



# PCERT Limited – Certification Scheme Rules

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## Contents

Version Control .....	2
Contents .....	2
1. Definitions .....	3
2. Introduction .....	3
3. Scope .....	3
4. Overarching Policy Statements .....	4
5. Scheme Criteria .....	4
6. Application Criteria .....	5
7. Assessment .....	6
8. Certification .....	7
9. Withdrawal or Suspension of Certification .....	7
10. Complaints .....	8
11. Appeals.....	8
12. Stated Terms of Certification .....	9
13. Publication and Disclosure .....	9
14. Confidentiality.....	9
15. Fee Structure .....	10
16. Guidance on the PIPA Testing Scheme Limited Registration.....	10

# 1. Definitions

Applicant	The person who is completing the assessment in order to become certified as competent to perform PIPA Inspections.
Assessment	The activity which will be completed and marked by the examiner in order to be considered for certification.
BS EN 14960	The European standard for the design, manufacture and testing of inflatable play equipment.
Certification	A conformity assessment of a person against a set criteria, with certification showing a person has been competent to carry out the task.
Equality Act 2010	Anti-discrimination law in England, Scotland and Wales.
PCERT approved assessment centre	An assessment centre which has been determined to meet the minimum criteria for PCERT assessments to be undertaken.
PCERT Limited	A private limited company with the sole ambition of acting as an independent and impartial certification body.
PIPA Inspection Framework	PIPA's agreed approach to inflatable inspections.
PIPA Inspections	An inspection framework completed by a certified inspector against the PIPA inspection framework.
Scheme Rules	A set of rules used about how a particular scheme runs and operates, creating clear expectations between the scheme owner and applicants.
Scope	The area for which the scheme operates or a person is assessed against.
The PIPA Testing Scheme Limited ('PIPA')	A scheme set up by the inflatable industry to help undertake annual inspections of inflatable play equipment.

## 2. Introduction

PCERT Limited is the designated company responsible for carrying out a certification scheme for individuals who wish to achieve certification as a competent person to conduct PIPA inspections. This document contains the details about the requirements of an individual in order to achieve certification by undergoing an assessment at a PCERT approved assessment centre.

## 3. Scope

PCERT Limited will assess applicants and certify them using ISO17024 'Conformity Assessment – Certification of persons'. Successful certification of a person demonstrates they are competent to conduct PIPA inspections in line with the scheme rules of the PIPA Testing Scheme Limited ('PIPA's Scheme Rules'). Initial certification is conducted against E2.1 within PIPA's schemes rules.

The exact scope which a person has been certified to can be found on the PIPA website against the individual's name.

Inflatable amusement devices are manufactured against BS EN 14960, which is the basis of inspections contained within PIPA's Scheme Rules. A PIPA inspection also encompasses the PIPA inspection framework for devices which fall under the scope of the scheme, as defined in Annex E of PIPA's Scheme Rules).

The PCERT Limited Scheme Rules applies only to assessment and certification, and not to any training which has been undertaken prior to the assessment. PCERT Limited does not assess the competence of personnel in other areas of work which are not covered by PIPA's Scheme Rules.

## 4. Overarching Policy Statements

Assessments carried out by PCERT Limited are open to all individuals who are capable of meeting the scheme's entry requirements in section 6 regardless of any protected characteristics under the Equality Act 2010.

PCERT Limited will take all reasonable steps to offer methods of assessment that cater for individuals who have additional needs, both learning and physical. Any additional needs which a person would like to be taken into consideration should be disclosed within their application, where each situation will be considered on an individual basis to the person's context.

## 5. Scheme Criteria

The assessment criteria of individuals by PCERT Limited are defined by PIPA's Scheme Rules within Annex E. PCERT Limited does not have influence over the scope of the PIPA scheme.

Individuals taking the assessment for the first time will be assessed against the scope of PIPA's Scheme Rules E2.1. The additional scopes of PIPA's scheme are only available to those who are currently certified by PCERT Limited. Those wishing to re-certify may undertake the recertification process provided the assessment is conducted within six months of the expiry date on their certificate.

Any person who does not complete the recertification process 30-days post expiry, will be required to undergo initial certification.

## 6. Application Criteria

All applicants must complete the necessary PCERT Limited application paperwork and pay the appropriate fees before the application is reviewed.

Note: regardless of an applicant being a new individual to the process, or is undergoing recertification, they must complete the application paperwork each time, submit the correct documents, and pay the appropriate fees before the application is reviewed.

Renewal of a certificate can take place up to six months prior to the expiry of the existing certificate, and there will be no loss of time on the current/expiring certificate. The new certificate will be three years plus the remaining time on the current/expiring certificate.

All initial certificates are valid for a period of three years.

All applicants within category A, B, C or D, will require:

- A basic DBS check
- Insurance documentation check
- Equipment audit and calibration check
- Signed agreements and digital ID check

Applicants are also required to declare a category which is relevant to their circumstance:

### **Category A – Initial Certification**

Those who have not been previously certified by PCERT Limited, or by another UKAS-accredited scheme against BS EN 14960-1 will be considered as inexperienced. Those who fall under category A will require:

- A minimum of 3-years industry related experience
- To have completed a PIPA accredited inspector training course (unless the person has successfully certified with PCERT within the last 36 months)

### **Category B – Initial Certification**

Those who currently hold certification by another UKAS-accredited scheme against BS EN 14960-1 will require:

- Details of the work undertaken under their current certification
- To have complete the PIPA transition course

### **Category C – Initial Certification**

Those who currently hold membership with the PIPA Testing Scheme Limited, prior to 1<sup>st</sup> March 2026, and have not undergone certification with PCERT Limited, will require to have completed the PIPA transition course.

### **Category D – Recertification, including expansion of scope**

Those who hold membership with the PIPA Testing Scheme Limited and hold current certification with PCERT Limited which is due to expire within the next 6 months, will be required to:

- Submit evidence of CPD (using the CPD record template) of at least 24 hours of CPD activity in the past three years\*
- Submit a peer discussion review (using the peer discussion template)
- Submit a mapped competency review for each scope of certification (using the mapped competency template)
- Undergo relevant audit review (if expanding scope of certification)

\*Some CPD will be related to updated certification assessments and considered mandatory. Information about what CPD is mandatory each year, and how to access the CPD will be published on the PCERT website.

### **Category E – Expansion of scope without recertification**

Those who hold membership with the PIPA Testing Scheme Limited and hold current certification with PCERT Limited which is not due to expire within the next 6 months, but wish to include additional areas within the scope of their certification will be required to:

- Submit evidence of relevant CPD
- Submit a mapped competency review (using the mapped competency template)
- Undergo relevant audit review of the scope to be expanded

## **7. Assessment**

The PCERT Limited scheme contains a variety of assessment modules, which are used specific to the circumstances matched of the above categories (section 6). Each assessment is used to assess the competence of individuals to perform a PIPA inspection, relevant to their chosen application category and circumstances.

The assessment/s require an individual to complete written, and/or practical assessments, as well as verbal oral questions by the examiner where necessary.

**Category A, B or C** – will complete the following assessment modules:

- Documentation review
- Written Examination
- Practical Examination

**Category D and E** – will involve a documentation review, and where necessary, a verbal interview.

Assessment, and the full certification process, must be completed within 12 months of application otherwise the application will be recorded as a failure.

## 8. Certification

Within 14 days of assessment, a provisional result will be indicated to applicants. This result will be verified by the PCERT Limited scheme once the documentation review has been undertaken. Examiners and invigilators may only provide an outcome for the relevant module, whilst the PCERT Limited team compile a certification report of all modules undertaken. The final decision on certification sits with PCERT Limited.

In the event of a failed certification, PCERT Limited will notify the applicant and include details of any remedial action which can be taken to rectify the certification decision. This may include re-completing specific module assessments or the provision of further detail.

PCERT Limited endeavours to complete the certification process within 28 days the assessment date.

Applications who achieve certification will be issued with a certificate containing: scope of certification, the individual's name, PCERT number, national insurance number, expiry date of certification, certificate holder's signature, and a statement of attestation.

Only certificates issued on original paper are valid. Replacement certificates can be obtained from PCERT Limited for a nominal fee. Certificates remain the property of PCERT Limited at all times. Photocopy or digital copies are not acceptable and should not be used as such.

Certificates will be issued directly to an individual, to their registered address, regardless of contractual arrangements.

## 9. Withdrawal or Suspension of Certification

PCERT Limited has a Memorandum of Understanding with The PIPA Testing Scheme Limited. PCERT Limited carries out a number of surveillance methods to ensure those certified are conducting themselves as is expected by the scheme rules for both PCERT Limited and The PIPA Testing Scheme Limited. Any breach of either scheme rule will result in notification to the opposing scheme.

In the event of PCERT Limited receiving written notification of a breach of the scheme rules, PCERT Limited may prescribe corrective actions to remedy the breach within a specified time limit. If after the time period has passed, the corrective action has not been completed, PCERT Limited will commence procedures to revoke certification.

