



AUDIT CHECKLIST

for auditing NDT training organisations

1. Does the Outside/Inside Agency's quality system documents and procedures as define by the HUANDTB? YES NO

Evidenced by:

2. Does the Outside/Inside Agency had a written practice based upon EN4179 and was approved by the Outside/Inside Agency's Responsible Level 3? YES NO

Evidenced by:

- 2.1 Does the written practice has identified the standard(s) to which it is compliant? YES NO

Evidenced by:

- 2.2 Does the written practice has identified each method and each specific technique within the method(s) used by the Outside/Inside Agency? YES NO

Evidenced by:



2.3 Does the written practice has addressed the levels of qualification and certification as used by the Outside/Inside Agency? YES NO

Evidenced by:

2.4 Does the written practice has addressed personnel duties and responsibilities in the applicable levels / methods used by the Outside/Inside Agency? YES NO

Evidenced by:

2.5 Does the written practice has addressed the required training requirements? YES NO

Evidenced by:

2.6 Does the written practice has addressed the experience requirements? YES NO

Evidenced by:

2.7 Does the written practice has addressed the training requirements? YES NO

Evidenced by:



2.8 Does the written practice has addressed the required records to be maintained? YES NO

Evidenced by:

2.9 Does the written practice has addressed expiration, suspension and revocation of approvals? YES NO

Evidenced by:

2.10 Does the written practice has addressed certification and recertification requirements? YES NO

Evidenced by:

2.11 Does the written practice has addressed the re-certification option to be used for the Level 3, whether it was by examination and/or by a credit system? YES NO

Evidenced by:

3. Does the Outside/Inside Agency had designated a Responsible Level 3? YES NO

Evidenced by:

4. Does any instructors employed by the Outside/Inside Agency were designated and approved by the Responsible Level 3 or HUANDTB? YES NO

Evidenced by:



5. Does the Outside/Inside Agency had sufficient instructors to cover all methods employed by the agency? YES NO

Evidenced by:

6. Does the instructors were approved in writing by the Responsible level 3 or the HUANDTB? YES NO

Evidenced by:

7. Does the relevant codes, standards and specifications were available? YES NO

Evidenced by:

8. Does the clients' requirements were fully specified, recorded and understood by the examination body? YES NO

Evidenced by:

9. Does the training body had appointed appropriately qualified and experienced instructor staff? YES NO

Evidenced by:



10. Does the Outside/Inside Agency has ensured confidentiality, impartiality and security? YES NO

Evidenced by:

11. **Formal Training**

11.1 Does the training facilities and classrooms has provided an environment that was conducive to learning? YES NO

Evidenced by:

11.2 Does the training facilities and classrooms were sufficiently well equipped with equipment and training aids, models, samples etc? YES NO

Evidenced by:

11.3 Does sufficient number of representative test samples containing natural or artificial features and / or flaws were available to cover the range of testing to be conducted by the candidate? YES NO

Compliance Assessment Guidance: Test samples used for training practical examinations shall not be used for training purposes.

Evidenced by:



11.4 Does the equipment used for practical training purposes was sufficiently compatible to that which the candidate would use in the performance of their job? YES NO

Compliance Assessment Guidance: NDT techniques within the method used for training are the similar techniques to those used by the candidate's employer.

Evidenced by:

11.5 Does appropriate safety related training was provided? YES NO

Evidenced by:

11.6 Is there evidence to show that all required records of training, qualification and certification were available during the audit? YES NO

Evidenced by:

12. Training Outlines and Material

12.1 Does all training was conducted in accordance with a detailed course outline? YES NO

Evidenced by:



12.2 Does the minimum, training included: YES NO

- Basic theory
- Test principles, including choice of NDT methods, relevance to different materials and part and test variables
- Product forms and materials: defect formation and characterization
- Equipment operation and standardization
- The importance of appropriate processing steps and parameters
- Safety
- Applicable techniques and the advantages and disadvantages of each method and technique
- Limitations and capabilities of each method and technique
- Applicable specifications, codes, operating procedures and work instructions
- If applicable, evaluation, interpretation and documentation of inspection results

Evidenced by:

12.3 Does the Outside Agencies Responsible Level 3 had verified that all training met the client's requirements? YES NO

Evidenced by: