

## **NANDTB 08 / REQUIREMENTS FOR APPROVED TRAINING AND EXAMINATION CENTERS**

### **1. Definitions of Training and Examination Center**

#### **Outside Agency**

An independent company or organization outside the employer who provides NDT services to implement the requirements of this standard, such as training and examination of NDT personnel. Consultants and self-employed individuals are included in this definition.

#### **Inside Agency**

Internal Training Department of a company. An Inside Agency cannot provide initial formal method training unless NANDTB Approved Training Organization approval is held.

### **2. Management and Personnel**

#### **2.1. Organization**

There shall be a clear organizational structure showing lines of responsibility and communication, including identification of personnel in management and other relevant positions. The level of decision making and management is understood and implemented at all levels of the organization. The training provider shall have documents showing that it is a legal entity.

#### **2.2. Responsible Level 3**

a. The training provider shall state the Responsible Level 3 for the qualification and re-qualification of NDT personnel.

b. Stated The Responsible Level 3 shall fulfill the requirements of EN 4179 and this Manual.

#### **2.3. Training Coordinator**

Providers of training and/or examinations shall appoint a coordinator to be responsible for the conduct, supervision and administration of the NDT training courses and continued education in NDT. The Training Coordinator shall be Level 3 per EN 4179 and have an appropriate level of knowledge of the inspection techniques, materials, types of construction, manufacturing processes, products etc. specific to the aerospace sector. The Training Coordinator shall be the point of contact for the Board, and have overall responsibility for ensuring compliance with Board requirements. The Training Coordinator may also be substituted for the Responsible Level 3.

#### **2.4. Quality System Manager**

Quality System Manager is responsible for preparing the Quality System Documents and Procedures. Each Approved Training Center shall maintain a Quality System Manager who has a minimum 2 years' experience in quality systems. Also Quality System Manager shall be familiar with NDT methods and Human Factors.

#### **2.5. Number of Instructors**

The Training Organization shall have enough instructors to ensure that at least one instructor is presented during the training.

#### **2.6. Qualification and Experience of Instructors**

Instructors shall be qualified as minimum Level 2 under the authority of Responsible Level 3. Instructors shall have at least 5 years' experience and an appropriate level of knowledge of inspection techniques in the aerospace sector. The personnel giving practical instruction shall have experience of testing in the aerospace industry and be well informed of technical progress in the field. All training personnel shall be recognized/reported/informed to the Board. Instructors shall be well informed in Human Factors and new training technologies, etc.

### **3. Requirements for the Conduct of Courses**

Training shall include general, specific and practical instruction in the methods and procedures for which application has been made. The specific training may be the responsibility of the employer. The subject matter shall include the relevant inspection procedures, instruction sheets, specifications, standards etc. The depth of knowledge shall be appropriate for the level of personnel and conform to the NDT syllabus recognized by the Board, including sufficient time in practical application.

### **4. Training and Examination Center NDT Manual**

a. Each Training and Examination Center shall prepare a NDT Manual according to the minimum requirements stated in NANDTB 08.A.

b. Training and Examination Center NDT Manual shall be evaluated and approved by the Board.

## **5. Requirements for Training**

### **5.1. NDT Syllabus**

Approved Training and Examination Centers shall provide the NDT syllabus on which each course is based. Training Outlines shall minimum fulfill the EN 4179 requirements. The training program shall cover at least the NDT syllabus recognized by the Board. The NDT syllabus recognized by the Board is the baselines for a general training course in the methods (NANDTB 08.B). The content of training courses shall take the specific requirements of the aerospace industry into account and be made available to the participants in the form of a detailed course document. International and manufacturer's own aeronautical standards and specifications shall be taken into account.

### **5.2. Control of Training Specimens**

There shall be a system to ensure that specimens used during examination have not been used during the training. The test specimens used during training shall not be used during examination. Specimens shall be stored safely.

### **5.3. Control of Course Documents**

The Training Organization shall keep a "control" on the set of course documents. These are to be revised as necessary, with revision dates clearly identified on the material.

### **5.4. Revision of Documents**

Employees who prepare NDT course documents shall be competent for such work. The Training Coordinator shall ensure that they are appropriately qualified.

## **6. Facilities**

### **6.1. Training Facility**

Training Center facility shall minimum fulfill the EN 4179's requirements. The facilities used for training shall conform to all the relevant legal provisions (OH&S, Radiation Safety, Hazardous Substances etc.). Additionally, the classrooms used for the course and those in which practical work takes place, shall have adequate lighting and ventilation. They shall be suitably equipped with teaching materials such as board, flip charts, projectors etc.

## **6.2. NDT Plant and Equipment**

NDT Plant and Equipment shall minimum fulfill the EN 4179's requirements. Sufficient NDT plant and equipment shall be available, including instruments and accessories and reference pieces to cover the range of inspection techniques within the procedures taught, and to occupy all the participants in the course. The type of NDT plant and equipment provided shall reflect the nature of the equipment used by the participants in their normal working environment and shall also be in keeping with the type of product concerned. Suitable PPE shall be available as required The Training Organization shall have a system of inspecting and calibrating NDT plant and equipment.

## **6.3. Test Samples**

Samples used for training shall be available in sufficient number and complexity to cover the whole range of applications within the curriculum. There shall be a sufficient number of representative test samples specific to the aerospace industry and containing natural or artificial faults to cover the whole range of testing. Examples of the airframe are the skin joints, parts of the landing gear and typical composite structures. Examples of the power plant include turbine blades, rotor discs, castings, gear box parts etc.

## **6.4. Certificates**

Participants who have satisfactorily completed a training course by passing the theoretical and practical examinations shall be issued with a certificate confirming that they have completed their NDT training successfully. Certificates shall minimum include:

- Name Surname
- Applicable Standard and/or Written Practice
- Method, Technique (If any)
- Level
- Examination Date
- Expiration Date
- Certificate Number
- Certificate Issue Date
- Approval of Responsible Level 3
- Notice stating the Approval of the Board

Also separate documents shall be issued for Training including;

- Name Surname
- Applicable Standard and/or Written Practice
- Method, Technique (If any)
- Level

- Training Date(s)
- Certificate Number
- Certificate Issue Date
- Approval of Responsible Level 3
- Notice stating the Approval of the Board

Also separate documents shall be issued for Exams (General, Specific and Practical) including;

- Name Surname
- Applicable Standard and/or Written Practice
- Method, Technique (If any)
- Level
- Exam Date(s)
- Exam Grades
- Certificate Number
- Certificate Issue Date
- Approval of Responsible Level 3
- Notice stating the Approval of the Board

## **7. Training Records**

### **7.1. Participant Training Records**

The records of every participant in the courses shall be kept in a safe place and considered confidential for at least 10 years and be updated if required. They shall contain as a minimum;

- a. Dates of training and completion of training,
- b. Name of the course in which the candidate took part,
- c. Instructors delivering the training,

### **7.2. Training Personnel Records**

Records of instructors shall be kept whilst employed and for at least 10 years following. There shall be a system for updating and checking the status of all records with respect to the individual's;

- a. Experience,
- b. Qualifications,
- c. Approvals,
- d. Special training and continued education.