



**AUSTRALIAN INSTITUTE FOR
NON-DESTRUCTIVE TESTING**

A.B.N. 21 005 040 835

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**GUIDE TO
QUALIFICATION
AND
CERTIFICATION**

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1 GENERAL INFORMATION

1.1 INTRODUCTION

The Qualification and Certification of Non-Destructive Testing Personnel is carried out in accordance with the national and international standards AS 3998/ISO 9712 and AS 4635/ISO 20807, latest editions.

The National Certification Body managing certification to AS 3998/ISO 9712 and AS 4635/ISO 20807 is the Australian Institute for Non-Destructive Testing (AINDT) Certification Board.

The purpose of this Guide is to provide information for NDT practitioners and other interested parties on the requirements, procedures and arrangements that apply to the AS3998/ISO9712 Qualification and Certification Scheme and AS 4635/ISO 20807 Qualification Scheme for Limited NDT.

The AINDT Certification Board also manages the provision of non-NDT certification on behalf of the Certification Board for Inspection Personnel (CBIP) in New Zealand.

NOTE: All references to standards in this document relate to the latest edition of that standard.

1.2 THE AINDT CERTIFICATION BOARD

AINDT operates the qualification and certification scheme through the National Certification Board.

The mission of the Board is:-

“to provide a qualification and certification service which meets the needs of Australian and New Zealand Industry”.

The National Certification Board which comprises:-

- (1) The Chairman (an independent person with considerable NDT experience).
- (2) The Manager, Certification Services
- (3) The Honorary Secretary.
- (4) Representatives of the interests of NDT societies, NDT providers, NDT users, NDT trainers, National Association of Testing Authorities (NATA), Australian Institute for Certification of Inspection Personnel (AICIP), Standards Australia, and Certificated persons. .
- (5) The Chairman of the Board’s Panel of Examiners.
- (6) Representative of Certification Board for Inspection personnel (CBIP), New Zealand

The Certification Board is supported by

1. A Panel of Examiners. This panel, under the direction of its Chairman is responsible for the preparation and marking of examination papers and the management of the Board’s database of examination questions.
2. An Applications Committee. This sub-committee of the Board, meets at the direction of the Manager Certification Services and is responsible for the review and appraisal of NDT qualification/certification applications.
3. The Federal Council of AINDT which acts as an Advisory Body to the Board.

Non-NDT (CBIP) qualifications and certifications are adjudicated by committees of CBIP.

Certification decisions for NDT personnel are the responsibility of the Certification Board and are not delegated or subcontracted to another body.

The AINDT National Certification Board has been accredited by the Joint Accreditation Scheme of Australia and New Zealand (JAS-ANZ) as a Certifying Body in accordance with ISO 17024. The JAS-ANZ Accreditation Number is P2120700AM.

1.3 AUTHORISED QUALIFYING BODIES

As the National Certification Body, AINDT may approve organisations independent of employers to administer examinations to qualify NDT personnel, known as Authorised Qualifying Bodies (AQB's).

As at the date of publication of this document, the following bodies were confirmed as Authorised Qualifying Bodies by the Certification Board:

- New South Wales TAFE – Ultimo College and Newcastle College, NSW
- Melbourne University Private, Hawthorn, Victoria
- ATTAR – Springvale, Victoria.
- The Dive Bell – Townsville, Queensland
- Helitech, Brisbane, Qld

Contact details for these organisations are available from the Certification Board Secretariat/Hon. Secretary or from the Institute's web site – www.aindt.com.au.

Organisations applying to become an Authorised Qualifying Body are required to be audited and demonstrate compliance with the requirements of Australian Standard AS 3998/ISO9712. Contact the Board Secretariat/Hon. Secretary for details of procedures for Approval as an Authorised Qualifying Body.

1.4 FURTHER INFORMATION

NDT practitioners, NZ inspection personnel, and other interested parties seeking more information or current Application Forms are asked to contact:

Honorary Secretary, AINDT Certification Board

Mail: PO Box 962, Balgowlah, NSW 2093
Telephone: 02 9949 8572 (international +612 9949 8572)
Fax: 02 9949 8573 (international +612 9949 8573)
Email: certification@aindt.com.au

Alternatively, Application Forms, and a copy of this Guide to Certification can be downloaded from the Institute's web site – www.aindt.com.au/cbforms/.

NOTE: *All new certification applications, complete with relevant documentation, must be mailed to:*

*Hon. Secretary
AINDT Certification Board
PO Box 962
Balgowlah NSW 2093
Australia*

2 QUALIFICATION AND CERTIFICATION

2.1 NDT CERTIFICATIONS CURRENTLY AVAILABLE

The following NDT certifications are currently available under AS3998/ISO9712:-

NDT METHOD	LEVEL	WELDS	CASTINGS	WROUGHT	MULTISECTOR	AEROSPACE	MULTI-INDUSTRY	GENERAL ENGINEERING
PENETRANT TESTING	1							✓
MAGNETIC PARTICLE TESTING	1							✓
ULTRASONIC TESTING	1							✓
ULTRASONIC THICKNESS TESTING	1							✓
RADIOGRAPHIC TESTING	1							✓
EDDY CURRENT TESTING	1							✓
INFRA-RED TESTING	1						✓	
PENETRANT TESTING	2				✓	✓		
MAGNETIC PARTICLE TESTING	2				✓	✓		
ULTRASONIC TESTING	2	✓	✓	✓		✓		
RADIOGRAPHIC TESTING	2	✓	✓	✓		✓		
EDDY CURRENT TESTING	2				✓	✓		
INFRA-RED TESTING	2						✓	
PENETRANT TESTING	3				✓			
MAGNETIC PARTICLE TESTING	3				✓			
ULTRASONIC TESTING	3	✓	✓	✓				
RADIOGRAPHIC TESTING	3	✓	✓	✓				
EDDY CURRENT TESTING	3				✓			

Other methods and sectors will be considered upon request.

