

NA-013 - Requirements for Control of Examinations

1. Introduction:

The NANDTB uses Australian Standard AS 3669 as the standard for the examination of NDT personnel. The Australian Civil Aviation Safety Authority recognises AS 3669, and will consider other standards on application. AS 3669 permits the NANDTB to participate in NDT training and examinations, and the Australian NANDTB has a limited examination database for all levels of general examinations and Level 3 practical examinations (procedure writing).

The Australian Civil Aviation Regulations permit the maintenance organisation to train and examine their employees including NDT personnel, provided it is under the control of its Responsible NDT Level 3. This procedure includes guidance for maintenance organisations that wish to provide their own examinations, and have them endorsed by the NANDTB.

Control and governance of the examination process must be in accordance with this procedure, if the examination result is to be recognised by the NANDTB. NDT examinations shall be based on a syllabus acceptable to the NANDTB, and this applies to all levels of examinations subject to recognition by the Board.

2. **Definitions:** As per AS3669.

3. **References:** a) AS3669 Qualification and Certification of Aerospace NDT Personnel.
b) CAO 100.27: Non-destructive Testing Authorities.

4. Recognised Examination Centres:

Organisations which are approved by the Australian Institute for NDT (AINDT) as examination centres will have been audited and have administrative controls in place which will satisfy this procedure. Recognition as an Outside Agency includes recognition to administer examinations. Accordingly these organisations will follow NA-012 and apply their own document control procedures to examinations. The NANDTB requires examinations to contain at least 50% relevant aerospace specific NDT questions as well as general method questions.

Examination centres approved by other national NDT bodies may be acceptable to the NANDTB upon review.

5. Employer Provided Examinations

Recognition of examinations by the NANDTB is not mandatory. The Responsible Level 3 controls the employer's NDT training and examination processes. However, subsequent use of employer provided examinations to justify NDT qualifications to the NANDTB will be easier if the employer had the examinations accepted by the Board as shown in Section 16 below.

NOTE: The employer must engage a Responsible Level 3 or an Examiner approved by the Responsible Level 3 to administer the examination process.

6. Candidates:

Candidates should have completed the NDT training requirements of AS 3669, and the employer's Written Practice before undertaking examinations. Recognition of Prior Learning (RPL) may be used by examination centres or employers to permit a candidate to sit an examination..

7. Examiners:

Examiners grading the examination shall be aerospace Level 3 qualified in the method(s) examined. The examiner must be familiar with the governing regulations, the employer's written practice, procedures, inspection methods and products relevant to the candidate's work. Level 3 examiner services may be contracted provided they meet the above requirements.

6. Levels of Examination:

The NANDTB may provide general examinations for all levels of qualification, and practical examinations for Level 3 (NDT technique writing).

The NANDTB does not provide specific examinations or level 1 or 2 practical examinations. These are the responsibility of the Responsible Level 3.

7. Examination procedure and questions:

7.1 Questions: Examination format and questions shall conform to AS 3669. .

7.2 Duration: The duration of the examination shall be determined by the examination source and stated on the examination paper.

7.3 Permitted aids: The permitted aids shall be determined by the examination source and stated on the examination paper.

7.4 Invigilation: All examinations shall be taken under supervision to ensure candidates have fair access to approved aids, and are not subject to interference of any kind.

7.5 Cheating: Candidates who use prohibited aids, cheat or attempt to cheat shall record a fail result.

8 Security of Examination Material:

Prepared examinations are to be securely stored before use and candidates may not review examination questions outside the time allocated for the examination. Practical samples used during training shall not be used for examination.

9. Assessment of Examinations:

Assessment, scoring and reporting of results shall be carried out in accordance with AS 3669.

10. Repeated examinations:

10.1 Additional Training: Candidates who have failed an examination may only repeat the examination after documented additional training which addresses the deficiency.

10.2 Second Failure: If an examination has been repeated and failed a second time, the Responsible Level 3 shall stipulate conditions or training which must be satisfied before the examination may be undertaken again.

11. Examination results:

A certificate shall be issued by the Examining Organisation to every candidate who has passed the examination. The certificate shall contain the following:

Name of the Examining Organisation
Name of the candidate
Statement that the examination meets AS 3669 requirements
NDT method and level (or specific inspection technique)
Date of issue of the certificate
Signature of the examiner or the organisation's authorising person

No certificate will be issued for parts of an examination.

12. Withdrawal during the examination:

If a candidate withdraws during the examination, a fail result shall be recorded.

13. Withdrawal before the examination:

If a candidate is unable to start the examination because of illness or for some other unavoidable circumstance, the candidate shall record no result. The examiner will assess the circumstance using fairness and good judgement.

14. Examination Records:

For each candidate, a record shall be kept of the examination result by the Responsible Level 3/Examiner or the employer, as per their agreement.

For NANDTB provided examinations the completed paper is returned to the NANDTB as shown on the examination cover page and Section 15.4 of this procedure.

For employer provided examinations, the examination record shall include all written papers, marking, examiner comments and results. These shall be retained by the employer for a minimum of 5 years and protected against unauthorised access. Results of examinations may only be released by permission of the candidate.

15. Examinations provided by the NANDTB

15.1 Responsibilities;

(a) NANDTB Chairman

The Chairman has ultimate accountability for the operation of this procedure, and supports the Examination Co-ordinator as required.

(b) Examination Co-ordinator

The Examination Co-ordinator is responsible for;

- Security (with AINDT) of the examination question bank.
- Selection of examination reviewers and co-ordination of the review.
- Security of examination preparation and despatch to the employer/examiner.
- Creation of examination review records and forwarding to the secretary for filing.

(c) Australian Institute for NDT

- The AINDT is the secure repository for the NANDTB examination question bank.
- The AINDT may not use any NANDTB questions in its own examinations without the written permission of the Board.

(d) Board Member (Reviewer)

The examination reviewer is responsible for;

- Handling all examination materials in strict confidence.
- Diligently reviewing examinations.
- Disclosing any conflicts of interest
- Signing the review and confidentiality report and return to the Co-ordinator.

(e) Responsible Level 3/Examiner

The Responsible Level 3/examiner is responsible for;

- Abiding by any examination instructions.
- Signing the confidentiality agreement and forward to the NANDTB Exam Co-ordinator.
- Retaining the examination results in a secure employee's training file.

15.2 Document Control

Appendix 1 to this procedure is the document control form which is to be used by the applicant (employer/Outside Agency) to request the NANDTB to review or supply aerospace NDT examinations. It is in three parts;

Part A- Applicant's request for examination to be supplied or reviewed by the Board.

Part B- Declaration by the Responsible Level 3.

Part C- Declaration by the NANDTB Examination Co-ordinator.

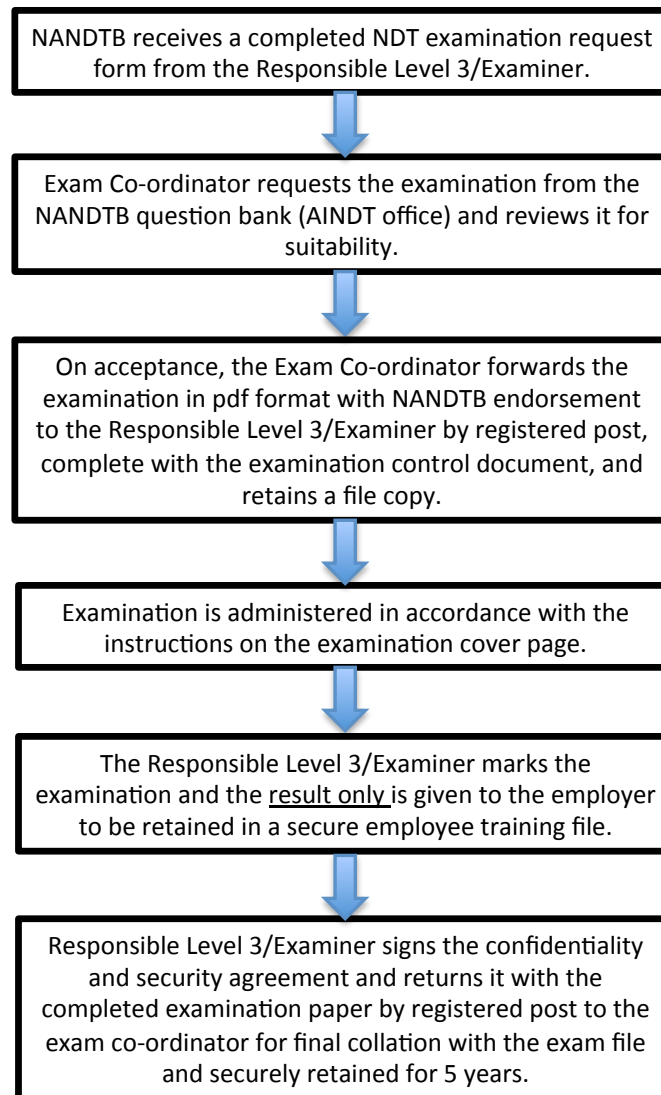
Appendix 2 to this procedure is the Examination Reviewer Report form.

15.3 Examination Format

The NANDTB supplied examinations are drawn only from the NANDTB bank of questions. The number and format of questions will comply with AS 3669 as appropriate for the level of qualification.

NOTE: The Level 3 Practical Examination is the preparation of an inspection procedure and can be provided by the NANDTB. If the Level 3 accepts product he/she must have passed a Level 2 practical examination in the method within the previous qualification period.

15.4 NANDTB Supplied Examination Control Processes Flowchart

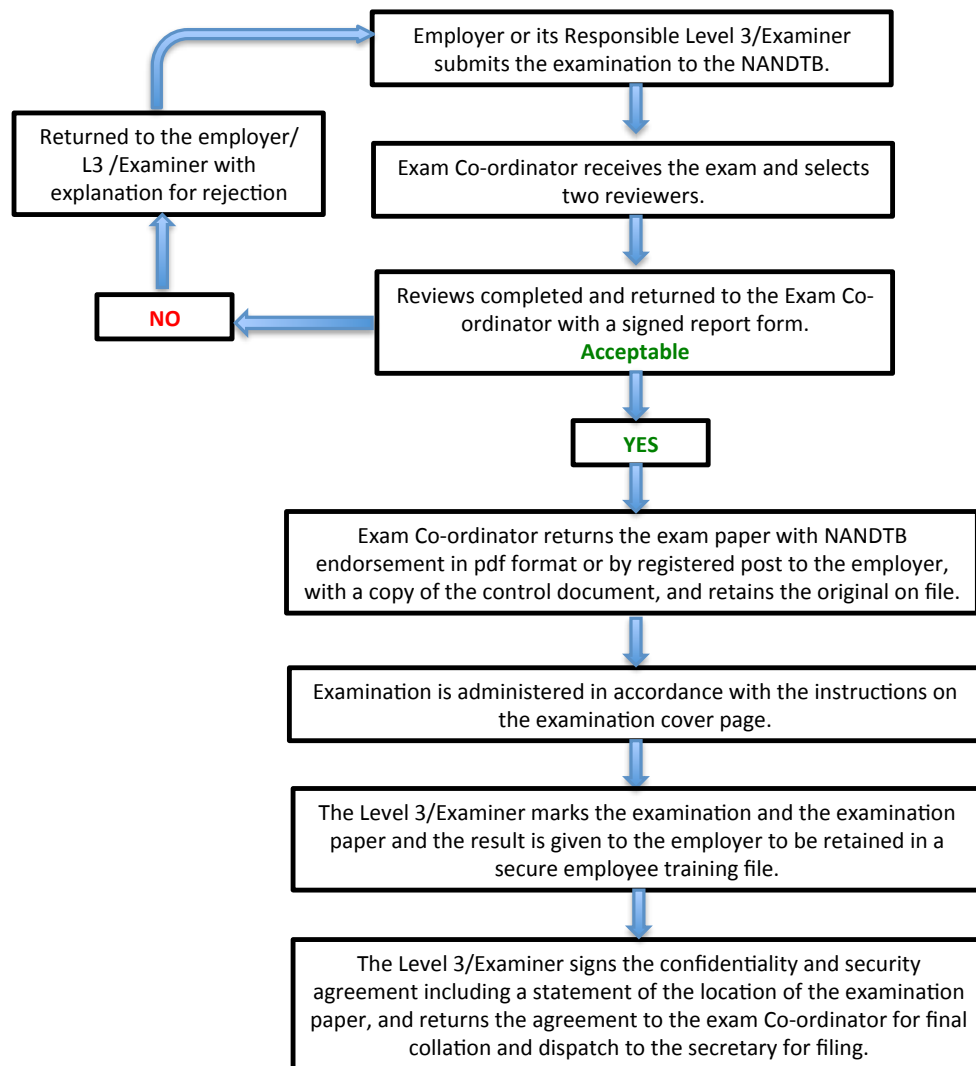


16 Examinations Provided by the Employer.

As stated in Section 4 above, an employer is permitted to provide NDT training and examinations to its employees in accordance with its Written Practice. The flowchart below and the application Form in Appendix 1 describe the process for NDT examinations provided by the employer to be recognised by the NANDTB.

NOTE: The employer must engage a Responsible Level 3 or an Examiner approved by the Responsible Level 3 to administer the examination process.

16.1 Employer Supplied Examination Control Processes Flowchart



17 Fees and Charges

The applicant is responsible for any fees which may be payable to the NANDTB. Consult the website www.ndtboard.com to review the current fee schedule.

Appendix 1 Document Control Form

Request for NANDTB Examination / Examination Approval			
<i>Part A: To be completed by the applicant</i>			
Select 1.	Request for the NANDTB to provide an examination(s)		
Select 2.	Request for the NANDTB to approve the attached examination(s)		
Name of the organisation			
Address for all correspondence			
Name and phone contact for			
the Responsible Level 3			
Date of this request..... Examination(s) required by			
Identify the examinations for this request (circle)			
General Exam	Level	No. of papers	Level 3 Practical Exam (Procedure writing)
MT	1 2 3		MT, PT, UT, RT, ET, Other The candidate has a valid Level 2 practical examination result. Y / N
PT	1 2 3		
UT	1 2 3		
RT	1 2 3		
ET	1 2 3		
Other	1 2 3		
<i>Part B Declaration by the Responsible Level 3</i>			
I _____ the Responsible Level 3 for _____ will treat all examination materials as confidential and do the following;			
1. Administer the examination(s) according to the instructions on the paper.			
2. Ensure the candidates only access the examination paper during the examination period.			
3. Mark the examination paper according to the marking guide where one is provided.			
4. Return the original NANDTB examination paper according with the instructions on the paper and make no copies.			
OR			
5. Retain the examination paper securely from unauthorised access at the following location;			
6. Abide by any other directions from the NANDTB			
Signed _____ Responsible Level 3 Date: _____			

<i>Part C to be completed by the NANDTB Examination Co-ordinator</i>		
I _____ the NANDTB Examination Co-ordinator declare that the examinations shown above have been reviewed according to procedure NA-013 and found to be acceptable / unacceptable (select).		
Signed _____	Examination Co-ordinator	Date: _____
Notes: 		

