

	<i>Estonian Non-Destructive Testing Board</i> ENDTB – G3	Revision Page Date	0 1 27.01.2025
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Estonian Non-Destructive Testing Board

ENDTB – G3

ASSESSMENT AND APPROVAL OF AGENCIES PROVIDING TRAINING AND EXAMINATION SERVICES TO THE AEROSPACE SECTOR COVERING EN4179

Authorised by:	 Chairman of the ENDTB		
Revision No.	Revision Date	Issued Date	Scheduled review date
0	27 Jan 2025	27 Jan 2025	Jan 2028

	<i>Estonian Non-Destructive Testing Board ENDTB – G3</i>	Revision Page Date	0 2 27.01.2025
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1. INTRODUCTION

- 1.1 The Estonian National Aerospace NDT Board (ENDTB) controls the training and examination of NDT personnel, as required by European aviation regulations and EN 4179, through the recognition and oversight of assessment and approval of organizations providing NDT training and examination services.
- 1.2 This document defines ENDTB requirements and oversight policy with regard to the assessment and approval programs applicable to organizations supporting the Aerospace Sector in Estonia.

2. APPLICABILITY

- 2.1 This document applies to organizations providing training and examination services to the Aerospace Sector, including:
 - 2.1.1 Authorized Qualifying Bodies (AQB)
 - 2.1.2 Approved Training Organizations (ATO)
 - 2.1.3 Outside Agencies (OA)
 - 2.1.4 Inside Agencies (IA)
- 2.2 The general control of training and examinations through the audit and approval process at Approved Training Organizations and Authorized Qualifying Bodies is managed by ENDTB in compliance with national and European regulatory frameworks.

3. APPROVAL PROCESS

3.1 General

- 3.1.1 ENDTB approval schemes are managed, operated, and resourced in accordance with ENDTB procedures.
- 3.1.2 The ENDTB approval schemes are:
 - 3.1.2.1 Authorized Qualifying Body (Aerospace) Approval
 - 3.1.2.2 Approved Training Organization Approval
 - 3.1.2.3 Outside Agency Approval
 - 3.1.2.4 Inside Agency Approval
- 3.1.3 ENDTB shall publish a list of approved organizations.

	Estonian Non-Destructive Testing Board ENDTB – G3	Revision	0
		Page	3
		Date	27.01.2025

3.1.4 The approval schemes listed in 3.1.2 must meet the requirements of this document.

3.1.5 Audits of Outside/Inside Agencies shall be conducted using a checklists agreed by the ENDTB.

3.1.5.1 The scope of the audit shall be based on Checklists ENDTB CI-1 & CL-2

3.1.5.2 This checklists will be completed by an assigned auditor(s) from the ENDTB.

3.1.5.3 When approved by the board the Organization(s) may complete and return to the board appointed auditor prior to the audit.

3.1.6 ATO audits shall be performed in accordance with the requirements stated in the applicable ENDTB documents.

3.1.7 AQB audits shall be performed in accordance with the applicable certification body requirements.

3.1.8 Recognized Outside/Inside Agency audits will be subject to periodic oversight by ENDTB members.

3.1.9 Upon completion of Outside Agency and Inside Agency audits, copies of audit checklists, non-compliance reports (and observations), declaration of audit scope, and auditor summary/recommendation shall be documented.

3.1.9.1 ENDTB review team will have 7 days to review the audit report package.

3.1.10 Voting Members will register their approval/disapproval of the audit by electronic means.

3.1.10.1 A minimum of 3 ENDTB Voting Members' approvals are required.

3.1.10.2 Any disapproval by an ENDTB Voting Member must be resolved before approval.

3.1.11 Following review and approval of the audit by ENDTB, formal approval shall be issued within 10 days.

3.1.12 The approval certificate issued will demonstrate recognition and approval by ENDTB, carrying the ENDTB logo and signature of the ENDTB Chairperson.

3.1.13 Outside Agencies (Training Centers and Level 3 Consultants) may be used to compile, administer, and grade examinations in accordance with EN 4179 and the employer's written practice.

