

C/o The British Institute of NDT
 Midsummer House, Riverside Way
 Bedford Road, Northampton, NN1 5NX
 Tel: +44 (0)1604 438251
 Fax: +44 (0)1604 438301
 Email: tracy.grant@bindt.org



Dated 20/04/2022

NANDTB/12 - ASSESSMENT AND APPROVAL OF AGENCIES PROVIDING TRAINING AND EXAMINATION SERVICES TO THE AEROSPACE SECTOR COVERING EN4179

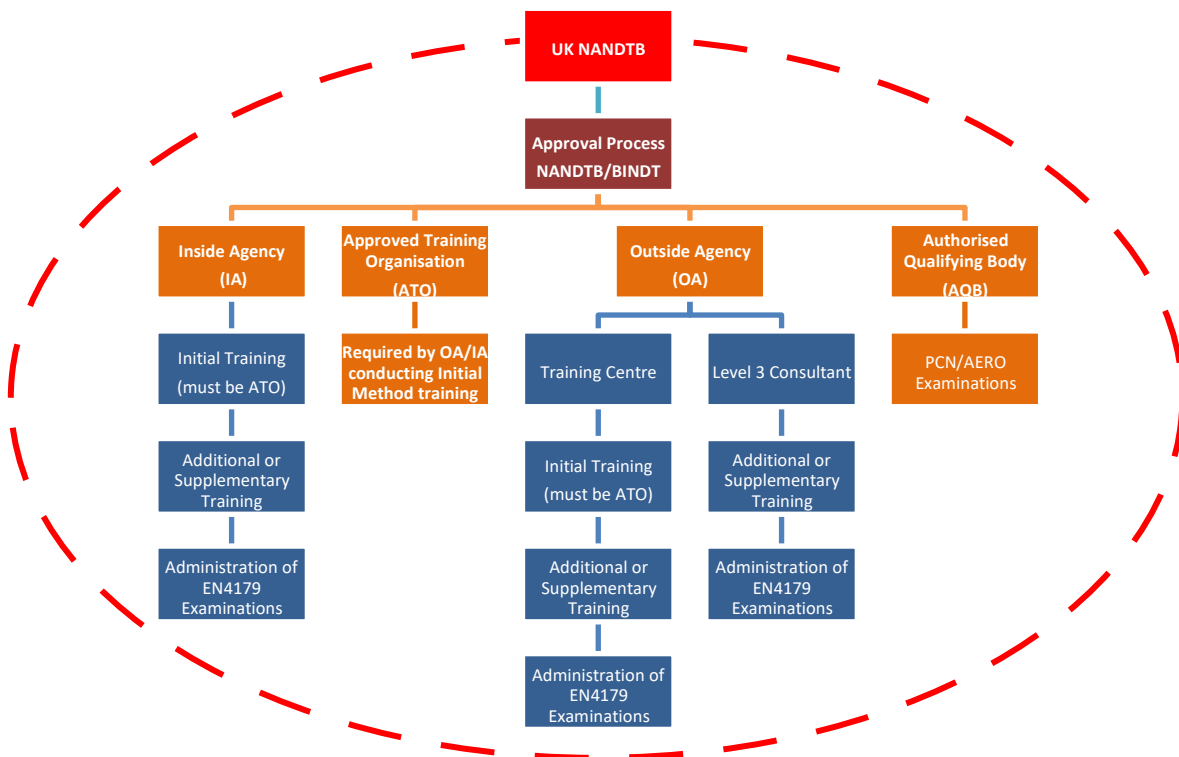
1. INTRODUCTION

1.1. The UK NANDTB controls training and examination of NDT personnel, as required by AMC145.A.30 (f) 4 and CAP747 GR23, through the recognition and oversight of BINDT assessment and approval of organisations providing NDT training and examination services. This document defines UK NANDTB requirements and oversight policy with regards to the assessment and approval programs operated by BINDT as applicable to organisations supporting the Aerospace Sector.

2. APPLICABILITY

- 2.1. Organisations providing training and examinations services to the Aerospace Sector including Authorised Qualifying Bodies, Approved Training Organisations, Outside Agencies, Inside Agencies. See Figure 1 below.
- 2.2. The general control of training and examinations through the audit and approval process at Approved Training Organisation and Authorised Qualifying Bodies is delegated from the UK NANDTB to BINDT as stated herein.

Figure 1 – Schematic of UK NANDTB Control of Organisations providing NDT Training and Examinations to the Aerospace Sector

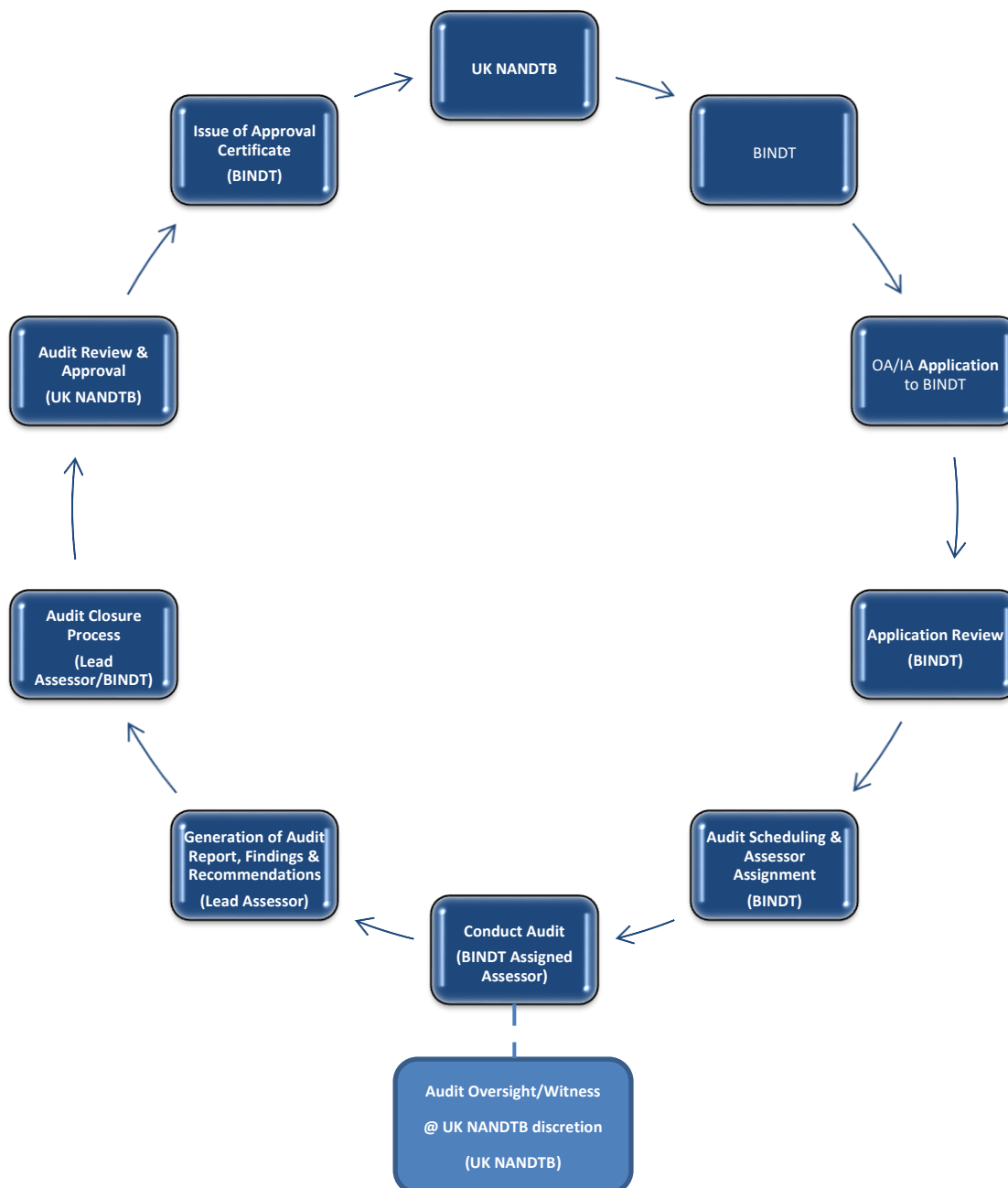


3. APPROVAL PROCESS

3.1. General

- 3.1.1. BINDT Approval schemes recognised by the UK NANDTB are owned, managed, operated and resourced in accordance with BINDT procedures.
- 3.1.2. The BINDT Approval schemes recognised by the UK NANDTB are:
- Authorised Qualifying Body (Aerospace) Approval.
 - Approved Training Organisation Approval.
 - Outside Agency Approval.
 - Inside Agency Approval.
- 3.1.3. BINDT shall publish a list of the above approved organisations. (OAQS/2 – schedule of approved qualifying agencies available via www.bindt.org/NANDTB/UK-NANDTB-Documents/)
- 3.1.4. The BINDT Approval schemes listed in 3.1.2 shall also meet the requirements of this document.
- 3.1.5. Audits of Outside/Inside Agencies shall be conducted using a checklist agreed by the UK NANDTB (OAQS/7). The scope of audit shall be based upon NANDTB/12 annex “A” which Organisations shall complete and return to the appointed assessor prior to the audit.
- 3.1.6. ATO audits shall be performed in accordance with the requirements stated in BINDT document CP08
- 3.1.7. AQB audits shall be performed in accordance with the requirements stated in PCN document CP09.
- 3.1.8. Recognised BINDT Outside/Inside Agency audits will be subject to periodic oversight by UK NANDTB members in accordance with UK NANDTB oversight policy. For non-UK organisations, (legacy approved organisations) witness by a UK NANDTB member must be funded by arrangement between BINDT and the organisation being audited.
- 3.1.9. Upon completion of Outside Agency and Inside Agency audits, copies of audit checklists, noncompliance reports (and observations), declaration of audit scope and auditor summary/recommendation shall be posted on the BINDT website under Members Forum. See Figure 2. BINDT will notify UK NANDTB members of postings on the Members Forum. UK NANDTB review team have 7 days to review the audit report package.
- 3.1.10. Voting Members will register their approval/disapproval of the audit by electronic means to BINDT. A minimum of 3 UK NANDTB Voting Members approvals are required. BINDT is responsible for making sure it has a minimum of 3 UK NANDTB Voting Member approvals. Any disapproval by a UK NANDTB Voting Member must be resolved prior to approval. BINDT cannot vote on audit approval.
- 3.1.11. Following review and approval of the audit by the UK NANDTB, formal approval shall be issued by BINDT within 10 days.
- 3.1.12. The approval certificate issued by BINDT will demonstrate recognition and approval of the UK NANDTB by carrying the UK NANDTB logo and signature of the UK NANDTB Chair or Vice Chair.
- 3.1.13. Outside Agencies (Training Centres and Level 3 Consultants) may be used to compile, administer and grade examinations in accordance with EN4179 and the employer’s written practice. Only examiners certified level 3 per EN4179 in the applicable NDT method shall undertake this activity.
