



NDT process control worksheet

NDT PROCESS CONTROL : Site _____ Date _____

ASPECT TO BE EVALUATED	REQUIREMENT/COMMENTS	ACCEPTABLE/ UNACCEPTABLE
TECHNICAL CONTROL REVIEW OF TEST METHODS AND PROCEDURES		
<i>Are all the current National/International Standards on which test procedures are based available to staff?</i>		
<i>Is the responsibility for keeping Standards current clearly defined?</i>		
<i>Do in-house procedures exist for standardization of testing where the Standard (e.g., AS) provides for choice?</i>		
<i>Are work requests methodically evaluated to determine if a new in-house procedure is needed?</i>		
<i>Are in-house procedures sufficiently detailed to provide for effective testing?</i>		
<i>Are any limitations of the procedures documented?</i> <i>e.g. coating thickness</i> <i> coating type</i> <i> surface condition</i> <i> test surface contour - e.g. irregular weld surface</i>		

ASPECT TO BE EVALUATED	REQUIREMENT/COMMENTS	ACCEPTABLE/ UNACCEPTABLE
<i>Is validation information for each in-house procedure available, where necessary, to confirm defect detection capability?</i>		
<i>Are procedures appropriate for the minimum sizes of discontinuities that are expected to be detected?</i>		
<i>Are there any tests for which Measurement Uncertainty is required to be estimated?</i>		
<i>Do any procedures for testing of items 'in-service' address relevant degradation mode(s) and defect locations?</i>		
<i>Are any reference blocks/items used in procedures for testing items 'in-house' relevant to the degradation mode(s) and defect locations?</i>		
<i>Is the range of testing performed adequately covered by up-to-date procedures?</i>		
EQUIPMENT ISSUES		
<i>Is the equipment inventory complete?</i>		
<i>Does the performance checking system 'flag' equipment items needing to be checked, before checks become due?</i>		
<i>Are performance checks being conducted within the prescribed intervals?</i>		
<i>Is the responsibility for performance checks and maintenance clearly defined?</i>		
<i>Does the range of reference items/materials/calibration blocks cover the range of performance checks?</i>		

ASPECT TO BE EVALUATED	REQUIREMENT/COMMENTS	ACCEPTABLE/ UNACCEPTABLE
<i>Are all equipment items in suitable condition for use?</i>		
<i>Is there a system for marking items which are unsatisfactory for use?</i>		
ACCOMMODATION ISSUES		
<i>Is the accommodation suitable for the operations performed, e.g. RT exposure bay, dark/viewing rooms, testing using UV light, storage, archiving, security?</i>		
<i>Is a satisfactory standard of housekeeping being maintained?</i>		
PERSONNEL ISSUES		
<i>Are all NDT personnel appropriately qualified for the testing they perform?</i>		
<i>Is each person's qualification(s) current?</i>		
<i>Does the system 'flag' expiry dates of qualifications in sufficient time for them to be renewed before expiry?</i>		
<i>Is each person's visual acuity record current?</i>		
<i>Is each person's competency audit programme up-to-date? (Initial audit, then 5-yearly for each NDT method performed).</i>		
<i>Is each person's routine technical control evaluation record up-to-date? (At least annually by approved person).</i>		

ASPECT TO BE EVALUATED	REQUIREMENT/COMMENTS	ACCEPTABLE/ UNACCEPTABLE
<p><i>If the facility has entered into a consultant/contractor/sub-contractor arrangement, is there a current written contract or agreement covering the person's role, authority, confidentiality and indemnity requirements?</i></p>		
DATA COLLECTION AND RELEASE ISSUES		
<p><i>Is test data sufficient to enable assessment of item's condition and for the test to be replicated if necessary?</i></p>		
<p><i>Does the records system ensure the following reportable information is captured?</i></p> <ul style="list-style-type: none"> • <i>Identification of test procedure plus any relevant standards/codes</i> • <i>Job reference number or alternative identification</i> • <i>Date and place of test</i> • <i>Name of person(s) performing the test</i> • <i>Identification of client</i> • <i>Identification of item tested</i> • <i>Identification of areas of test item assessed</i> • <i>Test item condition, including preparation</i> • <i>Departures from the test procedure if applicable</i> • <i>Results, including any need for further testing</i> • <i>Drawings, sketches, photographs as applicable</i> • <i>Other information required for description of the testing or evaluation of results</i> • <i>Additional information required by the relevant standards or codes</i> 		
<p><i>Are test records adequate to demonstrate that test parameters were set correctly and in accordance with procedures?</i></p>		
<p><i>Is test data easily retrievable covering an appropriate timeframe (minimum 3 years)?</i></p>		
<p><i>Do processes for storage and back-up of electronic test data ensure security of the data and are there measures for protection of data from unauthorised revisions?</i></p>		

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<i>Where test data is entered directly into the client's asset management system is the responsibility for data maintenance defined?</i>		
<i>Do reports contain clear criteria for determining acceptability of tested items (e.g., product code or client specification) and have these been applied appropriately?</i>		
<i>Are there cases where acceptability cannot be determined, and if so, was the matter referred back to the client or project principal?</i>		
<i>When sentencing has been based on defect size, has appropriate consideration been given to sizing tolerances?</i>		
<i>Are test results only released to the client by personnel authorised to do so?</i>		
<i>Is reporting terminology in accordance with the relevant standard(s) for each method of testing?</i>		

Evaluation conducted by _____

Follow-up recommendations (if applicable):