3.1.13.1 Only examiners certified Level 3 per EN 4179 in the applicable NDT method shall undertake this activity.

	<i>Estonian Non-Destructive Testing Board</i> ENDTB – G3	Revision Page Date	0 4 27.01.2025
---	---	--------------------------	----------------------

3.1.14 An employer who wishes to use inside resources and equipment to conduct NDT training and examinations under the control of ENDTB may do so by achieving approval as an Inside Agency.

3.1.14.1 An employer may contract an external Level 3 consultant to support internal NDT training and examinations.

3.1.14.2 This DOES NOT include initial formal method training unless the external agency holds ENDTB ATO approval.

3.1.14.3 An Inside Agency CANNOT provide initial formal method training unless ENDTB Approved Training Organization approval is held.

4. SPECIFIC REQUIREMENTS

4.1 General

4.1.1 The requirements of EN 4179 shall apply in their entirety.

4.1.1.1 This section reiterates and expands upon some of those requirements to assist the ENDTB Outside/Inside agency audit and approval process.

4.1.2 AQBAs, ATOs, OAs, and IAs shall operate a quality management system that is certified to either ISO 9001, AS9100, or ISO 17025.

4.1.3 Outside and Inside Agencies shall have a procedure governing the confidentiality, security, and impartiality of training, examinations, and personal data.

4.1.4 Outside and Inside Agencies shall formally designate a Responsible Level 3 who shall maintain overall control of, and have responsibility for, the Outside/Inside Agency training, certification, and consultancy operations.

4.1.5 The Responsible Level 3 shall be examined/qualified by an independent Outside Agency for all methods in which they are to be Level 3 certified in accordance with EN 4179.

4.1.5.1 The Responsible Level 3 shall be certified initially by the Outside/Inside Agency based on the results of external examinations.

4.1.5.2 The Responsible Level 3 shall be certified at Level 3 in at least one method.

4.1.6 The Responsible Level 3 may administer initial examinations for subordinate Level 3's within the Outside/Inside Agency, only in those methods in which they are certified at Level 3.

	<i>Estonian Non-Destructive Testing Board</i> ENDTB – G3	Revision Page Date	0 5 27.01.2025
---	---	--------------------------	----------------------

4.1.6.1 For methods that the RL3 does not hold certification for, other subordinate Level 3 initial examinations must be administered by another external Outside Agency.

4.1.7 The Responsible Level 3 may administer recertification examinations for subordinate Level 3's within the Outside/Inside Agency only in those methods in which they are certified at Level 3.

4.1.7.1 For methods that the RL3 does not hold certification for, a subordinate Level 3 who holds certification in the method may be appointed as the Level 3 Examiner for this method, or an Outside Agency shall be used.

4.1.7.2 The Level 3 Examiner shall be independently certified by another Outside Agency.

4.1.8 The Responsible Level 3 may issue recertification to subordinate Level 3s in all methods when the points system is used.

4.1.8.1 If a recertification examination is required, then the same process as for initial examinations shall apply.

4.1.9 When the Responsible Level 3 administers initial examinations to subordinate Level 3s, then the exam papers shall be retained for that purpose only.

4.1.9.1 The subordinate Level 3 applicant shall not have prior access to, or knowledge of, the internal Level 3 examination papers.

4.2 Written Practice

4.2.1 Outside and Inside Agencies shall have a Company Written Practice for the training and examination of their own staff.

4.2.1.1 The Written Practice shall meet the requirements of the latest revision of EN 4179.

4.2.2 The OA/IA Written Practice shall be approved by the OA/IA Responsible Level 3.

4.2.3 The OA/IA shall provide a copy of their current Written Practice to appointed ENDTB Assessors in advance of any assessment.

4.2.4 The Written Practice shall address the following (as a minimum):

4.2.4.1 Identify the certification scheme(s) with which it purports to be compliant.

4.2.4.2 Identify each method and each specific technique within the method(s) used by the Outside/Inside Agency.

	<i>Estonian Non-Destructive Testing Board ENDTB – G3</i>	Revision Page Date	0 6 27.01.2025
---	--	--------------------------	----------------------

4.2.4.3 Detail the levels of qualification and certification used by the Outside/Inside Agency.

4.2.4.4 Define personnel duties and responsibilities in the applicable levels/methods used by the Outside/Inside Agency.

4.2.4.5 Specify the training requirements.

4.2.4.6 Specify the experience requirements.

4.2.4.7 Specify the examination requirements.

4.2.4.8 Define the records that are required to be maintained.

4.2.4.9 Outline expiration, suspension, and revocation of approvals.

4.2.4.10 Define the reinstatement of expired, suspended, and revoked approvals.

4.2.4.11 Detail re-certification options for Level 3 personnel, specifying whether it is by examination and/or by a credit system.

