

This document is intended to provide requirements for qualification and certification of the Industrial Radiography Radiation Safety Personnel. This practice describes the minimum qualification requirements in compliance with Federal, State, and local laws and regulations.

ASNT Practice No.

ASNT-CP-IRRSP-1A*

2001 Edition

Revision 11, March 2001

***The American Society for Nondestructive Testing, Inc. (ASNT) –
Certification Practice (CP) – Industrial Radiography Radiation Safety
Personnel (IRRSP) – First Document (1A)**



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ii

Foreword

The IRRSP Committee of ASNT is dedicated and responsible to promote radiation safety in the industrial radiography industry.

This certification practice is intended to promote and preserve the professional integrity of Industrial Radiography Radiation Safety Personnel (IRRSP) in the joint interests of those personnel and the public at large.

This practice consists of three (3) parts as follows:

- A. PART I - ASNT IRRSP Qualification and Certification Requirements
- B. PART II - ASNT IRRSP Rules of Conduct
- C. PART III - ASNT IRRSP Committee Complaint and Hearing Procedures

This certification practice establishes the individual's minimum required qualification. Certification alone may not qualify the individual to conduct radiation safety duties. The employer's license document, license commitment correspondence referred in the license, and the Code of Federal Regulations or the Agreement State Regulations may impose additional requirements. Before assigning Radiation Safety duties to the personnel certified by ASNT or an Agreement State Program (accepted by reciprocity), the employer must comply with such additional requirements.

The Certified IRRSP individual shall not undertake the responsibility for radiation safety or perform the radiation safety functions unless the individual is completely familiar with the License and the applicable regulation requirements.

Inquiries related to this certification practice shall be directed to:

Chairman of the Certification Management Board
c/o Technical Services Manager
The American Society for Nondestructive Testing, Inc.
1711 Arlingate Lane
PO Box 28518
Columbus, OH 43228-0518

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Contents

Foreword.....	iii
Industrial Radiography Radiation Safety Personnel Certification Practice.....	1
Preface.....	1
Definitions.....	1
References	2
Part I – ASNT IRRSP Qualification and Certification Requirements.....	3
1.0 Purpose and Scope	3
2.0 Qualification Requirements for ASNT Certified IRRSP.....	3
3.0 Examinations.....	4
4.0 Proctor Qualification and Selection and Written Examination Site Selection	5
5.0 ASNT IRRSP Certification	5
6.0 Fees.....	6
7.0 Statement of Requirements	6
8.0 Expiration and Renewal of ASNT IRRSP Certification.....	7
9.0 Suspension, Revocation, and Expiration.....	7
Part II – ASNT IRRSP Rules of Conduct.....	9
1.0 Purpose and Scope	9
2.0 Rules of Conduct.....	9
3.0 Sanctions.....	10
4.0 Inspections.....	10
Part III – ASNT IRRSP Complaint and Hearing Procedures.....	11
1.0 Purpose and Scope.....	11
2.0 Complaints and Investigations	11
3.0 Commencement of Hearing Actions	12
4.0 Prehearing Procedures.....	13
5.0 Hearing Panel	13
6.0 Ruling	15
7.0 Reprimands, Suspensions, and Revocations	15
8.0 Appeals.....	16
9.0 Ancillary Matters.....	16
10.0 Actions Against Noncertified Individuals Claiming ASNT Certification	16
Appendices	17
Appendix 1 – IRRSP Candidate Performance Review (Practical Examination).....	17
Appendix 2 – Allegation/Complaint Form.....	19
Appendix 3 – Training Subjects – Radiographer.....	21
Appendix 4 – IRRSP X-ray Training Subjects	23

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Industrial Radiography Radiation Safety Personnel ASNT-CP-IRRSP-1A

Revision 11

Preface

This ASNT IRRSP Certification program is intended to promote and preserve the professional integrity of the ASNT IRRSP Certified individual in the interest of the public.

This program consists of three (3) parts as follows:

- A. Part I – ASNT IRRSP Qualification and Certification Requirements,
- B. Part II – ASNT IRRSP Rules of Conduct, and
- C. Part III – ASNT IRRSP Complaint and Hearing Procedures.

CAVEAT: While ASNT IRRSP Certification may establish the individual's credentials, certification alone does not qualify the individual to conduct radiation safety duties. The employer's license documents and/or Federal, State, or local laws or regulations may require additional training and qualification of the ASNT certified individual before the individual undertakes responsibility for radiation safety.

Definitions

Agreement State. For the purpose of this program, means any state with which the Atomic Energy Commission or Nuclear Regulatory Commission has entered into an effective agreement under subsection 274b of the Atomic Energy Act of 1954, covering the categories of source, by-product, and special nuclear material.

Adjudication. The disposition of a formal complaint in accordance with Part III of this program.

Censure. A reprimand issued as a result of adjudication.

Certificate. The document issued by ASNT to an individual who meets the qualification and examination requirements of this program.

Chairman. The chairman of the ASNT CMC IRRSP Subcommittee, or in the absence thereof, the vice chairman of the ASNT IRRSP Advisory Committee.

Certification Management Council (CMC). Formerly known as the Certification Management Board (CMB), this is a council of ASNT that manages certification issues.

Complainant. The individual or the organization that files a formal complaint alleging unauthorized practice by an ASNT Certified IRRSP individual.

Committee. The ASNT CMC IRRSP Subcommittee.

Conference of Radiation Control Program Directors (CRCPD). A consortium of Agreement and Non-agreement State radiation control program directors representing the interests of the states regarding regulatory and other matters.

Ethics Subcommittee. Those ASNT CMC IRRSP Subcommittee members who are assigned to review formal complaints.

Industrial Radiography Radiation Safety Personnel (IRRSP). Those individuals performing tasks related to industrial radiography radiation safety and those who are responsible for the safe handling and use of radiation producing equipment or materials. Personnel who train others or supervise the administration of a radiation safety program are included in this definition.

Interested Party(ies). The Complainant and the Respondent and/or their designated representatives.

Institution recognized by ASNT. Those government or private institutions that are licensed by the USNRC or an Agreement State for isotopes and by appropriate jurisdictional authorities for X-ray devices to conduct industrial radiography, or whose training programs have been reviewed and accepted by the NRC or an Agreement State as meeting the intent of the body of knowledge described in Appendix A of Title 10 of the Code of Federal Regulations, Part 34. Programs accepted by one regulatory entity shall be accepted by ASNT as satisfying the intent of training within the jurisdictional boundaries of other regulatory entities for the purpose of complying with the qualification criteria stated in Part I, paragraph 2.0 of this program.

Non-agreement State. Any State not meeting the criteria of an Agreement State.

Person. An individual, partnership, corporation, limited liability company, limited liability partnership, association, or government body or agency.

Respondent. The ASNT Certified IRRSP individual against whom a formal complaint is filed.

Revocation. The voiding of certification as a result of adjudication.

Ruling. The decision of the Ethics Subcommittee as a result of adjudication proceedings on a formal complaint against an ASNT Certified IRRSP individual.

Sanction. The revocation or suspension of an ASNT IRRSP Certification, or the censure of an ASNT certified individual by the Ethics Subcommittee.

Suspension Period. The temporary removal of certification as a result of adjudication until the reason for suspension has been satisfactorily rectified.

Unauthorized Practice. A violation of this Practice, which may include but is not necessarily limited to the IRRSP Rules of Conduct.

References

- A. *Code of Federal Regulations*, Title 10, Part 34, (“Licenses for Radiography and Radiation Safety Requirements for Radiographic Operations”).
- B. *U.S. Nuclear Regulatory Commission Regulatory Guide 10.6*, Proposed Revision 2, October 1984, (“Guide for the Preparation of Applications for the Use of Sealed Sources and Devices for Performing Industrial Radiography”).
- C. *United States Nuclear Regulatory Commission Notice to Employees*, NRC Form 3 as referenced in 10 CFR Part 19 or equivalent Agreement State Regulations.

Part I – ASNT IRRSP Qualification and Certification Requirements

1.0 Purpose and Scope

- 1.1 ASNT Certification of Industrial Radiography Radiation Safety Personnel (IRRSP) is applicable to those individuals who perform or supervise industrial radiography utilizing radiation producing equipment. It is offered in either or both of the following categories:
 - a. Isotope Radiation Safety Practices
 - b. X-ray Radiation Safety Practices
- 1.2 ASNT certification is by the examination method and consists of a written portion administered by ASNT and a practical portion administered by an institution recognized by ASNT. The written examination consists of two (2) categories, isotope and X-ray, which are offered individually or together.
- 1.3 The ASNT IRRSP Certification is evidence that the individual:
 - a. Has satisfied the training and experience requirements of this program (paragraph 2.0).
 - b. Has successfully completed a written examination for Radiographer and a practical examination (IRRSP candidate performance review - Appendix 1) administered by an ASNT-recognized institution for radiographer.
 - c. Has agreed to abide by the ASNT IRRSP Rules of Conduct.
- 1.4 The ASNT IRRSP Certification Program provides certification of:
 - a. Radiographer - any individual who performs or personally supervises radiographic operations and who is responsible to the licensee/registrant

for assuring compliance with regulatory and license requirements.

2.0 Qualification Requirements for ASNT Certified IRRSP

- 2.1 A candidate must submit a fully completed ASNT IRRSP application accompanied by the required fee. The application provides for the documentation of work experience, training, and the successful completion of a practical examination administered by an ASNT-recognized institution. ASNT may verify, by telephone or in writing, the accuracy of statements made on the application prior to the issuance of a certificate.
- 2.2 The candidate must acknowledge and agree to abide by the ASNT IRRSP Rules of Conduct.
- 2.3 To be considered eligible for ASNT IRRSP Certification, the candidate must have the following minimum documented training and experience:
 - 2.3.1 Radiographer
 - a. Forty (40) hours of formal classroom instruction in the radiation safety topics described in Appendix 3 of this document for RAM or RAM/X-ray. Forty (40) hours of formal classroom instruction in the radiations safety topics described in Appendix 4 of this document for X-ray only. Such training can be provided by an institution recognized by ASNT. For candidates who have received training under earlier editions of Reference A, annual refresher training may be used to accrue the 40 hours.

- b. Individuals qualified by a regulatory body shall be recognized by ASNT upon submittal of proper documentation.
- c. A minimum of three hundred twenty (320) hours of active participation in performing gamma radiography for RAM only certification, a minimum of one hundred sixty (160) hours of active participation in performing X-ray radiography for X-ray only certification, and a minimum of three hundred twenty (320) hours of active participation in performing gamma radiography and a minimum of one hundred sixty (160) hours of active participation in performing X-ray radiography for RAM/X-ray combination certification.” Experience must be acquired under the control of a license granted by the USNRC or Agreement State for isotopes, or by a jurisdictional authority for X-ray.

shall contain at least ten (10) questions in each of the following topics:

1. Fundamentals
2. Instrumentation
3. Rules and Regulations
4. Operating and Emergency Procedures
5. Equipment

A score of seventy (70) percent is required for successful completion of the examination.

- b. It shall be in multiple-choice format.
- c. It shall have test items drawn from a question bank containing psychometrically valid questions based on the material in Appendix 3 and Appendix 4 of this document.
- d. The examination shall be composed of randomly selected questions from a population of questions in compliance with NRC Agreement States, Radiation Control Requirements and Industry Guidelines.

