

	HYM International Certifications Private Limited	Doc no.	HYM- ANX-04
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CERTIFICATION PROCESS

3.1 Registration of Application

3.1.1 HYM has publicly display the scheme for ESPC along with the requisite format of the application with the detailed contact address/es on its website. Aspiring electrical safety professionals may apply to HYM in the prescribed application form (HYM- ANX-05).

3.1.2 HYM will respond to all enquiries received from prospective candidates for certification with complete information regarding the certification process, appropriate to the certification Scheme (including fee structure). Enquiries maybe related to list of documents containing the requirements for certification, the candidate’s obligations and rights, and the duties of a certified person which includes a code of conduct. HYM will respond to candidates within seven days of receipt of the query.

3.1.3 As per the scheme requirement, the candidate has to declare whether he/she has been a candidate for the Scheme to any other PRCBs and, if yes, has provide details of the status of application/certification, scope, and period of the certification.

3.1.4 The candidate has to declare any pending judicial proceedings concerning his/her conduct, and/or any pending proceedings by any regulatory body, concerning electrical safety related activities. Application from such a candidates has not be entertained. HYM will not entertain the application of such candidates.

3.1.5 All applications for certification will be review for their completeness and adequacy. Deficiencies, if any, has be informed to the candidate within seven days of receipt of the application. HYM are to maintain all records of the review of application.

3.1.6 All complete applications, will be registered within seven days of receipt of application/additional information. Registrations will be done in the order of receipt of applications, each with a unique identification number, acknowledgement, and updated records.

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3.1.7 Applications of candidates found to be violating the terms and conditions of the Scheme and HYM while their application is being processed will not be process any further and has be rejected after due notice of 15 days.

3.1.8 Applications of candidates whose previous certification was cancelled or rejected because of violation of terms and conditions has not be taken up for certification within one year of cancellation of the certificate/rejection of the application. HYM will notify about it.

3.1.9 All requests for certification, including applications from candidates who received certification previously, has be processed afresh as in a new application in accordance to the procedure for grant of certification (described in 3.7).

3.1.10 HYM has reject or close all applications under the following conditions: If deficiencies observed in the application are not completed within one month,

If the candidate does not take the assessment within three months of registration of the application,

Misuse of the scheme logo/certification mark, if any, Evidence of malpractice,

Voluntary withdrawal of the application,

Any other (namely, non-payment of fees among others).

3.1.11 In the event of closure/rejection of an application, the application fee submitted with the application may be refunded as per policy of HYM.

3.2 Competence Assessment Process

3.2.1 The criteria for assessment has be corresponding with the roles and responsibilities in the specific domain for which the ES professional has applied certification for, and in accordance with requirements prescribed in the document Competence Criteria for Electrical Safety Professional.

3.2.2 NFE, as Scheme Owner, has prepare the question bank and provide to HYM.

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3.2.3 The assessment has be planned and structured in a manner that ensures that the scheme requirements are objectively and systematically verified with documented evidence to confirm the competence of the candidate.

3.2.4 HYM will verify and accommodate special needs, within reasonable limits while ensuring the integrity of the assessment is not violated, taking into account government and other laws and regulations.

3.3 Assessment Method

3.3.1 The assessment can be either online or face to face.

3.3.2 Examination process: The examination method has be a combination of a) written examination and b) demonstration accompanied by oral evaluation (interview). Details of how the scores are to be assigned for the examinations are provided in this document.

The duration of the written examination has not exceed three hours and demonstration with oral evaluation (interview) has not exceed two hours.

3.4 Written Examination

3.4.1 Setting of Test Papers : HYM has use the services of competent persons to prepare question papers for the written examination, from the question banks received from SO.

3.4.2 Assessment of knowledge will be based on written test with the use of multiple-choice questions. HYM will ensure that the question bank is deployed in rotation and multiplicity so that there is least predictability.

3.4.3 To begin with the entire examination process will be in English only. (The provision of local Indian languages may be made in future subject to the expansion of the scheme).The language used for the evaluation has be stated on the certificate issued to successful candidates.

3.4.4 Demonstration and oral evaluation (interview):

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3.4.4.1 HYM will documented guidelines for the examiner(s) and a structured evaluation record for evaluation of each demonstration.

3.4.4.2 This has be accompanied by oral interview.

3.4.4.3 There has be a minimum of three examiners with one of them being the lead examiner and a representative of HYM in the team. Each examiner has individually evaluate the candidates but provide a single final score.

