

# UK National Aerospace **NDT** Board

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## [NANDTB/12](#)

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### **ASSESSMENT AND ACCREDITATION OF AGENCIES PROVIDING TRAINING AND EXAMINATION SERVICES TO THE AEROSPACE SECTOR COVERING EN4179:2009**

#### **INTRODUCTION**

This document details the policy of the UK National Aerospace NDT Board as applied by the British Institute of NDT when assessing agencies for accreditation as providing level 3 services, including training and examinations. Reference will be made to this document in the BINDT document OAQS/1: "Approval of outside agency services".

#### **DEFINITIONS OF TERMS (as used in this document):**

- Outside agency: organization providing commercial Level 3 services (Written practices, training and qualification examinations) to direct clients
- Internal agency: a direct employer of NDT personnel that provides training and qualification examinations to a written practice developed either internally or adopted from a prime contractor.
- Direct Client: organization contracting with an Outside Agency to deliver Level 3 services
- Indirect client: organization contracting with the Direct Client to provide aerospace products or NDT services.

#### **ACCREDITATION CRITERIA**

- A. CAP747 includes [GR23](#) (Previously Issued as Airworthiness Notice No. 94, Issue 7, 18 March 1999.)
- B. EN4179:2009
- C. Part II of the BINDT criteria for accreditation of training establishments (Minimum Requirements for the Structured Training of Non-Destructive Testing Practitioners), with the following clarifications:
  - a. Where the applicant organization is an internal agency, any reference to course fees, e.g., BINDT accreditation criteria clause 4.9, is not considered relevant.
  - b. End of course examinations may be set, invigilated and/or marked by the instructor responsible for the course in which the student is enrolled.
  - c. Qualification examinations, on which the employer will base his decision to certify, shall not use question papers or practical specimens that have been used during training.
  - d. The quality management system applied by the Qualifying Agency shall be in conformance with ISO 9001:2008.

#### **AUDIT SCOPE AND PROCEDURE**

BINDT will appoint an approved assessor, who satisfies the criteria of EN 4179 clause 5.1.6, to audit applicant organisations in line with the following procedure and criteria.

1. Review of quality documentation covering the qualification of aerospace NDT personnel meeting the requirements of the accreditation criteria.

- a) Outside Agency Quality system documents and procedures
- b) Availability of codes, standards and specifications, including the direct client's written practice

**NOTE:** The outside agency must take into account whether the direct client is, in turn, required to satisfy the requirements of a prime contractor's written practice, or whether the direct client is free to develop its own written practice that will be submitted for acceptance by a prime contractor.

- c) Appropriate training material and reference texts, relevant to the NDT procedures, processes and product tested by the client.
- d) Review of written practices provided under Level 3 service

**NOTE:** The assessor will select and review a minimum of three separate written practices developed by the OA for different clients, and confirm that these satisfactorily address the EN 4179 criteria.

2. Contract review (ensuring clients' requirements are fully specified, recorded and understood by the OA, e.g., that Level 3 services to be provided include WP drafting and/or training, and/or examinations against EN 4179)

3. Control of Indirect Client supplied product (documentation, specifications, procedures, equipment, examination facilities and appropriate practical specimens)

4. Training and examination resources (ensuring that they are relevant and appropriate to the Indirect Client's NDT equipment, processes, and products)

- a) Training curricula/syllabuses
- b) NDT Equipment
- c) Specimens

5. Corrective action

a) Corrective action planning includes evaluation of the significance of problems, in terms of the potential impact on service performance, the cost of nonconformity, operating costs, dependability and the safety and satisfaction of customers and other interested parties. Corrective actions are reviewed as input to the management review process.

b) Sources of information for corrective action include:

- Customer complaints
- Appeals
- Nonconformity reports
- Internal audit reports
- Outputs from management review
- Outputs from data analysis
- Outputs from satisfaction measurements
- Relevant QMS records
- CSD staff
- Process measurements
- Self-assessment

c) Staff involved in evaluating the effectiveness of actions to ensure that nonconformities do not recur, are provided appropriate and adequate training to undertake such work. Part of this evaluation process undertaken includes root-cause analysis, the results of which are verified prior to initiating corrective action.

6. Preventive action

a) There should be a documented procedure that determines the required actions to eliminate the causes of potential nonconformities, in order to prevent their occurrence. These preventive actions are appropriate to the effects of potential problems. This procedure:

- Determines potential nonconformities and their causes
  - Evaluates the need for action to prevent occurrence of nonconformities and
  - Implements the action needed
7. Appointment of appropriately qualified and experienced training and examination staff (see EN4179 clause 5.1.7)
  8. Confidentiality, impartiality and security
  9. Compilation of written specific and practical examinations appropriate to scope (relevant to the Indirect Client's products, NDT procedures and processes)
  10. Examination marking and grading (in accordance with EN 4179)
  11. Records (of Level 3 service provision, training and examination)
  12. Issue of training and examination reports and certificates
  13. Contract delivery (review of services provided against the contract)
  14. In the event of a finding which has implications concerning safety, or product integrity, the assessor/BINDT will immediately notify the NAndTB of the finding and corrective action to be taken.

### **PROCESS FOR ACCREDITATION OF AGENCIES, INCLUDING NANDTB OVERVIEW**

Upon receipt of the assessor's report and recommendation, BINDT will review the documents submitted and, finding that all relevant criteria are satisfied, will award accreditation to the applicant organization.

A register of accredited organizations, with a stated scope of accreditation, and dates of accreditation and expiry, will be maintained by BINDT and presented to the Board on each occasion that it meets. At this time, audit reports and associated documentation will be available for the perusal of the Board at its discretion.

References: [PSL/04](#) (PCN AQB), [AQB Audit Schedule](#), [Accredited OA list](#) and [OA audit schedule](#).

In order to exert its overview and control of the system, the Board will conduct a periodic audit of the assessment and accreditation process.

### **VALIDITY OF ACCREDITATION**

A certificate of accreditation, referring to the NANDTB criteria for assessment and accreditation of Outside and Internal Agencies (this document), will be awarded to the applicant organization that has satisfied the criteria. The certificate will be valid for a period of two years from the date of initial assessment. In the first period of validity, a follow-up visit will be made within 12 months of accreditation to confirm the organization's continuing compliance with the criteria. Thereafter, re-assessment will be conducted on a two yearly basis.