# HOW TO FILL IN YOUR TWI ENROLMENT FORM (COURSE/EXAM)

Please TICK either
- Self-Sponsored, or
- Company Sponsored

Write
- Course/exam title
- Course/Exam Date

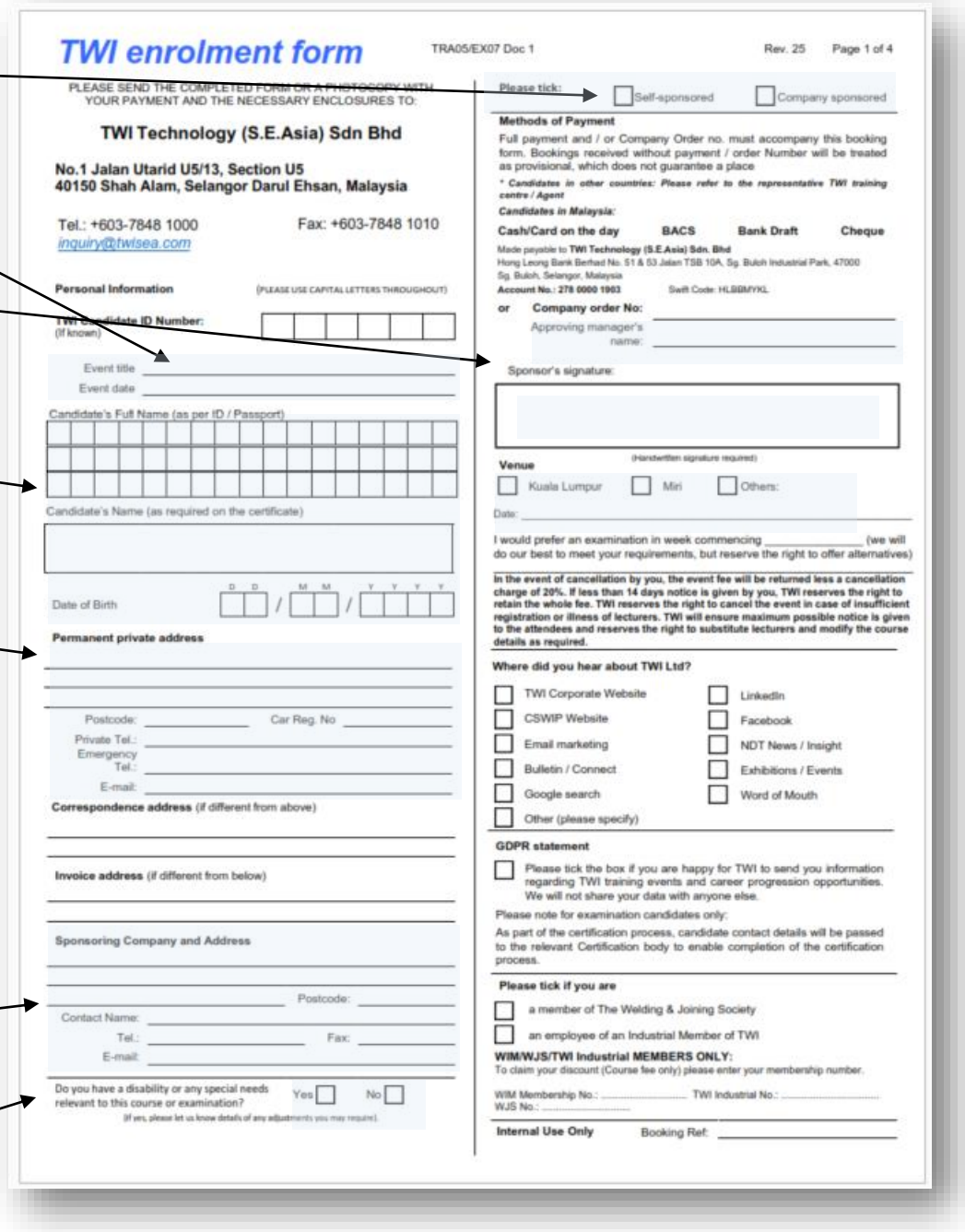
For COMPANY SPONSORED, Approving Officer's Name and Sponsor's Signature, Training Venue and Date required.

