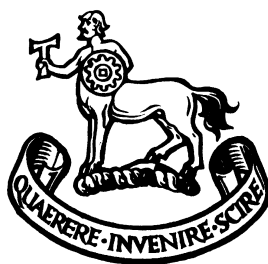


The British Institute of Non-Destructive Testing



Accreditation of Condition Monitoring Training Organisations

Contents

Part I	Accreditation and Validation	Page 2
Part II	Minimum Requirements	Page 8
Part III	Specimen Forms	Page 16
Part IV	Audit checklist	Page 27

The British Institute of Non-Destructive Testing



Part I Accreditation and Validation

Contents

1. Introduction
2. Accreditation and Validation
3. Procedure
4. Validity
5. Extensions
6. Renewal

1. Introduction

1.1 In the interests of improving and maintaining the general standard of Condition Monitoring (CM) training, the British Institute of Non-Destructive Testing has produced guidelines which define the minimum requirements for the structured training of CM personnel (See part II), together with a scheme outlined herein under which such training is to be assessed and accredited. These requirements conform to those specified in PCN document CM/GEN and ISO 18436 part 3 (requirements for training bodies and the training process) for 3rd party conformity assessment. It is the intention that the gaining of accreditation/approval by a commercial trainer offering courses to external clients should be seen as a testimony to the quality of its overall system of training, declaration of conformity to this document, ISO9001, CMGEN and relevant parts of ISO18436.

All information and documentation accrued by the Technical Secretary or appointed agent, the Accreditation Panel and any external assessor whilst conducting Accreditation or validation business shall be treated as commercial in confidence and not disclosed to any other parties and appropriately secured for storage.

1.2 A system diagram, which outlines the accreditation process, is shown at Figure 1.

1.3 This document is to be used by organisations wishing to provide Industry with an assured quality of training in condition monitoring.

1.4 It has been developed out of a need for a method by which accreditation can be given to those offering excellence in training.

1.5 It is a recommendation of ISO18436-3 that certification bodies make use of accredited training bodies when stipulating their requirements for qualification examination eligibility.

2. Accreditation and Validation

2.1 At the request of the Training Organisation, the Institute will, upon receipt of a correctly completed application (Acc/1 attached) and the published current fee (available upon request to the institute), appoint suitably qualified assessors'.

2.2 Assessment will comprise of two phases:

- (i) A review of the application and supporting material supplied in conjunction with an evaluation/audit of the quality management system, quality and operational procedures and, training documents and materials (manuals) compliant to the training syllabi specified in CM/GEN. Any translated training manuals in languages other than English are regarded as 'learning/training aids' and will not be subject to audit;
- (ii) An audit of the facilities, specimens and equipment of the Organisation to be accredited, to be undertaken within 12 months of application. BINDT recommends facility audit as soon as reasonable. An audit checklist is included in this document as Part IV as a guide to identify quality areas subject to audit.

2.3 The authority to grant accreditation and validation rests entirely with the MQ&E Committee's Accreditation Panel. The Panel shall not be obliged to give reasons for withholding accreditation or validation though, wherever practicable, the maximum assistance will be given to Training Organisations before re-assessment.

2.4 If the Panel considers that the Training Organisation and associated course material comply with the minimum requirements, accreditation by the Institute will follow.

2.5 An Accredited Training Organisation (ATO) will be entitled to display the British Institute of Non-Destructive Testing Accreditation Logo (as shown on the title page of this document) and will receive a wall certificate to promote their business as a BINDT accredited training organisation. An ATO that operates a remote training centre (RTC) will also receive a wall certificate for the RTC facility, to be posted at that RTC.

3. Procedure

3.1 The Training Organisation seeking accreditation will apply on the relevant form, examples of which are included in Part III, which is to be submitted together with specified supporting documentation and payment of fees. Copies of application forms may be obtained separately from the Institute.

3.2 A remote Training Centre (RTC) associated with an accredited training body (ATO) must also apply for approval to RTC status on the relevant application form attached. The RTC is managed and controlled by the governing ATO.

3.3 In order to comply with the specification of an RTC, the facility must be remote from the appointed ATO, where the facility itself meets the requirements of ISO/DIS 18436-3 clause 4.6.2 and 4.6.3 with the exceptions that (a) the RTC must operate in accordance with the quality manual and operational procedures of the associated ATO; (b) the authorised trainers are employed by the ATO and travel to the centre to undertake training- trainers will not be employed by the RTC; (c) all training and associated examination material are returned to the ATO; (d) all RTCs are subject to premises/facility/equipment audit under the same restrictions and requirements applied to ATOs and must prove to BINDT that their CM training business operates solely in accordance with the ATOs quality and operational documents ; (e) any RTC operating beyond the scope intended for training centres must apply for full accreditation by BINDT to become an accredited trainer (ATO) and be subject to the full systems audit (see clause 3.4) and associated costs; (f) all RTCs must undertake their own internal quality audit every 2 years from the date of approval, and so specified in the quality manual of the governing ATO that manages the RTC and (g) all RTCs must avail a surveillance audit and visit by a BINDT representative every 2 years, which will be staggered to the audit schedule of their governing ATO.