3.0 Examinations

3.1 Examinations for ASNT IRRSP certification shall consist of two parts, as follows:

3.1.1 A written examination, administered by ASNT covering the principles, regulations, basic equipment operation, and safety procedures applicable to the type of radiation producing equipment for which ASNT IRRSP Certification is sought. The content of questions on the examination will be determined by the State of Texas Bureau of Radiation Control or ASNT, as appropriate. The following requirements apply to the written examination:

- a. The test must be designed to test an individual’s knowledge of the topics described in Appendix 3 or Appendix 4 of this document, as appropriate. For the Radiographer qualification, it

3.1.2 For the Radiographer category, a practical examination (IRRSP candidate performance review - Appendix 1) administered by an institution recognized by ASNT and licensed by a regulatory authority to conduct industrial radiography, which requires the candidate to adequately demonstrate ability to safely operate the radiation producing equipment for which ASNT IRRSP certification is sought. The institution recognized by ASNT may be the applicant’s licensed employer or another licensed organization meeting the definition of “institution recognized by ASNT.” The candidate must provide a document evidencing the successful completion of the practical examination on a form similar to that

- of Appendix 1. The document must be certified by an RSO of the institution recognized by ASNT and notarized by a certified Notary Public. Where practical proficiency has previously been submitted and accepted under application pursuant to paragraph 2.0 of this part, additional documentation is not required.
- 3.2 Written examinations will be offered at locations and times as approved by the ASNT Technical Services Manager.
 - 3.3 A written procedure shall be developed and approved to assure that examination questions are protected from wrongful disclosure.
 - 3.4 On a case-by-case basis, the IRRSP Radiographer Certification will be administered in other languages to provide a limited certification.
- 4.0 Proctor Qualification and Selection and Written Examination Site Selection**
- 4.1 Senior Proctors and Assistant Proctors shall be ASNT NDT Level III, ACCP Level III, past or present CMC members, or ASNT staff, hold ASNT Authorized Examination Center credentials, past or present National Board Members or other persons duly authorized by the IRRSP Committee, or employees of the NRC, Agreement States, or other jurisdictional authorities. They shall also be current ASNT members and have at least a 3-year membership in ASNT before proctoring their first examination except employees of the NRC, Agreement States, ASNT staff, ASNT Examination Center employees, Electronic Examination Center employees, or jurisdictional authorities. Proctors shall not be employed by the same company, agency, or corporation (or a wholly-owned subsidiary of such) as any examinee.
 - 4.2 Individuals proctoring examinations, shall have received initial ASNT IRRSP Proctor Training (video or classroom) in the administration of examinations from ASNT Technical Services. The initial training shall include an examination containing at least fifteen multiple choice questions and such individuals shall pass the examination with a minimum score of 80%. ASNT Technical Services shall be responsible for maintaining a list of eligible Senior Proctors. Senior Proctors shall be notified of any procedural changes or retrained as deemed necessary by ASNT Technical Services. Proctors shall be retrained every three years or whenever there are significant changes to the procedures.
 - 4.3 Examination sites shall conform to an appropriate, professional classroom environment. Preferred examples of examination sites are offices of the federal or state government, colleges or universities, or meeting rooms at contemporary motels or convention centers.
 - 4.4 Where examination sites are to be paid for by ASNT, ASNT Technical Services shall make financial arrangements.
- 5.0 ASNT IRRSP Certification**
- 5.1 Both the written examination and the practical examination(s) where applicable must be successfully completed to be considered for ASNT Certification. The written and practical examinations appropriate for the category of radiation safety producing equipment must be successfully completed within six (6) months of each other. ASNT IRRSP certification will not be conferred until all examination requirements have been fulfilled.
 - 5.2 Candidates who fail to successfully complete the written examination may re-apply and must re-submit an updated application accompanied by the required fee.

5.3 Candidates who satisfy the requirements for certification will be notified in writing by ASNT that they are ASNT Certified IRRSP individuals. This written notification is evidence that the individual has met all the eligibility requirements of this program and has successfully passed the examinations for the qualification level and category of radiation producing equipment identified on the written notification.

5.3.1 The individual will be provided a wallet card that identifies the individual as ASNT IRRSP Certified, the level of certification, the category(ies) of radiation producing equipment for which the certification is applicable, and the expiration date of the ASNT IRRSP Certification. Only holders of current ASNT IRRSP Certifications are to refer to themselves as "ASNT IRRSP CERTIFIED."

5.4 Any application or certification shall be considered null and void if the applicant or certified individual is prohibited from acting as a Radiographer or Radiation Safety Officer by a regulatory agency at the time the application is submitted. Information regarding such individuals is expected to be provided by regulatory agencies in an expeditious manner.

6.0 Fees

6.1 The fee schedule shall be approved by the ASNT Executive Committee. Applications not accompanied by the correct fees will be returned. A portion of the application fees, as approved by the ASNT Executive Committee, may be refunded to those applicants who fail to qualify for the ASNT administered examination(s).

6.2 The fee(s) for ASNT administered examination(s), less an administrative fee determined by the ASNT Executive Committee, will be refunded to those applicants who are unable to attend as scheduled, provided the applicant gives

ASNT notice of his/her inability to attend the scheduled examination at least fifteen (15) business days prior to the examination date.

7.0 Statement of Requirements

7.1 As evidenced by signature on the application form, a candidate for certification acknowledges and subscribes to the following:

"If certified by The American Society for Nondestructive Testing, Inc. (ASNT), I agree to abide by the ASNT IRRSP Rules of Conduct as interpreted by ASNT for the period of the certification. I acknowledge that ASNT IRRSP Certification is not a personal or property right to which I am entitled, but it is recognition that is granted by ASNT on the basis of my qualifications, successful completion of examinations, and my willingness to abide by and be governed by the ASNT IRRSP Rules of Conduct for the term of certification. As such, I agree that ASNT, upon written complaint, notice, and hearing, may censure me or suspend or revoke the ASNT IRRSP Certification in the event of determination by ASNT that I have violated the rules governing the ASNT IRRSP Certification."

"I further agree that certification, which may result from this application, arises solely pursuant to the requirement set forth by ASNT and does not constitute any form of license issued by Federal, State, local regulatory, or governing body. I further acknowledge that any requirement for ASNT IRRSP Certification is within the sole discretion of any government authority, public or private employer who specifies this status as a condition of employment or other qualification."

"I hereby attest that all entries on this application are true and correct, and no information that might be detrimental to my certification has been withheld. ASNT may make any inquiries necessary to determine my qualifications for certification. I agree to abide by the

decision of ASNT relative to the granting of the ASNT IRRSP Certification, as applied herein.”

- 7.2 The following liability release also appears on the application form and must be acknowledged and subscribed to by the applicant:

“In consideration of the acceptance and processing of my application for ASNT IRRSP Certification, I release and forever discharge The American Society for Nondestructive Testing, Inc. (ASNT), its Directors, Officers, members, and employees from any and all liabilities, claims, demands, or causes of action whatsoever, which now exists or which may arise as a result of my activities or actions as indicated by the ASNT IRRSP Certification granted to me.”

8.0 Expiration and Renewal of ASNT IRRSP Certification

- 8.1 ASNT IRRSP certification shall be valid for five (5) years from the date of the written successful examination completion date, unless suspended or revoked for cause.
- 8.2 Applications for renewal of ASNT IRRSP Certification must be in accordance with sections 2.0 and 3.0 of this part, which includes written and practical examinations. However, in lieu of the training requirements of section 2.0, the following requirements shall apply for recertification:

8.2.1 Forty (40) hours of training as outlined in section 2.0 within 12 months prior to recertification or at least eight (8) hours of annual classroom refresher training by an institution recognized, or accredited, by ASNT covering basic radiation safety principles and equipment operating and emergency procedures for radiation producing equipment for which renewal is sought. To satisfy the required number of training hours, participation in training by the trainee or the trainer will be considered.

9.0 Suspension, Revocation, and Expiration

- 9.1 ASNT IRRSP Certification is deemed no longer valid when:
- a. the NRC or an Agreement State has taken final action prohibiting an individual from acting as a Radiographer or
 - b. the certification has expired, or
 - c. the certification is suspended by ASNT, or
 - d. the certification is revoked by ASNT, or
 - e. the certification is requested to be terminated by the certified individual.

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Part II – ASNT IRRSP Rules of Conduct

1.0 Purpose and Scope

1.1 The following ASNT IRRSP Rules of conduct are applicable to those individuals who possess a current ASNT IRRSP Certification. These rules of conduct are considered necessary to protect the health and safety of the ASNT IRRSP Certified individual, other workers, and the general public from the effects of ionizing radiation. These rules of conduct are also considered necessary to maintain the integrity of the ASNT IRRSP Certification Program.

2.0 Rules of Conduct

The ASNT IRRSP Certified individual agrees to:

- 2.1 Maintain high standards of skills and knowledge of radiation safety and implement them in accordance with the USNRC or Agreement State regulations for isotopes or appropriate jurisdictional authority regulations for X-ray devices and the employer's radiation safety procedures.
- 2.2 Assume responsibility for radiation safety for the radiation producing equipment, only after completion of the required training and experience as stated by the employer's operating and emergency procedures for the radiation producing equipment used.
- 2.3 Promptly inform the employer and/or proper authority of any activity that causes, or may cause, the violation of the employer's radiation safety procedures or the USNRC or Agreement State regulations for isotopes or the appropriate jurisdictional authority regulations for X-ray devices.
- 2.4 Minimize and maintain radiation exposures as low as reasonably achievable.
- 2.5 Wear and maintain personnel radiation monitoring devices as required by the employer's radiation safety procedures.
- 2.6 Maintain accurate knowledge of current personal radiation exposure and not exceed the required limits without written authorization from the employer as permitted by the regulations.
- 2.7 Accurately complete and maintain, in a timely manner, the required radiation safety documentation.
- 2.8 Always perform radiation surveys using the required instrumentation, and properly identify, control, and monitor the radiation areas and high radiation areas in the manner stated by the employer's radiation safety procedures.
- 2.9 Maintain current ASNT IRRSP Certification, when required, and not represent himself/herself as ASNT IRRSP Certified without a current ASNT IRRSP Certification for the radiation producing equipment required to use.
- 2.10 Never misuse the ASNT IRRSP Certification.
- 2.11 Avoid conflicts of interest involving radiation safety with his/her employer and promptly disclose all such unavoidable circumstances to the employer and the proper authorities.
- 2.12 Refuse to accept gratuities or bribes that are associated with performance of radiation safety duties.
- 2.13 Never falsify or misrepresent his/her, or any other industrial radiography person's radiation safety qualifications and never knowingly allow others to falsify or misrepresent his/her radiation safety qualifications.

- 2.14 Neither associate with or knowingly participate in a fraudulent or dishonest radiation safety venture and never perform radiation safety duties in a fraudulent manner.
- 2.15 Refuse to falsify any radiation safety documents and refuse to sign such documents for which he/she does not have personal knowledge.
- 2.16 Refuse to testify or issue statements or arguments on radiation safety matters unless they are founded on adequate knowledge of the facts and technical competence.
- 2.17 Never operate radiation producing equipment or perform radiation safety duties while under the influence of legal or illegal mood altering substances.

3.0 Sanctions

- 3.1 Violations of the foregoing rules of conduct by a current ASNT IRRSP Certified individual may result in sanctions by the ASNT IRRSP Ethics Subcommittee, as described in Part III, paragraph 7.0.

4.0 Inspections

- 4.1 All licensed activities are subject to inspection by the representative of the appropriate regulatory authority (NRC or Agreement State). In addition, any worker or worker representative who believes that there is a violation of applicable statutes, the terms of employer's license or registration regarding radiological working conditions in which the worker is engaged, may request an inspection by contacting the office of the applicable regulatory authority, as directed by the NRC's Form 3 or similar agreement state document. The request must set forth specific grounds for inspection.
- 4.2 Rules of Conduct paragraphs 2.1 through 2.8, are considered an employer's license or registration conditions. Allegations or complaints filed with the ASNT will be evaluated by the Technical Services Manager. If found to be in violation of one or more paragraphs from 2.1 through 2.8, the allegation/complaint will be forwarded to the appropriate regulatory body for inspection. Persons filing the allegation/complaint may follow the NRC or Agreement State rules and request an inspection by the regulatory authority prior to filing the allegation/complaint with ASNT.