Write Candidate's
- FULL Name as per Passport
- FULL Name required on Certificate
- Date of Birth

Write Candidate's Full Personal Address
- Street number
- Street Name
- Suburb
- State
- Postcode
- Candidates Mobile Number
- Emergency Number

For COMPANY SPONSORED, write candidate's company full address
- Full Company Name
- Street Number and Name
- Suburb
- State
- Postcode
- Company Contact person
- Company Contact phone number and email

Disability/Special Needs Statement – Yes or No
(Must provide proof from relevant specialist)



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PLEASE SEND THE COMPLETED FORM OR A PHOTOCOPY WITH YOUR PAYMENT AND THE NECESSARY ENCLOSURES TO:

**TWI Technology (S.E.Asia) Sdn Bhd**

**No.1 Jalan Utarid U5/13, Section U5**
**40150 Shah Alam, Selangor Darul Ehsan, Malaysia**

Tel.: +603-7848 1000 Fax: +603-7848 1010
inquiry@twisea.com

**Personal Information** (PLEASE USE CAPITAL LETTERS THROUGHOUT)

TWI Candidate ID Number: (If known)

Event title
Event date

Candidate's Full Name (as per ID / Passport)

Candidate's Name (as required on the certificate)

Date of Birth D D / M M / Y Y Y Y

**Permanent private address**

Postcode: Car Reg. No
Private Tel.:
Emergency Tel.:
E-mail:

**Correspondence address** (if different from above)

**Invoice address** (if different from below)

**Sponsoring Company and Address**

Postcode:
Contact Name:
Tel.: Fax:
E-mail:

Do you have a disability or any special needs relevant to this course or examination? Yes ☐ No ☐
(If yes, please let us know details of any adjustments you may require).

Please tick: ☐ Self-sponsored ☐ Company sponsored

**Methods of Payment**

Full payment and / or Company Order no. must accompany this booking form. Bookings received without payment / order Number will be treated as provisional, which does not guarantee a place

** Candidates in other countries: Please refer to the representative TWI training centre / Agent*

*Candidates in Malaysia:*

**Cash/Card on the day** **BACS** **Bank Draft** **Cheque**

Made payable to **TWI Technology (S.E.Asia) Sdn. Bhd**
Hong Leong Bank Berhad No. 51 & 53 Jalan TSB 10A, Sg. Buloh Industrial Park, 47000 Sg. Buloh, Selangor, Malaysia
**Account No.: 278 0000 1903** Swift Code: HLBBMYKL

or **Company order No:**
Approving manager's name:

Sponsor's signature:

(Handwritten signature required)

**Venue**
☐ Kuala Lumpur ☐ Miri ☐ Others:

Date:

I would prefer an examination in week commencing _____ (we will do our best to meet your requirements, but reserve the right to offer alternatives)

**In the event of cancellation by you, the event fee will be returned less a cancellation charge of 20%. If less than 14 days notice is given by you, TWI reserves the right to retain the whole fee. TWI reserves the right to cancel the event in case of insufficient registration or illness of lecturers. TWI will ensure maximum possible notice is given to the attendees and reserves the right to substitute lecturers and modify the course details as required.**

**Where did you hear about TWI Ltd?**

☐ TWI Corporate Website ☐ LinkedIn
☐ CSWIP Website ☐ Facebook
☐ Email marketing ☐ NDT News / Insight
☐ Bulletin / Connect ☐ Exhibitions / Events
☐ Google search ☐ Word of Mouth
☐ Other (please specify)

**GDPR statement**

☐ Please tick the box if you are happy for TWI to send you information regarding TWI training events and career progression opportunities. We will not share your data with anyone else.

Please note for examination candidates only:

As part of the certification process, candidate contact details will be passed to the relevant Certification body to enable completion of the certification process.