3.4 Subject to satisfactory 'desktop audit' review of the quality system and training documentation, the audit team will make a report and recommendation to the Accreditation Panel, who may then authorise accreditation to an applicant ATO.

3.5 In the event of accreditation of an ATO or RTC being withheld because of failure to comply with all, or part of the minimum requirements, the ATO or RTC will be requested to submit to re-audit within 3 calendar months of the original audit in order to demonstrate conformance in areas previously found unsatisfactory. Failure to do so will result in the need to re-apply as an initial applicant.

3.6 Accredited Training Organisations will be subjected to periodic surveillance and reassessment to ensure they continue to comply with the minimum requirements of the Accreditation Document. RTCs are subject to surveillance audits as specified in 3.3g above.

3.7 A full reassessment of an ATO is carried out every three years that will include a comprehensive audit of the complete quality system and training materials and facilities, leading to renewal of accreditation.

3.8 Surveillance visits of an ATO will routinely be carried out on an annual basis by the Technical Secretary or appointed agent who will examine the way in which training is conducted on site, including

review of student records and files, and the site itself. At the discretion of BINDT, random site visits may be carried out.

3.9 Training Course material may be submitted for validation by providing a completed form ACC/2 for each course, together with a complete set of course notes (with supporting literature if necessary) and the relevant fee. The purpose of course validation is to ensure that the specified objectives of the course are met and that the course satisfies the requirements of the certification scheme document CMGEN.

3.10 Only Training Courses approved to be compliant with PCN CM/GEN specifications can be considered as pre-requisite to sit a PCN CM/GEN qualification examination, after the candidate has successfully passed the training examination (with a pass $\geq 75\%$) and submits a copy of the training certificate to PCN.

4. Validity

4.1 Accreditation given under the scheme shall have validity of three years subject to the maintenance and continued compliance of the approved quality system and training courses.

4.2 Complaints from students and/or employers of students should be directed to the Technical Secretary in the first instance. Accreditation for a Training Organisation may be withdrawn at any time within the approved period if, upon investigation, major non-conformances (ie: system failure) are judged by the Accreditation Panel to warrant it following the complaint.

4.2.1 A system to record all complaints received shall be operated by the ATO and/or RTC. Records from the RTC will be returned to the ATO for review. All complaint records must be available for examination during the renewal audit/surveillance visit and during any complaint enquiry.

4.3 Should major changes occur within the ATO or RTC policy, personnel status, documentation, facilities or operating procedure(s), which may affect the validity of accreditation of the ATO or approval of the RTC, the British Institute of Non-Destructive Testing (BINDT) must be informed immediately. Failure to do so may result in withdrawal of accreditation (see clause 4.2) or approval or a refusal to renew accreditation or approval.

4.4 Due to business fluctuations there may be periods during which training courses are not run, particularly at smaller training Organisations and/or at RTCs. If no courses are held during a 12-month period then the Technical Secretary must be advised. Every effort will be made to ensure that accredited status is maintained for the ATO or approval status for the RTC, but checks may be necessary prior to the next course being conducted to ensure that the training facility has in fact become operational and the course material is still valid with respect to the current version of CMGEN and that the facilities are maintained in the order at time of accreditation.

5. Extensions

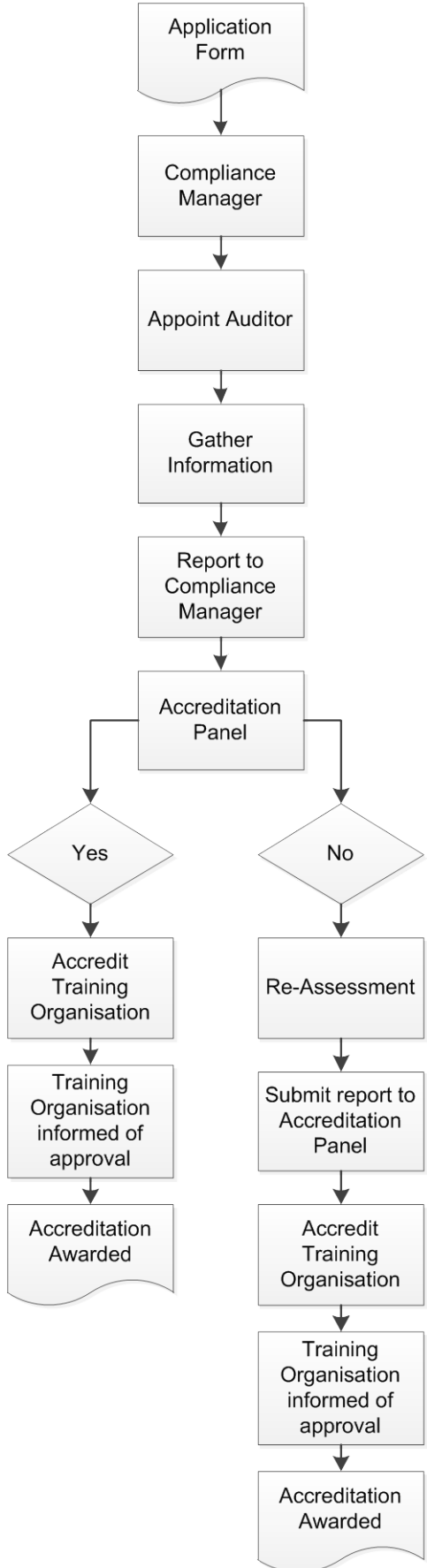
5.1 Validation of additional course modules, subsequent to the initial visit, will require a further audit, whereby the additional modules are to be submitted to BINDT for approval. A copy of the curriculum and course notes, a list of equipment, specimens, instructor qualifications and a correctly completed application for extension (See Part III), together with the current published fee, should be forwarded to the Institute Technical Secretary.

