

e-NDT

Certificate Application

User Guide



12th DECEMBER 2019

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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.

shboard						
PRE-TRAINING	Certificate	ŵ - Certificate				
- Pre-Training Test						
EXAMINATION	Programm	e Certificate show all exams				
- Apply Exam				Even		
 My Application 	Exam Session	Programme Name	Lovol	Endorsement Date	Certificate	Replace Certificate
 Exam Result 	088/19	Radiographic Testing - Welded Construction	2	05-11-2019	(2) Apply New Certificate	
CERTIFICATE (1)						
 Apply Certificate 						
 All Certificates 						
 Supervisor 						

- 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*).

PRE-TRAINING	Certificate Management 🏠 - New Certificate
Pre-Training Test	Danuet Cartificata mener anticata
EXAMINATION	Request our amounte : request cer unicate
 Apply Exam 	
 My Application 	
Exam Result	Candidate Info Upload Document Industrial Waiting For Waiting Print/Download Exportance Level 1 Approval Endorsement
CERTIFICATE	
 Apply Certificate 	Profile
 All Certificates 	
Supervisor	1. Personal Info
USER ACCOUNT	Full Nome: SITI KHADIJAH
- Profile	NRIC/Passport: 001126135899
My Session	
CTIVITY LOG	2. Contact Info
View Log	Address: A-18-7 SPRINGVILLE RESIDENCE APT
	Phone: 0133642600
	rik szz zzóliforotomsil om
	LITUR.
	3. Programme
	Programme Radiographic Testing - Welded Construction (Oil & Gas) Norme:
	Programme MC-110-2:2015 Code:
	Exam Session: 088/10
	Candidate kd: NDT00119RT2010

- 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- e) **CP Step 2**: *Upload Document* is required if any of User's existing document is no longer valid.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.

PRE-TRAINING	Certificate Management 💩 - Now Cortificato
Pro-Training Test	Request Certificate request certificate
EXAMINATION	
Apply Exam	
My Application	
- Exam Result	Candidate Info Upload Document Industrial Waiting For Waiting Print/Download Experience Level 1 Approval Endersement
CERTIFICATE	
 Apply Certificate 	Upload Document
All Cortificatos	Weighter Te May The
Supervisor	Vision Test *: Cack Horo to Visov Ho Document Still Volid
USER ACCOUNT	Document Date : 27-10-2020
Profile	
- My Session	Exam Sip * : Exam endorsed on this session 088/h9
ACTIVITY LOG	Course Contrilicate *: Solicit file
View Log	* 70/2 *

- 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.

 Pre-Training Test 		
	Request Certificate request certificate	
EXAMINATION		
 Apply Exam 		
My Application		
- Exam Result	Candidate Info Upload Document Industrial Waiting For Waiting Print/Dov Experience Even1 Approval Endorsement	wnload
CERTIFICATE		
 Apply Certificate 	Upload Document	
All Cortificates		
Supervisor	Vision Tost *: Click Horo To Viow Filo Decument Sill Valid	
USER ACCOUNT	Document Date : 27-10-2020	
Profile	Exam Slip *: Exam andorsed on this session 088/19	
 My Session 		
ACTIVITY LOD	Course Cartificata *: Salact file	
Viow Log	View	
	Rango Data *: 28-10-2019 31-10-2019	
	Dosimetry Report : Scient file	
	va.rv	
	wit will ablace to all regulations set by DSD and I hereby admit that all the documents and info valid and true.	are

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.

oshboard	
PRE-TRAINING	Certificate Management @ - New Certificate
 Pre-Training Test 	Requised Cartificate and and and and
EXAMINATION	Request our moute request certainate
Apply Exam	
 My Application 	
 Exam Result 	Candidate Info Upload Document Industrial Waiting For Waiting Print/Download Experience Level Approval Endorsement or 2
CERTIFICATE	
 Apply Certificate 	I Add New Industrial Experience
 All Certificates 	
 Supervisor 	rrojeots aan lest rroceaure,code & Total Hour equipment Product standard Duration Experience Supervisor Action
USER ACCOUNT	
- Profile	Previous

- *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.

Dashboard	
PRE-TRAINING	Industrial Experience 🍈 - Industrial Experience - Add Industrial Experience
Pre-Training Test	
EXAMINATION	Supervisor Details
Apply Exam	Choose Existing Supervisor
 My Application 	Supervisor Name *
Exam Result	Please enter supervisor nome
CERTIFICATE	Supervisor NRIC/Passport *
 Apply Certificate 	Please enter supervisor NRIC/Passport

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

provenie Department of Chills Department Messyne Laboren Pienbargsnen Kenafinge	Choose Supe	rvisor	×	٩	Holio, Siti Khadijah Joseph
Industrial Exp	Supervisor Hanna Raimi		•		
Supervisor	Details				
		Choose Existing Supervisor			
Si	upervisor Name *	Please enter supervisor name			
Superviso	r NRIC/Passport *	Please enter supervisor NRIC/Passport			

 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.

