



QUALITY DOCUMENTS

W.I. NUMBER 13

NDT PROFICIENCY TESTING
(TEST SPECIMEN AUDITS)
AUSTRALIA



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: *P. Lavender*

Title: GENERAL MANAGER

Date: 01/04/16



DOCUMENT AMENDMENTS AND UPDATES

Date amended	Section Amended	Amendment made	Name of person inserting change
		New document	

A copy of this document is sent to PCN/BINDT

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1.0 SCOPE

- 1.1 This Work Instruction details the method to be adopted by Lavender International Australia to administer, monitor and verify the results of tests to satisfy requirements for Proficiency Testing (also known as Test Specimen Audits) of NDT Personnel in line with NATA (National Association of Testing Authorities) requirements.

2.0 RESPONSIBILITIES

- 2.1 The Office Manager is responsible for the administration of the proficiency testing process including arranging transport of specimens to and from the customer.
- 2.2 The General Manager is responsible for all technical aspects related to this process including the assessment of test reports.
- 2.3 It is the responsibility of the customer to inform Lavender International of the appropriate test methods and techniques relevant to their activities so that appropriate specimens can be provided.

3.0 ASSESSOR QUALIFICATIONS

- 3.1 Results will be assessed by a Lavender International tutor who holds current valid ASNT, AINDT or PCN certification at least at Level 2 in the method used in the proficiency test.

4.0 FREQUENCY OF TESTING

- 4.1 In accordance with NATA guidelines, NDT operators and organisations are expected to carry out a regular programme of proficiency testing.
- 4.2 Each operator must test one specimen per year for each method they perform.
- 4.3 Facilities are expected to conduct proficiency tests at least once every two years in each major area of the test method they perform.

5.0 TEST SPECIMENS

- 5.1 Only approved training specimens that are controlled in accordance with Lavender International Quality Procedure QP3A and Work Instruction WI 10 shall be used.
- 5.2 A record of specimens used will be maintained by the Office Manager on form QD 417 (Proficiency Test Specimen Log) to ensure that a test specimen



previously supplied to an individual or facility is not re-tested by that individual or facility in future.

- 5.3 Each specimen shall be supplied with a blank diagram and an instruction detailing the reporting criteria and testing techniques applicable to the individual specimen. The instruction shall also include the relevant acceptance codes/testing standard references and a timescale for completion.
- 5.4 Specimens shall be provided in a satisfactory and clean condition.
- 5.5 Transport of the specimens will be arranged by Lavender International and cost of this will be charged to the customer.

6.0 PROCEDURE

- 6.1 Upon receipt of a request, Lavender International will send the selected specimen to the facility for testing together with the relevant test instruction, blank diagram and report form. Facilities should use their own internal reporting systems where applicable.
- 6.2 Facilities are expected to perform testing to this programme in the same way that tests are performed in their everyday activities.
- 6.3 The facility will test the sample and produce a report detailing how the process was conducted and a completed diagram showing the relevant defects found.
- 6.4 The report, diagram and specimen will then be returned to Lavender International for assessment against QD 393 (Individual Proficiency Test Marking Scheme) or QD 398 (Facility Proficiency Test Marking Scheme) and the specimen master plot. A 70% pass rate shall be applied.
- 6.5 The results of the assessment will then be emailed to the company or individual who has completed the proficiency test. This will be done within 14 days from the date of receipt of the completed test report.

7.0 RECORDS

- 7.1 A hard copy of the completed paperwork including the report, results and diagram will be retained on file.
- 7.2 Scanned copies will also be sent to the UK for scanning onto the DocMan electronic filing system.



- 7.3 These records will be retained indefinitely in accordance with internal Quality Procedure QP9 (Control of Documents and Records).

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