



INSTITUTE OF MATERIALS, MALAYSIA

**COATING FINGERPRINT QUALITY CONTROLLER
(LEVEL 1 & LEVEL 2 & CERTIFIED
TRAINER/EXAMINER)**

COMPETENCY CERTIFICATION SCHEME

27 July 2022

Approved by Examination and Certification Panel

1. INTRODUCTION

This brochure serves as a guide for obtaining the Institute of Materials, Malaysia (IMM) Coating Fingerprint assessment and certification. It is designed to satisfy the requirements of the oil & gas and petrochemical industries where they have implemented the requirements for Coating Fingerprint Certificate (equivalent to the Mill Certificate for Metals) for all the protective coatings and paints supplied to the industry operators. As such, paint manufacturers will be required to engage an IMM Certified Coating Fingerprint Quality Controller Level 2 (FP2) to conduct FTIR analysis and associated physical tests [*i.e.* the quality control tests (QC)] on paints to produce a Coating Fingerprint Certificate that ensures the batch-to-batch consistency of the paints supplied. An FP2 or higher will be engaged by the (sub-)contractors / auditors / owners to review the Coating Fingerprint Certificate submitted to the job site. Whereas, an IMM Certified Coating Fingerprint Quality Controller Level 1 (FP1) can be employed to carry out on-site authentication FTIR analysis on paints using mobile or handheld equipment for quality assurance (QA) purpose or an FP2 or higher to perform QA FTIR analysis in a 3rd-party laboratory. The certification program (FP2) places special emphasis on generation of a good Reference spectrum for in-house paint manufacturers and 3rd-party laboratories, which is very crucial for subsequent estimation of degree of similarity for batch-to-batch paint consistency. Besides, good practices of on-site inspection using mobile or handheld equipment, review of Coating Fingerprint Certificate and cross-checking of raw FTIR spectrum will be highlighted.

Certified Coating Fingerprint Trainer/Examiner (FPT) is a certification program for those who would like to be involved in the training and examination of Coating Fingerprint Quality Controller Level 1 (FP1) or Level 2 (FP2) or Professional Level 3 (FP3) for related IMM training/certification program(s). Topics include presentation skills, communication skills, and understanding of the subject to be presented. The candidates will be assessed on handling quality assurance & quality control aspects; and conduct evaluation of competency examination of the coating fingerprint tasks since the Coating Fingerprint Quality Controllers or Professionals are engaged by paint manufacturers, 3rd-party laboratory, (sub-)contractors, auditors and owner for conformity analysis and assurance of batch-to-batch paint/coating consistency.

NOTE:

- Code: FPF – one of the pre-requisites for FP1
- Code: FP1 – inspector level
- Code: FP2 – laboratory analyst and auditor level
- Code: FP3 – professional technologist level (to be launched)
- Code: FPT – trainer/examiner

There are two levels of Coating Fingerprint certification (with examination):

- Certified Coating Fingerprint Quality Controller Level 1

- Certified Coating Fingerprint Quality Controller Level 2

*Coating Fingerprint Foundation Course (without examination) is one of the pre-requisites for Coating Fingerprint Quality Controller Level 1.

Reference standards (reference used shall refer to the latest published document):

- MS 2736 (previously known as IMM FP01), Coating Fingerprinting Overall Procedures for Paints Using FTIR and Other Related Methods
- IMM FP02, Paint Raw Material Overall Procedures Using FTIR and Other Related Methods
- IMM FP03, Dried Coating Fingerprinting Overall Procedures Using FTIR and Other Related Methods

2. WHO SHOULD ATTEND

i. Coating Fingerprint Foundation Course

(Pre-requisite for Coating Fingerprint Quality Controller Level 1)

- Anyone interested in the topic and their applications including graduates with bachelor degree through PhD level, researchers, chemists, engineers, physicists, or technicians from academia and industry who work in or are beginning to work in the field. Managers in this industry will greatly benefit from this overview lecture course.

