



QUALITY DOCUMENTS

W.I. NUMBER 10

INTRODUCTION, PROCUREMENT, MAINTENANCE, ROTATION, REMOVAL AND DISPOSAL OF PCN EXAMINATION SPECIMENS



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:

Title: QUALITY MANAGER

Date: 01.04.16

Authorised/Approved by:

Title: CO-MANAGING DIRECTOR

Date: 01.04.16



Date amended	Section Amended	Amendment made	Name of person inserting change
01.04.16	4.2	Text amended	S. Young
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Changes are hi-lighted

A copy of this document is sent to BINDT/PCN

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1.0 SCOPE

- 1.1 This WI covers the Introduction, Procurement, Production & Mastering, Maintenance, Rotation, Removal & Disposal of Examination Samples.

2.0 RESPONSIBILITIES

- 2.1 The responsibility for the administration of this document is that of the Quality Manager.
- 2.2 The responsibility for the requirements of this document is that of the Chief Examiner.

3.0 APPLICABLE DOCUMENTS

- 3.1 QP4 - Control and Administration of Personnel Examinations.

4.0 INTRODUCTION AND PROCUREMENT OF SAMPLES

- 4.1 A request may be made by any member of the technical staff to the Chief Examiner to introduce a new sample to any exam practical area, in writing or verbally.
- 4.2 The Chief Examiner will discuss the number, method and specific detail of the specimen with the **Co-Managing Director (Business Services)**, who will then put out to approved suppliers for a quotation. In normal circumstances the order will be based on selection of test pieces from the supplier's catalogue which will match the request of the Lavender staff.
- 4.3 Once the **Co-Managing Director (Business Services)** has received the quotes he will discuss with the Chief Examiner the best supplier and order the samples using the Purchase Procedure (QP2 section 15)
- 4.4 Occasionally samples may be donated from industry.

5.0 PRODUCTION & MASTERING

- 5.1 Samples will be produced to instructions provided by Technical Staff. Such Instruction may include purchase of samples produced by a Company specialising in the supply of flawed samples.
- 5.2 A flow chart showing the process for mastering samples is shown at Appendix 1.
- 5.3 All PCN examination specimens will be evaluated independently by two persons holding relevant Level 2 or level 3 certification and two separate Specimen Evaluation Reports (QD 239) shall be produced. Where there is



significant disagreement between the two evaluations (concerning defect content, location and/or characterisation etc.) the exercise shall be repeated until there is agreement in the result. From these two, finally agreed Specimen Evaluation Reports a Master Report will be generated. This can be one of the Specimen Evaluation Reports which has been over-stamped and approved by the TCCE. Copies of the finally agreed Specimen Evaluation Reports will be retained with the Master Report and shall be controlled by the Quality function.

- 5.4 The report from the supplier of the specimen may be used as one of the independent evaluation reports providing it is signed and dated by a current Level 2 PCN certificate holder in that method. This is to be verified by the Quality Department who will check the BINDT certification database and note the PCN no of the evaluator on the evaluation report. The person who checks this information will also date and sign next to the PCN number.
- 5.5 If, at any time, there is a requirement for a Master Report to be modified a new Master Report will be produced and approved in accordance with the process outlined in section 5.3 above. The superseded Master Report is removed from the hard copy folder, scanned and saved on the network in the Obsolete Master Report folder for a minimum of 11 years.
- 5.6 All defects indicated will be mandatory unless otherwise specified on the Master Report.
- 5.7 PCN examination Master Reports are constantly reviewed against those produced by examination candidates during the marking of all practical examinations which exceeds the requirements of CP9 para. 3.4.9 (which states that they must be reviewed initially after between five and ten uses). If any significant discrepancies are noted during such reviews, the specimen will be re-evaluated and a new Master report will be produced following the process outlined in section 5.3 and 5.4 above.
- 5.8 If more than 50% of candidates fail to correctly report and correctly characterise all mandatory reportable defects in a specimen, it is to be re-evaluated for suitability as a PCN examination specimen.
- 5.9 In addition, based on the evidence of continuing review (see section 5.6 above), all PCN Master Reports are re-approved by the Chief Examiner at least every five years. This re-approval is recorded on the Master Equipment and Sample List (QD 327).

Note: It is recognised, based on many years of experience that most specimens do not change. However, due to the nature of the testing method and their constant re-use, flaw indications in specimens used in Penetrant Testing, may change over time and therefore may need to be re-mastered



periodically. Such changes will be identified as part of the on-going examiner's reviews.

- 5.10 Records of such evaluations will be maintained for a minimum of 11 years beyond the date when the specimen ceases to be used for PCN examination purposes.

6.0 MAINTENANCE

- 6.1 All Test Centre samples shall be maintained in such a condition to ensure they are suitable for their purpose.
- 6.2 Each member of the technical staff has the responsibility to inform the Chief Examiner either verbally or in a written message if he is concerned that a sample is no longer suitable.
- 6.3 Once identified as being a sample for review the Chief Examiner will use his experience to decide whether the sample is acceptable for continued use or should be removed.
- 6.4 If a sample is removed the Quality Manager shall be informed by the Chief Examiner either verbally or in a written message that the sample must be removed from the Master Sample List. The master Sample Report will however be retained on the network (see 5.5 above).

7.0 ROTATION

- 7.1 Rotation of samples by Candidate

7.1.1 Where a candidate takes an Initial Examination or a Recertification examination, the examiner responsible for the Candidate will select an exam sample at random from the valid sample list for that particular practical examination, prior to the commencement of the examination.

7.1.2 This manner of selection will ensure that no candidate will be able to predict the sample he is to be examined on.

7.1.3 The exam report of each sample tested will be retained in the Candidate's portfolio.

7.1.4 Where a candidate takes a Resit practical sample, or an Initial test following a failed Recertification exam, the examiner will be informed by the Admin Manager, on the Candidate's folder, which samples may NOT be selected for this examination.



7.2 Rotation by Exam Centre

7.2.1 Examination Test Samples are located at:

- a) Lavender UK (Penistone and AMP)
- b) Lavender Greece
- c) Oceaneering
- d) Lavender USA
- e) Lavender Australia

7.2.2 The Quality Manager controls the list of samples held at each of the above centres and will be responsible for ensuring that the samples are rotated at least annually at Oceaneering (except for Radiography and UT Critical Sizing which are used very infrequently) and after a maximum of 30 uses in Greece. This also ensures that different samples are used for recertification examinations. Due to the large quantity of samples held in Penistone, AMP, USA and Australia, these are rotated internally.

8.0 **REMOVAL**

- 8.1 All examiners have the responsibility of drawing the attention of the Chief Examiner either verbally or in writing to any sample that is considered unsuitable as an examination sample.
- 8.2 After review of the sample the Chief Examiner will either return the sample to the system or remove it as an examination sample.
- 8.3 If the Chief Examiner removes a sample he will report this fact, either verbally or in writing, to the Quality Manager who will amend the master list of samples. The Master Plot will be retained on the network (see 5.5 above).
- 8.4 It is recognised that PCN may at their discretion remove from service a particular test specimen or to obtain or procure and introduce specimens with specific natural or artificial flaws.
- 8.5 Samples may be removed from PCN examination status and reallocated as Training samples at the discretion of the Chief Examiner.
- 8.6 One reason for this may be to refresh the PCN examination sample stock list by procuring new samples.
- 8.7 When samples have been allocated as Training samples they may no longer be used in PCN exams.



9.0 DISPOSAL ON CESSATION OF BUSINESS

- 9.1 Should it become necessary for the Test Centre to cease trading, consultation will take place directly with PCN to discuss sample disposal. The PCN Co-ordinator will take responsibility for all discussion and decisions over the disposal of samples following agreement with PCN.

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**APPENDIX 1**