Method Abbreviations

Eddy Current Testing	ET
Magnetic Particle Testing	MT
Penetrant Testing	PT
Ultrasonic Testing	UT
Radiographic Testing	RT
Infrared Thermography	TT

2.2 LIMITED NDT QUALIFICATION

The Board offers Limited Qualification under AS4635/ISO20807 to persons who perform NDT applications of a limited, repetitive or automated nature in the following applications:

Ultrasonic thickness testing	UTT
Ultrasonic testing of plate	UTP
Tank bottom testing	TBT (incorporating magnetic flux leakage testing)

2.3 NON-NDT (CBIP) CERTIFICATIONS CURRENTLY AVAILABLE

DISCIPLINE	LEVELS
WELDING INSPECTOR	Certified Welding Inspector & Senior Welding Inspector
PRESSURE EQUIPMENT INSPECTOR	With or without endorsements
LIFT INSPECTOR	Levels 1 & 2
COATINGS INSPECTOR	
PASSENGER ROPEWAYS INSPECTOR	
CRANE INSPECTOR	Category A, B, or C plus endorsements
ELEVATED WORK PLATFORM ASSESSOR	Levels 1 & 2

2.4 CERTIFICATION REQUIREMENTS – NDT and Non-NDT Disciplines

The basic requirements for NDT certification, as specified in AS 3998/ISO 9712 and AS 4635/ISO 20807 and also required for non-NDT certification are:-

- (1) Satisfactory vision.
- (2) Adequate training.
- (3) Adequate experience.
- (4) Satisfactory performance in written and practical examinations.

For persons meeting the requirements of (1), (2), and (4) above, but lacking experience, the Board offers Trainee status (see Cl. 2.9)

2.5 VISION REQUIREMENTS – NDT and Non-NDT disciplines

For all levels of certification, the applicant is required to produce documented evidence from an optometrist, or other competent person, of compliance with AS 3998/ISO9712 and AS 4635/ISO 20807 namely:

- (1) Near vision acuity to permit the reading of minimum of Jaeger Number 1 or Times Roman N4.5 or equivalent size letters at a distance of not less than 300 mm with at least one eye, either uncorrected or corrected.
- (3) Colour vision such that the applicant can distinguish and detect contrast between the colours used in the particular test in which certification or qualification is sought.

Alternative vision test methods, no less stringent than the above, may be acceptable to the Board provided a formal written test procedure is submitted with the application.

Subsequent to certification, visual acuity shall be tested annually. The responsibility for this rests with the certified person and/or employer.

2.6 NDT TRAINING

The applicant shall have successfully completed a program of training in the relevant NDT Method and Industry Sector in accordance with the requirements of AS 3998/ISO 9712 or AS 4635/ISO 20807, and complying with the published national training modules for the particular NDT method and industry sector (see Cl. 2.11) . The applicant is required to produce validated evidence of training.

The use of the “AINDT Personal Logbook” would assist applicants to maintain records of their training. The logbook is available from the AINDT Secretariat, PO Box 52, Parkville, Vic, 3052.

The training requirements for the relevant methods and levels of certification are given in AS 3998/ISO 9712 or AS 4635/ISO 20807 and are summarised in Section 2.8 and 2.9.

The Board recognises training by public and private training providers who train in accordance with approved national NDT training modules (listed in this guide) and for the training hours outlined in AS 3998/ISO 9712 or AS 4635/ISO 20807.

The Certification Board also recognises that formal training courses provided by technical colleges and others in the capital cities are not always available in remote areas. The Board will accept a home study program, computer based learning, distance learning programs and internet (web) based training or company “in house” training. In such cases the applicant is expected to provide information on study time/hours, course notes used, syllabus followed, text books used and other relevant information, and to provide a supporting letter from the applicants employer or other responsible person testifying to the training program. It would be expected that persons studying by this means would require additional hours of training over and above the minimum hours required for formal training programs. In no case will training hours less than those stated in AS 3998/ISO9712 or AS 4635/ISO 20807 be accepted for certification.

2.7 NDT EXPERIENCE

The applicant is required to have had a period of experience relevant to the certification sought in addition to any experience gained during training courses. The applicant is required to produce evidence of experience and to complete the “Record of NDT Experience” on the application form. Again, the use of the “AINDT Personal Logbook” would assist applicants to maintain a record of their experience. The logbook is available from the AINDT Secretariat, PO Box 52, Parkville, VIC. 3052.

The experience requirements for the relevant methods and levels of certification are given in AS 3998/ISO 9712 or AS 4635/ISO 20807 and are summarised in section 2.8 and 2.9

2.8 MINIMUM NDT TRAINING & EXPERIENCE – AS 3998/ISO 9712

NDT Method	Level 1		Level 2		Level 3	
	Training (Hours)	Experience (Months)	Training (Hours)	Experience (Months)	Training Hours	Experience Months
Eddy Current Testing	40	3	80	12	150	30
Magnetic Particle Testing	16	1	40	4	60	16
Penetrant Testing	16	1	40	3	60	16
Radiographic Testing	40	3	120	12	160	30
Ultrasonic Testing	40	3	120	12	160	30
Infrared Thermography	40	3	120	12	160	30

Note: Training and experience requirements for Level 2 include training and experience at Level 1. Persons seeking direct access to Level 2 must complete the Level 2 training and experience as shown in the table. Training and experience at level 3 includes hours and months at Levels 1 & 2.

2.9 MINIMUM TRAINING & EXPERIENCE – AS 4635/ISO 20807

NDT Application	Training	Experience
Ultrasonic Thickness Testing	40 hours	160 hours
Ultrasonic Testing of Plate	40 hours	160 hours
Tank Bottom Testing*	40 hours	160 hours

* This application has a pre-requisite of Ultrasonic Testing of Welds, Level 2

2.10 TRAINING & EXPERIENCE – NON-NDT DISCIPLINES

Training and experience for the non-NDT disciplines are detailed in the CBIP Standards of Proficiency for the various certifications. These can be downloaded from the CBIP web site – www.cbip.org.nz.

2.11 TRAINEE

An applicant who lacks the minimum experience requirement but has received the relevant training and has demonstrated competence by a pass in the prescribed examinations, may be granted “Trainee” status and have their certification deferred. When the Board is satisfied that a Trainee has acquired sufficient experience, it approves a certification.

It is the responsibility of a Trainee to inform the Board of experience gained whilst holding that status.

Trainee status is valid for three (3) years from the date trainee status is approved. Applicants who do not notify the Board of their experience within this time frame will have their application lapsed. A Trainee may be required to resit the Practical Examination before certification is granted.

2.12 NDT EXAMINATIONS

Applicants are required to pass written and practical examinations in the relevant NDT method and Industry Sector depending upon the level of certification sought.

These examinations are conducted by the Certification Board or by an Authorised Qualifying Body (see Section 1.3). Examination Fees for Board Examinations are published in the Board's SCHEDULE OF FEES - NDT. AQB fees and charges can be obtained from the appropriate AQB.

Only applicants who have met the specified training requirements are eligible to sit for examinations.

Applicants are expected to finalise a qualification/certification no later than two (2) years from the date of application. Exceptions to this rule may be made in special circumstances at the discretion of the Certification Board. However in such cases, the applicant may be required to resit the Practical Examination.

2.13 NON-NDT EXAMINATIONS

Applicants for CBIP certification in the non-NDT disciplines are required to pass written, and in some cases, practical, examinations in the relevant discipline.

These examinations are conducted by the Certification Board. Examination fees are published in the Board's SCHEDULE OF FEES – NON-NDT.

Only applicants who have met the specified training requirements are eligible to sit these examinations

Applicants are expected to finalise a qualification/certification no later than two (2) years from the date of application. Exceptions to this rule may be made in special circumstances at the discretion of CBIP or the Certification Board

2.14 NDT MODULE DESCRIPTORS

Module Descriptors (syllabi) for NDT examinations are available on request from the AINDT Certification Board Secretariat/Hon. Secretary or they can be downloaded from the Institute's web site – www.aindt.com.au. The module descriptors prepared for the national TAFE system have been adopted as National module descriptors for all NDT methods and industry sectors.

Current Module Descriptors are:

	Title	AINDT No
NDT METHOD MODULES		
Level 1		
PT	Liquid Penetrant Methods	PT01
MT	Magnetic Particle Methods	MT01
UT	Ultrasonic Testing Methods	UT01
RT	Radiographic Testing Methods	RT01
TT	Infrared Thermographic Inspection Level 1	TT01
Level 2		
MT	Magnetic Particle Testing	MT02
PT	Penetrant Testing	PT02
UT	Ultrasonic Testing	UT02
RT	Radiography & Radiation Safety plus Radiographic Testing	RT02A RT02B
ET	Eddy Current Testing	ET02
TT	Infrared Thermographic Inspection Level 2	TT02

Level 3

MT	Advanced Magnetic Particle Testing	MT03
PT	Advanced Penetrant Testing	PT03
UT	Advanced Ultrasonic Testing	UT03
RT	Advanced Radiographic Testing	RT03
ET	Advanced Eddy Current Testing	ET03

INDUSTRY SECTOR MODULES

Level 1

General Engineering	Engineering Materials	GE01
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Level 2

Welds	Welds & Weld Discontinuities	WE02
Castings	Castings & Casting Discontinuities	CA02
Aerospace	Aircraft Structures	AS02
Wrought products	(In preparation)	FS02

2.15 LIMITED CERTIFICATION MODULES

Tank Bottom Testing (inc. Magnetic Flux Leakage Testing) LTD01

Note: Training requirements for UT Thickness Testing, UT Testing of Plate, ET Sorting and ET Testing of Tube are given in AS4635/ISO20807.

2.16 NON NDT MODULES

Requirements for certification in the Non-NDT disciplines are published as Standards of Proficiency by CBIP, and are available for downloading from the CBIP web site – www.cbip.org.nz.

These are

CODE	TITLE	DOCUMENT #
CWI & SWI	Standard of Proficiency for Qualification and Certification of Welding Inspectors and Senior Welding Inspectors	CBIP-WI & SWI – 2003
PEI	Standard of Proficiency for Qualification and Certification of pressure equipment Inspectors and Pressure equipment Inspector with Endorsements	CBIP-PEI-1-2004
CRI	Standard of Proficiency for Qualification and Certification of Passenger Ropeway Inspectors	
CRA	Standard of Proficiency for Qualification and Certification of Crane Inspectors	
EWP	Standard of Proficiency for Qualification and Certification of Elevating Work Platforms Assessors Level 1 and Level 2	CBIP-EWP-1-2005
CLI	Standard of Proficiency for Qualification and Certification of Power Lift Inspectors	CBIP-LIFT-1-2000
CCI	Standard of Proficiency for Qualification and Certification of Coatings Inspectors	CBIP-CCI-1-2001

2.17 ARRANGEMENTS FOR NDT EXAMINATIONS

AINDT conducts national examinations in Australia and New Zealand in the first week of July and the first week of December each year. These examinations are at Approved Examination Centres (see below). Examination dates and examination closing dates are available from the AINDT Certification Board Secretariat/Hon. Secretary and from AINDT Branch Secretaries and are published in the Institute's Journal and on the Institute's web site.

Practical examinations are normally held in conjunction with the written examinations but may (due to availability of test pieces and test equipment) require special arrangements. Applicants for **Radiographic Testing** should note that they are now required to produce one or more radiographs as part of the practical examination. Furthermore, applicants for **Radiographic Testing** may be required by their State radiation health authority to carry a licence and a personal radiation monitoring device at the examination centre.

All examinations are conducted only at Approved Examination Centres.

In Australia, these are located at:

- Brisbane
- Sydney
- Melbourne
- Adelaide
- Perth
- Gladstone

In New Zealand, these are located at:

- Auckland/Hamilton
- Blenheim

Unscheduled examinations can be arranged for groups of applicants subject to a minimum of five (5) applicants. The conditions for these examinations are available on request from the AINDT Certification Board Secretariat/Hon. Secretary (See Section 6.2).

In addition Authorised Qualifying Bodies (AQB's) offer AINDT examinations at various times following on their training courses. Details of their programs can be obtained from the various AQB's as listed on the Institute's web site.

2.18 ARRANGEMENTS FOR NON-NDT EXAMINATIONS

AINDT/CBIP conducts examinations in the Non-NDT disciplines in New Zealand in May and October each year at approved examination centres. Examination dates and examination closing dates are available from the AINDT Certification Board Secretariat/Hon. Secretary and from AINDT Branch Secretaries and are published in the Institute's Journal and on the Institute's web site.

Approved examination centres for CBIP non-NDT examinations are located at:

- Auckland/Hamilton
- Blenheim

2.19 RE-SIT EXAMINATIONS

Applicants who fail one or more examinations may re-sit each failed examination twice, provided that the re-sit examination takes place not sooner than one month nor later than one year, after the original examination, or in the event of a second resit, 1 year from the first resit examination. Applicants who fail the two re-sit examination(s) are required to re-apply for certification in accordance with the procedures for new applicants.

Applicants who fail examinations should download an *Application to Resit* from the AINDT web site.. This form must be completed and returned with the appropriate payment before the applicant can resit the failed examination(s). Payment comprises the appropriate Examination fee(s) and are provided in the Board's SCHEDULE OF FEES, available from the Board's web site or Secretariat. All resit applications must be received prior to the closing date for the particular examination session.