Industrial Experience	- Industrial Experience - Add Industrial Experience	
	Choose Existing Supervisor New Supervisor	
Supervisor Details		
Supervisor Name	Hanna Raimi	
	Please enter Supervisor Name	
Supervisor NRIC/Passport	001126135854	
	Please enter supervisor NRIC/Passport	
Highest Education		
	Highest Education (Degree,Diploma,SPM)	

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

Industrial Experience	9 - Industrial Experience - Add Industrial Experience	
Supervisor Details		
	Choose Existing Supervisor	
Supervisor Name *	Places enter supervisor nome	
Supervisor NRIC/Passport *		
	Please enter supervisor NRIC/Passport	
Highest Education	Histori Education (Decree Dislove 2014)	
Supervisor Method	ngi est cononon (osgresopion nuor m)	
Supervisor Method	Method	
Supervisor Level		
	Level	

- 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	
Туре	Supervisor Referee	
	Note *	
	related scope.	

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

Adalah keperluan Persijilan di mana maklumat yang diberi oleh pemohon perlu disahkan oleh majikan / yang mempunyai pengetahuan terhadap aktiviti-aktiviti pengujian pemohon di dalam kaedah NDT yan dipersijilkan. Majikan / penyelia yang mengesahkan aktiviti pengujian pemohon. MESTI menandatangan ruangan penyataan pengalaman. Setiap majikan / penyelia yang mengesahkan aktiviti pengujian pem berbeza perlu melengkapkan borang ini setiap seorang. APPUCANT NAME: RAZIF RAHIM COMPANY *: SUPERVISOR HIGHEST EDUCATION *:	' penyelia 1g ingin 1i di 0hon yang
APPLICANT NAME: RAZIF RAHIM COMPANY *: SUPERVISOR HIGHEST EDUCATION *:	
COMPANY *: SUPERVISOR HIGHEST EDUCATION *:	
SUPERVISOR HIGHEST EDUCATION *:	
NDI GENINGATE NO .	
CERTIFICATE ISSUER +:	
METHOD *:	
LEVEL *:	

- 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 *	
Project And Soupernant Test Product *	
Please enter product that are tested	
Procodura,Code or Standard *	
Proceedure,Code or Standard	
Duration * Start date ··· End date	
Job Type* EP - Equipment Preparation AO - Assistant Operator FP - Film Processing FV - Film Viewing Orthors - Pieces specify O - Operator FI - Film Interpretation R - Reporting W - Instruction Writing	
Total Hour Experience* X X X =	
Hour Doy 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 a credited with experience based on the total hours,but he shall be required to produce evidence of this experience.	10 h/week,he may be
	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	Х	5	х	4	Х	36	=	5760	
	Hour		Day		Week		Month		Total Hours	
Work experience is based on a pr	ominal	10b/wa	ok or t	the lear	al wook	ofwor	kWhen	an ind	fividual works in excess	of 40 b/waak ba may b
Work experience is based on a na	ominal 4	40h/we	ek or t	the lega	al week	of wor	k.When	an ind	lividual works in excess	of 40 h/week,he may b
credited with experience based o	on the t	otal ho	urs,bu	t he sha	all be re	quirec	I to proc	Juce e	widence of this experien	ice.
Work experience is based on a no	ominal 4	40h/we	ek or t	the lega	al week	of wor	k.When	an ind	lividual works in excess	of 40 h/week,he may b
credited with experience based o	on the tr	otal ho	urs,but	t he sha	all be re	quirec	I to proc	luce e	vidence of this experien	ice.
Work experience is based on a na	ominal 4	40h/we	ek or t	the lega	al week	of wor	k.When	an ina	lividual works in excess	of 40 h/week,he may b
credited with experience based a	on the te	otal ho	urs,but	t he sha	all be re	quirec	I to proc	luce e	widence of this experien	ice.
Work experience is based on a nr	ominal 4	40h/we	ek or t	the lega	al week	of wor	k.When	an ind	lividual works in excess	of 40 h/week,he may be
credited with experience based o	on the te	otal ho	urs,but	the sha	all be re	quirec	I to proc	Juce e	vidence of this experien	

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.

