

## INFORMATION FOR CANDIDATES

### Non-destructive testing personnel (NDT)

Certification of non-destructive testing (NDT) persons takes place at the Personnel Certification Center SIA "TUV Nord Baltik" (hereinafter referred to as PSC). The PSC has introduced a quality system in accordance with the requirements of the standard, LVS EN ISO / IES 17024 to ensure competent and objective certification of the certification procedure in accordance with regulatory documents and standards governing the certification of personnel the Republic of Latvia and international bodies.

With the certification of non-destructive testing personnel (NDT)", established by the standard LVS EN ISO 9712:2012 "On the strengthening and certification of non-destructive testing personnel (NDT)", in compliance with the rules of the Cabinet of Ministers No. 588 "Procedure for certification of welders of metal materials and defectoscopists in the regulated field" dated 18.07.2006 and the rules of the Cabinet of Ministers of the Republic of Latvia No. 348 "Rules" pressure equipment and its complexes" dated 07.06.2016.

<b>Table 1 – Non-destructive testing methods</b>	
<b>Full name of testing</b>	<b>Abbreviation</b>
Acoustic emission testing	AT
Visual testing	VT
Eddy current testing	ET
Penetrant testing	PT
Magnetic testing	MT
Radiographic testing	RT
Digital radiographic testing	RT-D
Leak testing	LT
Thermographic testing	TT
Ultrasonic testing	UT
Phased array ultrasonic testing	PAUT
Ultrasonic – time-of-flight diffraction testing	TOFD

## 1. Procedure for certification of NDT personnel

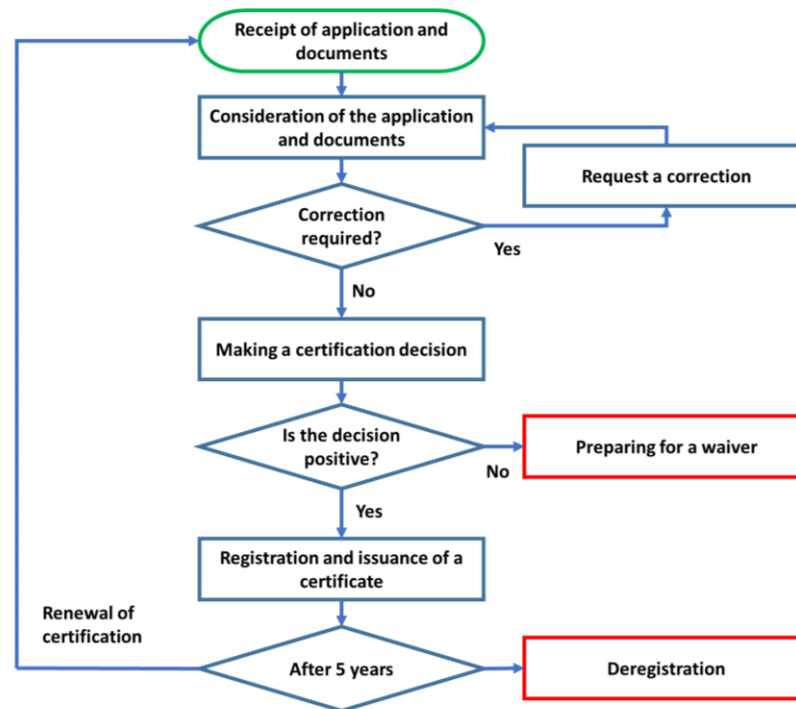
Certification of NDT personnel contains the following stages:

- Submission of the application by the employer of the candidate, or candidate himself in the PSC;
- Submission of information to the candidate with a list of required documents (see paragraph 3);
- The candidate is provided with a list of preparatory and examination centers recognized by the PSC. Referral of the candidate for training and/or examination;
- Submission of relevant documents by the candidate to the PSC;
- Notification of the candidate about the receipt of the application and the planning of the certification work;
- Verification of the application, sufficiency and completeness of the submitted documents and information, making a decision on the candidate:
  - with a positive decision: sending a message to the candidate about the timing of certification, as well as a contract and documents for payment for services;
  - in case of a negative decision: a message about the refusal of certification indicating the reasons, or a request by the PSC for additional information, after consideration of which a final decision will be made on the possibility of certification.
- Making a decision on the possibility of assigning the candidate the appropriate qualification level;
  - With a positive decision: development, registration and issuance of a certificate
  - In case of a negative decision: a message about the refusal of certification with an indication of the reasons.

The certification procedure also includes:

- Periodic inspection control;
- Consideration of proposals, complaints and claims from applicants, candidates and certified specialists.

## 2. Certification Schemes



## 3. Requirements for the applicant (candidate)

### 3.1. General

Personnel applying for the assignment of a qualification level must have appropriate education, theoretical and practical training, practical experience in the applied NDT method, meet the requirements for health and visual acuity.

Applicant – a candidate or employer of a candidate who has expressed a desire to undergo certification is obliged to familiarize yourself with the publicly available and posted on the TNB website:

- Certification procedures and procedures (paragraph 1);
- The Certification Scheme (paragraph 2);
- Requirements for the candidate (paragraph 3);
- A statement that the PSC understands the importance of impartiality in the conduct of certification, resolves conflicts of interest and ensures objectivity.

The employer is responsible for providing information about special training, the reliability of information about the length of service and continuity of the practical activities of the candidate of the Tax Code submitted to the PSC. The employer does not participate in the certification process.