4.2.5 OA/IA personnel designated as Examiners shall be Level 3 approved in accordance with the Written Practice in the methods for which they are authorized.

4.2.6 The OA/IA shall have sufficient examiners, designated in writing by the Responsible Level 3, to address the methods/techniques/materials declared in the ENDTB scope of approval.

4.2.6.1 A minimum of one examiner per method is deemed sufficient.

4.2.7 NDT Instructors shall have the skills and knowledge to plan, organize, and present classroom and practical training in accordance with approved course outlines.

4.2.8 The OA/IA shall have sufficient instructors, approved in writing by the Responsible Level 3, to address the methods/techniques/materials declared in the ENDTB scope of approval.

4.2.8.1 A minimum of one instructor per method is deemed sufficient.

4.3 Contract Review (Applicable to Outside Agencies only)

4.3.1 An Outside Agency shall have a procedure for conducting Contract Review.

4.3.1.1 This procedure shall be used to effectively identify Client training, examination, or consultancy needs and also to determine whether the OA can meet those needs.

 ENDTB	<i>Estonian Non-Destructive Testing Board</i> ENDTB – G3	Revision	0
		Page	7
		Date	27.01.2025

4.3.2 The Contract Review procedure/process shall consider the following, as a minimum:

- 4.3.2.1 Assessment of the Client Written Practice or the need to assist in the preparation of a Written Practice if one does not already exist.
- 4.3.2.2 Determination of applicable NDT methods & techniques.
- 4.3.2.3 Determination of Client product types, including materials.
- 4.3.2.4 Determine any applicable international, national, or Client-based specifications or standards that may be applicable.
- 4.3.2.5 Determine the status or provision of suitable training & examination specimens.
- 4.3.2.6 Determine location for required training/examination requirements.
- 4.3.2.7 Determine the need for site visits/audits, if required.
- 4.3.2.8 Determine whether the Outside Agency has the capability to meet the identified Client needs.

4.3.3 The Outside Agency shall retain records of Contract Review and these shall be made available for review at ENDTB assessments.

4.4 Facilities

- 4.4.1 Approved organizations conducting training shall possess appropriate facilities, training aids, and equipment such as blackboards/whiteboards or flip charts, overhead and/or slide projectors, computer-generated presentations, and video equipment appropriate to the training concerned.
 - 4.4.1.1 Premises and facilities shall meet applicable statutory requirements and shall be conducive to the intended use.
 - 4.4.1.2 **For Outside Agencies only:** When training is conducted away from the OA Base location, such equipment may be provided by the Client.
 - 4.4.1.2.1 If so, the availability of the required training aids and equipment shall be confirmed and documented during the Client facilities audits detailed in 4.4.3 below.
 - 4.4.1.3 **For Inside Agencies only:** For Inside Agencies who conduct training and examinations at other facilities within the Company, equipment may be provided locally.
 - 4.4.1.3.1 If so, the availability of the required training aids and equipment shall be confirmed and documented during the Client facilities audits detailed in 4.4.3 below.

4.4.2 Where Initial Training is conducted at the OA/IA Base location, then all the mandated ATO equipment requirements shall be available at that location.

4.4.2.1 This may be method-specific, especially in advanced techniques where specialist equipment is required (e.g., Immersion Ultrasonics or Computed/Non-Film Radiography).

4.4.2.2 When training and/or examinations are conducted at Client premises, an Outside Agency does not necessarily need all the mandated equipment for an ATO at its Base location, provided the equipment required is available at the Client premises where the training and examinations are conducted.

4.4.2.3 This shall be confirmed and documented during the Client facilities audits detailed in 4.4.3 below.

4.4.3 Training and examinations may be conducted at Client premises using the Client's facilities.

Note: This is equally applicable where an Inside Agency conducts training and examinations away from its base location (at other sites within the same Company).