3.4.4.4 HYM have a written procedure for scoring of candidates including normalisation of scores.

3.4.5 HYM has ensure that the questions for written, oral evaluation, and the guidelines for demonstration, overall the assessment and certification process are such that they are fair, valid, and reliable across test centres, across time zones, and across examiners.

3.4.6 Skills will be assessed by the evaluation panel either onsite or through practical demonstration by the candidate.

3.4.7 Verification of Knowledge and skills:

1. Written examination: Answer 60 questions within a specific time (Maximum 3 hours) (online – open book).

Note: Sl. no 1 is an open book examination. The professional can refer the standards (no consultation with others or answers from the internet are allowed).

2. Demonstration of area specific skills and its evaluation followed by interview by a committee consisting of at least 3 persons with expertise on different subjects and general aptitude, and a representative of HYM in the team.

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3. Skill evaluation for three categories include:

a) Consultant:

1. Create an electrical design with specifications, showing cable routes and calculate minimum cable sizes for current carrying capacity, voltage drop and fault-current withstand conditions,
2. Verification of the facility designed by the professional as stated in the prerequisite by examiner.

Note: Sl. No 2 Prerequisites are defined in documented ESPCS Competence Criteria.

b) Installer:

1. Verification of the installation, carried out by the professional as stated in the prerequisite. Note: Sl. No 3 Prerequisites are defined in documented ESPCS Competence Criteria.

c) Verifier:

1. Verification of the works carried out by the professional, based on the filled form submitted as a part of prerequisite, perform an electrical installation condition report on the same electrical installation.

3.4.8 The minimum required percentage for passing the examination for all the three categories of professionals will be 70% for both knowledge and skill component.

3.4.9 There will be no negative marking for the basic level assessment.

3.5 Assessment Process

3.5.1 The assessment of the candidates will conduct within three months of registration of the application.

3.5.2 HYM will schedule the assessments as and when the number of candidates is optimal as a minimum. HYM at its discretion may assess with a smaller number of candidates. HYM will ensure that the certification process is completed within 15 days from the date of the actual assessment.

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3.5.3 HYM will inform all eligible candidates, including those appearing for a re-assessment, dates of the assessment and the means of assessment at least 15 days before the assessment. HYM will announce the dates for the assessment and the names of the candidates through its website.

3.5.4 The names of the candidates has be communicated at least two days in advance to the examiners and the examination centre (if any) for identification of conflict of interest, if any. Any conflict of interest identified concerning the candidates has be eliminated, minimised, or managed by HYM.

3.5.5 HYM will inform the Candidates the name and address of the assessment centre where the assessment is scheduled to be held. Invigilators may be non-technical and not versed with the subject so as not to influence or support any candidate during the examination process. If the candidate has any conflict of interest and voluntarily decides not to undergo the assessment, HYM will provide them with the option for another assessment or reimburse the application fee.

3.5.6 The decision of the examiners will be communicate to the candidate by HYM. HYM has maintain an updated register of candidates and certified ES professionals with the scope and status of certification.

3.5.7 HYM have documented procedure regarding use of suitable premises, including examination sites, equipment, and resources for carrying out their certification activities.

3.5.8 The written examination will be conduct under the supervision of an invigilator. HYM has identify and nominate invigilators for the purpose. The invigilator has at the end of every written examination collect all the question-and-answer sheets, seal immediately, and forward them to HYM's office within one working day of completion of the evaluation.

3.5.9 The demonstration and oral evaluation (interview) has be conducted by a team (minimum of three examiners) of independent examiners and a representative of HYM. The names of the candidates has be communicated in advance to the evaluation team for identification of conflict of interest, if any. Any conflicts identified with respect to the candidates has be suitably addressed by HYM.

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3.6 Checking of Evaluation Papers and Demonstration Report

3.6.1 The evaluation of written test answer sheets has be carried out by competent examiner/s. The assessment of the demonstration and interview has be by a competent three-member team, as already specified.

3.6.2 Written: The examiner has check the written answer sheets and consolidate the results within seven days of the evaluation.

3.6.3 Demonstration and Oral: Each member of the team of examiners has record his/her results for each of the questions on the structured evaluation sheet for each candidate. The individual evaluation result for each candidate has be discussed by the team. The lead examiner has at the end of the oral evaluation (interview) collect all the evaluation results from each of the team members, collate the results, and calculate the average score for each question asked, seal and thereafter submit the same to HYM's office within one working day of completion of the evaluation.

