

Based on recommendations contained in
the 2016 edition of *Recommended
Practice No. SNT-TC-1A*

AUDIT CHECKLIST SNT-TC-1A

2016
EDITION

NDT PERSONNEL
TRAINING,
QUALIFICATION,
AND CERTIFICATION



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5TH EDITION

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NOTE: Use this audit checklist to review your Written Practice before an audit. This checklist is based on the recommendations in SNT-TC-1A (2016). The numbers of the paragraphs and sections throughout this document correspond to the applicable paragraphs and sections in the recommended practice. Unauditable paragraphs are not included in this checklist and paragraph numbers may be skipped.

Because SNT-TC-1A is a recommended practice, employers may certify methods and limited certifications not listed there. Those methods and certifications should be included on the lines marked as "other" under paragraph 3.1.

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Synthia Jester, Designer and Illustrator
Joy Grimm, Production Manager

Tim Jones, Senior Manager of Publications

ASNT Mission Statement:
ASNT exists to create a safer world by advancing scientific, engineering, and technical knowledge in the field of nondestructive testing.

Audit No: _____
Date: _____
Auditor: _____

NDT PERSONNEL TRAINING, QUALIFICATION, AND CERTIFICATION AUDIT CHECKLIST

Criteria: ASNT *Recommended Practice No. SNT-TC-1A* (2016)

Reference: Supplier's Written Practice

No.	Item	Yes	No	N/A	Objective Evidence Reviewed
1.0	Scope – References to <i>Recommended Practice No. SNT-TC-1A</i> are from the 2016 edition.				
1.1	<i>Recommended Practice No. SNT-TC-1A</i> (2016) has been prepared to establish guidelines for the qualification and certification of nondestructive testing (NDT) personnel, and the general framework for a qualification and certification program.				
1.1.1	These guidelines have been developed by The American Society for Nondestructive Testing, Inc., to aid employers in qualifying personnel engaged in any of the nondestructive testing methods listed in paragraph 3.0, below.				
1.1.2	These guidelines may not be appropriate for certain employers' circumstances and/or applications; therefore, the employer shall develop a written practice and may modify the guidelines as necessary to meet particular needs.				
1.2	The following survey checklist was developed so that a qualified auditor with a minimum amount of instruction (from an NDT Level III) could perform an initial assessment (review) of the personnel certification program of a company providing nondestructive testing.				
1.2.1	The checklist provides a method for documenting the review of an outside agency or a company supplying nondestructive testing services, and for comparing that company's written practice for personnel certification for full compliance with the minimum recommendations of ASNT's <i>Recommended Practice No. SNT-TC-1A</i> (2016).				
1.3	Based on the level of nondestructive testing experience of the auditor, the checklist results may provide all the information necessary for an auditor to make a decision concerning a particular company. However, at any time the auditor has questions about any discrepancies or information presented, the auditor should review these with his/her employer's NDT Level III.				
1.4	These guidelines may not be suitable for all circumstances or applications, and may be altered or modified as necessary. However such modifications may not eliminate basic provisions such as training, experience, testing or recertification.				
1.4.1	An addendum or annex to the written practice shall be used to provide detailed identification and supporting technical rational for all alterations and/or modifications. Does the employer's written practice contain an annex providing rationale for deviations from <i>SNT-TC-1A</i> ?				

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NDT PERSONNEL TRAINING, QUALIFICATION, AND CERTIFICATION AUDIT CHECKLIST

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Reference: Supplier's Written Practice