4.4.3.1 Where resources such as NDT equipment, specimens, or training/examination facilities are located at the employer's workplace, the Agency shall provide documentary evidence, corroborated by the employer, that the Agency has audited such resources for compliance with this specification, and that any corrective or preventive actions deemed necessary during the audit have been satisfactorily implemented.

4.4.3.2 The OA/IA shall monitor Client facilities and conduct re-assessments should the Client training needs or equipment/facilities provision change.

4.4.3.3 The audits of Client facilities shall include the following as a minimum:

4.4.3.3.1 Adequacy of training (classroom) facilities. These shall be sufficient for the number of students and conducive to learning.

4.4.3.3.2 Provision of suitable teaching aids (blackboards/whiteboards or flip charts, overhead and/or slide projectors, computer-generated presentations, and video equipment appropriate to the training concerned).

4.4.3.3.3 Adequacy of examination rooms (environmental conditions, candidate spacing, etc.).

	<i>Estonian Non-Destructive Testing Board</i> ENDTB – G3	Revision Page Date	0 9 27.01.2025
---	---	--------------------------	----------------------

4.4.3.3.4 Adequacy of practical training/exam facilities (equipment & consumables). These shall be sufficient for the number of students/candidates and appropriate to the method and techniques used.

4.4.3.3.5 Control and security of training/exam specimens. These may be held at the employer or Agency premises but must be identified, documented, held securely, and made available only as allowed.

4.4.4 Where an OA/IA is not an ATO, they shall conduct annual internal audits of their own Base facilities in respect of the NDT methods in which supplementary or refresher training is delivered at that Base location.

4.4.5 The OA/IA shall ensure that their Base facilities comply with the requirements of this specification and EN 4179 in respect of the NDT methods in which supplementary or refresher training is delivered at that Base location.

4.4.6 Documentary evidence of these audits shall be retained and made available during ENDTB assessments.

4.5 Training

4.5.1 Initial NDT method training shall only be performed by ENDTB Approved Outside or Inside Agencies that are also Approved Training Organizations in the applicable method(s).

4.5.1.1 The approved methods appear on an Organization's ENDTB ATO Scope of Approval.

4.5.1.2 The Outside/Inside Agency shall only be permitted to conduct Initial Training in line with its ENDTB ATO Scope of Approval, irrespective of methods appearing on the Outside/Inside Agency scope of approval.

4.5.1.3 It is the responsibility of the OA/IA to ensure that the Scopes of their ATO and OA/IA Approvals concur where the provision of initial Training is offered to Clients for a given NDT method.

4.5.2 Outside Agency and Inside Agency instructors shall be designated and approved in accordance with EN 4179, as appropriate to the NDT method in which the course of training is to be conducted, by the Responsible Level 3 from the Outside Agency or Inside Agency accordingly.

4.5.3 When designing training and examinations, Outside Agencies or Inside Agencies shall utilize the NDT training outlines defined by the employer's written practice as required by EN 4179.

4.5.3.1 The training delivered shall address all subject areas as per the Client's training outlines.

	<i>Estonian Non-Destructive Testing Board</i> ENDTB – G3	Revision Page Date	0 10 27.01.2025
---	---	--------------------------	-----------------------

4.5.4 Following completion of Initial Training, the respective ATO shall issue a certificate of "successful" completion of training that meets the requirements of ENDTB policies. Certificates of training shall only be issued to those students who have successfully completed the full initial training course.

4.5.5 Additional or supplementary training to cover elements or techniques of a method not covered by initial method training may be undertaken by Outside Agencies or Inside Agencies that do not hold ENDTB ATO accreditation.

4.5.5.1 The OA/IA shall maintain records of additional or supplementary training delivered.

4.5.6 Revision training delivered prior to re-certification examinations may also be delivered by Outside Agencies or Inside Agencies that do not hold ENDTB ATO accreditation.

4.5.7 Requirements for training via ENDTB approved organizations per specific scenarios are detailed in Table 1.

Training Scenarios	BINDT Approval Required
Initial minimum formal training per EN4179 3.16 and 6.1 in the method	OA/IA with ATO approval
Additional training as per EN4179 4.1.2 to address additional techniques introduced by the employer. i.e. not addressed by initial formal training.	OA or IA or ATO (aerospace)
Training as per EN4179 4.1.2 when additional	
Additional training to PCN/AERO as deemed necessary by Responsible L3 as per ENDTB-G7	
On the job or task specific training per EN4179 3.24 and 6.3	
Refresher training as per EN4179 6.1.3 c)	
Training following failed initial or re certification examinations as per EN4179 7.2.4 a) and b)	No Specific Approval required
Health and Safety Training as per EN4179 6.1.5	
EN4179 L3 training.	

