



OAQS/1: APPROVAL OF AGENCY QUALIFICATION SERVICES

Issue 6 lists revised charges including VAT

Introduction

Some specifications (see references) addressing the qualification and approval or certification of NDT personnel, all of which place the final responsibility for qualification and certification or approval of NDT personnel firmly upon the employer, refer to "Agencies" (both 'inside' and 'outside' agencies) that may be utilised by the employer of NDT personnel to provide training and examinations (qualification).

For obvious reasons, this provides cost efficiency, but such agency services can vary in quality, and the system detailed in this document provides a mechanism for assessing providers of Agency Services against published criteria, and awarding a benchmark to indicate that the quality of service provided and the technical competence of the benchmarked organisation is of a uniformly high standard.

This service is intended mainly for use in the aerospace sector, but can, in principle, be applied in any other industry sector. However, in the case of aerospace sector, for organizations/systems intending compliance with EASA part 145, EN 4179 : 2009 (technically equivalent to AIA-NAS-410 : 2008) will be the applicable standard, and the UK National Aerospace NDT Board criteria (see references) will apply.

References

Generic Requirement GR23	Personnel certification for non-destructive testing of aircraft, engines, components and materials (published by the Civil Aviation Authority as a part of CAP 747)
EN 4179	(2009) Aerospace series - qualification and approval of personnel for non-destructive testing
NAndtB/1 2	Criteria for Agencies providing qualification services for compliance with EASA
ANSI-CP-1 89	part 145 ANSI/ASNT standard for qualification and certification of non-destructive testing personnel
AIA-NAS-41 0	(2008) Aerospace Industries Association national Aerospace Standard for qualification and certification of non-destructive testing personnel
SNT-TC-1A	ASNT recommended practice for the qualification and certification of non-destructive testing personnel. Periodically reviewed and republished by the American Society for NDT



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.



Assessment Criteria

The standards and guidelines listed under 'References' provide the basic criteria against which Agencies are assessed, but national regulatory requirements, e.g., in the United Kingdom, CAA Generic Requirement (GR) 23, should also be taken into account when providing services to organisations bound by those regulations.

The British Institute of NDT publishes its own criteria for validation of training courses and [approval](#) of training organisations. Together, the applicable Airworthiness Requirements, the National Aerospace NDT Board ([NAndtB/12](#)) criteria, the applicable standard(s), and the BINDT [Approval](#) requirements (part IV) form the Assessment Criteria.

The principle focus of the audit will be to establish that the Agency provides precisely what the client needs, adopting appropriate contract review procedures to ensure that this is achieved, and uses NDT personnel with relevant qualifications and experience to provide that service.

Process for [approval](#) of agencies, including NANDTB overview

The organisation seeking BINDT [approval](#) will complete and submit an application form (provided within this document) with the current fee. BINDT will review the application and supporting documentation and, once it is satisfied that the applicant is prepared for audit, appoint an auditor and agree a mutually convenient date for an on-site assessment against published criteria. BINDT undertakes to preserve the confidentiality of any and all documentation, correspondence and discussion in connection with the service provided.

The audit will usually involve one day on site, but could extend into a second day, depending on the nature and complexity of the applicant organisation.

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 [approval](#) to the applicant organization.

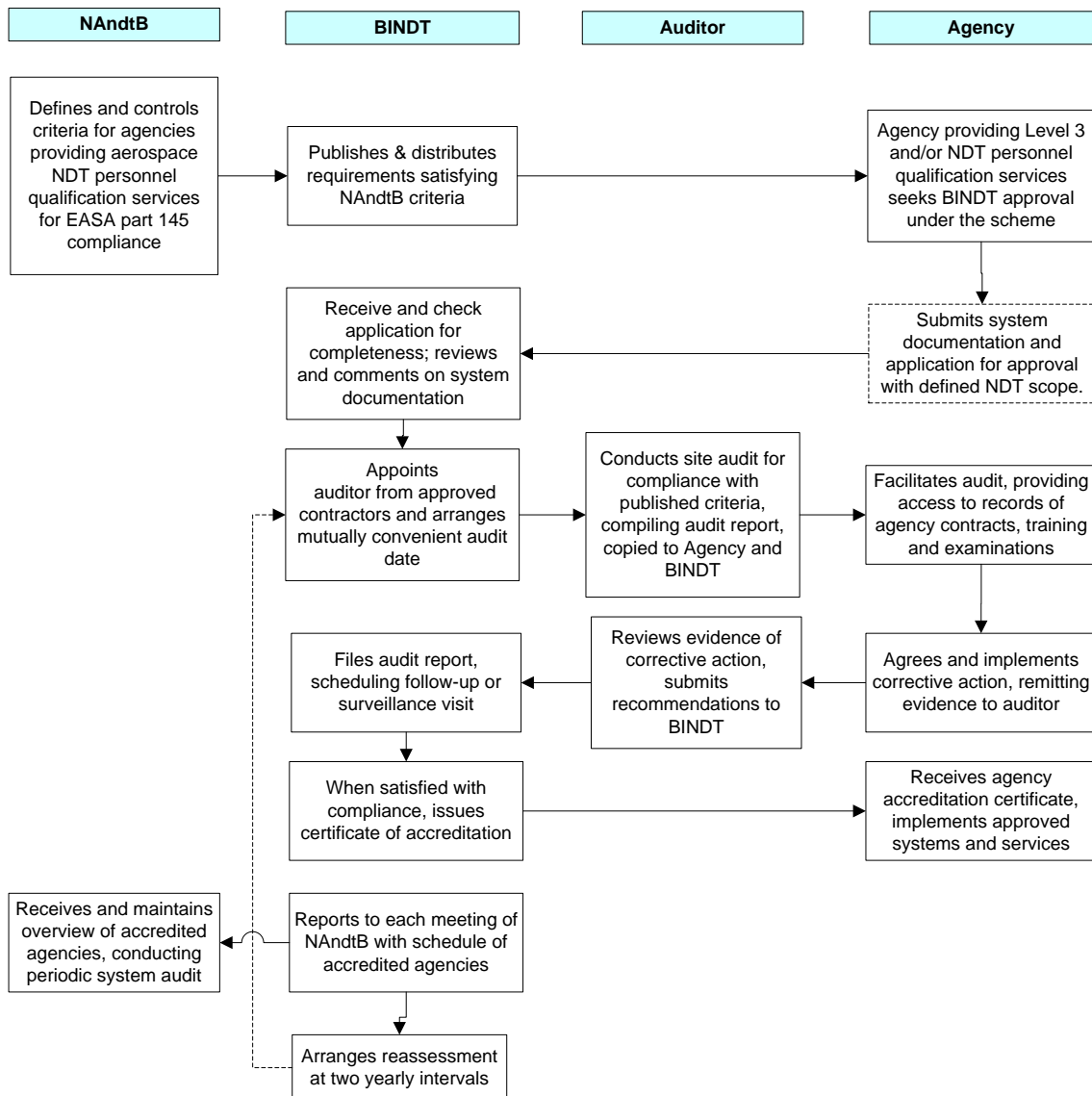
A register of [approved](#) organizations, with a stated scope of [approval](#), and dates of [approval](#) and expiry, will be maintained by BINDT and presented to the National Aerospace NDT Board on each occasion that it meets. At this time, audit reports and associated documentation will be available for the perusal of the Board at its discretion.