6. Renewal

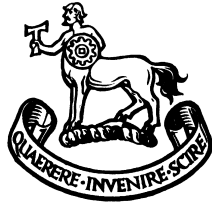
Accreditation may be renewed after each validated period (three years), subject to satisfactory annual surveillance audits (clause 3.6), following the receipt of a correctly completed application for renewal (See part III), together with the current published renewal fee.

Accreditation of Training

Figure 1. System Diagram



The British Institute of Non-Destructive Testing



Part II Minimum Requirements for the Structured Training of Condition Monitoring Personnel

Contents

<p>1. Foreword</p> <p>2. Scope</p>	<p>6. Training Staff</p> <p>6.1 Certification</p> <p>6.2 Qualifications</p> <p>6.3 Experience</p> <p>6.4 Updating</p>
<p>3. Training Organisation Management</p> <p>4. Quality Documentation</p> <p>4.1 Management Responsibility</p> <p>4.2 Resource Management</p> <p>4.3 Service Realisation</p> <p>4.4 Measurement, Analysis and Improvement</p> <p>4.5 Student Induction</p> <p>4.6 Student Assessment</p> <p>4.7 Counseling</p> <p>4.8 Curriculum</p> <p>4.9 Course Notes</p>	<p>7. Records</p> <p>7.1 Students</p> <p>7.2 Staff</p> <p>7.3 Equipment</p> <p>7.4 Specimens</p> <p>7.5 COSHH</p>
<p>5. Facilities</p> <p>5.1 The Training Environment</p> <p>5.2 Resources</p> <p>5.3 Equipment</p> <p>5.4 Specimens</p> <p>5.5 Library</p>	<p>Appendix 1 – Equipment requirements</p> <p>Appendix 2 – Training Specimen requirements</p> <p>Appendix 3- Training practical skills evaluation forms</p>

1. Foreword

This document has been prepared under the direction of the Membership, Qualifications and Education (MQ&E) Committee of the British Institute of Non-Destructive Testing for training Organisations wishing to provide industry with an assured quality of training in CM methods.

2. Scope

The document establishes the minimum requirements for the structured training of CM personnel to ensure eligibility in CM personnel certification examinations.

3. Training Organisation Management

The training Organisation shall appoint a Co-ordinator to be responsible for setting up and maintaining the administration of a Quality Management System for personnel training in order to satisfy the criteria contained within this document, ISO18436-1 and ISO 18436-3.

4. Quality Documentation

This document requires that all staff within the applicant Training Organisation be made aware of their specific responsibilities and method of working. These shall be published in a Training Organisation Quality Manual, preferably to ISO9001:2008 or ISO 9000:2005, and the CM Training Guidelines document.

This manual should be controlled, reviewed and updated annually and which includes an organisational chart for all staff. Responsibilities and methods of working shall be defined by job title, and staff shall be allocated job titles in their terms of reference, which in turn refer them to the Quality Manual. Procedures defined within the quality Manual shall encompass all staff functions within the Training Organisation and should include arrangements for control documentation and calibration of test equipment, together with laboratory instructions to control specified requirements. Training Organisation staff shall be conversant with relevant procedures defined in the manual and shall sign a record indicating that they have read and understood the document. There must be a documented procedure in place for internal audit and management review and trainee feedback documentation. Reviews of completed trainee feedback forms are to be part of the review and improvement process. Copies of these forms are to be submitted to BINDT on a quarterly basis for review.

4.1 Management Responsibility

- 4.1.1 Top Management must be involved with and show commitment to the successful operation of the Quality Management system.
- 4.1.2 Customer Focus - Customer's current and future needs must be identified.
- 4.1.3 Quality Policy - A policy must be established which is relevant to the Organisation and to its customers and should include objectives.
- 4.1.4 Objectives - Measurable objectives for the business need establishing to help achieve the aims of the Quality Policy.
- 4.1.5 Plan the System - Responsibilities need allocating and there must be effective internal communications.

- 4.1.6 Review of the operation of the system at regular intervals. Improve where necessary. Ensure appropriate and sufficient resources are provided.