Table 1: Approvals required by Organisations for the Delivery of training

 ENDTB	Estonian Non-Destructive Testing Board ENDTB – G3	Revision	0
		Page	11
		Date	27.01.2025

4.6 Examinations

4.6.1 When designing examinations, Outside Agencies or Inside Agencies shall utilize the NDT training outline content as defined by the employer's written practice as required by EN 4179.

4.6.1.1 For specific examinations, the standards, specifications, and procedures outlined in the employer's written practice shall be used to compile such examinations, in conjunction with examination requirements as detailed by the RL3 during the Contract Review.

4.6.2 The examination organization shall have sufficient appropriate questions for use in assessing a candidate's comprehension of the subject matter.

4.6.2.1 Questions for each method at each level concerned shall be kept secure from candidates and, when compiled in an examination paper, shall adequately assess the knowledge and understanding of the NDT method and techniques utilized in the employer's workplace.

4.6.2.2 Examination papers shall have a unique identification and fully comply with the employer's written practice.

4.6.3 In accordance with EN 4179 clause 7.2, practical examinations shall be administered by the Responsible Level 3 or examiner authorized in the applicable method.

4.6.3.1 The ENDTB requires that the practical examinations shall be directly witnessed by a designated Level 3 Examiner in the method.

4.6.3.2 The training course instructor may also act as an examiner, provided they meet the requirements previously specified as designated instructors and examiners.

4.6.4 Examinations shall not be administered to oneself or by a subordinate.

4.6.5 Examinations administered by Authorized Qualifying Bodies (Aerospace) for PCN/AERO certification may be used to satisfy the examination requirements of EN 4179.

4.6.5.1 Additional NDT training and examination as deemed necessary by the employer's Responsible Level 3 must be undertaken by ENDTB-accredited Approved Training Organizations and/or Outside Agencies or Inside Agencies.

4.6.6 NDT qualification examinations shall only be made available during administration of the examination.

4.6.6.1 No prior knowledge of the specifics of any given examination content is permitted.

4.6.7 General Examination

4.6.7.1 The general examination shall comply with the Written Practice that is applicable to the candidate's employer.

4.6.7.1.1 Minimum of 10 questions for Level 1 Limited and 40 questions for Levels 1, 2, and 3.

4.6.7.2 The general examination questions shall be appropriate to the NDT method and set at a level reflective of the level of certification sought.

4.6.7.3 The general examination shall be "closed book."

4.6.7.4 For Level 3 applicants, the general examination shall address the general knowledge of other NDT methods utilized by the employer.

4.6.7.4.1 Passing a "basic" examination covering the other NDT methods used before passing any NDT Level 3 method examination shall be considered satisfactory evidence that the other NDT methods have been satisfactorily covered.

4.6.7.4.2 This shall consist of 15 questions from each of four methods in addition to the method in which L3 certification is sought, at L2 knowledge level.

4.6.7.4.2.1 One method must be either UT or RT.

4.6.7.4.3 Possession of a current ASNT or ISO 9712 NDT certificate at the appropriate level by the candidate may be satisfactory evidence that the general examination requirement is satisfied as defined in the employer's written practice.

4.6.8 Specific Examination

4.6.8.1 The specific examination shall comply with the Written Practice that is applicable to the candidate's employer.

4.6.8.1.1 Minimum of 8 questions for Level 1 Limited and 30 questions for Levels 1, 2, and 3.

4.6.8.2 The specific examination questions shall be appropriate to the NDT method and set at a level reflective of the level of certification sought.

4.6.8.3 Specific questions shall require the candidate to demonstrate understanding of the reference material provided, rather than merely locating information.

4.6.8.3.1 Specific questions may be multiple-choice or require narrative answers.

4.6.8.3.2 Should narrative questions carry more than one mark, then the OA/IA shall have appropriate marking guidance for these questions.