No.	Item	Yes	No	N/A	Objective Evidence Reviewed
2.0	Definitions – Following are the terms defined in <i>SNT-TC-1A</i> that are relevant to this audit checklist. Do the terms defined or delineated in the employer's written practice have the same meaning as those listed below?				
2.1	Certification: written testimony of qualification.				
2.2	Certifying Authority: the person or persons properly designated in the written practice to sign certifications on behalf of the employer.				
2.3	Certifying Agency: the employer of the personnel being certified.				
2.4	Closed Book Examination: an examination administered without access to reference material except for materials supplied with or in the examination.				
2.5	Comparable: being at an equivalent or similar level of nondestructive testing responsibility and difficulty as determined by the employer's NDT Level III.				
2.6	Documented: the condition of being in written form.				
2.7	Employer: the corporate, private, or public entity which employs personnel for wages, salary, fees, or other considerations.				
2.8	Experience: work activities accomplished in a specific nondestructive testing method under the direction of qualified supervision including performance of the nondestructive testing method and related activities but not including time spent in organized training programs.				

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No.	Item	Yes	No	N/A	Objective Evidence Reviewed
2.9	Grading Unit: a qualification specimen can be divided into sections called units, which do not have to be equal length or be equally spaced. Grading units are unflawed or flawed and the percentage of flawed/unflawed grading units required should be approved by the NDT Level III.				
2.10	Limited Certification: nondestructive test methods may be further subdivided to limited disciplines or techniques to meet specific employer's needs; these are NDT Level II certifications, but to a limited scope.				
2.11	Nondestructive Testing: a process that involves inspection, testing, or evaluation of material, components and assemblies for materials' discontinuities, properties and machine problems without further impairing or destroying the part's serviceability. Throughout this document the term NDT applies equally to the NDT inspection methods used for material inspection, flaw detection, or predictive maintenance (PdM) applications.				
2.12	Outside Agency: a company or individual that provides NDT Level III services and whose qualifications to provide these services have been reviewed by the employer engaging the company or individual.				
2.13	Qualification: demonstrated skill, demonstrated knowledge, documented training, documented experience, required for personnel to properly perform the duties of a specific job.				

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No.	Item	Yes	No	N/A	Objective Evidence Reviewed
2.14	Recommended Practice: a set of guidelines to assist the employer in developing uniform procedures for the qualification and certification of NDT personnel to satisfy the employer's specific requirements.				
2.15	Technique: a category within an NDT method; for example, ultrasonic thickness testing.				
2.16	Training: the organized program developed to impart the knowledge and skills necessary for qualification.				
2.17	Written Practice: a written procedure developed by the employer that details the requirements for qualification and certification of their employees.				
3.0	Nondestructive Testing Methods – Qualification and certification of nondestructive testing personnel in accordance with <i>SNT-TC-1A</i> is applicable to each of the following methods.				
3.1	To which of the following methods does the supplier's written practice apply?				
3.1.1	Acoustic Emission Testing				
3.1.2	Electromagnetic Testing				
3.1.3	Ground Penetrating Radar				
3.1.4	Guided Wave Testing				
3.1.5	Laser Testing Methods				

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No.	Item	Yes	No	N/A	Objective Evidence Reviewed
4.0	Levels of Qualification – There are three basic levels of qualification; however, these levels may be further subdivided for specific situations where additional levels of skills and responsibilities are deemed necessary.				
4.1	Which levels are described in the written practice? (List levels.)				
4.2	Do the qualifications for NDT Level I meet the <i>SNT-TC-1A</i> criteria for NDT Level I? “An NDT Level I individual should be qualified to properly perform specific calibrations, specific nondestructive testing, and specific evaluations for acceptance or rejection determinations according to written instructions and to record results. The NDT Level I should receive the necessary instruction and supervision from a certified NDT Level II or III individual.”				
4.3	Do the qualifications for NDT Level II meet the <i>SNT-TC-1A</i> criteria for NDT Level II? “An NDT Level II individual should be qualified to set up and calibrate equipment and to interpret and evaluate results with respect to applicable codes, standards, and specifications. The NDT Level II should be thoroughly familiar with the scope and limitations of the methods for which qualified and should exercise assigned responsibility for on-the-job training and guidance of trainees and NDT Level I personnel. The NDT Level II should be able to organize and report the results of nondestructive testing.”				