**Please tick if you are**

☐ a member of The Welding & Joining Society
☐ an employee of an Industrial Member of TWI

**WIM/WJS/TWI Industrial MEMBERS ONLY:**
To claim your discount (Course fee only) please enter your membership number.

WIM Membership No.: ..... TWI Industrial No.: .....
WJS No.: .....

**Internal Use Only** Booking Ref:

# HOW TO FILL IN YOUR TWI ENROLMENT FORM (COURSE/EXAM)

**SECTION 1.**

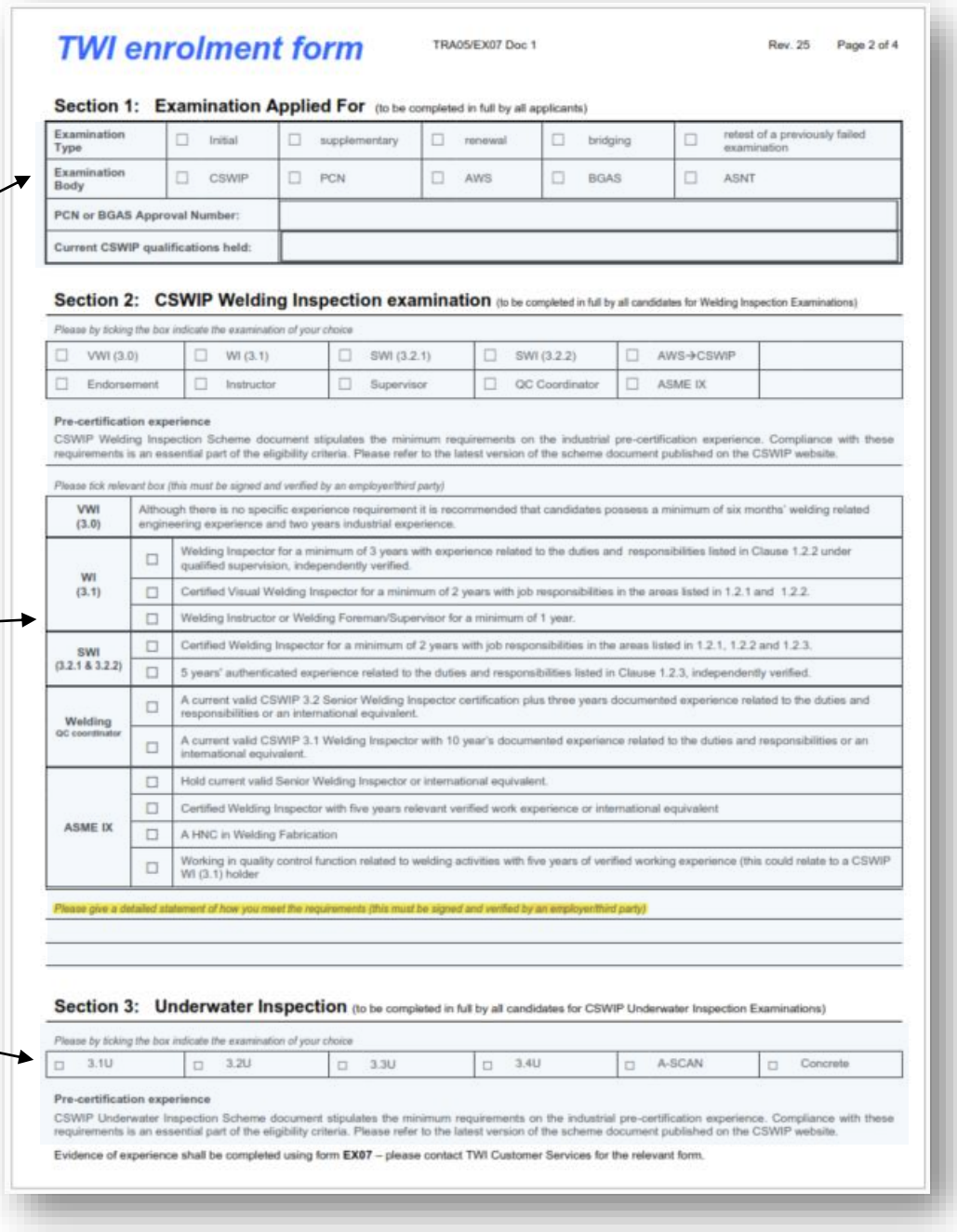
- Mandatory to be completed by Candidate
- Please only TICK the related box
- Please fill in as per your Exam booking