ii. Certified Coating Fingerprint Quality Controller Level 1

- Those who will be involved in conducting quality control and quality assurance on paints and coating systems such as quality assurance managers and supervisors for coating contractors, representatives of coating suppliers, end-client project supervisors and QA/QC personnel, analysts at testing laboratories, coating inspectors, paint factory chemists and assistant chemists, paint QC technicians *etc.*
- Estimators, steel fabricators and structural engineers involved in designing or maintaining steel structures.

iii. Certified Coating Fingerprint Quality Controller Level 2

- Those who will be involved in conducting quality assurance or quality control (QA/QC) on paints and coating systems, especially for analysts at testing laboratories (in-house and 3rd-party) as well as for internal and external auditors.

iv. Coating Fingerprint Trainer/Examiner

- For IMM Certified Coating Fingerprint Quality Controller Level 2 (FP2) or higher who are interested in training and assessing candidates for the following course(s) or certification program(s):
 - IMM Coating Fingerprint Foundation Course; or
 - IMM Certified Coating Fingerprint Quality Controller Level 1; or

- IMM Certified Coating Fingerprint Quality Controller Level 2; or
- IMM Certified Coating Fingerprint Professional Level 3 (to be launched)

3. EXAMINATION AND ASSESSMENT

The **theory examination and practical assessment** will be conducted by IMM certified trainers/examiners through IMM ATP(s), ATB(s) or ATC(s) throughout Malaysia.

The candidate will be assessed by IMM on their competency as follows:

Coating Fingerprint Foundation Course

(One of the pre-requisites for Coating Fingerprint Quality Controller Level 1)

Test (theory and practical assessment) consists of 20 multiple choice questions.

Certified Coating Fingerprint Quality Controller Level 1

Examination (theory and practical assessment) consists of 110 multiple choice questions.

The criteria for competency is that the candidate must pass the examination with a minimum mark of 70%.

Certified Coating Fingerprint Quality Controller Level 2

Examination (theory and practical assessment) consists of 60 multiple choice questions.

The criteria for competency is that the candidate must pass the examination with a minimum mark of 70%.

Certified Coating Fingerprint Trainer/Examiner

The candidates will be assessed and evaluated by the assessor on their techniques in coaching/lecturing/assessment, handling practical demonstration and Q&A session on related to course of their choice and expertise from the following list:

- IMM Coating Fingerprint Foundation Course;
- IMM Certified Coating Fingerprint Quality Controller Level 1; or
- IMM Certified Coating Fingerprint Quality Controller Level 2; or
- IMM Certified Coating Fingerprint Professional Level 3.

The candidate will then be interviewed on their understanding of the topics taught/assessed in the course/certification program selected.

The candidate must pass the examination with a minimum mark of 70% for each of the components – lecture & examination; practical demonstration and interview.

Tools or equipment needed for (online) assessment

No specific requirements of the equipment are needed for both FP1 and FP2 assessments. The practical assessment is incorporated in the multiple choice questions.

Assessment schedule for Coating Fingerprint Foundation Course

(One of the pre-requisites for Coating Fingerprint Quality Controller Level 1)

A 20-minute test (theory and practical assessment) will be conducted on the same day of course.

Assessment schedule for Level 1

A 1-hour and 40 minutes examination (theory and practical assessment) will be conducted on a scheduled assessment date OR on the following Saturday after the training.

Assessment schedule for Level 2

A 1-hour examination (theory and practical assessment) will be conducted on a scheduled assessment date OR on the following Saturday after the training.

Assessment schedule for Certified Trainer/Examiner

Examination will be based on:

- 30 – 45 min: Role-play as a trainer for lecture and handling Q&A session – 25%
- 30 – 45 min: Practical demonstration (can be in the form of the physical classroom, mixed reality, simulation, video *etc*) – 25%
- 30 – 45 min: Role-play as an examiner for practical and theoretical evaluation using the developed rubrics/assessment materials (can be in the form of physical examination hall, mixed reality, simulation, video *etc*) – 25%
- 10 – 15 min: Interview – 25%

The above assessments may be held at an Authorised Testing Centre (ATC) or after the related training course conducted by ATP/ ATB.