Certifica	ate Manago	ement 💮 - N	ew Certificate			
Reque	est Certificat	e request certificate				
Ca	Indidate Info	Upload Document	Industrial Experience Level 1 or 2	Waiting For Approval	Waiting Endorsement	Print/Download
R	ecommendat	tion Status				
St	tatus : Keep In V	/iew		1		
ι	Supervisor Na	me : Farah Nur Statu	is : Waiting for approval			
JP	PK Status : Wait	ing for approval				
	Click Here To (Check Industrial Experi	ence			

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

PRE-TRAINING	Certificate 😡 - Certificate - list all certificates									
Pre-Training Test EXAMINATION	Certificate list	all certificates								
 Apply Exam My Application 	Programme Code	Programme	Туре	Status	Certificate No	Expiry Date	Action			
- Exam Result	MC-110-2:2015	Radiographic Testing - Welded Construction (Oil & Gas)	New Cert In Progress	KIV Comment		Not Available	Detail			
CERTIFICATE										
All Certificates Supervisor										

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

Recommendation Status Status : Keep In View 1. Supervisor Name : Farah Nur Status : Waiting for approval JPK Status : Waiting for approval	Candidate Info	Upload Document	Industrial Experience Level 1 or 2	Waiting For Approval	Waiting Endorsement	Print/Download
Status : Keep In View 1. Supervisor Name : Farah Nur Status : Waiting for approval JPK Status : Waiting for approval	Recommenda	tion Status				
JPK Status : Waiting for approval	Status : Keep In N 1. Supervisor Na	View ıme : Farah Nur Statu	s : Waiting for approva			
	JPK Status : Wait	ing for approval				

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.

	e request certr	ficate				
Candidate Info	Upload Doc	ument Industr Experience or 2	al Waitin Level 1 Appre	g For Soval End	Waiting Print Jorsement Print	/Download
Projects dan equipment	Test Product	Procedure,code & standard	Duration	Total Hour Experience	Supervisor	Action
ABC	ABC	ABC	17-01-2018 to 06- 09-2019	8 x 4 x 4 x 16 = 2048	Supervisor Name : Farah Nur Status : Waiting for	

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

ertificate Manager	ment 💮 - N	lew Certificate			
Request Certificate	request certificate				
	0	0		0	0
Candidate Info	Upload Document	Experience Level 1 or 2	Waiting For Approval	Endorsement	Print/Download
Recommendatio	on Status				
Status : Keep In Vie	w				
1. Supervisor Nam 2. Supervisor Nam	e : Farah Nur Stati ne : Hanna Raimi S	us : Waiting for approva Status : Waiting for appr	l oval		
JPK Status : Waiting	g for approval				
	o ok in dustrial Fusion	ioneo			

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

) (
Candidate Info	Upload Doc	ument Indus Experienc	trial Waitir e Level 1 Appr	ng For oval End	Waiting Print/ dorsement	Download
C Add New I	ndustrial Expe	rience				
Projects dan equipment	Test Product	Procedure,code & standard	Duration	Total Hour Experience	Supervisor	Action
ABC	ABC	ABC	17-01-2018 to 06- 09-2019	8 x 4 x 4 x 16 = 2048	Supervisor Name : Farah Nur Status : Waiting for approval (KIV)	
> DEF	DEF	DEF	27-05-2019 to 08-11-2019	8 x 5 x 4 x 5 = 800	Supervisor Name : Hanna Raimi Status : Waiting for	

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

Candidate Info	Upload Doc	sument Industri Experience or 2	ial Waitir Level 1 Appr	ng For oval End	Waiting dorsement	Print/Download
Add New Ir Projects dan equipment	Test Product	Procedure,code & standard	Duration	Total Hour Experience	Supervisor	Action
ABC	ABC	ABC	17-01-2018 to 06- 09-2019	8 x 4 x 4 x 16 = 2048	Supervisor Nar Farah Nur Status : Waiting approval (KIV)	ne :
DEF	DEF	DEF	27-05-2019 to 08-11-2019	8 x 5 x 4 x 5 = 800	Supervisor Nar Hanna Roimi Status : V approva	ne : Detail Record Delete Record

	stnai Experience – 1	naustriai Experience Détail	
Projects and Equipments	DEF		
Products That Has Been Tested	DEF		
Procedure,Code or Standard	DEF		
Job Type	Name	Description	
	FV	FV - Film Viewing	
	R	R - Roporting	
Duration :	27-05-2019 to 0	8-11-2019	
Total haur working	8x5x4x5=	800	
Supervisor	Hanna Raimi		
Supervisor Education Background	Masters		
Supervisor Program Method	RT		
Supervisor Level	з		
Supervisor ENDT Certificate Number	RT2019110911		
Supervisor Email	khadijah.ju@	gmail.com	
Supervisor Approval Status	KTV		
Supervisor Comment			

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.

Candidate Info	Upload Doc	ument	Industri Experience or 2	al Level 1	Waitin Appro	g For oval	Waiting Endorsement	Print/Downl	oad
Projects dan equipment	Test Product	Proced	ure,code & rd	Duration		Total Hour Experience	Supervisor		Action
ABC	ABC	ABC		17-01-2018 t 09-2019	o 06-	8 x 4 x 4 x 16 2048	= Supervisor N Farah Nur Status : Waii approval (K	lame : ing for V)	
DEF	DEF	DEF		27-05-2019 08-11-2019	to	8 x 5 x 4 x 5 = 800	= Supervisor M Hanna Roim Status : V approva	lame : i 2 Detail Reco 2 Delete Reco	rd ord

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).