3.6.4 Evaluation: The evaluation team has evaluate the demonstration report for each of the broad headings of the Body of Knowledge within a week of the demonstration by the candidate.

(The candidates are required to score a minimum of 70% each in the written and demonstration (with interview) evaluations for qualifying as an ESCP.

3.7 Decision on Certification

3.7.1 The decision on granting certification has be based on the information gathered during the evaluation process and has ensure the following:

The assessment result of the candidate is not below the minimum score specified, Necessary documentation is available as proof of the means used to assess the candidate, Any other requirements prescribed by the Scheme Owner.

3.7.2 The decision to grant certification has be taken by an independent person(s)who has/have neither been involved in assessing the candidate who is seeking the certification.

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3.7.3 Decisions regarding granting, maintaining, recertifying, extending, reducing, suspending, and withdrawing certification has not be outsourced.

There has be no conditional grant of certification.

3.7.4 Candidates, who have failed to meet the acceptance criteria for assessment, may take another assessment with the HYM but would have to declare their previous performance while reapplying.

3.7.5 The Scheme Owner and HYM has maintain a database of certified ES professionals. If a certified ES professional relocates to a different place /state, he/she has be required to inform HYM of the change in address, and HYM in turn has inform the Scheme Owner of the same. The Scheme Owner and HYM has ensure that the database and website with information on certified ES professionals remains updated.

3.7.6 The effective date of certification has not be prior to the date of the decision to grant the certification.

3.7.7 The validity of the ESPCS certificate has be for five years.

3.7.8 The candidates must follow a prescribed code of conduct when certified as an ES professional.

3.7.9 If any change takes place in the standards or regulatory requirements relevant to the scheme, the Scheme Owner may modify the scheme criteria and processes as needed and has inform all HYM accordingly. It may also prescribe a transition policy, and the deadline for completing the process of transition with or without additional assessment.

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4. CERTIFICATE

4.1 HYM has provide a certificate to all certified ES professionals. HYM has maintain sole ownership of the certificates. The certificate has be in digital format, signed or authorised by a responsible member of HYM. The certificate has contain, as a minimum, the following information:

- The name of the certified person,
- A unique identification,
- The name of HYM (PrCB),
- A reference to the certification scheme, standard, the language used for the evaluation or any other relevant documents, including issue date, if relevant,
- The scope of the certification including validity conditions and limitations, if applicable, The effective date of certification and date of expiry,
- Other unique identification marks (namely, certification mark and accreditation symbol, among others) may be used, provided they are not misleading or ambiguous,
- Any other information required by the certification criteria used for certification,

In the event of issuing any revised certification documents, a means to distinguish the revised documents from any prior obsolete documents.

4.2 The certificate format has be as approved by the Scheme Owner. The certificate has be designed to reduce the risks of counterfeiting.

4.3 The formal certification document has be uploaded on HYM website from where all certified professionals can download their certificate.

5. SURVEILLANCE

5.1 For continuation of certified professional status, HYM has conduct surveillance every certification cycle. One surveillance assessment has be conducted in the third year of certification cycle (validity for five years is subject to successful surveillance within this period).

5.2. For the Surveillance assessment of certified personnel

Consultant: Review of actual design services provided by the certified professional in the last 2 years.

Installer: Review of actual installation services provided by the certified professional in the last 2 years

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Safety Verifier Review of actual verification services provided by the certified professional in the last 2 years

5.3 Those who are unable to provide any or sufficient evidence of working in the field of electrical safety and wish to continue with their certified status has have to undergo reevaluation (similar to the initial certification process)

5.4 Certified professionals has provide testimonies of continuous professional development activities of minimum 40 hours over a period of three years.

6. RECERTIFICATION (initial and surveillance methods to be similar)

6.1 Recertification will be through an assessment process similar to the initial certification as laid out in this scheme.

6.2 HYM has send a renewal notice to the certified ES professionals registered email ID and/or to the registered postal address at least six months prior to the expiry of the certificate.

6.3 The certified ES professional has apply for renewal in the prescribed format along with a fee (if any) at least four months before the expiry of certification.

6.4 HYM has review the performance of the certified ES professional seeking recertification in accordance to procedures compliant to the certification criteria during the entire certification cycle before a decision on the renewal is taken.

