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Estonian Non-Destructive Testing Board

ENDTB – G4

Document Control

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

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1. Purpose:

- 1.1 This documents covers the issue and review of procedures and documents used by the Estonian Aerospace NDT Board.
- 1.2 The Estonian Aerospace NDT Board will publish all its documents on the official website of the Estonian Non-Destructive Testing Board. See ENDTB documents.
- 1.3 This list shall be considered as the complete and up-to-date ENDTB published document list.

2. Revision & Review Process

- 2.1 The Estonian ENDTB will create or withdraw documents as necessary.
- 2.2 Each document will contain at least its reference number, title, issue date, last revision date, scheduled review date (or trigger event), and a summary of changes.
- 2.3 The Estonian ENDTB will review these documents regularly, with a default review period of 3 years.
- 2.4 Document review may also be triggered by specific events, such as the publication of a new standard or regulatory guidance, or by a request from an ENDTB member.

3. Issue of revised Procedures and Documents

- 3.1 A new or updated document must be presented at an official board meeting and approved for publication by vote.
- 3.2 The approval will be recorded in the meeting minutes.
- 3.3 Once approved, the document will be submitted to the secretariat for publication on the ENDTB website.

4. Published Documents

- 4.1 The list of published documents online will contain at least the reference number, title, issue date, last revision date, scheduled review date (or trigger event), and hyperlink for each document.

Signed for the Board