In order to exert its overview and control of the system, the Board will conduct a periodic audit of the Agency assessment and [approval](#) process.

Validity of [Approval](#)

A certificate of [approval](#), referring to the NANDTB criteria ([NANDTB/12](#)) for assessment and [approval](#) of Qualifying Agencies, will be awarded to the applicant organization that has satisfied all applicable criteria. The certificate will be valid for a period of one year from the date of initial approval. In the first period of validity, a follow-up visit will be made within 12 months of [approval](#) to confirm the organization's continuing compliance with the criteria. Thereafter, providing no significant or major nonconformities are identified, re-assessment will be conducted on a two yearly basis and the certificate of [approval](#) will be issued valid for two years.

BINDT Agency Accreditation Scheme



**Certification Services Division
 Newton Building, St George's Avenue
 Northampton, NN2 6JB
 United Kingdom**

Tel: +44(0)1604-893-811.
 Fax: +44(0)1604-893-868.
 E-mail: pcn@bindt.org



QUALIFICATION AGENCY SERVICES – APPLICATION FOR ASSESSMENT AND APPROVAL

GENERAL INFORMATION ABOUT YOUR ORGANISATION	
Name of applicant organization	
Main contact person	
Full postal address	
Telephone and fax numbers	
e-mail address	
QUALIFICATION AGENCY SERVICES - SPECIFIC INFORMATION	
Is your organisation seeking BINDT approval as an Inside or an Outside Qualifying Agency (answer INSIDE or OUTSIDE)	
Is your organization seeking BINDT approval for employer specific NDT training (answer YES or NO)	
Is your organization seeking BINDT approval for employer specific NDT Qualification Examinations (answer YES or NO)	
Is your organization seeking BINDT approval for providing NDT support services, such as drafting written practices, NDT procedures, conducting technical audits or providing other forms of Level III support for qualification of NDT personnel, to external organisations or to clients? (answer YES or NO). If YES, please list services offered below.	
Please list the nature of NDT qualification support services offered to external organisations or clients.	
Please list the standard(s) and/or specification(s) that your qualification agency services are designed to satisfy.	

Now please see overleaf for information required in support of this application.

AGENCY SERVICES – SUBMISSION OF APPLICATION FOR APPROVAL BY BINDT

Please provide the following in support of your application (where relevant).

1. Quality manual and procedures directly related to the Agency services to be approved, which should include a description of the overall organisation and names of persons with specific responsibilities in the context of the services to be approved.
2. Evidence of relevant qualifications and experience (CV), possessed by personnel providing Agency NDT support services to clients.
3. The current application fee (site audit and approval fees will be invoiced upon completion of the process and before formal approval is issued).

CHARGES FOR BINDT APPROVAL OF QUALIFICATION AGENCIES

Please refer to form PSL35 for all fees

FOR BINDT USE ONLY			
Function	Initials	Date	Remarks
Application received and reviewed for completeness			
Receipted invoice and quotation for on-site audit raised and issued to client			
Desk-top review of documentation provided			
On-site audit date and appointment of assessor			
Audit report received			
Corrective actions accepted			
Approvals and final invoice raised			
Payment received and approvals issued			
Register and database updated			
Diary entry for follow-up audit or two yearly reassessment			