



## **Candidate Application Form for Personnel Certification**

### **I. Applicant's personal data**

Name of Applicant :  
Age :  
Gender :  
Name of Company :  
Postal Address :  
Certification Scope applying for :  
Applied by Individual or his Employer :  
Contact Telephone / Mobile Number :  
Language (Spoken / Written) :  
Previous Certificate Reference (If applicable) :

### **II. Confidentiality of Information:**

Information supplied by an applicant is for the confidential use of **Bureau Veritas International Doha L.L.C (BVIL)** and will not be disclosed without the written consent of the applicant concerned. However, BVIL shall provide information, upon request, as to whether an individual holds a current, valid certification and the scope of that certification, except where the law requires such information not to be disclosed.

### **III. Bureau Veritas International Doha L.L.C Terms and conditions:**

**By signing this application, applicant confirms that an authorized medical professional has found him physically fit to perform the scope of certification applied for according to the applicable standard or local regulation.**

**The applicant further agrees to the following conditions:**

- a. To comply with the relevant provisions of the certification requirements and to supply any information needed for the assessment.
- b. To comply with BVIL examination policy in maintaining the integrity and security of the examination process and be committed to not to release confidential examination materials or participate in fraudulent test-taking practices. Any irregular or improper behaviour in examinations that is observed or uncovered by other means will be considered a subversion of the certification process and will constitute grounds for invalidation of a candidate's



examination. In addition, BVIL may at its discretion suspend or revoke certification, exclude candidates from future examinations. (Examples of irregular or improper behaviour include giving or obtaining information or aid, looking at the test material of others, removing examination materials from the test centre, bringing unauthorized items, including watches or electronic devices (e.g., Laptops, cell phones, etc.), into the examination).

- c. Failing to comply with time limits or instructions, talking, or other disruptive behaviour. Test administrators may intervene to stop any of the foregoing and inform the certification Committee.
- d. The applicant is responsible to make necessary arrangements for the practical assessment.
- e. Duties of Applicant / Candidate / Certified person shall;
  - Inform BVIL, without delay, of matters that can affect the capability of the certified person to continue to fulfil the certification requirements.
  - disclose if any known person in BVIL
  - Disclose if the applicant has undertaken any Lifting equipment Safety Training from BVIL related bodies within last 2 years from the date of application.
  - Make claims regarding certification only with respect to the scope for which certification has been granted
- f. Not to use the certification in such a manner as to bring the BVIL into disrepute, and not to make any statement regarding the certification which the BVIL may consider misleading or unauthorized.
- g. To discontinue the use of all claims to certification that contains any reference to BVIL or certification upon suspension or withdrawal of certification, and to return any certificates issued by the BVIL, and not to use the certificate in a misleading manner. Kindly refer to the applicable certification schemes for more information.

#### **IV. Additional information to the applicant:**

- a. Applicant should not have impression that the use of Training services from BVIL related body would provide any advantage in getting the Personal Certification from BVIL.
- b. It is not required that the applicant need to complete BVI related body owned education or training as an exclusive prerequisite when alternative education or training with an equivalent provider exists

#### **V. Applicant's Rights:**

- c. Information supplied by an applicant is for the confidential use of Bureau Veritas International Doha L.L.C (BVIL) and will not be disclosed without the written consent of the applicant concerned. However, BVIL shall provide information, upon request, as to whether an individual holds a current, valid certification and the scope of that certification, except where the law requires such information not to be disclosed.
- d. In case the application is rejected, applicant will be notified for the reason of rejection.
- e. The applicant has right to appeal in case the application is rejected.
- f. The applicant has the opportunity to declare within reason, a request for accommodation of special needs.
- g. All Certified Persons will receive Certificate.
- h. The applicant who is unable to clear the first written exam will have the right to re-sit for the said examination once at free of cost in-line with applicable certification scheme requirements.

**For more information about our certification schemes & process, candidate may visit our website**

<https://middle-east.bureauveritas.com/your-needs/certification>



**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**The required documents/Details to be submitted along with the Applicant's application:**

Candidates Documents / Details	Submitted (Yes / No)
Passport copy/ ID	
Driving License Copy (if applicable)	
CV	
Academic qualification Certificate	
Experience Certificate	
Safety Training Certificate	
Medical Certificate	
Previous Certificate (Where applicable)	
Non Refundable application fee (100/-QAR)	

**For BVIL use only:**

**Received by (Name)** : \_\_\_\_\_

**Received by (Signature)** : \_\_\_\_\_ **Date:** \_\_\_\_\_

**Reviewed by (Name)** : \_\_\_\_\_

**Reviewed by (Signature)** : \_\_\_\_\_ **Date:** \_\_\_\_\_

**Application decision** : **Accepted / Rejected**

For additional information, please contact:

Technical Manager

In-Service Verification Services – Personnel Certification Services

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