4.6.8.4 The specific examination shall be “open book.”

4.6.8.4.1 The candidate shall be given access to specifications, standards, procedures, and other documents as deemed appropriate and approved by the Responsible Level 3.

4.6.9 Practical Examination

4.6.9.1 The practical examination shall comply with the Written Practice that is applicable to the candidate’s employer.

4.6.9.2 The quantity and type of practical specimens attempted during practical examinations shall be as required by the Client Written Practice/Contract Review.

4.6.9.2.1 The practical exam specimens used shall be representative of the Employer’s product and shall test the candidate’s ability to utilize the test methods and techniques employed by the Employer.

4.6.9.3 Test samples shall contain known discontinuities (flaws) or conditions.

4.6.9.3.1 The candidate shall not be familiar with the test sample and the location of the defects contained within.

4.6.9.3.1.1 For Surface Inspection methods, flaws may be visibly evident on the surface.

4.6.9.3.1.2 Consequently, the candidate should not be aware of the extent of any flaw nor have knowledge of how many flaws are in a test sample.

4.6.9.3.1.3 The decision on the acceptability of such a sample as a test sample shall remain with the IA/OA Responsible Level 3 based on the considerations given in EN 4179, and the guidance in section 4.6.9.3.

4.6.9.3.1.4 The minimum number of test samples with known flaws may be supplemented by further specimens with no known flaws at the discretion of the Employer Responsible Level 3.

4.6.9.4 For examination purposes, test samples shall comply with EN 4179 paragraphs 3.37 and 7.1.5 and shall be held secure from candidates.

4.6.9.4.1 Each test sample shall have a master report describing the disposition of mandatory reportable flaws or defects within the specimen, data file, or image.

	<i>Estonian Non-Destructive Testing Board</i> ENDTB – G3	Revision	0
		Page	14
		Date	27.01.2025

4.6.9.4.2 The test samples shall be mastered by a minimum of two personnel, Level 2 or Level 3, with at least one being a Level 3.

4.6.9.4.3 The master report shall be signed and dated by both personnel.

4.6.9.5 All test samples and master records shall be controlled in terms of status, location, and security.

4.6.9.6 The Outside/Inside Agency shall have systems in place to determine how the candidate's attempts at practical specimens are suitably documented to allow for consistent examination marking.

4.6.9.7 All practical examinations shall be marked by an approved examiner in accordance with marking schedules (checklists) created for that purpose and approved by the IA/OA Responsible Level 3.

4.6.9.8 For Level 3 practical examinations, the candidate shall demonstrate the ability to write (compile) a fully documented NDT procedure appropriate to the Client's current work scope and in the method under examination.

4.6.9.9 When the Level 3 duties include processing and/or acceptance/rejection of products, the Level 3 shall be subject to a further practical examination equivalent to Level 2.

4.6.9.10 Practical Examination Marking Criteria the marking schedules shall address the following considerations at a minimum:

4.6.9.10.1 **Level 1**

- i) Proficiency in the use and standardization of equipment and materials.
- ii) Adherence to defined procedure details.
- iii) Documentation of the results, including proficiency in the interpretation and evaluation of indications if the job scope includes such.

4.6.9.10.2 **Level 1 (Limited)**

- i) Proficiency in the use and standardization of equipment and materials
- ii) Adherence to defined procedure details.
- iii) Documentation of the results, including proficiency in the interpretation and evaluation of indications if the job scope includes such.

	<i>Estonian Non-Destructive Testing Board</i> ENDTB – G3	Revision Page Date	0 15 27.01.2025
---	---	--------------------------	-----------------------

4.6.9.10.3 Level 2

- i) Proficiency in the use and standardization of equipment and materials.
- ii) Adherence to defined procedure details.
- iii) Accuracy and completeness of interpretation and evaluation of indications.
- iv) The ability to develop work instructions if required by the Client Written Practice and the candidate's job scope.

4.6.9.10.4 Level 3

- i) A procedure marking schedule based upon OAQS10.
- ii) Technical accuracy, technical content, and clarity of the procedure or written instruction prepared.

4.6.10 Re-sit of Failed Examination

4.6.10.1 Where a failed examination has occurred, any resultant re-sit of the general and/or specific examination shall ensure a minimum of 25% new questions are included, and the practical examination utilizes different practical specimens from the initial examination.

