

N-NANDTB Exposition - Appendix 4

Norwegian Aerospace NDT Board

NDT training and examination providers – Audit Checklist

Introduction

This document is based on ISO/TR 25108:2006 and the former checklist used by SCANDT.

Training Provider information

Name of the organization:

Location (address, country):

Responsible person (name):

Approved by other NANDTB`s:

Requirement	Evaluation/remarks
1. Training organization management	
1.1 Responsible person The organization (training organization) shall appoint a person to be the responsible for the overall management of the training provided.	
1.2 Quality responsible The organization (training organization) shall appoint a person responsible for the organizations Quality management system.	

Requirement	Evaluation/remarks
2. Quality Management System (QMS)	
2.2 Implementation of QMS The Training organization shall implement a suitable quality management system based on a recognized quality standard, e.g. ISO 9001:2015	
2.3 Organisation`s control The QMS should be controlled and periodically by the organization by conduction of internal audit, assessment, reviews.	
2.4 Competency The organization should: - determine the required competence for all personnel that affects or may affect the NDT training quality. - Provide training to meet the required competence. - Systematically and periodically evaluate the competency of an individual based on appropriate education, training, skills, and experience with reference to the	

N-NANDTB Exposition - Appendix 4

Norwegian Aerospace NDT Board

NDT training and examination providers – Audit Checklist

requirements. - Provide training in applicable procedures to their staff.	
2.5 Responsibilities For any employees holding a position or doing work that may affect the NDT training quality, the organization shall: - clearly define the responsibilities - clearly state methods of working	
2.6 Calibration, document control Established and followed up: - a system for calibration of test equipment and reference standards. - control of documentation	

Requirement	Evaluation/remarks
3. Introduction of students	
3.1 Information and condition necessary for attendance The training organization should provide all information and conditions necessary for attendance in the training courses, for example, a system of introduction could ensure that, upon receipt of an application for, training, candidates are provided with unambiguous information/instructions on the following: - Fees, including what covered by it - Method of payment - No hidden extras - A schedule showing the course fees - Dates, times for course attendance - location for the training venue - transport, accommodation, and catering arrangements - if required, what NDT equipment to be provided by the candidate. - any relevant safety requirements pertaining to the training organization as a whole or the particular course/venue for which the student is enrolled. - Any personal protective equipment required and not provided by the traing provider. - Textbooks required for the course and if these are provided by the training organization	

N-NANDTB Exposition - Appendix 4

Norwegian Aerospace NDT Board

NDT training and examination providers – Audit Checklist

name and contact information of a training organization representative from whom additional information can be obtained prior to or during the training course <i>NOTE: The training organization shall <u>not</u> accept students attending courses involving practical radiography if they are not an authorization as radiographic worker in accordance with requirements defined by Norwegian Radiation and Nuclear Safety Authority</i> <i>Students shall wear radiation monitoring devices at all times during the RT-course.</i>	
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Requirement	Evaluation/remarks
4. Student Assessment	
4.1 Ongoing assessment A system of ongoing assessments of candidates should be used to ensure that the learning process of the individual candidate is monitored, and which results in counseling for those candidates that fail to achieve the required standard at any point during the course.	
4.2 Evaluation An appropriate evaluation according to a suitable quality management system should be carried out and a traceable statement of completion of training should be issued including the list of trainers.	

Requirement	Evaluation/remarks
5. Training syllabuses and course notes	
5.1 Syllabus The training organization should publish and make freely available upon request the detailed syllabuses upon which each course is based. This should include, or make reference to, the relevant standard associated with these guidelines, e.g. EN 4179.	
5.2 Competency The syllabuses should be reviewed periodically and revised, as necessary, as applicable with reference to scientific, industrial or technical developments in the NDT method or sector of application concerned, or where a changes occurs in the examination syllabus associated with the qualification examination with which the course is aligned.	

N-NANDTB Exposition - Appendix 4

Norwegian Aerospace NDT Board

NDT training and examination providers – Audit Checklist

5.3 Course notes master The training organization should maintain a master set of training course notes bearing a revision date, reviewed periodically and revised as necessary, to ensure consistency between courses in the event of staff changes.	
5.4 Course notes provision Each candidate should be provided with a comprehensive set of appropriate course notes.	

