



## AUDIT CHECKLIST

for auditing NDT examination organisations

1. Does the Outside/Inside Agency's quality system documents and procedures as define by the HUANDTB? YES NO

Evidenced by:

2. Does the Outside/Inside Agency had a written practice based upon EN4179 and was approved by the Outside/Inside Agency's Responsible Level 3? YES NO

Evidenced by:

- 2.1 Does the written practice has identified the standard(s) to which it is compliant? YES NO

Evidenced by:

- 2.2 Does the written practice has identified each method and each specific technique within the method(s) used by the Outside/Inside Agency? YES NO

Evidenced by:



2.3 Does the written practice has addressed the levels of qualification and certification as used by the Outside/Inside Agency? YES NO

Evidenced by:

2.4 Does the written practice has addressed personnel duties and responsibilities in the applicable levels / methods used by the Outside/Inside Agency? YES NO

Evidenced by:

2.5 Does the written practice has addressed the required training requirements? YES NO

Evidenced by:

2.6 Does the written practice has addressed the experience requirements? YES NO

Evidenced by:

2.7 Does the written practice has addressed the examination requirements? YES NO

Evidenced by:



2.8 Does the written practice has addressed the required records to be maintained? YES NO

Evidenced by:

2.9 Does the written practice has addressed expiration, suspension and revocation of approvals? YES NO

Evidenced by:

2.10 Does the written practice has addressed certification and recertification requirements? YES NO

Evidenced by:

2.11 Does the written practice addressed the re-certification option to be used for the Level 3, whether it was by examination and/or by a credit system? YES NO

Evidenced by:

3. Does the Outside/Inside Agency had designated a Responsible Level 3? YES NO

Evidenced by:

4. Does that any examiners employed by the Outside/Inside Agency were designated and approved by the Responsible Level 3 or HUANDTB? YES NO

Evidenced by:



5. Does the examiners used by the Outside/Inside Agency were Level 3 approved in the method(s)? YES NO NA

*Compliance Assessment Guidance: NA should be used were there are no exams administered.*

Evidenced by:

6. Does the Outside/Inside Agency had sufficient examiners to cover all methods employed by the agency? YES NO

Evidenced by:

7. Does the examiners were approved in writing by the Responsible level 3 or the HUANDTB? YES NO

Evidenced by:

8. Does the relevant codes, standards and specifications were available? YES NO

Evidenced by:

9. Does the clients' requirements were fully specified, recorded and understood by the examination body? YES NO

Evidenced by:



10. Does the examination body had appointed appropriately qualified and experienced examination staff? YES NO

Evidenced by:

11. Does the Outside/Inside Agency has ensured confidentiality, impartiality and security? YES NO

Evidenced by:

12. **Administration of Examinations**

12.1 Does the compilation of written specific and practical examinations which were appropriate to scope? YES NO

*Compliance Assessment Guidance: These examinations shall be relevant to products, NDT procedures and processes.*

Evidenced by:

12.2 Does the examinations were checked and verified against a client's requirements? YES NO

Evidenced by:

12.3 Does the content of the examinations were balanced and appropriate to the approval level? YES NO

Evidenced by:



12.4 Does the marks has awarded to a successful candidate achieved a minimum of 70% for each examination and 80% overall for each method? YES NO

Evidenced by:

12.5 Does the latest results for written and practical examinations are on file? YES NO

*Compliance Assessment Guidance: The Outside Agency shall maintain the results of all qualification examinations.*

Evidenced by:

**13. General Examinations**

13.1 Does the General examinations were closed book? YES NO

Evidenced by:

13.2 Does the minimum numbers of questions were administered? YES NO

*Compliance Assessment Guidance: Minimum of 10 questions for level 1 limited and 40 questions for level 1, 2 and 3*

Evidenced by:

**14. Specific Examinations**

14.1 Does the Specific examinations were open book? YES NO

Evidenced by:



14.2 Does the minimum numbers of questions were administered? YES NO

*Compliance Assessment Guidance: Minimum of 8 questions for level 1 limited and 30 questions for level 1, 2 and 3*

Evidenced by:

14.3 Does the reference material was made available to the candidate? YES NO

*Compliance Assessment Guidance: reference material can be specifications, tables formulas etc.*

Evidenced by:

14.4 Does the answers to specific examination questions demonstrated the candidates understanding of information contained within the reference documents rather than merely its location? YES NO

Evidenced by:

14.5 Does the specific examination has covered a wider scope within the method used? YES NO NA

*Compliance Assessment Guidance: NA is to be used were wider scope examinations are not used.*

Evidenced by:



**15. Practical Examinations**

15.1 Does the test samples used for the practical examination contained known discontinuities or conditions? YES NO

Evidenced by:

15.2 Does the written checklist had been developed for the practical examination? YES NO

*Compliance Assessment Guidance: The checklist shall be developed by the Outside Agency to assure adequate coverage and assist in the administration and grading of the examination?*

Evidenced by:

15.3 Does in addition to a written checklist, the Outside Agency had determined how the examination results obtained by the candidate were to be documented? YES NO

*Compliance Assessment Guidance: This can be part maps, drawings, sketches, written descriptions etc.*

Evidenced by:

15.4 Does the practical examination has covered a wider scope within the method? YES NO NA

*Compliance Assessment Guidance: NA is to be used were wider scope examinations are not used.*

Evidenced by:





15.5 Does all discontinuities, flaws or conditions as specified were detected? YES NO

Evidenced by:

15.6 Does the test pieces, used for practical examinations, were identified, documented and held securely? YES NO

Evidenced by:

15.7 Does for level 3 candidates the practical examination involved the preparation of a NDT procedure or work instruction appropriate to the client's current requirements for the method? YES NO

Evidenced by:

15.8 Does the NDT procedure or work instruction was developed in conjunction with the general and/or specific examination(s)? YES NO

Evidenced by: