



QUALITY DOCUMENTS

W.I. NUMBER 08

SURVEILLANCE/PROFICIENCY
TESTING OF NDT PERSONNEL



This document forms an integral part of the Company Quality system, and adherence to the requirements specified within are mandatory upon all Company personnel and upon any subcontractor required to work in accordance with it.

This is a controlled document and must not be altered in any way without authorisation from the Company Quality Manager.

Issued by:

S. Young

Title: QUALITY MANAGER

Date: 01/04/16

Authorised / Approved by:

J. Thompson

Title: EXECUTIVE MANAGER

Date: 01/04/16



DOCUMENT AMENDMENTS AND UPDATES

Date amended	Section Amended	Amendment made	Name of person inserting change
01.04.16	4.0 i)	Document reference inserted	S. Young
	6.0	Section inserted	

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1.0 SCOPE

- 1.1 This Work Instruction details the method to be adopted by Lavender International to monitor and verify the results of tests to satisfy requirements for surveillance, competency and/or proficiency testing of NDT Personnel – primarily in line with PCN Documents CP 16 and CP 17.
- 1.2 It is applicable to both operations controlled by the Lavender International as well as laboratory and site operations controlled by our customer companies (Customers).
- 1.3 It also applies to those tests for which Lavender International Staff maintain valid certification.
- 1.4 It is not intended that this work instruction supersedes or duplicates surveillance activities carried out by other agencies.

2.0 RESPONSIBILITIES

- 2.1 It is each individual's responsibility to ensure that they comply with the surveillance testing requirements for recertification of their NDT qualifications.
- 2.2 Surveillance or monitoring of NDT personnel (for Lavender International or our customers' personnel – in line with QP1) shall be carried out by Appropriately Qualified Personnel (see paragraph 5.2); they shall be responsible for:
 - a) Carrying out surveillance activities in accordance with appropriate Lavender International or our Customers' Written Instructions.
 - b) Recording the results of all such exercises, and
 - c) Notification of the results of these checks – to the individual or their employer (as applicable to the circumstances involved).

3.0 DEFINITIONS

- 3.1 As per current issues of PCN documents CP16 Renewal and Recertification of Levels 1 & 2 PCN Certificates & CP17 Renewal and Recertification of PCN Level 3 Certificates.

4.0 APPLICABLE DOCUMENTS

The latest issues of:

- a) PCN/GEN General Requirements for NDT



- b) PCN Document CP16 Renewal and Recertification of Levels 1 & 2 PCN Certificates
- c) PCN Document CP17 Renewal and Recertification of PCN Level 3 Certificates
- d) Lavender International Quality Procedure QP1 (Section 5.3)
- e) Lavender International Quality Procedures QP3A and QP3B - Training of Internal and External Personnel respectively
- f) Lavender International Quality Procedure QP6 – Control of Non-conformance, Corrective Action and Preventive Action
- g) Lavender Internal Quality Procedure QP4 - Control and Administration of Personnel examinations
- h) Lavender International Work Instruction WI 10 - Introduction, Procurement, Maintenance, Rotation, Removal and Disposal of Examination Specimens
- i) ISO IEC 17025 – General requirements for the competence of testing and calibration laboratories

5.0 **PROCEDURE**

5.1 Requirement

The requirement for surveillance activities shall be based upon our customers' Specifications and Written Practices that identify renewal and recertification needs, reported discrepancies in operator performance and contractual requirements.

Only approved training or examination specimens that are controlled in accordance with Lavender International Quality Procedure QP4 and Work Instruction WI 10 shall be used.

5.2 Qualifications

Lavender staff carrying out surveillance or monitoring shall hold current valid ASNT Level 3, Level 2 or Level 3 ISO 9712 compliant NDT personnel certification that is issued by an independent certification body accredited as complying with EN 17024 (e.g. PCN). This certification shall be appropriate to the work that is required to be monitored.

5.3 Surveillance Programme

5.3.1 Surveillance of Lavender staff will be called for by the Quality Manager, who maintains registers of personnel subject to and authorised to carry out NDT surveillance.

5.3.2 Surveillance of external customers' personnel will be carried out at the request of the individual or company. This will be carried out to the



Customer's own recording/reporting systems as well as any applicable in-house Work Instructions.

- 5.3.3 Those Lavender International staff who are assigned to perform such surveillance activities shall also be issued with written instructions clearly describing the requirement and method of reporting.

5.4 Reporting

- 5.4.1 Surveillance reports for non-PCN operators (QD 17) will include, but not be limited to:

- The date the check was performed
- The identification of the NDT operator under surveillance,
- The identification of the Lavender International staff who have performed the surveillance activity,
- A unique job reference number
- A brief description of the NDT method and technique being checked, and
- The results of surveillance activity

Such reports shall be authenticated by the relevantly assigned Lavender International personnel who performed the surveillance activity.

- 5.4.2 For PCN operators, the Surveillance Report will be forwarded to the Administration Department for generation of Annex D3 of PCN CP16 or Annex D of PCN CP17. This will then be checked and signed by the relevantly assigned Lavender International personnel who performed the surveillance activity.

- 5.4.3 The hand written report will be filed in the Company or individual's portfolio.

- 5.4.4 The typed and signed report will be sent to the customer or, in the case of Lavender Staff, placed in the appropriate personnel file.

5.5 Review of Non-Conformity and Corrective Action

- 5.5.1 The recorded results of all surveillance tests where there are identified discrepancies will be reviewed by the Test Centre Chief Examiner (TCCE).

- 5.5.2 Copies of reports indicating a discrepancy shall be forwarded to the TCCE and the customer, where appropriate, for a decision on corrective action (e.g. further training, additional surveillance, amendment of NDT procedures, recall of work, notification of customers, suspension of authorisation to test, or other appropriate actions) – including any assigned time-scales for their implementation.



5.5.3 Intended corrective actions and satisfactory implementation of corrective actions shall be notified to all directly-affected parties. The TCCE (in association with the Quality Manager) will agree a course of action that will be reviewed following corrective action implementation; and shall then be signed off when shown to be complete and effective.

5.5.4 All complaints shall be handled in accordance with Lavender International Quality Procedure QP6 (Control of Non-Conformity, Corrective and Preventive action).

5.6 Records

5.6.1 Original copies of surveillance reports for Lavender personnel, together with other documentation relevant to the work monitored shall be retained by the Quality Manager for a period of not less than 11 years.

5.6.2 All reports and other relevant documentation for external customers' personnel are scanned and stored on Docman for a period of not less than 11 years.

6.0 INDIVIDUAL PROFICIENCY TESTING (AUSTRALIA)

6.1 See WI 13.