



GENERAL RULES FOR THE CERTIFICATION OF PERSONS

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Technical Rules



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CHAPTER 1 GENERAL

1.1

These Rules aim at describing the procedures applied by RINA for the certification of persons and the modalities to be observed to request, obtain and maintain this type of certificate, as well as for any suspension, revocation or reduction of said certificate.

These Rules apply to the certification of persons who perform professional activities.

The scope of these Rules include any professional activities the requirements of which are defined by national and/or international technical standards (ISO, EN, UNI,...) or by other reference documents (e.g. Technical specifications).

The scope of these Rules also covers the professions that are not organized into orders or colleges, referred to in Law 4/2013.

1.2

Certification is open to all Applicants and does not depend on whether they belong to any association.

For the certification activity RINA will apply its tariff lists. RINA can legitimately decide not to accept any applications for certification concerning an applicant who is subjected, or whose activity is subjected, to any restrictive, suspensive or interdictory measures by a Public Authority.

Should RINA not accept an application for certification, it will inform the application of the reasons for the rejection.

1.3

The certificates issued by RINA only refer to the single person mentioned therein.

The certification activity described in these Rules is carried out in conformity with the requirements of the UNI CEI EN ISO/IEC 17024:2012 standard "Conformity assessment – General requirements for Bodies operating certification of persons".

1.4

The Applicant undertakes to ensure that RINA personnel can conduct their own activities in compliance with the regulations on safety at work.

The Applicant shall fulfil, towards RINA personnel, the information or coordination requirements set out in art. 26 of D. Law 1/08 and subsequent amendments and additions. Usually, during this activity, RINA personnel must be constantly accompanied by the Applicant.

Where provided by specific certification, the participation of observers during the assessment activity is previously agreed upon between RINA and the Applicant.

For those professionals whose certification is issued under Accreditation, the Body guaranteeing the certificates issued by RINA (Accreditation Body) may require its observers to take part in the audits performed by RINA, in order to ascertain whether the auditing methods applied by RINA comply with the relevant standards.

Whenever the Applicant does not give its approval to the participation of observers of the Accreditation Bodies, the auditing activity cannot be performed.



CHAPTER 2 DEFINITIONS

2.1

The terms and definitions used in these Rules are in accordance with the UNI CEI EN ISO/IEC 17024 standard in addition to the following definitions:

Applicant: a person who submitted an application to be admitted to the certification process.

Candidate: applicant who has the necessary requirements and has been admitted to the certification procedure.

Certificate: document issued by RINA in conformity with the reference standards, stating that the candidate fulfils the certification requirements.

Certification process: activity performed by RINA to assess whether a person fulfils the certification requirements, including the application, audit, decision on certification, recertification and use of certificates and logos/marks.

Certification scheme: set of requirements, defined by reference standards or documents and implemented by regulations and specific annexes of profession requirements, regulating the modalities for the issue and maintenance of certificates for specific professions.

Examination Body: it is made up of a sufficient number of experts in a specific sector, appointed by RINA, who are entrusted with the assessment of the candidates during an examination.

Profession not organised into orders or colleges: defined by art. 1 of Law no. 4 of 14 January 2013 as "an economic activity, whether organised or not, directed at the provision of services or works to third parties, carried on habitually and predominantly through intellectual work, or otherwise with the contribution of such work, excluding those activities reserved by law to persons enrolled in registers or lists pursuant to Article 2229 of the Civil Code, the healthcare professions and artisanal, commercial and public service activities and trades governed by specific legislation"

RINA Code of Practice: RINA document describing how a person working in a particular profession should behave with regard to the applicable standards, the relationships with customers and suppliers and good professional practices.

Specific annexes of profession requirements: additional document annexed to these rules which specifies the requirements that the Applicant must satisfy to obtain the requested certification.

Training: theoretical-practical information provided according to a pre-established programme, in order to improve or increase the recipient's level of knowledge and skill.

CHAPTER 3 REFERENCE STANDARDS

3.1

Certificates are issued in accordance with national, international standards or other reference documents.

For each reference standard/document according to which certification of persons is requested, RINA can publish the Specific Annex of profession requirements or a specific scheme document which provides additional provisions to these rules, concerning the profession requirements and the certificate issue and maintenance process.



CHAPTER 4

REQUIREMENTS FOR ADMISSION TO EXAMINATION

4.1

The Applicant must provide RINA with the following information:

- a) applicant's personal data
- b) reference standard/document including specific references (e.g. method, level, profile,...)
- c) information about the selected examination according to the information received by RINA or the timetable of examinations published in www.rina.org website (if applicable)

On the basis of the received data, RINA will draft a service proposal that must be accepted by the applicant.

4.2

To be admitted to the examinations an applicant must have the minimum requirements foreseen by the specific certification scheme.

Namely, the applicant could be requested to provide the following information:

- curriculum vitae
- education level
- a copy of any certificates attesting attendance to training courses
- a declaration with the minimum experience required in the sector for which certification is sought
- documented evidence of physical capabilities, such as sight, hearing and mobility (this documentation may be examined by a healthcare professional or a qualified professional)
- evidence of payment of the fee due for registration and attendance to the examination, as set out in the Tariff List.

After receiving the above documentation, RINA will check it for completeness and suitability, reserving the right to ask for further documents/information integrating and supporting this evaluation.

If the above documentation is favourably assessed, RINA will inform the candidate in writing about the admission to the examination.

If the candidate's requirements are negatively judged, he/she will be informed in writing; the applicant may integrate the documentation supplied to RINA that will examine it again; if the further examination is negative once more, the certification process cannot be started.

In no way can the applicant be admitted to the certification examination without the evidence of payment of the fee required for registration and attendance to the examination, as set out in the Tariff List.

The paid fee cannot be reimbursed if the assessment result is negative. If the applicant renounces to attend the examination, he/she won't be entitled to any reimbursement of the fee.



CHAPTER 5

ASSESSMENT AND CERTIFICATION PROCESS

5.1

Certification examinations can be held in one of the structures recognized by RINA (e.g. its own facilities, recognized examination centres, structures provided by the Applicant or by business associations).

For each examination RINA must appoint an examination body consisting of a number of members that is defined according to the requirements set out in the specific certification scheme and, where applicable, to the number of candidates.

RINA will previously inform the candidate about the composition of the examination body; the candidate may object to the appointment of the members of the examination body, providing due justification.

The names of the candidates are reported to the Examination Body upon confirmation of the examination date and place. The members must inform RINA of any situations that may give rise to possible conflicts of interest and RINA will evaluate these situations.

5.2

The Examination Body evaluates the Candidate according to the requirements of the certification scheme.

For example, the examination may foresee:

- a written test (multiple-choice questions, open question,...)
- oral interview
- practical test

Before starting the examination, the examination body will identify all candidates by their personal documents which must be valid.

For each type of certification, RINA defines the examination modalities and the criteria for its successful completion.

Multiple-choice written tests are evaluated in hundredths as a percentage of correct answers in relation to the total number of questions.

Evaluation of open questions must be conducted by assigning each question with a score expressed in hundredths, evaluating the form and presentation of the answer and, finally, calculating the average.

The oral test, if any, is also aimed at evaluating the candidate's personal, communication and relation characteristics.

The practical test, in accordance with the requirements of a specific certification scheme, may consist of:

- documental review of actual files managed by the candidate
- support or observation during the provision of the professional service
- examination of a sample
- drafting of test reports



RINA assigns each type of test with a weighted percentage defined in the specific certification scheme. The final score is expressed in hundredths and is equal to the weighted sum of the grades of each test.

For each single scheme, RINA defines criteria to pass the examination, possibly assigning minimum thresholds for the scores of each single test and, in any case, the minimum threshold for the final score.

The number of questions used, the time granted for the examination, the modalities to perform the tests and the evaluation criteria must meet the minimum requirements of RINA's reference scheme.

At the end of the tests, the Examination Body must attest the conduction, evaluations and result of the examination.

CHAPTER 6 ISSUE OF CERTIFICATES

6.1

The information collected during the certification process must be sufficient:

- a) for RINA, in order to take a decision on certification;
- b) for traceability purposes (e.g. in the presence of an appeal or complaint).

6.2

If the examination is passed and the decision on certification had a positive result, RINA will issue the relevant Certificate.

RINA cannot issue any certificate if the result of the examination or the decision on certification is negative. In this case RINA will inform the customer of the reasons for its decision.

6.3

The certificate issued by RINA shall contain at least the following information:

- a) the name of the certified person;
- b) a unique identification;
- c) the RINA logo;
- d) a reference to the certification scheme, reference standard or other relevant documents;
- e) the scope of certification;
- f) the first issue date, current issue date and expiry date.

CHAPTER 7 VALIDITY OF CERTIFICATES

7.1

The validity of the certificate issued by RINA is specified in the additional document relevant to a specific certification scheme.

The date of issue of the certificate usually matches the date of decision on certification.



The validity of the issued certificate is subject to maintenance of the requirements foreseen by the reference standard and to the payment of any annual costs for surveillance.

CHAPTER 8 MAINTENANCE OF CERTIFICATES

8.1

During the certification validity period, the certified person is subject to surveillance audits by RINA, which are aimed at verifying maintenance of the person's requirements following specific control activities.

