



**Hong Kong Association for  
Testing, Inspection and Certification Ltd.  
Professional Certification Scheme for Testing Personnel**

**PCSTP01  
REGULATIONS FOR  
PROFESSIONAL CERTIFICATION SCHEME  
FOR TESTING PERSONNEL**

First Issue  
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## INTRODUCTION

Hong Kong Association for Testing, Inspection and Certification Limited was first founded by a group of testing laboratories, inspection companies and certification bodies that recognized the growing importance of product testing, inspection and certification services in supporting further social and economic development in Hong Kong. In 1981, the Association was officially incorporated as an independent and non-profit making organization. Its primary objectives are:

1. to enhance the standard and quality of testing, calibration, inspection and certification for the furtherance of international trade and consumer satisfaction;
2. to ensure and promote the credibility of the services provided by members by establishing and maintaining a code of professional conduct;
3. to consider, investigate and inquire into all matters relating to the activities of testing, calibration, inspection and certification;
4. to collect and disseminate information relating to the activities of testing, calibration, inspection and certification or otherwise likely to be of interest to members and others;
5. to maintain a dialogue with the government and other bodies and organizations on all matters concerning the activities of standards, testing, calibration, inspection and certification; and
6. to coordinate the activities and promote co-operation among members.

The Association is managed by the General Committee which is elected by the members.

Determined to avert the lack of recognition of professional status of testing and certification personnel, a Professional Certification Scheme for Testing Personnel (PCSTP) was established in July 2011 with the following primary objectives:

1. to give professional recognition to the testing practitioners so as to attract and retain talented and skilful personnel to enter into the testing industry where Hong Kong enjoys clear advantages and has good potential for further development;



2. to set benchmarks for the upgrade of expertise and technical knowledge of the testing personnel;
3. to improve the professional image of Hong Kong testing industry and contribute to the building up of brand name for Hong Kong testing services

The Scheme is developed under HKTIC (hereafter named as Certification Body) and managed by the Certification Board, which is responsible for the granting, reviewing and revising the personnel certification titles and requirements in accordance with the prevailing demand of the testing industries served by the scheme. The Certification Board, in turn, may appoint specialist Working Committees as it deems necessary to oversee specific parts of the Scheme.

The Certification Board will be supported by the Programme Secretariat (PS) established under HKTIC and is responsible for the daily operation of the scheme.

Participation in the scheme is voluntary. Personnel applying for the scheme are required to demonstrate that:-

1. they are competent in conducting the specific testing activities for which they are applying for certification or have been certified;
2. they have fulfilled the certification criteria as required; and
3. they are in conformity with all relevant regulations stated in this document (PCSTP01) for activities they have been certified for or for which they are applying for certification.

These regulations are the governing rules for the administration of the scheme and contain the obligations of any personnel who have been certified by HKTIC. The regulations in this document will be amended from time to time and personnel certified or have applied for certification will be notified of the changes.



## 1 DEFINITIONS AND ABBREVIATIONS

- 1.1 **Appeal:** request by applicant, candidate or certified person for reconsideration of any adverse decision made by the certification body related to her/his desired certification status
- 1.2 **Authorised Qualifying Body (AQB):** an organisation reviewed and approved by the Certification Board to conduct and administer Certification Scheme examinations strictly in accordance with published requirements
- 1.3 **Candidate:** applicant who has fulfilled specified prerequisites and formally submitted application to join the certification process
- 1.4 **Certification process:** all activities by which a certification body establishes that a person fulfils specified competence requirements, including application, evaluation, decision on certification, surveillance and recertification, use of certificates and logos/marks
- 1.5 **Certification scheme:** specific certification requirements related to specified categories of persons to which the same particular standards and rules, and the same procedures apply
- 1.6 **Certification system:** set of procedures and resources for carrying out the certification process as per certification scheme leading to the issue of a certificate of competence including maintenance demonstrated ability to apply knowledge and/or skills, and where relevant demonstrated personal attributes, as defined in the certification scheme
- 1.7 **Complaint:** conformity assessment request, other than appeal, by any organization or individual to a certification body, for corrective action relating to the activities of that body or to those of any of its customers
- 1.8 **Evaluation:** process that assesses a person's fulfillment of the requirements of the scheme leading to the decision on certification
- 1.9 **Examination:** mechanism that is part of the evaluation, which measures a candidate's competence by one or more means such as written, oral, practical and observational



