

Document: ANDTBF\_12

# Annual Assessment

## Revision Status

Rev. No.	Release Date	Page/ Pages	Description
00	28. Nov 2017	All	First Issue

## Foreword

Since last revision of EN4179 (Edition P5)/ NAS410 (Rev4) a new paragraph 8.6 was implemented:

*“§ 8.6 Annual Maintenance*

*The employer shall develop and implement a documented annual process to verify technical proficiency for each method during the certification cycle for all levels of personnel processing or inspecting hardware.”*

This issue was discussed in the European Forum ANDTBF and it was agreed to develop a proposal for a common front sheet which can be used as a guideline in view of harmonisation in the aviation industry in Part 145 and Part 21 organizations.

Due to the huge differences in the daily NDT work in each company it is recommended that each responsible Level 3 prepares individual checklists for each method in which the annual assessment is performed.

Those applicable checklists should be attached to the common front page for audit reviews.

It is understood that the following proposed assessment NDT task and rating points in each method may vary for each company pending from the daily work of the NDT individuals. Therefore the responsible Level 3 shall define such a checklist in the written practice. The values on the checklist can be given in percentage or rating points.

Definition:      Satisfactory      →      10 Points or 100%  
                         Unsatisfactory      →      0 Points or 0%

Notes:

1. The annual assessment is not required in the year, in which the regular 5-year re-qualification is due.
2. The NDT individual pass the assessment if he reaches 80% of the predetermined rating points
3. Additionally the company written practice should define following requirements:
  - Rules for assessment schedule and if an NDT inspector fails during assessment
  - Assessor requirements

Common front page is shown on page 3

Proposals for checklist points are shown on page 4 to page 6.

### Annual Assessment Review of Level 1, Level 2 and Level 3\* Personnel

(\* Where use of NDT Equipment and acceptance/ rejection of hardware is part of Level 3 duties)

**Applicant Data:**

Name:

Personal No:

Department:

Employer:

**Reviewer Data:**

Name:

Method & Level:

Employed or assigned by:

NDT Method	Level of Authorization (L1 Limited, L1, L2, L3)
RT	
UT	
ET	
MT	
PT	
IRT	
ST	

**NDT Documents (used during assessment):**

**NDT Technique (performed during assessment):**

**Summary of topics to assess:**

Item	Criteria in regards to:	Detailed description for requirements:	Requirements fulfilled (Yes/ No)
1	NDT Procedures	Latest revision of NDT procedures used/ available as per employer requirements	
2	Equipment & Material	Proper storage of NDT equipment and tools; Equipment certificates available	
3	Inspection (**)	Refer to detailed checklist	
4	Evaluation (**)	Refer to detailed checklist	
5	NDT Report	As per employer requirements	
6	Vision Requirements	Valid annual acuity and colour vision certificate available	
7	Continuous Experience	Records of previous/ current experience hours available as requested	
8	Certification/ Recertification	Valid Certification/ re-certification documents available	

(\*\*) No significant errors in inspection and evaluation are acceptable. All indications (if any) must be correct evaluated.  
 Checklist rating point's evaluation: Rating 1 is unsatisfactory (0%); Rating 10 is satisfactory (100%)

**Final Acceptance and Signatures:**

Comments: (if applicable)			
<b>Date:</b>	<b>Applicant Signature</b>	<b>Assessor Signature</b>	<b>Final acceptance</b>
			Passed      Failed

<b>PT-Method (Checklist)</b>						
<b>Inspection<sup>(a)</sup> performed during assessment</b> (NTM, Jobcard, P/N or any other equivalent document):						
<sup>(a)</sup> Parts with known defects may be used. In this case, the evaluation of indications is part of the assessment						
Tick if applicable	Detailed Assessment points	Evaluation Rating points (1-10) or (0-100%)	Tick if applicable	Detailed Assessment points	Evaluation Rating points (1-10) or (0-100%)	
	Select correct equipment			Wash/ Emulsifier		
	Control Panel preparation			Parameter met as required		
	Black light check			Drying process		
	Ambient/ white light check			Developer application		
	Inspection area cleanliness			Indications		
	Control panel check			Evaluation of indication		
	Fill out process control sheet			Documentation as required		
	Part cleaning			Reporting and recording		
	Penetration application / dwell			Part cleaning		
	Min./ Max time					
Comments:				Final scoring: Candidate should achieve minimum 80 % of the maximum rating points	Pass	Fail

<b>MT-Method (Checklist)</b>						
<b>Inspection<sup>(a)</sup> performed during assessment</b> (NTM, Jobcard, P/N or any other equivalent document):						
<sup>(a)</sup> Parts with known defects may be used. In this case, the evaluation of indications is part of the assessment						
Tick if applicable	Detailed Assessment points	Evaluation Rating points (1-10) or (0-100%)	Tick if applicable	Detailed Assessment points	Evaluation Rating points (1-10) or (0-100%)	
	Select correct equipment			Ink check		
	Check if Part is magnetic			Field measurement		
	Black light check			Magnetized as per instructions		
	Ambient/White light check			Ink application and observation		
	Inspection area cleanliness			Indications		
	Performance check of bench			Evaluation of indication		
	Fill out process control sheet			Documentation as required		
	Part condition			Reporting and recording		
				Demagnetization and cleaning		
Comments:				Final scoring: Candidate should achieve minimum 80 % of the maximum rating points	Pass	Fail

<b>UT-Method (Checklist)</b>					
<b>Inspection<sup>(a)</sup> performed during assessment</b> (NTM, Jobcard, P/N or any other equivalent document):					
<small>(a) Parts with known defects may be used. In this case, the evaluation of indications is part of the assessment</small>					
Tick if applicable	Detailed Assessment points	Evaluation Rating points (1-10) or (0-100%)	Tick if applicable	Detailed Assessment points	Evaluation Rating points (1-10) or (0-100%)
	Select correct equipment			Indications	
	Correct reference material			Evaluation of indication	
	Calibration status of equipment			Verification of findings	
	Set-up of equipment			Cleaning of couplant	
	Sensitivity setting			Documentation as required	
	Paint / surface condition			Reporting and recording	
	Application / use of couplant				
	Identification of correct insp. area				
	Probe handling				
Comments:				Final scoring: Candidate should achieve minimum 80 % of the maximum rating points	Pass      Fail

<b>ET-Method (Checklist)</b>					
<b>Inspection<sup>(a)</sup> performed during assessment</b> (NTM, Jobcard, P/N or any other equivalent document):					
<small>(a) Parts with known defects may be used. In this case, the evaluation of indications is part of the assessment</small>					
Tick if applicable	Detailed Assessment points	Evaluation Rating points (1-10) or (0-100%)	Tick if applicable	Detailed Assessment points	Evaluation Rating points (1-10) or (0-100%)
	Select correct equipment			Sensitivity at regular intervals	
	Correct reference material			Indications	
	Calibration status of equipment			Evaluation of indication	
	Set-up of equipment			Documentation as required	
	Application of Teflon tape			Reporting and recording	
	Inspection area cleanliness				
	Paint condition / thickness				
	Identification of correct insp. area				
	Sensitivity settings				
	Probe handling				
Comments:				Final scoring: Candidate should achieve minimum 80 % of the maximum rating points	Pass      Fail

<b>RT-Method (Checklist)</b>						
<b>Inspection<sup>(a)</sup> performed during assessment (NTM, Jobcard, P/N or any other equivalent document):</b>						
<small>(a) Parts with known defects may be used. In this case, the evaluation of indications is part of the assessment</small>						
Tick if applicable	Detailed Assessment points	Evaluation Rating points (1-10) or (0-100%)	Tick if applicable	Detailed Assessment points	Evaluation Rating points (1-10) or (0-100%)	
	Safety regulation respected			Indications		
	Personal Dosimeter			Evaluation of indication		
	Position of object, film and tube			Film handling		
	Correct exposure data			Film storage		
	Penetrameter position					
	Film marking					
	Darkroom bath control					
	System control					
	Darkroom adaptation					
Comments:				Final scoring: Candidate should achieve minimum 80 % of the maximum rating points	Pass	Fail

<b>IRT-Method (Checklist)</b>						
<b>Inspection<sup>(a)</sup> performed during assessment (NTM, Jobcard, P/N or any other equivalent document):</b>						
<small>(a) Parts with known defects may be used. In this case, the evaluation of indications is part of the assessment</small>						
Tick if applicable	Detailed Assessment points	Evaluation Rating points (1-10) or (0-100%)	Tick if applicable	Detailed Assessment points	Evaluation Rating points (1-10) or (0-100%)	
	Select correct thermography camera			Check set up at regular intervals		
	Correct reference material			Indications		
	Check calibration of equipment			Evaluation of indication		
	Set up of equipment			Documentation as required		
	Inspection area cleanliness			Reporting and recording		
	Paint condition, apply paint to inspection surface if required			Part cleaning, remove control surface markings used for inspection		
	Identification of correct inspection area			Remove all equipment		
	Camera settings: Temperature range, colour scale, focus, auto adjust					
Comments:				Final scoring: Candidate should achieve minimum 80 % of the maximum rating points	Pass	Fail