Certificate Man	agement ශි - Ne	w Certificate					
Request C		<u>]</u>					
Candida	Please	Confir	n	or I	Waiting Endorsement	Print/Dov	vnload
۲ ا	Are you sure that you Cancel	vant to delete t Yes, delet	his record? e it!				
Projects da	n equipment	Test Product	Procedure,code & standard	Duration	Total Hour Experience	Supervisor	Action

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.

Industrial Experience Supervisor Confirmation 🔉 🔤			•
eNDT Admin <endtgov@gmail.com> to me +</endtgov@gmail.com>	9:57 AM (1 hour ago)	☆	*
Marie Bit Schutz Be Genetic References Bis Response Space E E N D T			
Dear Farah Nur, Click this link to confirm industrial experience this candidate, Verification Code : 899006 Regards, Non Destructive Testing			
© 2019 Non Destructive Testing. All rights reserved.			

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

Applicant Details Programm	ne 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 . Fl , Description : Fl - Film Interpretation
	4 . R , Description : R - Reporting
Duration .	17 01 0010 - 02 00 0010
Duration	17-01-2018 to 06-09-2018
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

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 penyataan pengalaman. Setiap majikan / penyelia yang mengesahkan aktiviti pengujian pemohon yang berbeza perlu melengkapkan borang ini setiap seorang.

APPLICANT NAME :	SITI KHADIJAH JOSEPH UPI
COMPANY *:	TESTCOM
	Denote the second se
SUPERVISOR HIGHEST EDUCATION *:	Legree
ENDT CERTIFICATE NO *:	RT2019110922
CERTIFICATE ISSUER *:	JFK
SUPERVISOR ENDT RADIATION PROTECTION	PR0999
officiatio .	
METHOD *:	RT

LEVEL *:	3
POSITION *:	MANAGER
PENILAIAN TERHADAP KEKOMPETENAN PE	MOHON DALAM KAEDAH PENGUJIAN •:
EXCELLENT	
PERAKUAN BERKENAAN SIKAP PROFESION	IAL, PEKERJAAN ATAU HUBUNGAN PERIBADI ANTARA MAJIKAN / PENYELIA DAN
PEMOHON *:	
EXCELLENT	

Supervisor Approval Status	Approve	v
	Please select approval status	
Supervisor Approval Comment	Verified and approved. Good to proceed with approval.	
		<i>h</i>
I hereby admit that all	the information are valid and true.	
Verification Code	899008	
	Verification code is valid.	
	Submit	

 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.

	jement 💮 - N	lew Certificate			
Request Certifica	te request certificate				
				0	Dial/Daugland
Canalaate Info	opioda Document	Experience Level 1 or 2	Waiting For Approval	Endorsement	PringDownload
Recommenda	ation Status				
Status : Keep In	View				
Status : Keep In 1. Supervisor N 2. Supervisor N	View ame : Farah Nur Stati ame : Hanna Raimi S	us : Approved Itatus : Waiting for appr	oval		
Status : Keep In 1. Supervisor N 2. Supervisor N JPK Status : Wai	View ame : Farah Nur Stati ame : Hanna Raimi S ting for approval	us : Approved Status : Waiting for appr	oval		

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.

PRE-TRAINING	Certificate 6	- Certificate - Certificate - list all certificates					
- Pre-Training Test							
EXAMINATION	Certificate list al	loertificates					
Apply Exam	_						
My Application	Code	Programme	Туре	Status	Certificate No	Expiry Date	Action
 Exam Result 	MC-110-2:2015	Radiographic Testing - Welded Construction (Oil & Gas)	New Cert	Endorsed		09-11- 2024	Detail
CERTIFICATE							
Apply Certificate							