**SECTION 2.**

- Mandatory for candidate applying for CSWIP 3.0/3.1/3.2.1/3.2.2/QC Coordinator/ASME IX
- Please only TICK the related box
- Please write a Detailed Statement in reference to the box ticked (Indicate years of experience, current job position and explain in detail, current job duties related to Welding inspection)
  IMPORTANT – Detailed Statement must be handwritten

**SECTION 3.**

- Mandatory to be completed by Candidate applying for **CSWIP Underwater Exam**
- Please only TICK the related box



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**Section 1: Examination Applied For** (to be completed in full by all applicants)

| | | | | | |
|---|---|---|---|---|---|
| Examination Type | ☐ Initial | ☐ supplementary | ☐ renewal | ☐ bridging | ☐ retest of a previously failed examination |
| Examination Body | ☐ CSWIP | ☐ PCN | ☐ AWS | ☐ BGAS | ☐ ASNT |
| PCN or BGAS Approval Number: | | | | | |
| Current CSWIP qualifications held: | | | | | |

**Section 2: CSWIP Welding Inspection examination** (to be completed in full by all candidates for Welding Inspection Examinations)

*Please by ticking the box indicate the examination of your choice*

| | | | | | |
|---|---|---|---|---|---|
| ☐ VWI (3.0) | ☐ WI (3.1) | ☐ SWI (3.2.1) | ☐ SWI (3.2.2) | ☐ AWS→CSWIP | |
| ☐ Endorsement | ☐ Instructor | ☐ Supervisor | ☐ QC Coordinator | ☐ ASME IX | |

**Pre-certification experience**

CSWIP Welding Inspection Scheme document stipulates the minimum requirements on the industrial pre-certification experience. Compliance with these requirements is an essential part of the eligibility criteria. Please refer to the latest version of the scheme document published on the CSWIP website.

*Please tick relevant box (this must be signed and verified by an employer/third party)*

| | | |
|---|---|---|
| VWI (3.0) | | Although there is no specific experience requirement it is recommended that candidates possess a minimum of six months' welding related engineering experience and two years industrial experience. |
| WI (3.1) | ☐ | Welding Inspector for a minimum of 3 years with experience related to the duties and responsibilities listed in Clause 1.2.2 under qualified supervision, independently verified. |
| | ☐ | Certified Visual Welding Inspector for a minimum of 2 years with job responsibilities in the areas listed in 1.2.1 and 1.2.2. |
| | ☐ | Welding Instructor or Welding Foreman/Supervisor for a minimum of 1 year. |
| SWI (3.2.1 & 3.2.2) | ☐ | Certified Welding Inspector for a minimum of 2 years with job responsibilities in the areas listed in 1.2.1, 1.2.2 and 1.2.3. |
| | ☐ | 5 years' authenticated experience related to the duties and responsibilities listed in Clause 1.2.3, independently verified. |
| Welding QC coordinator | ☐ | A current valid CSWIP 3.2 Senior Welding Inspector certification plus three years documented experience related to the duties and responsibilities or an international equivalent. |
| | ☐ | A current valid CSWIP 3.1 Welding Inspector with 10 year's documented experience related to the duties and responsibilities or an international equivalent. |
| ASME IX | ☐ | Hold current valid Senior Welding Inspector or international equivalent. |
| | ☐ | Certified Welding Inspector with five years relevant verified work experience or international equivalent |
| | ☐ | A HNC in Welding Fabrication |
| | ☐ | Working in quality control function related to welding activities with five years of verified working experience (this could relate to a CSWIP WI (3.1) holder |

*Please give a detailed statement of how you meet the requirements (this must be signed and verified by an employer/third party)*

**Section 3: Underwater Inspection** (to be completed in full by all candidates for CSWIP Underwater Inspection Examinations)

*Please by ticking the box indicate the examination of your choice*

| | | | | | |
|---|---|---|---|---|---|
| ☐ 3.1U | ☐ 3.2U | ☐ 3.3U | ☐ 3.4U | ☐ A-SCAN | ☐ Concrete |

**Pre-certification experience**

CSWIP Underwater Inspection Scheme document stipulates the minimum requirements on the industrial pre-certification experience. Compliance with these requirements is an essential part of the eligibility criteria. Please refer to the latest version of the scheme document published on the CSWIP website.

