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BINDT PED AUDIT PROCEDURE (PED/04)

Issue dated 29th May 2007

REFERENCES

- PED/05 – Audit report forms
- PED/08 – Schedule of BINDT approved PED NDT assessors
- PED/15 – EN 473 qualification criteria

ASSOCIATED DOCUMENTS ARE LISTED IN DOCUMENT BINDT PED/01 (LIST OF PUBLISHED DOCUMENTS)

SCOPE

This document provides guidance to BINDT appointed assessors conducting technical assessments of NDT Personnel for the award of BINDT Approvals issued under the provisions of section 3.1.3 of Schedule 2 to the Pressure Equipment Regulations.

Although primarily intended for the use of assessors to ensure a consistent approach to the conduct of BINDT audits, it is recognised that this document could be of interest to auditees, and it is therefore to be made publicly available in the interests of transparency of information.

TERMS AND DEFINITIONS

Any reference to BINDT, in the context of this document, means the Certification Services Division of the British Institute of NDT.

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The British Institute of Non-Destructive Testing is an accredited certification body offering personnel and quality management systems assessment and certification against criteria set out in international and European standards through the PCN Certification Scheme.



1. PROCEDURE

1.1 The Certification Services Division (CSD) of the British Institute of Non-Destructive Testing (BINDT) will appoint assessors with appropriate NDT qualifications and experience to carry out technical audits. This will normally require that the individual (or a team) auditing NDT personnel and the qualification systems for such personnel, will hold (between them as a team):

1.1.1 NDT certification acceptable to BINDT, and

1.1.2 audit training and experience acceptable to BINDT.

1.2 Assessors are required to adopt a positive reporting technique for all assessments and shall audit and report on the following (as a minimum):

1.2.1 qualification examination records for all personnel for whom approval is sought, including:

1.2.1.1 evidence of success in written general and job-specific examinations satisfying PED/15, and in specific practical examinations relevant to the testing of permanent joints to pressure equipment;

1.2.1.2 evidence of satisfying the criteria in terms of eligibility for approval, including relevant training, experience and physical attributes (acuity of vision and colour contrast perception) satisfying PED/15;

1.2.4 the satisfactory implementation of suitable controlled NDT Procedures and NDT Instructions by each of the personnel to be approved for each NDT method for which approval is sought.

1.3 Personnel assessment and non-compliance report forms are to be completed during and at the conclusion of the audit. The Lead Assessor's Summary report and recommendation shall be completed at the assessed organisation on the day of the assessment, and should be forwarded to BINDT as soon as possible. Report forms are provided to assessors in MS Word file format for electronic completion, but can be printed for completion by hand if preferred.

1.4 The assessor should retain original non-compliance reports (NCR) until such time as the assessed organisation has provided satisfactory evidence of appropriate corrective action.

1.6 When satisfied, sign off NCRs and return, together with any further recommendations, to the Certification Services Division Manager.

2. THE ASSESSMENT TEAM MEETING - LEAD ASSESSOR'S RESPONSIBILITIES

2.1 If there is more than one assessor, ensure that the audit team understands what is required of them and that they will be supported by the lead assessor where necessary.

2.2 Outline the audit programme and agree the format of assessment and areas of responsibility.

3. THE OPENING MEETING - LEAD ASSESSOR'S RESPONSIBILITIES

3.1 Where appropriate, introduce the members of the team and ascertain which members of the auditee's staff are to accompany team members. Outline the disposition of the assessment team.

3.2 The Lead Assessor will inform the representative of the auditee that the assessment is to ascertain that qualification criteria equivalent to those of EN 473, the European Harmonised standard for the qualification and certification of NDT personnel, have been met. This does not imply the award of EN 473 certification.

The auditee must be informed that any approvals issued subsequent to the assessment will fully satisfy the requirements of the Pressure Equipment Directive (97/23/EC), but that only EN 473 certification will satisfy the provisions of other European Harmonized standards that require EN 473 certification of NDT personnel [e.g. EN13445 : Unfired pressure vessels (part 5 : Inspection and testing) and EN 13480 : Metallic industrial piping (part 5 : Inspection and testing)].

3.3 The lead assessor will inform the senior representative of the assessed organisation and the assessment team members that if there is an apparent non-compliance (NC) with the requirements, the assessor observing the NC will detail his observation on a NCR form, quoting the reference from the relevant criteria. The auditee's representative will be asked to sign the NCR there and then to signify that the observation is accurate. Corrective action will not be decided until the final meeting.

3.4 The lead assessor will outline the timetable and inform the auditee's senior representative that the findings of the team will be presented at a closing meeting.

4. FINAL TEAM MEETING - LEAD ASSESSOR'S RESPONSIBILITIES

4.1 Collate all NCR forms (a separate form must be completed for each apparent non-compliance), ensuring that the correct document reference has been allocated.

4.2 Raise summary report and recommendation.

4.3 Agree conduct of final meeting, e.g. will the observing audit team member explain the non-compliance(s) or will only the lead assessor discuss NCRs with the senior representative of the assessed organisation?

5. CLOSING MEETING - LEAD ASSESSOR'S RESPONSIBILITIES

5.1 Emphasise at this point that the assessment is a sampling exercise and that there may be non-compliances which were not observed by the team.

5.2 Discuss non-compliances, agreeing corrective actions with the company representative for quality.

5.3 The company representative will be expected to propose at this meeting what corrective actions will be taken to clear any observed non-compliance, together with a date for implementation. The proposed corrective actions must be to the satisfaction of the lead assessor, and should be satisfactorily implemented within three months of the audit. However, if circumstances warrant, the lead assessor may agree a date up to six months from the assessment for corrective action. Enter this date and the name/position of the company representative proposing corrective action on the NCR.

5.4 When all NCRs have been dealt with, present the summary report and state clearly what the recommendation will be, i.e. A, B, C or D, as detailed on Summary report form. The assessed organisation should take copies of NCR and Summary reports.

5.5 Inform the auditee's representative that, though you will make recommendations, the final decision on approval is taken by BINDT.

5.6 Assessors must not offer advice or become involved in any acrimonious discussion about the requirements; they shall simply report what they find.

5.8 Report any inconsistencies within documents directly to BINDT.

6. GENERAL - ALL ASSESSOR'S RESPONSIBILITIES

6.1 Confine observations to non-compliance with the criteria, and phrase narrative in the terms of the appropriate criterion wherever possible. Ensure that a reference to the appropriate criterion is quoted.

6.2 Do not offer any advice that may be construed as consultancy.

6.3 Maintain a formal relationship, even if auditee's staff are known personally.

6.4 Do not hesitate to withdraw a NCR if a satisfactory explanation is offered in respect of an observation which is subsequently shown not to be a NC. If an NC can be cleared simply and to the assessor's satisfaction during the audit it is not necessary to raise a NCR.

7. LEAD ASSESSOR – POST ASSESSMENT RESPONSIBILITIES

7.1 The lead assessor is responsible for reviewing and accepting evidence of satisfactory implementation of corrective action, for raising and maintaining a record of clearance of corrective actions, and for forwarding completed audit documentation to BINDT for review and retention.