



BICS MEMBERSHIP ANNUAL RENEWAL PROCESS & 3 YEARLY RE-CERTIFICATION PROCESS

BICS Annual Renewal (Membership)

Once an Inspector or Senior Inspector are certified, their certification is automatically renewed annually (subject to receipt of the annual subscription). After 3 years there is a formal review and renewal process in place, as detailed in section *Formal 3-year Review* below.

Inspectors are advised that recertification is dependent on evidence that they are maintaining inspection activity known as Frequency of Practice (FOP). In addition, they will maintain their appropriate training credentials and Continuing Professional Development (CPD). To evidence this, Inspectors and Senior Inspectors should continue to record all Frequency of Practice and CPD on their registered e-portfolio as a training record.

15 hours of both FOP and CPD must be updated annually in the [BICS Skills+ e-Portfolio](#).

Training Record = Frequency of Practice + Continuing Professional Development

What is CPD?

CPD is a term that covers all manner of learning activities that are undertaken to build on and improve skills, knowledge, and behaviours. It enables an Inspector or Senior Inspector to continue in their role and to provide opportunities for further career development.

Within BICS, CPD enables Inspectors of all levels to collect and record practical learning throughout their working lives, shows commitment to the industry and ensures that individuals keep abreast of developments within the industry.

CPD also promotes continued practice within the field of structural inspection to ensure the practical skills required of inspectors are not lost or diminished. This would be particularly important for certified inspectors who take career breaks, enter new roles, or deliver inspection related work as part of a broader engineering role.

What are the benefits of CPD?

Individual Benefits

- It enables development of knowledge and skills, as well as to identify areas for further development.
- It demonstrates a commitment to your profession or work.
- It provides an opportunity to keep abreast of developments within bridge inspection and demonstrates continuing competency and knowledge.

Employer Benefits

- CPD provides reassurance to clients that staff within a company are competent and knowledgeable, committed to their own development and are keeping up with the latest developments within the industry.
- It also provides an employer with evidence of development and assisting with career progression and advancement.

Recording CPD

To gain the maximum benefit from CPD, it is important that it is recorded, as this will allow Inspectors to reflect on what has been learnt and how it can be incorporated into work improvements. A dedicated section in the BICS e-portfolio <https://bics.skills-plus.net/> is provided. An example template is shown below.

Role
Candidate

Documentation Certifications Continuous Professional Development Lantra Admin

CPD

CPD

Overall: 0/15 Hours
CPD: 0/15 Hours
Result ID: 465147

1st Apr 2023 - 31st Mar 2024

CPD View status and Endorsements

Unit title	Title	Location	Hours	Evidence
CPD Entry				

One day of CPD is equivalent to 6 hours of related learning/experience and the Inspector may accrue this in full days or part days as appropriate. With exception classroom training where this extends over at least one full day of 6 hours or greater, is only equivalent to one day of CPD.

The BICS scheme places significant importance on the maintenance of inspection skills. Failure to provide evidence of Frequency of Practice and CPD will result in certification being withdrawn and may affect inspectors work requirements. Reactivation of BICS certification at a later date, will be subject to a further interview and a fee.

Formal 3-year Review

Inspectors and Senior Inspectors should maintain a training record, and evidence of continued active involvement with structure inspections. This should regularly be updated on their BICS e-portfolio <https://bics.skills-plus.net/>.

At the 3-year anniversary of certification the training record including Frequency of Practice and CPD for the preceding 3 years will be formally reviewed by LANTRA, with the assistance of a BICS registered assessor if appropriate. It is recommended that inspectors seek endorsement from their Inspection Manager or other Senior Manager, to confirm that

the submitted evidence is correct and appropriate. An email confirmation from the senior person should be appended to the e-portfolio <https://bics.skills-plus.net/>.

Training Record

The training record comprising FOP and CPD should provide evidence and details of the ongoing skills maintenance undertaken by the Inspector or Senior Inspector. This will generally be a mix of attendance at formal training courses, self-learning and on the job experience.

Re-certification Criteria

- A minimum of 6 days (45 hours) of FOP and CPD is required every three years (15 hours per year)
- The FOP record should consist of evidence of structural inspections undertaken, or planned and overseen, particularly identifying Health and Safety aspects
- CPD evidence should also be provided including relevant training and/or courses attended and appropriate qualifications obtained or renewed

Inspectors applying for renewal of BICS certification with less CPD than recommended will be considered, but will be subject to a more detailed review.

It would be expected that Senior Inspectors evidence would show a greater emphasis on inspection of complex or large structures and planning, management and oversight of other inspections and inspection programmes.

Some examples have been provided below of CPD activities, but this list is not exhaustive:

Programming, Planning & Preparing for Inspections (Frequency of Practice)

- Production and review of Risk Assessments and Method Statements (RAMS)
- Programming Inspections
- Procuring specialist equipment and/or contractors (access, welfare, roped access etc.)
- Pre site desk study (review of record drawings, previous inspections etc.)

Undertaking Bridge Inspections (Frequency of Practice)

- Pre site briefings
- General / Principal / Special Inspections
- Inspection write ups – Principal inspection reports, Bridge Condition Indicator forms, recommendations

Activities to improve and expand knowledge (CPD)

- Attend training courses, industry talks, webinars, presentations, discussions
- Independent study
- Shadowing of colleagues
- Obtaining additional relevant qualifications or renewal of training credentials
- Employer reviews undertaken on site or in the office

Given the requirement for specific H&S and Developing Practice related CPD, below are some more specific examples of CPD and again these lists are not exhaustive:

CPD Proposed Activities

H&S

Risk Assessments
Method Statements
Permit to Work preparation and use i.e. Working at Height, Confined Spaces
Task Briefing Sheets
Highways Safety Passport
NEBOSH
PTS
IPAF Certification
PASMA Certification
Confined Spaces Entry/Awareness Training
Specific Site Inductions (Construction and other managed sites)
Toolbox talks
Training delivery i.e., planning safe site visits, working at height, excavations
Suggesting improvements to existing safe systems
Team management – pre-site and during delivery, health screening, etc
COSS/SWL role
IRATA Certification
Commercial Diving Operations Certification
Boat handling i.e., RYA Level 4
“Don’t Walk By” submissions
Company research i.e., sub-contracted access
Traffic Management planning and control
Lessons Learned Control
Incident investigation i.e., bridge strikes, safety incidents
Safety and wellbeing moments
First Aid Training

Developing Practice

Remote inspection techniques
New bridge management systems
Handheld inspection reporting
Developing materials i.e., FRP
New products and markets
New/developing repair techniques
Conferences/exhibitions (related)