



**TRAINING MANAGEMENT BOARD
INDIAN SOCIETY FOR NON-DESTRUCTIVE TESTING**

ISNT: TMB:02
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Guidelines for Training Institutes seeking Authorization from ISNT

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TRAINING MANAGEMENT BOARD-INDIAN SOCIETY FOR NON-DESTRUCTIVE TESTING

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1.0 Introduction

This document is intended to provide guidelines to NDT *Training Institutes* (TI) aspiring to be recognized by Indian Society for Non-Destructive Testing (ISNT) as Authorized Training Centre (ATC) delivering training according to ICN scheme and IS13805*. One of the essential requirements shall be that each applicant institute must present a Quality System Manual for the review by Training Management Board(TMB) of ISNT in consideration of the application for authorization.

The Quality System Manual is the document, which should set out the quality system and practices followed by the Training Institute for effective delivery of NDT training courses conforming to the requirements set for the NDT examinations conducted by the National Certification Board (NCB) of ISNT.

This document is intended to provide broad guidelines to the training institutes to help understand the requirements of conducting training programs in a systematic and effective manner. The contents and presentations in the quality manual are likely to vary considerably from institute to institute depending on size of organization, the number of NDE methods/techniques to cover and to suit their business needs. Guidelines in this document provides for basic framework to meet ISNT standard requirements and to assure quality training to the candidates before they appear for examination.

****Note: Training Institutes offering training to the requirement of IS13805 only , are not required mandatorily to operate a documented quality management system as describe in section 2.0 below. However some of the basic elements of quality system like operation control for training delivery, competency of training staff/tutors/instructors, adequacy of training facility including equipment and specimens ,complaints handing, dealing with non-conformities, feedback from students, management review of performance shall be demonstrated during assessment by TMB. Please refer to ISNT/TMB/03 which provides for the requirements and assessment criteria for authorisation .***

2.0 Quality System

The training institute is expected to have a quality management system in line with ISO9001 or similar standard. In addition, the quality system must address the requirements of ISNT/TMB/01 (Authorization of NDT Training Centers for ICN Examination) based on Technical Specification ISO/TS25108.

Following is a suggested outline of the content in a Quality System Manual addressing requirements of above referenced documents.

The front page of the Quality System Manual should bear the name of the training institute, logo of the institute, if any, the title, issue no. Date, No. of pages and signatories who have issued and approved the manual.

The Quality System Manual should have a table of contents, covering following elements as a minimum :



Contents

Institute's Policy

Organization of the Institute

Institution's legal status
Organization chart
Academic staff
Proprietary and confidentiality information

Teaching and Lab personnel

Policy
Personnel Records
Training and assessment of competence of staff

Facilities and environment

Policy
Classroom
Washrooms , and other services
Records

Equipment reference material and other accessories

Equipment records
Specimens for practical
Maintenance
Labeling and records

Document control

Testing procedures
Attendance Registers
Mock up exam. Papers and results

Attendance certificates and reports

Attendance certificate and reports
Signatories

Complaint Handling Procedure

Following guidelines are additionally provided for understanding some of the quality system Elements mentioned above.

2.1 Institute's Policy Standardization

The manual should contain a statement by the management of TI of its policies.

- Policy of the TI regarding quality of its training programs and the confidentiality. The above policy statement should be made by the senior executive who is responsible for conducting the course.



- The statement should also include the title of the person who is responsible for the organization of the TI and the title of the person having the overall responsibility for implementation of the training programs.

2.2 Organization

2.2.1. Identification

It should give the name, address and type of the corporate structure and whether or not an affiliate to a larger organization, any other information needed to identify the TI's legal status.

2.2.2. Variety of NDT Methods/ techniques for which training is offered.

This should describe the courses that will be offered by the TI and the levels of qualification for which it will be conducted.

2.2.3. Organizational chart

- a) Organizational chart should give the relationship between parent or sister organizations, if applicable.
- b) Organizational chart should indicate level of academic staff.

It is recognized that the individuals may change with time, however, this would be useful for review and implementation.

2.3. Teaching staff/faculty, student assessment, course curriculum

- The information with respect to the attendance certificates has to be made available to the **ISNT** assessors for verification.
- Student information , background qualifications/pre requisite qualification , verification of qualification and experience for accuracy must be recorded and offered for scrutiny
- Faculty qualification records, performance monitoring, feedback from students shall be maintained and offered for scrutiny by ISNT.
- Record of assessment of students during training and mentoring, additional tuition etc. shall be maintained.
- Course curriculum, course notes etc. shall be periodically reviewed and revised as necessary.
- The TI should have procedures to keep such information confidential from any other parties

2.4 Facilities and Environment

This should describe the features of the classroom facilities, teaching aids and any other facilities made available for properly conducting the training courses. Facilities include washrooms, catering facility or any alternative arrangements, service rooms etc.

2.5 Equipment and Reference Standards and other accessories

2.5.1 Equipment records



- The details of test equipment used to conduct the course and the reference standards and any accessories should be available to the assessors.
- Specimens used during practical training and conducting mock examinations shall be suitably identified and validated by experienced tutors.

2.5.2 Reference books

The library should have reference books recommended by various training programs.

2.6. Records

The Quality System manual should describe the system of keeping records of the training such as attendance register, working sheets, mock up tests and so on. These records should be retained for a period to be specified in the manual.

2.7. Course attendance certificates

The TI has to issue attendance certificate keeping in view the attendance requirements of various levels and techniques for which examinations to be conducted by NCB. The course attendance certificate should have details of training hours (theory and practical) for each method, assessment/examination score/grades etc.

2.8 Complaints handling

The TI shall have procedure to collect feedback from the students/client and deal with any complaints by investigation of root cause and taking corrective actions.

