

# Appendix G: Remote work locations

## Introduction

This Appendix details the type of testing that may be conducted remotely, and the procedures for establishment, notification and assessment of such testing.

## Base site

The base site is the 'parent' facility that maintains technical control over remote work locations, which includes overall control of the management system and supervision of personnel.

## Types of remote work

	Jobbing	NDT annex site (routine)	NDT annex site (major construction)
<b>Notification required?</b>	No	Yes	Yes
<b>Contractual arrangements</b>	Ad hoc	Contract	Contract
<b>Duration of work</b>	May be open or defined	May be open or defined	Defined
<b>Residence of personnel</b>	Usually close to the base site	FIFO or close to site	FIFO or close to site
<b>Level 3 personnel</b>	Not on site	Not necessarily on site	Not necessarily on site
<b>Provision of technical control</b>	Base site	Local personnel	Local personnel
<b>Coordination of work</b>	Base site	Site supervisor or equivalent	Site supervisor or equivalent
<b>Operational control</b>	Base site	Site supervisor or equivalent	Site supervisor or equivalent
<b>Test reports</b>	Issued by base site	Issued by annex site	Issued by annex site
<b>Annex site in scope of accreditation?</b>	No	Yes	Yes
<b>Equipment</b>	Brought to site	Some fixed equipment, e.g. exposure bay, dark room, etc. Portable equipment resides on site.	Some fixed equipment, e.g. exposure bay, dark room, etc. Portable equipment resides on site.
<b>NATA assessment</b>	Covered at assessment of base site	More time at assessment of base site (half day or full day). Possible on-site or remote assessment.	On-site assessment, separate from the assessment of the base site.
<b>Examples</b>	<ul style="list-style-type: none"> <li>Fabrication / welding workshop</li> <li>In-service NDT</li> </ul>	<ul style="list-style-type: none"> <li>Refinery maintenance contract</li> </ul>	<ul style="list-style-type: none"> <li>LNG site (8-10 technicians)</li> <li>Offshore pipeline construction</li> <li>Mineral processing plant</li> </ul>

'Jobbing' or ad hoc work is defined as a series of individual jobs where the work is performed on a call-out basis following separate work requests. Allocation of work requests, invoicing, test records, and reporting is coordinated and controlled by the base site.

Jobbing work is conducted by personnel normally located at the base site. Where jobbing personnel reside at some distance from the base site, they still must be made available during the assessment of the base site. All jobbing personnel must be adequately and directly controlled by the base site.

Jobbing work does not require specific consideration in terms of a defined work site. The NATA Accreditation Criteria applying to base sites are considered to adequately address such situations.

## **Establishment and notification of remote work locations**

Prior to commencing accredited testing at a remote work location, accredited facilities must first seek approval from NATA to establish such sites.

As part of the approval process, procedures covering remote work locations will be reviewed by NATA. Once approval to establish remote work locations has been granted, a base site may establish NDT annex sites within Australia on an ongoing basis. The scope of accreditation will specifically acknowledge that an accredited facility can establish remote work locations.

Prior to the commencement of testing at an NDT annex site, an accredited facility must submit the form *Notification of remote work locations (annexes)*<sup>1</sup> and associated supporting documentation to NATA. Written notification from NATA of the establishment of the remote work location will be forwarded to the Authorised Representative.

Details of the approved remote work location will be publicly listed on the scope of accreditation for the base site.

When a remote work location ceases operation, the Authorised Representative is required to notify NATA within two weeks of closure.

## **Assessment of the base site**

At the assessment of a base site, NATA will evaluate the facility's capability to establish and maintain remote work locations.

Records associated with remote work locations (either in operation or finished operations since the last assessment) may be reviewed. If NATA considers that additional assessment time is needed to review such records at the base site, then the facility will be notified of this in advance. Any additional assessment time will be chargeable as per the NATA Fee Schedule.

The assessment program will be reviewed following each assessment of the base site. The assessment program for the base site (including any associated NDT annex sites) will consider the range of activities undertaken, as well as the following factors:

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<sup>1</sup> Pending

- Location and staffing arrangements.
- Frequency of establishment of remote work locations.
- Expected maximum staff numbers and the level of on-site supervision for remote work locations.
- Satisfactory outcomes from NATA assessments of remote work locations conducted within the last 18 months, as determined by the following:
  - No reports have been needed to be withdrawn due to technical issues involving a remote work location.
  - No findings have been raised which reflect:
    - inadequate supervision;
    - deficiencies in regard to staff competency;
    - loss of control over equipment assurance activities;
    - loss of control over quality assurance activities.

## **Assessment of remote work locations**

### NDT annex site (major construction)

A chargeable assessment will generally be conducted within 2 to 6 months of commencement of testing.

If any nonconformities raised at the assessment are of a systemic nature, they must also be addressed at all other existing remote work locations under the control of the base site (if relevant, also at the base site itself).

### NDT annex site (routine)

The assessment of these sites may be covered during the routine assessment of the base site, but additional time will be required (potentially a full day). Alternatively, NATA may conduct on-site or remote assessments of such annex sites.

## **Procedures covering remote work locations**

The base site must have documented procedures that specifically outline technical control of remote work locations.

The management system of the base site shall include the following:

- 'setting up' and 'closing down' procedures for annexes;
- detailed contract review arrangements prior to acceptance of the work and development of a quality plan for each work location;
- issuing and control of reports, including preliminary reports and the identification of the base site responsible for carrying out the testing;
- how the required level of technical control by the base site for remote work location is established and allocated;
- how on-site audit and quality assurance activity requirements are established and delivered;
- availability and/or movement of equipment;
- storage of equipment not currently in use and records;
- verification of equipment performance and calibrations including any specialised requirements.

Each remote work location must have supervision and technical control provided by appropriate personnel — refer clause 6.2.3 of this document.

Test reports issued for work performed remotely from the base site must include a means of identifying the specific remote work location from which the work was undertaken.

NDT annex sites can only conduct tests for which the base site holds accreditation.

### **Additional visits and suspension options**

Additional fees may be assigned based on the effort required to assess remote work locations.

Failure to comply with the requirements of this Appendix and/or the NATA Accreditation Criteria (e.g. evident lack of supervision or technical control of a remote work location) may result in a recommendation for a follow-up assessment or suspension of accreditation for the remote work location(s).

Depending on the quantity and severity of nonconformities raised by the NATA assessment team, facilities may be required to withdraw test reports issued by remote work locations.

Significant systemic nonconformities may result in suspending the accreditation of the base site. This would involve suspending the ability to establish remote work locations, which includes suspending the accreditation status of all existing remote work locations.