

EFNDT/CEC/P/05-001 R03

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EFNDT ASSESSMENT AND APPROVAL OF CERTIFICATION BODIES

SCOPE

This document sets out the EFNDT requirements in respect of assessment and approval of Certification Bodies

Annex A Application for EFNDT Approval

Annex B Fees and charges

Annex C Guidance on time required for assessments

EFNDT CEC/P/05-002 - Procedure for the EFNDT assessment and approval of certification bodies

EFNDT CEC/P/05-005 - Excel process map for audit and approval of certification bodies

EFNDT ASSESSMENT AND APPROVAL OF CERTIFICATION BODIES

Introduction

The EFNDT provides a system for the assessment and approval of bodies engaged in the certification of competence of NDT personnel in accordance with 3rd party qualification and certification standards such as EN ISO 9712:2012.

Management

The EFNDT Approval process is managed by a Certification Executive Committee (CEC) constituted by the EFNDT Board of Directors. The CEC is responsible to the EFNDT for setting, maintaining and reviewing criteria for applicant and approved Certification Bodies and, if requested, will advise the EFNDT BoD on the justification for approval of any particular Body.

Purpose and eligibility

The purpose of the assessment and approval service is to provide for international recognition of NDT personnel certification bodies where there is presently no national system of accreditation or to otherwise satisfy the EFNDT requirements for registration under its Multilateral Recognition Agreement (MRA).

To be eligible for assessment and approval, the applicant certification body shall be nominated by an NDT Society in Full or Associate Membership of the EFNDT, and will remit to EFNDT the current application and pre-assessment fees, and undertake to comply with the EFNDT Code of Practice for Certification Bodies (doc. EFNDT/CEC/C/05-002).

Applications for assessment and approval

The applicant Certification Body will indicate an intention to comply with the applicable standard(s) by returning to the EFNDT Certification Executive Committee (CEC) Chairman, the completed application form with the current application fee, together with a Quality Management System and Procedures in the English language.

Applicants should note that EN ISO 9712:2012 and ISO/IEC 17024:2012 require, between them, that the certification body has a documented quality management system and procedures describing how it deals with:

- document and change control
- control and maintenance of records, including security thereof
- internal audit
- corrective and preventive actions
- management review
- continual improvement
- management of impartiality
- development and validation of examination questions, including model answers, relevant to the adopted training syllabus
- the compilation and authorisation for use of examination scripts
- the assessment and mastering of examination specimens
- candidate eligibility (i.e., training, vision, experience) for examination and certification
- development and conduct of qualification examinations, including the marking and grading of such
- control of NDT equipment used in examinations, including maintenance and calibration
- process control, e.g., assessing and recording checks on penetrant and magnetic particle systems, or on radiographic film development process facilities

- control of substances used in examinations that may be hazardous to health
- granting, maintaining, renewing, expanding and reducing the scope of certification
- suspending or withdrawing certification
- appeals and complaints received from applicants, candidates, certified persons and their employers and other parties about the certification process and criteria.
- re-affirming, at least annually, the fairness, validity, reliability and general performance of each examination (such as collecting and maintaining statistical data)
- assessment, authorisation and monitoring of the performance of its examiners and subcontractors
- regulatory requirements for the maintenance and release of information and data
- the use of its mark, and the procedures it is to follow in case of misuse, including false claims as to certification and false use of its marks

A desk-top review of the certification body's system documentation will be conducted prior to any on-site assessment to confirm the availability of procedures covering all of the above, and any deficiencies identified during this review shall be corrected prior to the conduct of an on-site assessment.

Scope of approval

Approval may cover the qualification and certification activities of any particular Certification Scheme in whole or in part. The certificate of EFNDT approval will clearly state the scope and limitations of the approval granted.

Conditions of approval

The EFNDT Approved Certification Body shall:

- Conduct qualification examinations in conformity with the current edition of the applicable standard(s), i.e., EN ISO 9712:2012;
- Pay in full, prior to the publication of the decision regarding EFNDT approval, all relevant published EFNDT application fees, audit charges, and direct expenses anticipated during the assessment process;
- Comply with the EFNDT Code of Practice for Approved Certification Bodies (doc. EFNDT/CEC/C/05-002).

Validity of approval

The EFNDT Approval is valid for a period of three years, with a surveillance visit taking place within 12 months of initial approval. Re-approval requires the same process as the initial approval.

Extensions to approved scope

Existing EFNDT Approved Certification Bodies wishing to extend the scope of their authorization should use the same application form and procedure to provide evidence of satisfying the applicable standard(s) for the additional scope.

Further information

For further information, please contact the EFNDT CEC Chairman or the EFNDT Secretary

ANNEX A -- APPLICATION FOR EFNDT APPROVAL

The application shall be completed and submitted initially and prior to each three yearly reassessment. The information provided by the applicant Certification Body will be treated strictly as *commercial in confidence*. Please answer all questions fully.