2.20 CERTIFICATION AND PERIOD OF VALIDITY

Successful applicants receive a certificate and an identification card. These are valid for five years from the date of issue. One passport photograph is required to be supplied by the applicant for entry to examinations and for use on the identification cards and for AINDT records.

2.21 RENEWAL OF CERTIFICATION/QUALIFICATION

At the end of the first 5-year period of validity, renewal of certification or qualification for a further period of five years is available on receipt of evidence of the applicant:-

- (a) having met the visual acuity requirements when tested at intervals not exceeding one year; and
- (b) continued work activity in the relevant field without significant interruption.

“Significant interruption” is defined as “a change in activity that prevents the individual from practising the duties corresponding to his/her level in the NDT method and industry sector for which he/she is certified, for a continuous period exceeding one year”.

Persons with the AINDT General Qualification (non-ISO 9712) are required to renew this qualification at intervals not exceeding 5 years. Renewal of Qualification is subject to the same requirements as for Renewal of Certification as stated in clauses 2.21(a) and 2.21(b) above. Persons with a significant interruption will be required to apply for AS3998/ISO9712 Certification, with the standard exemption from the General Examination.

Persons with a CBIP Non-NDT certification are required to provide copies of relevant inspection reports prepared by the applicant and covering the classes of inspection for which they are seeking renewal. These reports should have company confidential information removed or blanked out.

2.22 RECERTIFICATION

Prior to the expiry of the second 5 year period (ie. 10 years from the original date of certification), persons are required to recertify for a further period of five years.

For the following NDT persons:

- AS 3998/ISO 9712 NDT Level 1
- AS 3998/ISO 9712 NDT Level 2
- AS 4735/ISO 20807 Limited NDT

this recertification will be by a practical competence examination with a pass mark of 70%

For the following NDT persons:

AS 3998/ ISO 9712 NDT Level 3

this recertification requires satisfactory completion of a practical examination as required for level 2 (see above) OR meeting the requirements of a structured credit system as described in AS 3998. The vision requirements for renewal must also be met

For the following persons:

All Non-NDT disciplines

This recertification will be by a written or practical examination with a pass mark of 70%. Persons with a CBIP Non-NDT certification are required to provide copies of relevant inspection reports prepared by the applicant and covering the classes of inspection for which they are seeking recertification. These reports should have company confidential information removed or blanked out.

Further renewals and recertification are available at 5 and 10 year intervals under the same conditions as the initial renewal and recertification.

Persons who are in their first 5 years after certification or after re-certification are issued with an Issue 1 certificate. Persons who are on their second 5 years after certification or recertification are issued with an Issue 2 certificate.

2.23 ENDORSEMENTS TO NDT CERTIFICATION

Persons certificated to Level 2 or Level 3 in ultrasonic testing (UT) may obtain endorsements to the certification for complex geometries of **nozzle joints and node joints**. Persons seeking these endorsements must make application using the Application for Endorsement and pass a practical examination for UT of these geometries. Application for Endorsement forms are available from the AINDT web site or by contacting the Certification Board Secretariat.

2.24 ENDORSEMENTS TO NON-NDT CERTIFICATION

In the cases of:

- Crane Inspectors
- Pressure equipment Inspectors,

a number of endorsements to certification are available.

For Crane Inspectors these are:

- Category A – Overhead travelling, Underhung travelling, Goliath, Semi Goliath, Wall, Pillar and Straddle Carrier
- Category B – Tower
- Category C – Power Driven, Mobile, Pile Driving, Straddle Carrier
- Scotch Derrick
- Guy Derrick
- Vehicle Mounted
- Container
- Pedestal
- Portal Jib

For pressure equipment Inspectors these are:

- Endorsement A – (a) Boilers with superheat, (b) Steam turbines and (c) steam engines covered by PECPR regulations (Module 5)
- Endorsement B – Pressure vessels and piping (a) Fabrication, (b) In-Service inspection (Module 6)

2.25 UPGRADING FROM NDT TECHNICIAN AND LEVEL 1/LEVEL2 GENERAL QUALIFICATIONS

Candidates seeking to upgrade their qualifications from the AINDT Technician or Level 1 or Level 2 general qualification will be granted an exemption from the General Examination only. However, candidates must sit and pass the relevant Industry Specific Examination and the Practical Examination for the NDT method, level and industry sector.

2.26 UPGRADING FROM NDT TECHNOLOGIST AND LEVEL 3 GENERAL QUALIFICATIONS

Candidates seeking to upgrade to AS 3998/ISO 9712 Level 3 certification must sit and pass the Basic Examination, Main Method Examination and Practical Examination required for Level 3 certification.

2.27 REVIEW/RE-MARK OF EXAMINATIONS

Candidates may request a review or re-mark of an examination. *Application for Review/Re-Mark* forms are available from the AINDT web site. The fee for this service is published in the Board's Schedule of Fees.

3 FEES

3.1 APPLICATION FEES (NDT)

An Application Fee is payable with every *Application for Certification* to offset administration costs, certificate and I.D. card production etc.

Current Application Fees are published in the Board's SCHEDULE OF FEES - NDT. Applicants should ensure that they have the latest up-to-date Schedule of fees for the current year before submitting their Application.

An application is valid for a period of two years. After that time the application will be considered to have lapsed. Extensions to the two year validity period may be considered in special circumstances.

3.2 EXAMINATION FEES (NDT and Non NDT)

An Examination Fee is payable for every examination to offset preparation, marking, test piece freight and exam supervision costs.

Current Examination Fees are published in the Board's SCHEDULE OF FEES – NDT and SCHEDULE OF FEES – NON-NDT. Applicants should ensure that they have the latest up-to-date Schedule for the current year before submitting their Application.

3.3 RENEWAL / RECERTIFICATION

Current Renewal and Recertification Fees are published in the Board's SCHEDULE OF FEES. Applicants should ensure that they have the latest up-to-date Schedule for the current year before submitting their Application for Renewal or Recertification.

Note 1: For Renewal of Certification, the application fee only is payable. An "*Application for Renewal*" form must be completed.

Note 2: For Recertification, the application fee and relevant examination fees are payable. The "*Application for Recertification*" form must be completed.

3.4 APPLICATION FORMS – NDT & NON-NDT

Application Forms, together with notes for guidance, are obtainable from the AINDT Certification Board Secretariat/Honorary Secretary, or can be downloaded from the Institute's web site – www.aindt.com.au.

It should be noted that all applications must be accompanied by all relevant information and the application and examination fees as listed in the Board's relevant SCHEDULE OF FEES (current edition). Incomplete applications will not be processed.