Evidence of experience shall be completed using form **EX07** – please contact TWI Customer Services for the relevant form.

# HOW TO FILL IN YOUR TWI ENROLMENT FORM (COURSE/EXAM)

**SECTION 4.**

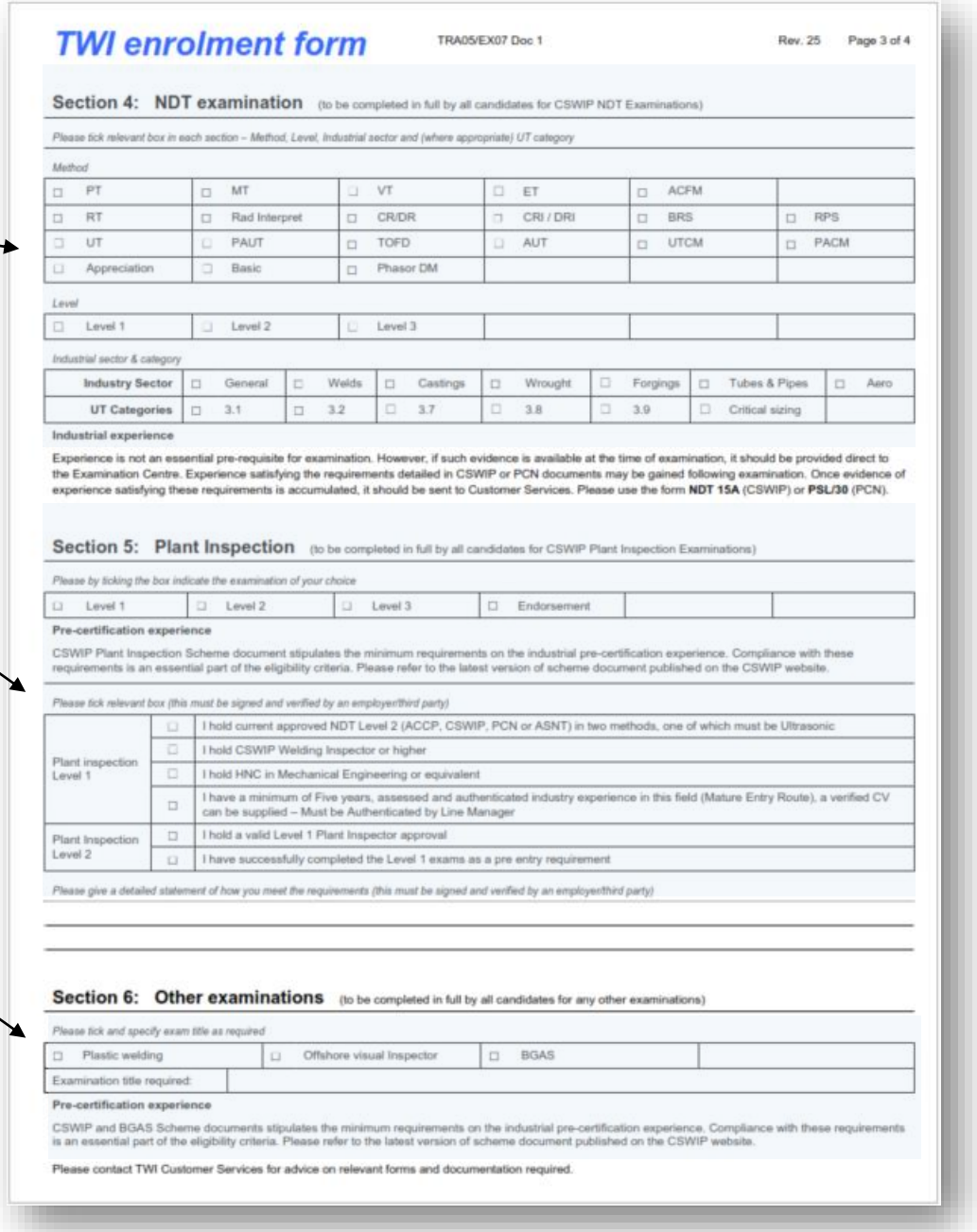
- Mandatory to be completed by Candidate applying for **CSWIP NDT Exam only**
- Please only TICK the related box