Name of applicant certification body		
Name and position of main contact		
e-mail address		
Telephone (include country and area codes)		
Full postal address		
Applicable certification standard(s)		
Scope of EFNDT approval sought		
Industry or product sector	NDT Method(s)	Levels offered
Examination staff		
Name	Certification held	Expiry date
Management and support staff		
Name	Position	

DECLARATION:

I confirm that there is no national system in the country of operation for accreditation of personnel certification bodies. I undertake, on behalf of the applicant organisation, to provide the EFNDT appointed lead assessor access to all systems and documentation necessary for the purposes of assessment, and understand that, when completed, this form, together with any subsequently issued approval, will form the contract between the applicant organization and the EFNDT. I undertake, on behalf of the applicant certification body, to comply with the EFNDT Code of Conduct for EFNDT approved certification bodies. I enclose the current application fee and the documentation (in the English language) required in support of this application.

I undertake, on behalf of the applicant organization, to pay in due time, all fees and charges detailed in Annex B.

Signature:

Date:

Name:

Position:

Email:

Applicant Certification Bodies shall provide with their application a brief accurate description in the English language of the history and development of their certification scheme, including the number of examinations conducted and certificates issued in each sector, method and level.

Completed applications are so be submitted to the EFNDT CEC Chairman or the EFNDT Secretary

ANNEX B – EFNDT APPLICATION, ASSESSMENT and APPROVAL FEES (200815)

Fee or charge	Amount (Euros)
1. Application fee (payable at the time of application)	3,000.00
2. Assessment man/day rate	600.00
3. Approval fee (payable after assessment and prior to the award of approval certificate)	1,000.00

Item 1 covers the cost of a preliminary review of quality management system and technical documents. Following this desk-top review, any points of concern will be clarified and a tentative programme agreed for the actual on-site assessment.

The pre-assessment report will enable the EFNDT Assessor to gauge the applicant's readiness for full assessment and to estimate the time, and therefore the likely cost of this operation. At this point, the CEC Secretary will estimate the total assessment fee, and will invoice the applicant for this amount, which is to be paid before assessment commences. This estimate will not be binding upon EFNDT, since factors beyond its control may affect the final overall cost of assessment. The difference between the estimate and final overall cost will be charged or reimbursed at the time of invoicing for item 3.

Where possible, only one assessor will be appointed, but it may be necessary to appoint additional ~~auditors~~ assessors to provide the level of technical and/or linguistic expertise necessary for the scope of the approval sought.

The fees shown do not include VAT, which will be added where appropriate.

Payment of fees

The application fee must be paid at the time of application and before the commencement of the pre-assessment review. Assessment fees will be estimated and invoiced on the basis of the pre-assessment review. Three-yearly re-assessment will be charged for on the same basis as initial assessment, except that no application fee is required.

Follow-up assessment, where applicable, to verify compliance after implementation of corrective action will be charged on the same basis as initial assessments, except that no application fee is required.

The application fee (where relevant) and audit fees shall be received prior to publication of the EFNDT decision on the award of an approval certificate, and the approval fee shall be received prior to the award of the certificate of EFNDT approval. Payment shall be remitted to the EFNDT within 30 days of the date shown on the invoice.

Methods of payment

Organisations wishing to remit payment to the EFNDT are kindly advised that the following methods are established for their convenience:

Cheques should be made payable to "The European Federation for NDT"

For credit card payment, quote (a) credit card account number, (b) name or card holder, (c) address of card holder, and (d) card expiry date.

For credit transfer our bank details are as follows:

Account name:
Account number:
Bank sort code:
Bank name:

Wire transfer references:

Swift:
BIC:
IBAN:

ANNEX C - GUIDANCE ON TIME REQUIRED FOR PREPARATION, TRAVEL AND ASSESSMENT

Man days spent on assessment will vary, as will the audit team strength, according to the scope of approval requested, and the size, complexity and geographical dispersal of the certification scheme. The assessment team will be selected to combine quality system experience with commensurate levels of NDT and industry sector expertise. Assuming an acceptable level of compliance is achieved during the initial assessment, the findings of the team are presented to the EFNDT Certification Management Committee for independent adjudication and for award of the certificate of approval.

The following are examples of typical time on assessment for EFNDT Approval audits.

EXAMPLE: Initial MT and PT (multi-sector)

Task	man days
Preparation (familiarisation)	1
Travel (depending on origin and destination)	1-2
Time on assessment	2
Reporting	1
Total	5-6

For each additional NDT method add one man/day on assessment.

Extension to existing scope of approval

Approved CBs wishing to extend the scope of their approvals will be assessed to ensure that they have sufficient specimens containing relevant defects, sufficient appropriate NDT equipment and examination questions to conduct examinations for the expected throughput of candidates. The quality system will not be re-assessed except insofar as control of specimen security, master specimen reports, equipment maintenance and calibration and generation and security of questions is concerned. All aspects of the additional approval must comply with the requirements of the applicable standard(s).

EXAMPLE: Extension to include two further NDT methods

Task	man days
Preparation (familiarisation)	½
Travel (depending on origin and destination)	1-2
Time on assessment	1-2
Reporting	½
Total	3-5

Extension to scope assessments are normally completed in one day but follow-up assessments to verify compliance after corrective action will be charged on the same basis as above.