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

Pro-Training Test						
EXAMINATION	KOD ETIKA PEMEGANG SIJIL UJIAN TANPA MUSNAH (NDT)					
Apply Exam	i. bertanggungjawab kepada kebajikan, kesihatan dan keselamatan masyarakat pada					
My Application	setiap masa.					
- Exam Rosult	ii. mematuhi undang-undang, peraturan dan akta yang berkaitan, dan hendaklah mengutamakan tanggungjawab terhadap undang-undang, peraturan dan akta berkaitan melebihi tanggungjawabnya kepada kerjaya, kepentingan peribadi atau bada peribadi atau					
	berkumpulan, atau kepada bukan					
 Apply Certificate 	iii. mempertanankan integriti dan etika industri NDT.					
All Cortificates	iv. menerima tanggungjawab profesional hanya dalam kaedah dan bidang yang mereka dipersijilkan.					
Supervisor	v. bertanggungjawab atas segala kerja yang dijalankan atau kerja-kerja yang berada dibawah kawalan mereka.					
Profile	vi. menggunakan kemahiran dan pengetahuannya demi kepentingan majikan atau pelanggan yang menganggap mereka sebagai orang yang telah diberi kepercayaan.					
My Session	vii. memberi nasihat, menyatakan pendapat, atau membuat kenyataan yang jelas dan secara profesional berasaskan pengetahuan sebenar.					
ACTIVITY LOD	vili, meneruskan pembangunan profesional dalam kerjaya dan hendaklah aktif membantu dan menggalak personel NDT yang lain untuk meningkatkan pengetahuan dan penandraman mereka					
- View Log	een pangaren ner mis eisa					
	PERATURAN PENGOUNAAN SIJIL NDT					
	L patuh dengan peraturan persijilan NDT.					
	ii. membuat tuntutan hanya meliputi kaedah dan bidang NDT yang mana sijil dianugerahkan.					
	🖩 tidak menggunakan sijii SKM dalam apa jua keadaan yang boleh menjatuhkan nama balik Jabatan, dan tidak membuat sebarang kenyataan yang tidak benar.berkenaan persijilan NDT.					
	iv. berhenti menggunakan segala tuntutan terhadap persijilan NDT, termasuk membuat rujukan terhadap Jabatan apablia sijii digantung atau dibataikan, dan memulangkan semus sijii-sijii yang dikeluarkan oleh Jabatan poblia dikehadaki berbuat demiklan.					
	v. tidak menggunakan sijil SKM untuk maksud yang salah.					
	By clicking on this button you are agreeing with all these codes.					

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

PRE-TRAINING	Certificate	命 - Certif	icate			
- Pre-Training Test						
EXAMINATION	Program	me Certificate	show all ex	ams		
- Apply Exam				Evam		
 My Application 	Exam Session	Programme Name	Level	Endorsement Date	Certificate	Replace Certificate
- Exam Result	088/19	Radiographic	2	05-11-2019	Apply Renewal Certificate	Apply Certificate Replacemen
CERTIFICATE		Testing - Welded Construction				
- Apply Certificate		(Oil & Gas) - MC-110-2:2015				
 All Certificates 						
Cumonicar						

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.

NDT	Certificate Notification	×	Hollo, ROMLI DERAUS
d			
and giong Test	Certificate Expline Pragram Name : Magnetic Particle Testing (MT) - Welded Construction (Oil & Gas) Pragram Code : MC-114-32014 Lawei : 3 Expiry Date : 04-01-2020		
non			
Exam		Close	Ŧ
plication Result			cate Application

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.

Pre-Training Test			
EXAMINATION			
 Apply Exam 		Ê	F
My Application	Exam Application	Application Status	Certificate Application
 Exam Result 			
CERTIFICATE			
 Apply Certificate 			11
· All Certificates	Certificates	User Profile	View Logs
- Supervisor			

 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.

PRE-TRAINING	Certificate	ŵ - Certific	ate			
	Programm	e Certificate 🗊	now all ex	ams		
Apply Exam My Application	Exam Session	Programme Name	Level	Exam Endorsement Date	Certificate	Replace Certificate
Exam Result CERTIFICATE Apply Certificate All Certificates	2000/2019	Magnetic Particle Testing (MT) - Welded Construction (Oil & Gas) - MC-114-22014	2	23-10-2019	Certificate for this exam already applied.	
Suparvisor er account Profile	4004/2019	Magnetic Particle Testing (MT) - Welded Construction (Oil & Gas) - MC-114-3:2014	3	24-10-2019	E ^r Apply Renewal Certificate	Ef Apply Certificate Replacement
ly Session						

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.

Ce	ertificate Manage	ement 🎰 - Re	new Certificate			
	Certificate renew ce	rtificate				
	Candidate Info	Upload Document	Industrial Experience Lovel 1 or 2	Waiting For Approval	Waiting Endorsement	Print/Downlood
	Profile					
	1. Personal Inf	fo				
	Full Name	: TEST1				
	NRIC/Passport	920120066123				

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).

PRE-TRAINING	Certificate Management @ - New Certificate
EXAMINATION	Request Certificate request certificate
Apply Exam	
My Application	
Exam Result	Candidate Info Upload Document Industrial Waiting For Waiting Print/Download Experience isvel 1 Approval Endorsement or 2
CERTIFICATE	
Apply Certificate	Profile
All Certificates	
Supervisor	Your certificate already expired.You must apply new certificate.
JSER ACCOUNT	Cilick here to apply examination
Profile	1. Personal info
My Socion	

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.

