

NA-014 Assessment of Employer Written Practice

1. Introduction.

This Guide outlines the minimum material to be reviewed by the NANDTB when ensuring that an organisation's Written Practice complies with EN 4179 / NAS 410. The Written Practice is the procedure that describes the control and administration of NDT personnel qualification and approval within the organisation. The assessment is considered a confidential document.

A sub contractor or supplier may work to the same written practice as the prime contractor or may prepare a written practice of their own.

When using this guide, the relevant section or clause of the written practice should be noted against each assessment element plus any comments.

Note: This assessment is based on information provided by the employer. The NANDTB does not warrant its accuracy or completeness.

2. The written practice shall contain the following:

(a) Name and address of Employer:

(b) Scope, outlining the NDT methods to be used and what is to be inspected that are covered by the written practice and reference to applicable documents. (Clauses 1.4, 1.5)

(c) Levels of Qualifications, shall show the levels of qualification and approval used by the employer, including any subdivisions of a level: (Clause 5)

(d) Personnel duties and responsibilities shall be described unambiguously for different levels of qualification (Clauses 5.1.1, 5.1.2, 5.1.3, 5.1.4, 5.1.5)

(e) Training program shall describe or reference the training required for each level. External providers shall be identified if used. Where training time is not prescribed by EN 4179 / NAS 410, it shall be determined and approved by the Responsible Level 3 or the NANDTB. (Clause 6.1)

(f) Experience requirements shall describe the minimum amount of experience for each method and level, and where necessary, the techniques within the method according. Records of experience must be verified. (Clause 6.3)

(g) Examination practices shall include:

(i) Designation of individual(s) or organisation(s) that conduct the examinations: (Clause 6.2).

- (ii) Vision requirements, including specific visual acuity tests to be used (Clause 7.1.1).
 - (iii) If examinations are conducted in house the employer must show that all aspects of these examinations comply. (Section 7)
- (h) Records and Administration (Section 8) shall include:
- (i) Details of each certified individual.
 - (ii) Identification of the individual(s) or organisation(s) responsible for developing, administering, and maintaining the employer's approval program
 - (iii) Responsible Level 3 identified
 - (iv) Outside agency identified (if used)
- (i) Re-validation requirements shall include the employer's requirements and intervals for the revalidation, if less than that stated in the standard, as well as its requirements for suspension, revocation and re instatement of approval. (Clause 8.5)
- (j) Requirements for sub-contractors (Clause 4.4)
- (k) Summary Comments and Recommendations

At the conclusion of the assessment, the assessor shall identify himself/herself and the date(s) of the assessment