

TWI enrolment form

PLEASE SEND APPLICATION WITH YOUR PAYMENT AND THE NECESSARY ENCLOSURES TO:

TWI Technology (S.E.Asia) Sdn Bhd
 (Formerly known as TWI Training & Certification (S.E.Asia) Sdn Bhd)
 No. 8, Jalan TSB 10 Sg. Buloh Industrial Park
 47000 Sg. Buloh, Selangor, Malaysia
 Tel.: +603-61573528 / 7 / 6 Fax: +603-61572378
 E-mail: inquiry@twisea.com

PLEASE USE CAPITAL LETTERS THROUGHOUT

Personal Information:

TWI Candidate ID Number:
 (if taken other examinations with TWI)

Course ref _____ Course date _____

Course title _____

Name of the Candidate (as required on the certificate)

Date of birth (dd/mm/yy) _____

Permanent private address

Postcode _____ Car Registration No _____

Private tel. no _____

E-mail _____

Correspondence address (if different from above)

Invoice Address (if different from below)

Sponsoring Company and Address

 _____ Postcode _____

Contact name _____

Telephone _____

Fax _____

E-mail _____

Please tick if you are

- A member of The Welding & Joining Society
- An employee of an Industrial Member of TWI

Do you have a disability or any special needs relevant to this course or examination? Yes No

If yes, please provide details of any adjustments you may require.

Please tick:

Self - Sponsored Company Sponsored

WIM/WJS/TWI Industrial MEMBERS ONLY:

To claim your discount (course fee only) please enters your Membership No:

WIM Membership No. :

TWI Industrial No.: WJS No.:

In the event of cancellation by you, the event fee and the accommodation fee (if applicable) will be returned less a cancellation charge of 20%. If less than 14 days notice is given by you, TWI reserves the right to retain the whole fee. TWI reserves the right to cancel the event in case of insufficient registration or illness of lecturers. TWI will ensure maximum possible notice is given to the attendees and reserves the right to substitute lecturers and modify the course details as required.

METHODS OF PAYMENT

Full payment and/or Company Order no. must accompany this booking form. Bookings received without payment/order number will be treated as provisional which does not guarantee a place.

Cheque Bank Draft BACS
 made payable to : **TWI Technology (S.E.Asia) Sdn Bhd**

OR Credit Card (Please Indicate if Company Card) YES NO

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Three digit security code _____

Valid from & Expiry date _____

Issue Number _____

Name (as it appears on card) _____

House number and postcode of card holder: _____

Signature of card holder _____

OR Company order no _____

Approving Manager's name _____

Title _____

SPONSOR'S SIGNATURE:

Date: _____

I would prefer an examination in week commencing _____

(we will do our best to meet your requirements, but reserve the right to offer alternatives)

Venue:

Kuala Lumpur Miri

Others (please specify)

Where did you hear about TWI Ltd?

- TWI Training website
- Bulletin / Connect
- BINDT Publications
- TWI Training newsletter
- NDT Cabin
- Other

Internal Use Only
 Booking Ref: _____

Examination Applied For (to be completed in full by all applicants)

Examination Type: Initial, supplementary, renewal, bridging or retest of a previously failed examination	
Examination Body: CSWIP, PCN, AWS, ASNT, BGAS	
PCN or BGAS Approval Number:	
Current CSWIP qualifications held:	
NDT Method (please circle)	MT PT RT ET RI UT VT BRS RPS LRUT Dig Rad PAUT AUT TOFD ACFM
Industry Sector: Aerospace, Welds, Wrought, Railway, General	
Categories:	
Welding Inspection (please circle)	Level 1 Level 2 Level 3.2.1 Level 3.2.2 CSWIP/AWS AWS/CSWIP Supervisor Instructor Endorsement
Underwater Inspection: (please circle) Please contact TWI for the relevant EX07 document	3.1U 3.2U 3.3U 3.4U OGI ASCAN Concrete
Plastics: Please contact TWI for the relevant EX07 document	

To be completed by all applicants applying to attend CSWIP Welding Inspection Examinations -

I confirm that I have read and comply with the pre examination entry requirements as laid down in the CSWIP Requirement Documents – **DOCUMENT No. CSWIP-WI-6-92, 10th Edition January 2011** and understand that any fraudulent claim may result in the retraction of any certifications issued.

Please tick the appropriate box and give a detailed statement of how you meet the requirements, this must be signed and verified by an employer/third party -

Visual Welding Inspector (Level 1)

Although there is no specific experience requirement it is recommended that candidates possess a minimum of six months' welding related engineering experience and two years industrial experience.

Welding Inspector (Level 2)

Welding Inspector for a minimum of 3 years with experience related to the duties and responsibilities listed in Clause 1.2.2 under qualified supervision, independently verified.

Certified Visual Welding Inspector (Level 1) for a minimum of 2 years with job responsibilities in the areas listed in 1.2.1 and 1.2.2.

Welding Instructor or Welding Foreman/Supervisor for a minimum of 5 years.

Senior Welding Inspector (Level 3)

A current valid Certified Welding Inspector (Level 2) for a minimum of 2 years with job responsibilities in the areas listed in 1.2.1, 1.2.2 and 1.2.3. (Please attach copy)

5 years' authenticated experience related to the duties and responsibilities listed in Clause 1.2.3, independently verified.

Welding QC Co-ordinator

A current valid CSWIP 3.2 Senior Welding Inspector certification plus three years documented experience related to the duties and responsibilities or an international equivalent.

A current valid CSWIP 3.1 Welding Inspector with 10 year's documented experience related to the duties and responsibilities or an international equivalent.

NDT Pre-certification experience

Please list your **specific experience and duration** as required by the scheme documentation and attach copies of log book entries if available for NDT examinations, this is not a pre-requisite for examination, however certification will not be awarded until the experience is gained and evidence provided. This experience must be verified by your employer or a recent major client:

Verifier

Name (in capitals): _____

Company: _____

Position: _____

Telephone no.: _____

Email Address: _____

Date: _____



Authenticated Company Stamp

To be completed by all applicants applying to attend CSWIP Plant Inspection Examinations –

I confirm that I have read and comply with the pre examination entry requirements as laid down in Section 3 of the CSWIP Requirements Documents – **DOCUMENT No. CSWIP-11-01** and understand that any fraudulent claim may result in the retraction of any certification issued.

Please tick the appropriate box and give a detailed statement of how you meet requirements, this must be signed and verified by an employer/third party –

Plant Inspection (Level 1)

I hold current approved NDT Level 2 (ACCP, CSWIP, or PCN) in two methods (BGAS Painting Inspector and CSWIP 3.1 Welding Inspection qualifications are acceptable as methods)

I hold CSWIP 3.1 Welding Inspector or higher

I hold ONC in Mechanical Engineering or equivalent

I have a minimum of Five years, assessed and authenticated industry experience in this field (Mature Entry Route), a verified CV can be supplied – Must be authenticated by Line Manager

Plant Inspections (Level 2)

I hold a valid Level 1 Plant Inspection approval

I have successfully completed the Level 1 exams as a pre entry requirement

To the best of my belief, the candidate’s statement given above is correct at the time of signing.

Verifying signature (employer or equivalent):

CANDIDATE - PLEASE NOTE

I understand that TWI Ltd and its associated trading companies (and companies, organisations, or agents processing data on its behalf) will hold and use personal data supplied by me for administration purposes. These purposes have been notified under the Data Protection Act 1998. The data may also be used to send separate unsolicited mailings containing details of events, new services, products etc.

You have the right to ask TWI Ltd NOT to send such mailings. If you do not wish to receive this information from TWI Ltd, please tick this box . You have the right of access to personal data that we hold about you, on payment of the access fee not exceeding £10. Requests should be addressed to The Data Controller, TWI Ltd, Granta Park, Gt Abington, Cambridge CB21 6AL, UK.

I agree to read the Health & Safety and Security information provided by TWI and to abide by the guidance given.

I understand that occasionally images of training and examinations are taken by TWI for publicity and other purposes and that permission for my inclusion in such material is implied unless I make it known to Customer Services at registration that I do not wish to feature.

I have read and understood the documentation issued by the scheme management that is relevant to the examination for which I am applying and declare that I satisfy those criteria covering vision, training and experience. I accept responsibility for any examination fees in the event of non-payment by the sponsor. I agree to abide by the requirements for certification as relevant to the examination for which I am applying. In particular I agree to comply, if applicable, with the CSWIP rules on use and misuse of certificates and on professional conduct (see www.cswip.com). I understand that any appeal against an exam result must be received within six months of the exam date.

I have read the listing and include all the requested information.

I understand that any false statement may result in the examination being invalidated.

Please tick: I confirm, understand and accept TWI’s terms and conditions as attached.

CANDIDATE’S SIGNATURE:



ATTACHMENT 2
(TERMS AND CONDITIONS)



TWI Terms and Conditions of Training

1. Agreement

Together with the relevant booking form (including any online booking) this document comprises the terms and conditions in relation to the training provided by TWI Technology (S.E.ASIA) Sdn. Bhd.

