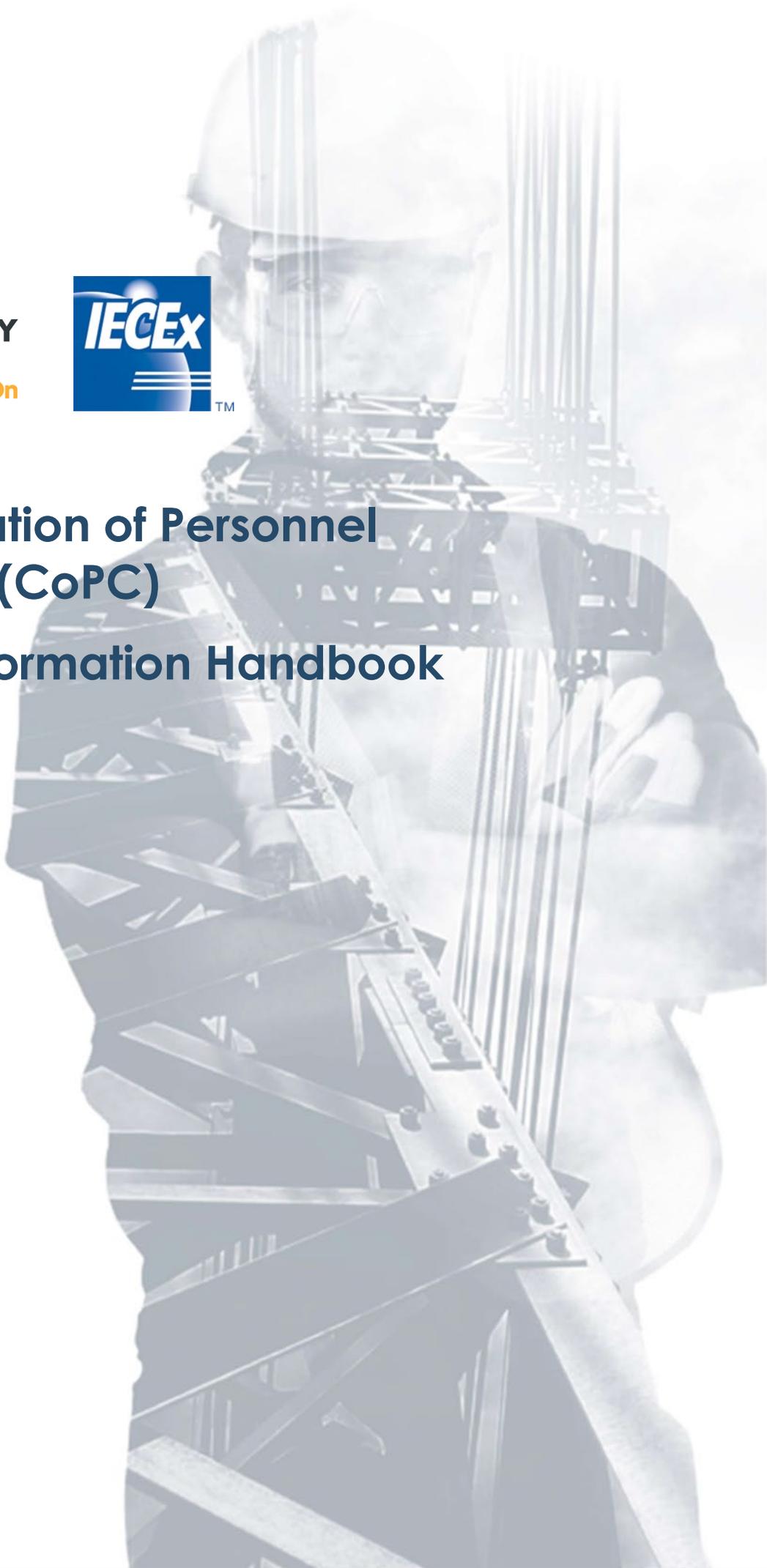




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IECEx Certification of Personnel Competence (CoPC) Candidate Information Handbook



About this Handbook

This handbook provides information for individuals who are applying for or undertaking IECEx certification with Competency Training Pty Ltd.

It explains how the certification process works, where assessments are delivered, what candidates can expect, and how fairness and independence are maintained throughout the assessment and certification process.

Purpose

This handbook explains, in clear and transparent terms:

- How the IECEx Certificate of Personnel Competence (CoPC) scheme operates
- Where assessment services are delivered
- How fairness, impartiality and independence are safeguarded

Candidate rights, responsibilities, complaints, and appeals

It is intended for all candidates participating in IECEx certification through Competency Training Pty Ltd.

Overview of the IECEx Certified Personnel Scheme

The safety of commercial facilities with hazardous locations depends strongly on the competence of all people dealing with safety management, planning, installation, operation; inspection, maintenance, repair, and many other activities.

The IECEx CoPC Scheme offers the evaluation and certification of competencies of individuals working in or for hazardous locations.

Based on a modular competence structure tailor-made competence profiles can be certified which perfectly fit the actual obligation and tasks of the candidates in their jobs.

Certificates of competence provide independent evidence of individual knowledge and skills and support both the employers and employees in selecting the right people and getting the right jobs.

Competency Training focuses on the provision of educational products and services. We strive to maintain an ongoing commitment to helping our clients achieve their varied learning objectives and to encourage them to embrace the challenges and opportunities of lifelong learning. Trainers and Assessors / Examiners occupy a key role in that process.

Competency Training operates in the IECEx space as an approved Recognised Training Provider (RTP).

Training activities of the RTP are entirely independent from certification activities of the Certifying Body, and training materials, artefacts, and practical setups are not used for IECEx certification assessments.



Role of Competency Training Pty Ltd

Competency Training Pty Ltd acts as an IECEx Certifying Body (ExCB). This means we are authorised to:

- Receive candidate applications
- Coordinate assessments
- Review assessment evidence
- Make final certification decisions
- Issue Certificates of Personnel Competence (CoPC)

We do not automatically grant certification based on training attendance. Certification is based solely on successful assessment outcomes.

Separation of Training & Certification

To protect fairness and independence:

- Training activities are separate and independent from certification activities.
- Training equipment is not used for certification assessments
- Individuals who train a candidate will not certify that same candidate.
- Certification decisions are based on evidence, not commercial or training relationships.

Use of IECEx Name and Logo

The IECEx name and logo are internationally recognised and are protected under IECEx rules.

For candidates, this means:

- The presence of the IECEx logo on a website, document or training material does not mean you are automatically certified.
- You are only officially certified once you have successfully completed assessment and received an IECEx Certificate of Personnel Competence (CoPC).
- Only authorised Certifying Bodies are permitted to issue IECEx certificates.
- Assessment centres and training providers must not use the IECEx logo in a way that could mislead candidates about certification outcomes or approval status.

Competency Training Pty Ltd follows IECEx rules for logo and name use to ensure information provided to candidates is accurate, clear, and not misleading.

Service delivery locations

Central Certification Office

All certification decisions and certificate issuance are controlled from:
 Competency Training Pty Ltd
 97 Flinders Parade
 North Lakes QLD 4509
 Australia

Assessment Locations

Assessments may be conducted at Competency Training facilities or at approved third-party assessment centres operating under our authority.

All locations are reviewed and approved to ensure consistent quality and compliance with IECEX requirements.

Candidates will be advised of their confirmed assessment location at the time of booking.

Location	Assessment Centre Partners
97 Flinders Parade, North Lakes, Brisbane, QLD, Australia. 154 Epsom Avenue, Belmont, Western Australia.	Certifying Body Facility
Singapore, Rayong Thailand, Yangon Myanmar, Kuala Lumpur Malaysia	Assessment Centre Partner - Elite Oil & Gas
Kuala Lumpur Malaysia	Assessment Centre Partner – Ex Proof Technology
Florence, Italy	Assessment Centre Partner – Bureau Veritas
Houston, USA	Assessment Centre Partner – Eutex International

Assessment Process Overview

The certification process follows a structured pathway designed to ensure consistency and fairness.

Key stages include:

- Application submission and eligibility review
- Assessment booking and confirmation
- Theory assessment
- Practical assessment
- Independent evidence review
- Certification decision and certificate issue

General Assessment Principles

Assessments are conducted in line with IECEx requirements and this handbook.

Assessments must be fair, valid, reliable, and conducted under controlled conditions that ensure impartiality and confidentiality.

Theory Examinations

Theory examinations are conducted under controlled conditions to ensure fairness and consistency for all candidates.

Some units are assessed by written exam only, while others also include practical assessment.

During theory examinations:

- You must present valid photo identification before the exam begins.
- Electronic devices such as phones, smart watches and tablets must be stored securely and not accessed during the exam.
- Exam start and finish times will be explained by the invigilator before the session begins.
- Talking or sharing information with other candidates is not permitted.
- If you need to leave the room during the exam, you must follow the invigilator's instructions and must not access electronic devices or discuss exam content.
- All exam papers and responses are securely collected and reviewed after the session. Results are finalised only after verification checks have been completed to ensure accuracy and fairness.

Practical Assessments

Practical assessments are designed to reflect real-world work activities.

Candidates will be asked to use appropriate tools, documentation and safe work practices similar to those expected on site.

To ensure fairness and consistency for all candidates:

- Practical assessment equipment and setups are kept separate from training equipment
- Where a candidate may already be familiar with a setup, alternative artefacts or configurations may be used
- Assessment evidence is reviewed independently before results are finalised
- Practical equipment and assessment materials are regularly reviewed and updated

These measures help maintain consistent, fair, and reliable assessment outcomes for everyone.

Verification of Certificates

Your Certificate of Personnel Competence can be independently verified on the official IECEx public certificate database: <https://www.iecex-certs.com>

On the homepage, select "Certified Persons Certificate" and enter your certificate number to confirm validity and status.

Recertification

IECEX Certificates of Personnel Competence are valid for five (5) years from the date of issue.

Before your certificate expires, you will need to complete a reassessment if you wish to maintain your certification. This reassessment is conducted with the same level of fairness, independence, and quality **controls** as an initial assessment.

Recertification requirements are based on IECEx international guidelines and may vary depending on the scope of competence you hold. Candidates will be advised of the applicable reassessment requirements when their renewal period approaches.

Issuing Certificates of Personnel Competence

IECEX examinations are conducted in line with the Operating Documents for IECEx 05 scheme. To be deemed competent, candidates must achieve a **minimum overall pass mark of 75% on theory assessments**.

If the assessment also involves practical demonstration of skills such as installation, testing, maintenance, or inspection this will be conducted against benchmark requirements at the given location. All IECEx examiners are trained and approved by Competency Training. They will submit practical marking reports to Competency Training subject matter experts for review and decision on competence. IECEX examiners do NOT decide competence, rather they observe and collect objective evidence to forward to the Certifying Body for final decision.

Results are **not** provided on the day of the exam, as all papers and practical evidence must first be reviewed and verified to ensure accuracy and fairness.

The final decision to issue a Certificate of Personnel Competence is made by the Certifying Body after all assessment evidence and prerequisites have been checked.

Certificates are typically issued **within 14 days** once all assessment results have been received and finalised with payment received in full.

Candidate Rights

As a candidate participating in the IECEx certification process, you have the right to:

Fair and impartial assessment: Your assessment will be conducted without bias or preferential treatment, and decisions will be based only on demonstrated competence and evidence.

Clear and accurate information: You will be provided with information about assessment requirements, locations, outcomes, and times so you can participate with confidence.

Confidentiality and privacy: Your personal information and assessment results will be handled securely and only shared where required for certification or regulatory purposes.

Reasonable adjustments where appropriate: You may request special accommodations for language, accessibility, or other needs, provided they do not compromise the integrity of the assessment.

Access to your results: You will be informed of your assessment outcome once marking and verification processes are complete.

Lodging a complaint or appeal: You have the right to raise concerns about assessment conduct, processes, or certification decisions. All complaints and appeals are reviewed independently and fairly.

Consistent assessment conditions: Assessments are conducted in controlled environments using approved equipment and procedures to ensure equal opportunity for all candidates.

Verification of certification: Once issued, your certificate can be independently verified through the official IECEX public database.

Privacy & Confidentiality

Competency Training Pty Ltd is committed to protecting your privacy and handling your information responsibly throughout the certification process.

As a candidate, you can expect that:

Your personal information is kept secure

Application forms, identification documents, assessment results and supporting evidence are stored in secure systems with restricted access.

Information is only used for certification purposes

Your details are collected and used solely to process your application, conduct assessments, issue certificates, and meet regulatory or accreditation requirements.

Limited disclosure

Your information will not be shared with third parties unless it is required for certification verification, regulatory obligations, by law, or with your consent

Confidential assessment materials

Examination content, marking guides and assessment evidence are treated as confidential and are only accessible to authorised personnel involved in the certification process.

Right to access and correction

You may request access to your personal information or ask for corrections if details are inaccurate or incomplete.

Transparency Commitment

Competency Training commits to providing:

- Up-to-date scheme information
- Clear assessment pathways
- Published assessment locations
- Public access to impartiality and conduct policies
- Accurate representation of certification scope

Impartiality

Competency Training is committed to conducting certification activities fairly, independently and without bias.

Measures in place to support impartiality include:

- Annual conflict-of-interest declarations from staff and examiners
- Clear separation of training and certification roles
- Independent review of assessment and certification decisions
- Rotation and variation of practical assessment artefacts where required
- Regular audits of approved assessment centres
- Code of Conduct obligations for all personnel involved in certification activities

No candidate receives preferential treatment. All certification decisions are based solely on demonstrated competence and objective assessment evidence.

Complaints and appeals

Information about how to make a complaint or appeal is available in the IECEX Candidate Handbook and on our website.

Competency Training Pty Ltd is committed to resolving complaints and appeals **fairly, respectfully, and as quickly as possible.**

You may lodge a complaint or appeal about:

- the conduct of our staff, trainers, invigilators, or examiners
- approved third-party assessment centres delivering services on our behalf
- contractors or associates involved in assessments
- a certification or assessment decision

All complaints and appeals are reviewed independently and impartially.

If your appeal relates to an assessment or certification outcome, it will be reviewed by someone who was **not involved in the original decision.**

You will be informed in writing of the outcome and any actions taken.

Records are kept securely to help us monitor quality and continually improve our services.

Modification History

Version	Amendment Details	By whom	Approval Date
V1.0	Initial release.	H.Puohotaua & S.Miller	17/02/2026