3.5 CODE OF ETHICS

All applicants for NDT examinations are required to agree to be bound by the AINDT Code of Ethics and Regulations for Use of Certificates and Logos/Marks a copy of which is provided with the Board's *Application for Certification levels 1 & 2, Application for Certification Level 3, Application for Limited Certification and Applications for Renewal and Recertification.*

All applicants for Non-NDT examinations are required to agree to be bound by the CBIP Code of Ethics, a copy of which is provided with the Board's *Application for Certification, Inspector (New Zealand) and Application for Certification Pressure Equipment Inspector (New Zealand).*

3.6 NON-ATTENDANCE AT EXAMINATIONS

A applicant applying for an examination may request, in writing, a deferral of the examination up to two weeks before the examination date.

Where no deferral is requested and the applicant fails to sit the examination as planned, the part or all of the examination fee shall be forfeited, as detailed in Clause 3.8.

In this situation, the application remains valid. However additional examination fees must be paid before another exam date can be scheduled.

3.7 REPLACEMENT CERTIFICATES AND ID CARDS

Persons requiring replacement of lost Certificates or I.D. cards should make application to the Certification Board Secretariat/Hon. Secretary using the *Application for Replacement Certificate/ID Card* that is available on the AINDT web site. Fees for the issue of replacement Certificates and I.D. Cards are published in the Board's Schedule of Fees.

3.8 REFUND POLICY

In addition to the above fee structure, AINDT has a refund policy for cancellations and deferrals:

Cancellation:-

Application Fee	Non-refundable
Examination Fees	
Cancelled prior to 2 weeks before the examination date:	50% refundable
Cancelled between 1 week and 2 weeks prior to the examination date:	10% refundable
Cancelled less than 1 week prior to the examination date:	Non-refundable

Notified Deferral:-

Notified prior to 2 weeks before the examination date:	Credited to next exam date
Notified less than 2 weeks before the examination date:	50% of exam fee credited to next examination date

Note: If the applicant fails to notify deferral, clause 3.6 applies.

4 NDT EXAMINATIONS

4.1 LEVEL 1

Examination requirements for Level 1 certification comprise:

- (i) General Examination
- (ii) Specific Examination
- (iii) Practical Examination

4.1.1 General Examination

This examination tests the applicant's basic knowledge of the NDT Method.

The paper consists of multiple choice questions to be answered on the examination paper.

UT/RT/ET	:	40 multi-choice questions minimum
MT/PT/TT	:	30 multi-choice questions minimum
Duration	:	1 hour maximum
Pass Mark	:	70%

4.1.2 Specific Examination

This examination tests the applicant's general knowledge of the industry sector. For Level 1, this sector is General Engineering (for MT, PT, ET, UT and RT) or multi-Industry (for IT). The syllabus for this industry sector can be obtained from the Board, or from the Institute's web site, or from your AQB. This paper consists of multiple choice questions.

UT/RT/MT/PT/TT	:	20 multi-choice questions minimum
Duration	:	1 hour maximum
Pass Mark	:	70%

4.1.3 Practical Examination

This examination requires the application of the NDT method to actual test pieces and components.

A requirement may also exist to describe and illustrate the equipment set-up for a particular test situation. Applicants for Radiographic Testing must now produce one or more radiographs in accordance with a written instruction as part of the practical examination

Duration	:	2 Hours maximum
Pass Mark	:	70%

4.2 LEVEL 2

Examination requirements for Level 2 certification comprise:

- (i) General Examination
- (ii) Specific Examination
- (iii) Practical Examination

4.2.1 General Examination

This examination tests the applicant's knowledge of the theory and general applications of the particular NDT method. This paper consists of multiple choice and short answer questions to be answered on the examination paper.

UT/RT/ET/TT	:	40 multi-choice questions plus 10 short answer questions minimum
MT/PT	:	30 multi-choice questions plus 10 short answer questions minimum
Duration	:	2 hours maximum
Pass Mark	:	70%

4.2.2 Specific Examination

This examination tests the applicant's knowledge of the Industrial Sector and the application of the NDT method to this specific field of non-destructive testing. See Section 2.1 for available industry sectors. The paper consists of multiple choice and short answer questions to be answered on the examination paper.

UT/RT/ET/MT/PT/TT:	:	20 multi-choice questions plus 10 short answer questions minimum
Duration	:	1.5 hours maximum
Pass Mark	:	70%

4.2.3. Practical Examination

This examination requires the practical application of the NDT method to the Industry Sector for which application is made. The Practical Examination may include any or all (but is not limited to) of the following requirements:

- (a) Detailed description and illustration of the equipment set-up and/or test procedure and test parameters for a particular application.
- (b) Interpretation of radiographs, where applicable.
- (c) The recognition and identification of discontinuities as shown by the test and which includes general knowledge of the mechanism giving rise to the discontinuities.
- (d) Accurate reporting concerning geometry, location and sizing revealed by the test procedure.
- (e) Writing of an instruction in the NDT method and industry sector for a Level 1 operator.

Applicants for Radiographic Testing must now produce one or more radiographs as part of the practical examination

Duration	:	UT/RT/ET/TT:	4 hours maximum
		MT/PT:	3 hours maximum
Pass Mark	:		70%

Applicants who fail to report certified discontinuities will not be granted a pass in the practical examination..

4.2.4 Examination Exemptions – Level 2

Exemption from the Level 2 General Examination is available to:

- (i) applicants who hold an AINDT Technician or Technologist or an AINDT Level 2 or Level 3 General qualification in the relevant NDT method.
- (ii) applicants who have passed an equivalent examination in the relevant method, either conducted by AINDT or other Authorised Qualifying Body.
- (iii) Applicants who have passed the General Examination in a particular NDT method as part of a qualification for the particular industry sector and are seeking certification in the same method in another industry sector

Applicants holding overseas certifications may also be eligible for exemptions. (Ref Overseas Qualifications Section 5.0)

4.3 LEVEL 3

Examination requirements for Level 3 certification comprise:

- (i) Basic Examination
- (ii) Main Method Examination
- (iii) Practical Examination

4.3.1 Basic Examination

This examination will test the applicant's

- General knowledge of four (4) NDT methods as required for Level 2 certification. One of these methods shall be the method for which the applicant is seeking certification.
- Technical knowledge of materials science and process technology
- Knowledge of the AS 3998/ISO 9712 certification system. This part is open book. Candidates should bring a copy of AS 3998/ISO 9712 latest edition to the examination.

