



## **RULES FOR THE RECOGNITION OF TRAINING CENTRES (CDA) AND EXAMINATION CENTRES (CDE)**

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RINA  
Via Corsica 12  
16128 Genova - Italy

tel +39 010 53851  
fax +39 010 5351000  
website: [www.rina.org](http://www.rina.org)



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## **CHAPTER 1 – GENERAL**

This document defines general criteria for the recognition by RINA of Training Centres (CdA) and Examination Centres (CdE).

Access to recognition is open to all Organisations and does not depend on whether they belong to an Association or Group.

When the requirements laid down in these Rules are satisfied, a Centre can be recognised as both a Training Centre and an Examination Centre.

When a requirement of these Rules applies to both CdA and CdE, the term Centre will be used.

## **CHAPTER 2 – DEFINITIONS**

Training Centre (CdA): a centre recognized by RINA, where the personnel training activity is carried out

Examination Centre (CdE): a centre recognized by RINA, where the personnel certification examinations are carried out

## **CHAPTER 3 – REFERENCE DOCUMENTS**

- UNI CEI EN ISO/IEC 17024 standard
- ACCREDIA document RG-01-02 "Regulation for the accreditation of Personnel Certification Bodies"
- Presidential Decree of November 16th 2018, no. 146
- UNI EN ISO 9712 standard
- ANSF document "Guidelines for qualification and certification of NDT personnel in the railway maintenance sector" – rev. 01
- UNI/PdR 56 document
- UNI 9737 standard
- UNI EN 13067 standard

## **CHAPTER 4 – CdA/CdE TASKS**

The Centre shall:

- operate under the control of RINA and in accordance with these Rules, ensuring their impartiality with respect to each candidate applying for certification and bringing to RINA's attention all actual or potential threats to impartiality;
- inform RINA of the calendar of trainings and examinations sufficiently in advance, so that monitoring activities and audits, even unannounced or undercover, can be planned in addition to those provided for in the contract;
- provide RINA, on an annual basis, with statistics on the results of the examinations carried out, so that any deviations can be assessed;



- perform training courses (in the case of CdA) or examinations (in the case of CdE) in accordance with the methods and criteria set forth in the applicable RINA Regulations;
- manage records, including complaints and/or appeals related to its examination activities as well as the relevant corrective actions implemented, in accordance with RINA requirements;
- ensure that the members of the Examination Board have not been involved in any training activities with respect to candidates;
- use RINA-qualified personnel, premises and equipment adequate to ensure satisfactory performance of training and examination activities;
- ensure that examination samples have not been used for training purposes;
- use only those examination documents and questions prepared or approved by RINA;
- have appropriate instrumentation available, ensuring its calibration/maintenance;
- promptly notify the CB of any changes to its organisational structure;
- accept, at one's own expense, the additional verifications that may be necessary to verify the maintenance of the recognition conditions following any organizational changes, deficiencies in the execution of courses (in the case of CdA) or exams (in the case of CdE) or other negative situations as judged by RINA;
- allow RINA personnel to access its premises, providing them with the necessary assistance during inspections;
- implement corrective actions effectively;
- use the CB mark in accordance with the provisions of a specific regulation;
- not advertise recognition in such a way as to be considered valid for examinations other than those for which it has been granted;
- not use recognition if it has been suspended or revoked or has expired.

## **CHAPTER 5 – RECOGNITION PROCEDURE**

The recognition procedure is divided into the following steps:

- recognition request sent by the Centre;
- examination of the documents sent by the Centre to the CB;
- assessment audit to the Centre;
- issue of the recognition certificate.

### 5.1 Recognition request by the Centre

The recognition request, signed by the Legal Representative of the Centre to be recognised or by a delegated person, shall contain at least:

- the name of the Centre and its business name;



- the address of the registered office of the Centre;
- the VAT number/fiscal code of the Centre;
- the main site of the activities carried out by the Centre;
- the reference standard/specific documents in compliance with which the Centre intends to perform its activity;
- the types of activities performed by the Centre: training and/or examination;
- any operating sites with relevant address and details of the activities carried out thereto.

### 5.2 Examination of the documents sent by the Centre to the CB

Before conducting the assessment audit to the Organisation's site(s), RINA will examine the documents received from the Organisation, according to the requirements laid down in the applicable reference standards and in these Rules, with specific reference to the following aspects:

- infrastructures;
- equipment;
- instruments;
- training and examination material;
- personnel concerned with the training activity, preparation and supervision of the exams.

The result of this examination is reported to the Organisation; the Organisation shall make all necessary changes to the documents in order to resolve any deficiencies found.

The amended documents must be previously checked and approved before the on-site audit is carried out.

The documents are deemed to be confidential and can be kept by RINA.

In the presence of specific agreements with the Organisation, some of these documents can be directly checked at the Organisation's premises.

RINA will then agree with the Centre upon:

- the date of the assessment audit;
- with regard to CdAs, the conduction of a course among those for which recognition is requested;
- with regard to CdEs, the conduction of an examination among those for which recognition is requested.