The surveillance activities envisaged by the specific certification schemes are listed in specific Specific Annexes of Profession Requirements and may contain, for example:

- a) a documental assessment through the request to provide RINA with specific documentation (declarations, evidence of training courses,...)
- b) repetition of the examination, possibly in reduced form
- c) scheduled surveillance audits to be carried out at the site where the certified person performs his/her activity
- d) unscheduled surveillance audits to be carried out at the site where the certified person performs his/her activity
- e) any practical tests if set out by the reference standard

The frequency of surveillance audits may vary depending on the specific scheme (e.g. once a year) or coincide with recertification (see CHAPTER 9).

CHAPTER 9 RECERTIFICATION

9.1

The recertification procedure shall be completed within the expiry date of the certificate.

RINA sends a communication, warning that the certificate is going to expire, containing information about recertification (documents to be sent to RINA, recertification modalities for the specific Scheme), which may require, for example:

1. examination of specific documents (declarations concerning the performance of the activity, evidence of the training undergone, documental evidences of the activity carried out)
2. repetition of the examination
3. audit at the sites where the person carries out his/her activity
4. practical tests if required by the Scheme
5. a certificate of physical fitness, referring to the Certification Scheme; this documentation may require the examination by a healthcare professional or a qualified professional.



The renewal of the certificate validity is subject to the requirements of the Scheme and to the payment of the relevant fee as per the applicable Tariff List.

CHAPTER 10 TRANSFER OF CERTIFICATES

The modalities to transfer a certificate from another CB, if applicable, are specified in the additional document relevant to the specific certification scheme.

CHAPTER 11 SUSPENSION, REINSTATEMENT, REDUCTION AND REVOCATION OF CERTIFICATES

11.1

To suspend the certificate of a person RINA acts in accordance with the requirements of document "General Terms and Conditions for the certification of Systems, Products and Personnel" and in the following cases:

- failure to observe RINA's Code of Ethics, these Rules and the provisions set out in the Rules for the use of RINA certification logo
- failure to pay the fees as set out in the applicable Tariff List
- failure to comply with the requirements of the specific Certification Scheme
- failure to manage and handle any complaints

Certificate suspension will be communicated in writing (by certified mail or equivalent method) with information about the reason, the suspension starting date and the deadlines by which a person can provide evidences about the causes that led to suspension in order to start the certificate reinstatement procedures.

The person whose certificate is suspended cannot make use either of the certificate or the certification logo during the suspension period.

11.2

If the causes that led to suspension are not removed, and in accordance with the requirements of document "General Terms and Conditions for the certification of Systems, Products and Personnel", RINA can either revoke the certificate or reduce the scope of the same.

Certificate revocation or reduction will be communicated in writing (by certified mail or equivalent method) to the interested person and will entail cancellation of the person in question from the relevant Register of certified persons, if applicable.

With regard to certification schemes covered by the ACCREDIA accreditation, RINA will also inform ACCREDIA about the revocation of a certificate.

A person whose certificate is revoked cannot make use either of the certificate or the certification logo.



A person who, after revocation, intends to apply for certification again, shall submit a new application observing the entire procedure.

CHAPTER 12 ENROLLMENT IN THE REGISTER OF CERTIFIED PERSONS

12.1

When a person obtains the relevant certificate, he/she can be enrolled in RINA Register of certified persons, concerning the specific obtained certification, exclusively at the request and with the consent of the interested person.

RINA Registers of certified persons are usually made public by RINA in its www.rina.org website and, if the relevant certification scheme is accredited, in ACCREDIA database, if any.

CHAPTER 13 USE OF RINA CERTIFICATION LOGO

13.1

With regard to the issue and use of RINA certification logo it is necessary to make reference to the provisions contained in RINA documents "General Terms and Conditions for the certification of Systems, Products and Personnel" and "Rules for the use of RINA certification logo", in their current editions.

CHAPTER 14 MANAGEMENT OF COMPLAINTS

14.1

The certified person must keep a register of the complaints received while performing his/her activities and make it available to RINA during surveillance and recertification audits.

Whenever any complaints about a certified person are received by RINA or the reference Association, RINA reserves the right to carry out an audit to the certified person, aiming to monitor the correct management of the complaint. If the complaint is proven and very serious, RINA reserves the right to suspend, revoke or reduce the relevant certificate.

The cost of the audit that RINA must perform on the basis of the complaint, if justified, is charged to the certified person.



CHAPTER 15 CONTRACTUAL CONDITIONS

With regard to contractual conditions and for any issue not envisaged by these Rules, the provisions of RINA document "General Terms and Conditions for the certification of Systems, Products and Personnel", available in the www.rina.org website, will apply.



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