4.2 Resource Management

People

- 4.2.1 Determine the competencies / skills needed within the establishment (as specified in ISO18436-3 and CMGEN).
- 4.2.2 Provide training or coaching to encourage self-learning.
- 4.2.3 Check effectiveness of actions taken to achieve necessary competence.

Infrastructure

- 4.2.4 This is the equipment and facilities needed by the business to carry out Accredited Training as listed in section 5.

Work Environment

- 4.2.5 This must meet statutory BINDT (CMGEN, ISO18436-3, PCN documents PSL/65-CM) and customer requirements.

4.3 Service Realisation

- 4.3.1 Plan from the point where the customer asks for training through to delivery of training.
- 4.3.2 Identify key processes from above.
- 4.3.3 Identify how these processes interact with one another.

4.4 Measurement, Analysis and Improvement

- 4.4.1 Customer satisfaction
Monitoring must take place of customer satisfaction.
- 4.4.2 Internal Audit
Conduct audits of your system at least annually to make sure things are as planned.
- 4.4.3 Monitoring and Measuring
Checking of processes and the delivery of training needs to be carried out to ensure that everything is being carried out in an effective manner that meets the customer's requirements.
- 4.4.4 Control of Non-Conformances
If something goes wrong, procedures should be in place to ensure that the problem is controlled and dealt with appropriately.
- 4.4.5 Analysis of Data
The above points will provide data. This data should be reviewed to seek improvement.
- 4.4.6 Continual Improvement
Implement and control identified improvements.

4.5 Student Induction

A system of student induction shall be in place such that, upon acceptance of an application for enrolment, the Training Organisation will issue to the enrolled student, or his sponsor, clear and unambiguous instructions in accordance with the following sub-paragraphs:

- 4.5.1 Course fees and method of payment, which must show all that is included in the fees. There shall be no *hidden extras* 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 must include clear instructions concerning the location of the Training Organisation?
- 4.5.3 Transport, accommodation and catering arrangements, where applicable.
- 4.5.4 Equipment and textbook requirements if the student is required to supply his/her own during the course.
- 4.5.5 The relevant safety requirements pertaining to the Training Organisation as a whole or the particular course for which the student is enrolled.
- 4.5.6 The names and telephone number of a contact at the Training Organisation should be available, from whom additional information may be obtained if required.

4.6 Student Assessment

A system of student assessment shall be in place such that the progress and learning of individual students is monitored. This assessment may be as 'continual assessment' (see below) or by 'training examination' at the completion of the course, however the latter is specified as required in ISO18436 and CMGEN.

Students successfully completing a course of training, by achieving the minimum pass mark (75%) in a theoretical examination demonstrating satisfactory learning of the course material, shall be issued with a uniquely numbered 'certificate of training' (traceable to the student records required in paragraph 7.1) that verifies the successful completion of condition monitoring training. Steps shall be taken to prevent collaboration or collusion during examinations. This certificate of training is verification of the requirement specified in CM/GEN for condition monitoring certification, prior to acceptance to undertake a qualification examination.

ISO 18436-3 allows the trainer to invigilate and score the training examination, but under no circumstance can a trainer be associated with a qualification-certification examination (see ISO17024 and ISO 18436-1).

Additionally, at either the registered ATO facility or approved remote (satellite) training centre (RTC), progress (continual) assessments that are appropriately documented and controlled may be set by the responsible instructor. If continual assessment is used then the instructor should set a series of small tests [for example 5 questions] at the end of each day or specific module or task. All small tests are compiled at the end of course and an overall mark attributed [pass mark of 75%]. Success will lead to the issuance of a 'certificate of training' provided by the ATO. This training certificate is required as a pre-requisite to BINDT examination in that method and category. If the candidate does not pass the training assessment examination by the trainer then a 'certificate of attendance' can be issued, with a notation on the certificate indicating that it cannot be accepted or construed as a 'certificate of training'. The ATO is required to have a verifiable process [that can be audited by BINDT] to manage continual assessment or final examination component of training. The terminology of 'certificate' and 'declaration' is explained in clause 4.8.2.

4.7 Counseling

A system of counseling shall be provided by the tutor/instructor for the benefit of students who fail to reach the required minimum standard during progress assessments.

4.8 Curriculum

The Training Organisation shall publish and make freely available, the detailed curriculum upon which each course is based. The course concerned must be aligned with the BINDT certification examination (as defined in PCN CM/GEN), and the curriculum must reflect any published syllabus pertaining to that examination; the curriculum shall be reviewed annually (as a minimum) and revised in accordance with the current revision of PCN CM/GEN, and must identify any associated RTCs.