3.1 PRACTICAL ASSESSMENT TOPICS

Practical assessment topics are included in the examination topics and incorporated in the multiple choice questions.

Tools or equipment needed for (online) training related to the assessment

No.	Description	Recommended quantity
1.	Commercial Fourier-transform infrared (FTIR) spectrophotometer (benchtop / mobile / handheld) <ul style="list-style-type: none">• with Attenuated Total Reflectance (ATR) accessories	1 unit (physical training) or video clip of the spectrophotometer (virtual training)
2.	Commercial FTIR software with <i>compare</i> function algorithm	1 access for each training/examination candidate
3.	2-pack epoxy glue/paint (Part A & Part B)	2 sets (different brands) or video clip for virtual training

4. LANGUAGE

The lectures and assessments will be conducted in English or Bahasa Malaysia or local dialects (where possible) for Level 1 and mainly in English for Level 2 and Certified Trainer/Examiner.

5. CERTIFICATE OF COMPETENCY AWARDED

IMM Certified Coating Fingerprint Quality Controller Level 1 (FP1)

Candidate (FP1) will also be authorised to use the Coating Fingerprint Quality Controller Rubber Stamp (Figure 1) to issue on-site Coating fingerprint (scheduled / random) monitoring report and; to receive & check the Coating Fingerprint Certificate.

IMM Certified Coating Fingerprint Quality Controller Level 2 (FP2)

Candidate (FP2 or higher) will also be authorised to use the Coating Fingerprint Quality Controller Rubber Stamp (Figure 1) in all documents and reports, including the Coating Fingerprint Certificate, in relation to coating fingerprinting to any person, company or authority in Malaysia.



Figure 1

Certified Coating Fingerprint Trainer/Examiner (FPT)

IMM Certified Trainer/Examiner for

- IMM Coating Fingerprint Foundation Course; or
- IMM Certified Coating Fingerprint Quality Controller Level 1; or
- IMM Certified Coating Fingerprint Quality Controller Level 2; or
- IMM Certified Coating Fingerprint Professional Level 3

NOTE:

1. The candidate who passes the examination of a specific level can be appointed as trainer/examiner of that specific level and lower level(s).

6. VALIDITY OF CERTIFICATION

5 years; qualified candidate must register as an IMM member for the certification period of 5 years.

7. CANDIDATE'S CRITERIA

Coating Fingerprint Foundation Course

(One of the pre-requisites for Coating Fingerprint Quality Controller Level 1)

No previous working experience required

Minimum academic qualification: SPM, SKM, SVM or equivalent

Certified Coating Fingerprint Quality Controller Level 1

Candidate should have

- Attended the IMM Coating Fingerprint Foundation Course AND with minimum 6-month related working experience* OR
- Certified as IMM Coating Inspector Level 2 or equivalent [e.g. Society for Protective Coatings (SSPC) Coating Inspector Level 2, NACE International Coating Inspector Level 2, the British Gas Approved Scheme (BGAS) Coating Inspector Level 2, the Norwegian Professional Council for Education and Certification of Inspectors for Surface Treatment (FROSIO) Coating Inspector Level 2, Institute of Corrosion (ICorr) Coating Inspector Level 2, Association for Certification and Qualification of Anticorrosive Paintwork (ACQPA) Coating Inspector Level 2 etc.]

*The related work experience can be before or after the IMM Coating Fingerprint Foundation Course.

Certified Coating Fingerprint Quality Controller Level 2

Candidate should have

- Valid IMM Certified Coating Fingerprint Quality Controller Level 1 certificate or equivalent with at least 6-month working experience on coating fingerprinting.

Certified Coating Fingerprint Trainer/Examiner (FPT)

Candidate should have

- Valid IMM Certified Coating Fingerprint Quality Controller Level 2 or equivalent at the same level or higher level than the certification level of the certification program with at least 5-year working experience on coating fingerprinting or in relevant field.