**SECTION 5.**

- Mandatory to be completed by Candidate applying for **CSWIP Plant Inspection only**
- Please only TICK the related box

**SECTION 6.**

- Mandatory to be completed by Candidate applying for examinations other than above Section 2 to Section 5
- Please only TICK the related box



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**Section 4: NDT examination** (to be completed in full by all candidates for CSWIP NDT Examinations)

*Please tick relevant box in each section – Method, Level, Industrial sector and (where appropriate) UT category*

*Method*

| | | | | | |
|---|---|---|---|---|---|
| ☐ PT | ☐ MT | ☐ VT | ☐ ET | ☐ ACFM | |
| ☐ RT | ☐ Rad Interpret | ☐ CR/DR | ☐ CRI / DRI | ☐ BRS | ☐ RPS |
| ☐ UT | ☐ PAUT | ☐ TOFD | ☐ AUT | ☐ UTCM | ☐ PACM |
| ☐ Appreciation | ☐ Basic | ☐ Phasor DM | | | |

*Level*

| | | | | | |
|---|---|---|---|---|---|
| ☐ Level 1 | ☐ Level 2 | ☐ Level 3 | | | |

*Industrial sector & category*

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| **Industry Sector** | ☐ General | ☐ Welds | ☐ Castings | ☐ Wrought | ☐ Forgings | ☐ Tubes & Pipes | ☐ Aero |
| **UT Categories** | ☐ 3.1 | ☐ 3.2 | ☐ 3.7 | ☐ 3.8 | ☐ 3.9 | ☐ Critical sizing | |

**Industrial experience**

Experience is not an essential pre-requisite for examination. However, if such evidence is available at the time of examination, it should be provided direct to the Examination Centre. Experience satisfying the requirements detailed in CSWIP or PCN documents may be gained following examination. Once evidence of experience satisfying these requirements is accumulated, it should be sent to Customer Services. Please use the form **NDT 15A** (CSWIP) or **PSL/30** (PCN).

**Section 5: Plant Inspection** (to be completed in full by all candidates for CSWIP Plant Inspection Examinations)

*Please by ticking the box indicate the examination of your choice*

| | | | | | |
|---|---|---|---|---|---|
| ☐ Level 1 | ☐ Level 2 | ☐ Level 3 | ☐ Endorsement | | |

**Pre-certification experience**

CSWIP Plant Inspection Scheme document stipulates the minimum requirements on the industrial pre-certification experience. Compliance with these requirements is an essential part of the eligibility criteria. Please refer to the latest version of scheme document published on the CSWIP website.

*Please tick relevant box (this must be signed and verified by an employer/third party)*

| | | |
|---|---|---|
| Plant inspection Level 1 | ☐ | I hold current approved NDT Level 2 (ACCP, CSWIP, PCN or ASNT) in two methods, one of which must be Ultrasonic |
| | ☐ | I hold CSWIP Welding Inspector or higher |
| | ☐ | I hold HNC in Mechanical Engineering or equivalent |
| | ☐ | I have a minimum of Five years, assessed and authenticated industry experience in this field (Mature Entry Route), a verified CV can be supplied – Must be Authenticated by Line Manager |
| Plant Inspection Level 2 | ☐ | I hold a valid Level 1 Plant Inspector approval |
| | ☐ | I have successfully completed the Level 1 exams as a pre entry requirement |