Requirement	Evaluation/remarks
6. Facilities	
6.1 Health and safety The training environment should comply with all applicable health and safety legislation. Personal protective equipment should be provided if candidates are not advised to provide it themselves.	
6.2 Learning environmental Classrooms and practical facilities should be well lit and ventilated, and there should be adequate provision of teaching aids such as black/white boards, flip charts, overhead and digital projection and video equipment, as appropriate to the course.	

Requirement	Evaluation/remarks
7. Training specimen	
7.1 Availability Training specimens, including radiographs, should be available in sufficient quantity and complexity to cover the complete range of NDT methods and techniques encompassed by the training course syllabuses.	
7.2 Discontinuities Specimens should be available containing real or artificial discontinuities representative of those found in the field. The position and characterization of all real or artificial discontinuities, relevant to the NDT method/technique within each specimen should be recorded on a training specimen report .	

N-NANDTB Exposition - Appendix 4

Norwegian Aerospace NDT Board

NDT training and examination providers – Audit Checklist

Requirement	Evaluation/remarks
8. NDT equipment	
8.1 Availability Appropriate NDT equipment, including NDT instruments, accessories, calibration blocks, should be available in sufficient quantities for the number of candidates enrolled in any course.	
8.2 Calibration There should be a documented system for maintenance and calibration of NDT equipment, including records.	

Requirement	Evaluation/remarks
9. Technical library	
9.1 Product standards The NDT and product standards relevant to the courses should be available to the students.	
9.2 Calibration Relevant technical publications covering the training syllabus should also be available.	
9.3 Certification scheme Relevant certification scheme documents should be included in this library and made known to the students.	

Requirement	Evaluation/remarks
10. Training staff	
10.1 Availability The organization shall have sufficient training staff available to ensure that a minimum of one trained and appropriately qualified supervisor is present during the course.	
10.2 Qualification requirements - supervisors Supervisors should be appropriately qualified for the NDT method and sector that the course covers, and this qualification should be at the appropriate level. Where the course provides training for level 3 candidates, the supervisor should at least have relevant NDT level 3 qualification. He may be assisted by individuals holding a	

N-NANDTB Exposition - Appendix 4

Norwegian Aerospace NDT Board

NDT training and examination providers – Audit Checklist

university degree for the physical, chemical and mathematical principles if he has not an equivalent degree. The training organization should ensure that the tutor's NDT and product knowledge is current and maintained up to date.	
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Requirement	Evaluation/remarks
11. Training Record	
11.1 Availability There organization shall establish and maintain a system for training records. The training record should be kept secure and confidential.	
11.2 Student record Candidates' records should include: 1) names and contact details for all candidates, 2) start, duration and completion dates of training, 3) courses attended and completed, and 4) trainers involved for each candidate.	
11.3 Staff record Staff records should include: 1) background and experience, 2) qualifications, 3) certification, 4) formal training and updating, and 5) evaluation of the training by the individuals.	

N-NANDTB Exposition - Appendix 4

Norwegian Aerospace NDT Board

NDT training and examination providers – Audit Checklist

Requirement	Evaluation/remarks
4.3 Service Realization	
Training organization management shall plan service realization from the point where the customer asks for training through to delivery of training. In so doing, management shall identify key processes and how these processes interact with one another.	
4.4 Measurement, Analysis and Improvement	
Training organization management shall:	
4.4.1 Monitor and measure customer satisfaction.	
4.4.2 Commission internal audits at not less than 12 month intervals.	
4.4.3 Check processes associated with the delivery of training, ensuring that it is delivered in an effective manner which meets the customer's requirements.	
4.4.4 Ensure that Non-Conformances are controlled and dealt with appropriately.	
4.4.5 The above points will provide data. This data shall be analyzed in order to identify improvements to management systems and processes.	
4.4.6 Training Organization's management shall implement and monitor improvements. This should form the basis of the annual management review meeting.	
4.5 Student Induction	
A system of student induction shall be in place such that, upon acceptance of an application for enrolment, the Training organization will issue to the enrolled student, or his sponsor, clear and unambiguous instructions in accordance with the following:	
4.5.1 Course fees and method of payment which shall show all that is included in the fees. There shall be no <i>hidden extras</i> and a schedule of course fees shall be made freely available upon request.	
4.5.2 Dates and times of attendance for the course, which shall include clear instructions concerning the location of the Training organization.	
4.5.3 Transport, accommodation and catering arrangements, where applicable.	