Part III – ASNT IRRSP Complaint and Hearing Procedures

1.0 Purpose and Scope

- 1.1 This procedure is intended to provide fair notice and hearing when an allegation or complaint is filed with ASNT against an ASNT IRRSP Certified individual and describes the handling of, and disposition of allegations/complaints of unauthorized practice and requests for information on ASNT IRRSP Certified individuals.
- 1.2 This procedure shall be published and made available for public guidance. The ASNT CMC IRRSP Subcommittee (committee) may adopt changes to this procedure. Changes will be published in the official journal of ASNT, *Materials Evaluation*, and made available for public guidance in an expeditious manner. If requested, a copy of this procedure will be furnished as part of the application for certification or at any other time, free of charge.
- 1.3 The Committee shall publish in the official journal of ASNT, *Materials Evaluation*, at least annually, the results of adjudications resulting in revocation of ASNT IRRSP Certifications. The Committee may publish the results of lesser sanctions imposed against individuals if it is determined that such publication is necessary and appropriate for the protection of the public or the integrity of the ASNT IRRSP Certification Program.
- 1.4 The Committee will respond expeditiously to a written or electronic inquiry from any person as to the current ASNT IRRSP Certification status of an individual. Furthermore, the Committee will respond to requests for information regarding unpublished sanctions imposed against individuals to others who provide written consent, signed by the individual, against whom sanction has been imposed,

authorizing the release of information regarding unpublished sanctions.

- 1.5 Any publication, or release of authorized information, on sanctions imposed shall include only the name of the respondent, the sanction imposed, and a summary of the record as deemed appropriate by the Committee. Responses to inquiries for current certification status shall only confirm or deny that the ASNT IRRSP Certification is current at the time of the inquiry.
- 1.6 ASNT will exchange information regarding certified individuals with the NRC and other independent certifying bodies and/or Agreement States or other jurisdictional authorities. Additionally ASNT will permit periodic review or assessment of this certification program and the associated records by the NRC, Agreement States or other jurisdictional authorities.

2.0 Complaints and Investigations

- 2.1 Any person who has reason to believe that an ASNT-IRRSP Certified individual has committed an unauthorized practice may submit a written allegation or complaint to the ASNT Technical Services Manager. Such written allegation/complaint shall be substantially in the form set out in Appendix 2, and shall contain the name(s) and address(es) of the person filing the allegation/complaint and the name of the ASNT-IRRSP certified individual (Respondent) alleged to have violated ASNT Rules of Conduct. It shall also contain a clear and concise description of the alleged violation and a statement indicating the interest of the person(s) filing the allegation/complaint.

- 2.1.1 Upon receipt of the allegation/ complaint, the Technical Services Manager shall make a preliminary determination of the Rule(s) of Conduct alleged to have been violated.
- 2.1.2 If the alleged violation is determined to be against the Rules of Conduct paragraphs 2.1 through 2.8, the Technical Services Manager shall forward the allegation/complaint and other pertinent information to the appropriate regulatory authority with a copy to CMC Chairman.
- 2.1.3 If the alleged violation is determined to be against the Rules of Conduct paragraphs 2.9 through 2.17, the Technical Services Manager shall forward the allegation/complaint and other pertinent information to the CMC Chairman for assignment to the ASNT IRRSP Ethics Subcommittee.
- 2.2 Upon receipt of a report of noncompliance or enforcement action from a regulatory body (NRC or an agreement state), against ASNT IRRSP Certified personnel, the Technical Services Manager shall verify the currency of the certification and identify the certification number and the expiration date on the report. He shall then forward the report to the CMC Chairman along with a completed allegation/complaint form. The Technical Services Manager shall forward to the Respondent a copy of the allegation/complaint, as applicable, and shall advise the Respondent of Respondent's right to submit an answer within the time limit specified in Section 3.0. Upon receipt of the Respondent's answer or expiration of the answer period, whichever is earlier, the Technical Services Manager shall then distribute to the CMC Chairman and ASNT IRRSP Ethics Subcommittee copy of the allegation/complaint and Respondent's answer, along with the report of noncompliance or enforcement action by the regulatory body.
- 2.3 After the members of the IRRSP Ethics Subcommittee have reviewed the documents submitted to them, the subcommittee may, upon majority vote, dismiss the complaint in whole or in part for insufficiency. Such Subcommittee action may be taken at a meeting or by mailed letter ballot addressed to the ASNT Technical Services Manager. Dismissal for insufficiency shall be subject to the right of the ASNT Technical Services Manager to amend or supplement the allegation/complaint unless the Subcommittee expressly votes for final dismissal without right to amend or supplement. Following the Subcommittee's action, the ASNT Technical Services Manager shall give notice of the Subcommittee's action to the interested parties in writing.
- 3.0 Commencement of Hearing Actions**
- 3.1 Unless the ASNT IRRSP Ethics Subcommittee has dismissed an allegation/complaint for insufficiency, pursuant to paragraph 2.3, within one (1) month of receipt of the allegation/complaint, the ASNT Technical Services Manager shall set a date for a hearing by the ASNT IRRSP Ethics Subcommittee and shall notify the Complainant, the respondent, and the ASNT IRRSP Ethics Subcommittee. The notice shall set forth the time and place of the hearing, with due regard for the convenience of the interested parties and their representatives; shall provide the Respondent a copy of the allegation/complaint; shall identify a return date for the respondent's answer (not to exceed forty-five [45] days); and shall be sent at least forty-five (45) days in advance of the date set for hearing. Mailing of the allegation/complaint and notice of hearing shall be by certified mail, return receipt requested (restricted delivery).
- 3.2 The Respondent may file an answer by mailing or delivering it to the ASNT Technical Services Manager within the time specified. The Respondent shall be

deemed to have the allegation/complaint admitted to if an answer is not filed within the time specified.

