

## NA-025 Request for the Assessment of Documents

**Policy:** It is NANDTB policy to provide CASA and other stakeholders with an objective, reliable and timely response to requests for assistance to assess documents.

### 1. Purpose

To provide guidance to the Board for the processing of requests from CASA, or other stakeholders to assess and comment on documents.

### 2. Background

From time to time the NANDTB may be requested to assess the technical efficacy of proposed NDT procedures. Clause B (d) of the Grant Agreement states:  
“(d) *technical advice: the Grantee will provide technical advice to CASA upon request;*”. Accordingly, the NANDTB is bound to provide such advice to the best of its ability and has developed a process to ensure consistency in meeting this requirement of the Deed Agreement.

### 3. Evaluation Process

The form shown in the appendix to this procedure records and tracks the information and correspondence between the NANDTB and CASA, or other parties, and is self-explanatory. Section 4 below provides further guidance.

### 4. Roles and Responsibilities

**4.1 Secretary:** Receives the request and in consultation with the Chairman recommends an assessment team of two Board members. The team members shall be Level 3 in the relevant method(s) and have no conflict of interest.

Provides the team members with the documents and the details of the assessment request. And follows up to ensure a timely response.

Collates the responses into a consensus summary, conveys this to the requestor and the Chairman, and securely files all the documents related to the request.

**4.2. Assessment Team Member:** Provides a written statement of no Conflict of Interest to the Secretary.

Assesses the document(s) against applicable industry standards, good technical English, and other relevant information applying his/her best judgement, then provides written comments which directly address the nature of the request.

Returns the written comments along with all the supplied documents to the Secretary in a timely manner.

## NA-025 NANDTB Assessment of Documents

*Note: This form and all related material remain confidential*

Request from	
Address	
Best Contact	
Received by	Date Received
Details of Request (attach correspondence)	
Document Name & Revision Status	
Document Author	

Stated Purpose of the Document
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**NANDTB Assessment Team**

1	Conf. of Int. Y/N	Confirm L3 in the method(s)
2	Conf. of Int. Y/N	Confirm L3 in the method(s)

Assessments to be returned to the Secretary by (date);

Comments and recommendations summary (attach <b>all</b> assessment documents)
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The NDT Level 3s identified above have reviewed the documents in terms of the request. Their comments and supporting evidence are attached, and in accordance with their member's agreement they guarantee confidentiality and no conflict of interests.

Result returned to _____ on _____ by _____
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