO

STSO is obliged to provide:

- that the personnel responsible for the certification activities are competent, independent and impartial;
- preserving the confidentiality of data and information obtained during the certification process;

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- timely informing the certified person about changes in the certification scheme, deadlines and the way to verify the certified person's compliance with the changed requirements;
 - publicly available information related to the subject and area of the certification scheme and description of the certification process;
 - publicly available prerequisites and other relevant requirements of the certification scheme it implements;
 - up-to-date information on valid certifications.