



e-NDT

Certificate Application

User Guide



12th DECEMBER 2019

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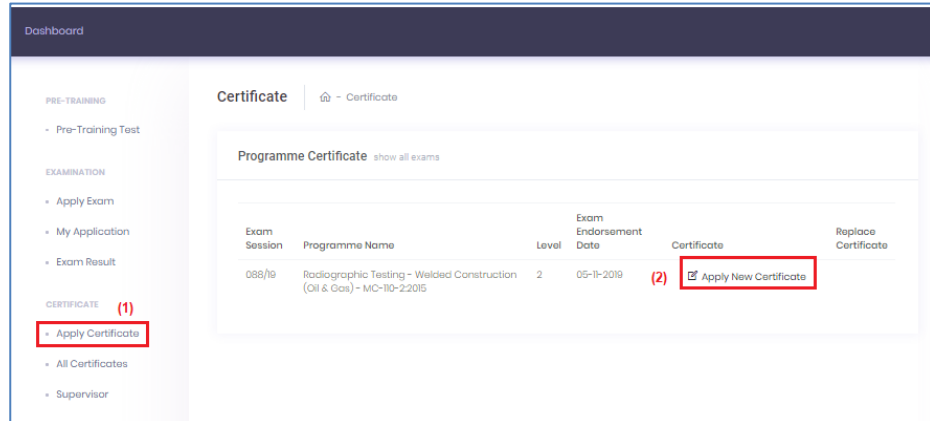
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1. CERTIFICATE APPLICATION

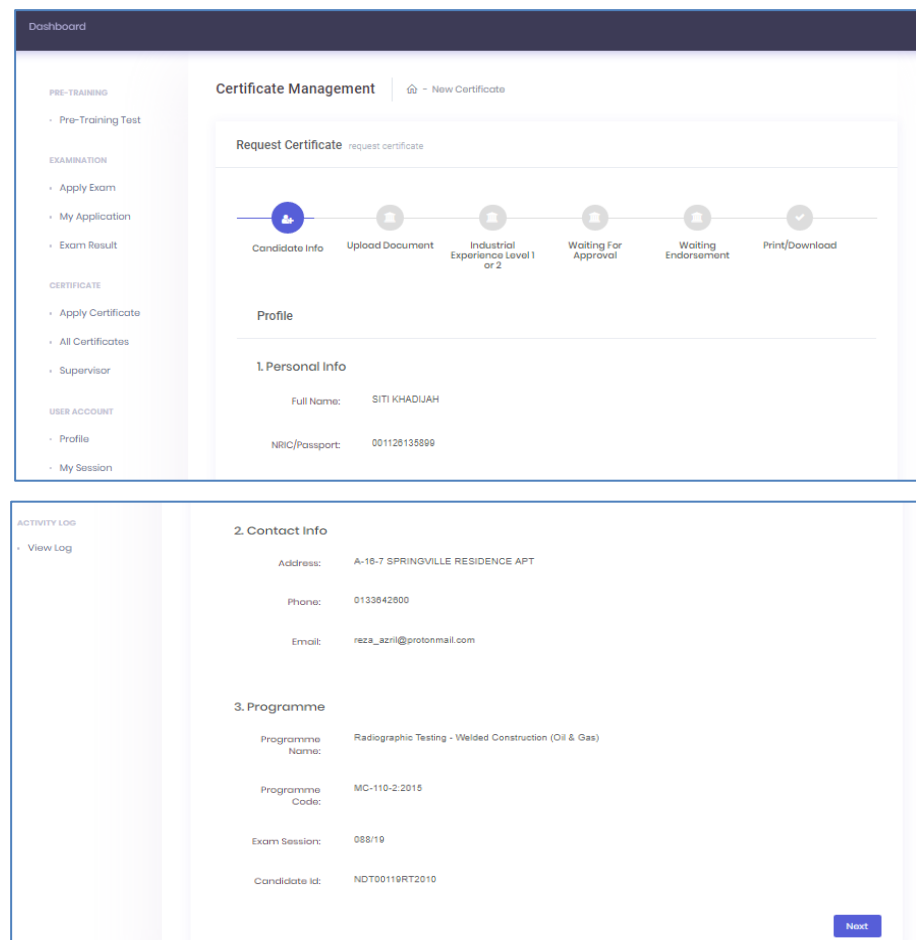
1.1 NEW CERTIFICATE

1.1.1 Apply Certificate

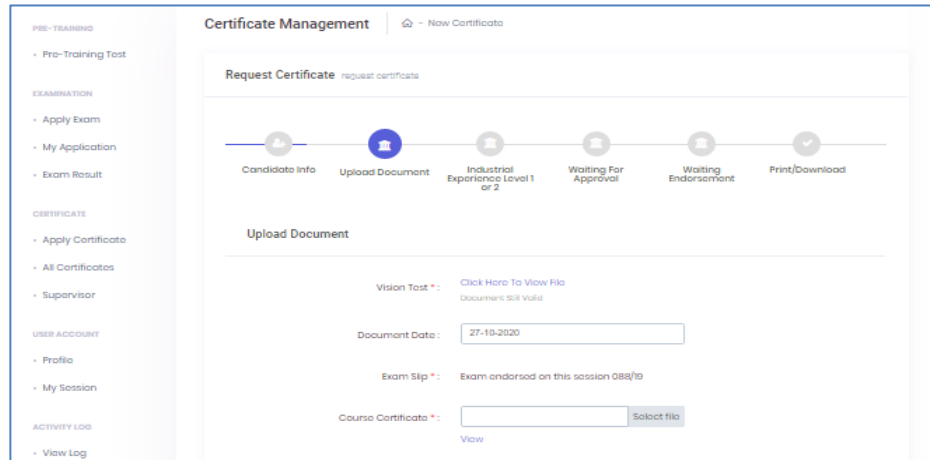
- a) For User who has the valid NDT Exam records, upon clicking of *Apply Certificate*, system shows *Programme Certificate* page. Click *Apply New Certificate*, as shown below.



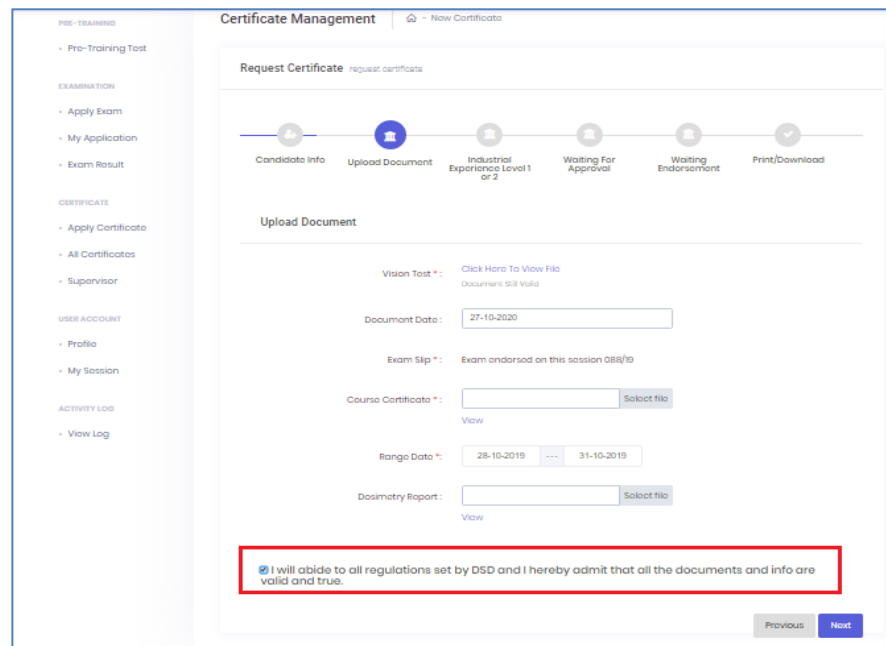
- b) Upon clicking of *Apply Certificate*, system shows *Request Certificate* page.
- c) User will go through and need to complete all 6 certification processes (CP) step by step as shown here (Note: Each step shall be indicated by **CP Step X**).



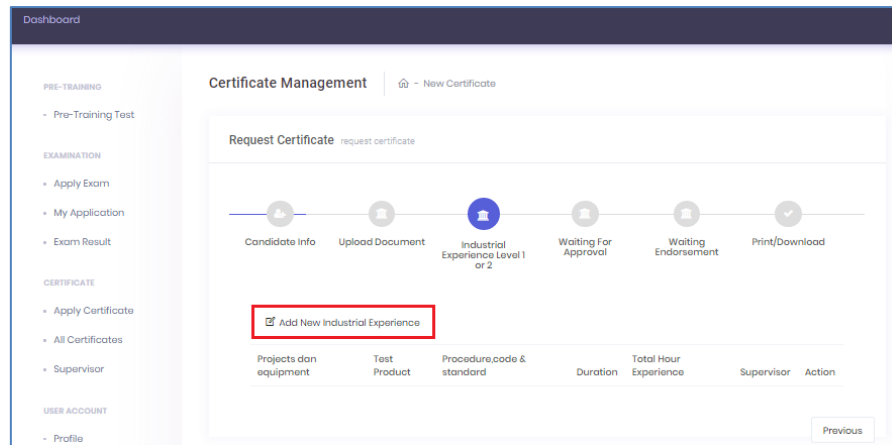
- d) **CP Step 1:** *Candidate Info* is User's profile which is not editable. Click *Next* button to proceed.
- e) **CP Step 2:** *Upload Document* is required if any of User's existing document is no longer valid. The required documents are normally uploaded during exam application.



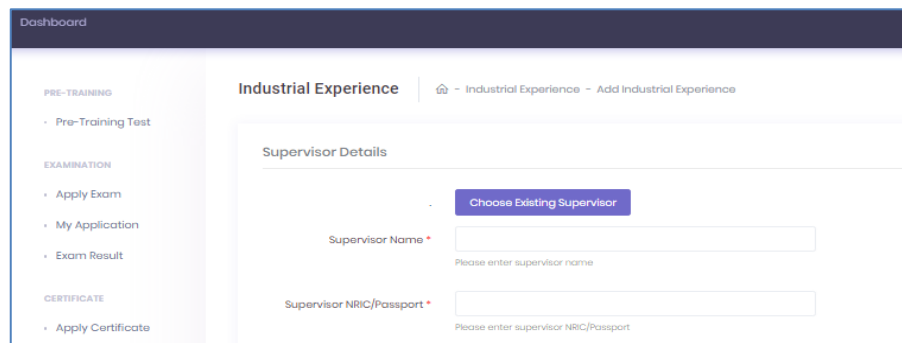
- f) Required documents for certificate application shall be tagged with red asterisk *.
- g) In order to complete this step, User needs to tick *declaration message* as shown below and click button *Next* to proceed.



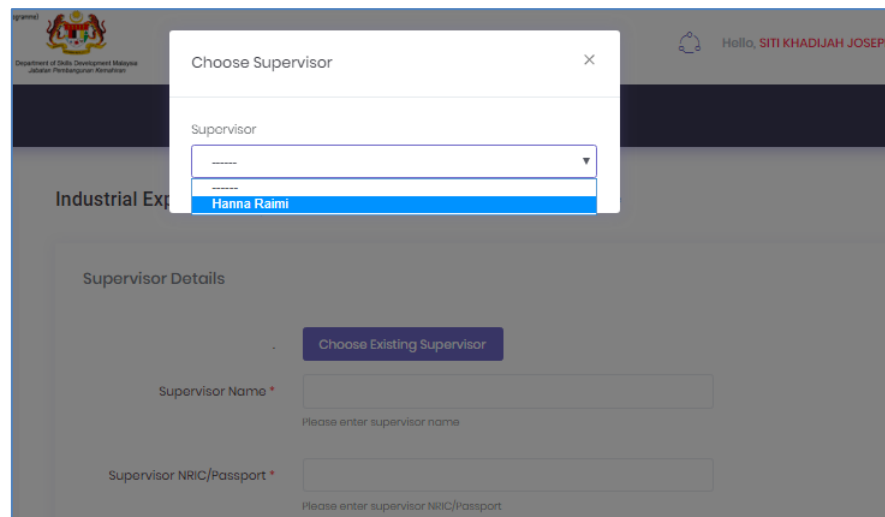
- h) **CP Step 3:** *Industrial Experience Level 1 or 2* is for User to fill up industrial experience supporting details. Click *Add New Industrial Experience* to start adding.



- i) *Industrial Experience* page has 2 sections namely *Supervisor Details* and *Industrial Experience*.
- j) For section *Supervisor Details*, fill up all details of User's supervisor or click *Choose Existing Supervisor* if supervisor's record already exists in the system.



- k) If User opts for *Choose Existing Supervisor*, pop-up window will appear to list all selectable Supervisor:



- l) All available details of selected supervisor will be populated in respective data fields, which are still editable. If User needs to switch back to key-in different supervisor, click *New Supervisor*.

- m) Upon clicking of *New Supervisor* and the form will be cleared for User to fill in new data.

- n) Continuation of *Supervisor Details* screen. Email must be unique and do not use the same email for different supervisor. Otherwise system will pop-up an error and not update that particular industrial experience record.
- o) Please note that the last line for *Supervisor Details* requires User to tick whether the supervisor is *Supervisor* or *Referee*.

Supervisor Endt Certificate No
Supervisor ENDT Certificate No

Email *
Please enter email (Email verification will be sent via this email address)

Mobile Phone No *
Please enter Mobile Phone No (Supervisor must ready to be contacted via this number)

Company Name *
Please enter company

Address *
Please enter address

Office Phone Number
Please enter office phone number

Type Supervisor Referee

Note *
 A referee must have valid NDT qualification within the related scope.

p) If Referee is selected, *NDT Certificate No.* and *Certificate Issuer* are compulsory.

Applicant Details Programme Details Confirmation

BORANG PENGESAHAN MAJIKAN / PENYELIA

Adalah keperluan Persijilan di mana maklumat yang diberi oleh pemohon perlu disahkan oleh majikan / penyelia yang mempunyai pengetahuan terhadap aktiviti-aktiviti pengujian pemohon di dalam kaedah NDT yang ingin dipersijilkan. Majikan / penyelia yang mengesahkan aktiviti pengujian pemohon, MESTI menandatangani di ruangan pernyataan pengalaman. Setiap majikan / penyelia yang mengesahkan aktiviti pengujian pemohon yang berbeza perlu melengkapkan borang ini setiap seorang.

APPLICANT NAME: RAZIF RAHIM

COMPANY *:

SUPERVISOR HIGHEST EDUCATION *:

NDT CERTIFICATE NO *:

CERTIFICATE ISSUER *:

METHOD *:

LEVEL *:

POSITION *:

- q) For section *Industrial Experience*, fill up all details with regards to involvement of User in one or more projects under that particular Supervisor.
- r) Key-in details of projects, equipment, product, procedure, project duration, type of job and total hours of experience.

Industrial Experience

Project And Equipment *

Test Product *

Procedure, Code or Standard *

Duration * Start date End date

Date Range

Job Type *

- EP - Equipment Preparation
- AO - Assistant Operator
- FP - Film Processing
- FV - Film Viewing
- Others - Please specify
- O - Operator
- FI - Film Interpretation
- R - Reporting
- IW - Instruction Writing

Total Hour Experience* Hour X Day X Week X Month = Total Hours

Work experience is based on a nominal 40h/week or the legal week of work. When an individual works in excess of 40 h/week, he may be credited with experience based on the total hours, but he shall be required to produce evidence of this experience.

Cancel Add

s) For data field *Total Hour Experience*, system will be auto-calculating *Total Hours* based on parameters entered by User, as per example below.

Total Hour Experience* 8 X 5 X 4 X 36 = 5760

Hour Day Week Month Total Hours

Work experience is based on a nominal 40h/week or the legal week of work. When an individual works in excess of 40 h/week, he may be credited with experience based on the total hours, but he shall be required to produce evidence of this experience.

Cancel Add

t) Click *Add* to update and system will display the latest status with regards to recommendation and approval from Supervisor and JPK, respectively. Selected party(s) will also be receiving notification email to respond with feedback.

Certificate Management | Home - New Certificate

Request Certificate request certificate

Candidate Info Upload Document Industrial Experience Level 1 or 2 **Waiting For Approval** Waiting Endorsement Print/Download

