

## Certification Process

PR-009

Revision	Issue Date	Author	Reviewer	Approval
Revision 0	May 28 ,2020	<i>Ken Keith</i>		
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### Revision History

Revision Status	Revised Section (s)	Description of Revision	Reason for Revision
0	All	New Procedure	Original Document – Compliance with ISO 17014:2012
1	5.1, 5.2	Responsibilities of executive director and board of directors regarding granting certification.	Compliance with ISO 17024:2012 by clarifying who makes decisions regarding certifications.
	6.2	Added bullet points for consideration of examination and checks on physical capability.	To meet all the requirements of ISO 17024, clause 9.6.5.

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## 1. Purpose

The purpose of this procedure is to describe CMVA / ACVM responsibilities, authorities and process for making the decision to certify individuals working in the area of machinery

- vibration measurement for condition monitoring
- vibration measurements for vibration control and correction, and
- predictive maintenance.

## 2. Scope

This procedure describes the process requirements for decisions on certification related to granting, maintaining, expanding, reducing, suspending or withdrawal. In addition, it describes the requirements for the use of certificates, logos and marks related to certification of individuals working in the area of machinery vibration measurement, condition monitoring and predictive maintenance.

## 3. Definition

**ACVM** – L'Association Canadienne en Vibrations de Machines

**CMVA** – Canadian Machinery Vibration Association

**Certificate** – Document issued by a certification body under the provisions of ISO 17024:2012 Conformity Assessment international standard, indicating that the named person has fulfilled the certification requirements.

**Certification Requirements** – Set of specified requirements, including requirements of the scheme to be fulfilled in order to establish or maintain certification.

**Certification Scheme** – Competence and other requirements related to specific occupational or skilled categories of persons.

## 4. References

### 4.1. International Standards

The following referenced international standards are indispensable for the application of this document. The latest edition of the referenced documents (including any amendments) applies.

- ISO 17024 Conformity assessment – General requirements for bodies operating certification of persons.
- ISO 17000 Conformity assessment – Vocabulary and general principles.
- ISO 18436-1 Condition monitoring and diagnostics of machines – Requirements for qualification and assessment of personnel, Part 1: Requirements for assessment bodies and the assessment process.
- ISO 18436-2 Condition monitoring and diagnostics of machines – Requirements for qualification and assessment of personnel, Part 2 – Vibration condition monitoring and diagnostics.
- ISO 18436-3 Condition monitoring and diagnostics of machines – Requirements for qualifications and assessment of personnel, Part 3 – Requirements for training bodies and the training process.

## 4.2. CMVA / ACVM Documents

The following referenced CMVA / ACVM documents are indispensable for the effective implementation and operation of this Certification Scheme and its processes.

- Certification Schemes, PR-004
- Assessment Process, PR-007
- Examination Process, PR-008
- Corrective and Preventive Actions Procedure, PR-005
- Certificate Template, FM-009-1
- Recertification Form 2019 FR-EN, FM-006-3

## 5. Application for Examination and Certification of Vibration Analysts, FM-006-1 Responsibility

### 5.1. Executive Director

The Executive Director or designate is responsible for ensuring this procedure is written to meet the latest requirements for certification processes as stated in the latest version of the international standard ISO 17024.

The Executive Director is responsible for communicating the requirements of this procedure to all members and/or staff at CMVA / ACVM, as appropriate. This communication should be in a format where everyone involved understands their roles and responsibilities as it relates to this procedure.

The Executive Director or designate is responsible for managing the program that grades exams.

The Executive Director or designate is responsible for decisions related to certification of individuals. This includes the granting, maintaining, recertifying, expanding, and reducing scope of certification and suspending or withdrawing certification .

### 5.2. CMVA / ACVM Board of Directors

The CMVA / ACVM Board of Directors (BOD) is the final authority for disputes and irregularities arising from decisions related to certification of individuals. This includes those on the granting, maintaining, recertifying, expanding, and reducing the scope of certification and suspending or withdrawing the certification.

### 5.3. National President

The CMVA / ACVM National President in office or designate is responsible for reviewing and approving this procedure for adequacy prior to release.

### 5.4. Technical Training and Certification Committee

The Technical Training and Certification Committee (TTCC) are responsible for making the final decision regarding complaints or disputes regarding the final decision on certification.

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## 6. Process Requirement

Individuals certified to one of the categories identified in the CMVA / ACVM Certification Schemes, PR-004 are classified to a category based on their qualification and assessment. These individuals must demonstrate competence in the concepts of machinery condition monitoring and diagnostics related to their classification category.

### 6.1. Decision on Certification

#### 6.1.1. Grading

Grading of examinations is completed by the Executive Director as described by the Examination Process, PR-008. When grading is completed and the candidate has successfully achieved the required 70% or higher, the Executive Director will use the applicable certification scheme to verify all requirements have been met before making decision on certification.

A candidate who fails to achieve the required passing grade of 70% will be contacted by the Executive Director and informed of their failure to meet the passing grade. The candidate is given the opportunity to be re-examined twice more, refer to the Examination Process, PR-008.

#### 6.1.2. Recognition Documents

The recognition document, called the Certificate, reference the Certificate Template, FM-009-1, identifies the standard to which the candidate conforms to and also includes the following information:

- Full name of the certified individual.
- Date of certificate recognition.
- Certification expiry date.
- The applicable machinery condition monitoring technology and abbreviations for, sector, and category.
- CMVA / ACVM name and logo.
- A unique personal identification number, assigned by the Executive Director.
- The signature of the Executive Director, who is the designated representative for the CMVA / ACVM.

