



NDT Logbook

Scheme Owner : SAQCC – NDT

Certification Body : SAIW Certification

Guidelines & Documentation required for:

- 1. Initial Certification**
- 2. Certification Renewal**
- 3. Recertification**

**In accordance with ISO9712 : 2012 and
ISO20807 : 2004**

Candidate name: _____
Name Signature of applicant

Candidate ID No: _____

SAIW Candidate No: _____
(If known)

SECTION	DESCRIPTION	PAGE
	GUIDELINES AND INSTRUCTIONS TO COMPLETE THE LOG BOOK	
	CONTACT DETAILS	
	DOCUMENTATION REQUIREMENTS FOR INITIAL, RENEWAL OR RE-CERTIFICATION	
1	CANDIDATE IDENTIFICATION	
2	CANDIDATE ACADEMIC / TERTIARY QUALIFICATIONS	
3	CANDIDATE EMPLOYMENT RECORDS	
4	VISION ACUITY RECORDS	
5	TRAINING RECORDS	
6	INDUSTRIAL EXPERIENCE RECORDS / CONTINUED SATISFACTORY WORK ACTIVITY	
7	QUALIFICATION EXAMINATION RESULTS	
8	STRUCTURED CREDIT SYSTEM	
	DOCUMENTS SUBMITTED CHECKLIST	
	DEVIATIONS OF REQUIREMENTS	

OBJECTIVE

The aim of this register is to:

1. Provide the candidate / certified individual with sufficient information regarding the requirements for certification, renewal and recertification.
2. Provide the candidate / certified individual with an official document in which to record aspects relating to a career in Non Destructive Testing (NDT).
3. Facilitate record keeping for the purpose of certification as per ISO 9712 and ISO 20807 requirements viz. vision test records, training records, experience log, examination results, copies of certificates, etc.
4. Assist in the certification of individuals and the consequent management thereof.

GENERAL NOTES

1. The original document is the property of the NDT individual.
2. As such the responsibility of updating and managing the content of the document is also that of the individual. Where applicable and as required by the Company / Employer's quality manual, the NDT candidate should make available the required sections from this logbook, on an annual basis.
(The responsibilities of the employer and candidate is clearly stated within ISO 9712:2012.)
3. The original document or certified copies (preferred) thereof, should be submitted, if required by Certification Body (as part of certification process), employers (as part of CV) or whomever requires verification or proof of particular qualification or certification.
4. Each page should be completed as thoroughly as possible with applicable signatures / stamps where required.
(Deviations should be clarified in writing and also recorded in register - see last page; viz. should the supervisor or manager not be available to sign, etc.)
5. Pages could be added as required, the total number of pages as well as page numbering should however be modified to reflect additions.
6. Each signature / stamp should be accompanied by an eligible name, contact details, qualification and responsibilities relative to the NDT candidate.
7. Application for training, examination at the SAIW should be accompanied by a certified copy of relevant section of the register, viz. eligibility for examination requires proof of training, etc.
8. SAQCC certification is subject to review and validation of information provided in certified copy of this document.
9. Substantiating evidence could be required in order to validate certain issues. Documentation submitted for this purpose shall be handled with utmost confidentiality and would form part of the candidate's certification file. Only **Certification body i.e. SAIW - CERTIFICATION** personnel has access to certification files.

The following SAIW and SAIW Certification contact details can be used:

Training All training related issues such as course availability, course bookings, proof of training records, etc. should be addressed the following SAIW personnel:

Training Administrator : Debbie Spadino
E-mail address : spadino@saiv.co.za
Tel. No. : 011 298 2111
Fax No. : 011 836 4132

Examination All examination related issues such as exam availability, exam bookings, exam results, etc. should be addressed the following SAIW – Certification personnel:

Examination Administrator : Martie Beetge
E-mail address : beetgem@saiv.co.za
Tel. No. : 011 298 2128
Fax No. : 011 836 4132

Please note that due to the lack of traceability, examination results cannot be provided over the phone, furthermore for security purposes the candidate number is required prior to issuing of any information.