2.9 General

The institute should indicate controls applied when it is outsourcing any activities or resources with respect to providing the test equipment, reference standards, staff etc.

It is strongly recommended that the TI should download a copy of document ISNT/TMB/01 and ISNT/TMB/03 from ISNT website and review it thoroughly to ensure that its quality system is compliant with the requirements. Applicable referencing standards/documents are :

1. ISNT/TMB/01 Authorization of NDT Training Centers for ICN Examinations
2. ISNT/TMB/03 Authorization of NDT Training Centers for IS13805
3. ISO/TS 25108 Non-destructive testing — NDT personnel training organizations
4. ISO/TS 25107, *Non-destructive testing — NDT training syllabuses*
5. ISO 9712, *Non-destructive testing — Qualification and certification of NDT personnel*
6. ISO/TS 18173, *Non-destructive testing — General terms and definitions*



3.0 Process of authorization

- 3.1 Training institutes meeting above requirements may submit an application in a prescribed format seeking recognition as Authorized Training Centre to The Controller of Authorization, Training Management Board, ISNT. The application (Annexure I) shall be accompanied by requisite application fee and relevant documents as requested . The application can be accessed from ISNT website , filled out and submitted on line.
- 3.2 The Training Management Board (TMB) will review the application and if satisfactory notify the applicant with an assessment plan to evaluate the documented quality system .If the application is found unsatisfactory, a communication will be sent to the applicant advising the decision of TMB.
- 3.3 The assessment would take place in two stages
- | | |
|----------|---|
| Stage I | Review of Quality System Manual and other procedures |
| Stage II | On site assessment to evaluate the implementation of quality system
Assessment criteria would be ISNT/TMB/01 "Authorization of NDT Training Centers for ICN Examination "and ISO/TS25108 or ISNT/TMB/03 "Authorization of NDT Training Centers for IS13805"as applicable |
- 3.4 Any non-conformities reported during the assessment shall be satisfactorily resolved by appropriate corrective action and reported to the assessment team, TMB. Recommendation for authorization shall be made after satisfactory verification of corrective actions by the TMB assessment team.
- 3.5 A Certificate of Authorization will be issued to the successful training institute recognizing it as ISNT Authorized Training Centre. The authorization shall remain valid for a period of 5 years subject to satisfactory maintenance of the quality system and annual surveillance audit by TMB.

4.0 Interim Authorization

The Training Management Board may consider granting Interim Authorization to those training institutes which have been conducting training courses for candidates appearing for NCB examination according to IS13805 or ICN in the recent time. The interim approval shall be valid for maximum of six months. Such interim approval may be considered with following conditions :

- a) An application is received from the interested training institute furnishing details of courses conducted, training staff qualifications etc.
- b) The application fee is paid by the training institute in advance
- c) The training institute shall be prepared for an onsite assessment before the expiry of interim approval
- d) Application fee is not refundable in case the training institute is not ready for assessment and the interim authorization has expired.

Annexure I

Format TMB:Form:01

This application is available for on line submission <https://isnt.in/atc-application/>

Indian Society for Non – Destructive Testing

Application form for Authorization of NDT Training Institute (TI)

1. Applicant's Name, Designation, Address :
Telephone No. :
Email address :
Website (if any) :

2. Training Institute's Name and Address (if different from # 1) :
Telephone No. :
Email :
Website (if any) :

3. Legal status and date of establishment
(Please give Registration No. and name of Authority who granted the registration) :

4. Indicate exactly how the name of Training Institute must appear in the certificate :

5. Field (methods, sector) and Level of Training :
for which accreditation is sought.

6. Is the TI an independent Corporate Body? :
If not, which corporate entity the TI belongs to? :

7. Please answer in Yes or No. :
a. Is the TI open to all applicants? :
b. Is the TI an in-house activity? :



c. Is the TI partly open for others? :

2. Applicant's Details

2.1 Senior Management

- 2.1.1 Name and title of the Chief Executive of the TI.
- 2.1.2 Name and title of the person responsible for the TI.
- 2.1.3 Name and title of the contact person
Contact email & telephone (fixed line and mobile):
(All communication shall be sent to this person)
- 2.1.4 Documents, where applicable, how the TI may be related to external organizations or to components within its own parent organization.

2.2 General Information

- 2.2.1 Number of Employees
- 2.2.2 Total number in Corporate Body
- 2.2.3 Total number in TI for which authorization is being sought.
- 2.2.4 Do you have a documented Quality Management System like ISO9001? If certified provide details
- 2.2.5 Do you have a Quality System Manual? If yes, please provide a copy

2.3 Experience in conducting Training courses

Year	No. of courses	Method/Technique	Approximate batch size
<p><i>(Please attach additional sheets as required)</i></p>			



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2.4 Furnish details about professionally qualified training staff (use additional sheets as necessary)

Sl. No.	Name	Designation	Academic & Professional Qualification	Experience
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2.5 Equipment

List the major items of test equipment available for use. (Please use additional sheets as necessary)

Sl. No.	Name of Equipment	Model /Type / Year of Manufacturing	Condition When received. New/Used/Reconditioned	Date of receipt and date placed in service	Remarks

2.6 Scope of Accreditation

2.6.1 Please list the details of techniques and levels for which accreditation is sought.

S. No.	Method/Technique	Levels	Remarks



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2.7 Preparedness for assessment

2.7.1 By what date will the TI be ready for assessment ?

2.8 Willingness for assessment

2.8.1 Are you familiar with terms and conditions of authorization and willing to abide by them? (Please answer Yes or No)

Applicant's Name

Signature of person authorized
to sign for the applicant

Date: