



Information for Candidates - Details of the Certification Process

This information sheet explains the process that will happen now your assessment is complete and will give you a guide on the likely timescale for your certification.

Please note - this process applies primarily to accredited assessments for gas and oil safety competence, but may also be used for non-accredited assessments.

The overall time period for certification can vary, depending on a variety of factors. As a general guideline it would be sensible to allow up to 4 weeks between completion of your assessment and receipt of your certificate. The activities following completion of your assessment are explained below. I hope you find this information helpful, but please do not hesitate to discuss any questions you have with the assessment centre or our main certification office. Our contact details are shown overleaf.

VANESSA WATTS
Operations Manager - UK Certification Ltd.

Internal Verification and Centre Recommendation for Certification:

This happens within the assessment centre. The Internal Verifier monitors the assessment process within the centre. They ensure that correct documentation has been used and that the correct Scheme and Certification Body procedures have been followed and will sign off candidate records. Internal Verifiers must be qualified in (or working towards qualification in) internal verification processes and procedures. Details of the qualification requirements can be confirmed, if needed.

Following internal verification, the assessment centre will complete the relevant sections of the certification record and confirm whether or not certification is being recommended. All papers relating to the assessment (application form, proof of previous certificates etc) will then be sent to the Certification Body.

Note - it is likely that the assessment centre will insist on full payment of all fees before sending your papers to us. Please check this with the centre directly.

External Verification:

All accredited Certification Bodies are required to monitor standards within their approved assessment centres. This is done through regular visits to the centre and also by careful checking and validation of candidate's application and assessment paperwork.

UK Certification Ltd requires that its External Verifier's are qualified/working towards qualification to a recognised industry standard. Details of the qualification requirements are available, if required.

Having reviewed the file, the EV will decide whether they are satisfied the assessment process has been carried out correctly and will countersign the Certification Record. They are also required to indicate whether or not certification is recommended.

Certification and Transfer of Assessment Results to Registrar

UK Certification Ltd will issue your final certificate (and card if appropriate) and transfer your assessment results to the relevant registrar within 8 working days of receipt of fully and correctly completed paperwork, following external verification. Please note: an express certification service of 3 working day turnaround is available for an additional fee. The assessment centre can provide further details if required.

After External Verification, your papers will be passed to the Certification Office. A full review and check is made of all information from your papers. Your personal and assessment details are entered onto our candidate database and a draft certificate is produced. This is checked, approved or amended if necessary. A final certificate is produced, signed and packaged for posting either to yourself, the assessment centre or your employer, as per the instructions from your certification record. Your personal details (including photo if required by the registrar) and assessment information are entered onto the database of the relevant registrar (Gas Safe Register for gas assessments and OFTEC for oil assessments) and transferred electronically.

Certification for ACOP and U/VHW assessments also includes a card. Please note that cards are not produced for other types of certification.

Replacement Certificates and Cards:

UK Certification Ltd can provide replacement certificates and cards. The fee for a replacement certificate is £30 including VAT. This fee includes replacement cards, if one was provided with the initial certification. Replacement cards can be provided separately if required at a charge of £12.00 including VAT.

UK Certification Ltd Contact Details:

UK Certification Ltd
Unit 5, Station Close
Westover Trading Estate
Langport
Somerset
TA10 9RB

Telephone: 01458 252757

Email: info@ukcertification.co.uk