

## NANDTB-P007

### Approved training organizations (ATO)

#### 1. Introduction approved training organizations (ATO)

- 1.1 In the interest of improving and maintaining the general standard of Non-Destructive Testing (NDT) training in The Netherlands, and where requested elsewhere, the NANDTB (Netherlands Aerospace NDT Board) has produced guidelines which define the minimum requirements for the structured training of NDT practitioners, together with a scheme outlined herein under which such training may be assessed and accredited. It is the intention that the gaining of approval by a commercial trainer offering courses to external clients should be seen as a testimony to the quality of its overall system. These procedures comply with the requirements of the European Aerospace NDT boards forum (ANDTBF/08). All information and documentation accrued by the NANDTB, and any auditor whilst conducting Approval or validation business shall be treated as commercial in confidence and not disclosed to any other parties.
- 1.2 A system diagram which outlines the approval process is shown in figure 1.
- 1.3 This document is intended to be used by organizations wishing to provide Industry with an assured quality of training in aerospace NDT.
- 1.4 It has been developed out of a perceived need for a method by which approval can be given to those offering excellence in training.
- 1.5 It is recommended that NDT Personnel Certification Schemes should make use of accredited training when stipulating their requirements for examination eligibility.

#### 2. Approval and Validation

- 2.1 At the request of the Training Organization, the Institute will, upon receipt of a correctly completed application (F007, F008, F009) and the published current fee (available upon request from the NANDTB), evaluate the application through the review committee.
- 2.2 Assessment will comprise three phases:
- 2.2.1 A review of the application and supporting material supplied.
- 2.2.2 Evaluation of current approvals. When Hobeon-SKO sector aerospace under ISO/IEC-17024:2012 accreditation approved no further assessment required.
- 2.2.3 Assessment of the quality management system, quality procedures and facilities of the establishment to be approved in case organization is not ISO-9001 certified.
- 2.2.4 Assessment by auditing of modules for training course validation in case organization is ISO 9001 certified and or Hobeon-SKO approved but not according sector aerospace.
- 2.3 The authority to grant approval and validation rests entirely with the NANDTB. The review committee shall not be obliged to give reasons for withholding approval or validation though, wherever practicable, the maximum assistance will be given to Training Organizations before re-assessment.
- 2.4 If the review committee considers that the Training Organization and associated course modules comply with the minimum requirements, acceptance by the NANDTB will follow.
- 2.5 An Approved Training Organization (ATO) will be entitled to display:

Approved by the Netherlands Aerospace NDT Board

### **3. Procedure**

- 3.1 The Training Organization seeking approval will apply on the relevant form, see Form F007 (initial approval) or F008 (extension of scope), which is to be submitted together with specified supporting documentation (F009). Copies of application forms may be obtained from the NANDTB web site.
- 3.2 Subject to satisfactory review of the documentation supplied, the review committee will appoint an auditor if required.
- 3.3 After the visit, the audit team, comprising of suitably trained and/or qualified personnel, will make a report and recommendation to the review committee, who may then authorize approval.
- 3.4 In the event of approval being withheld because of failure to comply with all or part of the minimum requirements, the Training Organization will be requested to submit to re-audit within 3 calendar months of the original audit in order to demonstrate conformance in areas previously found unsatisfactory. Failure to do so will result in the need to re-apply as an initial applicant.
- 3.5 Approved Training Organizations can be subject to periodic surveillance and reassessment to ensure they continue to comply with the minimum requirements of the Approval Document.
- 3.6 Surveillance visits will normally be carried out one time during the approved period by the Auditors appointed by the NANDTB who will examine the general operation of the system and examine in detail specific aspects of the training operation. The costs for this audit are published by the NANDTB.
- 3.7 Reassessment carried out every five years will include a comprehensive audit of the complete quality arrangements and training facilities unless organization is Hobeon-SKO sector aerospace approved.
- 3.8 Training Course modules may be submitted for validation by providing a completed Form F009 for each course, together with a complete set of course notes (with supporting literature if necessary) and the relevant fee. The purpose of course validation is to ensure that the specified objectives of the course are met and that the course satisfies the requirements of the certification scheme with which it is aligned (if any).
- 3.9 Training Courses need to be aligned with the EN4179/NAS410 documentation and ANDTBF/06 (training syllabus).

### **4. Validity**

- 4.1 Approval given under the scheme shall have validity of five years subject to the maintenance of proper standards.
- 4.2 A system to deal with complaints from students and/or employers of students will be operated by the NANDTB and approval may be withdrawn at any time in the approved period if, upon investigation, non-conformances are judged by the review committee to warrant it.
- 4.3 A system to record any complaints received shall also be operated by the Training Organization and complaint records must be available for examination during the renewal audit/surveillance visit.
- 4.4 Should major changes occur in Approved Training Organization policy, personnel, documentation, facilities or operating procedure, which may affect the validity of approval, the NANDTB must be informed immediately. Failure to do so may result in a refusal to renew approval.

### **5. Extensions**

- 5.1 Validation of additional course modules, subsequent to the initial visit, may or may not require a further audit. A copy of the curriculum and course notes, a list of equipment, specimens, instructor qualifications and a correctly completed application for extension (F008), together with the current published fee, should be forwarded to NANDTB Approval

- panel.
- 5.2 Where the Organization undertakes validated training at locations remote from its base, the Organization shall inform the NANDTB Approval panel when remote locations will be used. The Training Organization Coordinator shall be responsible for ensuring that all requirements of the approval are met in their entirety at all remote locations.

## 6. Renewal

Approval may be renewed, subject to a satisfactory Hobeon-SKO sector aerospace approval or a renewal audit visit, on an five year basis following the receipt of a correctly completed application for renewal (F0011), together with the current published fee.

## Approval of Training

Figure 1. System Diagram