Candidate without experience is required to attend IMM approved/recognized training courses which prepares and provides comprehensive guidance and practice aligned to the topics covered in the examination.

Candidate with experience is encouraged to attend IMM approved/recognized training courses.

8. RESIT OF EXAMINATION

A candidate who had failed in one or more of the examination parts can apply to re-sit for the failed component(s) of the examination within a year from the date of the last examination. The candidate shall have to pay the full examination fee for the re-sit and without the need to attend any pre-requisite training course.

9. RE-CERTIFICATION

All certified IMM Coating Fingerprint Quality Controller Level 1/Level 2/Certified Trainer/Examiner can apply for re-certification before the expiry of their certification period.

6 months prior to the expiry of certification (at the end of the 5th year of certification), the candidate can apply for re-certification for another 5 years by

- providing proof to IMM that he/she has been employed in a related profession; and
- accumulating sufficient Continuing Professional Development (CPD) points*.

Prior to the expiry of the 5-year re-certification (at the end of the 10th year of certification), the candidate can continue to be certified for a further 5-year period by

- providing proof to IMM that he/she has been employed in a related profession
- accumulating sufficient CPD points*; and
- attending the relevant Refresher Course for certification (if any).

The candidate must re-sit the certification examination if he/she has been out of the

profession for more than 18 months continuously during the 5-year certification or re-certification period.

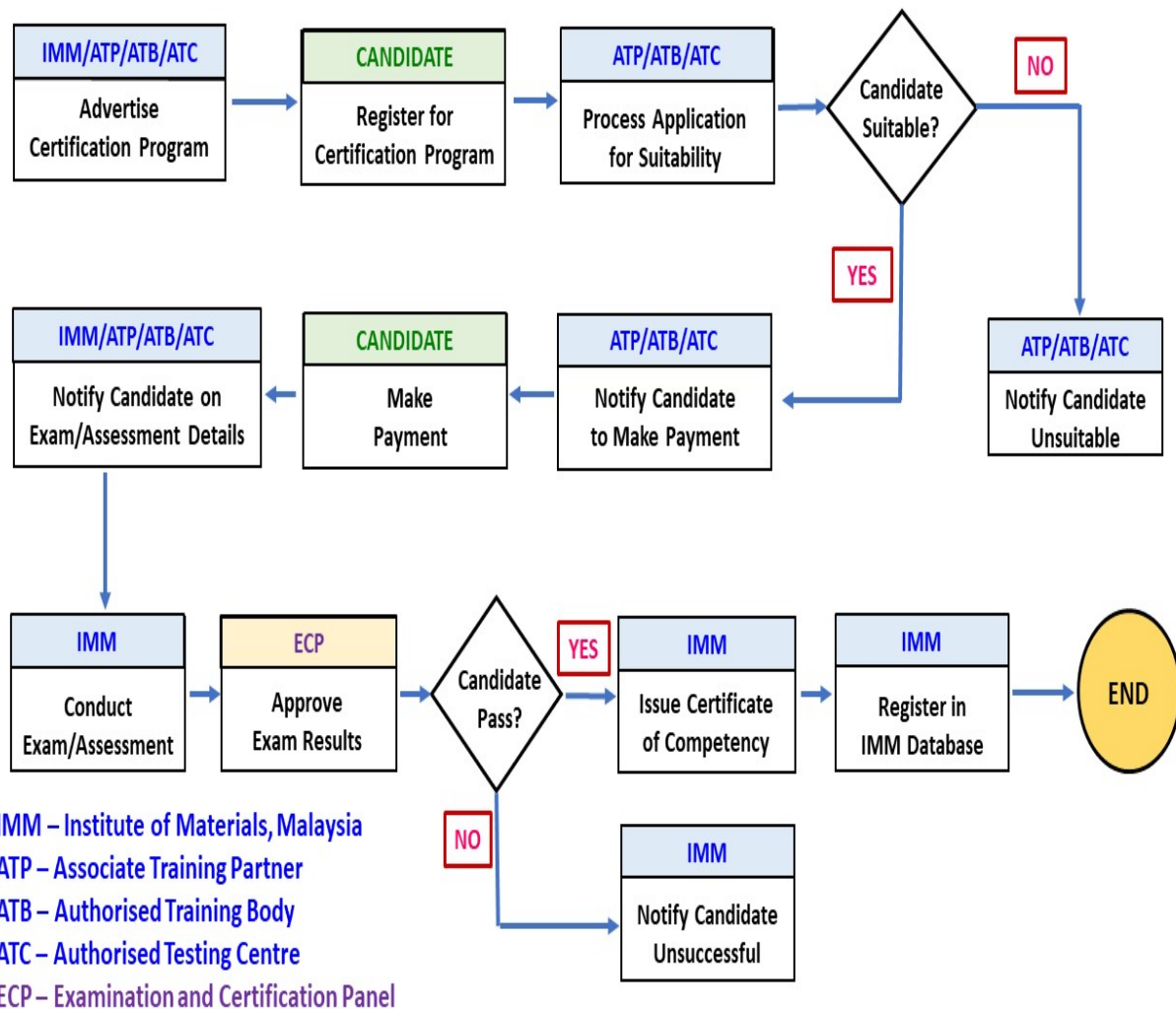
** The minimum number of CPD points to be accumulated over a 5-year period shall be 100 points with an annual requirement of at least 10 points.*