- 3.3 The ASNT Technical Services Manager may postpone, or change the time and/or date of, a hearing at the request, for good cause, of either the interested parties or the ASNT IRRSP Ethics Subcommittee. Notice of a change shall be promptly given to the Complainant, Respondent, and the ASNT IRRSP Ethics Subcommittee. Notice must be given by certified mail, with return receipt requested. Should notice not be received by the interested parties or the ASNT IRRSP Ethics Subcommittee within one (1) week prior to the originally scheduled hearing date, no such change may be made without consent of the interested parties and the ASNT IRRSP Ethics Subcommittee, except for extraordinary cause.

4.0 Prehearing Procedures

- 4.1 The ASNT Technical Services Manager shall conduct a prehearing conference with the interested parties and record any agreements as to issues, admission of facts, or any stipulations. The prehearing conference may be conducted in person, by telephone, or by mail as deemed expedient and appropriate by the ASNT Technical Services Manager. A written report of the prehearing conference will be provided to the interested parties and the ASNT IRRSP Ethics Subcommittee prior to the hearing date. The prehearing conference may be waived at the request of, or with the consent of, the interested parties.
- 4.2 Should the prehearing conference result in a proposed ruling, with or without sanction, which would dispose of the allegation/complaint in a manner that is satisfactory to the interested parties, the ASNT Technical Services Manager shall submit the proposed ruling, in writing, to the ASNT IRRSP Ethics Subcommittee for its concurrence. Proposed rulings shall be signed by the interested parties and shall

not constitute a waiver of any claim or defense, or be binding on the interested parties until approved by the ASNT IRRSP Ethics Subcommittee. The ASNT IRRSP Ethics Subcommittee, by majority vote, may approve or disapprove the proposed ruling. Approved proposed rulings constitute final adjudication. Disapproved proposed rulings shall result in a hearing before the ASNT IRRSP Ethics Subcommittee Hearing Panel.

- 4.3 Should all the interested parties agree to adjudication of the formal complaint based on written records (such as affidavits, admissions, stipulations, or other documents that they specify), the ASNT Technical Services Manager shall submit documents to the ASNT IRRSP Ethics Subcommittee for its consideration and ruling. Such documentation shall be accompanied with a request, signed by both parties, for adjudication without hearing. The ASNT IRRSP Ethics Subcommittee may deny requests for adjudication without hearing if it determines that the public interest and/or rights of the interested parties require a hearing. Should the ASNT IRRSP Ethics Subcommittee agree to the request, it shall adjudicate the formal complaint without a hearing and issue a ruling based on the agreed upon documentation.

5.0 Hearing Panel

- 5.1 The hearing panel shall consist of at least three (3) members of the ASNT IRRSP Ethics Subcommittee and its presiding officer shall be appointed by the Chairman of the Committee. The presiding officer shall control the hearing and may establish any reasonable rules of conduct not provided in this procedure which are necessary to ensure that a fair and impartial hearing is conducted.
- 5.2 Hearings shall be private, unless the members of the panel unanimously agree that the public interest would best be served if the hearing were open to the public.

- 5.3 The ASNT Board of Directors, through its designated members, staff, or counsel, has the right to participate in any hearing. The committee, through its designated members, staff, or counsel, has the right to participate in any hearing.
- 5.4 When a written allegation/complaint is filed by a member of the committee, that member shall not be a member of the hearing panel, or have a vote in any ASNT IRRSP Ethics Subcommittee action regarding the allegation/complaint and shall only act in the status of Complainant.
- 5.5 The Respondent shall be afforded reasonable opportunity to defend himself/herself on the merits of the allegation/complaint and shall act only in the status of Respondent.
- 5.6 A record of all testimony, documents, and other evidence submitted or offered at a hearing shall be recorded in a verbatim manner. ASNT will maintain transcripts and exhibits for a period not to exceed three (3) years after the completion of the hearing. Any interested party shall have access to the transcript and to all exhibits, and shall, upon paying the cost for duplication thereof, have the right to copies. Copies of transcripts and all exhibits shall be made available to interested regulatory authorities upon their written request.
- 5.7 The presiding officer may adjourn, continue, or order recesses in any hearing upon the request of any interested party or panel member.
- 5.8 The panel shall adhere to the following with respect to the admission of evidence at a hearing:
- 5.8.1 It is intended that the panel will permit full development of all relevant issues and will permit evidence to be introduced if it is a type commonly relied upon by reasonably prudent people in the conduct of affairs. For those reasons, and except as otherwise stated in this procedure, the rules of evidence as applied in civil cases need not be strictly followed.
- 5.8.2 Irrelevant, immaterial, or unduly repetitious evidence shall be excluded.
- 5.8.3 Generally recognized rights of privilege properly invoked by a witness shall be given effect.
- 5.8.4 When the rights of the interested parties will not be prejudiced and the hearing will be expedited, all or part of the evidence may be received in written form.
- 5.8.5 Documentary evidence may be introduced in the form of copies or excerpts if the original is not available or is voluminous, provided that upon request of an interested party, and when possible, the interested party shall be given the opportunity to compare the copy with the original or to examine the complete document from which the excerpts have been taken.
- 5.8.6 Notice can be taken of judicially cognizable facts and of generally recognized technical or scientific facts within the panel's specialized knowledge, but the interested parties shall be given an opportunity to contest any fact notice of that has been so taken.
- 5.8.7 Objections to evidentiary offers may be made and shall be so noted in the record.
- 5.9 The presiding officer shall take all reasonable measures to obtain the testimony under oath from all interested parties and witnesses.
- 5.10 Witnesses shall be subject to cross examination.
- 5.11 The ASNT IRRSP Ethics Subcommittee, at the request of the Respondent, shall issue a ruling dismissing the allegation/complaint, if a hearing is not held and completed within one (1) year from the date of the issuance of a formal

complaint, unless the Respondent has requested or consented to the delay.

- 5.12 The presiding officer shall advise the Respondent of any substantive communications between ASNT IRRSP Ethics Subcommittee, the ASNT Technical Services Manager, and the panel concerning this matter between the time a formal complaint is issued and ruling is entered or the complaint is finally adjudicated. If the communication is in writing, a copy shall be provided. If oral, a written summary shall be provided.