- 3.1.14. An employer who wishes to use inside resources and equipment to conduct NDT training and examinations under the control of the UK NANDTB may do so by achieving BINDT approval as an Inside Agency. An employer may contract an external level 3 consultant to support internal NDT training and examinations. This DOES NOT include initial formal method training unless the external agency holds BINDT ATO approval. An Inside Agency CANNOT provide initial formal method training unless BINDT Approved Training Organisation approval is held.

Figure 2 – Audit, oversight and approval process



4. SPECIFIC REQUIREMENTS

4.1. General

- 4.1.1. The requirements of EN4179 shall apply in their entirety. This section re-iterates and expands upon some of those requirements to assist the BINDT/UK NANDTB Outside/Inside agency audit and approval process.
- 4.1.2. AQB's, ATO's, OA's and IA's shall operate a quality management system that is certified to either ISO 9001, AS9100 or ISO 17025.
- 4.1.3. Outside and Inside Agencies shall have a procedure which governs the confidentiality, security and impartiality of training, examinations and personal data.
- 4.1.4. Outside and Inside Agencies shall formally designate a Responsible Level 3 who shall maintain overall control of, and have responsibility for, the Outside/Inside Agency training, certification and consultancy operations.

- 4.1.5. The Responsible Level 3 shall be examined/qualified by an independent Outside Agency for all methods in which he/she is to be level 3 certified in accordance with EN4179. The Responsible Level 3 shall be certified initially by the Outside/Inside Agency based upon the results of external examinations. The Responsible Level 3 shall be certified at Level 3 in at least one method.
- 4.1.6. The Responsible Level 3 may administer initial examinations for subordinate Level 3's within the Outside/Inside Agency, only in those methods in which the Responsible Level 3 is certified at Level 3. For methods that the RL3 does not hold certification for, other subordinate Level 3 initial examinations must be administered by another external Outside Agency.
- 4.1.7. The Responsible Level 3 may administer recertification examinations for subordinate Level 3's within the Outside/Inside Agency only in those methods in which the Responsible Level 3 is certified at Level 3. For methods that the RL3 does not hold certification for, a subordinate L3 who holds certification in the method, may be appointed as the L3 Examiner for this method, or an Outside Agency shall be used. The L3 Examiner shall be independently certified by another Outside Agency.
- 4.1.8. The Responsible Level 3 may issue recertification to subordinate Level 3s in all methods when the points system is used. If a recertification examination is required then the same process as for initial examinations shall apply.
- 4.1.9. When the Responsible Level 3 administers initial examinations to Subordinate Level 3s then the exam papers shall be retained for that purpose only. The Subordinate Level 3 applicant shall not have prior access to, or knowledge of, the internal Level 3 examination papers.

