

**Conditions for AFENDA FrANDTB Accreditation of Training Centres in the
Aerospace Sector.**

Ref: CER-FrANDTB-PR-014 V02



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**CONDITIONS FOR AFENDA FRANDTB ACCREDITATION
OF TRAINING CENTRES IN THE AEROSPACE SECTOR.**







CER-FrANDTB-PR-014 V02

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1 GENERAL

1.1 Purpose

This procedure sets out the way that **FrANDTB** guarantees the conditions for accrediting training centres in the aerospace sector as per this procedure and form CDC-FO-02-001 - Audit questionnaire for labelling training centres.

1.2 Scope of application of training centre accreditation

This procedure applies to training centres that provide training with the aim of qualifying the NDT agents in the aerospace sector who make the request. This applies to training centres and organisations that offer training services in preparation for certification and would like to be accredited by FrANDTB.

The accreditation process for a training centre depends on the type of training service:

- A – General training only
- B – Specific and practical training for the aerospace sector only
- C – General, specific and practical training.

A – General training course

Accreditation is obtained when the centre is qualified by the COFREND for this type of training. The qualification requirements are described in document QUAL-PR-001 available upon request from the COFREND.

B – Specific training course

Accreditation is obtained when the centre is labelled by FrANDTB for this course. The labelling requirements are described in this procedure.

Applications are made by sending FrANDTB the forms provided in appendices 1 & 2.

C – General and specific training course

The requirements are described in document QUAL-PR-001 in addition to the requirements of this procedure.

Applications are made by sending FrANDTB the forms provided in appendices 1 & 2.

Employers using an outside organisation or FrANDTB to provide training for their NDT agents take full responsibility. Employers must, via the Responsible Level 3 they appoint, check that the training is as per these requirements or the requirements of their customers and validate them. If this is not the case, they may ask the training centre to supplement the training and qualification based on these requirements or provide the additional training required for certification themselves, within the company.

1.3 Non-destructive testing methods

This procedure contains the minimum training requirements and the means applicable to training level 1 and 2 agents in the NDT methods defined in CER-FrANDTB -PR-001.

2 DOCUMENTS

2.1 Reference documents

EN ISO 9001	Quality management systems-Requirements
EN9100	Quality management systems. Requirements applicable to the design, manufacture and maintenance of aviation equipment
QUAL-PR-003	Audit management
CAOF-DT-001	Training centre audit tables
NAS410	Certification and Qualification of Non-Destructive Test Personnel.

2.2 Applicable documents

EN4179	Aerospace series - Qualification and approval of personnel for non-destructive testing.
CER-FrANDTB -PR-001	Conditions for Issuing the Non-Destructive Testing Qualification in the Aerospace sector
CDC-FO-02-001	Audit questionnaire for labelling training centres
ANDTBF-06	Training centre support

3 DEFINITIONS

For definitions, refer to procedure CER-FrANDTB-PR-001.

4 TRAINING CENTRE ADMINISTRATION

The training centre must have a general administration manager for the training centre and the training courses. This manager must be in charge of the quality management system covering all training activities proposed by the centre and must be in charge of or check the qualifications of the instructors. He/she must ensure compliance with this procedure.

The training centre must be EN ISO 9001 or EN9100 certified and have an associated management system.

The training centre must assess and inspect the effectiveness of its quality management system via:

- The assessment of the training services to analyse customer perceptions on the extent to which their requirements are met
- The use of statistical techniques to model and assess the effectiveness and relevance of the services
- Claim management
- Planned internal audits
- Non-conformity management and recording of corrective action
- Planned, methodical management reviews guaranteeing suitability and sustainability
- Continuous improvement of the system and documentation of changes.

4.1 Composition of administrative dossiers

4.1.1 Documents required prior to the training courses.

The training centre must provide all the practical information required to register trainees, providing the conditions for optimal training course participation. For this, a contract system in the form of a CPD agreement between the trainee and the training centre must be drafted with the following items:

- The name and contact details of the company and trainee
- The name and contact details of the training centre (including the existence declaration number)
- The type of training (nature, training topic, date and duration, cost and minimum and maximum number of participants)
- The teaching and technical resources available
- The expense management conditions
- The inspection methods for knowledge and the type of approval of the training given.

The training centre must plan for and provide resources confirming the recording and/or acceptance of the training request. As per this procedure, an invitation must be sent to the trainees, reiterating all the training methods they will have to follow.

The training centre must create informative materials for people going on an NDT course. This information on the trainee's company, the course (dates and duration) and their professional qualifications as well as any trainee certification, must be prepared prior to the start of the training, and must then be archived to ensure traceability. The training centre must guarantee confidentiality as regards recorded information on the trainees.

An Written Practice must be established and include a description of all recorded items for each applicant, as well as the identification of the people in charge of administration and the list of instructors, providing their qualifications and potentially their certification.