Certification All certification related issues such as application forms, status update, additional information, etc. should be addressed the following SAIW – Certification personnel:

Certification Administrator : Nazreen Mohamed
E-mail address : mohamedn@saiv.co.za
Tel. No. : 011 298 2108
Fax No. : 011 836 4132

Complaints regarding service delivery can be addressed (preferably via e-mail, so to insure traceability and suitable follow-up communication) to the following personnel:

SAIW Certification & Certification body related issues:

Qualification & Certification Manager : Herman Potgieter
E-mail address : potgieterh@saiv.co.za
Tel. No. : 011 298 2149
Fax No. : 011 836 4132

SAIW – NDT Training & Qualification examination issues:

NDT Manager : Harold Jansehn
E-mail address : jansehn@saiv.co.za
Tel. No. : 011 298 2107
Fax No. : 011 836 4132

For additional information, interesting articles or news relating to NDT training, qualification or certification please refer to our website : www.saiv.co.za

INITIAL CERTIFICATION – DOCUMENT REQUIREMENTS

De ta ils	Se c tio n	Sub m itte d
Legible & certified copy of Identification Document or Passport	1 (2 & 3)	<input type="checkbox"/>
Vision Acuity results (Legible & certified copy of results)	4	<input type="checkbox"/>
Training Records (Legible & certified copies of applicable documentation)	5	<input type="checkbox"/>
Exam Results (Legible & certified copies of applicable documentation)	7	<input type="checkbox"/>
Proof of Industrial experience signed by appropriate personnel	6	<input type="checkbox"/>
RT ONLY : Legible & certified copy of DOH RT Safety Certificate		<input type="checkbox"/>

RENEWAL – DOCUMENT REQUIREMENTS

De ta ils	Se c tio n	Sub m itte d
Legible & certified copy of Identification Document or Passport	1 (2 & 3)	<input type="checkbox"/>
Vision Acuity results (Legible & certified copy of results)	4	<input type="checkbox"/>
Legible & certified copy of valid NDT Certificate		<input type="checkbox"/>
Proof of continued satisfactory work signed by appropriate personnel	6	<input type="checkbox"/>

INITIAL CERTIFICATION – DOCUMENT REQUIREMENTS

De ta ils	Se c tio n	Sub m itte d
Legible & certified copy of Identification Document or Passport	1 (2 & 3)	<input type="checkbox"/>
Vision Acuity results (Legible & certified copy of results)	4	<input type="checkbox"/>
Legible & certified copy of valid NDT Certificate		<input type="checkbox"/>
Recertification Exam Results (Legible & certified copies)	7	<input type="checkbox"/>
Proof of continued satisfactory work signed by appropriate personnel	6	<input type="checkbox"/>
LEV 3 : Structured Credit System	8	<input type="checkbox"/>

CANDIDATE IDENTIFICATION

Sumame / Family Name		Coloured ID photo
Full Names		
Date of Birth		
ID / Passport Number <small>(LEGIBLE COPY OF ID / PASSPORT TO BE SUPPLIED)</small>		
Country of origin		
SAIW student Number <small>(IF KNOWN)</small>		

CONTACT DETAILS

Cell No.		E-mail address	
Tel. No.		Fax No.	
Residential/ Home address		Postal address	

I, _____, (ID No: _____) hereby declare that all information provided is accurate and verifiable.

I also give permission that any of the supplied information can be confirmed with personnel/individuals as indicated,

Furthermore, I acknowledge that the information provided can be stored, either in hard copy or electronically, under secure and confidential conditions and applicable information used where required in the certification process and public accessible Individual Qualification and Certification Register. Confidential information shall only be made available upon student & ID number verification or with written consent of the candidate.

I also understand, that where supportive evidence is required, information supplied, shall be handled with the utmost confidentiality.

Any deviations from required information must be mentioned in Section 10.

SIGNATURE	DATE
------------------	-------------

The certification process shall only be initiated upon full payment of fees. Please note that all information must be provided in order to prevent any delay in the certification process. The entire certification, renewal or recertification process, once all information has been supplied and verified, should not exceed one month.

All communication shall be conducted via the person or company representative who has paid for the certification, unless a written statement from such person or company representative has been submitted allowing direct communication with the candidate.

SUMMATION OF ACADEMIC QUALIFICATIONS		
PROFICIENCY EXAMINATION	REQUIRED IF CANDIDATE DOES NOT HAVE SUITABLE MATHEMATICS OR SCIENCE KNOWLEDGE AS REQUIRED (PASS GRADE >70%)	
SECONDARY QUALIFICATIONS	HIGHEST GRADE ACHIEVED	
	SCHOOL/ COLLEGE <small>PLEASE SUPPLY CERTIFIED COPY OF HIGHEST SECONDARY QUALIFICATION</small>	
TERTIARY QUALIFICATIONS	HIGHEST QUALIFICATION ACHIEVED	
	UNIVERSITY / TECHNICON / COLLEGE	
	OTHER INSTITUTION	
	YEAR <small>PLEASE SUPPLY CERTIFIED COPY OF HIGHEST TERTIARY QUALIFICATION</small>	
	ADDITIONAL QUALIFICATIONS	
	UNIVERSITY / TECHNICON / COLLEGE	
	OTHER INSTITUTION	
	YEAR <small>PLEASE SUPPLY CERTIFIED COPY OF ADDITIONAL TERTIARY QUALIFICATIONS</small>	
OTHER PERTINENT QUALIFICATIONS	QUALIFICATION	
	INSTITUTION WHERE ACHIEVED <small>PLEASE SUPPLY CERTIFIED PROOF</small>	
	QUALIFICATION	
	INSTITUTION WHERE ACHIEVED <small>PLEASE SUPPLY CERTIFIED PROOF</small>	
	QUALIFICATION	
	INSTITUTION WHERE ACHIEVED <small>PLEASE SUPPLY CERTIFIED PROOF</small>	
MEMBERSHIP	NAME OF INSTITUTION(S)	