4.8.1 Training available

The PCN condition monitoring scheme pertains to four CM technologies, IRT (infrared thermography), VA (vibration analysis), AE (acoustic emission) and LM (lubrication management and analysis). The training shall be in the form of lectures (with self-study in part allowed, constituting no more than 25% of course content of generic knowledge, as directed by the ATO), demonstrations and practical exercises. The practical skills exercises for category 1 trainees only, will be evaluated by the trainer against evaluation exercises similar to those given as example in Appendix 3. It is recommended that successful completion of the practical skills evaluation be declared upon the training declaration [see clause 4.8.2]. With regard to completion of the self-study component, the ATO will be required to give a short assessment to verify candidates understanding of the self-study material. The training syllabus and consequent attestation available at category 1 is of a general 'introduction' nature, as specified in CM/GEN. IRT however, because of its diversity across many sectors, offers a modular format for training at categories 2 and 3, these modules will be:

- IRT-Electrical
- IRT-Mechanical
- IRT-Civil

Candidates for IRT categories 2 and 3 will be required to train in the compulsory general subjects and at least one elected module. The candidate selects a module consistent with the industry to which he is employed or wishes to be employed. The 'declaration of training' will therefore reflect the module chosen. All ATOs offering IRT training at categories 2 and 3 must be organised and appropriately qualified to facilitate this modular training structure for IRT candidates.

All condition monitoring training centres functioning as a 2nd party body that is registered with a 3rd party certifying body like BINDT, are authorised only to issue 'declarations of conformity' for their training courses [see below].

4.8.2 Conformity to ISO18436

Conformity to a standard can be assessed in various ways as described in ISO/IEC 17024 and ISO/IEC 17050. Practitioners of machine condition monitoring and diagnostics can seek "certification" by an independent third-party certification body which itself is able to demonstrate its compliance with ISO/IEC 17024. This conformity assessment is used by BINDT for the PCN certificates. That is, in accordance with the relevant definitions given in ISO/IEC 17000, the terms "certify," "certification" and "certified" are used to describe only the issuance of an attestation document by an independent third-party certification body.

The terms "declare," "declaration" and "declared," appropriately qualified, are used to identify the issuance of an attestation document by any body other than an independent third-party certification body. Therefore the attestation of success of a candidate from a 2nd party training body must be in the form of a 'declaration of conformity'.

4.9 Course Notes

The Training Organisation shall maintain a master set of course notes, reviewed annually and revised if necessary in the light of changes to CM/GEN, and bearing a revision date and number, to ensure a consistency between courses in the event of staff changes. The Training Organisation shall provide each enrolled student with a comprehensive set of appropriate course notes, these being copies of the master, the cost of which shall be included in the course fees.

5. Facilities

The facilities within the Training Organisation (ATO) and associated RTCs shall meet the minimum requirements defined in this section, CMGEN and ISO18436-3.

5.1 The Training Environment

The premises used for training should comply with all specifications in this document, ISO18436-3 and PCN document PSL/65-CM and all applicable fire, Health and Safety legislation. Appropriate safety notices and data sheets shall be posted.

5.2 Resources

Training rooms, which includes hired facilities and practical facilities (if applicable, such as hotel seminar rooms) shall be well lit and ventilated and there shall be adequate provision of teaching aids such as blackboards or flip charts and audio/video equipment appropriate to the course. The training facilities may also be required to accommodate certification qualification examinations that would require the appointment, by BINDT, of an independent invigilator in accordance with PCN documents PSL/62-CM, 63-CM and 65-CM.

5.3 Equipment

Sufficient condition monitoring equipment, including instruments and accessories, shall be available to cover the full range of techniques within the condition monitoring method being taught, enough to satisfy adequate in-class practical demonstration and practical exercises for students, compliant with the training requirements of CM/GEN and ISO 18436, and the equipment holdings specified in Appendix 1. Adequate safety equipment, goggles etc should also be available, if required.

5.4 Specimens

In-class training specimens shall be available in sufficient quantity and complexity to cover the full range of applications encompassed by the course curriculum, as specified in this document in Appendix 2.

5.5 Library

The Training Organisation (ATO) shall maintain an up to date library of condition monitoring Standards and essential reading textbooks defined in Annex B of the CM/GEN appendices, relevant to the method being taught, including current versions of CM/GEN and associated appendices. Students shall be made aware of the existence of these Standards, educated in their use, and given open access to these documents. Trainers traveling to RTCs shall provide the necessary reference material for the classes undertaken at the RTC.

6. Training Staff

There should be sufficient qualified training staff available to ensure that a minimum of one trained and appropriately qualified tutor is present and available to students at all times whilst the course is in progress.

Tutors should hold valid condition monitoring certification for the condition monitoring method that the course covers, and this certification should not be less than category 2, or an acceptable qualification as defined in CM/GEN, or otherwise approved by BINDT. Where the course is providing training for category 3 candidates, the tutor should hold relevant category 3 certification, or an acceptable qualification as defined by BINDT.

For a limited period, established tutors may be deemed to meet the criteria for 'qualified tutor' through a system of peer review by the BINDT Condition monitoring technical committee (COMADIT), in order to establish the certification scheme. After a period of 3 years, from the date of official launch of the CM certification scheme, new tutors will be expected to carry the required certification of competence.

The training organisation should ensure that tutor's equipment and product knowledge is maintained up to date.

