

Application for Approval of Firms engaged in Non-destructive Testing
Initial*1 Occasional*2 Periodical*3 Renewal*4 Withdrawal*5)

To : ClassNK

Date: _____

Name of Firm : _____
(Applicant)

Contact & Personnel : _____

Tel: _____	Fax: _____
e-mail _____	@ _____

On the basis of the requirements of *Rules for Approval of Manufacturers and Service Suppliers*, and the correspondingly applied provisions of CONDITIONS OF SERVICE FOR CLASSIFICATION OF SHIPS AND REGISTRATION OF INSTALLATIONS, we hereby make a proposal,

- for Initial Assessment of Firm, attached documents *1,
- for Occasional Assessment of an alteration to the items which have been approved, attached documents *2,

Outline of the alteration: _____

- to carry out Periodical Assessment *3,
- to carry out Renewal Assessment and to renew the approval *4,
- to withdraw the approval with the ClassNK Approval Certificate attached *5.

Reason: _____

1. Name of Firm *1/*2/*3/*4 _____

2. Address of Firm *1/*2/*3/*4 _____

Tel: _____	Fax: _____
e-mail _____	@ _____

3. Areas where service is supplied: _____

4. Kind of Non-destructive testing PT
MT
RT
UT
Other (_____)

5. Approved Number *2/*3/*4/*5: _____

6. Intended date of field examination
*1/*2/*3/*4: _____

7. Attached documents and data (2 sets)

The documents and data listed in the next page are to be submitted.

8. Note :

List for submission of documents

※Related documents with a change in content are to be submitted in the case of renewal assessment or rewriting certificate

- Outline of the firm (the location, history, capital, organization and management structure (including subsidiaries), number of employees, main services and their actual records, etc.)
- List of nominated agents, subsidiaries and subcontractors
- Description of equipment for service supply (Equipment and/or device for non-destructive testing outline of workshops and facilities for storing parts, etc.)
 - The list of equipment
- Outline including description of service condition or service region of the relevant service
- Quality manual and its supplementary documents, or documented procedures (work procedures, verification procedures, recording and reporting and reporting procedures, training procedures, control procedures of measuring equipment, etc.) specified in the Rules.
[Quality system is to comply with the requirements specified in Chapter 7, Part M of the NK Rules and 1.2, Chapter 1, Part 3 of the NK Rules for Approval of Manufacturers and Service Suppliers (See the following pages).]
- List of operators documenting name, qualifications, training and experience within the relevant service area
- Training programs for operators
- Valid qualifications of supervisor and operator for non-destructive testing approved by the authorities concerned (Confirm the validity date)
 - Operators are at a minimum to be qualified and certified to Level 2 in the testing(s) concerned as per ISO9712 or JIS Z2305. Operators who are qualified and certified as Level 1 are to only undertake the gathering of data and the using of NDT methods concerned. They are not, however, to undertake the performing data interpretation or data analysis.
 - Supervisor are to be independently certified to Level 3 in the testing(s) concerned as per ISO9712 or JIS Z2305^{*1, *2, *3, *4}.
- *1: Supervisors are responsible for the following:
 - a) validate NDT instructions and procedures established and reviewed by level 3 personnel;
 - b) review of NDT reporting;
 - c) supervise all tasks and NDT operations at all levels;
 - d) inspection of NDT equipment, tools and calibration;
 - e) re-evaluate the qualification of the operators annually on behalf of the NDT Service Supplier.
- *2: For the firm consisting of one person, the person is to meet the requirements of a supervisor.
- *3: It is recognized that an NDT Service Supplier may not directly employ a Level 3 in all the stated methods practiced. In such cases, it is permissible to employ an external Level 3 who is certified by an accredited certification body in those methods not held by the full-time Level 3(s) of the NDT Service Supplier.
- *4: Alternatively, by agreement with the Society, the NDT Service Supplier may appoint an internal (full-time employed) supervisor of NDT activities, who does not hold level 3 certification. In this case, the supervisor shall be certified to a minimum of level 2. For NDT Service Suppliers operating this alternative approach, the NDT Service Supplier shall comply with all other requirements of this UR and shall employ (either part time or on a contract basis) Level 3 NDT Services (to carry out functions such as procedure development, procedure approval, consultancy, review etc.) from outside the NDT Service Supplier organization. The appointed external level 3 shall be certified by an accredited certification body in all the applicable methods appropriate to the scope of the NDT operations.
- Written statement issued by the employer, based upon the scope of certification, authorizing the operator to carry out specified tasks
- Checklists of the relevant services and record formats submitted to the Society
- A guide for operators of the equipment needed to perform the service being provided
- Documented procedures for communication with the crew prior to commencing work, so that it is safe to decommission the equipment being maintained, and to provide a safe system of work in place (In the case where firms supply Non-destructive Testing service for ship in service)
- Documented procedure to examine and evaluate the subcontractor's quality system and works in case where any parts of the services provided are subcontracted
- Copies of approval certificates issued by competent organizations or other classification societies, if any (Evidence of approval/ acceptance by other bodies, if any.)

- Information on the other activities which may present a conflict of interest
- Record of customer claims and of corrective actions requested by certification bodies
- Procedures related to the supervisor authorization of NDT operators (if applicable)
- Procedures for testing operator visual acuity
- A written practice for in-house certification scheme for personnel, developed in accordance with a recognized standard or recommended practice (i.e. ASNT's SNT-TC-1A, 2016, ANSI/ASNT CP-189, 2016 or similar) (if applicable)
- Other documents deemed necessary by the Society

Requirement for quality system

(I) General

- The firm is to have a documented quality system complying with the most recent version of the ISO 9000 series and covering at least the followings.
 - Code of conduct for the relevant activity
 - Maintenance and calibration of equipment
 - Training programs for operators
 - Supervision and verification to ensure compliance with operational procedures
 - Recording and reporting of information
 - Quality management of subsidiaries, agents and subcontractor
 - Job preparation
 - Periodic review of work process procedures, complaints, corrective actions and issuance, maintenance and control of documents
 - Corrective and preventive action
 - Feedback and continuous improvement
- The firm is to have implemented a quality system certified in accordance with the most current version of ISO 9000 series if they apply for inclusion of its nominated agents/subsidiaries in the approval.
 - The nominated agents/subsidiaries must also have in place an equally effective quality system complying with the most current version of ISO 9000 series.

(II) Education and Training

- Personnel Records
 - Records containing information on name, age, formal education, training and experience for the services for which they are approved.

(III) Calibrate and Maintain for Measuring and Testing Equipment

- Documented procedures to control, calibrate and maintain for measuring and testing equipment (Measuring and Testing Equipment)
- Documented procedure to maintain and confirm the ability of computer software to satisfy the intended application when computers are used for the acquisition, processing, recording, reporting, storage, measurement assessment and monitoring of data.
- Instruction and user's manual for non-destructive testing equipment (Records)
- Documented procedure to keep and make available a record of the equipment and facilities used for the service provided. (Contain information on maintenance and results of calibration and verifications.)

(IV) Documentation of Work Procedure of non-destructive testing

- Documented work procedure
- Provisions of accessibility to required codes, standards and procedures to assist NDT operators.

(V) Subcontracting control, if any

- Formal contract defining the assumption of the obligations of the service supplier
- Procedure for implementing the subcontracting control
 - Examine and evaluate the subcontractor's quality system and works to verify

- Ordering documents are to contain data clearly necessary for the subcontracting
- Particularly attention is to be paid to quality management by the supplier in following-up subcontracted transactions

(VI) Quality Verification Measures and Quality Audit

- Procedure to verify quality if the service provided
- Procedure for periodical internal quality audits
 - Audits results are to be reported to the management and the sections audited
 - Based on the audit results, the management is to review the quality system when necessary
 - The audit results and records of the management review are all to be maintained

(VII) Reporting

- Procedure for reporting the results of the services provided to the Society
 - Procedure of recording of damage and defect found during inspection, servicing and repair work
- Procedure for issuing the service records
- The report is to be prepared on a form (including order reference system where each engagement is traceable to when and where the test was carried out as well as who carried it out for each NDT record.) acceptable to the Society
 - The report is to be prepared on a form acceptable to the Society
 - The supplier is to have the Surveyor verification of each separate job, documented in the report by the attending Surveyor signature
 - The report is to include a copy of the Certificate of Approval

(VIII) Record

- Records of training
- Operator statutory and regulatory certificates and licenses
- Equipment register for necessary to perform inspections
- Equipment maintenance manuals and records / logbook
- Records of calibration
- Any current or past legal proceedings involving the company.