the ukpms user manual

Volume 2

Visual Data Collection for UKPMS

Chapter 2: Inspector Accreditation

Document Information

Title (Sub Title)	The UKPMS User Manual Volume 2: Visual Data Collection for UKPMS Chapter 2. Inspector Accreditation
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Description	This document explains the requirements for inspector accreditation for UKPMS accredited visual inspection surveys, and how to apply for inspector accreditation.

Document History

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01	Draft	JW	July 2009	First draft
02	Revised	JW	September 2009	Release version
03	Revised	KAG	October 2009	Revised following external review
04	Final	ME	30 October 2009	Final

Contents

1 Inspector Accreditation

The UKPMS Inspector Accreditation scheme is managed and maintained by the PCIS Support Contractor. It is the only approved accreditation available to surveyors and has been available from April 2007. Accreditation tests can be undertaken for the following surveys:

- DVI survey combined carriageway and footway
- DVI survey footway only
- CVI survey (driven) combined carriageway and footway
- CVI survey (walked) combined carriageway and footway
- Footway Network Survey (FNS) footway only
- UKPMS accredited surveys auditor

The Inspector Accreditation Scheme focuses on the practical aspects of the survey as well as confirming that inspectors can understand the defect definitions, described in this manual, and can identify defects from photographs. To gain accreditation inspectors will be required to successfully complete all aspects of the process. Currently there are three test centres, operated by commercial survey contractors, in Bristol (WDM), in Leamington Spa (Yotta) and in Nottingham (Scott Wilson).

The accreditation process includes both a desktop and practical exercise. The desktop exercise consists of two tests, one a series of questions on defect definition and the other identifying defects from a series of photographs. The practical exercise requires visual surveys to be carried out on a number of reference test sites close to an approved test centre. Survey data are collected using the hardware/software that the inspectors use on a day-to-day basis.

The scheme is endorsed by the UK Roads Board and is the supported by local highway authorities and major survey contractors. The UK Roads Board recommends that local highway authorities check that any inspector undertaking UKPMS visual surveys is accredited and holds a current certificate as confirmation of their competence to undertake accredited visual surveys.

UKPMS visual inspection surveys provide valuable data that can assist local authority engineers in identifying and prioritising maintenance. As local authorities introduce asset management principles, the need for accurate, reliable information will become even more important; having accredited UKPMS inspectors as part of your team helps to maintain confidence that the data have been collected to the required standard.

The UKPMS Inspector Accreditation and Certification scheme is the only qualification endorsed by the UK Roads Board and it is recommended that all your surveyors are accredited.

2   The Accreditation Procedure

The inspector accreditation process is outlined in Figure 1.

The PCIS Support Contractor is currently responsible for the administration of the UKPMS Visual Inspector Accreditation Scheme. All requests for accreditation of UKPMS Visual Survey Inspectors must be submitted by completing the test booking form, available on the PCIS website, www.pcis.org.uk, and sending it to the PCIS Support Contractor at visualsurvey@trl.co.uk

Full details of the accreditation procedure are available in the document '*UKPMS Visual Survey Accreditation Scheme – Outline of Accreditation Procedure*' available to download from the PCIS website.

3   Certification

To successfully gain accreditation, candidates must pass each part of the examination i.e. questions, photographs and on site exercise. Details on the pass requirements for each aspect of the examination are presented in '*UKPMS Visual Survey Accreditation Scheme – Outline of Accreditation Procedure*'

Certificates and identity cards are issued by the PCIS Contractor.

4   Appeals procedure

Any candidate who does not achieve a pass may submit a written appeal to the PCIS Support Contractor. The appeal should be made within 7 days of the accreditation test and should identify the reason(s) why the candidate believes the result should be amended. The appeal will be considered by members of the PCIS Contractor within a further 14 days. The appeal will take the form of a desk top exercise to compare the candidate's material with the model answers.