4.2. Written Practice

- 4.2.1. Outside and Inside Agencies shall have a Company Written Practice for the training and examination of its own staff. The Written Practice shall meet the requirements of EN4179.
- 4.2.2. The OA/IA Written Practice shall be approved by the OA/IA Responsible Level 3.
- 4.2.3. The OA/IA shall provide a copy of their current Written Practice to appointed NANDTB/BINDT Assessors in advance of any assessment.
- 4.2.4. The Written Practice shall address the following (as a minimum):
- 4.2.4.1. Identify the certification scheme or schemes with which it purports to be compliant
 - 4.2.4.2. Identify each method and each specific technique within the method(s) used by the Outside/Inside Agency
 - 4.2.4.3. Detail the levels of qualification and certification used by the Outside/Inside Agency
 - 4.2.4.4. Personnel duties and responsibilities in the applicable levels / methods used by the Outside/Inside Agency
 - 4.2.4.5. The training requirements
 - 4.2.4.6. The experience requirements
 - 4.2.4.7. The examination requirements
 - 4.2.4.8. The records that are required to be maintained
 - 4.2.4.9. Expiration, suspension and revocation of approvals
 - 4.2.4.10. Reinstatement of expired, suspended and revoked approvals
 - 4.2.4.11. Re-certification options to be used for Level 3 personnel, detailing whether it was by examination and/or by a credit system
- 4.2.5. OA/IA personnel designated as Examiners shall be Level 3 approved in accordance with the Written Practice in the methods for which they are authorised.
- 4.2.6. The OA/IA shall have sufficient examiners, designated in writing by the Responsible Level 3, to address the methods/techniques/materials declared in the BINDT scope of approval. A minimum of one examiner per method is deemed sufficient by UK NANDTB.
- 4.2.7. NDT Instructors shall have the skills and knowledge to plan, organise and present classroom and practical training in accordance with approved course outlines.
- 4.2.8. The OA/IA shall have sufficient instructors, approved in writing by the Responsible Level 3, to address the methods/techniques/materials declared in the BINDT scope of approval. A minimum of one instructor per method is deemed sufficient by UK NANDTB.

4.3. Contract Review (Applicable to Outside Agencies only)

4.3.1. An Outside Agency shall have a procedure for conducting Contract Review. This procedure shall be used to effectively identify Client training, examination or consultancy needs and also to determine whether the OA can meet those needs.

4.3.2. The Contract Review procedure/process shall consider the following, as a minimum:

- Assessment of the Client Written Practice or the need to assist in the preparation of a Written Practice if one does not already exist.
- Determination of applicable NDT methods & techniques
- Determination of Client product types, including materials.
- Determine any applicable international, National or Client based specifications or standards that may be applicable.
- Determine the status or provision of suitable training & examination specimens
- Determine location for required training/examination requirements
- Determine the need for site visits/audits, if required
- Determine whether the Outside Agency has the capability to meet the identified Client needs.

4.3.3. The Outside Agency shall retain records of Contract Review and these shall be made available for review at BINDT and/or UK NANDTB assessments.

4.4. Facilities

4.4.1. Approved organisations conducting training shall possess appropriate facilities, training aids and equipment such as blackboards/whiteboards or flip charts, overhead and/or slide projectors, computer generated presentations and video equipment appropriate to the training concerned. Premises and facilities shall meet applicable statutory requirements and shall be conducive to the intended use.

For Outside agencies only: When training is conducted away from the OA Base location such equipment may be provided by the Client, if so, the availability of the required training aids and equipment shall be confirmed and documented during the Client facilities audits detailed in 4.4.3 below

For Inside Agencies only: For Inside Agencies who conduct training and examinations at other facilities within the Company, equipment may be provided locally and if so, the availability of the required training aids and equipment shall be confirmed and documented during the Client facilities audits detailed in 4.4.3 below

4.4.2. Where Initial Training is conducted at the OA/IA Base location then all the mandated ATO equipment requirements shall be available at that location – this may be method specific especially in advanced techniques where specialist equipment is required (For example: Immersion Ultrasonics or Computed/Non-Film Radiography). When training and/or examinations are conducted at Client premises, an Outside Agency does not necessarily need all the mandated equipment for an ATO at its Base location providing the equipment required is available at the Client premises where the training and examinations are conducted. This shall be confirmed and documented during the Client facilities audits detailed in 4.4.3 below.

