

NANDTB 09 / AUDIT PROCEDURE OF TRAINING AND EXAMINATION CENTERS

1. Introduction

A Training and Examination Center is a NDT Training Provider. This procedure describes the process for the Board recognition of Training and Examination Centers and the training courses and examinations they provide. This procedure shall be followed by the applicant Training and Examination Center, and the Board.

2. Application Procedure

2.1. Recognition of Training and Examination Centers

NDT Training Organizations requesting recognition as Training and Examination Centers shall complete the written application in Application Form for Audit and Approval Procedure of Training and Examination Centers (NANDTB 09.A) and send it to the Board Secretary. Before making application, the applicant should be familiar with Section 3 & 4 of this procedure. All information requested on the form is to be supplied, or indicated N/A if not applicable.

2.2. Evaluation of Application

The Board will assess the application once all the information requested in the application form has been received. A response to each assessable item will be provided. The Board may request access to conduct an audit of the training provider's facilities as part of the assessment. The assessable elements are:

- a. Application documentation completed in full.
- b. Training materials/syllabus for suitability to the training outcomes.
- c. Quality Control of training materials and candidate information.
- d. Source and control of examinations.
- e. Training personnel qualifications and experience.
- f. Training and examination facilities.

2.3. Notification to Applicants

a. The Board shall notify the applicant of acceptance or otherwise as soon as practicable. Recognition of a Training and Examination Center may be conditional on certain action(s) being undertaken before recognition is granted. Reports to the applicant shall follow the form shown in the Board document (NANDTB 09.A), regardless of outcome.

- b. Recognized Training and Examination Centers shall receive a Certificate from the Board.

2.4. Audit of Training and Examination Center

If the Board determines that a site audit of the training provider is required it shall request audit access, and appoint an auditor(s) to perform the audit in accordance with Audit Criteria to be used on Audits of the Training and Examination Centers (NANDTB 09.B). The audit team is composed of board members. The team shall submit a report and recommendations to the Board.

2.5. Audit Findings and Reports

The audit team shall submit a report in 10 days after the audit. If recognition is not granted, based on adverse audit findings, the applicant has 3 months, or as otherwise agreed to by the Board, to provide evidence of root cause, corrective and preventative action. If the corrective action is not taken within the agreed time, a new application is to be made.

If the auditor observes a finding which have implications for safety or product integrity, the auditor should notify the Board to inform CAA.

3. Conditions of Recognition

3.1. Approval of Training and Examination Centers

Approval of the Training and Examination Centers is performed by the Board with a Training and Examination Center Approval Certification (NANDTB 09.C).

3.2. Period of Validity

a. The period of validity is maximum 3 years. The recognition remains valid so long as the training organization maintains compliance with all the requirements of the original assessment. However, if these requirements change during the period of validity, the Board will notify Training and Examination Center to ensure they are aware of the changes, and request that they provide to the Board evidence of compliance with the new requirements as soon as practicable.

b. It is the responsibility of the Training and Examination Center's Training Coordinator to apply for a renewal assessment before the expiration of the recognition. For planning purposes, allow about 6 months for the reassessment to be completed. It is also the responsibility of the Training Coordinator to advise the Board of any changes in personnel or other aspects of the organization which would impact on the scope of the recognition.

3.3. Withdrawal of Recognition

- a. Training organization recognition may be withdrawn if the Board becomes aware that:
- (1) The conditions on which recognition was granted are no longer fulfilled.
 - (2) Changes to the organization as noted in Section 5.3.1. of this procedure have not been conveyed to the Board.
 - (3) The Training organization has acted unethically.
- b. Recognition will not be withdrawn until the Board has contacted the Training and Examination Center seeking an explanation, and is satisfied that withdrawal of recognition is warranted. A Training and Examination Center may re-apply once it demonstrates that the conditions leading to the withdrawal of recognition have been corrected, and measures are in place to reduce the likelihood of its recurrence.

4. Variation to Training Courses

Variations to the Training and Examination Center's scope, or training courses including additional courses and new training locations, will follow the same format as for first applications but reduced to the extent of the variation. Recognition of the new scope must be granted before the training is conducted. The request for the variation should include a copy of the NDT syllabus and description of the course documents, a list of the equipment, test specimens and qualifications of the instructors, and any changes to the facilities.