SECTION 3 - EMPLOYMENT RECORD(S)

PERIOD EMPLOYED	EMPLOYER (NAME AND ADDRESS)	DEPARTMENT/ SECTION	NAME & CONTACT DETAILS OF SUPERVISOR/ MANAGER				INDUSTRY	POSITION HELD (CANDIDATE)
			NAME	DESIGNATION	TEL/ CELL NO	E-MAIL		

Candidate information

Sumame / Family Name	
Full Names	
Date of Birth	
ID / Passport Number	

Vision requirements (ISO 9712 : 2012 Par 7.4)

The candidate shall provide documentary evidence of satisfactory vision in accordance with the following requirements:

- a) near vision acuity shall permit reading a minimum of Jaeger number 1 or Times Roman N 4.5 or equivalent letters (having a height of 1,6 mm) at not less than 30 cm with one or both eyes, either corrected or uncorrected;
- b) colour vision shall be sufficient that the candidate can distinguish and differentiate contrast between the colours or shades of grey used in the NDT method concerned, as specified by the employer.

The certification body may consider replacing the requirements in a) by compliance with an appropriate alternative. Subsequent to certification, the tests of near visual acuity shall be carried out annually and verified by the employer.

Test Results

	Left Eye		Right Eye		Comments
	Yes	No	Yes	No	
Near Vision Acuity	Yes	No	Yes	No	
Colour Vision	Yes	No	Yes	No	

Please tick the appropriate box

NOTE:
A copy of the original Test results, if different from this format must be attached

Tested by

Optometrist Name			
Contact Details			
Practitioner No.		Date Tested	
Optometrist Signature	_____	Optometrist Stamp / Business Card	

Training requirements (ISO 9712 : 2012 Par7.2)

The candidate shall provide documentary evidence, acceptable to the certification body, that he has satisfactorily completed training in the method and level for which the certification is sought, i.e. Proof of training letter or similar.

For all levels, the candidate shall satisfactorily complete a course of theoretical and practical training recognized by the certification body.

For Level 3, in addition to the minimum training given in the table below, the preparation for qualification can be completed in different ways dependent on the scientific and technical background of the candidate, including attendance at other training courses, conferences or seminars, studying books, periodicals and other specialized printed or electronic materials.

NOTE Guidelines for NDT personnel training organizations are given in ISO/TR 25108 and must be approved by the Certification body.

The minimum duration of training undertaken by the candidate for certification shall be as defined in the table below for the applicable NDT method, with the possible reductions as indicated in ISO 9712 : 2012 Par 7.2.5.

This duration is based upon candidates possessing adequate mathematical skills and prior knowledge of materials and processes. If it is not the case, additional training may be required by the certification body. Training hours include both practical and theoretical courses.

Direct access to Level 2 requires the total hours shown in the table below for Levels 1 and 2. Direct access to Level 3 requires the total hours shown in the table 2 for Levels 1, 2, and 3. When considering the responsibilities of a certified Level 3 and the content of Part C of the basic examination for Level 3 (see Table 6), additional training about the other NDT methods may be necessary.

Minimum Training Requirements (in hours)

Method	Level 1	Level 2	Level 3	
ISO 9712 : 2012	Eddy Current Testing (ET)	SAQCC : 80 (ISO 9712 : 40)	SAQCC : 80 (ISO 9712 : 48)	SAQCC : 48 (ISO 9712 : 48)
	Magnetic Testing (MT)	SAQCC : 32 (ISO 9712 : 16)	SAQCC : 32 (ISO 9712 : 24)	SAQCC : 32 (ISO 9712 : 32)
	Penetrant Testing (PT)	SAQCC : 32 (ISO 9712 : 16)	SAQCC : 32 (ISO 9712 : 24)	SAQCC : 24 (ISO 9712 : 24)
	Radiographic Testing (RT)	SAQCC : 80 (ISO 9712 : 40)	SAQCC : 80 (ISO 9712 : 80)	SAQCC : 40 (ISO 9712 : 40)
	Does not include radiation safety training			
	Ultrasonic Testing (UT)	SAQCC : 80 (ISO 9712 : 40)	SAQCC : 80 (ISO 9712 : 80)	SAQCC : 40 (ISO 9712 : 40)
	Visual Testing (VT)	SAQCC : 32 (ISO 9712 : 16)	SAQCC : 32 (ISO 9712 : 24)	SAQCC : 24 (ISO 9712 : 24)
ISO 20807	Radiographic Interpreters (RI)	SAQCC : 80		
	Ultrasonic Wall Thickness Testing (UTWT)	SAQCC : 24		

Candidate Training Records – On-the-job training

Training Provider	Qualification / Responsibility	Method / Technique	Duration (hrs)	Training records supplied
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

Candidate Training Records –Alternative Means (Lev 3)

Nature of Training		Details	Method / Technique	Duration (hrs)	Training records supplied
Attendance of Seminars, training courses, etc.	Studying books, periodicals, etc.				
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

Industrial NDT experience (ISO 9712 : 2012 Par 7.3)

The minimum duration of experience to be gained in the sector where the candidate is seeking certification shall be as given in the table below, with the possible reductions given in ISO 9712: 2012 Par 7.3.3. When the candidate is seeking certification in more than one method, the total time of experience shall be the sum of the experience in each method.

For Level 2 certification, the intent of this International Standard is that work experience consists of time as a Level 1. If the individual is being qualified directly to Level 2, with no time at Level 1, the experience shall consist of the sum of the times required for Level 1 and Level 2. No reduction in the period of experience shall be allowed.

In the event that a part of the experience is sought following successful examination, the results of the examination shall remain valid for two years or for the total experience time required for the methods concerned, whichever is the greater. Documentary evidence of experience shall be confirmed by the employer and submitted to the certification body.

NOTE: Industrial experience in months is based on a nominal 40 h week or the legal week of work. When an individual is working in excess of 40 Hr/week, he may be credited with experience based on the total hours, but he shall be required to produce evidence of this experience.

Level 3

Level 3 responsibilities require knowledge beyond the technical scope of any specific NDT method. This broad knowledge may be acquired through a variety of combinations of education, training and experience. The table below details minimum experience for candidates who have successfully completed a technical school or at least two years of engineering or science study at an accredited college or university. If this is not the case, the duration has to be multiplied by a factor of 2.

For Level 3 certification, the intent of this International Standard is that work experience consists of time as a Level 2. If the individual is being qualified directly from Level 1 to Level 3, with no time at Level 2, the experience shall consist of the sum of the times required for Level 2 and Level 3. No reduction in the period of experience shall be allowed.

Minimum Industrial Experience

	Method	Level 1	Level 2	Level 3
ISO 9712 : 2012	Eddy Current Testing (ET)	3 months (528 hrs)	9 months (1 584 hrs)	18 months (3 168 hrs)
	Magnetic Testing (MT)	1 month (176 hrs)	3 months (528 hrs)	12 months (2 112 hrs)
	Penetrant Testing (PT)	1 month (176 hrs)	3 months (528 hrs)	12 months (2 112 hrs)
	Radio graphic Testing (RT)	3 months (528 hrs)	9 months (1 584 hrs)	18 months (3 168 hrs)
	Ultra sonic Testing (UT)	3 months (528 hrs)	9 months (1 584 hrs)	18 months (3 168 hrs)
	Visual Testing (VT)	1 month (176 hrs)	3 months (528 hrs)	12 months (2 112 hrs)
ISO 20807	Radio graphic Interpreters (RI)	6 months (1 056 hrs)		
	Ultra sonic Wall Thick ness Testing (UIWT)	3 months (528 hrs)		

Qualification examination results(ISO 9712 : 2012 Par 8) : Level 1 & 2

Method & Level	Sector/ Category	General (>70%)	Specific (>70%)	Practical (>70%)	Examination Record supplied
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

Qualification examination results(ISO 9712 : 2012 Par 8) : Level 3

Basic	Sector/ Category	Part A (>70%)	Part B (>70%)	Part C (>70%)	Examination Record supplied
					<input type="checkbox"/>

It is recommended that the basic examination be passed first and remain valid, provided that the first main method examination is passed within five years after passing the basic examination. A candidate holding a valid Level 3 certificate is exempt from the need to retake the basic examination

All candidates for Level 3 certification in any NDT method shall have successfully completed (with a grade of $\geq 70\%$) the practical examination for Level 2 in the relevant sector and method, except for the drafting of NDT instructions for Level 1.

