VII-3100 GENERAL REQUIREMENTS

Organizations performing training, examination, or qualification activities shall prepare a written practice for their control and administration.

VII-3110 EXPERIENCE

The written practice shall specify the experience requirements for each qualification level in accordance with VII-4100 and the additional experience that may be required for special NDE applications.

VII-3120 TRAINING

The written practice shall specify the following:
(a) classroom and laboratory training requirements for each qualification level in accordance with VII-4200;
(b) additional training that may be required for special NDE applications; and
(c) course outlines for each qualification level including the number of instruction contact hours.

VII-3130 ANNUAL TRAINING

The written practice shall specify the requirements for annual training for each qualification level. Annual training shall be in accordance with VII-4240.

VII-3140 EXAMINATIONS

The written practice shall specify the examination requirements for each qualification level. Examination requirements shall be in accordance with VII-4300.

VII-3200 RESPONSIBILITIES

The written practice shall specify the responsibilities, duties, and qualifications required for personnel who perform examinations or implement the personnel qualification program. The written practice shall specify the responsibilities of NDE instructors, Level III personnel, or other individuals providing classroom or laboratory training.

VII-3300 USE OF AN OUTSIDE AGENCY

(a) An outside agency is an organization or individual that provides NDE Level III or NDE instructor services and whose qualifications have been accepted by the organization that engages the outside agency. The written practice of the organization that engages the outside agency shall specify requirements for assuring the outside agency meets the applicable requirements of this Appendix.

(b) Each outside agency shall maintain a written practice that specifies the documentation to be maintained in the agency’s qualification records. This documentation shall include such information as the qualification examinations, candidate’s name and certification level, date of examination, overall course grade, and formal qualification examination grade.

(c) An outside agency administering the examinations of VII-4342 may be an independent company or a functionally independent organization within the same company.

VII-3400 CONFIDENTIALITY

Provisions to assure the confidentiality of qualification materials (e.g., test questions, answer sheets, and test specimens) shall be included in the written practice. Access to such qualification materials shall be limited, and the qualification examinations shall be maintained in secure files.

VII-3500 AVAILABILITY OF TRAINING COURSE MATERIALS

Training course materials shall be available for review or audit by user organizations and cognizant authorities. Training course materials shall not be subject to any confidentiality requirements other than the normally applicable copyright laws.