These terms constitute the whole agreement between you and TWI Technology (S.E.ASIA) Sdn. Bhd. in relation to the training you register for, except where you and TWI Technology (S.E.ASIA) Sdn. Bhd. have otherwise specifically agreed in writing. All other terms and conditions, express or implied by statute or otherwise, are excluded to the fullest extent permitted by law, and supersede all prior agreements and understandings.

2. Application & Fees

You must complete the appropriate booking form and submit this form together with full payment and/or Company Order. Payment may be made by cheque, credit card (Mastercard, Visa, American Express), debit card, banker's draft and bank transfer.

Bookings received without payment/order number will be treated as **provisional** which does not guarantee a place. Provisional bookings shall expire within 10 working days of bookings being made or within 10 working days of the start of the training, whichever occurs sooner.

In the case of late enrolments made within 10 working days of the start of the training, payment must be made immediately.

The package fee (Course and Examination Package Only) does not apply for candidates taking the examination after six (6) months from the date of completion the course. However, if the candidates are taking the examination after six (6) months although signed up under package fee, then the difference in fees must be paid.

If there is any cancellation on examination date by you (including Initial and Retest Examination), a fee of RM100 shall be charged accordingly.

In the event of non-payment by your sponsor you accept responsibility for any training or examination fees.

3. Cancellation

In the event of cancellation by you, the event fee and the accommodation fee (if applicable) will be returned less a cancellation charge of 20%.

If less than 14 days notice is given by you TWI Technology (S.E.ASIA) Sdn. Bhd. reserves the right to retain the whole fee.

TWI Technology (S.E.ASIA) Sdn. Bhd. reserves the right to alter the advertised schedule of training and examinations, which may include cancellation of an event. Where TWI Technology (S.E.ASIA) Sdn. Bhd. cancels an event, individuals with confirmed bookings will be offered alternative dates. If none can be provided then a full refund will be given.

TWI Technology (S.E.ASIA) Sdn. Bhd. reserves the right to alter or amend the advertised content of any training or examination without notice in order to continuously provide a high quality service or due to circumstances beyond our control.

TWI Technology (S.E.ASIA) Sdn. Bhd. will not be liable for any losses or expenses, including consequential, arising from any such alterations or amendments to the programme content and schedule including cancellation.



4. Awarding Bodies

You have read and understood the documentation issued by the scheme management that is relevant to the examination for which you are applying and declare that you satisfy those criteria covering vision, training and experience and also understand that you may be required to supply documentary evidence of this to be eligible for certification. You agree to abide by the requirements for certification as relevant to the examination for which you are applying; any fraudulent claim may result in the retraction of any certificate issued.

TWI Technology (S.E.ASIA) Sdn. Bhd. will endeavour to provide all reasonable assistance should you suffer from any disability or have any special needs. However, you must notify TWI Technology (S.E.ASIA) Sdn. Bhd. in advance of the training or examination date of any such disabilities and/or special needs on the booking form.

Any appeals made by you to TWI Technology (S.E.ASIA) Sdn. Bhd. shall be received within 6 months of the training or exam date, any re-assessment shall incur an administration fee.

Any appeals made by you to the awarding body with regard to the external examination or verification are outside the scope of these terms and are a matter for you and the awarding body. You may become liable for fees and other costs as a result of making any such appeals.

5. Acceptable use of Facilities

In placing your booking you agree to abide by TWI Technology (S.E.ASIA) Sdn. Bhd. rules relating to TWI Technology (S.E.ASIA) Sdn. Bhd. facilities. This includes, but is not limited to the following

- None of TWI Technology (S.E.ASIA) Sdn. Bhd. facilities may be used to locate, display or transmit any material which is illegal or offensive
- No software may be downloaded or installed on any of TWI Technology (S.E.ASIA) Sdn. Bhd. computing equipment unless under the explicit direction of the TWI Ltd trainer
- No data may be imported which has not been checked for viruses and which is not under the explicit direction of the TWI Technology (S.E.ASIA) Sdn. Bhd. trainer

I agree to read the Health & Safety and Security information provided by TWI and to abide by the guidance given.

6. Warranties and Liability

TWI Technology (S.E.ASIA) Sdn. Bhd. warrants that the event will be provided using reasonable care and skill and, as far as reasonably possible, in accordance with the Registration Form and other published literature.

