



Staff officer technical worksheet (NDT)

COMPANY:

ACCREDITATION NO:

SITE NO (Corporate):

Item	Comments
<p>Understanding accreditation needs of the business</p> <ul style="list-style-type: none"> - discuss current work activity, main projects/contracts - discuss risks identified relating to technical activity, how can accreditation assist in managing these risks 	
<p>Discuss latest FAD requirements, including</p> <ul style="list-style-type: none"> - personnel in technical control to be defined - L3 (or equiv) input/advice into technical control functions - authorization to work unsupervised &/or to release data 	
<p>Worksite activity over previous 18 months</p> <ul style="list-style-type: none"> - discuss major sites for NDT work since last visit - confirm NDT Worksite policy requirements met - confirm on-site results only provided by authorized staff - note major worksites which should be visited at the next reassessment (& determine induction requirements) 	
<p>Review file header comments</p> <ul style="list-style-type: none"> - L2 technical control dispensation (exp Dec '12) - ASNT system (independent audit required from Dec '11 for recognition of certificates issued >2011, incl renewals) 	
<p>Technical control</p> <ul style="list-style-type: none"> - responsibility defined (incl delegation covering all sites) - all functions fulfilled (page 3 of this checklist) - Level 3 (or equiv) input (page 3 of this checklist) 	
<p>Testing Personnel</p> <ul style="list-style-type: none"> - authorisation records maintained as per FAD 5.2 - scope of authorisation detailed - authority to release data to clients specified - competency assessment in each method - valid, current qualifications for each person - annual field technical control visit - annual visual acuity (Times Roman 4.5 @ .3m) - appropriate restrictions for any L1 personnel - record system covers all items in FAD Section 5.2.5 	
<p>Independent NDT competency assessment</p> <ul style="list-style-type: none"> - every two years (at least one NDT method) - corrective action in case of poor results 	

Be Absolutely Assured

STAFF OFFICER TECHNICAL WORKSHEET (NDT)

Item	Comments
<p>In-house NDT competency assessment (Initial + 5-yearly each method)</p> <ul style="list-style-type: none"> - alternative arrangements appropriate (refer FAD 5.9) - test specimens appropriate - initial weld-specific assessment for UT - formal marking scheme evident - incorporating expectations of time required - re-sit in case of unsatisfactory results 	
<p>Review of test records</p> <ul style="list-style-type: none"> - review of worksheets to check that operators working independently hold appropriate qualifications - for Level 1 operators check requirements for written procedures (refer FAD Section 5.2.1) 	
<p>Equipment performance checks (FAD Annex 3.1-3.6)</p> <ul style="list-style-type: none"> - records of field checks (operator kits) - base facility checks carried out as scheduled 	
<p>Standards and in-house procedures</p> <ul style="list-style-type: none"> - availability and currency - discuss need for documented methods (FAD 5.4.1) 	
<p>Condition assessment</p> <ul style="list-style-type: none"> - ensure test records meet NATA requirements (ie, no distinction between non-NATA/NATA work) - confirm that all testing within scope uses personnel and procedures of an equivalent level to those used for product sentencing (unless accredited for qualitative/screening methods) 	
<p>Discuss "uncertainty"</p> <ul style="list-style-type: none"> - controls over probability of detection issues, uncertainty of classification issues etc (FAD 5.4.6) - mitigation of risk by specialised in-house training, detailed test procedures, competency audits, restrictions to operator approvals - company policy for stating compliance if the allowable range is close to the sizing tolerance (FAD 5.10.3.1c) 	

Lead Assessor

Date

ASSESSMENT OF TECHNICAL CONTROL

Confirm that individual(s) responsible for technical control over tests:



Are identified within the management system or company job descriptions (responsibility may cover all tests or may be site-specific and/or method-specific)		
<i>Can demonstrate active ongoing involvement in the in-house competency audit program</i>		
<i>Can demonstrate active control over the system for authorising technicians as competent to perform specific tests without supervision and/or to release data to clients</i>		
<i>Can demonstrate authority for writing and/or approving testing procedures (in-house procedures) as well as validating and updating these procedures as necessary</i>		
<i>Can demonstrate active monitoring of the quality of reporting of test data across the organisation</i>		
Can demonstrate involvement in monitoring the need for additional test procedures (in conjunction with the process for review of incoming work requests)		
Demonstrate direct and ongoing involvement in the field technical control audit program		
Can demonstrate direct involvement in organising and following up independent audits of facility competency		
Can demonstrate direct and ongoing involvement in handling technical queries from employed technicians		
Can demonstrate involvement in ensuring the integrity of processes for equipment commissioning and equipment performance checks		
Can demonstrate close working knowledge of NATA requirements for accreditation : ISO/IEC 17025 knowledge + Current FAD requirements		

Items in italics - if the person(s) is not Level 3* qualified, facility must demonstrate involvement of a Level 3* in this activity

**Level 3 qualified in relevant method (or formerly recognised by NATA as equivalent to L3 for the purposes of delegating signatory approval)*