10. TRAINING

The competency certification program is coordinated by IMM. Although this assessment program is intended for only experienced coating fingerprint quality controller/trainer/examiner, candidate is strongly encouraged to attend IMM approved/recognized training courses (2 or more days for Level 1 and 1 or more day for Level 2) or any other equivalent courses to refresh themselves before attending the assessment program by IMM. The IMM approved training courses are conducted by IMM certified trainers through IMM Authorised Training Body (ATB) or Associate Training Partner (ATP). Nevertheless, a prior training program for the experienced coating fingerprint quality controller/trainer/examiner is not compulsory.

The **theory examination and practical assessment** will be conducted by IMM certified trainers/examiners through IMM ATP(s), ATB(s) or ATC(s) throughout Malaysia. Each session will be limited to 20 candidates.

11. FLOW CHART FOR THE CERTIFICATION PROCESS



Note: more details on ATB(s), ATP(s) and ATC(s) can be extracted from IMM website, <https://www.iomm.org.my>.

12. EXAMINATION TOPICS FOR IMM CERTIFIED COATING FINGERPRINT QUALITY CONTROLLER Level 1, Level 2 and Trainer/Examiner

The topics for assessment in terms of the knowledge and skills needed by candidate include the following:

IMM COATING FINGERPRINT FOUNDATION COURSE

(One of the pre-requisites for Coating Fingerprint Quality Controller Level 1)

1. **Fourier-transform infrared (FTIR) analysis of protective coating I**
 - 1.1 Premature coating failure
 - 1.2 Background: Fingerprinting of polymeric coatings

- 1.3 Coating fingerprint certification
 - 1.4 Coating Fingerprint Certificate for polymeric coating
 - 1.5 Basic components of paints
 - 1.6 Infrared spectroscopy
 - 1.7 Is it possible and necessary to fingerprint the different components in a paint formulation? Examples: raw materials (the color organic pigments) and 2-pack intermediate materials (the epoxy paints)
 - 1.8 Sampling standards of the materials from the mixing tank
 - 1.9 FTIR analysis standard for protective coatings
 - 1.10 IMM Standard FP01
 - 1.11 Basic introduction to FTIR hardware with emphasis on attenuated total reflection (ATR) accessory
- 2. FTIR analysis of protective coating II**
- 2.1 Basic application of FTIR software
 - 2.2 Generation of Reference FTIR spectrum from Top, Middle and Bottom of the mixing tank
 - 2.3 Estimation of degree of similarity (r) for the Reference spectrum to the sample spectrum (whole FTIR region or fingerprint regions)
 - 2.4 *Normal sensitivity compare vs high sensitivity compare* functions of the FTIR software
 - 2.5 Setting the threshold (degree of similarity ≥ 0.898) to reject or to accept one sample using high sensitivity compare function
 - 2.6 Estimation of degree of similarity (r) for the Reference spectrum to one set of sample spectra (whole FTIR region or fingerprint regions)
 - 2.7 Macros basic workflow for FTIR software (to build, store and execute automated procedures)

IMM CERTIFIED COATING FINGERPRINT QUALITY CONTROLLER LEVEL 1

- 1. Fourier-transform infrared (FTIR) analysis of protective coating**
- 1.1 Learning outcomes
- 1.2 Code of ethics of IMM member and Certified Coating Fingerprint Quality Controller
- 1.3 Area of assessment
- 1.4 Why do we need to fingerprint paints?
- 1.5 Coating fingerprint certification
- 1.6 The control of coating performance
- 1.7 Coating fingerprint certification: Towards Malaysian and ISO standards
- 1.8 The flow of Coating Fingerprint Certificate
- 1.9 Certification bodies
- 1.10 Execution of Coating Fingerprint Certificate by coating manufacturer / supplier (coating qualification and batch-to-batch routine coating fingerprinting)
- 1.11 Execution of Coating Fingerprint Certificate by 3rd-party testing laboratory
- 1.12 Execution of Coating Fingerprint Certificate by fabricator / (sub-)contractor
- 1.13 Execution of Coating Fingerprint Certificate by external auditor

- 1.14 Execution of Coating Fingerprint Certificate by end user
 - 1.15 Preparation, review and validation of Coating Fingerprint Certificate and the compulsory & optional appendices
 - 1.16 Indicative costing for FTIR fingerprinting costing
- 2. Basic components of protective coatings and to fingerprint protective coatings**
- 2.1 Basic components of protective coatings (e.g. solvent, resin, filler, pigments, additives etc) for epoxy coatings, inorganic zinc coatings, organic-zinc coatings, polyurethane coatings, etc
 - 2.2 Related physical analyses associated with protective coatings (e.g. viscosity, density, color code, non-volatile matter, weight solids for organic- and inorganic-zinc coatings etc)
 - 2.3 Is it possible and necessary to fingerprint the different components in a paint formulation?
 - 2.4 Is it possible and necessary to fingerprint the different components in a paint formulation? Example: raw materials (the color organic pigments)
 - 2.5 Is it possible and necessary to fingerprint the different components in a paint formulation? Example: 2-pack intermediate materials (the epoxy paints)
 - 2.6 In-house and on-site / audit sampling standards for paints
 - 2.7 Standard for examine and prepare each sample for testing that can be adopted
 - 2.8 IMM standards using FTIR method for coating fingerprinting
 - 2.9 FTIR analysis
- 3. FTIR Analysis**
- 3.1 Basic introduction to FTIR hardware: desktop, mobile and handheld
 - 3.2 Attenuated total reflectance (ATR) principle
 - 3.3 Basic application of FTIR software: desktop, mobile and handheld
 - 3.4 Generation of Reference FTIR spectrum before the qualification for new maintenance painting system and products for offshore application
 - 3.5 Estimation of degree of similarity for in-house / on-site sample FTIR spectrum with Reference FTIR spectrum
 - 3.6 Analyzing FTIR spectra using *high sensitivity compare* function of FTIR software for 2-pack epoxy paints
- 4. Demo 1 and Hands-on 1**
- 4.1 Running samples using ATR accessory
 - 4.2 Sample analysis using FTIR software
- 5. Hands-on 2**
- 5.1 Estimation of degree of similarity (r) for the Reference spectrum to the sample spectrum (whole FTIR region or fingerprint regions)
- 6. Hands-on 3**
- 6.1 *Normal sensitivity compare vs high sensitivity compare* functions of the FTIR software

