

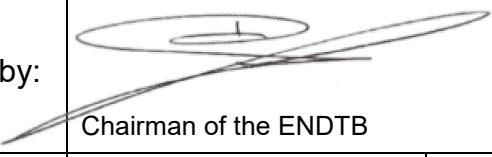
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# **Estonian Non-Destructive Testing Board**

## **ENDTB – G6**

### **Audit Procedure Guidelines**

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 General

### 1.1 Purpose

The purpose of this procedure is to ensure that assessment and accreditation of Outside Agencies (OA) providing training and examination services to member companies of the Estonian Non-Destructive Testing Board (ENDTB) is carried out in accordance with EN4179, EASA 145, ANDTBF/08 and EU Regulation 1321/2014 to ensure the compliance of training organizations with quality requirements in non-destructive testing (NDT).

### 1.2 Scope of Application

The requirements of this procedure are mandatory for all audits conducted by ENDTB to ensure compliance with EN 4179 and EU regulations.

## 2.2 Definitions

### 2.1 See also EN 4179

### 2.2 Initial Audit

The first audit conducted at a new training facility to assess its compliance with requirements and provide recommendations for approval by ENDTB.

All requirements will be reviewed, and identified deficiencies will be remedied.

### 2.3 Repetition Audit

An audit conducted to ensure the ongoing fulfillment of all requirements in order to extend the current approval.

### 2.4 Change/Extension Audit

An audit conducted to ensure the fulfillment of all requirements related to modifying or extending an approval.

### 2.5 Corrective Actions

All actions proposed by the Approved Training Organization (ATO) to correct any findings raised by the audit team.

### 2.6 Outside Agency

An independent or national body providing training and examinations of NDT personnel, to the requirements of EN4179

## **2.7 Accreditation of the Outside Qgency**

Confirmation by the ENDTB that the ourtside agency is qualified and authorized to conduct NDT training and examinations in accordance with EN4179.

## **3 Audit preparations**

### **3.1 Initial Audit Application**

3.1.1 Only NDT outside agencies which are required to provide training and examination services to member companies of the ENDTB may apply for accreditation by the ENDTB.

3.1.2 The ourtside agency (OA) must submit a written application including a description of the training facility pursuant to the chairman of the ENDTB.

3.1.3 The application will include the following information:

- Name and Address of the Outside Agency
- Name of the ENDTB memeber company/companies requiring training or examination services
- If the outside agency holds training / examination accreditation from the NANDTB of another member state, evidence of such accreditation shall be provided
- Course(s) / Examination(s) for which the agency is seeking accreditation
- Responsible coordinator of the NDT Outside Agency

### **3.2 Repeat Audit**

3.2.1 If accreditation is not granted because of failure to meet the minimum requirments wholly or partly, the applicant shall be requested to submit to a new audit within 6 calender months of the original audit in order to prove the applicant has met the requirments in areas which were previosly found to be inadequate. If this is not done, the applicant will have to repeat the proceudre for a first application.

### **3.3 Duration of Outside Agency Accreditation.**

3.3.1 The ENDTB may set the duration of the validity of the accreditation at its own discretion, not exceeding 3 years.

3.3.2 The duration of the accreditation for the Outsdie Agency will depend on the audit results for the current audit completed.

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### **3.4 Extension to Outside Agencies Accreditation**

#### **3.4.1 Additional NDT Methods**

Validation of additional NDT Methods after the first audit may or may not require a further audit.

The ENDTB should be sent a copy of the syllabus and course documents, a list of the test equipment, test specimens (Photos of training & exam) and qualification of the instructors along with an application for validation of additional Methods.

#### **3.4.2 Additional places of training**

If the outside Agency conducts a training course for a member company at a place other than the owned audited premises, the Member company shall inform the ENDTB.

The Outside Agency coordinator shall be responsible for ensuring compliance with EN4179 at the off-site location(s).

### **3.5 Audit Plan**

3.5.1 The expiry dates of all approved Outside Agencies will be on the agenda for each ENDTB meeting.

3.5.2 The dates will be reviewed and discussed as required, where an expiry date is drawing near for an Outside Agency it will be discussed as to who will be assigned the audit and for the individual to make the appropriate arrangements with the Outside Agency to carry out the audit.

3.5.3 For each scheduled audit, an audit number is assigned, consisting of the audit number and the year (e.g., 01/2022), with the first digit incremented for each audit (01, 02, 03...). Additional audits may be added later if necessary.

3.5.4 The assigned auditor is responsible for maintaining the audit plan and ensuring that the assigned audit(s) are completely closed.

3.5.5 The assigned auditor informs ENDTB about the status of each respective audit.

### **4 Selection of Auditor(s) and Audit Team**

#### **4.1 Evaluation by ENDTB**

The application of an Outside Agency for approval or extension is evaluated by ENDTB, and an auditor or audit team is composed and named accordingly.



## **4.2 Number of Auditors**

Each audit may be performed by a single auditor. If the training facility teaches four or more methods, this may be increased to two auditors depending on the scope.

## **4.3 Qualification of Auditors**

4.3.1 Audits may be carried out by either a qualified NDT Level 3 or by a qualified Auditor as per the requirements stated within EN 4179.

4.3.2 Auditors that are not qualified in an NDT Method(s) will be required to prove familiarisation training in NDT before being appointed as an Auditor.

## **4.4 Requirement for a Lead Auditor**

4.4.1 Where there may be a requirement to have more than one auditor to carry out an Outside Agency audit, one auditor shall be appointed as the Lead Auditor.

4.4.2 The appointment will be given by the ENDT Board prior to the audit being carried out.

## **5 Audit Assessment**

### **5.1 Audits of the Outside Agencies to include the following:**

- Assessment of Quality system, documents and procedures
- Assessment of the training personnel
- Assessment of the Written Practice
- Assessment of the applicants facilities
- Assessment of the training modules
- Assessment of the sample and security of examination questions
- Assessment of qualification examinations against the requirements

5.2 The Auditor or Audit Team will conduct the audit of the Outside Agency using the ENDTB checklist

5.3 When applicable the sustainability of corrective actions from previous audits will also be examined/reviewed.

## **6 Audit Report and Corrective Action Reporting**

### **6.1 Audit Closing Meeting**

On completion of the audit, a closing meeting will be held with the Outside Agency's representative(s) during which they will be informed of any findings or observations.

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## 6.2 Audit Findings

- 6.2.1 The audit report will clearly detail the audit findings and observations for review by the Outside Agency to carry out their corrective actions and raise their response to the ENDTB.
- 6.2.2 The audit report includes associated deadlines, normally the deadline will be 90 days from the audit.
- 6.2.3 This may be subject to change depending on the number of findings or the considered impact on training and examinations for member companies.

## 6.3 Closure of Findings

- 6.3.1 Corrective actions communicated by the Outside Agency are evaluated by the audit team.
- 6.3.2 The leader of the audit team closes the finding after the team is satisfied.
- 6.3.3 The form “Corrective action plan” (see R016 annex B) is continued as the means of communication between Outsdie Agency and the Auditor or Audit Team.

## 6.4 Verification of Corrective Actions

The Auditor or Audit Team reserves the right to verify the sustainability of all corrective actions during an audit on behalf of ENDTB.

## 6.5 Archiving

- 6.5.1 The corrective action report and all other audit records, including communication regarding corrective actions, are archived by ENDTB.
- 6.5.2 Documents that are no longer archived must be destroyed in a controlled manner.

## 7. Informing the Board

- 7.1 The Auditor or Lead Auditor for the Team upon completion of the audit will prepare a report for presentation to the Board at the next scheduled meeting of the ENDTB or circulated to all voting board members for consideration via e-mail.
- 7.2 The Auditor or Lead Auditor must recieve evidence of the closure of all findings identified during the audit before they can recommend the issuing of an accreditation.
- 7.3 If the Auditor or Lead Auditor recommend issuing of accreditation and this is agreed by a majority members by vote, a certificate of accreditatation will be issued by the ENDTB.



**7.4** The certificate shall state that accreditation of the Outside Agency by the ENDTB is limited to the provision of training and qualification examination services for member companies of the ENDTB. See Appendix 1 for example of the “Accrediation certificate”

**7.5** In the case where an agency is refused accreditation, the ENDTB shall furnish the reasons for declining accreditation.

**7.6** If the reasons for refusal include any potential implications of safety or product integrity, the Outside Agency and all board members using the Outside Agency must be informed of the reasons for refusal.

**7.7** The Outside Agency is expected to notify any relevant agency or authority of such findings.

## **8 Notification of Outside Agency Changes**

**8.1** The ENDTB shall be notified immediately if changes in the management, personnel, documentation, facilities or organisational procedures occur in an Outside Agency which may affect the validity of the accreditiatation.

**8.2** Failure to do so may result in a withdrawal of their accreditation.

## **9 Management of Complaints and withdrawal of Outside Agencies Accreditation.**

**9.1** The ENDTB, where applicable will investigate complaints from member companies regarding training courses or examinations.

**9.2** Also should it be known to the ENDTB that conditions on which accreditation was granted to an Outside Agency are no longer fulfilled, the accreditation will be withdrawn in writing.

**9.3** In this event, the Secretary of the board shall inform all member companies of the board of the withdrawal.

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## 10. Revision History

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



### **Appendix 1 ~ Accreditation Certificate**



### *Estonian National NDT Board*

Herewith ENDTB confirms that the NDT Agency

XXXXXXXXXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXX  
XXXXXXX

Certificate Number: XXXXXXXX

**Training and examination of NDT Personnel in support of  
employer-based certification in accordance with EN4179.**

This certificate only covers the above-named NDT agency when providing services to member companies of the ENDTB and shall not be used for other purposes.

The Estonian NDTB approval is conditional upon the organisation continuing to provide the specified services to the standard witnessed during the assessment.

This approval is valid until XX XXX XXXX

For training and examinations performed by the above-named agency the requirements of EASA AMC 145.A.30. (F) 4. have been fulfilled.

Mr Dave Spearman  
Chairman of the Estonian NDTB