If a candidate applies to the PSC as an individual, he is personally responsible for the accuracy of the information provided to the PSC.

Each candidate for certification is required to sign the rules of confidentiality and personal ethics.

### 3.2. Training on NDT

3.2.1. For admission to the exams at the appropriate level, the candidate must undergo training in a certain method of NDT. The minimum terms for preparing a candidate for certification at I, II, III levels of qualification are established in accordance with ISO 9712:2012. Appendix "Requirements for the candidate"

3.2.2. The candidate must provide documentary evidence to the PSC that he has satisfactorily completed the training course and passed the exam at a recognized center, the training program of which fully covers the topics of the corresponding NDT method in accordance with ISO 25107:2019.

<b>Table 2 – Minimum training requirements</b>			
<b>NDT method</b>	<b>Level 1 h</b>	<b>Level 2 h</b>	<b>Level 3 h</b>
AT	40	64	48
ET	40	48	48
LT	B – Pressure method	24	32
	C – Tracer gas method	24	40
MT	16	24	32
PT	16	24	24
TT	40	80	40
RT	40	80	40
UT	40	80	40
VT	16	24	24
NOTE: For RT, training hours do not include radiation safety training.			

3.2.3. If the Pressure Equipment Directive 2014/68/EU (further PED) certificate required, during NDT method examination candidate should confirm knowledge of PED directive and harmonized standards.

3.2.4. The candidate's certificate in the declared field from an accredited certification body can be taken as the fulfillment of the training item.

### 3.3. Repeated training

For personnel who have been trained, but have not been certified within 12 months from the date of completion of training, repeated training must be carried out. Training received by the candidate earlier is recognized by the employer if it is documented. Repeated training should apply to the employer's products taking into account procedure for performing special procedures,

applied technologies, interpretation and evaluation of the results, safety precautions, applicable standards and regulations.

### 3.4. Practical experience in NDT methods

3.4.1. Practical (industrial) experience in the field of NDT can be acquired before or after successfully passing the qualification exam. The results of the exam remain valid for two years. Written confirmation of work experience must be submitted by the applicant (candidate) to the PSC "Experience confirmation".

3.4.2. Requirements for the minimum practical (industrial) experience in the field of specific methods of NDT for candidates of I, II and III levels in accordance with ISO 9712:2012 are presented in the Table 3 "Minimum industrial experience"

<b>Table 3 – Minimum industrial experience</b>			
<b>NDT method</b>	<b>Experience – months<sup>a</sup></b>		
	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>
AT, ET, LT, RT, UT, TT	3	9	18
MT, PT, VT	1	3	12

<sup>a</sup> Work experience is based on a nominal 40 h/week or the legal week of work. When an individual works in excess of 40 h/week, he may be credited with experience based on the total hours, but he shall be required to produce evidence of this experience.

3.4.3. If the candidate goes directly to level 2 or 3 (Direct access), the hours per level are summed up with the previous levels (example: a candidate for the second level of the RT method and does not have a level 1 certificate, in which case the total amount of industrial experience in the method must be at least 12 months).

### 3.5. Visual acuity requirements

3.5.1. Candidate who has no contraindications for vision reasons in accordance with ISO 9712:2012 are allowed for certification according to NDT methods.

3.5.2. The candidate submits confirmation of the satisfactory state of his vision with or without correction with the confirmation of an ophthalmologist. The confirmation form is provided by the PSC.

3.5.3. The period of validity of the visual confirmation is one year.

## 4. Registration of the applicant

### 4.1. Statement

The applicant (candidate) submits an application for certification, renewal or re-certification an "Application form". Form downloadable from PSC website.

It is allowed to submit an application by e-mail [training@tuv-nord.lv](mailto:training@tuv-nord.lv), in this case, the original application is given together with other documents (paragraph 4.2).

## 4.2. Applicant's documents

Applicants (candidates) in addition to the application form must submit the following documents (necessary documents from the below mentioned list specified on application for each type of certification):

1. A copy of the document on basic education (diploma, certificate, etc. A diploma of higher education in the technical field can be provided);
2. Photos (3 x 4 cm 2 pcs.) or a digital copy of the photo in JPEG/PNG/IMG format;
3. A specialist card with personal data and other information, including details about the available qualifications. In the specialist card, the candidate agrees to comply with all certification requirements, the rules for passing the qualification exam, the rules of professional ethics (codex). The information card is filled in by the candidate personally. The form is provided by the PSC;
4. Copies of certificates obtained earlier (If available);
5. Documents confirming the special NDT training indicating the amount of training hours, the scope of certification of other methods received by the applicant previously (if any). Provides a Training Center;
6. Certificate of practical experience according to the declared method of NDT, in accordance with ISO 9712: 2012 Table 3 " Minimum industrial experience", signed by the head of the organization-employer. The form is provided by the PSC;
7. Certificate of continuity of work experience "Continuity of experience" according to the declared method of NDT control in the case of re-certification. The form is provided by the PSC;
8. Vision acuity (oculist's report indicating visual acuity, valid for 1 year) "Vision acuity". The form is provided by the PSC;
9. Inspection control questionnaire in case of extension of the "Monitoring Questionnaire". The form is provided by the PSC;
10. Cooperation agreement (contract), with the consent for the processing of personal data of an applicant (candidate).
11. Document confirming payment for certification services;

## 4.3. Refusal of certification

Candidates who do not comply with the established certification requirements, the PSC issues refusals of certification indicating the reasons for the rejection of certification.