6.0 Ruling

- 6.1 After the hearing, the panel shall adopt findings of fact and conclusions, and issue a written recommendation to the IRRSP Ethics Subcommittee dismissing the allegation/complaint, imposing sanctions, or taking other action that the panel may determine to be appropriate. The concurrence of a majority of the panel is necessary for the issuance of a ruling. The presiding officer shall deliver the ruling, including findings and conclusions and any dissenting opinion on the part of panel member(s) so desiring, to the ASNT Technical Services Manager. The ASNT Technical Services Manager shall distribute copies thereof to the interested parties, including appropriate regulatory authorities, other than members of the panel.
- 6.2 Rulings for Suspension or Revocation will be executed only after actions taken by the NRC, Agreement State, or jurisdictional authority are received by ASNT. The regulatory bodies are expected to provide this information in a timely manner.

7.0 Reprimands, Suspensions, and Revocations

- 7.1 Upon a determination by the IRRSP Ethics Subcommittee that an ASNT IRRSP has committed an unauthorized practice, the ASNT IRRSP Ethics Subcommittee shall determine the appropriate action. Both the

individual and the employer shall receive written notification of any ASNT action. Actions shall be based on one of three severity levels, as follows:

7.1.1 Severity Level III - involves the least significant unauthorized practice or violation of Federal, State, local regulations, or company procedures where persons or property are not at risk. This includes instances of careless disregard or other indications of willfulness and requires action to prevent recurrence. Repetition of minor violations, which demonstrate a disregard of rules or contribute to unsafe practices, may be considered in this category. Violations in this category shall result in a formal reprimand. The reprimand shall describe the nature of the violation and any subsequent action that may result if the violation is repeated.

7.1.2 Severity Level II - involves an unauthorized practice or violation of Federal, State, or local regulations, or company procedures that are deemed to have put individual persons or property at risk and require action to prevent recurrence. These may result in suspension of the certification. The suspension shall be for a minimum of thirty (30) days to a maximum of one hundred eighty (180) days or as otherwise imposed by the jurisdictional authority involved. Notification of suspension shall describe the nature of the violation, any subsequent action and duration of the suspension. Suspension shall require surrender of the certification to ASNT for the duration of the suspension.

7.1.3 Severity Level I - involves a significant unauthorized practice or violation of Federal, State, or local regulations, or company procedures that are deemed to cause or threaten to cause serious bodily injury or property damage or where continued use of radiation producing equipment

by the individual is considered to represent a danger to individuals or the public. A severity Level I violation is grounds for revocation of the certification. Revocation shall be for a minimum of one (1) year or as otherwise imposed by the jurisdictional authority involved and shall require surrender of the certification to ASNT.

- 7.2. A petition for reconsideration after suspension or revocation shall be considered only upon showing of good cause.

8.0 Appeals

- 8.1 When a ruling imposes sanctions, other than a sanction to which the Respondent has consented, the Respondent may appeal to the ASNT CMC to vacate or reduce the sanction. The appeal shall be in writing. The right to appeal shall expire unless exercised within sixty (60) days after service of the ruling on the Respondent. The ASNT CMC shall consider the appeal on the basis of the allegation/ complaint, the answer thereto, and the transcript of the hearing. It may, but shall not be required to, order a hearing on the appeal. If, in the opinion of the CMC Chairman, a hearing is required, a new panel not comprised of the original hearing panel shall be appointed and a hearing shall be conducted in accordance with paragraph 5.0 of Part III of this document. The decision on the appeal is final and no further appeal will be accepted.

9.0 Ancillary Matters

- 9.1 Any ASNT employee or agent directly engaged in the performance of advocacy functions before the ASNT IRRSP Ethics Subcommittee shall not participate in, or advise on any decision, recommended decision, or ASNT IRRSP Ethics Subcommittee review, except as witness or counsel at a hearing.
- 9.2 Any person appearing at a prehearing conference, a hearing, or any posthearing proceeding, has the right to be represented by counsel.

10.0 Actions Against Noncertified Individuals Claiming ASNT Certification

- 10.1 Allegations that an individual, who does not possess a current and valid ASNT IRRSP Certification, is representing himself/herself as having ASNT IRRSP Certification are to be directed to the ASNT Technical Services Manager in writing. Such allegations are to identify the name and address of the offending individual and any documentary evidence of the misrepresentation. Such allegations will be investigated by the ASNT Technical Services Manager and, if substantiated, shall result in the ASNT Technical Services Manager directing the offending individual to cease that practice and advise the offending individual that necessary action may be taken in a court of competent jurisdiction to obtain injunctive relief and other appropriate remedies.

Appendix 1 – IRRSP Candidate Performance Review (Practical Examination)

Indicate to which of the following the practical examination applies: RAM X-ray

Name of IRRSP Candidate: _____

Radiographic Location: _____ Date: _____ Time: _____

Radiation Source: _____ Curies/kV: _____ Serial No.: _____

Exposure Device Serial No.: _____ Exposure Device Model No.: _____

Survey Meter Model No.: _____ Serial No.: _____ Calib. Due: _____

RSO or other Authority Administering Examination: _____

Please Print Name

- | | Yes | No |
|---|--------------------------|--------------------------|
| 1. Was the candidate radiographer wearing a film badge (TLD) and dosimeter? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Were other individuals working within the restricted area wearing film badges (TLDs) and dosimeters and alarm rate meters? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Was the restricted area posted with "CAUTION RADIATION AREA" signs? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Was the restricted area properly controlled to prevent unauthorized entry? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Was the high radiation area posted with "CAUTION" (or DANGER) "HIGH RADIATION AREA" signs? | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Did the candidate have a calibrated and properly operating survey meter? | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Was the utilization log properly completed? | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Did the candidate have sufficient knowledge of safety rules as ascertained by oral inquiry? | <input type="checkbox"/> | <input type="checkbox"/> |

