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| QUALITY CONTROL CO. (Personnel certification department) Quality Procedure | No. | QP09 |
| | Revision No. | 0 |
| | Date | 31-01-2022 |
| Procedure For Certification | | |

1.0 Purpose

To describe a procedure for examination planning, conducting the examination of candidate, preparation of reports and submitting the reports

2.0 Scope

This procedure covers examination planning, conducting examination and reporting the results of examinations as listed below;

- Examination planning
- Conducting the examination
- Periodic examination
- Re–certification examination

3.0 Responsibility

3.1 **Management Representative** is responsible for Planning the examination and ensuring the examination reports are received timely in the office and review of the examination reports.

3.2 **Examiners / Invigilators** are responsible for conducting examination and preparation and submission of examination reports

4.0 Description of Activity

4.1 Introduction

The objective is to provide consistent service delivery norms. Examiners / Invigilators are responsible for ensuring the objectives of their assigned examinations are fully met. The various activities needed to be carried–out are;

4.2 Examination planning

4.2.1 When the candidate's application is reviewed and approved, the candidate is informed of the exam date and time. planning and preparation of the exam paper starts from the standard guidelines by the management representative, and the examiners / **Invigilators** are selected. The exam is determined based on the general written exam, the specific written exam and the practical exam.

4.3 Conducting Examination

4.3.1 Examination is conducted as per the schedule.

4.3.2 During examination, examiners and invigilators check the performance of the candidate.

4.3.3 upon exam completion, it's papers are checked by the examiners. The final set of examination papers etc. are submitted to the Management Representative for further actions

4.4 Review of examination papers

4.4.1 Management Representative reviews the examination papers / documents submitted by examiners / invigilators.

4.4.2 If required, he may consult Director and Technical Experts for such review.

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4.5 Re-examination

- 4.5.1 A candidate failing for reasons of unethical behavior shall wait at least 12 months before reapplying
- 4.5.2 A candidate, who fails to obtain the pass grade for any examination part, may be re-examined twice in the failed part(s), provided that the re-examination takes place not sooner than one month, unless further training acceptable is satisfactorily completed, nor later than two years after the original examination.
- 4.5.3 A candidate failing all permitted re-examination shall apply for and take the examination in accordance with the procedure established for new candidates.
- 4.5.4 Management Representative plan and conduct the re-exams of the certified person by deputing the examiners / invigilators.
- 4.5.5 During re-examination, the planning etc. are done as per the details given in the clause no.4.2

4.6 Re-certification examination

- 4.5.6 Management Representative plan and conduct the re-certification examination before the expiry of the certified person.
- 4.5.7 During re-certification examination, the planning etc. are done as per the details given in the clause no.4.2
- 4.5.8 Results of re-certification examinations are evaluated as per the details given in the clause no. 4.4 and based on successful completion of the examination, the new certificate is issued to the person as per renewal requirements.

5.0 Reference

- 5.1 Examination guidelines

6.0 Enclosure Nil

7.0 Formats / Exhibits

- 7.1 ===== Examination planning

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