4.4.3. Training and examinations may be conducted at Client premises using the client facilities.

Note: This is equally applicable where an Inside Agency conducts training and examinations away from its base location (at other sites within the same Company)

Where resources such as NDT equipment, specimens or training/examination facilities are located at the employer's workplace, the Agency shall provide documentary evidence, corroborated by the employer, that the Agency has audited such resources for compliance with this specification, and that any corrective or preventive actions deemed necessary during the audit have been satisfactorily implemented. The OA/IA shall monitor Client facilities and conduct re-assessments should the Client training needs or equipment/facilities provision change. The audits of Client facilities shall include the following as a minimum:

- Adequacy of training (classroom) facilities. These shall be sufficient for the number of students and conducive to learning
- Provision of suitable teaching aids (blackboards/whiteboards or flip charts, overhead and/or slide projectors, computer generated presentations and video equipment appropriate to the training concerned)
- Adequacy of examination rooms (environmental conditions, candidate spacing etc.)

- Adequacy of practical training/exam facilities (Equipment & consumables). These shall be sufficient for the number of students/candidates and appropriate to the method and techniques used.
- Control and security of training/exam specimens. These may be held at the employer or Agency premises but must be identified, documented, held securely and made available only as allowed.

4.4.4. Where an OA/IA is not an ATO they shall conduct annual internal audits of their own Base facilities in respect of the NDT methods in which supplementary or refresher training is delivered at that Base location. The OA/IA shall ensure that their Base facilities comply with the requirements of this specification and EN4179 in respect of the NDT methods in which supplementary or refresher training is delivered at that Base location. Documentary evidence of these audits shall be retained and made available during BINDT/UK NANDTB assessments.

4.5. Training

4.5.1. Initial NDT method training shall only be performed by BINDT Approved Outside or Inside Agencies that are also Approved Training Organisations in the applicable method(s). The approved methods appear on an Organisation's BINDT ATO Scope of Approval. The Outside/Inside Agency shall only be permitted to conduct Initial Training in line with its BINDT ATO Scope of Approval irrespective of methods appearing on the Outside/Inside agency scope of approval. It is the responsibility of the OA/IA to ensure that the Scopes of their ATO and OA/IA Approvals concur where the provision of initial Training is offered to Clients for a given NDT method.

4.5.2. Outside Agency and Inside Agency instructors shall be designated and approved in accordance with EN4179, as appropriate to the NDT method in which the course of training is to be conducted, by the Responsible Level 3 from the Outside Agency or Inside Agency accordingly.

4.5.3. When designing training and examinations, Outside Agencies or Inside Agencies shall utilise the NDT training outlines defined by the employer's written practice as required by EN 4179. The training delivered shall address all subject areas as per the clients training outlines.

4.5.4. Following completion of Initial training the respective ATO shall issue a certificate of "successful" completion of training that meets the requirements of BINDT CP08 and NANDTB/12. Certificates of training shall only be issued to those students who have successfully completed the full initial training course.

4.5.5. Additional or supplementary training to cover elements or techniques of a method not covered by initial method training maybe undertaken by Outside Agencies or Inside Agencies who don't hold BINDT ATO accreditation. The OA/IA shall maintain records of additional or supplementary training delivered.

4.5.6. Revision training delivered prior to re-certification examinations may also be delivered by Outside Agencies or Inside Agencies who don't hold BINDT ATO accreditation.

4.5.7. Requirements for training via BINDT approved organisations per specific scenarios are detailed in Table 1.

Table 1: Approvals required by Organisations for the Delivery of training

Training Scenarios	BINDT Approval Required
Initial minimum formal training per EN4179 3.13 in the method	OA/IA with ATO approval
Additional training as per EN4179 4.1.2 to address additional techniques introduced by the employer, i.e. not addressed by initial formal training	OA or IA or ATO (aerospace)
Training as per EN4179 4.1.2 when additional techniques are introduced for a currently approved individual	
Additional training to PCN/AERO as deemed necessary by Responsible L3 as per NANDTB/10	
On the job or task specific training per EN4179 3.21 and 3.23	No Specific Approval required
Refresher training as per EN4179 6.1.2	
Training following failed initial or re certification examinations as per EN4179 7.2.3	
Health and Safety Training as per EN4179 6.1.4	
EN4179 L3 training.	