The training organisation management structure shall include a Course coordinator (however named) with overall responsibility for the technical operation of the Laboratory and for ensuring that the BINDT testing requirements are met.

6.1 Certification

A key member of staff who has involvement in the day to day running of the training Organisation and issuance of the training certificates must have overall responsibility for each training discipline and is required to hold equal or higher category certification to that which the course is aligned.

6.2 Qualifications

It is also expected that each training facility will have a minimum of one staff member formally trained in instructional techniques or holding an instructional qualification. This staff member must be involved in the day-to-day operations relating to the training program being provided by the ATO or accredited trainer at the registered site of operations, as defined in the ATO registration. Alternatively, training staff may demonstrate that they have a minimum of one years teaching experience. Peer review by BINDT COMADIT may be called upon if neither of the above requirements can be satisfied.

6.3 Experience

At least one member of staff must have knowledge and experience of current industrial practice in the methods and product technology taught within the Organisation.

6.4 Updating

The training centre staff shall be kept up to date with current industrial procedures and practices.

7. Records

There shall be a system for maintaining and reviewing the current state of all records held within the Training Organisation (ATO) and associated RTCs, where all training examinations undertaken at RTCs must be returned to the ATO (see ISO18436-3 clause 4.6.3c). Such records are to be kept in a secure locked 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 six years from the date of enrolled, and must include, as a minimum:

- (i) Name and contact details of all students
- (ii) Date(s) of enrolment and completion of training
- (iii) Courses attended and satisfactorily completed
- (iv) Tutors, instructors and assessors involved for each student
- (v) Final examination result(s) attained, including copy of examination paper, and remedial action, where applicable

7.2 Staff

Records shall be raised, updated and maintained for not less than six years concerning staff:

- (i) Background experience (current curriculum vitae)
- (ii) Qualifications
- (iii) Certification
- (iv) Formal training and updating.

7.3 Equipment

The Training Organisation shall maintain a fully documented system for the maintenance and calibration of condition monitoring equipment, including those temporarily taken to RTCs for remote training.

Calibration of equipment used solely for training purposes is not required by this scheme to be traceable to a National Standard.

7.4 Specimens

The Training Organisation shall maintain a fully documented system for the unique identification of each training specimen specified in this document.

7.5 Control of Substances Hazardous to Health (COSHH)

Disposal of chemicals used in the operation of lubrication management (tribology or wear debris analysis), AE or VA training courses must be carried out in accordance with COSHH regulations and ISO 14001 specifications. A disposal register must be maintained.

The British Institute of Non-Destructive Testing



Part III Specimen Forms

Contents

1. Form ACC/1 – Application for British Institute of NDT Accreditation
2. Form ACC/2 – Application for Course Validation
3. Form ACC/3 – Application for Extension of Scope of British Institute of NDT Accreditation
4. Form ACC/4 – Application for Annual Renewal of British Institute of NDT Accreditation
5. Form ACC/5 - Trainee Feedback form

Application for British Institute of NDT Accreditation



This is an application for Accreditation by the Institute of the Training Organisation named below, the Quality System of which has been reviewed against, and is believed to comply with the Institute's published Minimum Requirements for the Structured Training of Condition Monitoring personnel. **This application must be accompanied by at least one completed course questionnaire (Form ACC/2).**

It is requested that, upon acceptance of this application, the Institute arranges an appointment to audit this Training Organisation against its published Minimum Requirements for the Structured Training of Condition Monitoring personnel.

The current applicant fee, as specified in the current version of Acc/6-CM, is enclosed herewith (Cheques should be made payable to the British Institute of NDT).

Training Organisation:.....

Address.....

.....

Telephone: Fax:

Email:

Title(s) of CM course(s) to be validated (NB Course questionnaires are required for each course to be validated):

.....
.....
.....

The Training Organisation quality systems and the above courses are believed to comply with the Institute's requirements for accreditation.

Coordinator's signature:.....

Date of application:.....

All information provided will be treated as commercial in confidence and only divulged to the members of the MQ&E Committee Accreditation Panel or its nominees.

Documents to be submitted with this application:

- (i) A completed course questionnaire (Form ACC/2) for each course to be validated

- (ii) Training Organisation Course curricula.
- (iii) Students course notes for each course to be validated.
- (iv) Typical end of course student assessment and feed back forms and reports.
- (v) Controlled copy of Training Organisation Quality Manual.

The training organization (ATO) must identify any remote training centres (RTC) associated with their business, and so identified in their quality manual, together with all RTC staff, their qualifications, duties and responsibilities. The RTC must comply with all articles specified in Acc Doc 4 above for RTCs.

RTC company name(s):

RTC company address(es):

RTC contact detail(s):

RTC staff and their qualifications:

RTC staff duties and responsibilities:

Declaration of the ATO:

I declare that the listed RTCs above are truly remote from the central ATO body, such that they cannot feasibly operate as a viable business as an ATO in their own right, and are required to operate as a remote training centre under the control of the assigned ATO.