Appendix 1 (continued)

- | | Yes | No |
|--|--------------------------|--------------------------|
| 10. Did the candidate properly survey the entire exposure device and source tube (isotope) or area (X-ray)? | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Was the radiation producing equipment stored properly and kept locked to prevent unauthorized removal or use? | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Was the storage area posted with "CAUTION" (or DANGER) "RADIOACTIVE MATERIAL" sign (isotope only)? | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Did the candidate have ready access to operating and emergency procedures and regulations for protection against ionizing radiation? | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Were there any items of concern other than those listed on this form? (If any, explain in "Remarks.") | <input type="checkbox"/> | <input type="checkbox"/> |

Remarks:

The candidate's performance was:

- Satisfactory
- Unsatisfactory, needs additional training
- Unsatisfactory, further activities prohibited
- If applicable, instruction provided _____
RSO or other Authority Initials/Date

If applicable, describe corrective actions resulting from failure of the candidate to properly perform during this review.

Conducted By: _____ Date: _____

Certified By (RSO): _____ Date: _____

 The above IRRSP Candidate Performance Review was sworn to before me and subscribed in my presence by:

_____ and _____ this _____ day of _____, 20 ____.

State of: _____

Notary Public: _____

County of: _____

Commission Expires: _____

Appendix 2 – Allegation/Complaint Form

Record the name and address of the person filing the allegation/complaint (Complainant) and the name and address of the person who is alleged to have committed the violations (Respondent). Identify the rule(s) alleged to be violated. Document as clearly and precisely as possible a description of the issues of fact(s) and date(s) involved. Describe the relief sought and the interest of the Complainant in the matter. This allegation/complaint will be considered as stated in the ASNT Complaint and Hearing procedure. Both Complainant and Respondent will receive a copy of the ASNT IRRSP Complaint and Hearing Procedures and will be advised of further proceedings leading to resolution of the complaint. Please forward the completed form and any supporting documentation to:

**ASNT Technical Services Manager
ASNT IRRSP Ethics Subcommittee**

	COMPLAINANT	RESPONDENT
Name:	_____	_____
Street:	_____	_____
City:	_____	_____
State:	_____	_____
Zip Code:	_____	_____
Phone:	_____	_____

DESCRIPTION OF ISSUE(S) OF FACT AND DATE(S)

Identify each rule alleged to have been violated and the facts supporting the allegation/complaint separately.

COMPLAINANT INTEREST
(e.g., Employer/Licensee, Co-worker, Subcontractor, etc.)

Attachments may be used to support the description of issues of fact. Evidence that is presented for a hearing must be supported under oath by testimony or affidavit.

Complaint Filed By: _____ **Date:** _____
(signature of Complainant)

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Appendix 3 – Training Subjects – Radiographer

Training provided to qualify applicants in accordance with paragraph 2.3.1a of Part I of the program shall be presented on a formal basis. The training shall include the following subjects and is considered to satisfy the requirement for both X-ray and gamma ray radiography.

I. Fundamentals of Radiation Safety

- A. Characteristics of radiation (X-ray and gamma ray)
- B. Units of radiation dose and quantity of radioactivity
- C. Significance of radiation dose (hazards)
 - 1. Radiation protection standards
 - 2. Biological effects of radiation dose
 - 3. Case histories of radiography overexposure
- D. Levels of radiation from sources of radiation
- E. Methods of controlling radiation dose:
 - 1. Working time
 - 2. Working distance
 - 3. Shielding

II. Radiation Detection Instrumentation

- A. Use of radiation survey instruments
 - 1. Operation
 - 2. Calibration
 - 3. Limitation
- B. Survey techniques
- C. Use of personnel monitoring devices
 - 1. Film badges
 - 2. Thermoluminescent dosimeters (TLDs)/ optically stimulated luminescence dosimeters (OSLs)
 - 3. Pocket dosimeters/ electronic pocket dosimeters
 - 4. Alarms and rate meters
- D. Radiation protection program and ALARA procedure

III. The Requirements of Pertinent Federal and State Regulations

IV. Radiographic Equipment to be Used

- A. Remote handling equipment
- B. Operation and control of radiographic exposure devices for sealed sources (including pictures of dummy models of source assemblies)
- C. Storage and transport containers and source changers
- D.*Operation and control of X-ray equipment
- E. Collimation devices

The length of formal training shall be forty (40) hours, which may include periodic quizzes and laboratory instruction.

V. Case Histories of Accidents in Radiography

- * Not applicable to isotope-only applicants. Where X-radiation certification is not pursued, X-ray training is not required.

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Appendix 4 – IRRSP X-ray Training Subjects

Training provided to qualify applicants in accordance with paragraph 2.3.1a of Part I of the program shall be presented on a formal basis. The training shall include the following subjects and is considered to satisfy the requirement for X-ray radiography.

I. Fundamentals of Radiation Safety

- A. Characteristics of radiation
- B. Units of dose
- C. Significance of radiation dose (hazards)
 - 1. Radiation protection standards
 - 2. Biological effects of radiation dose
 - 3. Case histories of radiography overexposure
- D. Methods of controlling radiation dose
 - 1. Time
 - 2. Distance
 - 3. Shielding

II. Radiation Detection Instrumentation

- A. Use of radiation survey instruments
 - 1. Operation
 - 2. Calibration
 - 3. Limitation
- B. Survey techniques
- C. Use of personnel monitoring devices
 - 1. Film badges
 - 2. Thermoluminescent dosimeters (TLDs)/ optically stimulated luminescence dosimeters (OSLs)
 - 3. Pocket dosimeters/ electronic pocket dosimeters
 - 4. Alarms and rate meters
- D. Radiation protection program and ALARA procedure

III. The Requirements of Pertinent State Regulations

IV. Radiographic Equipment to be Used

- A. *Operation and control of X-ray equipment
- B. Alarms, interlocks, and warning devices

The length of formal training shall be forty (40) hours, which may include periodic quizzes and laboratory instruction.

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