

## National Examination Centre

### STEP No 1

EFFECT TWF MEMBERSHIP REGISTRATION STATUS BY FILLING FORMS ON THE WEBSITE AND FOLLOWING STEPS TILL CONCLUSION

**INFORMATION- ESTBALISH EVIDENCE OF BEING A LEGALLY REGISTERED AND RECOGNIZED INSTITUTION IN VOCATIONAL EDUCATION**

### STEP No 2

SUBMIT A FORMAL APPLICATION TO TWF THROUGH NATIONAL IMPLEMENTATION BODY INDICATING REQUEST FOR APPROVAL AS CERTIFICATION EXAMINATION CENTRE (CBT)

**INFORMATION - INDICATE EITHER OR ALL TWF CERTIFICATION EXAMINATIONS OF INTEREST E.G.**

- TWF WELDING INSPECTOR CERTIFICATION
- TWF INTEGRATED WELDER QUALIFICATION & CERTIFICATION
- TWF INTEGRATED FITTER QUALIFICATION
- TWF PRESSURE/BOILER WELDER CERTIFICATION

### STEP No 3

FILL UP EXAMINATION CENTRE APPLICATION FORM

**INFORMATION: PROVIDE DETAILS ON SCOPE (CBT AND PRACTICAL), AND NECESSARY DOCUMENTATION ON FACILITIES, PERSONNEL, EQUIPMENT ETC.**

### STEP No 4

AGREE ON SCHEDULE OF ONSITE ASSESSMENT BY TWF TO CONDUCT EXAMINATIONS IN ACCORDANCE WITH RULES ESTABLISHED BY TWF CERTIFICATION COUNCIL

### STEP No 5

TEAM OF ASSESSORS CONDUCT ONSITE AUDIT ON EXAMINATION CENTRE DOCUMENTATION AND FACILITIES IN LINE WITH RULES REQUIREMENTS

### STEP No 6

TEAM OF ASSESSOR PREPARE AND SUBMIT ASSESSMENT REPORT AND RECOMMENDATION ON EXAMINATION CENTRE TO TWF COUNCIL

### STEP No 7

TWF COUNCIL TAKES DECISION ON EXAMINATION CENTRE APPLICATION STATUS E.G-

- APPROVED
- DENIED
- PART/CONDITIONAL APPROVAL