### 5.3 Assessment audit to the Centre

During its audit RINA will check compliance with the requirements of the reference standard and of these Rules, as well as the actual application of the document defining the management modalities for the activity.



The Organization must have at its disposal at least the following main infrastructures:

- a classroom for the conduction of the theoretical examination test having a suitable size in accordance with the number of persons envisaged for a single session;
- a number of equipped workstations appropriate to the number of candidates, located in a room suitable for holding the practical examination;
- an adequate area for the controlled storage of equipment and instruments necessary for the practical exam, suitably divided by CdA and CdE.

### 5.3.1

Infrastructures must comply with the safety and sanitation requirements of both general and specific applicable laws and regulations.

The Centre must submit a list of the equipment and instruments provided for the conduction of the practical examination tests; where applicable, the Centre must have instructions or procedures for the maintenance and calibration of the equipment and instruments and must maintain records thereof.

If RINA does not directly provide the examination documents and questions, the Centre must make available suitable materials such that the examinations can be conducted in accordance with the requirements contained in the applicable reference standards set forth in Chapter 3 of these Regulations.

The Centre must ensure sufficient RINA-qualified personnel for the specific activity required.

The assessment audit is conducted at the Organization's site.

Any travelling locations used to conduct training/examinations must be verified in advance to ensure suitability and adequacy.

During the audit, RINA verifies that the infrastructure and equipment used to carry out the training/examination sessions comply with what is stated by the Organisation in the application and in the documents attached to it.

The Centre shall have appropriate procedures to ensure the operation and records of all processes for which the Centre applies for recognition; specifically:

- definition of responsibilities, functions and relationships between the resources dedicated to the activities of the Centre;
- proper contract review;
- management and tracking of examination candidates' records, planning and organisation of examination sessions and their conduction;
- qualification of teachers and examiners;
- management of teaching and examination materials, equipment and instrumentation and relative control of the state of efficiency and calibration, if needed;
- observance of the RINA rules and specific technical instructions.



#### 5.4 Issue of the certificate of recognition

At the end of the assessment audit, an audit report is handed to the Organisation which sets out any non-conformities found and any proposed recommendations.

The Organisation may note any reservations or observations regarding the findings made by RINA technicians in a special section of the report.

The content of this report is subsequently confirmed by RINA in writing; in the absence of a written communication from RINA, the report is considered confirmed five working days after its delivery to the Organization.

After analysing the causes of any non-conformities indicated in the above report, the Organisation must propose RINA, by the date indicated in the report itself, the necessary corrective actions and the deadline for their implementation.

Acceptance of these proposals and the expected deadline for implementation is communicated in writing by RINA to the Organization.

The effectiveness of the actions taken can be verified by RINA on a documental basis or during the audits referred to in Chapter 6.

In the presence of type A findings (see next paragraph), the certification process is suspended; in the case of other findings, the number of which, in the opinion of the audit team is such as to compromise the correct operation of the system, the certification process is also suspended.

In such cases, within three months, RINA may carry out a supplementary audit to verify the correct application of the proposed corrective actions.

If the above-mentioned deadline is exceeded, the Organisation is subject to a complete review within a period of six months from the date of the finding.

After the above-mentioned six-month period has elapsed without a positive conclusion of the assessment, RINA may close the certification file, charging the time and expenses incurred up to that moment. In such cases, the Organization wishing to continue with RINA certification must submit a new request and repeat the certification process.

In specific cases, the above-mentioned time limits may be changed, in RINA's judgement, in the presence of a justified request by the Organisation.

##### 5.4.1 – Type of findings

Any findings relating to the subject of certification are divided according to the following types:

###### a) Type A findings (major non-conformities):

- the total disregard of one or more requirements of the reference standards;
- non-compliance with one or more requirements of these Rules;
- a situation that causes a serious deficiency in the operation of the training/examination centre.

###### b) Type B findings (minor non-conformities):

- A condition which, in the opinion of RINA audit team, based on its experience, is such as not to cause a serious deficiency in the operation of the training/examination centre.



c) Type C findings (recommendations, observations):

- Suggestions for the purpose of improving the operation of the training/examination centre, which are not directly related to the requirements of the reference standards.

#### 5.4.2

On successful completion of the assessment, the Centre issues a Certificate of Recognition.

Upon receipt of this certificate, the Centre is authorised to organise the examination sessions, which must be carried out in accordance with RINA Rules for the certification of personnel involved in the activities for which recognition has been granted.

### **CHAPTER 6 – MAINTENANCE OF THE CERTIFICATE OF RECOGNITION**

Maintenance of the Certificate of Recognition is subject to the successful outcome of annual surveillance audits, which may be carried out at the Centre, during the calendar year, or on a documental basis, depending on the requirements of the scheme being recognized.

The dates of the surveillance audits to the Centre are agreed with the Centre in advance and confirmed by a written communication containing the name of the RINA technician in charge; the Centre may object to the appointment of this technician, providing reasons for its objection.