Upon a person receiving notification of certification revocation, they must; cease the use of any reference to the PCERT Limited certification, return to PCERT Limited any certificates, and cease carrying out work within the scope of the scheme. The revocation of certification will be made public on the PCERT Limited page, on the PIPA website ([www.pipa.org.uk](http://www.pipa.org.uk)).

A certified person must inform PCERT immediately in the event of a matter which may affect their capability to fulfil the certification requirements contained within these rules. Likewise, any person who employs a PCERT Limited certified person must inform PCERT Limited of any reason why such person may be incapable of maintaining certification requirements.

Individuals have the right of appeal to PCERT Limited as per section 11 below.

## 10. Complaints

Applicants and individuals have the right to make a complaint regarding the PCERT Limited Scheme or associated assessment. This includes any complaints regarding the attendance of a third-party assessment centre sub-contracted by PCERT Limited. Complaints will be investigated following our standard operating procedures, and the outcome from the investigation, including any action taken, will be communicated to the person reporting the complaint. Complaint procedures are made available upon request. Decisions made by PCERT Limited following a complaint can be appealed by following section 11 below.

## 11. Appeals

- (1) Appeals can be made against the PCERT Limited scheme with respect to any decision which has been made regarding certification, complaints, or operation of the scheme. To begin an appeal, you must write to PCERT Limited (either by email or post) stating your claim for appeal and associated evidence. Your appeal must be sent within 21 days of the notification date of the decision.
- (2) We will first acknowledge receipt of your appeal, before making a ruling based on the appeal submitted. Sometimes, we may acknowledge and respond to the appeal within our initial response. We will make a ruling within a reasonable timescale, depending on the context.
- (3) If you do not accept the ruling we have cited in response to the first appeal, you may make a final appeal which is heard by an outsourced appeals committee. We use the PIPA Testing Scheme Limited's investigation outcome committee ('IOC'), who are independent of PCERT Limited and any decisions made. Those involved in the IOC hearing were not involved in your assessment process.
- (4) The IOC will review the original decision and the appeal documents and evidence submitted, in order to come up with an independent decision on the outcome. The party who is unsuccessful will bear the costs associated with conducting an IOC hearing.



- (5) The IOC has full powers to:
  - a. Uphold the appeal, and either reverse or modify the decision appealed against, subject to any conditions the IOC may apply;
  - b. Reject the appeal.
- (6) The decision made by the IOC shall be final, conclusive and binding on PCERT Limited and the person involved in the appeal application, and decision being appealed. Full details of the appeal process can be found in our standard operating procedures, which is available upon request.

## 12. Stated Terms of Certification

Certification is subject to the scheme rules. PCERT Limited reserves the right to carry out surveillance and verification checks as it deems appropriate in order to ascertain whether an individual remains competent.

Certification does not discharge or lessen the individual's responsibilities, statutory or otherwise.

In the event of the PCERT Limited scheme rules not being met, PCERT Limited will not be responsible for any losses incurred by an individual, company or organisation.

As part of PCERT Limited maintaining its own accreditation to enable certification, PCERT Limited reserves the right for an employee or agent of UKAS to accompany and be present on an assessment visit.

## 13. Publication and Disclosure

PCERT Limited shall make available a list of individuals who hold certification with PCERT Limited. This includes details of the scope of certification.

PCERT Limited and The PIPA Testing Scheme Limited have a written memorandum of understanding in terms of sharing information about individuals who are members/certified under each scheme. This is to ensure that both schemes run effectively.

## 14. Confidentiality

PCERT Limited is committed to ensuring that people's data is only used for the purpose in which it is intended for. All information will be held in accordance with the relevant data protection laws. Employees and agents of PCERT Limited shall ensure that there are good data protection governance procedures in place. And at no time shall information be disclosed to a third party unless required by law.

## 15. Fee Structure

The PCERT Limited Application contains the fees required for assessment to be undertaken. Applications will not be considered until the relevant fee is settled in full.

## 16. Guidance on the PIPA Testing Scheme Limited Registration

Please note that a registered PIPA inspector, being a person registered with the PIPA Testing Scheme Limited, is not an individual who has been successful in achieving certification with PCERT Limited.

The certificate, or certification, provided by PCERT Limited does not permit use of any intellectual property owned by The PIPA Testing Scheme Limited, nor does it entitle a person to their membership scheme.

Queries relating to membership of the PIPA testing scheme limited should be directed to PIPA directly.