- 1.10 **Examiner:** person with relevant technical and personal qualifications, competent to evaluate the candidate applying for certification by either setting the examination questions and/or score an examination or be a professional interviewer as defined below
- 1.11 **Professional Interviewer:** person with relevant technical and personal qualifications, competent to conduct a professional assessment by interview in evaluation of candidate applying for certification
- 1.12 **Qualification:** demonstration of personal attributes, education, training and/or work experience
- 1.13 **Scope of certification:** the activities for which a person has been certified
- 1.14 **Suspension:** certification held in abeyance by HKTIC
- 1.15 **Termination:** withdrawal of certification
- 1.16 **Test category:** a name used to represent a branch of testing, calibration or other laboratory activity for which HKTIC provides certification under PCSTP
- 1.17 **Voluntary termination:** termination requested in writing by a certified person
- 1.18 **PCSTP:** Professional Certification Scheme for Testing Personnel
- 1.19 **HKTIC:** Hong Kong Association for Testing, Inspection and Certification Limited
- 1.20 **TIC:** testing, inspection and certification

For any other terms not listed above, the relevant definitions in ISO/IEC 17000 and the International Vocabulary of Basic and General Terms in Metrology apply.



## **2 AUTHORITY AND ADMINISTRATION OF CERTIFICATION BOARD AND PROGRAMME OFFICER**

- 2.1 The Certification Board is responsible for administering the PCSTP scheme. The Chair of the Board is the authority to grant, maintain, supervise, renew, suspend or terminate any certification under PCSTP on behalf of HKTIC.
- 2.2 The constitution, terms of reference and roles of the Certification Board (CB) are described fully in Chapter 3.
- 2.3 The administration of the Certification Board will be supported by a Programme Officer who is responsible for the daily operation of the scheme with duties ranging from but not limited to promoting the scheme, responding to any queries, processing the applications, carrying out preliminary screening of the applications, scheduling of board meetings, arranging examination venue and schedules, and maintaining the registry of the certified personnel.
- 2.4 The Programme Officer will maintain confidentiality of all information provided by candidate in relation to his/her application for certification and those generated during the certifying processes. Only the Programme Officer and his subordinates, examiners involved in the professional interview and members of Certification Body (except where conflict of interest arises) or other personnel directly involved with the certification processes will be able to access the information on need to know bases. The Programme Officer will not disclose to outside parties the confidential information of a candidate or certified testing personnel without written consent from the candidate.
- 2.5 The Programme Officer will notify those personnel the confidential nature of the information. Where the law requires any information to be disclosed to a third party, the Programme Officer will, where possible and permitted by the law, inform the person concerned. Furthermore, the Certification Body will comply with the provisions under the Personal Data (Privacy) Ordinance (Cap. 486).
- 2.6 Subject to the above, the Programme Officer may
  - (a) make copies of any document submitted by a candidate or certified testing personnel for the purpose of certification; and
  - (b) use conventional mail, telephone, fax and unencrypted and unprotected email



through the Internet and other means to communicate information relating to certification with candidate and certified testing personnel as well as with examiners and other relevant parties such as authorized qualifying bodies involved in the certification.

- 2.7 The Certification Board may amend the Regulations for PCSTP certification stated in this document and other certification criteria from time to time as it sees fit. The Programme Officer may then publish such information, in order to inform candidates and certified testing personnel of certification criteria and requirements for applying certification.
- 2.8 Candidates and certified testing personnel shall conform to the amended regulations and criteria within the period of time specified by the Certification Board.
- 2.9 The Certification Board shall have the right to withdraw, reduce scope or refuse to grant certification to a certified personnel or a candidate if he/she fails to conform to the amended regulations and criteria. Official notification of such withdrawal or scope reduction will be given in writing by the Chair of the Certification Board to the certified personnel. Clause 6.14 in this document is applicable to the exercise of rights and powers by the Chair of the Certification Board under this clause.
- 2.10 The Certification Board shall set fees and charges for any service provided by HKTIC.
- 2.11 A candidate or a certified testing person can obtain a list of such fees and charges from the Programme Officer. Fees or charges paid by a candidate or a certified person are neither refundable nor negotiable.
- 2.12 The Certification Board may investigate any complaint referred to it by the Programme Officer or a third party against a certified personnel concerning activities stated in his/her certificate. The complainant person shall provide information and co-operation to the Certification Board upon request for the purpose of investigating the complaint.
- 2.13 The Certification Board may publish information relating to any suspension and termination of certification granted by the Board in any HKTIC publications and in the website of HKTIC and/or Programme Secretariat.