The documental reviews will be performed on the basis of the documentation referred to the previous year, requested by RINA from each centre at the beginning of the year.

The Centre must ensure that its organisation complies with the applicable reference standards.

The Centre undertakes to inform RINA of any significant change that might affect the requirements which led to certification (infrastructures, equipment, instrumentation, documentation and examination questionnaires, examiners and assistants).

RINA reserves the right to carry out a supplementary audit to assess the influence of the changes to the Centre's organisation and in the event it receives complaints or reports considered particularly significant.

In the event of a refusal by the Centre without valid reasons, RINA may initiate the process of suspension of certification.

The surveillance audit may also be carried out during an examination session.

The validity of the Certificate is confirmed following the positive outcome of the surveillance audit.

Any changes made by RINA to its provisions for obtaining and maintaining certification, for example following the issue of new regulations, shall be notified to all approved Centres.

RINA will notify these Centres of any changes to its own regulations and will:

- take into account any comments on the matter;
- specify and notify Centers of the effective date of the changes, the terms of the transition period and any adjustments required;
- verify, where necessary, the conformity and adequacy of the measures adopted by the Centers to comply with the new requirements, including additional evaluations.





The Centre will be responsible for keeping the documentation sent by RINA up to date, removing any outdated documents.

Failure by the Centre to adapt to the new requirements within the agreed deadline may lead to the application of measures to suspend or withdraw certification.

A Centre which does not accept the new requirements renounces its certification as indicated in Chapter 8.

#### **CHAPTER 7 – EXTENSION OF THE RECOGNITION CERTIFICATE**

A Centre wishing to extend certification to references not required during the initial certification phase must submit a specific application to RINA, which, after verifying that the application for extension is compatible with the requirements of the reference documents, will ask the Centre for the supporting documentation relating to the application itself.

Once having successfully examined the documentation and verified that the requirements of the reference standards and of these Rules have been met, if necessary also through an additional audit to the applicant Centre, RINA will issue the updated Certificate of Recognition.

#### **CHAPTER 8 – SUSPENSION, REINSTATEMENT AND WITHDRAWAL OF THE RECOGNITION**

RINA may suspend and/or withdraw the Center's certification upon the occurrence of one or more of the following conditions:

- a) if major non-conformities are found that have not been resolved within the deadline established by RINA;
- b) if the Centre has not complied with the deadlines set for the communication of corrective actions, following non conformities recorded in the audit report;
- c) if the Centre has made significant changes regarding the operation of the Organisation that have not been accepted by RINA;
- d) refusal of or obstruction to surveillance audits;
- e) non-compliance with the requirements of the contractual documents;
- f) evidence that the operation of the Centre does not ensure compliance with the mandatory laws and regulations applicable to the characteristics of the service provided;
- g) arrears in payment of RINA services;
- h) well-founded written complaint for non-performance that causes harm to third parties;
- i) non-compliance with the requirements for maintaining certification;
- j) any other shortcoming resulting from failure to comply with what is formally accepted by the Centre at the time of certification. These shortcomings also include any actions which may negatively influence and/or damage the image of RINA and the parties involved;
- k) formal request by the Organisation.



Suspension or withdrawal is notified in writing by registered letter or e-mail to the Centre, specifying the conditions for reinstating certification and the deadline by which they must be implemented.

The suspension or withdrawal of the validity of certification may be made public by RINA.

Reinstatement of certification is subject to verification that the shortcomings which led to the suspension have been removed and/or to the request for reinstatement by the Organization, through an in-depth audit to check that the Centre meets all the requirements of the reference standards.

The recognised centre may not use the certificate(s) and its/their copies when the certification itself is no longer valid.

#### **CHAPTER 9 – USE OF THE TRADEMARK**

As regards the issue and use of the qualification mark, the provisions contained in RINA documents "General contract conditions for the certification of systems, products and personnel" and in the "Rules for the use of RINA certification logo" apply. These documents are available in the [www.rina.org](http://www.rina.org) website in their current edition.

#### **CHAPTER 10 – COMPLAINTS**

The Centre must ensure that a record is kept of any complaints received regarding the activity subject to recognition.

During surveillance and renewal of recognition, RINA may ask the Organisation to provide evidence of these records.

If RINA receives any justified complaints against the Centre, it reserves the right to check that the complaint has been correctly managed. Should the complaint prove to be well-founded and serious, RINA reserves the right to suspend, withdraw or reduce recognition.

#### **CHAPTER 11 – CONTRACTUAL CONDITIONS**

For contractual conditions and for anything not provided for in these Regulations, the provisions contained in the RINA document "General contract conditions for the certification of systems, products and personnel" available in the [www.rina.org](http://www.rina.org) website shall apply.



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RINA

Via Corsica 12

16128 Genova - Italy

tel +39 010 53851

fax +39 010 5351000

website: [www.rina.org](http://www.rina.org)

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Technical Rules