

ECITB/Step Change in Safety - Mechanical Joint Integrity Model

Training Provider Code of Practise

ECITB in conjunction with Step Change in Safety have agreed the model below to be promoted to industry and delivered by the ECITB licensed training providers and test centres. The code of practise below indicates processes and procedures that must be followed whilst delivering the Mechanical Joint Integrity model.

Stage 1 (Training Centre based)

ECITB Approved Training Courses - Rules of Combination and estimated course duration

MJI10 – Hand Torque Bolted Connection Techniques – 1 day duration

(Minimum estimated instructor to learner contact time 6 hours, minimum of 3 practical exercises)

MJI19 – Hydraulically Torqued Bolted Connection Techniques – 1.5 days duration

Must be delivered in conjunction with MJI10

(Minimum estimated instructor to learner contact time 9 hours, minimum of 6 practical exercises)

MJI18 – Hydraulically Tension Bolted Connection Techniques – 1 day duration

Must be delivered to learners who have previous torque training (Endorsed course or MJI10/19)

(Minimum estimated instructor to learner contact time 6 hours minimum of 3 practical exercises)

MJI10, 18 & 19 - Hydraulically Torque and Tension Bolted Connection Techniques – 2.5 days duration

(Minimum estimated instructor to learner contact time 15 hours, minimum of 8 practical exercises)

All learners must undertake the relevant practical exercises and undertake the relevant course test achieving a minimum pass of 80% to attain the training course certificate. Instructors will coach learners in any weak areas to ensure the knowledge level is raised to the 100% standard after the course test has been administered.

Instructor to Learner Ratio in Practical Exercises

The support an instructor provides to a learner throughout the training course is of critical importance. Therefore to ensure high quality instruction and the safety of learners whilst using hydraulic equipment in practical exercises, a maximum ratio of **4 learners to 1 instructor** must be adhered to in practical exercises delivered in the designated training area.

Stage 2 (Workplace Practise)

Each learner after attending an approved training course and attaining the training certificate requires a period of workplace experience to practise new skills and knowledge. This period allows for the consolidation of skills and knowledge against work based tasks. The learner is issued with a Work Based Task Assignment specifying the range of tasks and complex jobs required before the learner can move on to Stage 3. A workplace consolidation period of **3 to 12 months** is recommended to give the person the opportunity to complete the Work Based Task Assignment. The individual must satisfactorily demonstrate that they have carried out each of the steps indicated in the Work Based Task Assignment on a minimum of three occasions. This may mean in practice that they complete more than three task assignment records as they may not carry out every step on each occasion.

Stage 2 (Workplace Practise) (Cont.)

The Work Based Task Assignment record may be verified by any person with overall responsibility for the correct, safe and accurate completion of the task. This could be:

- A supervisor or team leader
- A line manager
- Any other person with responsibility for the final approval and quality assurance for the relevant task, for example a QC Inspector or permit authority

When the person has achieved satisfactory completion of the Work Based Task Assignment and signed off by their employer they can then move onto Stage 3.

The Training Provider will issue the relevant Work Based Task Assignment/s to each learner at the end of each approved training course and explain to the learners the Work Based Task Assignment purpose and use.

Test Centre Guidelines**Stage 3 – (Test Centre based)**

Stage 3 requires each individual to complete a formal assessment of their job knowledge, skills and ability in each Mechanical Joint Integrity subject. The ECITB technical competence validation tests are standards based consisting of a bank of online knowledge questions and a practical task to validate the learner's skills, knowledge and ability. Successful candidates attain the ECITB certificate of achievement which is valid for a period of 3 years.

Unsuccessful candidates must wait a minimum period of **4 weeks** between the unsuccessful test session and next test session to allow for a period of training to address any skills or knowledge gaps.

The Test Centre must confirm the following information with the employer/candidate before arranging the test session:

New workers – the Test Centre must ensure the new worker has successfully completed Stages 1 and 2. A record of the Approved Course certificate serial number will be recorded on the completed Work Based Task Assignment. The completed Work Based Task Assignment will be stored along with the completed paper Examiner's Results sheet for audit purposes.

Existing Workers/Private Individuals

- Existing Workers will require a company letter of endorsement confirming attendance of previous bolting training in NSDS, TECSkills or ECITB Endorsed Course attendance and that the individual has experience in the subject area they are being tested in.
- Private individuals will require to submit a detailed CV and copies of ECITB certificates (where applicable) to the Test Centre before the test session which will indicate that the individual has previous bolting training in NSDS, TECSkills or ECITB Endorsed Course attendance and has experience demonstrated in the CV on the subject area to be tested in.

The company endorsement letter or individual's CV/certificates must be stored along with the completed paper Examiner's Results sheet for audit purposes.

Referred Candidates – the Test Centre must advise candidates on the criteria not achieved and areas requiring further training, a minimum period of 4 weeks must lapse before the candidate can undertake a new testing session to allow for a period of training or practise.

Examiner to Candidate Ratio in Technical Tests

Therefore to ensure high quality examination and the safety of candidates whilst using hydraulic equipment in practical exercises, a maximum ratio of **2 candidates to 1 examiner** must be adhered to in technical tests delivered in the designated test area.

Stage 4 (Test Centre based)

To confirm the individual's current skills, knowledge and ability the ECITB technical competence validation test is undertaken every **3 years** to prove ongoing performance development. If required the individual can undertake a short computer based training module to refresh their job knowledge before attempting the technical test.

The Test Centre must confirm the following information with the employer/candidate before arranging the test session:

- **Previous Certificate of Achievement** – the Test Centre must carry out a check to confirm the certificate is genuine before arranging the test session.

Successful candidates achieve the certificate of achievement which is valid for a period of 3 years. Unsuccessful candidates must wait a minimum period of **4 weeks** between the unsuccessful test session and next test session to allow a period of training to address any skills or knowledge gaps.

Referred Candidates – the Test Centre must advise candidates on the criteria not achieved and areas requiring further training, a minimum period of 4 weeks lapse before the candidate can undertake a new testing session to allow for a period of training or practise.