### 3 CERTIFICATION BOARD AND APPEAL BOARD

3.1 The Certification Board (CB) and the Appeal Board (AB) shall comprise representatives of relevant industry relating to testing and certification, professionals and academia with extensive experience in testing/personnel certification and other interests. Members of the two Boards are appointed by the Chairperson of HKTIC normally for a term of two years. List of members will be announced on the website of HKTIC. The Chairperson of HKTIC reserves the right to terminate the membership of any member of the Certification Board and the Appeal Board at any time.

3.2 The terms of reference of the Certification Board shall be:-

(a) to develop and formulate procedures on general policy matters relating to certification. Such policy matters include:-

- (i) the *modus operandi*, management and development of PCSTP;
- (ii) certification criteria, including technical and non-technical requirements and conditions, which applicant or certified testing personnel shall meet;
- (iii) charges and fees for the services provided by the Secretariat;
- (iv) remuneration for examiners;
- (v) relationships with other personnel certification scheme for testing, inspection and certification personnel; and
- (vi) procedure for handling complaints on PCSTP.

(b) to review and appraise examination and professional assessment reports and to make recommendations to the Chair of the Board on the following:-

- (i) whether certification should be granted to a testing personnel;
- (ii) the level and scope of certification of a testing personnel;
- (iii) the terms of certification; and
- (iv) the re-certification interval for a testing person.

(c) to establish working committees to undertake specific tasks and to define goal and terms of reference of such committees. Where a working committee is established for the purpose of investigating technical problems in relation to an activity for certification, a chairman of the working committee will be appointed by the Chair of the Certification Board. The findings and recommendations of the working



committees shall be reported to Certification Board.

(d) to identify and to guide the Programme Officer on the establishment and maintenance of a panel of examiners for the certification scheme, including the following:-

- (i) to establish the qualification and experience criteria for the selection of examiners; and
- (ii) to recommend to the Chair any training and instructional needs for examiners.

(e) to devise criteria for evaluation and approval of training providers and evaluate the course contents in fulfilling the certification criteria

(f) to provide guidance on

- (i) development of any other technical or non-technical matters in connection with certification in the furtherance of good practice;
- (ii) marketing and promotion of the program; and
- (iii) support of educational initiatives related to the certification scheme.

3.3 The terms of reference of the Appeal Board shall be:-

- (a) to investigate the appeal lodged by candidates against the decision of the Certification Board;
- (b) to review and check the examination papers and professional assessment reports;
- (c) to conduct interview with the appellants, examiners, authorized qualifying bodies or any other people relevant to the appeal cases; and
- (d) to make decision on the appeals and inform the Certification Board of the decision.

3.4 Members of Certification Board and Appeal Board shall be totally independent and should not hold membership in both Boards at the same time.

3.5 Meetings of Certification Board and Appeal Board shall be convened by the Chair of respective Board. Attendance of at least one half of its members shall constitute a quorum.



- 3.6 The Programme Officer shall provide full secretariat support and attend all meetings of Certification Board and Appeal Board.
- 3.7 The Certification Board may delegate its responsibility to individual members for the purpose of evaluating reports on certification of candidate. The Certification Board is not required to re-consider those reports unless the Chair considers otherwise.
- 3.8 If a member of the Certification Body has a pecuniary or otherwise conflict of interest on any matter in relation to a discussion or decision at any of the Certification Board or Appeal Board meetings, he/she shall declare his/her interest to the Chair before the discussion is to begin or the decision is to be made. The Chair shall decide, in each case, the extent to which that member may participate in the discussion and decision of the matter.
- 3.9 If any member of the Certification Body has any direct relationship with a candidate which is being certified or if there is a potential conflict of interest on the part of a member of the Certification Body with the candidate which is being certified, he/she shall abstain from giving any opinion or view on that certification and withdraw from making any decision on that certification.



## 4 CERTIFICATION PROCEDURES

4.1 Candidates seeking certification shall follow the certification procedure stated in this Chapter and the relevant certification criteria. The candidate shall provide the Certification Board with all information for preparing the evaluation of the candidate and shall pay the specified application fees.