6.5 The performance of the certified ES professional has be reviewed based on the following recertification assessment factors:

The surveillance assessment report(s),

Corrective actions taken on any feedback given during surveillance, Any suspension of the certificate during the previous validity period, Complaints received, if any,

Feedback obtained by HYM on the services provided by the ES professional, if available,

Feedback reports obtained by HYM from the institution where the ES professional is employed, as applicable,

Adverse information, if any, Abilities to be verified.

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6.6 Certified professionals has provide testimonies of continuous professional development activities of minimum 40 hours over a period of three years.

6.7 Recertification has be based on the satisfactory performance of the certified ES professional during the previous certification period and satisfactory process of reassessment and has be completed before the expiry of the certification.

6.8 HYM has not recertify an ES professional conditionally based on future compliance verification. There has be no conditional certification of the ES professional.

6.9 HYM has not recertify any certified ES professional whose certification is under suspension.

6.10 When the performance of the certified ES professional is not satisfactory, HYM has withhold the recertification of the ES professional, clearly stating the reasons and give time to effect corrective actions. The verification and decision on recertification has be taken within three months of the expiry date.

6.11 HYM has verify corrective actions and provide clear results.

6.12 The recertification has become into effect from the date of the expiry of the previous certificate and the intervening period has be treated a period of suspension. The certified ES professional has not claim certification during this period.

6.13 In case the certified ES professional is needed to take corrective actions on their part for the recertification to be done and he/she does not complete the steps satisfactorily within six months, a show-cause notice of 15 days has be served with a chance to respond or a personal hearing regarding any adverse decision that may be taken. After 15 days, the certificate has stand expired from the date of expiry of previous validity.

6.14 When a certificate is not renewed, it expires at the end of the validity period.

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7. CHANGE OF LEVEL OF CERTIFICATION (This is for the future prospect of the Scheme, and only a proposal at this stage)

7.1 Change to a higher level of certification is possible based on an application request by an ES professional. HYM has ascertain the competence required, and has follow the defined evaluation process.

7.2 The candidate has be issued a fresh certificate after the defined process of evaluation and certification is confirmed and approved.

8. SUSPENSION OF CERTIFICATION

8.1 HYM has issue suspension of certification, with due notice of 15 days after giving the ES professional a chance to respond and additionally give a personal hearing, if desired by the professional, when:

The surveillane shows unsatisfactory performance,

Any serious complaint/feedback, which is found to be valid,

Any administrative requirement like payment of a fee or timely provision of information, Any violation of terms and conditions of certification,

Any conduct that may bring disrepute to the Scheme.

8.2 On receiving instructions for suspension of certification, the certified ES professional has, with immediate effect, remove any reference to certification in all of his/her communication.

8.3 The certified ES professional has be advised to identify and initiate necessary corrective actions for resolving the same.

8.4 HYM has display on its website suspension of certificates and the status of the certified professionals (HYM-ANX-08).

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8.5 The suspension has not exceed six months, provided it is still within the validity period of the certificate. The certified ES professional’s failure to resolve issues relating to suspension within this period will result in cancellation of certification.

9. CANCELLATION OF CERTIFICATION

9.1 HYM has cancel the certificate when:

Certified ES professional contravenes the terms and conditions of certification and violates the provisions of the certification scheme. Violation of terms include claiming or displaying the scope of certification other than that granted and any fraud that is established,

The corrective actions taken do not ensure compliance, or the proposed plan for corrective actions will take a considerable time beyond three months for implementation in case of a suspended certificate,

Any administrative requirement like non-payment of a fee, or not providing requested information, or any other breach of the Scheme’s requirements,

Any conduct that may bring disrepute to the Scheme,

An opportunity will be given to the professional to give an explanation before such cancellation in cases which do not attract any criminal procedure.

9.2 HYM has cancel the certificate at the request of the certified ES professional

9.3 In the event of cancellation, HYM has advise the certified ES professional to return the certificate issued by HYM.

9.4 Any cancellation of certification has be made public on the websites of the Scheme Owner and HYM.

10. FEE

10.1 An ES professional seeking certification may be charged a fee, without any discrimination.

10.2 The fee structure has be publicly accessible on website of HYM and be provided on request.

10.3 HYM has notify and obtain consent regarding the fee structure from the candidate before processing of application and granting of certification. As and when the fee changes, the same has be communicated to all including the candidate and obtain his/her consent.

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