

## **NA-013 - Requirements for recognition of examinations by NANDTB**

### **1. Introduction:**

The NANDTB uses European Standard EN4179 as the standard for the examination of NDT personnel. The Australian Civil Aviation Safety Authority recognises AS 3669, and other qualification standards it finds acceptable.

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 the employer's Responsible NDT Level 3. This procedure details the guidance for maintenance organisations that wish to provide their own examinations, and have them recognised by the NANDTB.

Control and governance of the examination process is by the Responsible Level 3 and must be acceptable to this procedure, if the examination paper is to be recognised by the NANDTB. NDT examinations shall be based on a syllabus acceptable to the NANDTB such as ISO 25107, and applies to all levels of examinations submitted for recognition by the Board.

### **2. Definitions/References**

Definitions as per EN 4179.

References: a) EN 4179 Aerospace series - Qualification and approval of personnel for non-destructive testing

b) CAO 100.27: Non-destructive Testing Authorities.

### **3. 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 required to receive such recognition. This will be easier if the employer has the examinations accepted by the Board prior to an examinee sitting such examinations. This includes the general, specific and practical examinations.

<p><b>NOTE: The employer must engage a Responsible Level 3 or an Examiner approved by the Responsible Level 3 to administer the examination process.</b></p>
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### **4. Candidates:**

Candidates should have completed the NDT training requirements as detailed in EN4179, or other approved standard and the employer's NDT Written Practice before undertaking examinations. Recognition of Prior Learning (RPL) may be used by employers to permit a candidate to sit an examination.

### **5. 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.

With respect to the specific and practical examinations the examiner must be conscious of the use or reference to any commercially sensitive or other controlled

data. In these instances the examiner should consider ‘blacking’ out such material prior to sending to the NANDTB for approval or give consideration to using a wider scope examination where applicable.

#### **6. Examination procedure and questions:**

- 6.1 Questions: General, specific and practical examination format and questions shall conform to EN4179 or other approved standard.
- 6.2 Duration: The duration of the examination shall be determined by the Responsible Level 3 and stated on the examination paper.
- 6.3 Permitted aids: The permitted aids shall be determined by the Responsible Level 3 and stated on the examination paper.
- 6.4 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.
- 6.5 Cheating: Candidates who use prohibited aids, cheat or attempt to cheat shall record a fail result.

#### **7 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.

#### **8. Assessment of Examinations:**

Assessment, scoring and reporting of results shall be carried out in accordance with the applicable standard.

#### **9. Repeated examinations:**

When a candidate has not passed an examination the Responsible Level 3 shall determine if there are requirements for additional training, and the actions to be taken if the exam is not passed for a second time.

#### **10. Examination results:**

A certificate shall be issued by the employer or on behalf of the employer to each candidate who has passed the examination. The certificate shall contain the following:

- Name of the Employer or Examining Organisation
- Name of the candidate
- Statement that the examination meets the requirements of the standard used for examination
- NDT method, level and type of examination (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.

#### **11. Examination Records:**

For each candidate, a record shall be kept of the examinations and results by the Responsible Level 3 or the employer, as per the applicable qualification standard.

Generally for an employer provided examinations, the examination record shall include all written papers, marking, examiner comments and the results from any

previous examinations undertaken. Results of examinations may only be released by permission of the candidate.

## 12 Document Control

*Appendix 1* to this procedure is the *Examination Document Control Form* which is to be used by the employer/examiner/responsible level 3 to request the NANDTB to review its aerospace NDT examination(s) and NANDTB for final approval. It is in three parts;

Part A- Details of applicant/employer requesting an examination to be reviewed by the Board and specific detail of the examination.

Part B- Declaration by the Responsible Level 3/Examiner.

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

NOTE: It is good practice for the examiner/responsible level 3 give each individual examination an identification number. This will be particularly beneficial if the examination is require to be used by another applicant and requires Board approval as second review may not be applicable.