Except in respect of death or personal injury caused by TWI Technology (S.E.ASIA) Sdn. Bhd.'s negligence, or as expressly provided in these terms, TWI Technology (S.E.ASIA) Sdn. Bhd. shall not be liable to you by reason of any representation (unless fraudulent), or any implied warranty, condition or other term, or any duty at common law, or under the express terms, for any loss of profit or any indirect, special or consequential loss, damage, costs, expenses or other claims (whether caused by the negligence of TWI Technology (S.E.ASIA) Sdn. Bhd., its servants or agents or otherwise) which arise out of or in connection with the provision of the event or its attendance by you, and the entire liability of TWI Technology (S.E.ASIA) Sdn. Bhd. under or in connection with the event shall not exceed the amount of the course fees, except as expressly provided in these terms.

TWI Technology (S.E.ASIA) Sdn. Bhd. shall not be liable to you or be deemed to be in breach of the terms by reason of any delay in performing, or any failure to perform, any of TWI Technology (S.E.ASIA) Sdn. Bhd.'s obligations in relation to the event, if the delay or failure was due to any cause beyond TWI Technology (S.E.ASIA) Sdn. Bhd.'s reasonable control.

You shall be deemed to have satisfied yourself that the event accords with your requirements. TWI Technology (S.E.ASIA) Sdn. Bhd. warrants that the event is structured for and contains the appropriate information to achieve the specific standards or qualifications as are specifically described in relation to the event but the TWI Technology (S.E.ASIA) Sdn. Bhd. does not warrant that such standards or qualifications will be achieved by you.



7. Copyright and Intellectual Property

Copyright on all training materials and methodology remains with TWI Ltd and TWI Technology (S.E.ASIA) Sdn. Bhd., except where copyright exists with a third party supplier. You agree that you will not copy or resell any training material or methodology that you may be given by TWI Technology (S.E.ASIA) Sdn. Bhd. during your training or examination.

8. Exclusion

TWI Technology (S.E.ASIA) Sdn. Bhd. reserves the right to refuse access to its facilities and premises where there is reason to believe that a delegate is in breach of these conditions or where a delegate uses threatening, bullying, harassing or disruptive behaviour. TWI Technology (S.E.ASIA) Sdn. Bhd. will not be liable for any losses or expenses, including course fees and consequential damage, arising from any such exclusion.

9. Course and Exam Feedback

TWI Ltd / TWI Technology (S.E.ASIA) Sdn. Bhd. is committed to providing high quality training and assessment for its customers and continuously seeks opportunities to improve its services.

Constructive comments on where TWI Ltd / TWI Technology (S.E.ASIA) Sdn. Bhd. can improve its services are welcomed. TWI Ltd / TWI Technology (S.E.ASIA) Sdn. Bhd. asks customers at the end of a training course or examination to provide comments via a feedback form. The feedback form provides valuable information that enables TWI Ltd / TWI Technology (S.E.ASIA) Sdn. Bhd. to introduce improvements to all its training products and services. TWI Ltd / TWI Technology (S.E.ASIA) Sdn. Bhd. encourages its customers to provide honest feedback to enable the improvement processes to take place effectively.

10. Complaints Policy

Occasion may arise where you feel it necessary to make a formal complaint about the training provided to you by TWI Ltd / TWI Technology (S.E.ASIA) Sdn. Bhd. TWI Ltd / TWI Technology (S.E.ASIA) Sdn. Bhd. has a complaints policy, this can be found on the training website; <http://www.twitraining.com/home/customer-complaints-policy.pdf> or you can ask for a copy of this form from a member of the administration team.

11. Data Protection

You understand that TWI Ltd, TWI Technology (S.E.ASIA) Sdn. Bhd. and its associated trading companies (and companies, organisations, or agents processing data on its behalf) will hold and use personal data supplied by you for administration purposes. These purposes have been notified under the Data Protection Act 1998. The data may also be used to send separate unsolicited mailings containing details of events, new services, products, etc.

You have the right to ask TWI Ltd and TWI Technology (S.E.ASIA) Sdn. Bhd. not to send such mailings. If you do not wish to receive this information from TWI Ltd or TWI Technology (S.E.ASIA) Sdn. Bhd., please update your Privacy settings via the link in My Account. You have the right of access to personal data that we hold about you, on payment of the access fee not exceeding £10.00. Requests should be addressed to The Data Controller, TWI Ltd, Granta Park, Great Abington, Cambridge, CB21 6AL.

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12. Applicable Law

These terms shall be governed by and construed in accordance with the laws of England and each party irrevocably submits to the exclusive jurisdiction of the courts of England.

CANDIDATE'S SIGNATURE: