

Certification Services Division  
Midsummer House  
Riverside Way, Bedford Road  
Northampton, NN1 5NX  
United Kingdom

Tel: +44(0)1604-438-300.  
Fax: +44(0)1604-438-301.  
E-mail: [pcn@bindt.org](mailto:pcn@bindt.org)



## **BECOMING ASSESSED TO CONDUCT BINDT VALIDATED TRAINING AND PCN EXAMINATIONS**

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#### **Introduction**

Prospective Approved Training Organisations (ATO) are assessed against criteria detailed in BINDT's requirements for Approval of Training Organisations, which requires the implementation of a quality management system satisfying ISO 9001.

Prospective Authorised Qualifying Bodies (AQB) are subject to initial assessment against the requirements contained within PCN documents CP9, which indicates the quality management systems elements required. A further PCN document, CP10 provides a guide to the conduct of PCN assessments.

A full list of published PCN documents is contained in PSL/8A.

ATO and AQB are subject to annual surveillance and three-yearly re-assessment visits.

Audit fees are based upon an assessor man/day unit fee (published in PCN document PSL/35, plus expenses at cost. The fee payable in respect of assessment and surveillance of AQBs is therefore variable according to the scope of approval sought or held since this will affect the team strength and the time spent on assessment and surveillance.

A pre-assessment (stage 1) visit will enable a reasonably accurate estimate to be made of the likely time on assessment and audit team strength as well as providing the applicant organisation with a report on its readiness for full initial assessment.

#### **References**

[BINDT Approval of Training Organisations](#)

PCN CP9: Requirements for Authorised Qualifying Bodies

PCN/GEN: General Requirements for the Certification of Personnel Engaged in NDT.

PCN CP10: Guidance on the procedure for conduct of BINDT assessments

PSL/8A: Issue status of PCN docs

PSL/35: PCN charges for certification services.



The British Institute of Non-Destructive Testing is an accredited certification body offering personnel and quality management systems assessment and certification against criteria set out in international and European standards through the PCN Certification Scheme.



## 1. Application Fee

- 1.1 A one-off Application Fee is charged to all applicants. This covers the cost of a preliminary review of quality system documents, and a half day pre-assessment visit to review technical facilities and discuss the current status of the quality system. During the visit, any points of concern will be clarified and a tentative programme agreed for the actual assessment.
- 1.2 The pre-assessment visit report will enable the applicant organisation to gauge its readiness for full assessment and will enable BINDT to estimate the time, and therefore the likely cost for this operation.

## 2. Initial assessment and three- yearly full re-assessment

- 2.1 Time on initial assessment will vary, as will the team strength, according to the scope of approval sought, and the size and complexity of the business. The assessment team will be selected to combine quality system experience with commensurate levels of industry expertise.
- 2.2 Assuming an acceptable level of compliance is achieved during the initial assessment, the findings of the team are presented to our Certification Management Committee for independent adjudication and for award of the certificate of authorisation to conduct PCN examinations.
- 2.3 The following are examples of typical time on assessment for BINDT ATO and/or AQB audits.

### EXAMPLE 1:

Initial MT, PT and VT (multi-sector)	ATO days	AQB days	Combined
Preparation (off-site QMS review)	0.5	0.5	1.0
Preparation (off-site audit plan)	0.5	0.5	1.0
Pre-assessment visit (on-site)	0.5	0.5	1.0
Time on assessment (on site)	2.0	2.0	3.0
Reporting	0.5	0.5	1.0
Total	4.0	4.0	7.0

- 2.4 For each additional volumetric NDT sector/method add one half of one man/day on assessment.

### EXAMPLE 2:

Initial MT, PT, VT, UT, RT and ET	ATO days	AQB days	Combined
Preparation (off-site QMS review)	0.5	0.5	1.0
Preparation (off-site audit plan)	0.5	0.5	1.0
Pre-assessment visit (on-site)	0.5	0.5	1.0
Time on assessment (on site)	3.5	3.5	7.0
Reporting	0.5	0.5	1.0
Total	5.5	5.5	11.0

- 2.5 Follow-on, and follow-up assessments (the latter to verify compliance after corrective action) will be charged on the same basis as above.

NOTE: For EU audits add one day travel per assessor; for audits outside of the EU add two days travel per assessor, time which is charged at the rate stated in PSL/35.

### 3. Annual Surveillance

EN ISO 17024 requires regular surveillance of quality system implementation to establish confidence amongst purchasers. Surveillance will be undertaken in accordance with an agreed programme notified in advance and the charges detailed.

3.1 The following example provides a guide to the time on assessment.

#### EXAMPLE 3:

Annual surveillance	ATO days	AQB days	Combined
Preparation	0.5	0.5	1.0
Time on assessment	1.0	1.0	2.0
Reporting	0.25	0.25	0.5
Follow-up work	0.25	0.25	0.5
total	2.0	2.0	4.0

3.2 Surveillance visits are normally completed by a lead assessor only in one day but in some cases it may be necessary to appoint a support assessor. Follow-up assessments to verify compliance after corrective action are not included in the example but will be charged on the same basis as above.

### 4. Extension to existing scope of approval

4.1 ATO and AQB wishing to extend the scope of their approvals to conduct additional training or examinations will be assessed to ensure that they have sufficient specimens containing relevant defects, sufficient appropriate NDT equipment and examination questions to conduct examinations for the expected throughput of trainees or PCN candidates. The quality system will not be re-assessed except insofar as control of specimen security, master defect reports, equipment maintenance and calibration and generation and security of questions is concerned. All aspects of the additional approval must comply with BINDT and PCN requirements.

4.2 The extension to scope assessment is normally conducted by a team of two and the following example provides guidance to the assessor time required.

#### EXAMPLE 4:

Scope extension	ATO days	AQB days	Combined
Preparation	0.5	0.5	1.0
Time on assessment	1.0	1.0	2.0
Reporting	0.25	0.25	0.5
Follow-up work	0.25	0.25	0.5
Total	2.0	2.0	4.0

4.3 Extension to scope assessments are normally completed in one day but follow-up assessments to verify compliance after corrective action will be charged on the same basis as above.

NOTE: For EU audits add one day travel per assessor; for audits outside of the EU, add two days travel per assessor, time which is charged at the rate stated in PSL/35.

## 5. Payment of fees

### 5.1 Initial Applicants

Assessment fees will be estimated and invoiced on the basis of the time on assessment estimated at the time of the pre-assessment visit. This must be paid prior to the date of assessment. An invoice for the balance will be submitted following assessment. Payment must be received prior to the award of a certificate of **approval or** authorisation to conduct PCN examinations.

### 5.2 Existing Clients

An invoice for the actual assessor time and expenses will be submitted following assessment. Payment **in full and in cleared funds** must be received by **BINDT** within 30 days.

NOTE: as per BINDT terms and conditions of supply, a quotation shall only be valid for a period of 30 days from its date of issue.



## BECOMING APPROVED TO CONDUCT PCN EXAMINATIONS

### Action plan

Action	Refer to	Remarks
Consider and decide on the scope of authorization to apply for	PCN/GEN Appendices, and PCN/AERO if relevant, and CP9 Annex A	It is worth considering a modest scope initially, then applying for scope extension when experienced.
Identify, train and appoint staff	CP9 clause 3.1	Examiners must be qualified as per CP9 clause 2.7
Specify and acquire premises	CP9 clause 3.2	Suitable areas for practical testing and secure storage of specimens, as well as examination rooms, administration space, rest rooms and catering facilities
Specify and acquire examination specimens	CP9 clause 3.4 and Annex B	Master all specimens in accordance with CP9 3.4.7
Specify and acquire NDT equipment	CP9 clause 3.5, 4.9 and Annex C	Procedure for periodical checks, maintenance and calibration
Develop and implement a quality management system covering the operation of a test centre	CP9 clause 4	Quality manual and procedures, plus work instructions where necessary
Identify volunteers to act as candidates in dummy examinations	PSL/57	Have them complete PCN exam applications in order to exercise internal systems
Carry out dummy examinations to test systems and resources	CP9 clause 4.6 and 4.7	Ensure records raised and maintained
Mark and grade dummy examinations	PCN/GEN and CP22	Use PCN results notice (PSL/06)
Carry out an internal audit and conduct a management review	CP9 clause 4.13 and clause	
Apply for PCN AQB status	CP9 Annex A PSL/35 and PSL/21	
Undergo pre-assessment visit and subsequent BINDT assessment	CP10	