The Examination Co-ordinator is responsible for;

- Selection of two examination reviewers and co-ordination of the review.
- Security of examination.
- Creation of examination review records, notifying applicant of the review outcome and forwarding to the secretary for filing.

The Examination Reviewer is a current Level 3 in the method, and exercises his/her knowledge and best judgement to assess the relevance and suitability of the questions for the method, level of the exam and examination format as per EN4179 or other approved applicable standard. The Examination Reviewer shall decline the review request if he/she has a conflict of interest.

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

This form is sent to each NANDTB examination reviewer by the Examination co-ordinator to capture their review results.

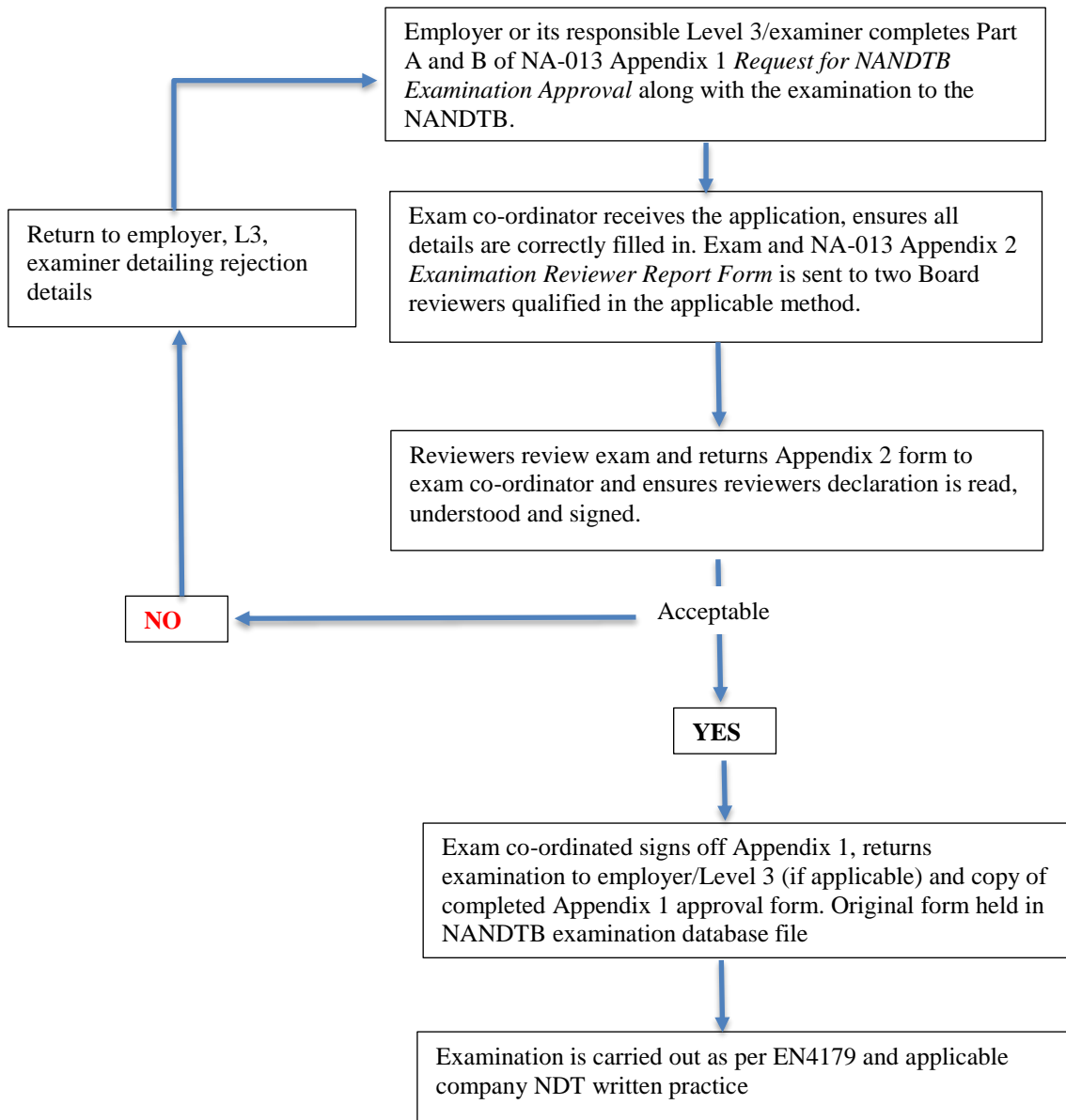
A copy of *Appendix 1 Examination Document Control Form* is also sent out with *appendix 2* to the examination reviewer, after completion of Part A and B, so the reviewer understands the type and level of examinations requiring review along with knowledge of the applicable sector under which the examination/s will be given.