*Please give a detailed statement of how you meet the requirements (this must be signed and verified by an employer/third party)*

**Section 6: Other examinations** (to be completed in full by all candidates for any other examinations)

*Please tick and specify exam title as required*

| | | | |
|---|---|---|---|
| ☐ Plastic welding | ☐ Offshore visual Inspector | ☐ BGAS | |
| Examination title required: | | | |

**Pre-certification experience**

CSWIP and BGAS Scheme documents stipulates the minimum requirements on the industrial pre-certification experience. Compliance with these requirements is an essential part of the eligibility criteria. Please refer to the latest version of scheme document published on the CSWIP website.

Please contact TWI Customer Services for advice on relevant forms and documentation required.

# HOW TO FILL IN YOUR TWI ENROLMENT FORM (COURSE/EXAM)

**SECTION 7.**

- Mandatory to be **wet signed** by Candidate or **Electronic Signature with authenticity Certificate (No Photocopy)**

***This signature rule applies to all signatures on the Enrolment form**

**SECTION 8.**

- Mandatory for Candidate's doing WI/NDT/Other to have a verifier complete this section

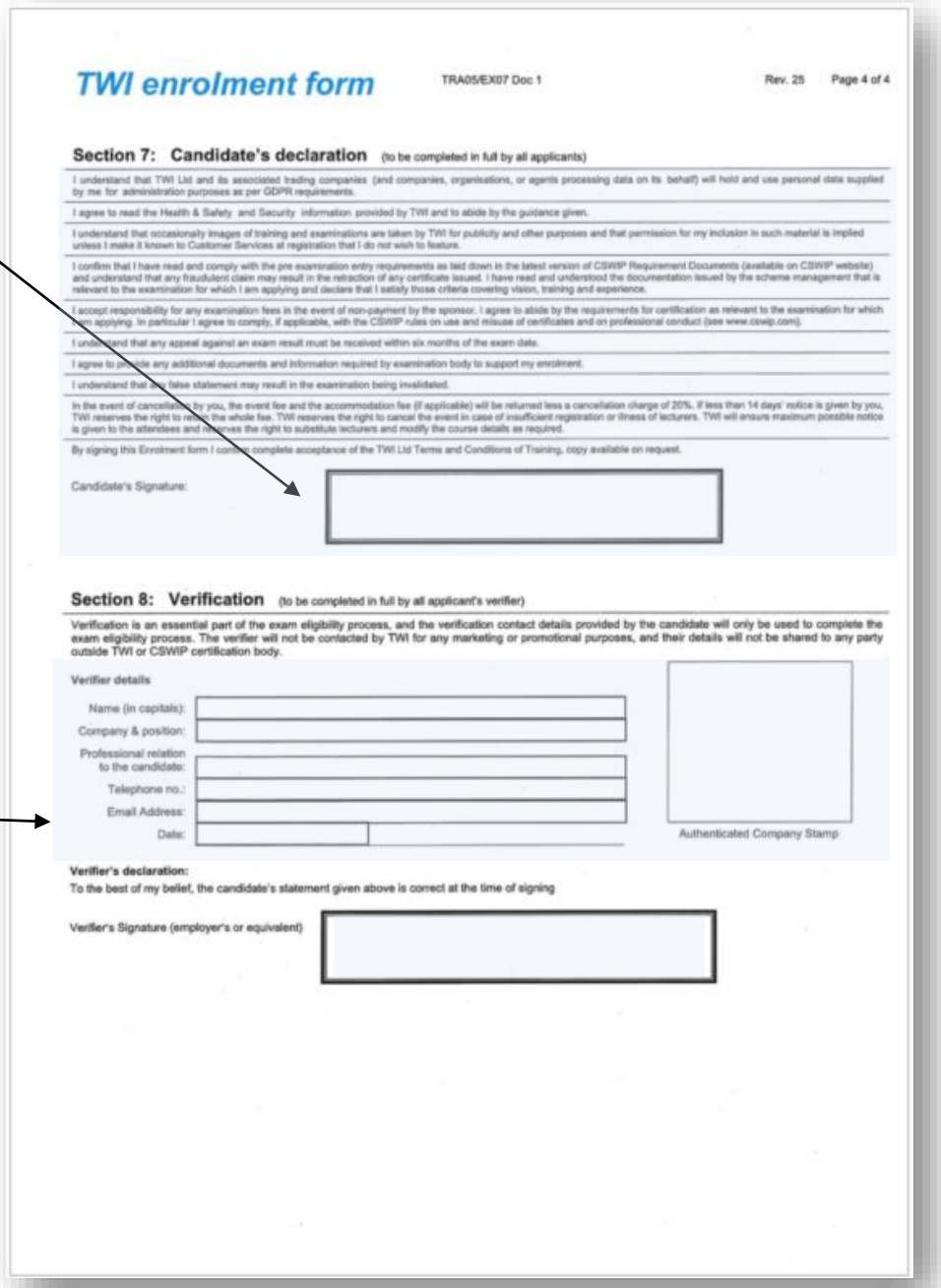
**Self-sponsored candidates** must obtain details of authorized/relevant person in related industry who is current employer or supervisor,