4.2 In order to accurately assess the competency of the candidates:-

4.2.1 Certified Testing Professional (CTP) and Certified Testing Technician (CTT), the certification criteria adopted in this personnel certification scheme is a combination of :

- (a) academic background
- (b) years of working experience
- (c) testing knowledge (either demonstrated by achieving satisfactory results in the examination organized by the authorized qualifying body (AQB) or obtained Certificates of Achievement in the training programmes produced by the approved training organizations)
- (d) professional interview ( required only for the professional class of certification)

Details of the certification criteria can be found in the respective documents. Candidates are encouraged to prepare themselves in meeting all the requirements.

4.2.2 Fellow of Testing Professional (FTP), the Certification Board shall have the right to nominate industry professional with assessment as follows:-

- (a) 15-years senior member experience in the industry and/or;
- (b) With contribution to the industry and to the association;
- (c) Nomination from Certification Board;
- (d) Consent and approval from General Committee;
- (e) Renewal is required at interval;
- (f) Any objection from Fellow of Testing Professional (FTP) on nomination, must support with reason in writing to Certification Board. The final decision is at the sole discretion of General Committee.

4.3 The candidates, shall cooperate with the Programme Officer and professional interviewers and provide them with full support during examination and in any other



situation such as to provide all necessary clarification and supplementary information for the evaluation of their competence and its conformity with the certification criteria.

- 4.4 The candidates, shall deem to have permitted the Programme Officer to make copies of any documents submitted by them for the purpose of evaluation of their application.
- 4.5 The Programme Officer, shall review the information and make recommendation to Certification Board on whether candidate fulfills the competence criteria.
- 4.6 Candidate may object on reasonable grounds to the appointment of any members of Profession Interviewers arranged by the Programme Officer to his/her professional assessment and evaluation.
- 4.7 The Certification Board will set fees for the services provided by Professional Interviewers and AQB for evaluation of the candidate. The candidate concerned shall pay the professional assessment and examination fees.
- 4.8 The Professional Interviewers for professional assessment (only limited to the professional class of certification) shall assess whether the personnel is competent on the areas they seek certification. They shall record his/her findings in writing.
- 4.9 The AQB offering examination shall mark the examination paper based on marking scheme and model answer. All examination papers shall be marked with red pen.
- 4.10 The Programme Officer shall submit the initial evaluation and/or examination results and/or assessment findings of the professional assessment to the certification Board for review.
- 4.11 The Certification Board will grant certification for a candidate only when:
  - (a) the candidate has applied certification for such activity,
  - (b) certification for such activity is within the scope of certification service provided by the Certification Board,
  - (c) the candidate is found to be competent as assessed based on the certification criteria, and
  - (d) upon granting of the certification, the candidate agrees to comply with the



regulations as stipulated in this document and any other conditions as specified by the Certification Board.

- 4.12 If certification for an activity is granted to a candidate, the Programme Officer will send a notification letter to the candidate informing him/her of the terms of certification.
- 4.13 The Programme Officer will further issue a certificate of certification to the candidate duly signed by the Chair of the Certification Board. The certificate shall include details of the certification granted, such as the scheme under which the certification is granted, the name of the candidate, the level and test category to which the certification is related and the conditions under which the certificate is issued. The certificate of certification shall also bear a registration number, the date on which it is issued and the valid date which is normally 3 years from the date of issue of the certificate.
- 4.14 The certificate of certification shall remain the property of the Certification Board and shall be returned free-of-charge to the Programme Officer forthwith upon expiry or termination of certification or at the request of Programme Officer.
- 4.15 The certification granted is valid only for the activities described in the certificate of the candidate. The Certification Board may amend such scope of certification from time to time.
- 4.16 The Certification Board will maintain and publish the list of certified testing personnel on the website. The list may include the name of personnel certified for any specific level and activities. This will apply the same to fellow of testing professional wherever is appropriate.
- 4.17 The certification obtained by certified testing personnel may be renewed subject to continual conformity with relevant certification criteria, payment of the annual subscription fee, and recertification of the relevant activities. The Certification Board may recertify or suspend the certification on the basis of the findings of re-certification.
- 4.18 It is the responsibility of certified testing personnel to apply for re-certification before the expiry date stated in the certificate. Re-certification is similar to that of an initial



application except that examination is not required and evidence of continuing professional development shall be provided.

4.19 The Certification Board will impose suspension or termination to certified personnel who fails to comply with the obligation of certified testing personnel as described in Chapter 5. Details of suspension and termination mechanism are outlined in Chapter 7.

4.20 Candidate may seek to upgrade and/or extend his/her scope of certification. To do so, the candidate shall complete an application form. The procedure for processing an application for an extension of scope of certification is similar to that for an initial application.

4.21 Any member of the Certification Body or any person acting on behalf of the Certification Body shall not be liable for any loss or damage suffered by candidate arising from whatever cause (including but not limited to any act or statement made) in connection with the refusal to grant a certification.

For 4.3 to 4.15 and 4.17 to 4.21 only apply to Certified Testing Professional (CTP) and Certified Testing Technician (CTT).



## 5 THE OBLIGATION OF CERTIFIED TESTING PERSONNEL

### 5.2 Certified testing personnel, at all times, shall:-

- (a) conform to the certification regulations specified in this document, technical and non-technical certification criteria and Code of Ethics as specified by the Certification Board in support of the Professional Certification Scheme for Personnel. The Board may review and amend the certification criteria from time to time and the certified testing personnel shall within the period of time specified by the Board conform to the amended certification criteria;
- (b) represent honestly and truthfully to any person concerned or companies or organizations that he/she is only certified for activities stated in his/her scope of certification;
- (c) pay the fees and charges as determined by the Board;
- (d) endeavour to ensure that the certification granted by the Scheme is not used in a misleading manner;
- (e) ensure that the information he/she provides is accurate, verifiable and addresses all of the requirements for certification for the type, grade and scope of certification being sought.

### 5.3 Upon termination of certification for all activities as specified in the certificate, the personnel shall return such certificate to the Programme Officer forthwith.

### 5.4 Certified testing personnel or candidate shall cooperate with Programme Officer, professional interviewers and examiners and provide them with full support during professional interviews and examinations and in any other situation such as to provide all necessary information for evaluation of their competence and its conformity with the certification criteria.

### 5.5 Certified testing personnel shall not use his/her certification status in such a manner that may bring the HKTIC or the Certification Scheme into disrepute, and shall not make any statement regarding his/her certification status which the Board may





reasonably consider to be misleading.

- 5.6 Certified testing personnel shall maintain complete integrity and impartiality in all circumstances. He/she shall report any impropriety or unlawful act of the organisation or any iniquitous management and/or staff to Programme Officer. He/she shall further report immediately any corrupt practice to the ICAC (or similar authority or the police when outside the jurisdiction of the HKSAR).
- 5.7 Certified testing personnel or candidate shall pay due regard to the confidentiality of his/her customers' information and shall make measures in order to ensure protection of his/her customer's information. Confidential information about a particular customer and their employer shall not be disclosed to a third party without their consent, except where the law requires such information to be so disclosed.
- 5.8 Certified testing personnel or applicant personnel shall not initiate any contact with the professional interviewers and Certification Board members on any matter relating to or in connection with the certification of any activity for the purpose of granting or maintaining certification without the prior written agreement from the Chair of the Board. All communications concerning his/her certification shall only be made via the Programme Officer.



## 6 SUSPENSION AND TERMINATION

- 6.2 A certified testing personnel may, by serving a written notice signed by the applicant voluntarily suspends or terminates his/her certification for any or all of his/her certified activities. The certified testing personnel shall specify the effective date of the voluntary suspension or termination in the written notice. If the effective date is not specified, it will be determined by Chair of the Certification Board at its discretion.
- 6.3 If in the opinion of the Certification Board, a certified personnel has failed to comply with or is incapable of complying with the certification criteria, the Certification Board may, at its discretion, suspend or terminate such person's certification.
- 6.4 The Certification Board may suspend or terminate the certification for part or all of the certified activities of a person as defined in his/her certificate of certification.
- 6.5 The suspension or termination imposed by Certification Board shall commence on the date of the written notice issued by Chair of Certification Board. The notice shall clearly state the grounds of such termination.
- 6.6 Suspension may be imposed by the Certification Board when a certified testing personnel:-
- (a) fails to abide by any of the obligations set out in Chapter 5;
  - (b) is found to be incompetent in carrying out any certified activities or to be incapable of complying with any of the relevant certification criteria; or,
  - (c) is, in the opinion of the Certification Board, involved in any impropriety, corrupt practice or other activities which is prejudicial to the good reputation of scheme.
  - (d) fails to reply to a request for information provided to him/her using the latest contact address known to the Certification Board within the period of time specified in the request.
- 6.7 A candidate who is in a state of suspension (whether or not the suspension is voluntary)



and, if in the opinion of the Certification Board, has failed to take adequate measures to rectify the situation, may have his/her certification terminated by the Chair of the Certification Board. Such termination is normally made in respect of all certified activities.