Pre-Training Test			
EXAMINATION			
 Apply Exam 		自	+
My Application	Exam Application	Application Status	Certificate Application
· Exam Result			
CERTIFICATE			
Apply Certificate		(2)	१ ↓†
All Certificates	Certificates	User Profile	View Logs
Supervisor			

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.

PRE-TRAINING	Certificate					
Pre-Training Test EXAMINATION	Programme (Certificate show a	l exams			
 Apply Exam My Application 	Exam Session	Programme Name	Level	Exam Endorsement Date	Certificate	Replace Certificate
Exam Result CERTIFICATE Apply Certificate All Certificates	200255/2019	Magnetic Particle Testing (MT) - Welded Construction (Oil & Gas) - MC- 114-2:2014	2	05-11-2019	E ^r Apply Recertification	면 Apply Certificate Replacement
Supervisor						

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.

-	Candidate II	nto Upload Document Industrial Experience Level 1 Waiting For Main Print/Download or 2
ROGRAMME MAN	AGEMENT	Certificate Management
Sector Method		Certificate Recentification certificate
INTER MANAGEN	IENT	Applicant Dotails Supporting Documents Industrial Experience Level 1 or 2 Exam History
Center		
Zone		Certification History Recommendation

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).

PRE-TRAINING	Certificate Management 💩 - New Certificate
EXAMINATION	Request Certificate request certificate
 Apply Exam 	
My Application	
Exam Result	Candidate Info Upload Document Industrial Walting For Walting Print/Download Experience Level 1 Approval Endorsement or 2
CERTIFICATE	
 Apply Certificate 	Profile
All Certificates	
Supervisor	Your certificate already expired.You must apply new certificate.
USER ACCOUNT	Click here to apply examination
· Profile	1. Personal Info

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*

PRE-TRAINING	Certificate	🏠 - Certificate				
Pre-Training Test						
EXAMINATION	Programme	e Certificate show a	all exams			
Apply Exam				Exam		
My Application	Exam Session	Programme Name	Level	Endorsement Date	Certificate	Replace Certificate
Exam Rosult	20001/2019	Magnetic Particle	2	25-10-2019	Apply Recertification	🖻 Apply Certificate Replacement
CERTIFICATE		Welded Construction (Oil				
		& Gas) - MC-114-				

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

ashboard	
PRE-TRAINING	Certificate Management 🔯 - Certificote
 Pre-Training Test 	
EXAMINATION	Certificate replacement certificate
 Apply Exam 	
 My Application 	
 Exam Result 	Candidate Info Upload Document Waiting For Waiting For Print/Download Approval Endorsement
CERTIFICATE	
Apply Certificate	Profile
All Certificates	1. Personal Info
Supervisor	Full Memory OCT1
USER ACCOUNT	i uni ruarno.
- Profile	NRIC/Passport: 020120064321
My Session	
ACTIVITY LOG	2. Contact Info
 View Log 	Address: CYBERJAYA

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

Exam Session:	20001/2019	
Candidate Id:	NDT00119MT2002	
		Next

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

Candidate Info Upload Document	Waiting For Approval Endorsement Print/Download	
Upload Document		
Original Copy Certificate Front And Back * :	Certificate.pdf Change Remove	
Copy of NRIC * :	THIS IS SAMPLE PD Change Remove	
Declaration of Outh * :	THIS IS SAMPLE PD Change Remove	
Payment Documents :	Proof of Payment Change Remove	
Select Payment :	Money Order (Kiriman Wang) Please select payment type	r
Payment Amount	RM 100	
Payment Date :	2019/11/07	5
	Please choose date	
Payment Reference No :	PAY-REP001	
	Please enter reference number	
I will abide to all regulations set valid and true.	by DSD and I hereby admit that all the documer	nts and info are

e) Step 3: Pending approval from JPK

Cer	rtificate Managen	nent 命 - Cer	tificate			
	Certificate replacement	nt certificate				
			6			
	Candidate Info	Upload Document	Waiting For Approval	Waiting For Endorsement	Print/Download	
	Recommendatio	on Status				
	Status : Keep In Vie	w				
	JPK Status : Waiting	g for approval				

a) Meanwhile on User's screen:

rtificate Manage	ement 命 - Cer	rtificate			
Certificate replacem	ent certificate				
	0		0		
Candidate Info	Upload Document	Waiting For Approval	Waiting For Endorsement	Print/Download	
Recommendat	ion Status				
Status : R	ecomended				
Comment : Red	commended		•		

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

Search				Search				
Name	NRIC/Passport	Programme	Code	Туре	Status	Detail		
OCTI	620120064321	Magnetic Particle Testing (MT) - Welded Construction (Oil & Gas)	MC-114- 2:2014	Replacement In Progress	Keep In View	View		
SITI KHADIJAH	001126135899	Radiographic Testing - Welded Construction (Oil & Gas)	MC-110- 2:2015	New Cert	Endorsed	View		
BORHANUDIN	660120066011	Magnetic Particle Testing (MT) - Welded	MC-114-	Renewal 5 Year	Endorsed	View		

c) Meanwhile, on User's screen:

Certificate Managemen	t 💮 - Cer	tificate			
Certificate replacement cert	ificate				
	0		•		
Candidate Info Uploo	ad Document	Waiting For Approval	Waiting For Endorsement	Print/Download	
Endorsement Status					
Keep In View					
Waiting for endo					

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

Replacement

ashboard						
PRE-TRAINING	Certificate	命 - Certificate				
- Pre-Training Test	Programme	Certificate show a	ill exams			
- Apply Exam						
 My Application 	Exam Session	Programme Name	Level	Exam Endorsement Date	Certificate	Replace Certificate
Exam Result CERTIFICATE Amelia Centificate	20001/2019	Magnetic Particle Testing (MT) - Welded Construction (Oil & Gas) - MC-114-	2	25-10-2019	C Apply Recertification	Apply Certificate Replacement
 Apply Certificate All Certificates 		& Gos) - MC-114- 2:2014				

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

Days, Tamining Trank	
Pre-Iraining lest	
XAMINATION	KOD ETIKA PEMEGANG SIJIL UJIAN TANPA MUSNAH (NDT)
Apply Exam	i baskanan walayush kanada kabalikan kasihatan dan kasalamatan mananadat pada
My Application	setiap masa.
Exam Result	ii. mematuhi undang-undang, peraturan dan akta yang berkaltan, dan hendaklah mengutamakan tanggungjawab terhadapa undang-undang, peraturan dan akta berkaltan melebihi tanggungjawabnya kepada kerjaya, kepentingan peribadi atau berkustan ian aktar kongkan kutang
Apply Certificate	iii mempertahankan inteariti dan etika industri NDT
	iv. menerima tanagungigwab profesional banya dalam kaedab dan bidang yang mereka
All Certificates	dipersijilkan.
Supervisor	v. bertanggungjawab atas segala kerja yang dijalankan atau kerja-kerja yang berada dibawah kawalan mereka.
Profile	vi, menggunakan kemahiran dan pengetahuannya demi kepentingan majikan atau pelanggan yang menganggap mereka sebagai orang yang telah diberi kepercayaan.
My Session	vii. memberi nasihat, menyatakan pendapat, atau membuat kenyataan yang jelas dan secara profesional berasaskan pengetahuan sebenar.
CTIVITY LOG	viii. meneruskan pembangunan profesional dalam kerjaya dan hendaklah aktif membantu dan menggalak personel NDT yang lain untuk meningkatkan pengetahuan
View Log	dan pengalaman mereka.
	PERATURAN PENOGUNAAN SIJIL NDT
	PERATURAN PENOGUNAAN SIJIL NDT L patuh dengan peraturan persijian NDT.
	PERATURAN PENOGUNAAN SIJIL NDT L patuh dengan peraturan persijilan NDT. II. membuat tuntutan hanya meliputi kaedah dan bidang NDT yang mana sijil dianugerahkan.
	PERATURAN PENOGUNAAN SIJIL NDT L patuh dengan peraturan peraijilan NDT. II. mambuat tuntutan hanya meliputi kasedah dan bidang NDT yang mana sijil dianugerahkan. III. tidak menggunakan sijil SKM dalam apa jua keadaan yang boleh menjatuhkan nama baik Jabatan, dan tidak membuat sebarang kenyataan yang tidak benar.berkenaan persijilan NDT.
	PERATURAN PENOGUNAAN SIJIL NDT L patuh dengan peraturan persijilan NDT. II. mambuat tuntutan hanya meliputi kasedah dan bidang NDT yang mana sijil dianugerahkan. III. tidak menggunakan sijil SKM dalam apa Jua keadaan yang boleh menjatuhkan nama baik Jabatan, dan tidak membuat sebarang kenyataan yang tidak benar.berkenaan persijilan NDT. N. berhenti menggunakan segala tuntutan terhadap persijilan NDT, termasuk membuat rujukan terhadap Jabatan apabila sijil digantung atau dibatalkan, dan memulangkan semua sijil-aiji yang dikeluarkan oleh Jabatan apabila dikehendaki berbuat demiklan.
	PERATURAN PENOGUNAAN SIJIL NDT L patuh dengan peraturan persijilan NDT. II. membuat tuntutan hanya meliputi kaedah dan bidang NDT yang mana sijil dianugerahkan. III. tidak menggunakan sijil SKM dalam apa jua keadaan yang boleh menjatuhkan nama baik Jabatan, dan tidak membuat sebarang kenyataan yang tidak benar.berkenaan persijilan NDT. Iv. berhenti menggunakan segala tuntutan terhadap persijilan NDT, termasuk membuat rujukan terhadap Jabatan apabila sijil digantung atau dibatakan, dan memulangkan semua sijil-sijil yang dikeluarkan oleh Jabatan apabila dikehendaki berbuat demikian. v. tidak menggunakan sijil SKM untuk maksud yang salah.
	PERATURAN PENOGUNAAN SIJIL NDT L patuh dengan peraturan persijilan NDT. II. membuat tuntutan hanya meliputi kaedah dan bidang NDT yang mana sijil dianugerahkan. III. tidak menggunakan sijil SIM dalam apa jua keadaan yang boleh menjatuhkan nama baik Jabatan, dan tidak membuat sebarang kenyataan yang tidak benar.berkenaan persijilan NDT. IV. berhenti menggunakan segata tuntutan terhadap persijilan NDT, termasuk membuat rujukan terhadap Jabatan apabila sijil digantung atau dibatalkan, dan memulangkan semua sijil-sijil yang dikeluarkan oleh Jabatan apabila dikehendaki berbuat demikian. v. tidak menggunakan sijil SIM untuk maksud yang salah.
	PERATURAN PENOGUNAAN SIJIL NDT L patuh dengan peraturan persijilan NDT. II. mambuat tuntutan hanya meliputi kaedah dan bidang NDT yang mana sijil dianugerahkan. III. tidak menggunakan sijil SKM dalam apa jua keadaan yang boleh menjatuhkan nama baik Jabatan, dan tidak membuat sebarang kenyataan yang tidak benar.berkenaan persijilan NDT. IV. berhenti menggunakan segala tuntutan terhadap persijilan NDT, termasuk membuat rujukan terhadap Jabatan apabila sijil digantung atau dibatakan, dan memulangkan semua sijil-sijil yang dikeluarkan oleh Jabatan apabila dikehendaki berbuat demikian. V. tidak menggunakan sijil SKM untuk maksud yang salah.