- Name (in capitals)
- Working position
- Professional relationship to candidate
- Contact number and Email
- Date
- Authenticated Company Stamp
- Handwritten signature

**Company Sponsored Candidates**

- Employers name (in capitals)
- Employers position
- Professional relationship to candidate
- Employers Phone number
- Employers Email address
- Authenticated Company Stamp
- Date
- Employers Signature

***Verification is not necessary for CSWIP 3.0 Course/Exam or any retest for all methods**



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**Section 7: Candidate's declaration** (to be completed in full by all applicants)

I understand that TWI Ltd and its associated trading companies (and companies, organisations, or agents processing data on its behalf) will hold and use personal data supplied by me for administration purposes as per GDPR requirements.

I agree to read the Health & Safety and Security information provided by TWI and to abide by the guidance given.

I understand that occasionally images of training and examinations are taken by TWI for publicity and other purposes and that permission for my inclusion in such material is implied unless I make it known to Customer Services at registration that I do not wish to feature.

I confirm that I have read and comply with the pre examination entry requirements as laid down in the latest version of CSWIP Requirement Documents (available on CSWIP website) and understand that any fraudulent claim may result in the retraction of any certificate issued. I have read and understood the documentation issued by the scheme management that is relevant to the examination for which I am applying and declare that I satisfy those criteria covering vision, training and experience.

I accept responsibility for any examination fees in the event of non-payment by the sponsor. I agree to abide by the requirements for certification as relevant to the examination for which I am applying. In particular I agree to comply, if applicable, with the CSWIP rules on use and misuse of certificates and on professional conduct (see www.cswip.com).

I understand that any appeal against an exam result must be received within six months of the exam date.

I agree to provide any additional documents and information required by examination body to support my enrolment.

I understand that any false statement may result in the examination being invalidated.

In the event of cancellation by you, the event fee and the accommodation fee (if applicable) will be returned less a cancellation charge of 20%. If less than 14 days' notice is given by you, TWI reserves the right to retain the whole fee. TWI reserves the right to cancel the event in case of insufficient registration or illness of lecturers. TWI will ensure maximum possible notice is given to the attendees and reserves the right to substitute lecturers and modify the course details as required.

By signing this Enrolment form I confirm complete acceptance of the TWI Ltd Terms and Conditions of Training, copy available on request.

Candidate's Signature:

**Section 8: Verification** (to be completed in full by all applicant's verifier)

Verification is an essential part of the exam eligibility process, and the verification contact details provided by the candidate will only be used to complete the exam eligibility process. The verifier will not be contacted by TWI for any marketing or promotional purposes, and their details will not be shared to any party outside TWI or CSWIP certification body.

Verifier details

Name (in capitals):
Company & position:
Professional relation to the candidate:
Telephone no.:
Email Address:
Date:

Authenticated Company Stamp

Verifier's declaration:
To the best of my belief, the candidate's statement given above is correct at the time of signing

Verifier's Signature (employer's or equivalent)