4.6. Examinations

- 4.6.1. When designing examinations, Outside Agencies or Inside Agencies shall utilise the NDT training outline content as defined by the employer's written practice as required by EN 4179. For specific examinations, the standards, specifications and procedures outlined in the employer's written practice shall be used to compile such examinations, in conjunction with examinations requirements as detailed by the RL3 during the Contract Review.
- 4.6.2. The examination organisation shall have sufficient appropriate questions for use in assessing a candidates' comprehension of the subject matter. Questions for each method at each level concerned shall be kept secure from candidates and which, when compiled in an examination paper, adequately assess the knowledge and understanding of the NDT method and techniques utilised in the employer's workplace. Examination papers shall have a unique identification and fully comply with the employer's written practice.
- 4.6.3. In accordance with EN4179 clause 7.2, practical examinations shall be administered by the Responsible Level 3 or examiner authorised in the applicable method. The UK NANDTB requires that the practical examinations shall be directly witnessed by a designated Level 3 Examiner in the method. The training course instructor may also act as an examiner, provided they meet the requirements previously specified as being designated instructors and examiners.
- 4.6.4. Examinations shall not be administered to oneself or by a subordinate.
- 4.6.5. Examinations administered by Authorised Qualifying Bodies (Aerospace) for PCN/AERO certification may be used to satisfy the examination requirements of EN4179. Additional NDT training and examination as deemed necessary by the employers Responsible Level 3 must be undertaken by BINDT accredited Approved Training Organisations and/or Outside Agencies or Inside Agencies.
- 4.6.6. NDT qualification examinations shall only made available during administration of the examination. No prior knowledge of the specifics of any given examination content is permitted.

4.6.7. General Examination

- 4.6.7.1. The general examination shall comply with the Written Practice that is applicable to the candidate's employer.
- Note: Minimum of 10 questions for level 1 limited and 40 questions for level 1, 2 and 3*
- 4.6.7.2. The general examination questions shall be appropriate to the NDT method and set at a level reflective of level of certification sought.
- 4.6.7.3. The general examination shall be "closed book".
- 4.6.7.4. For Level the 3 applicants the general examination shall address the general knowledge of other NDT methods utilised by the employer.

Notes:

1. *Passing a "basic" examination covering the other NDT methods used before passing any NDT method examination shall be considered satisfactory evidence the other NDT methods have been satisfactorily covered.*
 - a. *This shall consist of 15 questions from each of 4 methods in addition to the method in which L3 certification is sought, at L2 knowledge level. [One method must be either UT or RT.]*
2. *Possession of a current ASNT or ISO 9712 NDT certificate at the appropriate level by the candidate may be satisfactory evidence that the general examination requirement is satisfied as defined in the employer's written practice*

4.6.8. Specific Examination

- 4.6.8.1. The specific examination shall comply with the Written Practice that is applicable to the candidate's employer.
- Note: Minimum of 8 questions for level 1 limited and 30 questions for level 1, 2 and 3*
- 4.6.8.2. The specific examination questions shall be appropriate to the NDT method and set at a level reflective of level of certification sought.
- 4.6.8.3. Specific questions shall require the candidate to demonstrate understanding of the reference material provided, rather than merely finding its location. Specific questions may be multi-choice or require narrative answers. Should narrative questions carry more than one mark then the OA/IA shall have appropriate marking guidance for these questions.
- 4.6.8.4. The specific examination shall be "open book". The candidate shall be given access to specifications, standards, procedures and other documents as deemed appropriate, and approved, by the Responsible level 3.

4.6.9. Practical Examination

4.6.9.1. The practical examination shall comply with the Written Practice that is applicable to the candidate's employer.

4.6.9.2. The quantity and type of practical specimens attempted during practical examinations shall be as required by the Client Written Practice/Contract Review. The practical exam specimens used shall be representative of the Employer's product and shall test the candidate's ability to utilise the test methods and techniques employed by the Employer.

4.6.9.3. Test samples shall contain known discontinuities (flaws) or conditions. The candidate shall not be familiar with the test sample and the location of the defects located therein

Guidance notes:

1. *For Surface Inspection methods flaws may be visibly evident on the surface. Consequently the candidate should not be aware of the extent of any flaw nor have knowledge of how many flaws are in a test sample. The decision on the acceptability of such a sample as a test sample shall remain with the IA/OA Responsible Level 3 based on the considerations given in EN4179, NANDTB/12 and this guidance note*
2. *The minimum number of test samples with known flaws may be supplemented by further specimens with no known flaws at the discretion of the Employer Responsible Level 3*

4.6.9.4. For examination purposes test samples shall comply with EN4179 paragraphs 3.33 and 7.1.4 and shall be held secure from candidates. Each test sample shall have a master report describing the disposition of mandatory reportable flaws or defects within the specimen, data file or image. The test samples shall be mastered by a minimum of two personnel, Level 2 or Level 3, with at least one being a Level 3. The master report shall be signed and dated by both personnel

4.6.9.5. All test samples and master records shall be controlled in terms of status, location and security.

4.6.9.6. The Outside/Inside Agency shall have systems in place to determine how the candidate's attempts at practical specimens are suitably documented to allow for consistent examination marking. *Note: Evidence of meeting this requirement may take the form of part maps, drawings, sketches, written descriptions etc.*

4.6.9.7. All practical examinations shall be marked by an approved examiner in accordance with marking schedules (checklists) created for that purpose and approved by the IA/OA Responsible Level 3.

4.6.9.8. For Level 3 practical examinations, the candidate shall demonstrate the ability to write (compile,) a fully documented NDT procedure appropriate to the Clients current work-scope and in the method under examination.

4.6.9.9. When the Level 3 duties include processing and/or acceptance/rejection of product, the level 3 shall be subject to a further practical examination equivalent to level 2.

4.6.9.10. For Practical examinations the marking schedules shall address the following considerations as a minimum

Level 1

- Proficiency in the use and standardisation of equipment and materials.
- Adherence to defined procedure details
- Documentation of the results (including proficiency in the interpretation and the evaluation of indications if the job-scope includes such)

Level 1 (Limited)

- Proficiency in the use and standardisation of equipment and materials.
- Adherence to defined procedure details
- Documentation of the results (including proficiency in the interpretation and the evaluation of indications if the job-scope includes such) □ **Level 2 (and Level 2 Limited)**
- Proficiency in the use and standardisation of equipment and material
- Adherence to defined procedure details
- The accuracy and completeness of interpretation and evaluation of indications
- The ability to develop work instructions (if required by the Client Written Practice and required by the candidate job-scope)

Level 3

- A procedure marking schedule based upon OAQS10.
- Technical accuracy, technical content and clarity of the procedure or written instruction prepared

4.6.10. Re-sit of failed examination

4.6.10.1. Where a failed examination has occurred any resultant re-sit of the general and/or specific examination shall ensure a minimum of 25% new questions are included and the practical examination utilises different practical specimens from the initial examination.

4.6.10.2. Where an examination has been failed, the candidate shall receive additional training covering the areas found deficient in the candidate's skill or knowledge prior to a re-sit. The Outside/Inside Agency shall retain records of such training.

4.6.11. Marking of examinations

4.6.11.1. All examination parts shall be marked by a suitably certified Level 3 examiner formally designated and approved by the responsible Level 3.

4.6.11.2. It is recommended that all examinations be marked in red ink to distinguish between candidate and examiner entries on the exam papers and marking schemes. Consequently, it is also recommended that candidates be prohibited from using red ink

5. RECORDS

5.1. Training Records

5.1.1. Initial training records shall be retained by the ATO/OA. The training record content shall comply with BINDT CP08.

5.1.2. For Supplementary, additional or refresher training the Outside/Inside Agency shall retain records.

5.2. Examination Records

5.2.1. The Outside/Inside Agency shall retain records of ALL examinations administered under the scope of their approval. The records shall include the following as a minimum requirement.

- Traceability to the examination candidate and his employer
- Copy of General examination [paper (where attempted)]
- Copy of specific examination paper
- Copy of practical examinations attempted (as appropriate to the relevant Written Practice) including marking schedules completed by the appointed examiner.
- Copy of examination results/certificates – acceptable to NANDTB/12

6. EMPLOYER RESPONSIBILITIES

6.1. Certain key responsibilities regarding the examination process remain with the employer and the appointed Responsible Level 3. these include but are not limited to the following:

- a) **Experience:** It remains the responsibility of the employer and the appointed Responsible Level 3 to ensure that, prior to application to an OA/IA for initial examination, the pre-examination experience requirements of EN4179 are met and that the experience for candidates is logged and retained as a documentary record by the employer.

Note: As of the 2021 version of EN4179 the following experience requirements prior to initial examination are mandated. (EN4179:2021 section 6.3 and tables 3, 4 & 5 refer).

- *Specific examinations shall be administered after a minimum of 75% of Table 3 requirements have been completed. i.e., 75% of experience requirements must be completed prior to initial specific examinations are attempted.*
- *Table 3 requirements shall be completed prior to administration of practical examination. . i.e., 100% of experience requirements must be completed prior to initial practical examinations are attempted*

- b) **Visual Acuity and Colour Perception:** It remains the responsibility of the employer and the appointed Responsible Level 3 to ensure that visual acuity and colour perception testing is conducted on all initial applicants and certificate holders in their employ, and that suitable records of such testing are maintained. The visual acuity and colour perception testing shall be conducted in accordance with EN4179 section 7.1.2 and table 7.