- 6.8 Certified testing personnel may lodge an appeal against the suspension or termination by taking the procedures which are detailed in Chapter 7 (Complaints and Appeals)



## **7 COMPLAINTS AND APPEALS**

7.2 Certified testing personnel, candidate or any person may lodge a complaint in writing giving reasons and description of the causes for grievance against:

- (a) the certification Scheme procedure;
- (b) the Authorized Qualifying Body responsible for organizing examinations;
- (c) an approved training provider or certified trainer; or
- (d) a Certification Scheme certificate holder

7.3 The Certification Board shall investigate and examine such complaints. The Chair of the Certification Board shall notify the complainant concerned the outcome of such investigation within two months from receipt of the complaint.

7.4 Certified testing personnel or candidate may lodge an appeal against any decision made or action taken by the Certification Board. Such decisions include examination and professional assessment results, suspension or termination. A written Appeal Form setting out the grounds of such appeal shall be submitted to the Programme Secretariat within 10 working days after such decision or action has been made or taken.

7.5 The Programme Secretariat should endeavor to deal with appeals without recourse to the Appeal Board. Where this is not possible, or where the appellant insists, the matter should be put before a properly constituted panel.

7.6 Upon request for an appeal, and subject to agreement of the payment of expenses, an Appeal Board will be convened to investigate the matters set out in the written submission. No member of the Board shall have a direct interest in the subject of the appeal, in any form. The Appeal Board may interview any person involved in the matter, such as the Programme Officer, professional interviewers, staff of AQB or the staff of organization the appellants belonged to.

7.7 The Appeal Board may seek assistance and expert advice from other examiners and independent experts in relevant testing/certification activities.

7.8 The Appeal Board after reviewing all the information relating to the case of appeal will decide if the appeal is justified and such decision will be final and conclusive. The decision will be passed onto the Certification Board for follow-up via the Programme



Secretariat.

- 7.9 The Chair of the Certification Board shall notify the appellant concerned the outcome of the appeal within two months from receipt of the appeal.
- 7.10 Any member of the Certification Body and any person acting on behalf of the Certification Body shall not be liable for any loss or damage suffered by candidate arising from whatever cause (including but not limited to any act or statement made) in connection with a complaint, or appeal lodged.



## **8 USE OF HKTIC CERTIFICATE AND CLAIMS OF CERTIFICATION STATUS**

8.2 The Certificate indicates that the holder has demonstrated an acceptable level of competence in accordance with the certification criteria during the assessment period. Holders or their employers are not permitted to imply any further degree of competence on the basis of this certificate.

8.3 The certificate is only valid:

- (a) for the period indicated;
- (b) if all the fees including annual fee have been paid; and
- (c) properly signed by the Chair of Certification Body and embossed with the HKTIC stamp.

8.4 Holders or their employers must not use the certificates and the HKTIC symbol in a dishonest or fraudulent manner. Prior written permission must be sought from HKTIC before any use.

8.5 Holders must not use the Certificate in such a manner as to bring the certification scheme into disrepute, and refrain from making any misleading or unauthorised statement regarding the certification.

8.6 Holders must discontinue all claims to certification upon termination or withdrawal of certification, and return any certificates issued by HKTIC.

8.7 All certified testing personnel are required to keep a register of complaints made against them within the scope of the certificate of competence. Failure to keep such a register will be construed as a misuse of the certificate and appropriate penalties will be applied, see below. The register of complaints must be made available to the Certification Body on request.

8.8 All certificated personnel are required to abide by HKTIC's Code of Ethics (Chapter 9).

8.9 The penalty for proven misuse of a certificate is termination of the certification. In



addition, sanctions are normally applied on the period of time before a misused certification holder is eligible again to apply for a new certificate. Publication of the transgression may also occur. Any misuse which appears to be an infringement of the law will result in the matter being reported to the employer and, where appropriate, to the relevant law enforcement agency.

