

14 July, 1999

**TRAINING**

NDT OJT Training Plan  
Standing Operating Procedures  
(This is a new SOP)

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Applicability. This SOP is applicable to all employees who are seeking Certification in (MPI) or (FPI). All employees who are assigned to a position as a Nondestructive Tester are required to complete this training or other Level III approved OJT training. The controlling documents requiring this training are listed in the reference section.

Suggested Improvements. The proponent of this SOP is the Directorate of Maintenance, Power Train Production Division, Process Support Branch, NDT/Shotpeen Section 5TBH0. Users are invited to make suggested improvements to the supervisor of the NDT/Shotpeen Section.

Distribution. Hardcopies of this publication may be obtained from the CCAD Intranet, (<http://intranetservr>). It is the responsibility of the user to ensure they are working with the most current revision.

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Official:

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## 1. PURPOSE:

The purpose of this guide is to prepare employees for NDT Certification and Qualification. The flowchart outlines the steps required to attain certification.

## 2. REFERENCE

- a NAS 410 Certification and Qualification of Nondestructive Testing Personnel
- b CCADR 702-18 Certification of Nondestructive Testing Inspection Personnel

## 3. DEFINITIONS

a. **Classroom instruction**—For the purpose of this SOP is formal classroom instruction of not less than 12 hrs in duration. This training may be received from any source approved by the Level III NDE Program Manager.

b. **NDT Certification**—As used in this SOP is the act of attaining Certification and Qualification in a particular method of Nondestructive Testing, (I.e., MPI & FPI) In Accordance With (IAW) references listed in paragraph 2.

c. **NDT Level I**—This is the first of three certifiable qualification levels. Level I certified personnel cannot accept or reject parts without the Level III NDE Program Manager authorizing it.

d. **NDT Level II**—Second of three certifiable qualification levels. Level II personnel can inspect, evaluate, accept and reject parts in the methods that they have certification.

e. **Objective checklist**—A form that lists all objectives the trainee must accomplish. This list also documents the amount of time spent and trainers' initials when objective is attained.

f. **OJT Training**—On-The-Job-Training and for NDT trainees the method of attaining required hands on experience in a method of inspection.

g. **Primary trainer**—The Primary trainer is the employee assigned to administer the OJT Program. Other Level II employees may assist in the training but the primary trainer assures objectives are met.

h. **Prior documented NDT training**—All NDT personnel must have their training documented and maintained. Therefore, if someone was certified before they will have documentation to prove they have received the proper classroom training.

i. **Training objectives**—A list of tasks that the employee must attain while in training.

4. RESPONSIBILITY MATRIX

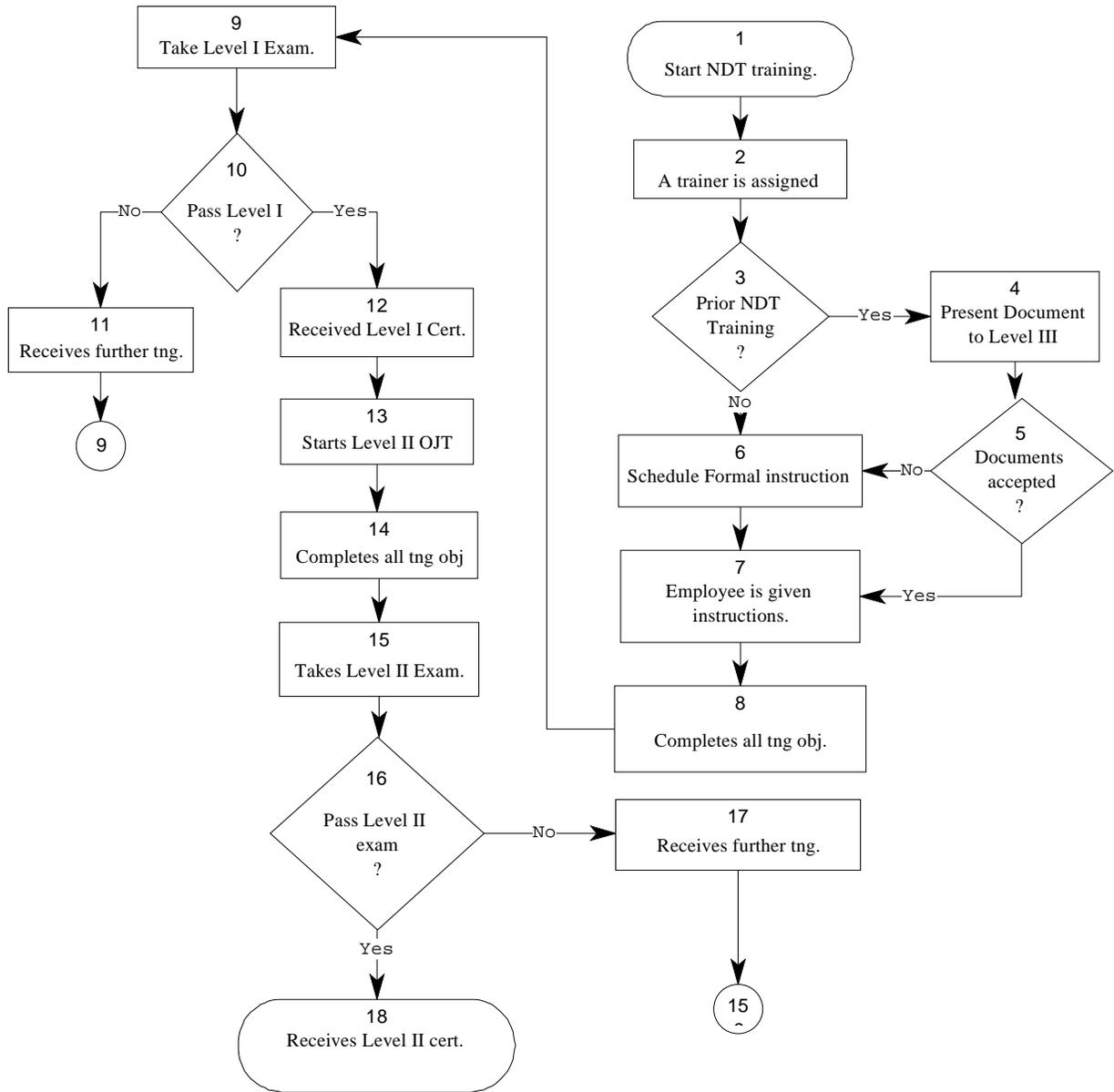
Performance Tasks	Employee in OJT Level I or Level II NDT Training	NDT Supervisor	NDT Trainer	NDT Program Manager (NDT Level III)
1.		P		
2.		P		
3.		P		
4.		A		P
5.				P
6.		P		
7.		P		
8.			P	
9.	P		A	
10.	P		P	A
11.				P
12.	A	P	P	
13.				P
14.		P	A	
15.	P		A	
16.	P		P	A
17.				P
18.	A	P	P	

This matrix applies to all methods of NDT that the employee is seeking certification.

P = Primary responsibility

A = Assisting in executing responsibility

5. Procedures  
 a. System Flowchart



## b. System Narratives

**(1) Start NDT Training**

All new Employees assigned to this section and others approved by the supervisor are accepted for training.

**(2) A trainer is assigned**

One of the Level II Employees assigned to the shop is appointed as the primary trainer who determines if a trainee is ready to move to the next training objective.

**(3) Prior NDT training?**

Yes—Go to Step 4

No—Go to Step 6

**(4) Present Documents to Level III**

NDT Program Manager checks Documents. If an Employee has had prior classroom and shop experience, they are not scheduled for classroom instruction. (This is a Level III Program Manager decision.)

**(5) Documents accepted?**

Yes—Go to step 7

No—Go to step 6

**(6) Schedule formal Instruction.**

Formal classroom instruction is scheduled at one of the approved school listed in the CCAD Non destructive Evaluation Training plan.

**(7) Employee is given instructions.**

Employee is started on Level I training and is given training instructions in the level required.

The trainer gives the Employee instructions and issues any equipment or tools necessary.

**(8) Employee completes Tng. Objectives.**

The Employee has met all the requirements of NAS 410 Certification and Qualification of Nondestructive Testing Personnel

**(9) Take Level I exam.**

The Employee is given the Level I, General, Specific and Practical examinations.

**(10) Pass Level I exam?**

(Employee must make a score of at least 70 on each test and average a score of 80 on all three tests.)

Yes—Go to Step 12.

No—Go to Step 11.

**(11) The employee is given further training.**

The Employee is given further training then returns to step 9 and retest. This cycle continues until all examinations have been passed.

(12) **Employee receives Level I certification**

Employee then moves on to Level II training

(13) **Employee starts level II training**

After Level I certification is met the Employee is started on Level II OJT.

(14) **Employee completes all Level II training objectives.**

The OJT Trainer indicates the employee has completed all objectives.

(15) **Employee takes Level II examination.**

The Employee is given the Level II General, Specific and Practical examinations.

(16) **Pass Level II examination?**

Yes-Go to Step 18.

No-Go to Step 17.

(17) **The employee is given further training.**

The Employee is given further training then returns to step 15 and retest. This cycle continues until all examinations have been passed.

(18) **Employee receives certification in Level II.**

The Employee receives certification card. Recertification is every three years.