When CMVA / ACVM issues the certificate of recognition to the candidate, we attest to the qualification of the individual candidate as defined by the Certification Schemes, reference PR-004, Certification Schemes. CMVA / ACVM **does not** give any authority to the certified individual to perform machinery condition monitoring. This authority can only be given by the employer or client.

#### 6.1.3. Certification Validity

Certification is valid for no longer than 5 years from the date of issuance. Certification will become invalid under the following conditions:

- The five year time period has lapsed.
- The certified individual becomes physically or mentally incapable of performing the duties required by the certification category.
- At the discretion of the CMVA / ACVM BOD, after reviewing evidence of unethical behavior.

## 6.2. Re-certification

During the re-certification process, the Executive Director confirms that the certified person has continued their competence and ongoing compliance with the relevant certification scheme requirements. The recertification activities ensure that there is an impartial assessment to confirm the certified persons continuing competence.

The re-certification period is based on the relevant certification scheme and takes into account the following as applicable:

- Regulatory requirements,
- Changes to normative documents,
- Changes in the relevant scheme requirements,
- The nature and maturity of the industry or field in which the certified person is working,
- The risks resulting from an incompetent person,
- Ongoing changes in technology, and requirements for certified persons,
- Requirements of interested parties,
- The frequency and content of surveillance activities, if required by the certification scheme.

The recertification of certified persons is done in accordance with the certification scheme and considers the following:

- On-site assessment.
- Professional development.
- Attending a vibration analysis chapter meeting.
- Attending a national annual technical conference for CMVA or another predictive reliability annual technical conference.
- Attending a meeting or conference related to vibration.
- Documented training in a related predictive technology.
- Teaching a related predictive technology.
- Publish or submit an article related to vibration at an annual meeting.
- Publish or submit a predictive maintenance article in a CMVA or other technical bulletin.
- Make a documented technical presentation related to vibration.
- Structured interviews.
- Confirmation of continuing satisfactory work experience records.
- Examination, if the certified person has not maintained professional development and certification points.
- Checks on physical capability in relation to the competence concerned, such as field data collection; remote data collection and data analysis.

## 6.3. Suspending, withdrawing or reducing scope of certification

### 6.3.1. Suspend or Withdraw Certification

CMVA / ACMV may suspend or withdrawn certification of either certification category when there is a failure to resolve issues such as:

- The time period of five years has lapsed (The CMVA/ ACVM will honor a 6 month grace period from date of expiry for all recertification applications).
- The individual becomes physically or mentally incapable of performing the duties
- At the discretion to the Technical Training and Certification Committee, after reviewing evidence of unethical behavior.
- Unable to resolve issues within a timely manner.

At the time of applying for certification, the candidate signs the application for examination containing the requirement for the certified person to discontinue the use of all claims to certification that contains any reference to the certification body upon suspension or withdrawal of certification, and to return any certificates issued by the certification body when a certification has been suspended or withdrawn. In the event of suspension or withdrawal of certification the certified person will refrain from:

- Further promotion of the certification while it is suspended.
- Use of all references to a certified status.

Reference signed copies of the Application for Examination and Certification of Vibration Analysts, FM-006-1

### 6.3.2. Reducing Scope of Certification

CMVA / ACVM could change the scope of certification if one or more of the following conditions apply, as stated in the Certification Schemes, PR-004:

- A change in the international standards ISO 18436-1 or ISO 18436-2.
- Change to CMVA / ACVM Certification Schemes.
- As part of the continuous improvement process.

## 6.4. Use of Certificates, Logos and Marks

### 6.4.1. Conditions for Use

Certificates

- The certified person will receive the PDF file of their certificate by email to store and print if needed.

Logos

- CMVA will issue a logo destined to the certified analyst in a PNG file format.
- The certified analyst's logo will contain the certification level, the certificate number, and clear CMVA identification.
- The certified analyst's logo remains the sole property of CMVA
- The objective is to promote certification, and the achievement of the individual
- The analyst has authorization to use this logo in his/her professional and/or personal email signature (electronic) or individual curriculum vitae (print)
- The certificate/logo is solely for the use by the individual, and cannot appear on a company promotional document.

### 6.4.2. Rights for Usage and Representation

When the certified person signs the Application for Examination and Certification of Vibration Analysts, FM-006-1 the Certified Person is agrees:



- To comply with the relevant provisions of the certification scheme;
- 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 the CMVA / ACVM into disrepute, and not to make any statement regarding the certification which the CMVA / ACVM considers misleading or unauthorized;
- To discontinue the use of all claims to certification that contain any reference to CMVA / ACVM or certification upon suspension or withdrawal of certification, and to return any certificates issued by the certification body;
- Not to use the certification in a misleading manner.

#### **6.4.3. Misuse of Certification Mark or Logo**

In the event of misuse of the certification mark or logo, the CMVA / ACVM Executive Director and/or the TTCC will take corrective actions in accordance with the Corrective and Preventive Actions Procedure, PR-005.

### **6.5. Records**

The Executive Director maintains files in a safe and discrete manner for each candidate, whether they are currently certified or not. The following information is maintained and retained:

- An updated list of all individuals certified at each category.
- An individual file for candidates who have not been certified, for at least 3 years from the date of the application or examination, whichever is the latest.
- An individual file for each certified individual or individual whose recognition has lapsed or has been withdrawn. These files must contain the following as a minimum:
  - Application form,
  - Examination documents, including questionnaires and grading sheets,
  - Reasons for withdrawal or cancellation of certification.

Renewal documents, including evidence of continuous activity and significant interruptions when submitted.

*END OF PROCEDURE*