#### 8.10 Guidelines on the Use and Misuse of Certificates

- (a) Certificates are valuable documents which should be kept in a safe place.
- (b) It is recommended that Certificate holders keep log of work activity and other details for the activities certified.
- (c) The certificate cannot be used by anybody other than the certified testing personnel including their employers.
- (d) Certificate cannot be used beyond the expiration date.
- (e) New employers who are shown this certificate should satisfy themselves that the certificate holder has been employed with reasonable continuity \* on work for which the certificate was granted. Verification of a holder's eligibility to a certificate can be obtained on the website at [www.hktic.org](http://www.hktic.org).

\*As a guide "reasonable continuity" in any given three year period means that absences from work for which the certificate was granted should not exceed one year in one or several periods.

8.11 Three levels of personnel certification are currently offered by the Certification Body which are Follow of Testing Professional (FTP), Certified Testing Professional (CTP) and Certified Testing Technician (CTT). Holders of the certification status are entitled to use and claim the designation as FTP, CTP or CTT.



## **9 CODE OF ETHICS**

**9.2** The Certification Board will formulate and amend specific code of ethics which is to be observed by certified testing personnel.

**9.3** Every certified testing personnel shall at all times maintain his conduct as to uphold the dignity and reputation of the Scheme and act with fairness and integrity towards all the people with whom his work is connected and towards other members. In pursuance of this general principle, certified testing personnel shall, inter alia:

- (a) perform their work in the highest professional manner and standards of ethics, and protect the life, safety and health of their associates and of the general public; and
- (b) pursue their professional discipline and activities in a spirit of fairness, integrity, loyalty, impartiality, candor, fidelity to trust, and inviolability of confidence to all concerned – employer, employees, customers and competitors – consistent with the high ideals of personal honour and integrity.

**9.4** In relation to the public, certified testing personnel shall, inter alia:

- (a) be honest in representing their testing capability, and undertake only those measurements and analysis for which they are competent by virtue of their training and experience and certification;
- (b) avoid and discourage sensational, exaggerated and unwarranted statements with regard to professional matters and shall not participate in unsound or illegitimate undertaking;
- (c) not knowingly permit the publication of his/her articles or reports for an unsound or illegitimate undertaking;
- (d) not give a professional opinion, make a report, or give legal testimony without being as thoroughly informed as might reasonably be expected considering the purpose for which the opinion, report or testimony is desired, and the degree of completeness of the information upon which it is based should be clear;





- (e) not knowingly issue false statement or false information even if directed to do so by employee or client; and
- (f) avoid advertise work or accomplishments in a self laudatory or unduly conspicuous manner.

**9.5** In relation to employer or clients, certified testing personnel shall, inter alia:

- (a) protect the interest of their employer or clients so far as it is consistent with the public welfare and professional obligations and ethics;
- (b) avoid real or perceived conflicts of interest whenever possible, and to disclose to affected parties the existence of any business affiliations, interests or connections which might influence their fair judgment;
- (c) treat as confidential their knowledge of any business affairs or technical information of employers, clients or customers and to make no disclosure of such information without their expressed consent;
- (d) not divulge information provided to him/her in confidence, except when required to do so by law;
- (e) reject bribery in the conduct of their professional responsibilities;
- (f) report immediately to the Certification Body any attempt to pressurize or force an individual certified under the Scheme to violate this code of ethics;
- (g) inform their employer in the event that their certificate is cancelled or withdrawn by the Certification Body;
- (h) seek, accept and offer honest criticism for the purpose of enhancing testing capabilities, and to credit properly the contributions of others;
- (i) avoid injuring others, their property, reputation, or employment by false or misleading words or action;
- (j) refrain from falsely attempt to injure the reputation or business of another testing



PCSTP01

REGULATIONS FOR PROFESSIONAL CERTIFICATION SCHEME OF TESTING PERSONNEL

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personnel or organization

- (k) in no circumstances perform their work influenced by drugs, alcohol, sedative medicine etc.,
- (l) endeavor to co-operate with colleagues and co-workers in their professional development and to encourage the ethical dissemination of useful knowledge.

**9.6** Certified testing personnel shall refrain from making unjustified or maliciously statements or from performing unethical acts which would prejudice the reputation of HKTIC or the personnel certification scheme. They shall cooperate fully with an enquiry in the event of any alleged breach of this code.

#### 1. **FICATIONERTIFICATION 24**

主辦機構

Organised by



香港測驗認證協會有限公司

**Hong Kong Testing, Inspection and Certification Ltd.**

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