Recommendation Status

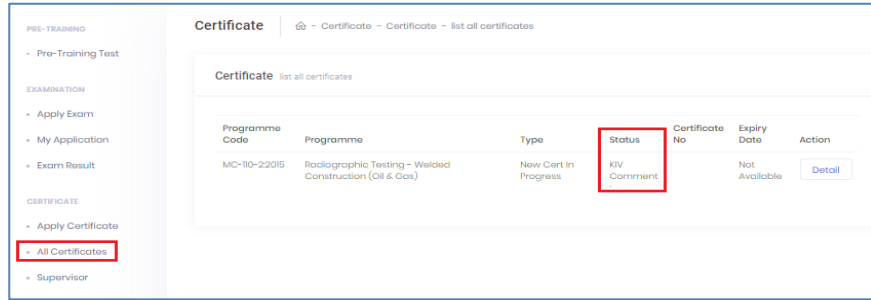
Status : Keep In View

1. Supervisor Name : Farah Nur Status : Waiting for approval

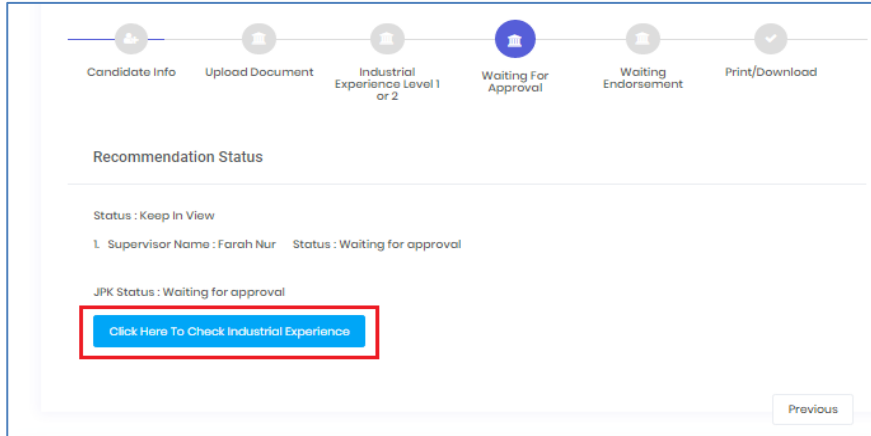
JPK Status : Waiting for approval

Click Here To Check Industrial Experience

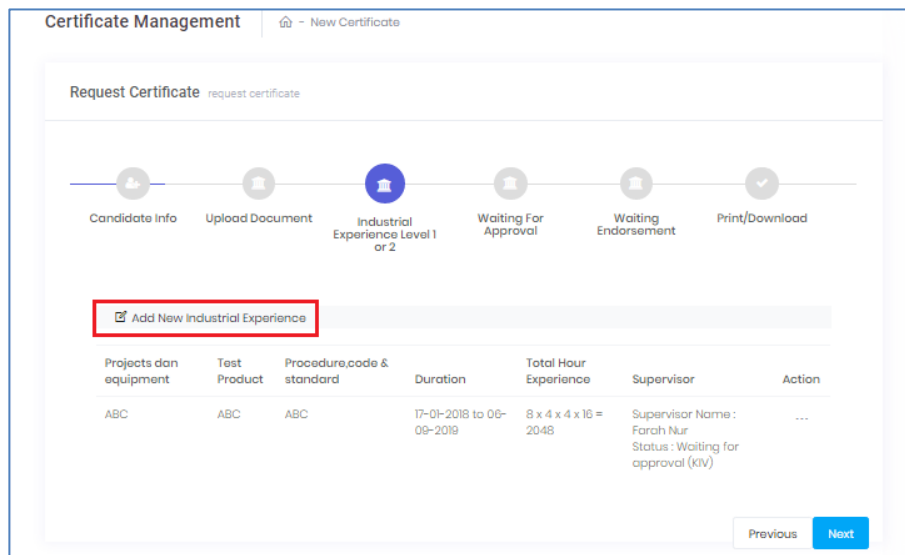
u) Extra note: Certificate application status is now KIV.



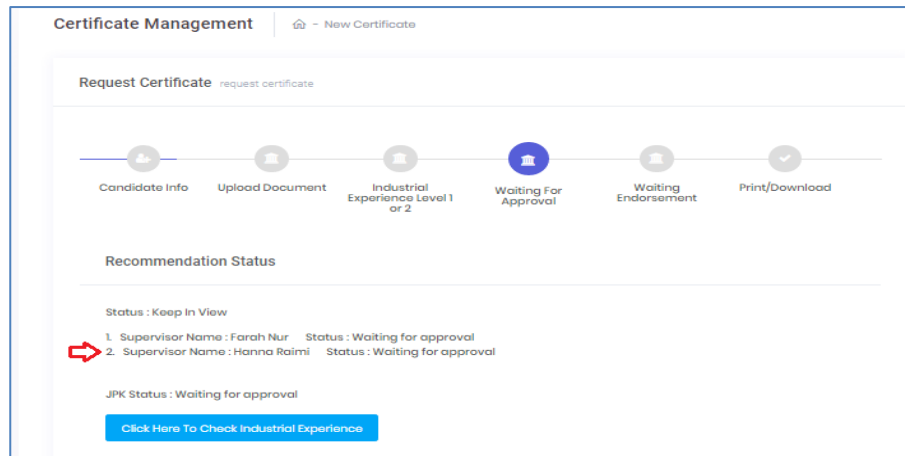
v) To return to *Industrial Experience Level 1 or 2*, click this blue box.



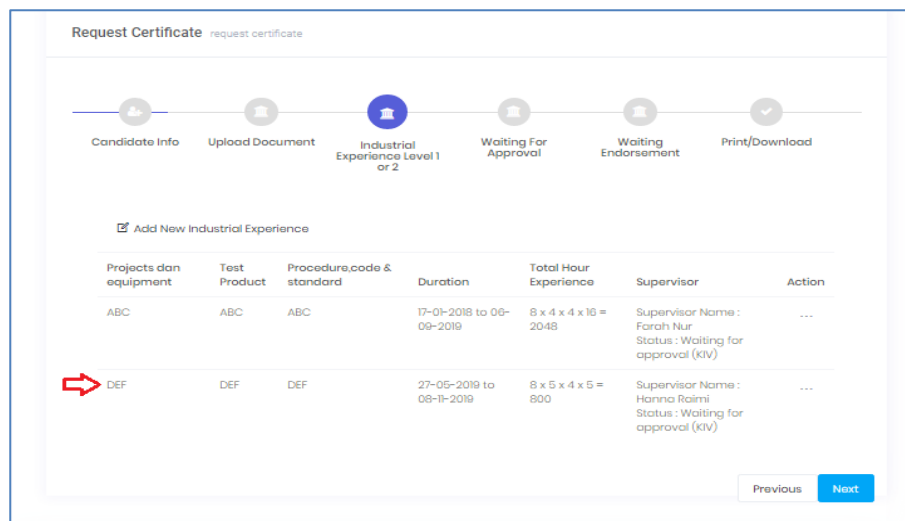
w) System will list down updated info. User can add more industrial experience by clicking *Add New Industrial Experience* and proceed add details as per previous steps.




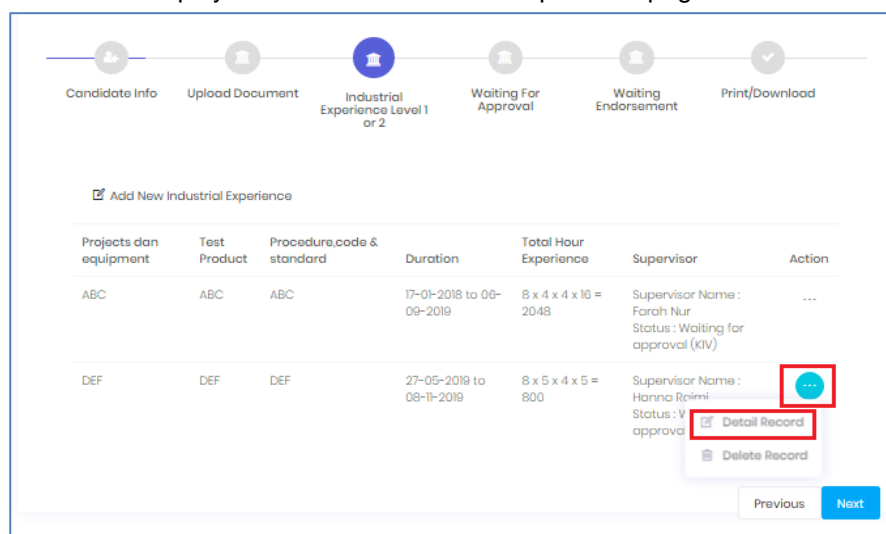
x) New *Industrial Experience* records will be added to existing list for further action by selected Supervisor and approval from JPK.

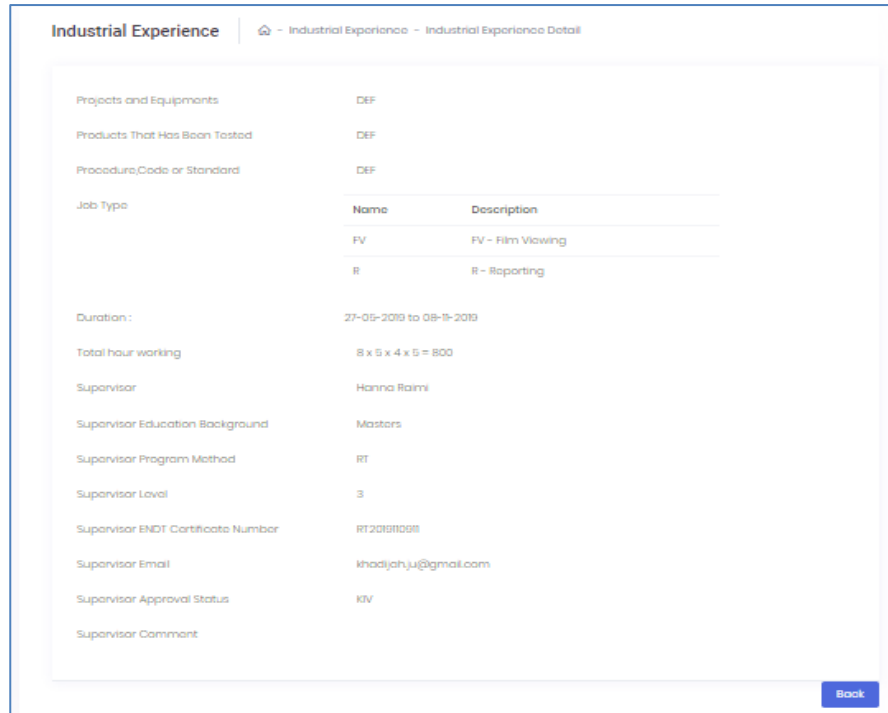


y) Click blue box to review the latest list. Click *Next* button to proceed.