A candidate who is Level 2 Certified in the same NDT method and product sector or who has successfully passed a Level 2 practical examination, within one year of applying for Level 3 Certification, for the NDT method in an industrial sector, is exempt from passing again the Level 2 practical examination. This exemption is only valid for the product sectors covered by the industrial sector concerned and, in any other circumstances; the relevant sector is the sector in which the candidate seeks Level 3 certification.

Main Method	Sector/ Category	Part D (>70%)	Part E1 (>70%)	Part E2 (>70%)	Part F (>70%)	Examination Record supplied
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>

Structured Credit System (ISO 9712 : 2012 Annex C) : Level 3

Level 3 certificate holders seeking recertification shall provide evidence of continued qualification confirmed by:

- a) satisfying the Level 3 requirements of a written examination
- b) meeting the requirements for a structured credit system.

To be eligible for recertification:

- a) a minimum of 70 points shall be accrued during the five year validity of the certificate;
- b) a maximum of 25 points per year are accepted.

In addition to the recertification application, the candidate shall submit evidence of satisfying the criteria of the table below as follows:

- a) agenda and list of attendees for the meetings under items 1 to 4;
- b) a brief description of research and development under item 5;
- c) references of technical or scientific publications authored under item 5;
- d) a summary of training delivered under item 6;
- e) for each certificate, evidence of work activity per year under item 7.

Item	Activity	Points accorded for each item (or function)	Maximum points per year per item	Maximum points per 5 year period per item
1	Membership of an NDT society, attendance at seminars, symposia, conferences and/or courses covering NDT and related sciences and technologies	1	3	8 ^a
2.1	Attendance at international and national standardization committees	1	3	8 ^a
2.2	Convenorship of standardization committees	1	3	8 ^{ab}
3.1	Attendance at sessions of other NDT committees	1	3	8 ^a
3.2	Convenorship of sessions of other NDT committees	1	3	8 ^{ab}
4.1	Attendance at sessions of NDT related working groups	1	5	15 ^a
4.2	Convenorship of NDT related working groups	1	5	15 ^{ab}
5.1	NDT related technical/scientific contributions or publications	3	6	20 ^{cd}
5.2	NDT related research work published	3	6	15 ^{cd}
5.3	NDT research activity	3	6	15 ^{cd}
6	NDT technical instructor (per 2 h) and/or NDT examiner (per examination)	1	10	30 ^{cd}
7	Professional activity	-	-	-
7.1	Within a NDT facility, NDT training centre or NDT examination facility or for Engineering of NDT (see Annex E) (for each full year)	10	10	40 ^d
7.2	Dealing with disputes referring to clients	1	5	15 ^d
7.3	Development of NDT applications	1	5	15 ^d
a	Maximum points for items 1 to 4: 20.			
b	Points to be given for both convenorship and attendance.			
c	If there is more than one author, the lead author shall define points for the other authors.			
d	Maximum points for each of items 5 and 6: 30, and 7: 50.			

LIST OF CERTIFIED & LEGIBLE COPIES OF DOCUMENTS SUPPLIED

Details	Section	Submitted
Legible & certified copy of Identification Document or Passport	1	<input type="checkbox"/>
Academic qualifications (Legible & certified copies of applicable documentation)	2	<input type="checkbox"/>
Employment records	3	<input type="checkbox"/>
Vision Acuity results (Legible & certified copy of results)	4	<input type="checkbox"/>
Training Records (Legible & certified copies of applicable documentation)	5	<input type="checkbox"/>
Exam Results (Legible & certified copies of applicable documentation)	7	<input type="checkbox"/>
Proof of Industrial experience signed by appropriate personnel	6	<input type="checkbox"/>
RT ONLY		<input type="checkbox"/>
SA CITIZEN legible & certified copy of DOHRT Safety Certificate and other relevant statutory documents		<input type="checkbox"/>
FOREIGNER WORKING AS RADIOGRAPHER IN SA Legible & certified copy of DOHRT Safety Certificate and other relevant statutory documents		<input type="checkbox"/>
FOREIGNER NOT WORKING AS RADIOGRAPHER IN SA Radiation safety exam results and relevant statutory documents relating to his country of origin's radiation code of practice		<input type="checkbox"/>
Legible & certified copy of valid NDT Certificate		<input type="checkbox"/>
Proof of continued satisfactory work signed by appropriate personnel	6	<input type="checkbox"/>
Recertification Exam Results (Legible & certified copies)	7	<input type="checkbox"/>
LEV 3 : Structured Credit System	8	<input type="checkbox"/>

Other related documentation or substantiating evidence, please provide detail below		
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

