

NANDTB 08.A / RECOMMENDED CONTENT FOR TRAINING AND EXAMINATION CENTERS MANUAL

INTRODUCTION

Cover page
Approval Page of NANDTB-TR
Approval Page of Training Organization
Index
Distribution List
List of Effective Pages
History of Revisions
Record of Temporary Revisions Page
Definitions
Abbreviations

PART 1 ADMINISTRATION

- 1. Introduction**
 - 1.1. Purpose
 - 1.2. Scope of Work
 - 1.3. General
 - 1.4. Organizational Chart
 - 1.5. Management Personnel and Responsibilities
 - 1.5.1. Responsible Manager
 - 1.5.2. Quality System Manager
 - 1.5.3. Responsible Level 3
 - 1.6. Training & Exam Personnel and Responsibilities
 - 1.6.1. Training Coordinator
 - 1.6.2. Examiners
 - 1.6.3. Instructors
 - 1.7. Annual Review of Training Organization Manual and Training Documents
 - 1.7.1. Review of Training Organization Manual
 - 1.7.2. Revisions of Training Organization NDT Manual
 - 1.7.3. Review of Classroom Training Books
 - 1.8. Training Organization Internal Compliance Audit
 - 1.8.1. Training Organization Audit Procedure
 - 1.8.2. Training Organization Audit Checklist

- 1.8.3. Training Organization Auditors
- 1.8.4. Audit Findings and Reports
- 1.9. Supporting Organizations

PART 2

TRAININGS and EXAMINATIONS

2. Training and Examination Procedures

- 2.1. Training and Examination Program
- 2.2. Reference Documents
 - 2.2.1. Validation of Reference Documents and Standards
- 2.3. Training Procedure
 - 2.3.1. Qualification Standard(s)
 - 2.3.2. Training Requirements
 - 2.3.3. Application
 - 2.3.3.1. Application to Training
 - 2.3.3.2. Evaluation of Application
 - 2.3.3.3. Notification to Applicants and/or Employer
 - 2.3.4. Training Methods
 - 2.3.5. Training Levels
 - 2.3.6. Duration of Trainings
 - 2.3.7. Trainings Hours
 - 2.3.7.1. Theoretical Trainings
 - 2.3.7.2. Practical Trainings
 - 2.3.8. Syllabus
 - 2.3.9. Publication of Attendance Certificate
 - 2.3.10. Announcement of Training Results
- 2.4. Examination Procedure
 - 2.4.1. Qualification Standard(s)
 - 2.4.2. Examination Requirements
 - 2.4.3. Application
 - 2.4.3.1. Application to Examination
 - 2.4.3.2. Evaluation of Application
 - 2.4.3.3. Notification to Applicants and/or Employer
 - 2.4.4. Type of Examination
 - 2.4.4.1. General
 - 2.4.4.2. Specific
 - 2.4.4.3. Practical

- 2.4.4.4. Additional Specific
- 2.4.4.5. Additional Practical
- 2.4.5. Type of Questions
 - 2.4.5.1. Closed Book Multi Choose Questions
 - 2.4.5.2. Open Book Questions
- 2.4.6. Duration of exams
 - 2.4.6.1. General
 - 2.4.6.2. Specific
 - 2.4.6.3. Practical
 - 2.4.6.4. Additional Specific
 - 2.4.6.5. Additional Practical
- 2.4.7. Permitted Aids
- 2.4.8. Invigilation
- 2.4.9. Cheating
- 2.4.10. Security of Examination Material
- 2.4.11. Assessment of Examinations
- 2.4.12. Repeated Examinations
- 2.4.13. Additional Training
- 2.4.14. Second Failure
- 2.4.15. Second Additional Training Decided by Responsible Level 3
- 2.4.16. Withdrawal during the Examination
- 2.4.17. Withdrawal before the Examination
- 2.4.18. Examination Results
- 2.4.19. Publication of Examination Certificate
- 2.4.20. Announcement of Examination Results
- 2.4.21. Reference Documents

PART 3

INFRASTRUCTURE

3. Educational and Technical Infrastructure

- 3.1. Educational Infrastructure
 - 3.1.1. Classrooms and Laboratories
 - 3.1.2. Classroom Training Materials
 - 3.1.3. Classroom Training Books
 - 3.1.4. Question Banks
 - 3.1.5. Training Standards and Reference Documents

- 3.1.6. Training, Examination Records and Documentation
- 3.2. Technical Infrastructure
 - 3.2.1. Tooling and Equipment
 - 3.2.2. Control of Consumable Materials
 - 3.2.3. Practical Exercise Materials
 - 3.2.4. Practical Examination Materials

PART 4
HEALTH and SAFETY

- 4. Health and Safety**

PART 5
APPENDIXES

- 5. Appendixes**