The result of the appeal will be communicated to the candidate within 7 days of its consideration. Any candidates wishing to challenge the results of an appeal must do so by writing to the PCIS Contractor within 7 days of receiving the results of the appeal.
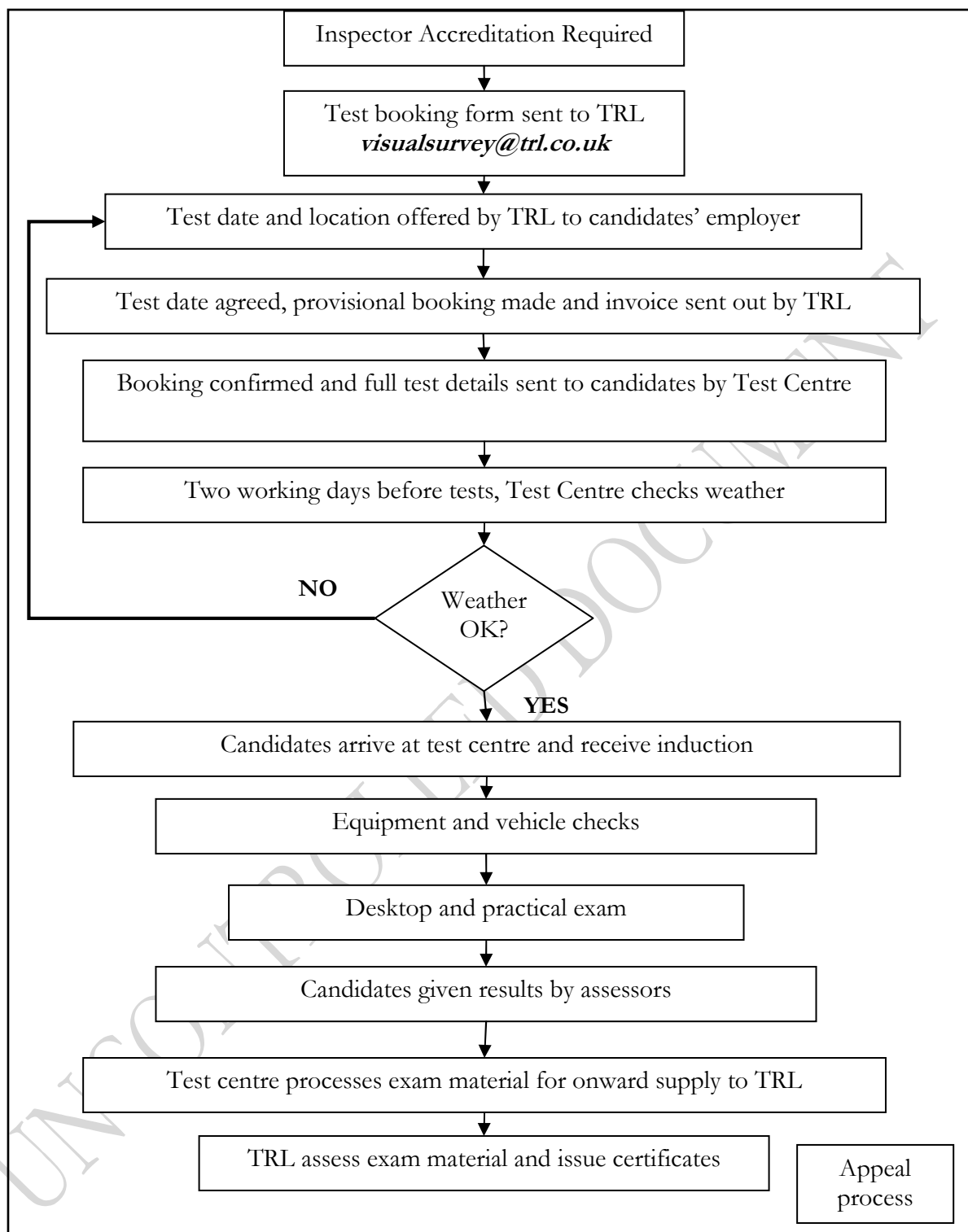
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│      Inspector Accreditation Required     │
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┌─────────────────────────────────────────┐
│       Test booking form sent to TRL       │
│         visualsurvey@trl.co.uk            │
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│ Test date and location offered by TRL to      │
│ candidates' employer                          │
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│ Test date agreed, provisional booking made and    │
│ invoice sent out by TRL                           │
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│ Booking confirmed and full test details sent to   │
│ candidates by Test Centre                         │
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│ Two working days before tests, Test Centre        │
│ checks weather                                    │
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        NO      ◇ Weather OK? ◇
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                    │ YES
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│ Candidates arrive at test centre and receive      │
│ induction                                         │
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                    ▼
┌─────────────────────────────────────────────────┐
│           Equipment and vehicle checks            │
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┌─────────────────────────────────────────────────┐
│            Desktop and practical exam             │
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│        Candidates given results by assessors      │
└─────────────────────────────────────────────────┘
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│ Test centre processes exam material for onward    │
│ supply to TRL                                     │
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│ TRL assess exam material and issue certificates    │   │  Appeal  │
└─────────────────────────────────────────────────┘   │ process  │
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Figure 1 Inspector Accreditation Process

5   Frequently asked Questions

Q1. **As a national scheme, it's a little unfortunate that there isn't a test centre north of Nottingham; although I appreciate that there may be a shortage of suitable venues / hosts.**

The accreditation centres are at the offices of the survey companies who have helped deliver the scheme. At present we do not envisage a need for further centres due to the anticipated number of surveyors going through the accreditation process.

Q2 **I assume the expectation is that, in most cases, candidates will use their own survey vehicles as they will require the appropriate trip meter etc. Is it likely that we will be expected to provide the driver as well or will one of the assessment team perform the driving duties to ensure that the correct route is followed?**

Candidates will be expected to provide their own equipment, including vehicle and driver. If anyone is unable to provide their own driver they should contact the assessment who may be able to help with alternative arrangements, although their involvement is likely to incur an additional charge.

Q3 **Is it possible to take parts of the assessment in isolation and, if so, is there any reduction in the fee?**

There are six possible routes to accreditation, which may be taken in isolation.
- Driven CVI
- Walked CVI
- DVI – Full
- DVI – Footway Only
- FNS
- Audit

The fee for each test is currently £350 plus VAT. Thus if a candidate is put forward for both Driven CVI and DVI the fee will be £700, for Driven CVI only the fee will be £350.

Q4 **Can inspector accreditation tests be undertaken at our offices?**

The PCIS Support Contractor and the test centre managers have selected and reviewed a number of test sites close to the agreed test centres. To include additional sites would involve significant additional work and cost. The group discussed the possibility of using local sites and agreed that the best way forward was to use sites with which the inspectors were not (or could not be deemed to be) familiar.

Q5 Where can I get training for CVI/DVI inspectors?

The PCIS Support Contractor has details of commercial organisations who offer inspector training. Details can be found on the PCIS website.

Q6 My organisation provides CVI/DVI training, what do I need to do to be included on the list of training providers?

Contact the PCIS Support Contractor who holds details of commercial organisations who offer inspector training.

Q7 I am advised that our personnel are expected to use their current DCD and software. Is there likely to be a compatibility problem when they undertake the CVI/DVI accreditation?

DCD software should be able to output raw survey data in .csv format for inspector accreditation. There should not be any compatibility issues. However please contact your DCD supplier to ensure you have an accredited version which produces the format suitable for the inspector accreditation process. Further information on DCD software accreditation is provided in Chapter 3 *DCD Software and Accreditation* of this UKPMS User Manual.