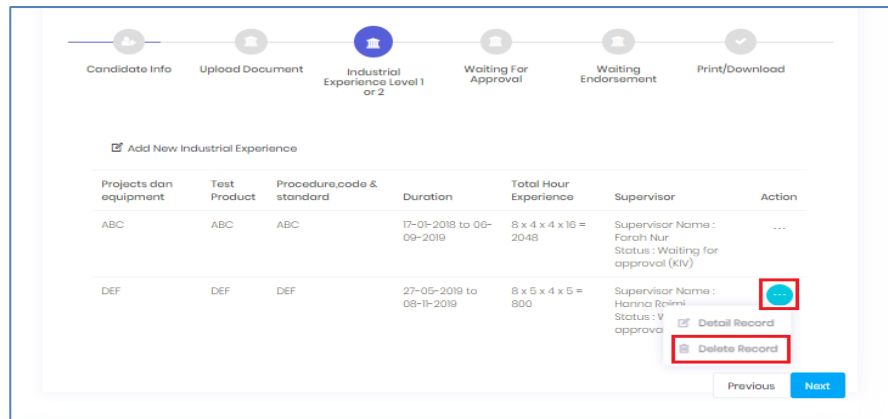


z) User can view the industrial experience by choosing *Detail Record* under  icon. Details will be displayed. Click *Back* to return to previous page.

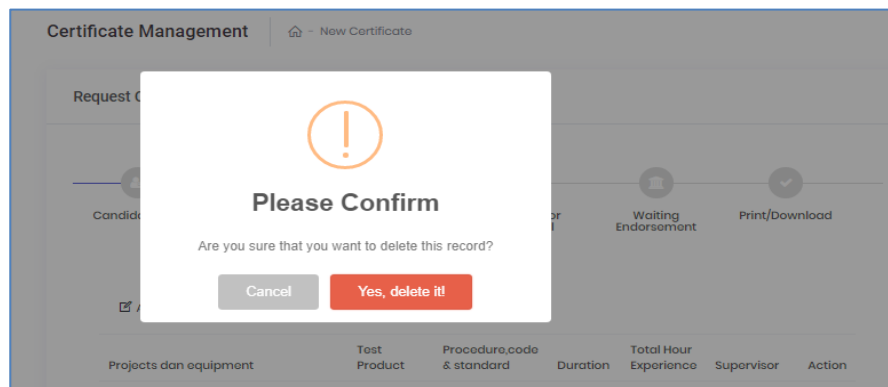




aa) Using the same icon, User may need to delete or replace *Industrial Experience* details that has been updated before. Choose *Delete Record* to delete the record.

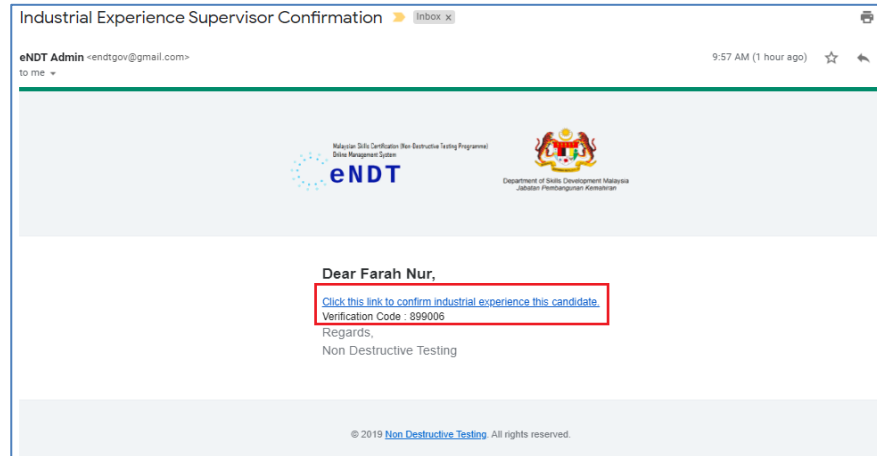


System will pop-up delete confirmation warning. Click *Yes, delete it!* to proceed or *Cancel*. Please note that deletion of this record will deny the validity of notification email previously sent to any required action-taker(s).



1.1.2 Supervisor: Recommendation of Certificate Application

- a) **CP Step 4:** Supervisor will receive notification email to act upon Industrial Experience details submitted by User. Click link given in the email. Verification Code is required to validate the responding Supervisor.



- b) No system login is required. Feedback page will show all items that require verification: Applicant Details, Programme Details and Confirmation.

Applicant Details	Programme Details	Confirmation
Name	SITI KHADIJAH JOSEPH UPI	
Program Name	Radiographic Testing - Welded Construction (Oil & Gas)	
Program Code	MC-110-2:2015	
Program Level	2	
NRIC/Passport	001126135899	
Email	reza_azril@protonmail.com	
Country	Malaysia	
Company Name	TESTCOM	

Applicant Details	Programme Details	Confirmation
Project And Equipment	ABC	
Products Tested	ABC	
Procedure, Code and Standard	ABC	
Job Type	1. EP , Description : EP - Equipment Preparation 2. AO , Description : AO - Assistant Operator 3. FI , Description : FI - Film Interpretation 4. R , Description : R - Reporting	
Duration	17-01-2018 to 06-09-2019	
Total Hours Experience	8 x 4 x 4 x 16 = 2048 (hour x day x week x month = total)	
Supervisor	Farah Nur	

Applicant Details	Programme Details	Confirmation
BORANG PENGESAHAN MAJIKAN / PENYELIA		
<p>Adalah keperluan Persijilan di mana maklumat yang diberi oleh pemohon perlu disahkan oleh majikan / penyelia yang mempunyai pengetahuan terhadap aktiviti-aktiviti pengujian pemohon di dalam kaedah NDT yang ingin dipersijilkan. Majikan / penyelia yang mengesahkan aktiviti pengujian pemohon, MESTI menandatangani di ruangan pernyataan pengalaman. Setiap majikan / penyelia yang mengesahkan aktiviti pengujian pemohon yang berbeza perlu melengkapkan borang ini setiap seorang.</p>		
APPLICANT NAME :	<input type="text" value="SITI KHADJAH JOSEPH UPI"/>	
COMPANY *:	<input type="text" value="TESTCOM"/>	
SUPERVISOR HIGHEST EDUCATION *:	<input type="text" value="Degree"/>	
ENDT CERTIFICATE NO *:	<input type="text" value="RT2019110922"/>	
CERTIFICATE ISSUER *:	<input type="text" value="JPK"/>	
SUPERVISOR ENDT RADIATION PROTECTION OFFICER NO *:	<input type="text" value="PRO999"/>	
METHOD *:	<input type="text" value="RT"/>	

LEVEL *:	<input type="text" value="3"/>
POSITION *:	<input type="text" value="MANAGER"/>
PENILAIAN TERHADAP KEKOMPETENAN PEMOHON DALAM KAEDAH PENGUJIAN *:	
<input type="text" value="EXCELLENT"/>	
PERAKUAN BERKENAAN SIKAP PROFESIONAL, PEKERJAAN ATAU HUBUNGAN PERIBADI ANTARA MAJIKAN / PENYELIA DAN PEMOHON *:	
<input type="text" value="EXCELLENT"/>	

Saya **Farah Nur (Nama Majikan/Penyelia)** dengan ini mengaku bahawa saya mengambil maklum mengenai latihan dan aktiviti kerja pemohon yang diperlukan dengan Permohonan Persijilan SKM, dan saya juga layak untuk memperakukan latihan dan aktiviti kerja beliau SITI KHADUJAHJOSEPH UPI(Nama pemohon) dalam kaedah NDT, tahap dan sektor industri yang tertakluk di dalam Permohonan Persijilan SKM ini.

Supervisor Approval Status: **Approve**
Please select approval status

Supervisor Approval Comment: **Verified and approved. Good to proceed with approval.**

I hereby admit that all the information are valid and true.

Verification Code: **899008**
Verification code is valid.

Submit

Success! Status successfully updated.

- c) Upon submission of Supervisor’s recommendation, system will notify the status of successful update. Respective info on User’s certificate application details will also be updated.

Certificate Management - New Certificate

Request Certificate request certificate

Candidate Info | Upload Document | Industrial Experience Level 1 or 2 | **Waiting For Approval** | Waiting Endorsement | Print/Download

Recommendation Status

Status : Keep In View

1. Supervisor Name : Farah Nur Status : **Approved**
2. Supervisor Name : Hanna Raimi Status : Waiting for approval

JPK Status : Waiting for approval

[Click Here To Check Industrial Experience](#)

- d) Proceed with next Supervisor’s recommendation (if any). Once recommendation from supervisor is completed, next response is approval from JPK.