## 13 Examinations Provided by the Employer.

As stated 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* describes 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.**

### 13.1 Employer Supplied Examination NANDTB approval Processes Flowchart



### 14 Fees and Charges

The applicant may be held responsible for any costs incurred by the NANDTB to execute the examination review process. The Board will notify the applicant if costs are to be recovered before the review is undertaken.

## Appendix 1 Examination Document Control Form

<b>Request for NANDTB Examination Approval</b>				
<b><i>Part A: To be completed by the employer/Responsible Level 3</i></b>				
Name of the organisation:				
Address for all correspondence:				
Name and phone contact for the examiner/Responsible Level 3:				
Name of student/examinee sitting exam/s:				
Employment Sector of examinee: eg Defence, AMO, Civil-RPT/GA, manufacturing, mixed etc. This is required to determine the suitability of specific and practical examinations.				
Date of this request: _____ Planned examination(s) date: _____				
Identify the examinations for this request. Enter NDT method, Level and individual examination identification (ID) number in the applicable boxes				
	General	Specific	Practical	Level (1,2,3)
METHOD (MT, PT, ET, UT, RT or other)				
<b><i>Part B Declaration by the Responsible Level 3/Examiner</i></b>				
I _____ am the Responsible Level 3/Level 3 examiner for _____ and 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. Retain the examination paper securely from unauthorised access				
5. Abide by any other directions from the NANDTB				
Signed: _____ Examiner/Responsible Level 3 _____ Date: _____				
<b><i>Part C to be completed by the NANDTB Examination Co-ordinator after completion of Appendix 2</i></b>				
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: _____ NANDTB Examination Co-ordinator _____ Date: _____				
Notes:				

## Appendix 2 Examination Reviewer Report Form

NANDTB Examination Review				
<i>Note: Attach additional sheets if the space below is insufficient.            Tick boxes as applicable, NA or strike through those that are not applicable.</i>				
<b>Magnetic Particle Test (MT)</b>	Applicable examination			Level (1,2 or 3)
	General	Specific	Practical	
Acceptable / Unacceptable (select)				
Comments:				
<b>Liquid Penetrant Test (PT)</b>	Applicable examination			Level (1,2 or 3)
	General	Specific	Practical	
Acceptable / Unacceptable (select)				
Comments:				
<b>Eddy Current Test (ET)</b>	Applicable examination			Level (1,2 or 3)
	General	Specific	Practical	
Acceptable / Unacceptable (select)				
Comments:				
<b>Ultrasonic Test (UT)</b>	Applicable examination			Level (1,2 or 3)
	General	Specific	Practical	
Acceptable / Unacceptable (select)				
Comments:				
<b>Radiographic Test (RT)</b>	Applicable examination			Level (1,2 or 3)
	General	Specific	Practical	
Acceptable / Unacceptable (select)				
Comments:				

Other	Applicable examination			Level (1,2 or 3)
	General	Specific	Practical	
<i>Acceptable / Unacceptable (select)</i>				
Comments:				
<b><i>Examination Reviewer's Declaration;</i></b>				
I _____ a NANDTB member and appointed Examination Reviewer declare that the examinations presented above have been reviewed according to NA013. No copies or notes have been taken, and all documents have been returned to the Examination Co-ordinator or destroyed as applicable.				
Signed		Date:		