The paper will consist of multiple choice and short answer questions to be answered on the examination paper.

All methods	:	15 questions on each of four NDT methods at Level 2 25 questions covering materials science and process technology 10 questions covering the certification system
Duration	:	3 hours maximum
Pass Mark	:	70% in EACH of the above three (3) parts

4.3.2 Main Method Examination

This examination will test the applicant's in-depth of knowledge of the theory and general applications of the particular NDT method in the industry sector. See Section 2.1 for available industry sectors.

The applicant will also be required to draft one or more NDT procedures in the relevant industry sector.

The paper will consist of 30 multiple choice questions covering the test method and 20 multiple choice questions in the industry sector plus one or more NDT procedure writing exercises.

Duration	:	3 hours maximum
Pass Mark	:	70% in EACH of the above three (3) parts

4.3.3 Practical Examination

Applicants at Level 3 must have satisfactorily completed the Level 2 Practical Examination in the NDT Method and Industry Sector for which he/she is seeking Level 3 certification.

4.3.4 Examination Exemptions – Level 3

Applicants seeking Level 3 certification in more than one NDT method are exempted the Basic Examination provided it has been satisfactorily passed at the first Level 3 Application, and provided that the first Main Method Examination is passed within five (5) years of passing the Basic Examination.

4.3.5 Personal Interview

At the discretion of the Board, applicants may be subjected to a personal interview to cover issues not clear from the written application

4.3.6 Certification for Limited NDT

Examinations under AS 4635/ISO 20807 comprise TWO examinations:

- A General Examination covering the particular NDT method and application of that method in the particular application.
- A practical examination to assess competence

5 NON-NDT EXAMINATIONS

All persons applying for Non-NDT (CBIP) examinations MUST obtain a copy of the relevant CBIP Standard of Proficiency. This document can be downloaded from the CBIP web site – www.cbip.org.nz.

5.1 CRANE INSPECTORS

Examinations for Crane Inspectors consist of

1. a written examination covering general knowledge, theory, inspection skills required for the commissioning, inspection and repairs of cranes.
Duration:
Pass Mark: 70%
2. a written examination dealing with the specific requirements of crane inspection in the category sought.
Duration: 4 hours
Pass Mark: 70%

5.2 COATING INSPECTORS

Examinations for Coatings Inspectors consist of

1. a written examination covering the theory of coating inspection, including corrosion of steel, design of corrosion safe structures, paint types, surface preparation, paint application, safety, inspection equipment, causes and prevention of paint failure, rectification of defects, wrapping of pipelines, galvanizing, contractual aspects, reporting.
Duration: 3 hours
Pass mark: 70%

5.3 LIFT INSPECTORS

Examinations for Lift Inspectors consist of

LEVEL 1

1. A written examination consisting two (2) papers, a general and a specific paper, covering the theory and requirements relating to lift operating and maintenance problems. This may include questions on calculations, reports, photographs or samples of operating and maintenance problems relating to power lifts, escalators and moving walks.
Duration: 4 hours
Pass Mark: 70%

LEVEL 2

1. a written examination as for Level 1 and including questions on new installations and initial inspections.

Duration: 4 hours
Pass Mark: 70%

5.4 PASSENGER ROPEWAY INSPECTORS

Examinations for Passenger Ropeway Inspectors consist of

1. a written examination consisting two (2) papers, a general and a specific paper, covering the theory and requirements relating to lift operating and maintenance problems. This may include questions on calculations, reports, photographs or samples of operating and maintenance problems relating to passenger ropeways. Questions on the code of practice for passenger ropeways in New Zealand plus amendments.
Duration: 4 hours
Pass Mark: 70%

5.5 PRESSURE EQUIPMENT INSPECTORS

Examinations for Pressure Equipment Inspectors consist of

1. For each module, written multi-choice, open book examinations to demonstrate technical knowledge as required for the relevant modules.
Duration: 2 hours
Pass Mark: 70%

NOTE: For Modules 3, 4, 5 & 6. The candidate should be prepared to nominate the applicable family of Pressure Vessel Codes (BS / ASME / AS), and must bring these documents to the examination. Other documents required to be brought to the examination by the candidate are as per the latest published PEI reference list for all modules.

5.6 WELDING INSPECTORS

Examinations for **Welding Inspectors** consist of

1. Written examinations comprising 3 papers, Part A, a general paper and Parts B & C, being two specific papers. Part A is open book, with a specification of Candidate's choice from an approved list, and Parts B & C closed book.

PART A – covers the code or standard upon which the elective part of the examination is selected. The codes/standards which can be selected are:

- BS EN 287/288,
- ASME IX,
- AS/NZS 1554.1/NZS 4711 or
- AS/NZS 1554.6/NZS 4703.
- (Other recognised New Zealand standards may be requested)

The examination comprises questions on practical inspection of welded components, welding procedures, standards, codes, specifications, drawings, mechanical testing, pressure testing, non-destructive testing, quality assurance procedures and reporting.

This paper comprises:

20 multi-choice questions on the candidate's elected standard

- visual inspection and reporting of a welded sample
- review and reporting of 3 radiographs
- interpretation of a fabrication drawing
- review, critique and comment on a welding procedure

Duration: 2 hours

Pass Mark: 70%

PARTS B & C (Closed Book) – Fundamental principles such as

- welding processes
- welding fabrication
- as-built packages
- NDE methods
- mechanical properties of materials
- heat treatment and
- duties of CWI.
- Practical application of welding inspection
- interpretation of weld discontinuities
- causes of weld discontinuities
- welding symbols
- welding procedures
- drawings
- welding fabrication
- as-built packages and
- basic on-the-job calculations

Duration: 2 hours for each paper

Pass Mark: 70% for each paper

Examinations for a **Senior Welding Inspector** in addition to those outlined above for a Welding Inspector, consist of

20 multi-choice questions

- scrutiny, assessment and commenting on at least 2 NDE inspection reports
- scrutiny and commenting on a welding fabrication as-built package and/or welding procedure
- scrutiny, assessment and commenting on an inspection and test plan (ITP) for a given welded fabrication
- weld design, materials, welding metallurgy, additional welding processes and other knowledge criteria (see Appendix B of Standard of Proficiency for welding inspectors)
- interpretation and reporting of two (2) radiographs of welded joints.