- c) **Examination preparation:** It remains the responsibility of the employer and the appointed Responsible Level 3 to ensure that the appointed OA/IA is furnished with all the relevant information required to allow effective preparation of the required examination content. this particularly applicable to advising the OA/IA of the standards and specifications upon which any specific examinations and practical examinations are to be based.

7. AUDIT CLOSURE/FINDINGS

- 7.1. Outside/Inside agency audits shall be finalised during a closing meeting conducted in accordance with BINDT Requirements. During the audit closing meeting the auditee will be made fully aware of any audit findings and/or observations. The auditee shall also be made fully aware of the audit closure process and the need for formal and effective Root Cause Analysis with regard to findings raised. The auditee shall be aware that Root Cause Analysis should include consideration for any potential safety issues and/or product impact arising from any finding. In addition, the auditee should notify the relevant body or Prime Organisation if safety issues or product impact are suspected.

APPENDIX 1

REVIEW OF EXAMINATION PACKS USED TO DETERMINE COMPLIANCE WITH SECTION 4.6

NANDTB 12

THE TABLE BELOW SHOULD BE COPIED AND USED FOR EACH PACK REVIEWED BY THE ASSESSOR

PACK NUMBER:						X of XX	
Candidate Name:				Employer:			
Exam Method:		Techniques:				Level:	
Exam Type:		<input type="checkbox"/> Initial <input type="checkbox"/> Re-sit <input type="checkbox"/> Re- <input type="checkbox"/> Other (please state)					
Modules attempted:		<input type="checkbox"/> General <input type="checkbox"/> Specific <input type="checkbox"/> Practical <input type="checkbox"/> Level 3 procedure writing <input type="checkbox"/> Other (Please state)					
GENERAL MODULE							
						<input type="checkbox"/> N/A- Not attempted	
Exam Paper Reference Number:				Exam date:			
Number of Questions		Score: %		<input type="checkbox"/> Pass <input type="checkbox"/> Fail		Examiner:	
Comments:							
SPECIFIC MODULE							
						<input type="checkbox"/> N/A- Not attempted	
Exam Paper Reference Number:				Exam date:			
Number of Questions		Score: %		<input type="checkbox"/> Pass <input type="checkbox"/> Fail		Examiner:	
Reference documents upon which specific exam is based:							
Comments:							
PRACTICAL MODULE							
						<input type="checkbox"/> N/A- Not attempted	
Exam Paper Reference Number:				Exam date:			
Practical Specimens tested:				Level 3 Procedure Writing			
				<input type="checkbox"/> Yes <input type="checkbox"/> N/A			
Practical Composite Score:		%		<input type="checkbox"/> Pass <input type="checkbox"/> Fail		Examiner:	
Comments:							
COMPOSITE RESULT							
Final Composite Score:		%		Overall Result:		<input type="checkbox"/> Pass <input type="checkbox"/> Fail	
						Certificate No:	
SUMMARY COMMENTS							
Did this exam pack include or link to any failed / re-sit exams?		<input type="checkbox"/> Yes <input type="checkbox"/> No/NA If "Yes" enter details right					
Are there any NCRs associated with this exam pack?		<input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes" enter details right And cross-reference in main checklist					
Is the pack considered Acceptable overall:				<input type="checkbox"/> Yes <input type="checkbox"/> No			

REVISION HISTORY

NANDTB 12

Owner	Issue	Change Summary	Date
NANDTB	Issue 1		06-06-2006
NANDTB	Issue 2	Added pr to EN 4179 and 8 to 2008 Para 5 and para 6 added Validity of accreditation para amended	05-05-2009
NANDTB	Issue 3	BINDT contact details and Secretary changed Signed by Chairman of the Board	01-06-2012
NANDTB	Issue 4 rev B	Changed to Nicole Scutt ISO 17025 added	27-02-2013
NANDTB	Issue 5	Changed name of document to inc approval Section 2 various parts amended Section 3 various parts amended Table 1 in 3.27 amended	20-08-2015
NANDTB	Issue 6	3.17 reworded 3.22 typographical changes 3.24 reworded 3.25 typographical changes 3.26 reworded and typographical changes BINDT address and contact details amended	06-09-2016
NANDTB	Issue 7	Complete Review and re-write to better define requirements and to align the requirements with the assessment checklists	06-03-2018
NANDTB	Issue 8	Complete review following issue of EN4179:2021 Section 6 (employer responsibilities) added – former section 6 (audit closures/findings) now section 7.	20/04/2022