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

Cer	tificate Manager	ment 💮 - Certificate	
	Certificate replacement	nt certificate	
	Certificate		
	Full Name:	ості	
	NRIC/Passport:	620120064321	
	Programme Name:	Magnetic Particle Testing Gas)	MT) - Welded Construction (Oil &
	Programme Code:	MC-114-2:2014	
	Certificate Type:	Replacement	
	Validity:	10-11-2019 To 09-11-2024	
	No Certificate:		

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).

Pre-Training Test			Certificate Manager	nent 💮 - Certificate
KAMINATION	Certificate			
Apply Exam	Full Normet	0071	Certificate replacement	nt certificate
My Application	NRIC/Possport:	620120064321		
Exam Result	Programme Name:	Magnetic Particle Testing (MT)	-	
ERTIFICATE	Programme Coder	MC-714-2:2014	Certificate	
Apply Certificate	Certificate Type:	New Cert	Full Name:	ocn
All Certificates	Expiry Date:	10-11-2019 To 24-12-2019	NRIC/Possport	620120004325
Supervisor	No Certificate:		Programme Name:	Magnetic Particle Testing (MT) – Welded Construction (OF & Oas)
SER ACCOUNT			Programme	MC-84-22014
Profile			Cook	
My Session			Certificate type:	replacement
			Volidity:	10-11-2019 To 09-11-2024

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

	anagement	ŵ - Certi	ficate - Certificate Managem	ent – Search I	Endorse Certificat	te	
Search					Search		
Name	NRIC/Passport	Programme	9	Code	Турө	Status	Detail
ОСП	620120064321	Magnetic Pa Construction	article Testing (MT) - Welded n (Oil & Gas)	MC-114- 2:2014	Replacement	Endorsed	View
Certificate Ma	anagement	බ - Cortific	ate – Certificate Management	- Endorse No	w Cortificato		
Certificate							
Applicant De	tails Supportin	a Document:	s Payment Exam Hist	ory Certif	ication History	Recomm	endation
				.,	,		
	Programm	ne Name	Magnetic Particle Testing (M Construction (Oil & Gas)	T)- Welded			
	Programme Do	scription	MC-114-2:2014				
		Туре	Replacement				
	Endorsomo	nt Status	Endorsed				
	Endorsement C	omment					
		Validity	10-11-2019 to 09-11-2024				
		ont Data	10-11-2019				
	Meeting Endorsom	and barre					
	Meeting Endorson	lorsed By	1. JPK1001				
	Maating Endorson	lorsed By	1. JPK1001 2. JPK2002				
	Mooting Endorson	lorsed By	1. JPK1001 2. JPK2002 3. JPK3003				

APPENDIX 1: PROCESS FLOW OF NDT CERTIFICATE APPLICATION