N-NANDTB Exposition - Appendix 4

Norwegian Aerospace NDT Board

NDT training and examination providers – Audit Checklist

4.5.4 The relevant safety requirements pertaining to the Training organization as a whole or the particular course for which the student is enrolled.	
NOTE. Where necessary students attending courses involving practical radiography are to be registered as classified radiation workers prior to the commencement of training and are to wear radiation monitoring devices at all times during the course.	
4.5.5 Personal Protective Equipment (PPE) required for students attending the training course, and whether this is provided by the Training organization, or whether the student must provide his own PPE.	
4.5.6 NDT equipment provided by the Training organization for use by students during the training course, and whether the student may optionally provide/use their own NDT equipment.	
4.5.7 Textbooks essential to the training course, and whether these are provided by the Training Organisation or the student.	
4.5.8 The name and telephone number of a contact at the Training organization from whom additional information may be obtained if required.	
4.6 Student Assessment	
4.6.1 In all cases a system of student assessment shall monitor the progress and learning of individual students on a daily basis.	
4.6.2 Where the training course is intended to provide the employer of NDT personnel with essential information required for qualification and certification under, for example, ASNT SNT-TC-1A, students shall undertake written and practical final examinations, and shall be issued with a uniquely numbered certificate (traceable to the student records required in paragraph (7.1) of successful completion of NDT training.	
4.6.4 Whenever end of course examinations are employed, they shall not be set, invigilated or marked by the instructor responsible for the course in which the student is enrolled, and steps shall be taken to prevent collaboration or collusion during examinations. A documented system shall be in place to ensure that specimens used during end of course examinations have not been accessible (or have been used as practical	

N-NANDTB Exposition - Appendix 4

Norwegian Aerospace NDT Board

NDT training and examination providers – Audit Checklist

assessment specimens) to the student during the course.	
4.7 Counseling A system of counseling shall be provided for the benefit of students who fail the end of course assessment.	
4.8 Curriculum	
4.8.1 The Training organization shall publish and make freely available upon request the curriculum upon which each course is based. If the course concerned is aligned with a recognized certification examination, e.g. EN4179/NAS410, the curriculum shall reflect the published syllabus pertaining to that examination.	
4.8.2 The curriculum shall be reviewed annually (as a minimum) and revised, if necessary, in the light of scientific, industrial and technological developments in the NDT method concerned, or where a change occurs in the syllabus of the certification examination with which the course is aligned.	
4.9 Course Notes	
4.9.1 The Training organization shall maintain a master set of course notes, reviewed annually and revised if necessary in the light of changes to the curriculum and bearing a revision date, to ensure a consistency between courses in the event of staff changes.	
4.9.2 The Training organization shall provide each enrolled student with a comprehensive set of appropriate course notes, these being hard copies of the master, the cost of which shall be included in the course fees.	
NOTE: Externally published and controlled classroom training handbooks may supplement but not be a substitute for the Training Organization's own course notes.	

N-NANDTB Exposition - Appendix 4

Norwegian Aerospace NDT Board

NDT training and examination providers – Audit Checklist

Requirement	Evaluation/remarks
5. Facilities	
5.1 The Training Environment	
5.1.1 The premises used for training shall comply with the latest issue of all relevant legislation, e.g. The Dutch law and Ionizing Radiation Regulations.	
5.1.2 Appropriate safety notices shall be displayed in a location accessible to all students. Relevant safety data sheets shall be on hand at the point of use of potentially hazardous equipment or processes.	
5.2 Resources	
Classrooms and practical facilities shall be well lit and ventilated and there shall be adequate provision of teaching aids such as blackboards/whiteboards, Digi boards or flip charts, overhead and/or slide projectors, computer generated presentations and video equipment appropriate to the course.	
5.3 Equipment	
5.3.1 Sufficient NDT equipment, such as instruments, accessories and calibration blocks, shall be available to cover the full range of NDT techniques within each of the NDT methods being taught (except where the range of NDT techniques is limited by industry or product sector applications), and to occupy all of the students on the course concerned (Appendix 1 refers).	
5.3.2 Adequate Personal Protective Equipment such as protective eye glasses, gloves, coveralls, etc., should also be available to students.	
5.4 Specimens	
Training specimens shall be available in sufficient quantity and complexity to cover the full range of applications encompassed by the course curriculum (Appendix 2 refers). Specimens should also be available containing real defects representative of those found in industry. Separate specimens shall be used for training and examinations and there shall be provision for secure storage of examination specimens.	
5.5 Library	
5.5.1 The Training Organization shall maintain an up to date library of NDT Standards relevant to the method being taught. Students shall be made aware of the	

N-NANDTB Exposition - Appendix 4

Norwegian Aerospace NDT Board

NDT training and examination providers – Audit Checklist

existence of these Standards and educated in their use.	
5.5.2 Relevant certification scheme documents shall be made available for the use of students.	

N-NANDTB Exposition - Appendix 4

Norwegian Aerospace NDT Board

NDT training and examination providers – Audit Checklist

Requirement	Evaluation/remarks
6. Training Staff The Training Organization's management structure shall include a Course Coordinator (however named) with overall responsibility for the technical operation of the training facilities and for ensuring that the NANDTB requirements are met.	
The training facility shall have sufficient instructors to ensure that as a minimum, one tutor is present throughout each per course in line with the specific approved documentation requirements.	
6.1 Certification A key member of staff who is involved in the day to day running of the training organization shall have overall responsibility for each training discipline and is required to hold equal or higher-level certification than that to which the course is aligned.	
6.2 Qualifications Training organization shall employ a minimum of one staff member formally trained in instructional techniques. This employee should then disseminate this training to all training staff.	
6.3 Experience Training Instructors shall have knowledge of materials science and product technology, and have documented experience of current industrial applications of the NDT methods that they are authorized to teach.	
6.4 Updating Training Organizations staff shall be kept up to date with current industrial procedures and practices, and the organization shall document how this is achieved.	

N-NANDTB Exposition - Appendix 4

Norwegian Aerospace NDT Board

NDT training and examination providers – Audit Checklist

Requirement	Evaluation/remarks
7. Records (general) There shall be a system for maintaining and reviewing the current state of all records held within the Training organization. Such records are to be kept in a secure location and treated with confidentiality.	
7.1 Student records Records shall be raised and maintained for each enrolled student for a period of not less than seven years and shall include, as a minimum;	
7.1.1 Date(s) of enrolment and completion of training;	
7.1.2 Course on which enrolled;	
7.1.3 Instructors involved;	
7.1.4 Final examination result(s) attained (where appropriate), including a copy of the completed examination paper(s);	
7.1.5 Details of specimens (including identification numbers) and equipment used by the student in any final examination;	
7.1.6 A certificate of successful training course completion, including a data sheet necessary for employers implementing a second party qualification system such as ASNT SNT-TC-1A (details of the content of certificates and data sheets is provided at Annex A, page13 to this manual).	
7.2 Staff Records shall be raised, updated and maintained for not less than six years concerning staff:	
7.2.1 Experience;	
7.2.2 Qualifications;	
7.2.3 Certification;	
7.2.4 Formal training and updating.	
7.3 NDT Equipment The Training organization shall maintain a fully documented system for the maintenance and calibration of NDT Equipment.	
NOTE: Calibration of equipment used solely for training purposes is not required by this scheme to be traceable to a National Standard, except where personal safety is affected	

N-NANDTB Exposition - Appendix 4

Norwegian Aerospace NDT Board

NDT training and examination providers – Audit Checklist

7.4 Specimens The Training organization shall maintain a fully documented system for the unique identification of each training and examination specimen. This shall include a master record of the position and extent of all defects relevant to the NDT technique for which it is to be used.	
7.5 Control of Substances Hazardous to Health Disposal of chemicals used in the operation of training courses shall be carried out in accordance with applicable national regulations (see clause 5.1).	

Auditor signature:

Date:
