

POLICY FOR ACCREDITATION OF NON-DESTRUCTIVE TESTING TRAINING AGENCY & EXAMINATION CENTRE FOR MALAYSIAN SKILLS CERTIFICATION

1. An accredited training agencies (TA) can be an examination centre (EC) provided EC appoint a person as examination administrator.
2. EC can use TA facilities; such as classrooms, workshop and practical equipment.
3. Accredited TA can conduct NDT training course outside the authorised training premises with approval from JPK. Approval from JPK will be made in accordance with the requirement of JPK/PanduanNDT/03
4. Any organisation can carry out an ad-hoc training according to NOSS NDT but jointly with accredited TA only. However, permission from JPK is required and JPK's approval must be seeked 4 months in advance before training taking place. The training location can use own specimen for training purpose. Trainers need come from accredited TA only. List of trainers need to be submitted to JPK for record purposes.
5. An examination can also be conducted in other organisations (employer's premises) but jointly with accredited EC only, provided the equipment and facilities such as examination rooms / workshop and test equipments required for practical examination are sufficient for the examination to be carried out. However, the accredited EC and employer shall show impartiality to JPK and the exams shall be conducted only in the presence of, and under the control of, an authorised representative of JPK.
6. Application for NDT examination outside the authorised EC need to be made by the EC with submission of testing procedure equipments, exposure chart (for RT) at least 4 months in advance before examination taking place. The examination can only be made with approval from JPK.
7. Registration of exam candidate is under the accredited EC's responsible even though the exam is carried outside EC premises (jointly with other organisations). All application of candidate and payment must be made at least 30 days before examination carry out.
8. JPK has the right to carry out inspection at the TA, EC or other premises used for training or examination at any time with or without early notice (Para 38 & 39, NASDA).
9. Criteria of EC is referred to clause 5.4 ISO 9712. The examination centre shall

- a. work under the control of JPK,
- b. apply a documented quality management system approved by JPK,
- c. have the resources needed to administer examinations, including calibration and control of equipment,
- d. prepare and conduct examinations under the responsibility of an examiner authorised by JPK
- e. have adequate qualified staff, premises and equipment to ensure satisfactory qualification examinations for the levels, methods and sectors concerned,
- f. use only those documents and examination questionnaires established or approved by JPK,
- g. use only specimens prepared or approved by JPK for the practical examinations conducted at that centre, and
- h. maintain appropriate records according to the requirements of the certification body.