Declared by:

Manager of ATO: _____ date: _____

Print name: _____

Manager of the RTC: _____ date: _____

Print name: _____

Please return this form with the current application fee to The Technical Secretary, British Institute of NDT, Newton Building, St. Georges Avenue, Northampton, NN2 6JB.

Application for Course Validation



One questionnaire to be completed in full for each course to be validated under the British Institute of Non-Destructive Testing CM Training Accreditation Scheme and attached to the application for Accreditation (Form ACC/1).

Name of CM Training Organisation:.....

GENERAL

1. Title of course and reference number (if applicable):

2. With which certification examination(s), if any, is the course aligned: (if none, state objectives)

3. Overall duration of the course in working days:
4. Amount of formal instruction in hours:
5. Amount of practical and tutorial in hours:
6. What, if any, are the course entry requirements, ie, qualifications and experience:

7. How long has the course been available in its present form?

8. If it is a new course, what experience do you have in running similar course?

9. Please give details of course literature issued to the student:
 - a) Before the course:

 - b) During the course:

10. Name of responsible course instructors:

11. Is he/she engaged full time during the course: YES/NO (Delete as applicable)

12. Instructor's professional qualifications and/or valid certification:

13. Instructor's relevant industrial experience:

14. Details of any training in instructional procedures (with dates):

15. Details of other relevant staff involved in this course.

Name of instructor:

Is he/she engaged full time during the course: YES/NO (Delete as applicable)

Relevant industrial experience and qualifications:

Details of formal training in lecturing (with dates):

FACILITIES AND EQUIPMENT

16. General description of premises (both ATO and all RTC premises) for:

a) Lectures:

17. Capacity (students):

18. Details of equipment for this course:

19. Details of practical training specimen's representative of the range necessary to cover the requirements of the certification scheme:

20. Is this course ever conducted outside the premises to be audited? YES/NO (Delete as applicable) (if yes, give details of the training centre)

Application for Extension of Scope of British Institute of NDT Accreditation



This form is to be used by British Institute of Non-Destructive Testing Accredited a Training Organisations when applying to have further Condition Monitoring course modules validated by the Institute. An audit visit will be required in order to validate additional courses.

N.B. A completed course questionnaire (Form ACC/2) for each course to be validated must accompany this application.

Name of Training Organisation.....

Address.....

.....

.....

Telephone number: Fax.....

Email.....

Organisation co-ordinator.....

Additional courses submitted for validation:

.....

.....

.....

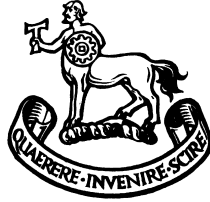
.....

I/we certify that no changes in Training Organisation management, staff, documentation, facilities or equipment have occurred since the accreditation audit visit, which may reduce the quality of training, offered.

Co-ordinator's SignatureDate.....

This application and accompanying documentation, together with the current validation extension fee of £ per course, should be addressed to The Technical Secretary, The British Institute of Non-Destructive Testing, Newton Building, St. Georges Avenue, Northampton, NN2 6JB

Application for Renewal of British Institute of NDT Accreditation



This form is to be used by British Institute of Non-Destructive Testing Accredited Training Organisations when applying for annual renewal of Accreditation by the Institute.

Accreditation will expire three years from the date that it was awarded and the application for renewal must reach the Secretariat of the Institute before expiry for renewal to take place. It is advised that application for renewal be submitted at least 10 weeks before expiry to allow document processing. Failure to renew before this anniversary will result in any subsequent application being considered as an initial application.

An audit will be required prior to renewal. Continued accreditation will be conditional on a satisfactory surveillance visit being conducted annually by the Technical Secretary or appointed officer.

Name of Training Organisation.....

Address.....

.....
.....

Telephone number: Fax.....

Email.....

Organisation co-ordinator.....

Have any changes occurred in Training Organisation management, staff, premises, and documentation or validated courses since Accreditation was awarded or renewed? State Yes or No: If yes, please give details:

.....

Please list courses currently validated by the Institute, giving reference numbers where applicable:

.....

Please supply copies of any documentation changes.

Approximately how many individuals have been trained during the last 12 months?

Coordinator's signature:.....Date of application:.....

Print Name:.....

Trainee Feedback form



General Information

This form is to be used by all trainees at all ATO's for CM for the purpose of course review and system improvement, providing a critique and 360-degree review of the appropriateness and validity of the training to the method, sector and category undertaken. The evaluation of these forms is to be submitted to BINDT for review during the surveillance audits.

TRAINEE PERSONAL DETAILS

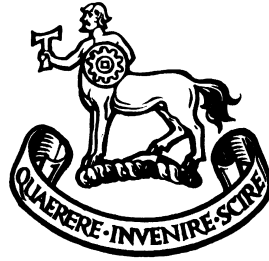
Family name:		Given names :	
Company:			
Full address (including post code):			

Questions to be answered by trainee

	Answers/comments
1. Was the training appropriate to the method?	
2. Was the training appropriate to the Condition monitoring sector?	
3. Was the training appropriate to the category?	
7. Do you have any suggestions to improve the quality of this training?	
8. Did you find the training difficult?	
9. Did you find adequate time and facilities were provided?	