Duration: 4 hours

Pass Mark: 70%

5.7 EWP ASSESSORS

Examinations for EWP Assessors consist of

LEVEL 1

1. A written examination containing 30 mutli-choice and short answer questions, and covering electrical, mechanical, hydraulic, calculations, reports, photographs or samples of operating and fabrication, maintenance or inspection problems on relevant EWP's.
Duration: 2 hours
Pass Mark: 70%
2. A field assessment and report of an EWP to the requirements of the code of practice. The field assessment shall be carried out using a model check list at the candidate's place of work by an examiner approved by the EWP Panel Chairman.
Duration: 1.5 hours
Pass Mark: 70%

LEVEL 2

1. A written examination containing 30 mutli-choice and short answer questions, and covering electrical, mechanical, hydraulic, calculations, reports, photographs or samples of operating and fabrication, maintenance or inspection problems on relevant EWP's.
Duration: 2 hours
Pass Mark: 70%
2. A field assessment and report on the major inspection requirements of an EWP to the Code of Practice and AS 2550.10 Clause 10.4f an EWP to the requirements of the code of practice.
The field assessment shall be carried out using a model check list at the candidate's place of work by an examiner approved by the EWP Panel Chairman.
Duration: 1.5 hours
Pass Mark: 70%

6 OVERSEAS QUALIFICATIONS

This Section deals with policy and actions by the Certification Board to process applications from persons applying for AS 3998/ISO 9712 certification, or AS 4635/ISO 20807 qualification, who hold NDT certifications not granted by AINDT.

The Board is signatory to a Multilateral Recognition Agreement with the European Federation for NDT (EFNDT). Persons with certification from an EFNDT signatory certification scheme will be granted entry to the AS3998/ISO9712 certification from AINDT. The Board reserves the right to require persons seeking certification in Australia to undertake additional examinations.

The validity of the AS3998 certification granted on transfer from another scheme will be the same as the expiry date of the current overseas certification. For example, the AS3998 certification granted for a PCN certification expiring in, say, October 2005 would also expire in October 2005. At that time the AS3998 certification is subject to the procedure for 'Renewal or 'Recertification', depending upon whether the overseas certification is an Issue 1 or Issue 2.

6.1 GENERAL REQUIREMENTS

A condition for transference of an overseas certification is that the applicant must be resident in Australia or New Zealand and have worked in the relevant NDT method in Australia or New Zealand, using Australian Standards for a period not less than 3 months for MT and PT , and 6 months for RT, UT and ET.

AS3998 certification will only be granted to overseas residents if they satisfactorily complete AINDT examinations in the NDT method/Industry Sector.

6.2 APPRAISAL OF QUALIFICATIONS AND EXPERIENCE

Applications for a particular method should be accompanied by:-

- (a) Certified copies of certificates and other documentation on training and examinations.
- (b) Resume of work performed.
- (c) A statement from the overseas certification body that it administers NDT certification in accordance with ISO 9712:1999, EN 473 or ISO 20807:2004 as relevant.

As a guide to applicants with overseas qualifications who are seeking recognition of these qualifications, the Certification Board will only consider overseas qualifications where the qualification scheme complies with the requirements of ISO 9712 from a Certifying Body endorsed as complying with ISO 17024. In addition to the usual application form, applicants in such instances are expected to provide certified documentary evidence (in English) showing compliance with these standards to enable the Certification Board to make the necessary evaluation.

6.3 EXAMINATIONS

In most circumstances applicants with overseas ISO9712 or EN 473 certification would be exempted from the General Examination. At the Certification Board's discretion, applicants may be required to sit for Specific and/or Practical Examinations if applicable, depending on the overseas qualifications possessed.

6.4 PERSONAL INTERVIEW

At the discretion of the Board, applicants may be subjected to a personal interview to cover issues not clear from the written application.

7 SPECIAL ARRANGEMENTS

7.1 GENERAL EXAMINATION ONLY APPLICANTS (NDT)

Persons seeking aerospace Registration under AS3669 and other persons who wish to sit for one or more AINDT General Examinations without applying for certification, may do so by:-

- (1) Completing a “General Examination Only” Application Form, available from the Secretary of the Certification Board or from the Institute’s web site.
- (2) Paying the appropriate examination fee plus an Administration Fee. Information on these fees is published in the Board’s SCHEDULE OF FEES - NDT. Applicants should ensure that they have a current Schedule of Fees.
- (3) Enclosing one passport photograph for identification purposes at the examination.

Applicants should note that completing the General Examination successfully does not qualify them for any form of AINDT Qualification/Certification. No certificate will be issued to these applicants. However these persons will be granted exemption from the General Examination in any future application for certification in accordance with AS3998/ISO9712.

Note: Level 3 General Examination Only is available only to those persons seeking aerospace registration under AS3669.

7.2 UNSCHEDULED AINDT EXAMINATIONS

The Board recognises that its scheduled NDT examinations, held in July and December each year and scheduled Non-NDT examinations held in May and October each year, do not always meet the needs of industry and is prepared to hold unscheduled examinations on the following conditions:-

- (1) At least six weeks prior to the proposed examination date, the organisations requesting the unscheduled examinations shall write to the Secretary of the Certification Board
 - (a) requesting an unscheduled examination for a particular method or discipline and proposing an examination date.
 - (b) guaranteeing that there will be at least five applicants for the examination and undertaking to reimburse AINDT for the shortfall if the Board’s Examination Coordinator through the Certification Board Secretary, does not receive five applications and the relevant examination fees and application (or administration) fees at least one week prior to the date of commencement of the examination. (The undertaking of the organisation requesting the unscheduled examination is limited to five examination fees and five administration fees).
- (4) The organisation requesting the unscheduled examination may cancel the unscheduled examination up to seven days prior to the examination date but shall pay a cancellation fee of \$200.
- (4) Details of fees are given in the Board’s SCHEDULE OF FEES. Organisations seeking unscheduled examinations should ensure they have the current Schedule of Fees.

- (5) The examination venue and the arrangements for supervision of the examination shall be determined by the Board's Examination Coordinator. The examination may be conducted at more than one venue, for example in more than one State, if requested. However, in this case a fee for the cost of additional invigilation would be required.
- (6) Examination papers shall be marked by members of the Board's Panel of Examiners.
- (6) Examination results shall be forwarded by the Secretary of the Certification Board to the applicant. Such results shall not be forwarded to the organisation requesting the unscheduled examinations or to the applicant's employer without written authority from the applicant.

7.3 MISREPRESENTATION OF CERTIFICATION

Applicants convicted of forging, or otherwise misrepresenting examination results will be referred to the Board's Discipline Committee. (Refer Clause 9.2).