Recommendation Status

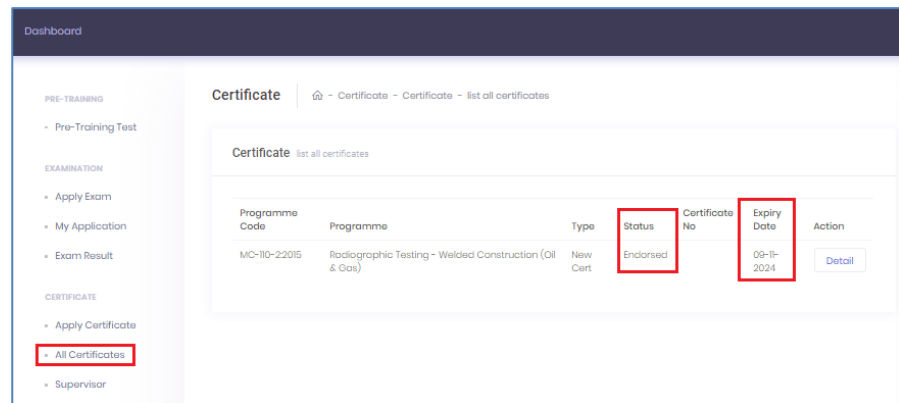
Status : Keep In View

1. Supervisor Name : Farah Nur Status : Approved
2. Supervisor Name : Hanna Raimi Status : Approved

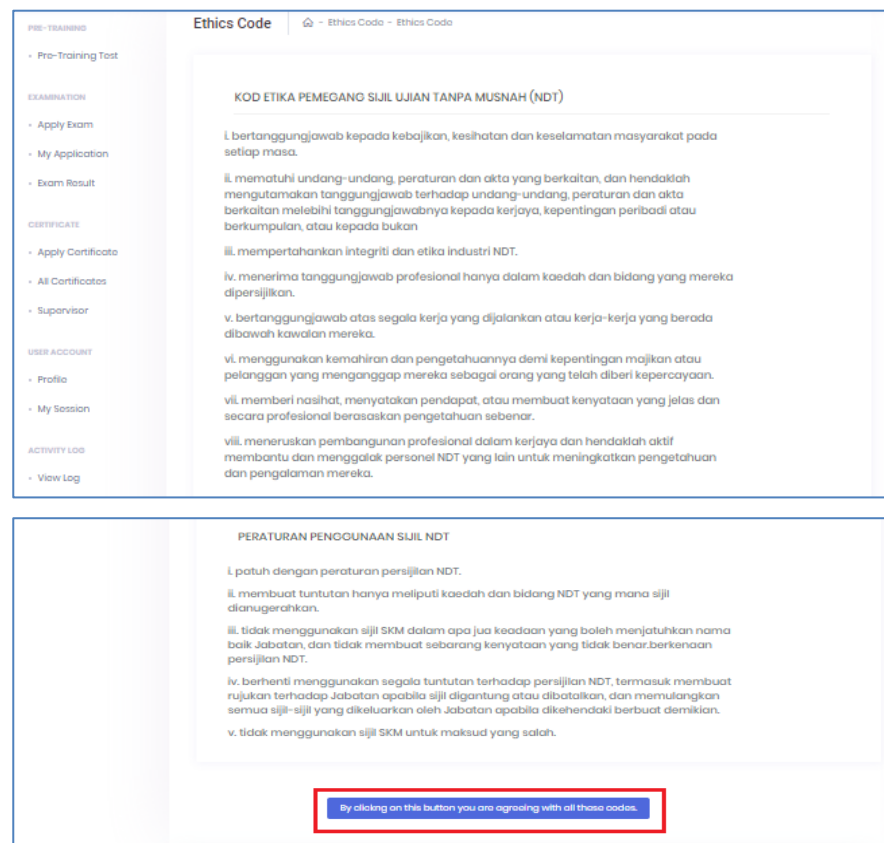
JPK Status : Waiting for approval

[Click Here To Check Industrial Experience](#)

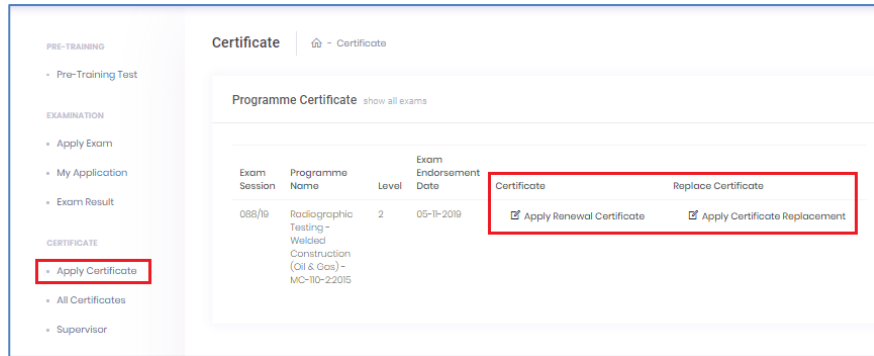
- a) Meanwhile, the latest status and information on certificate application are also updated on User's dashboard (example shown below are *All Certificate and Apply Certificate*).
- b) Under *All Certificate*: For new certificate that User is currently applying, the latest details have been updated accordingly. Certificate status is now changed to *Endorsed* and certificate *Expiry Date* is set to 5 years from endorsement meeting date.



- c) Click *Detail* to view and declare User's agreement to code of ethics in using NDT Certificate.



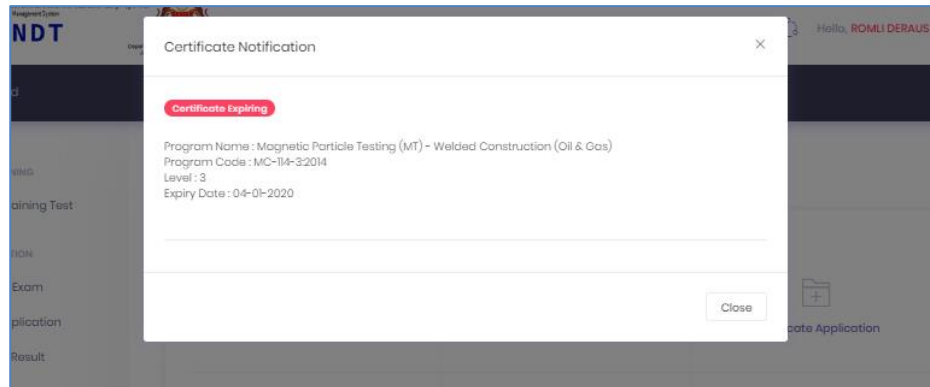
- d) Under *Apply Certificate*: System will show type of certificate that User is now eligible to apply (subject to certain conditions).



1.2 CERTIFICATE EXPIRY

1.2.1 Notification of Certificate Expiry

- a) Upon successful login, all certificate holders who have certificate that will expire in the next 6 months will receive pop-up notification.

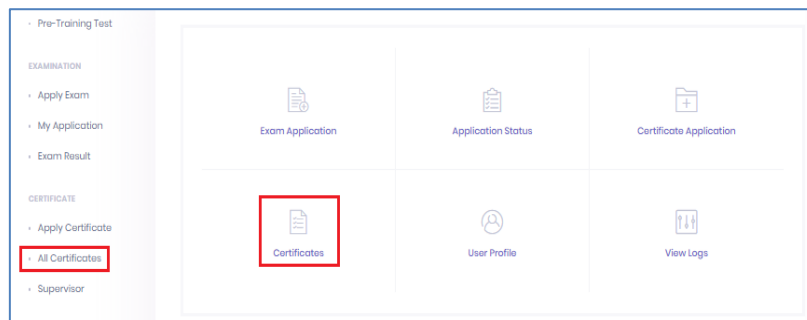


- b) Renewal action or Recertification (whichever applicable) can be done within 6 months before expiry date.

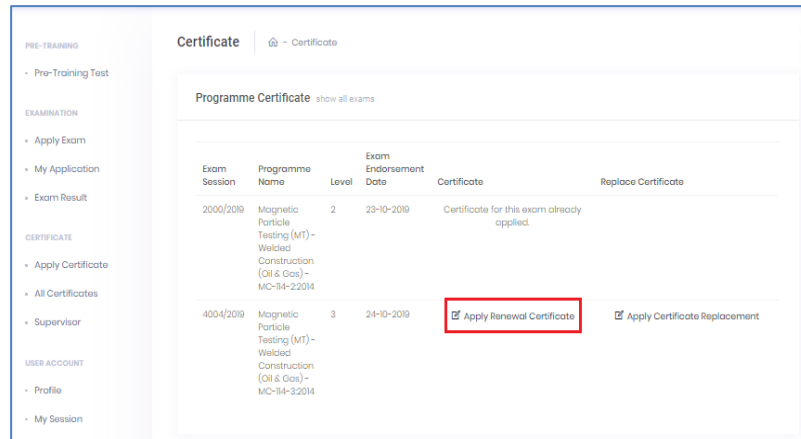
1.3 RENEW CERTIFICATE

1.3.1 Apply Certificate

- a) Upon successful login, click *All Certificate* or click *Certificate* icon on Dashboard to view all User's list of certificates.

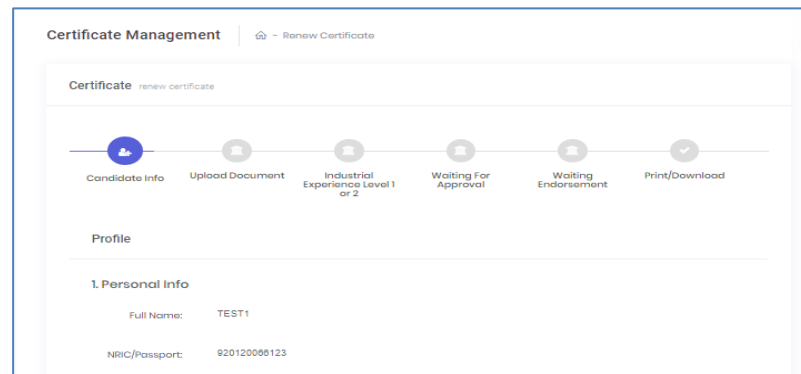


- b) For User who has the valid NDT Exam records, upon clicking of *Apply Certificate*, system shows *Programme Certificate* page. Click *Apply Renewal Certificate*, as shown below.



1.3.2 Renewal of expired certificate

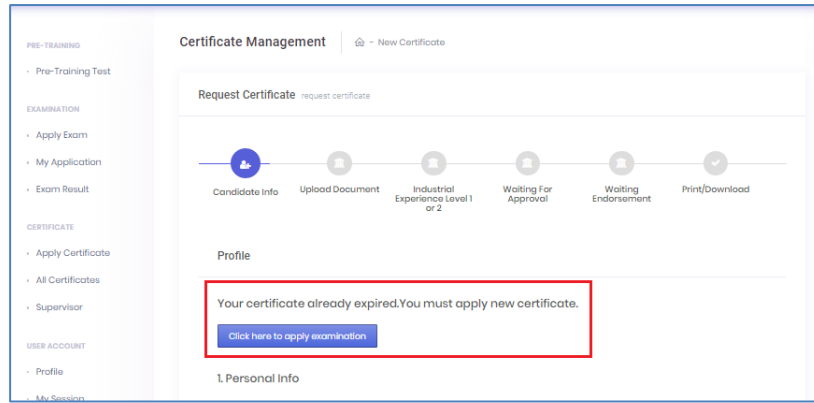
- a) User will go through and need to complete all 6 normal certification processes (CP) step by step as shown here.



- b) For the rest of process steps and details, please refer steps 3.2.1(d) onwards.

1.3.3 Late Renewal

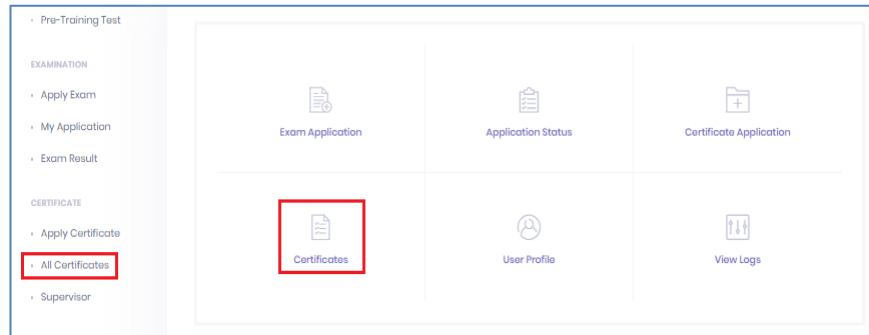
For User (applicant) that the system detects with late renewal, he or she has to apply relevant NDT examination. Certificate application can be done upon completion of examination result endorsement (with final result is passed).



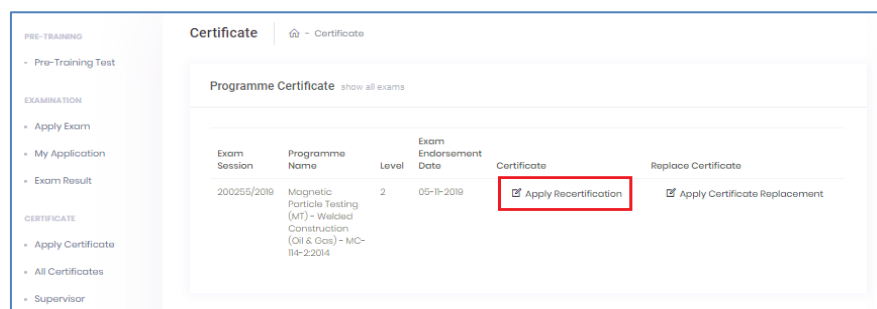
1.4 RECERTIFICATION

1.4.1 Apply Certificate

- a) Upon successful login, click *All Certificate* or click *Certificate* icon on Dashboard to view all User's list of certificates.

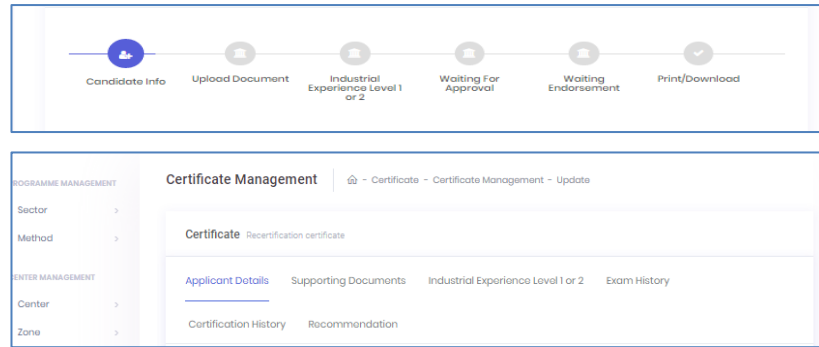


- b) For User who has the valid NDT Exam records, upon clicking of *Apply Certificate*, system shows *Programme Certificate* page. Click *Apply Recertification*, as shown below.



1.4.2 Recertification

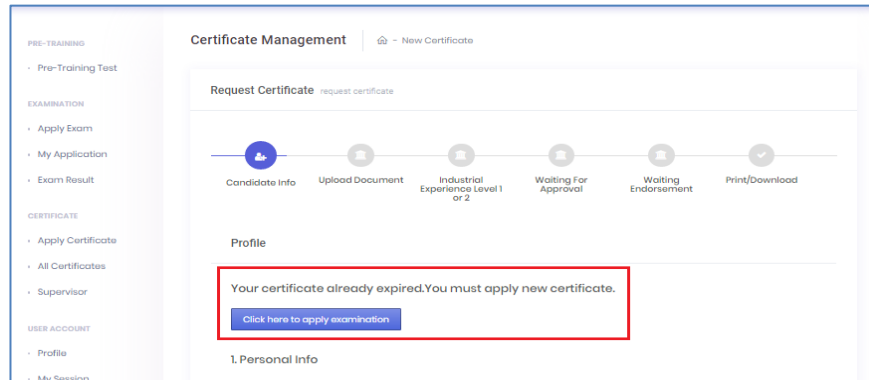
- a) User will go through and need to complete all 6 normal certification processes (CP) step by step as shown here.



b) For the rest of process steps and details, please refer steps 3.2.1(d) onwards.

1.4.3 Late Recertification

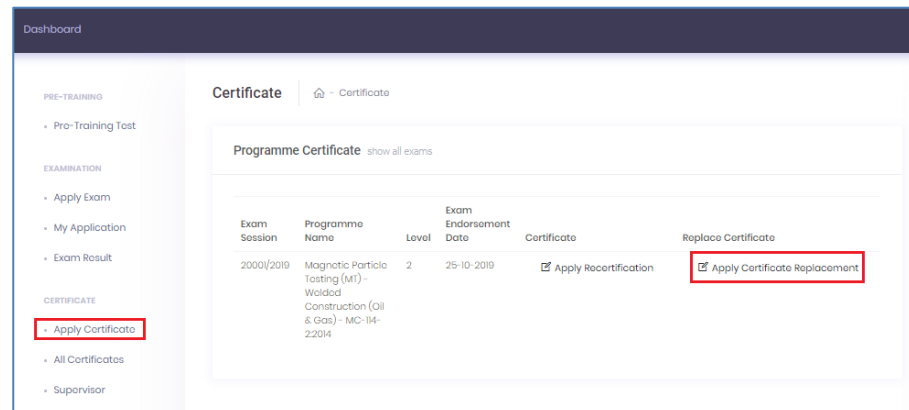
For User (applicant) that the system detects with late recertification, he or she has to apply relevant NDT examination. Certificate application can be done upon completion of examination result endorsement (with final result is passed).