10. Did you find course notes accurately covered the topics in the training syllabus defined in CM/GEN?	
11. What is your assessment of the trainer?	

The British Institute of Non-Destructive Testing



Part IV Audit Checklist

Copies of the checklist contained within this Annex are available separately from the Institute

ATO Audit Checklist

The questions listed below are indicative of the type of question that will be asked at audit. They are intended to be used by the Training Organisation staff as a means of 'self checks' before an audit or surveillance visit and by the auditor at the time of audit.

General	Yes/No	Remarks
<p>1. Was all possible assistance and freedom of access granted to the audit team during their on-site visit?</p> <p>2. Was the Training Organisation or RTC Coordinator in attendance during the on-site audit?</p> <p>Training Organisation Management</p> <p>3. Does the Co-ordinator have a clearly defined authority to ensure compliance with the minimum requirements?</p> <p>Documentation</p> <p>4. Does the Training Organisation have an agreed Quality Manual for its organisation and is there a documented procedure for the control and amendment of this and all other relevant documentation?</p> <p>5. Are all Training Organisation Staff provided with appropriate terms of reference?</p> <p>6. Does a satisfactory system exist for a periodic review of all procedures?</p> <p>7. Does a system exist whereby a regular review of the training course applicability and curriculum is carried out?</p> <p>8. Is there a system of student induction such that:</p> <p>(i) A proper method of invoicing for course fees is in place.</p> <p>(ii) Students are informed in good time of dates and times of attendance and the location of the Training Organisation:</p> <p>(iii) Transport, accommodation, toilets and catering arrangements are notified.</p> <p>(iv) Equipment and textbook requirements have been notified?</p> <p>(v) Students are notified of Training Organisation safety requirements and fire exits?</p>		

<p>(vi) A telephone contact number and name is given by each enrolled student in case further information is required.</p> <p>9. Does the manual define an adequate system for student assessment during courses?</p> <p>10. Are students required to attain a minimum pass mark (75%) in a final examination before the issue of a certificate of successful completion of the training course?</p> <p>11. Are steps taken to prevent collaboration and collusion between students during training assessment exams?</p> <p>12. Are final training assessment examinations invigilated or marked by the instructor responsible for the course or independent invigilator?</p> <p>13. Is adequate provision made for the secure storage of all training examination material?</p> <p>14. Does the manual require that students be counseled during courses?</p> <p>15. Does the manual require the publication and maintenance of a curriculum appropriate to the courses being assessed?</p> <p>16. Is the curriculum reviewed and updated annually in the light of changes in the relevant certification documents?</p> <p>17. Does the manual require that a master set of course notes be maintained and updated?</p> <p>18. Is an appropriate set of course notes provided for each enrolled student?</p> <p>Facilities</p> <p>19. Are the available facilities suitable for teaching, training and examining, and are they adequately maintained?</p> <p>20. Do the premises conform to the local Health and Safety requirements</p> <p>21. Are safety notices appropriate and prominently displayed?</p>		
--	--	--

<p>22. Are there sufficient teaching and training aids, including practical facilities?</p> <p>23. Is there sufficient CM equipment in terms of quantity and variety (see Appendix 1)?</p> <p>24. Is there a documented procedure for the control of inspection and measuring equipment?</p> <p>25. Are there sufficient training specimens containing a variety in type and complexity of defects (see Appendix 2)?</p> <p>26. Are training specimens securely stored?</p> <p>27. Is there an adequate library of relevant Standards and essential reading textbooks available to students?</p> <p>28. Are the certification documents pertaining to the method and category of courses offered available to students?</p> <p>Training Staff</p> <p>29. Is there sufficient training staff to instruct on the courses for which validation is sought?</p> <p>30. Are staff appropriately certificated for the category of courses for which validation is sought (refer clause 6)?</p> <p>31. Do any of the Training Organisation staff hold a teaching or instructional qualification?</p> <p>32. Are regular checks carried out to assess continuing proficiency of instructors?</p> <p>33. Is there at least one member of the Training Organisation staff with industrial experience appropriate to courses for which validation is sought?</p> <p>34. Is there a system in place for continued updating and training of staff?</p> <p>Records</p> <p>35. Does the operations manual require that Training Organisation records are properly raised and maintained?</p> <p>36. Are full records raised for each enrolled student and maintained for the required period?</p>		
---	--	--

<p>37. Are records raised against all Training Organisation staff with respect to experience, certification, qualification and training?</p> <p>38. Is periodic updating and training of staff properly recorded.</p> <p>39. Are training specimens of adequate standard and of an appropriate level of complexity?</p> <p>40. Are Standards indexed and updated annually with a system of records to show such activity?</p> <p>Quality Procedure</p> <p>41. Is there a system provided for recording all non-conformances and corrective action required/taken?</p> <p>42. Is there evidence of regular periodic internal audits, reviews and assessment of all staff, systems documentation and equipment?</p>		
--	--	--