7.4 CONFIDENTIALITY OF EXAMINATION RESULTS

Examination results will only be communicated to the applicant who sits the examinations unless the Hon Secretary of the Board is specifically authorised by the applicant to forward results to a third party.

7.5 EUROPEAN PRESSURE EQUIPMENT DIRECTIVE (PED) APPROVAL

The Institute has a Memorandum of Understanding with the British Institute of NDT (BINDT) to provide approval to AS3998/ISO9712 certificated persons to undertake NDT as required by the European Pressure equipment Directive 97/23/EC for permanent joints on pressure equipment in the classes III and IV. BINDT is a Recognised Third Party Organisation (RTPO), and is the issuing authority for these approvals.

Persons seeking approval must make application by electronic transmission only on the form available on the AINDT web site.

7.6 MULTILATERAL RECOGNITION AGREEMENT WITH EFNDT

The Institute is signatory to a Multilateral Recognition Agreement with the European Federation of NDT (EFNDT) for recognition of qualifications of persons certificated by the signatory certification schemes. Details of the agreement, and the participating parties, are available on the Institute's web site.

8 WITHDRAWAL OF CERTIFICATION

8.1 CERTIFICATION WITHDRAWAL

Should a Code of Ethics violation or an abuse of the Requirements for Use of Certificates, Logos/marks, be notified to AINDT, and the Qualified/Certified person be convicted by the AINDT Discipline Committee of the notified violation or abuse, Qualification/Certification shall be withdrawn for a minimum two years.

To regain certification, the person shall apply to the Board after expiration of the period of withdrawal, as a new applicant and shall pass all relevant examinations for the NDT Method/Industry Sector.

An appeals committee is available if required by the disqualified person. (Refer Section 9.3)

9 CODE OF ETHICS

The following is the Code of Ethics for members of the Institute and persons certificated by the AINDT Certification Board.

All members of the Institute, be they honorary members, individual members, company members, retired members, or student members, when discharging their professional duties shall:

- (1) Show responsibility for the welfare, health and safety of the community at all times, and for the laws and statutory regulations, and this responsibility shall come before their responsibility to their profession, to sectional or private interests or to other non-destructive testing (NDT) personnel.
- (2) Act at all times to uphold the integrity and dignity of the NDT industry.
- (3) Accept professional obligations only for those areas of work for which they are competent.
- (4) Accept responsibility for all work carried out by them or others under their supervision.
- (5) Apply their skill and knowledge in the interests of their employer or client for whom they act as faithful agents or trustees.
- (6) Provide professional advice, express opinions, or make statements in an objective and truthful manner to the best of their ability, and on the basis of adequate knowledge.
- (7) Continue their professional development throughout their career and shall actively assist and encourage other NDT personnel to advance their knowledge and experience.

A member reported to the Institute for alleged improper conduct may be required to appear before a Disciplinary Committee appointed for that purpose.

9.1 USE OF CERTIFICATES AND LOGOS/MARKS

Certified persons shall

- Comply with the relevant provisions of the certification scheme
- Make claims only with respect to the scope for which certification has been granted.
- Not use the certification in such manner as to bring the AINDT or the Certification Board into disrepute, and not make any statement regarding the certification which may be considered misleading or unauthorised.
- Discontinue the use of all claims to certification that contain any reference to the AINDT or the Certification Board or to certification upon suspension or withdrawal of certification, and return any certificates and/or I/D cards issued by the Certification Board.
- Not use the certificate or ID card in a misleading manner.

Inappropriate reference to the certification or misleading use of certificates, ID cards, marks or logos in publications, catalogues etc shall be addressed with corrective measures, such as suspension or withdrawal of certification, publication of the infraction and, if appropriate, additional legal action.

9.2 RULES FOR AINDT DISCIPLINE COMMITTEE

In the event that complaints are made that an AINDT certificated person or member has neglected to comply with our Code of Ethics or persistently and wilfully acted in a manner prejudicial to the interests of AINDT or NZNDTA and/or the Certification Board, these complaints are to be referred to the Discipline Committee. Complaints shall only be considered if received in writing. For Australia, the Discipline Committee shall consist of the members of the Federal Executive who shall declare if any conflict of interests exist. For New Zealand, the Discipline Committee shall consist of members of the Executive of CBIP, who shall declare if any conflict of interest exists.

On receiving such a complaint the Discipline Committee shall within 14 days:

- review the complaint and consider if follow up action is warranted.

If follow up is deemed warranted the Discipline Committee shall:

- serve the complaint on the person concerned.
- give the person at 14 least days notice from the date served by the Discipline Committee to respond to the complaints made.
- consider any submissions made by the person in connection with the complaint.

The Discipline Committee may, after considering the complaint and any submissions made, if the facts alleged have been proved, recommend to Federal Council that the persons Certification be withdrawn and if a member of AINDT or NZNDTA be expelled or suspended from the appropriate Institute.

If Federal Council accepts the recommendation by the Discipline Committee, the Federal Secretary shall, within 7 days after notice of the Federal Council decision has been received, give written notice to the person detailing the reasons why, of action taken. The person should also be advised of his/her right of appeal.

The withdrawal and expulsion or suspension does not take effect until the expiration of the period within which the person is entitled to appeal against the resolution made and the reasons for any appeal are reviewed.

9.3 APPEAL PROCEDURE

A person may appeal to the Institute against a resolution by Federal Council, within 7 days notice after the resolution has been served. The appeal is to be forwarded to the Federal Secretary.

- The appeal may, but need not, be accompanied by a statement of the grounds on which the person intends to rely for the purposes of the appeal.
- Upon receipt of the appeal the Federal Secretary shall notify Federal Council and convene a Special General Meeting of the Institute to be held within 28 days after the date the meeting was called. In the case of New Zealand, this will be coordinated with the Executive of CBIP and/or NZNDTA
- At the Special General Meeting called to review the appeal, no other business is to be transacted.
- The Discipline Committee and the person shall be given the opportunity to state their respective cases either in writing or orally, or both.
- The members present are to vote by secret ballot on the question of whether the decision to expel or suspend should be upheld or revoked.

- If at the Special General Meeting the Institute passes a special resolution in favour of the recommendation to withdraw the persons Certification and expel or suspend an AINDT or NZNDTA member, the resolution is confirmed.
- At completion of the Special General Meeting, the Federal Secretary will notify the person within 7 days, of the decision made. Federal Council will decide how widely the decision to withdraw Certification and/or suspend or expel a member should be publicised.