4.1.2 Documents resulting from the training courses

Each course must be subject to a suitable assessment and a certificate for taking part in the training course must be created before it is over. This training certificate must include the following items:

- Name of the trainee and his/her company
- Name of the training centre providing the training
- Date and duration (in number of days and hours) of the course
- Title of the training course
- Name of the instructor giving the training.

4.1.3 Training - personnel and programmes

The training centre must draft its Written Practice for the selection, qualification, training and assessment of the knowledge of its personnel providing training in the NDT methods, and kept it up to date. The Written Practice must be in line with the applicable requirements of CER-FrANDTB-PR-014. To do so, the training centre can fully or partially refer to procedure CER-FrANDTB-PR-014 in its Written Practice to meet FrANDTB's recommendations. The Written Practice and procedure CER-FrANDTB-PR-014 must be available for review by customers of the NDT training centre and the regulation organisations.

4.1.4 Personnel instructor qualification

The training centre must determine the skills required for all personnel doing work that affects the quality of the services. It must therefore define and implement the selection and qualification conditions for its instructors and plan for their training to guarantee constant suitability between the training services and customer satisfaction requirements. Instructors must be approved by a Responsible Level 3 designated by the training centre.

Before starting in the instructor role, the person's qualifications in the method(s) in which they are competent must be checked by the training centre. These qualifications must be both technical and educational, so as to be able to plan, organise and provide theory and practical classes. The training centre may use instructors internal and/or external to the training centre in line with its selection and qualification procedures.

The training centre must constantly guarantee the suitability of instructors as regards the trainees, and ensure that the training they give is in line with technological developments.

The training centre must define and obtain the number of instructors required in each of the methods for which training is provided. It must have enough human resources for if one of the instructors is not able to give the training. It must create a named list of instructors including their qualifications and any certification they hold.

This list shall be provided to FrANDTB and available to employer Responsible Level 3s, who may, upon request, send it to their principals, auditors and governing authorities.

4.1.5 Training programmes

All the training must be given as per a detailed training programme approved by a Responsible Level 3 designated by the training centre. The training centre must update a list of references used to produce the teaching materials. Training must at least include:

- Basic theory,
- Testing principles, including the choice of NDT methods and their suitability for the various materials, parts and testing variables
- The shapes of the products and materials - origin and characterisation of defects
- The operation/use and standardisation of equipment
- The importance of process inspections
- The importance and suitable parameters and stages for treatments
- Safety
- The applicable techniques and the advantages and disadvantages to each
- The capacities and limitations of each method and technique
- The applicable specifications, laws, procedures and work instructions
- If relevant, the assessment, interpretation and documentation of the inspection results.

The training programmes may be supplemented by the training centre further to specific customer requests.

The training programmes must be referenced by the training centre and made available to all instructor personnel to extract all the specifications required to provide the training and must be kept up to date. The training centre must guarantee the traceability of all course materials: this way they provide proof of the consistency and continuity of the successive courses.

The training centre must publish and provide the detailed programme for each course upon request.

FrANDTB shall also use what is proposed in procedure ANDTBF-06 (available on the portal www.efndt.org) to issue accreditation. The objective of this is to help the training centres to set up or adapt their training programmes for non-destructive testing agents as per standard EN 4179.

The "General Part" table of ANDTBF-06 contains a summary of the general and physical topics possible for each NDT method.

All the "Specific Part" tables contain a list of the possible specific inspection items, which are currently applicable in the aviation industry.

Missing items or new inspection methods may be added to this document if necessary.

link: <http://www.efndt.org/Services/Document-Store>

The programmes must be re-assessed and revised as necessary, taking account of the technical, scientific or industrial changes in the applicable sector and method in question.

4.2 In-training assessment of participants

A procedure on the trainee assessment system must be created. This assessment must concern both the theoretical and practical components of the training.

It shall also establish the relevance of being attentive to trainees and their needs.

4.3 Training satisfaction assessment

An assessment of the relevance and effectiveness of the administrative and teaching resources must be put in place. The use of statistical techniques in this context can help understand the variability of all results linked to providing the training and, as a result, help the training centre to resolve problems and improve its effectiveness and its efficiency. These techniques must also help better use the data available (regardless of the volume of the data) to aid decision-making and contribute to resolving and even preventing problems resulting from training centre activities, and encourage continuous improvement.

5 TRAINING TECHNICAL MATERIALS AND RESOURCES

5.1 Infrastructure

The training centre must provide and maintain the infrastructure required and the working environment to obtain full satisfaction for the services. The buildings, work spaces and associated facilities, whether class rooms or practical session rooms, must enable training to be given away from all outside disruption. Each classroom and practical session room must be equipped with enough appropriate teaching tools. Therefore, the training centre must have enough projection materials for the theory classes and enough equipment for the practical classes. For the outsourcing of training, the centre must make sure it has a suitable infrastructure and environment.

5.2 Training materials

The training centre must provide the trainees with written course materials, with a revision index at the beginning of each course.

The training centre must have documentation with the standards, specifications and technical documents applicable to the aerospace environment (all types of inspection instruction) directly concerned by the course. Trainees must have access to these documents.

There must be an internal library, with books, specialist journals and documents on the studied methods.

Each trainee must receive class materials covering the whole programme. The training programme must be clearly described and include, for each course (each method and each level):

- The audience in question
- The objectives
- The procedure
- The necessary prerequisites if relevant.

5.3 Equipment, gauge blocks, samples and documents

All equipment required must guarantee training in line with the defined programmes and there must be enough of this equipment with respect to the number of trainees.

The specifications provided are from principals in the French aerospace sector. Manufacturers wanting their personnel to study their internal documents during the training must clearly express this prior to the training. The trainees must have and arrive at the training with the necessary documentation.

The training centre must record and update all modifications to the training, whether as regards the equipment or organisation. The training centre must record all equipment used during the training, as well as recording the monitoring of routine checks. However, a small proportion of the equipment may not be routinely checked if this equipment is clearly identified.

The training centre must have specific equipment for each NDT method/technique chosen.

5.4 Health and safety

All the regulations on hazardous substances, from accident prevention to occupational safety procedures, must be fully observed. The training requirements on health and safety are determined as per the French standards and legislation. The premises and facilities must be in line with this legislation and must be maintained correctly for this purpose. Personal protective equipment must be provided to the applicants if necessary. The training centre must take out an insurance policy covering the risks as regards trainees.

The safety instructions must be displayed in the training centre and a reference document must be available in the premises.

Equipment and facilities used for radiation protection must be subject to special attention.

All applicants who are applying for the radiography qualification for the first time, must at least have received training on the safety risks and requirements associated with ionising radiation and be familiar with the applicable laws and regulations. They must also prove their medical fitness before any use of the radiology equipment.



APPENDIX 1: Application of an external training centre BY FrANDTB

This document is the application for accreditation of the "external training centre" designated below by FrANDTB. This application is at least accompanied by a form: "Questionnaire for NDT training courses" (Appendix 2), duly completed, corresponding to the training course(s) for a single NDT method, as per the requirement(s) of this procedure as well as NFEN4179 and CER-FRANDBT-PR-001.

Further to acceptance of this application dossier, FrANDTB shall agree on a date for an audit in its premises with the "external training centre" designated below, so as to confirm compliance with the requirements of this procedure as well as NFEN4179 and CER-FRANDBT-PR-001.

Organisation name: -----

Centre contact details: -----

Tel. **Email:** -----

Address:

Title of training course(s) to be validated - provide one questionnaire per NDT method

The quality system of the "external training centre" and the training designated above are considered compliant with the requirements of NF EN4179 and CER-FRANDBT-PR-001

Signature from manager: ----- **Application date:** -----/ -- / ----
of the "external training centre"

- All information provided shall be deemed confidential by FrANDTB.
Documents to be appended to this application:
- 1/ Completed questionnaire (Appendix 2) for each NDT method for which accreditation is requested
 - 2/ Catalogue of training offered by the "external training centre"
 - 3/ Detailed list of equipment provided for training
 - 4/ Validated copy of the Quality Manual for the centre and associated procedures.

Request and appended documents to be sent to AFENDA FrANDTB



APPENDIX 2: NDT - training course questionnaire

One questionnaire must be completed for each NDT method for which the organisation is offering training courses to be validated in the Aerospace industry sector

Name of the "external training centre":

NDT Method:

Training provided: specific to the aerospace sector
(tick the relevant box) general + specific to the aerospace sector

General:

1. Title, Reference and Objectives of the training course(s) in the method. If relevant, for which certification examination is he/she (or are they) preparing?:

2. Total course duration in working days:

3. Actual course duration in hours:

4. Duration of practical sessions and tutorials in hours:

5. What are the pre-requisites (education and experience) for this course?

6. For how long has the course (have the courses) been offered in the present form?

7. How are the trainees assessed during the training?

8. Technical documentation issued to the trainees:

9. Name of the training manager:

10. Is he/she a full-time employee?

11. What is the instructor qualification method?

Premises and equipment:

12. Description of premises:

a) For the classes:

b) For the practical sessions:

13. Capacity:

14. Equipment used for the course:

15. Equipment monitoring procedure:

16. Description of the samples used during the training course(s) considered to be representative of the area covered by the certification programme (if relevant) for which the training is preparing:

17. Can the training course(s) be outsourced? -----

**Signature from manager: ----- Date: -----
Of the "external training centre"**