



## Standard Guide for Evaluating Capabilities of Nondestructive Testing Agencies<sup>1</sup>

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### 1. Scope

1.1 This guide establishes areas for review and provides a survey form that can be used in determining the competence of a nondestructive testing agency.

1.1.1 Criteria from Practices E 543, E 1212, and ASNT SNT-TC-1A, CP-189, and ACCP-Rev. 1, were used in the preparation of this guide.

1.2 Areas for review should include, but are not limited to, the following: description of the agency, its facilities and organization; documentation of policies or practices, or both, including a) contract review, b) equipment calibration, and c) personnel qualifications.

### 2. Referenced Documents

#### 2.1 ASTM Standards:

E 543 Practice for Agencies Performing Nondestructive Testing<sup>2</sup>

E 994 Guide for Calibration and Testing Laboratory Accreditation Systems General Requirements for Operation and Recognition<sup>3</sup>

E 1212 Practice for Quality Control Systems for Nondestructive Testing Agencies<sup>2</sup>

#### 2.2 ASNT/ANSI Documents:

SNT-TC-1A Recommended Practice for Personnel Qualifi-

cation and Certification in Nondestructive Testing<sup>4</sup>  
CP-189 Standard for Qualification and Certification of Nondestructive Testing Personnel<sup>4</sup>  
ACCP Rev. 1 ASNT Central Certification Program<sup>4</sup>

### 3. Significance and Use

3.1 The use of this survey form will provide the auditor with a guide for evaluating an agency.

3.1.1 The description of the agency's facility and its organization will aid the auditor in determining if the agency has adequate capacity and capability to fulfill the contractual requirement.

3.1.2 A review of the agency's policies and/or practices will aid the auditor in determining if the agency has adequate controls on its system.

3.1.3 A review of the agency's records will aid the auditor in determining if the facility complies with its own written policies or practices, or both.

3.2 The recommendations set forth in this guide are minimums and should be supplemented by the user, as necessary, to meet the specific requirements of the contract.

3.3 The use of this survey form provides the auditor with a permanent record and includes a corrective action request.

### 4. Keywords

4.1 agency; equipment; facilities; personnel; quality assurance; survey

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<sup>2</sup> *Annual Book of ASTM Standards*, Vol 03.03.

<sup>3</sup> *Annual Book of ASTM Standards*, Vol 14.02.

<sup>4</sup> Available from ASNT, 1711 Arlingate Plaza, P.O. Box 28518, Columbus, OH 43228-0518.

Survey Number \_\_\_\_\_  
Survey Date \_\_\_\_\_

**SURVEY OF NONDESTRUCTIVE TESTING AGENCY FACILITIES**  
**(Part A)**

**I. AGENCY'S LEGAL NAME AND ADDRESS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
TELEPHONE ( ) \_\_\_\_\_ ZIP \_\_\_\_\_

**II. PERSONNEL CONTACTED:**

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**III. TYPE OF SERVICE/EXAMINATION PERFORMED:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**IV. DESCRIPTION OF FACILITIES:**

**IN-HOUSE:** Square Feet of NDT Work Area: \_\_\_\_\_  
Total No. of Employees: \_\_\_\_\_  
No. of Each Level of Certified NDT Personnel At:  
Level I \_\_\_\_\_ Level II \_\_\_\_\_ Level III \_\_\_\_\_  
Description of NDT Equipment (attach list if extensive): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FIELD WORK:** Description of NDT Equipment (attach list if extensive):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
No. of Each Level of Certified NDT Personnel At:  
Level I \_\_\_\_\_ Level II \_\_\_\_\_ Level III \_\_\_\_\_



**SURVEY OF NONDESTRUCTIVE AGENCY SYSTEM**

**(Part B)**

**QUALITY ASSURANCE/QUALITY CONTROL**

	Yes	No	N/A
1) Does the Agency have a QA/QC Manual? If yes, latest revision date: _____	_____	_____	_____
2) Is there a separate QA/QC Department? If yes, list name and title of the Department Head: Name _____ Title _____	_____	_____	_____
3) Is there an NDT organization chart available? Obtain or sketch on back of previous page. List the name and titles of the individual(s) responsible? Name _____ Title _____	_____	_____	_____
4) Are contract requirements reviewed to assure NDT specification compliance? If yes, list name and title of the responsible individual: Name _____ Title _____	_____	_____	_____
5) Are NDT specification (contract) requirements passed on to NDT Level I and II personnel by written procedures and/or instructions approved by a NDT Level III? If not, how are requirements passed on to the NDT Level I and II personnel? _____ _____ _____	_____	_____	_____
6) Are records maintained of NDT activities affecting quality? If yes, how long? _____	_____	_____	_____
7) Is the identity of the product being examined maintained throughout all operations? If no, how is identity controlled: _____ _____ _____	_____	_____	_____
8) Is there a procedure for controlling and segregating nonconforming NDT equipment and materials? Procedure No. _____ How? _____	_____	_____	_____
9) Does the Agency have internal audits for compliance with its QA/QC manual? a) Who performs and/or reviews the audits? _____ b) What are the frequency of the audits? _____	_____	_____	_____
c) Is there a corrective action or prevention program in place?	_____	_____	_____
10) Are the NDT facilities, instructions, and specifications adequate to perform the type of work to be performed? If no, list reason(s) on the corrective action report.	_____	_____	_____