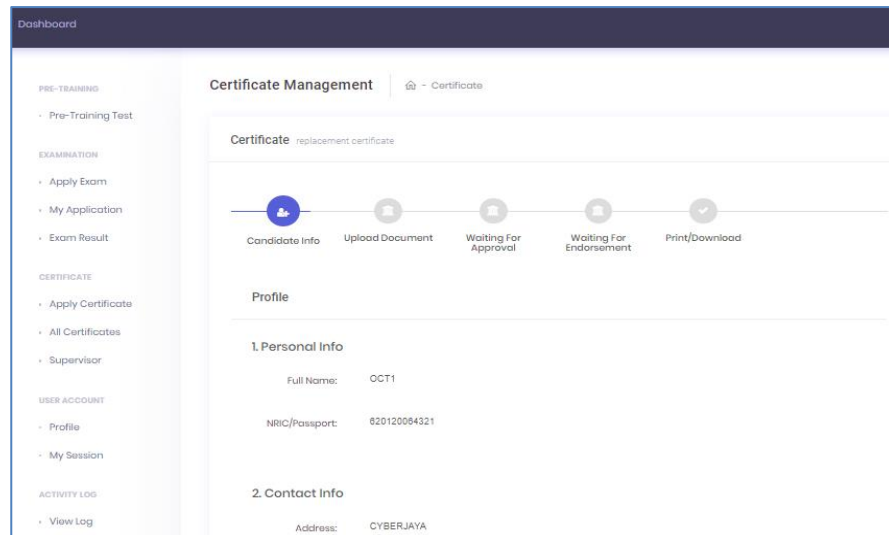
1.5 REPLACEMENT OF CERTIFICATE

1.5.1 Apply Certificate

a) Upon successful login, click *Apply Certificate* at left sidebar menu or click *Certificate Application* icon on *Dashboard*



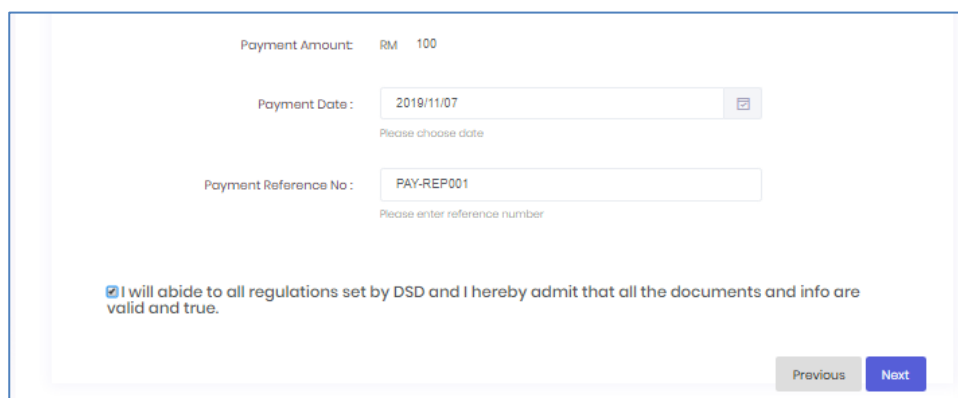
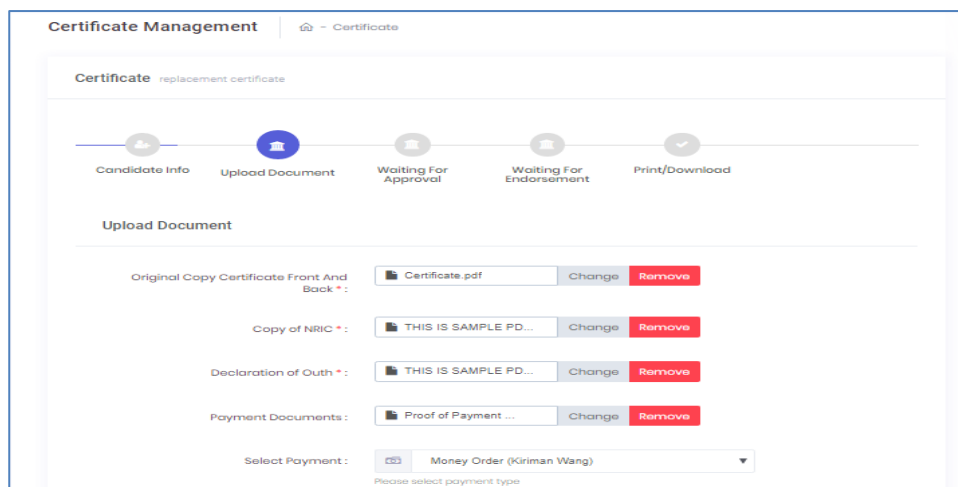
b) Certificate replacement page is displayed. 5 steps are required to complete the process of replacement certificate application, as shown below.



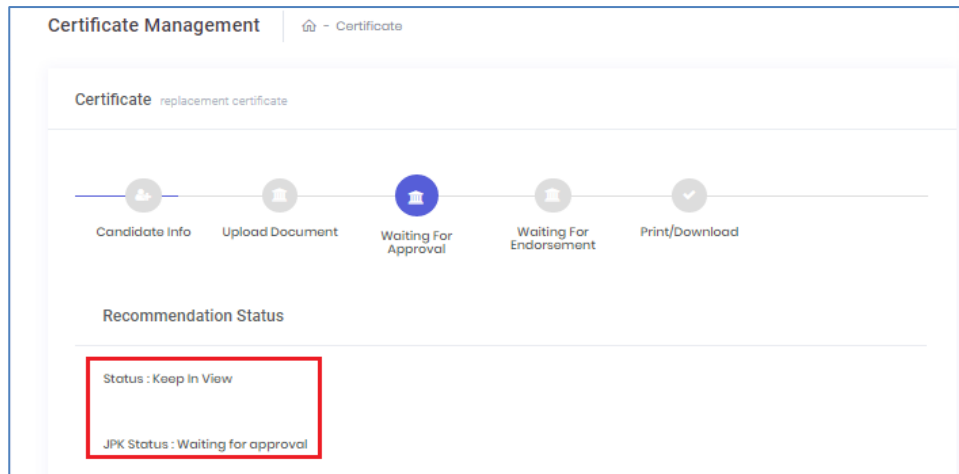
c) **Step 1:** View User's profile. Click *Next* button to proceed.



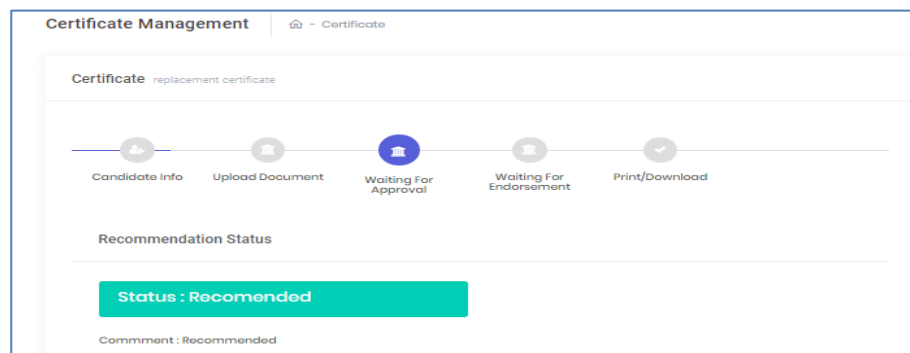
d) **Step 2:** Upload required document for certificate replacement, update payment information and tick declaration agreement. Click *Next* button to proceed.



e) **Step 3:** Pending approval from JPK



a) Meanwhile on User's screen:



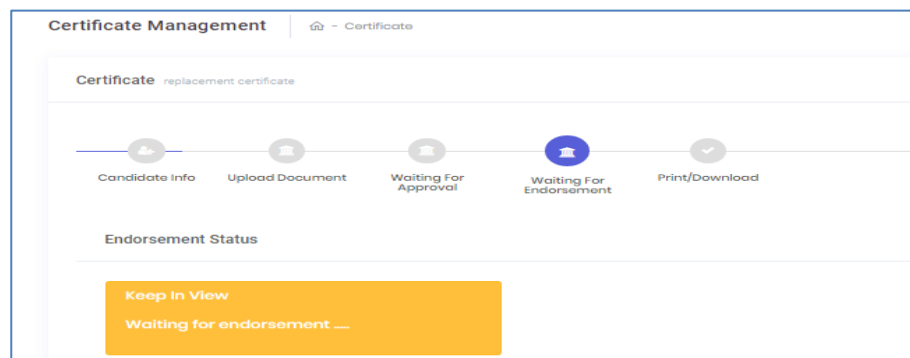
b) The application is also listed under *Summary of Certificate Application* (kindly refer menu *Course Management > Certification Management > Summary of Certificate Application*)

Certificate Management | Certificate - Certificate Management - Search Endorse Certificate

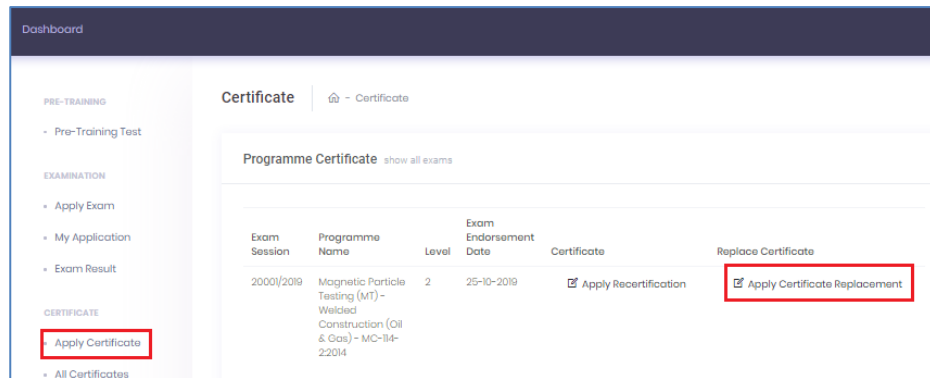
Search [] Search

Name	NRIC/Passport	Programme	Code	Type	Status	Detail
OCTI	620120064321	Magnetic Particle Testing (MT) - Welded Construction (Oil & Gas)	MC-114-22014	Replacement In Progress	Keep In View	View
SITI KHADJAH	001126135899	Radiographic Testing - Welded Construction (Oil & Gas)	MC-110-22015	New Cert	Endorsed	View
BORHANUDIN	660120066011	Magnetic Particle Testing (MT) - Welded Construction (Oil & Gas)	MC-114-22014	Renewal 5 Year	Endorsed	View

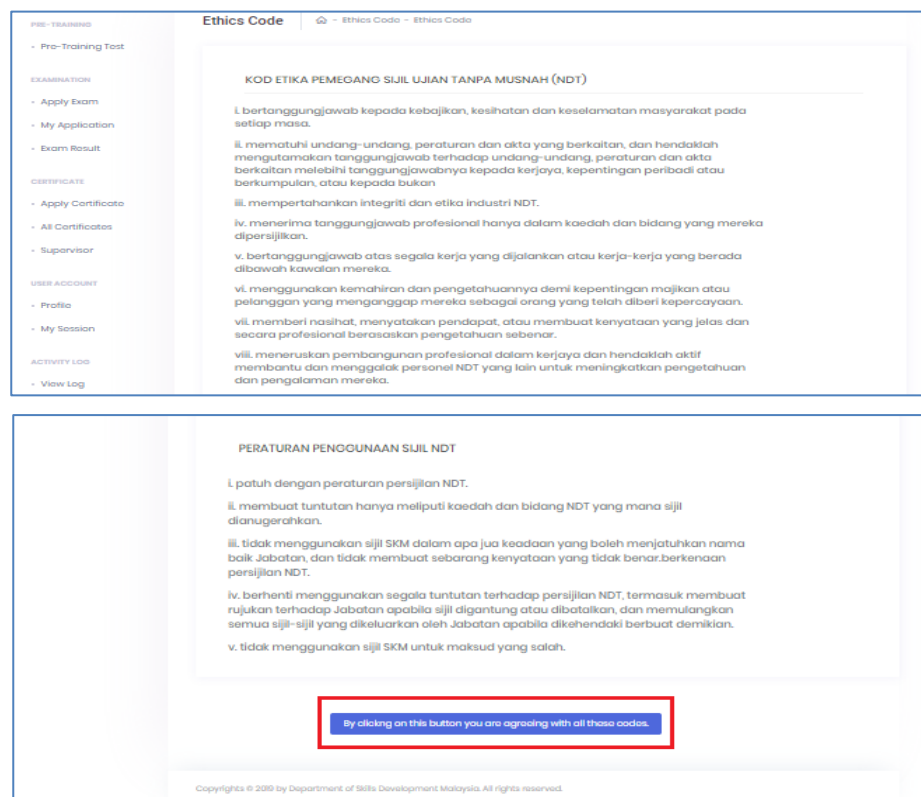
c) Meanwhile, on User's screen:



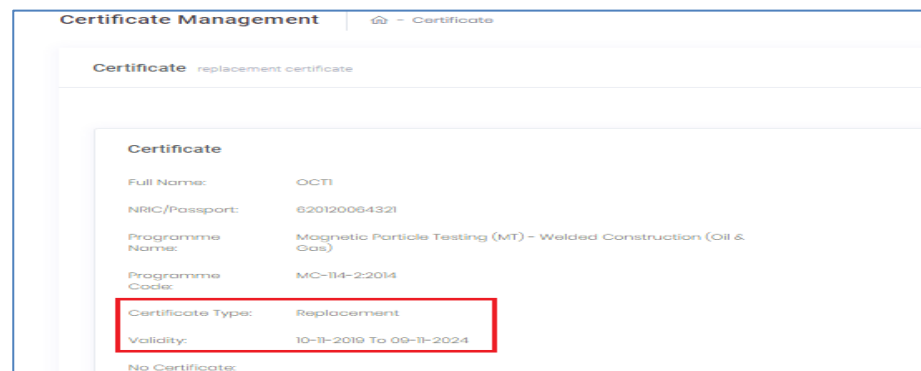
a) Meanwhile, on User's screen: Click *Apply Certificate* > *Apply Certificate Replacement*



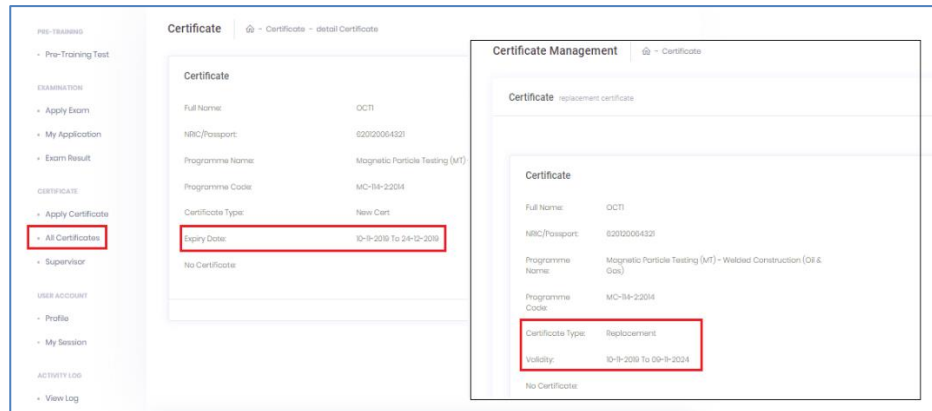
b) Ethics Code is displayed for User's agreement.



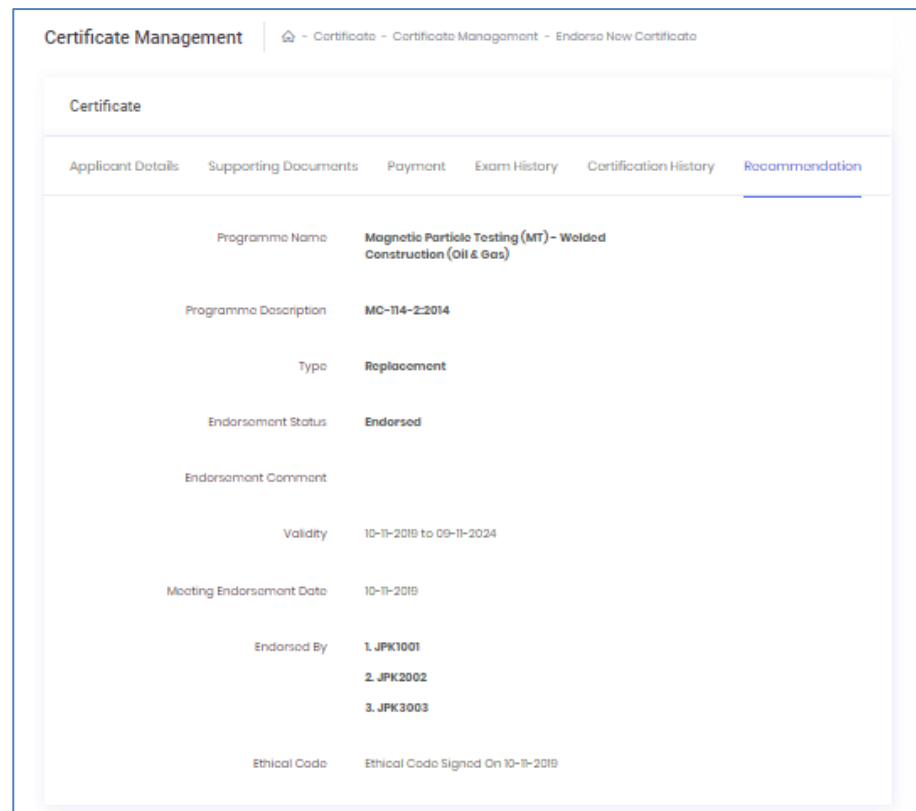
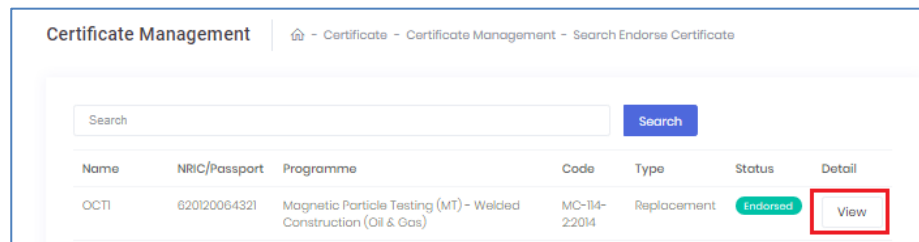
c) Click blue box to agree to the code of ethics terms and conditions. Replacement certificate process is completed.



- d) Since the expiry date of existing certificate is just around the corner, in this case, replacement certificate will also be considered as renewal. Fees for both cases are also the same (RM100).



- e) Back to JPK's screen: Click View on *Summary of Certificate Application* (kindly refer menu *Course Management > Certification Management > Summary of Certificate Application*).
- f) Go to tab *Recommendation* and code of ethics is updated accordingly.



APPENDIX 1: PROCESS FLOW OF NDT CERTIFICATE APPLICATION