4.6.10.2 Where an examination has been failed, the candidate shall receive additional training covering the areas found deficient in the candidate's skill or knowledge prior to a re-sit.

4.6.10.2.1 The Outside/Inside Agency shall retain records of such training.

4.6.11 Marking of Examinations

4.6.11.1 All examination parts shall be marked by a suitably certified Level 3 examiner formally designated and approved by the responsible Level 3.

4.6.11.2 It is recommended that all examinations be marked in red ink to distinguish between candidate and examiner entries on the exam papers and marking schemes.

4.6.11.2.1 Consequently, it is also recommended that candidates be prohibited from using red ink.

5. RECORDS

5.1 Training Records

5.1.1 Initial training record shall be retained by the ATO/OA.

	Estonian Non-Destructive Testing Board ENDTB – G3	Revision	0
		Page	16
		Date	27.01.2025

5.1.1.1 The training certificate content shall comply with ENDTB – G5.

5.1.2 For supplementary, additional, or refresher training, the Outside/Inside Agency shall retain records.

5.2 Examination Records

5.2.1 The Outside/Inside Agency shall retain records of ALL examinations administered under the scope of their approval.

5.2.2 The records shall include the following as a minimum requirement:

5.2.2.1 Traceability to the examination candidate and their employer.

5.2.2.2 Copy of General examination paper (where attempted).

5.2.2.3 Copy of specific examination paper.

5.2.2.4 Copy of practical examinations attempted (as appropriate to the relevant Written Practice), including marking schedules completed by the appointed examiner.

5.2.2.5 Copy of examination results/certificates – acceptable to ENDTB – G5

6. EMPLOYER RESPONSIBILITIES

6.1 Certain key responsibilities regarding the examination process remain with the employer and the appointed Responsible Level 3. These include but are not limited to the following:

6.2 Experience

It remains the responsibility of the employer and the appointed Responsible Level 3 to ensure that, prior to application to an OA/IA for initial examination, the pre-examination experience requirements of EN 4179 are met and that the experience for candidates is logged and retained as a documentary record by the employer.

6.2.1 As of the 2021 version of EN 4179, the following experience requirements prior to initial examination are mandated (EN 4179:2021 section 6.3 and tables 3, 4 & 5 refer):

6.2.1.1 Specific examinations shall be administered after a minimum of 75% of Table 3 requirements have been completed

i.e. 75% of experience requirements must be completed before initial specific examinations are attempted.

 ENDTB	<i>Estonian Non-Destructive Testing Board</i> ENDTB – G3	Revision	0
		Page	17
		Date	27.01.2025

6.2.1.2 Table 3 requirements shall be completed prior to the administration of the practical examination

i.e. 100% of experience requirements must be completed before initial practical examinations are attempted.

6.3 Visual Acuity and Colour Perception

6.3.1 It remains the responsibility of the employer and the appointed Responsible Level 3 to ensure that visual acuity and colour perception testing is conducted on all initial applicants and certificate holders in their employ and that suitable records of such testing are maintained.

6.3.2 The visual acuity and colour perception testing shall be conducted in accordance with EN 4179 section 7.1.2 and Table 7.

6.4 Examination Preparation

6.4.1 It remains the responsibility of the employer and the appointed Responsible Level 3 to ensure that the appointed OA/IA is furnished with all the relevant information required to allow effective preparation of the required examination content.

6.4.2 This is particularly applicable to advising the OA/IA of the standards and specifications upon which any specific examinations and practical examinations are to be based.

7. AUDIT CLOSURE/FINDINGS

7.1 Outside/Inside agency audits shall be finalized during a closing meeting conducted in accordance with BINDT Requirements.

7.1.1 During the audit closing meeting, the auditee will be made fully aware of any audit findings and/or observations.

7.1.2 The auditee shall also be made fully aware of the audit closure process and the need for formal and effective Root Cause Analysis with regard to findings raised.

7.1.3 The auditee shall be aware that Root Cause Analysis should include consideration for any potential safety issues and/or product impact arising from any finding.

7.1.4 In addition, the auditee should notify the relevant body or Prime Organisation if safety issues or product impact are suspected.

8. REVISION HISTORY

The table below will be updated by the owner/nominated person compiling the update providing a brief description of the update.