

## **NA-012 - Recognition of Outside Agencies**

**Policy:** It is NANDTB policy that the recognition of Outside Agencies is fair, transparent and in accordance with this procedure.

### **1 Introduction**

An Outside Agency is a NDT Training Provider. This procedure describes the process for NANDTB recognition of Outside Agencies and the training courses and examinations they provide. This procedure shall be followed by the applicant Outside Agency, and the NANDTB of Australia.

### **2 Definitions – As per AS3669**

### **3 Procedure**

#### **3.1 Applications**

NDT Training Organisations requesting recognition as Outside Agencies shall complete the written application in Appendix 1 of this procedure and send it to the NANDTB Secretary. Before making application, the applicant should be familiar with Appendix 1 to this procedure “Minimum Requirements of a Training Provider”. All information requested on the form is to be supplied, or indicated N/A if not applicable.

#### **3.2 Assessment of Applications**

The NANDTB 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/syllabi 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.

#### **3.3 Notification to Applicants**

The NANDTB shall notify the applicant of acceptance or otherwise as soon as practicable. Recognition of an Outside Agency may be conditional on certain action(s) being undertaken before recognition is granted. Reports to the applicant shall follow the form shown in Section 3.2 of this procedure, regardless of outcome.

Recognised Training Organisations shall receive a Certificate from the NANDTB.

### **3.4 Disputes**

The NANDTB has a Dispute Resolution Procedure NA-006 for managing disputes and complaints. A recognised Outside Agency will also have a disputes resolution procedure.

### **3.5 Audit**

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 Appendix A. The audit team shall submit a report and recommendations to the NANDTB.

### **3.6 Audit Findings**

If recognition is not granted, based on adverse audit findings, the applicant has three months, or as otherwise agreed to by the NANDTB, 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.

## **4 Conditions of Recognition**

### **4.1 Period of Validity**

The period of validity is 3 years. The recognition remains valid so long as the training organisation maintains compliance with all the requirements of the original assessment. However if these requirements change during the period of validity, the NANDTB will notify Outside Agency 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.

It is the responsibility of the Outside Agency's Training Co-ordinator 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 Co-ordinator to advise the NANDTB of any changes in personnel or other aspects of the organisation which would impact on the scope of the recognition.

### **4.2 Withdrawal of Recognition**

Training organisation recognition may be withdrawn if the NANDTB becomes aware that:

- (a) The conditions on which recognition was granted are no longer fulfilled,

- (b) Changes to the organisation as noted in Section 4.1 of this procedure have not been conveyed to the Board.
- (c) The Training organisation has acted unethically.

Recognition will not be withdrawn until the Board has contacted the Outside Agency seeking an explanation, and is satisfied that withdrawal of recognition is warranted. An Outside Agency 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.

## **5 Variation to training courses**

Variations to the Outside Agency'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 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.

### **Appendix 1. Minimum Requirements for a Recognised Outside Agency**

**1.1. Purpose:** The purpose of this procedure is to establish the minimum standard for organisations offering training for NDT personnel in aerospace

#### **1.2. Management and Personnel:**

**1.2.1 Organisation:** There shall be a clear organisational 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 organisation. The training provider shall have documents showing that it is a legal entity

**1.2.2 Management of Complaints:** The training provider shall have a system in place to record and resolve complaints.

**1.2.3 Responsible Level 3:** The training provider shall identify in writing the Responsible Level 3 for the qualification and re-qualification of NDT personnel. The Responsible Level 3 shall have an appropriate level of knowledge of the inspection techniques, materials, types of construction, manufacturing processes, products etc specific to the aerospace sector used by the employer which is using the training provider's services.

**1.2.4 Training Co-ordinator:** Providers of training and/or examinations shall appoint a co-ordinator to be responsible for the conduct, supervision and administration of the

NDT training courses and continued education in NDT. The co-ordinator and holder of technical responsibility on the part of the provider of NDT training shall 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 Co-ordinator shall be the point of contact for the NANDTB, and have overall responsibility for ensuring compliance with NANDTB requirements. The Training Co-ordinator may also be the Responsible Level 3.

**1.2.5 Number of Instructors:** The Training Organisation shall have enough instructors to ensure that at least one instructor is present at all times during the training.

**1.2.6 Qualification of Instructors:** NDT instructors shall have suitable qualifications such as ATQF Certificate IV in Workplace Assessment and Training or similar. They shall also have experience and an appropriate level of knowledge of inspection techniques specific to 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 named to the NANDTB.

**1.2.7 Continuing Education of Instructors:** The Training Organisation shall have a system which ensures its training staff are regularly informed of developments in the field of testing appropriate to each.

### **1.3 Requirements for the conduct of courses**

**1.3.1 Scope:** 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 syllabus recognised by the NANDTB, including sufficient time in practical application.

**1.3.2 Course Evaluation:** All candidates shall be given an opportunity to evaluate the completed course on the basis of a questionnaire.

### **1.4. NDT Training and Examination Materials**

**1.4.1 Syllabus:** NDT Training Organisations shall provide on request the syllabus on which each course is based. There shall be a system in place for the regular review of the syllabus accounting for scientific, industrial and technological developments in the relevant NDT methods – The AINDT syllabi are the baselines for a general training course in the methods. 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. The training program shall cover at least the syllabus recognised by the NANDTB. International and manufacturer's own aeronautical standards and specifications shall be taken into account.

**1.4.2 Control of 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 to be stored safely.

**1.4.3 Control of course documents and examination questions:** The Training Organisation shall keep a “control” set of course documents and examination questions (if AINDT examinations are not used). These are to be revised as necessary, with revision dates clearly identified on the material.

**1.4.4 Revision of documents:** Employees who prepare NDT course documents and examinations shall be competent for such work. The co-ordinator shall ensure they are appropriately qualified.

## **1.5 Facilities**

**1.5.1 Training environment:** The premises used for training shall conform to all the relevant legal provisions of the jurisdiction in which it is conducted. (OH&S, Radiation Safety, Hazardous Substances etc). Additionally, the rooms 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.

**1.5.2 NDT Plant and Equipment:** 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 Organisation shall have a system of inspecting and calibrating NDT plant and equipment.

*Note:* Where plant and equipment used solely for training purposes is calibrated there is no need for traceability to a national standard. Such equipment shall be marked as training equipment only. Exceptions to this are cases where traceability is required by law, such as with radiation safety equipment.

**1.5.3 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.

## **1.6 Examinations**

**1.6.1 Examination Procedures:** The Training provider shall demonstrate compliance with the Board’s procedure NA 013 Requirements for the Control of Examinations.

**1.6.2 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.

## **1.7 Records**

**1.7.1 Participant Training and Examination Records:** The records of every participant in the courses shall be kept in a safe place and considered confidential for at least 5 years and be updated if required. They shall contain as a minimum-

- (i) Dates of training and completion of training
- (ii) Name of the course in which the candidate took part
- (iii) Instructors and examiners delivering the training
- (iv) Results of all examinations and the examination documents
- (v) Details of the test samples and the plant and equipment used by the participant in the practical examination.

**1.7.2 Training Personnel Records:** Records of instructors shall be kept whilst employed and for at least 5 years following. There shall be a system for updating and checking the status of all records with respect to the individual's;

- (i) Experience
- (ii) Qualifications
- (iii) Approvals
- (iv) Special training and continued education

**OUTSIDE AGENCY RECOGNITION APPLICATION FORM**

**Initial Application**

**Renewal Application**

**Organisation**

Company name:  
 Business Activity:  
 Address:  
 City:  
 Telephone:  
 Email:  
 Contact person:

**Responsible Level 3 Information**

Name:  
 Organisation (if not the applicant)  
 Address:  
 City:  
 Postcode:  
 Telephone:  
 Email;

**NDT Method(s)**

Indicate the methods below for which recognition is sought

- Eddy Current Testing
- Magnetic Testing
- Penetrant Testing
- Radiographic Testing
- Ultrasonic Testing
- Other (Specify).....

**Training Level(s)**

Indicate the training level(s) for which recognition is sought

**Training Levels**

<b>Method</b>	<b>L1 Limited</b>	<b>L1</b>	<b>L2 limited</b>	<b>L2</b>	<b>L3</b>
Penetrant					
Magnetic Particle					
Ultrasonic					
Radiography					
Eddy Current					
Thermographic					
Other					

In regard to the scope of recognition identified above, provide evidence or substantive statements which show that the training offered meets the minimum standard outlined in the NA-012 Appendix 1. Indicate with a check mark what information is included with this application.

- .. Description of training organisational structure showing responsibilities
- .. Complaints procedure
- .. Internal or external audit results
- .. Training co-ordinator
- .. Qualified instructor(s)
- .. Training and examination materials and their control
- .. Training facilities
- .. Test equipment, consumables, instruments and samples
- .. Examinations
- .. Records

**Acceptance of Conditions**

By signature on this application, the applicant agrees that the recognition of the organisation as an outside agency, if granted, is conditional on the ongoing compliance with clauses 4.1 and 4.2 of this procedure NA-012.

Signature of Applicant : .....

Print Name of Applicant : .....

Date of Application : .....

Return application to:  
National Aerospace NDT Board  
C/- The Secretary  
Email: [secretary@ndtboard.com](mailto:secretary@ndtboard.com)