IMM CERTIFIED COATING FINGERPRINT QUALITY CONTROLLER LEVEL 2

1. Lecture 1

- 1.1 Learning outcomes
- 1.2 Code of ethics of IMM member and Certified Coating Fingerprint Quality Controller
- 1.3 Area of assessment
- 1.4 Coating fingerprint certification
- 1.5 Coating fingerprint certification: Towards Malaysian and ISO standards
- 1.6 Users' requirement on Coating Fingerprint Certificate submitted by coating manufacturer / supplier (coating qualification and batch-to-batch routine coating fingerprinting)
- 1.7 FTIR fingerprinting of raw materials, paints and dried coatings
- 1.8 IMM Standard FP02
- 1.9 IMM Standard FP01
- 1.10 IMM Standard FP03
- 1.11 Qualification for raw materials, paints and dried coatings
- 1.12 Fingerprint Certificates for raw materials, paints and dried coatings

2. Lecture 2

- 2.1 Can other scientific analyses besides FTIR analysis be used to monitor the consistency of batch-to-batch protective paints?
- 2.2 Sampling precautions in relation to FTIR fingerprinting for paints
- 2.3 FTIR fingerprinting of raw materials for epoxy paint manufacturing
- 2.4 Case studies

3. Lecture 3

- 3.1 Good practice for generation of Reference FTIR spectrum for Coating Fingerprint Certificate
- 3.2 Good practice for sample storage, collection and analysis
- 3.3 Good practice for generation of Reference FTIR spectrum
- 3.4 On-site inspection using mobile or handheld spectrophotometer

4. Lecture 4

- 4.1 Audit trail of a FTIR spectrum using FTIR software
- 4.2 Case studies

5. Hands-on 1

- 5.1 Pre-screening FTIR spectra before averaging the nine sample spectra for the generation of Reference spectrum
- 5.2 Generation of Reference FTIR spectrum from Top, Middle and Bottom of the mixing tank

6. Hands-on 2

- 6.1 Estimation of degree of similarity (r) for the Reference spectrum to the sample spectrum with and without modification (whole FTIR region and fingerprint region)

IMM Certified Coating Fingerprint Trainer/Examiner (FPT)

- Role play as trainer for lecture:
 - » non-verbal skills
 - » verbal and language fluency skills
 - » presentation content (knowledge and organization)
 - » handling Q&A session
- Practical demonstration:
 - » non-verbal skills
 - » verbal skills
 - » instrumentation (knowledge and skills)
 - » handling Q&A session.
- Role play as examiner for assessing trainees:
 - » non-verbal skills
 - » verbal and language fluency skills
 - » assessor competency (assessment development and feedback)
 - » handling Q&A session.
- Interview:
 - » knowledge & understanding
 - » application to practice



INSTITUTE OF MATERIALS, MALAYSIA

REGISTRATION FORM FOR CERTIFICATION EXAMINATION

* PLEASE COMPLETE THE FORM USING CAPITAL LETTERS

DATE OF APPLICATION : _____

CERTIFICATION SCHEME

SCHEME TITLE : _____ SCHEME CODE : _____

PARTICULARS OF CANDIDATE

PERSONAL INFORMATION

FULL NAME : _____

TITLE : _____ NRIC/PASSPORT NO. : _____

DATE OF BIRTH : _____ AGE : _____

CORRESPONDENCE ADDRESS : _____

MOBILE PHONE NO. : _____ HOUSE PHONE NO. : _____

EMAIL ADDRESS : _____

ACADEMIC QUALIFICATIONS

(Please provide complete information on your education background; additional sheet may be used if needed.)

QUALIFICATION	INSTITUTION	FIELD OF STUDY	GRADUATION YEAR

INFORMATION RELATING TO CURRENT IMM CERTIFICATION (IF ANY)

CERTIFICATION SCHEME : _____

COMPETENCY CERTIFICATE NO. : _____

CURRENT JOB INFORMATION

NAME OF COMPANY : _____
DESIGNATION/POSITION : _____
ADDRESS OF COMPANY : _____
OFFICE PHONE NO. : _____ WORK EMAIL : _____

WORKING EXPERIENCE

(Please provide complete information on the employment records in the related field; additional sheet may be used if needed.)

NAME OF COMPANY	POSITION	DURATION	JOB DESCRIPTION

FOR CANDIDATES WITH SPECIAL NEEDS

Do you require any assistance to accommodate your special needs during the examination session?

Yes Please specify the required assistance and reason for the request:

No

IMM MEMBERSHIP APPLICATION

MEMBERSHIP GRADE : Ordinary Others (Please specify): _____

SUBSCRIPTION PERIOD : 5 years Others (Please specify): _____ years
 Current member (Please specify IMM membership no.): _____

Note: Membership subscription will cover period of certification.

SUBMISSION OF SUPPORTING DOCUMENTS

- Copy of Identity Card/Passport
- Latest curriculum vitae (CV)
- Copy of certificate of highest academic qualification
- Copy of relevant competency certificate (if any)
- Copy of certificate of attendance to any relevant training course(s)
- Proof of payment
- Original letter from physician/relevant authority (for candidates with special needs)
- Others
Please specify : (1) _____
(2) _____

DECLARATION BY CANDIDATE

I, the undersigned, hereby:

- declare that, to the best of my knowledge, the information provided on this form is correct and complete and that all documents appended to this form for the submission of my application are genuine and the actual copy of the original documents;
- give my permission for my personal data to be processed by the Institute of Materials, Malaysia for personnel, administration and/or management purposes in accordance to the Personal Data Protection Act 2010 (Act 709) under the Laws of Malaysia and for my contact details to be made available to the public if required to due to legal matters upon a formal request by legal personnel;
- consent that the Institute of Materials, Malaysia may disclose any information obtained during the certification process, or from sources other than the applicant, candidate or certified person, to an unauthorized party for the purpose deemed necessary by the Institute of Materials, Malaysia and where the law requires such information to be disclosed;
- agree and understand that the Institute of Materials, Malaysia does not need to provide prior notification to me when there is a request or inquiry made about the status of my certification;

agree to comply with the certification requirements and to supply any supplementary documents or further information required based on the request made by personnel of the Institute of Materials, Malaysia for assessment purposes; and

understand that the remitted fee is non-refundable if I withdraw after my application has been accepted.

SIGNATURE :

FULL NAME :

NRIC/PASSPORT NO. :

DATE :

FOR OFFICE USE

SUITABILITY CHECKLIST

- Highest academic qualification
- Work experience in related field
- IMM's competency certification or equivalent
- Attended training or revision course(s)

DECISION ON SUITABILITY

YES NO (Please specify: _____)

Examination Date : _____

Examination Venue : _____

Reviewed by (on behalf of ECP),

Approved by (on behalf of ECP),

Name : _____

Date : _____

Name : _____

Date : _____

IMM Certification Number : _____

IMM Membership Number : _____



INSTITUTE OF MATERIALS, MALAYSIA

CONTINUING PROFESSIONAL DEVELOPMENT REPORT

NAME: YEAR:.....
 IMM MEMBERSHIP NO:..... CERTIFICATION NO:.....
 IMM CERTIFICATION:.....

CONTINUING PROFESSIONAL DEVELOPMENT (CPD) LOG
 (Supporting documents to be submitted wherever applicable)

Date or Period	Professional Development Activity Code & Description	Role	No. of Activity Hours	Weightage	No. of CPD Points
TOTAL					

Professional Development Activity Code	Professional Development Activity Scope	Weightage Factor
A	Attend Online or Physical Training Courses/Workshops/Working Sub-Committee Activity on Development of Examinations and/or Training Courses	4
B	Online or Physical Course Trainer/Facilitator/Examiner/Conference Presenter	3
C	Attend Online or Physical Seminar/Conference/Webinar	2
D	Paper Author Main Author (max 30 hours/year) Co-author (max 10 hours/year)	2
E	Attend Online or Physical Committee Meeting	1

CPD Points per year : **10 points minimum.**
 CPD Points per 5 year for re-certification : **100 points.**

Year						Total CPD Points
CPD Points						

I hereby declare that the information and particulars provided by me in this form is true and correct.

.....
 (Signature)

.....
 (Date)