

Appendix C – ASNT Employer-Based Certification Program

1.0 Scope

- 1.1 This appendix specifies the requirements for Employer-Based Certification (EBC) Audit program accreditation to satisfy the oversight requirements outlined in SNT-TC-1A paragraph 1.5.

2.0 Definitions

- 2.1 Auditee: company seeking accreditation through the EBC audit program.
- 2.2 Certification Scheme: qualification and certification requirements related to a specific occupation.
- 2.3 EBC Audit Program: audit program designed and managed by ASNT Certification Services (CS) to evaluate the competency of an employer to implement the requirements of SNT-TC-1A within their employer-based certification scheme.
- 2.4 EBC Program Approval Panel: a three (3) member ad-hoc panel convened to review and render a decision to accept the audit result as meeting the requirements of this program, thereby approving the auditee for registration. This judgement shall be made after all audit findings are fully resolved by the auditee.

3.0 Accreditation Process

- 3.1 Any company seeking EBC accreditation shall apply to ASNT CS. The application and related documentation can be found on the ASNT CS website (certification.asnt.org/accreditation/employer-based-certification).
- 3.2 The application must state which of the company's facilities are included in the audit and accreditation process.
- 3.3 The company shall obtain and retain an official ASNT SNT-TC-1A Recommended Practice document from ASNT or its official resellers. Reproductions are not acceptable in the accreditation process.
- 3.4 The company shall abide by ASNT Policy G-14 regarding the use of the ASNT name and marks.

4.0 Employer-Based Qualification and Certification Scheme

- 4.1 The company applying for the ASNT CS EBC Accreditation shall provide a written practice that meets or exceeds SNT-TC-1A.
 - 4.1.1 The company shall make available
 - 4.1.1.1 The current written practice
 - 4.1.1.2 Any company documents referenced in the written practice
 - 4.1.1.3 The name of the Responsible Level III
 - 4.1.1.4 Access to any requested employee certification packages
 - 4.1.1.5 Any follow-up information requested
- 4.2 Evaluation of the Employer-Based Certification Scheme
 - 4.2.1 The issuance and renewal of the ASNT CS EBC Accreditation is based on ASNT CS's evaluation and acceptance of the written practice and employee certification packages.
 - 4.2.2 The employer's written practice and its implementation shall be evaluated by an audit team established by ASNT CS.
 - 4.2.2.1 Stage 1 is a thorough audit of the company's written practice to determine compliance with SNT-TC-1A. This stage includes a nonconformance report which requires a root cause analysis to be performed for each nonconformance and a corrective action plan to be developed and carried out. Stage 1 is completed when all nonconformances have been closed.
 - 4.2.2.2 Stage 2 is a thorough audit of the company's certification packages to determine compliance to the written practice. Certification packages are audited based on an ANSI Z1.9 sampling plan. This stage includes a nonconformance report which requires a root cause analysis to be performed for each nonconformance and a corrective action plan to be developed and carried out. Stage 2 is completed when all nonconformances have been closed.
- 4.3 Audit Report
 - 4.3.1 Final audit reports for each stage of the audit are reviewed by ASNT CS, then sent to the EBC Program Panel for review. Once approved by the EBC Program Panel, ASNT CS will issue accreditation.

5.0 Issuance of ASNT CS Accreditation Certificate

- 5.1 ASNT CS issues an accreditation certificate based on fulfillment of the EBC program requirements and acceptance by the EBC Program Panel. The accreditation certificate identifies the company name, main address, address of any other accredited locations, written practice, audit scope (SNT-TC-1A), accreditation date, and expiration date.
- 5.2 EBC Accreditation Certificates are good for three (3) years from date of issuance.
- 5.3 ASNT CS may at any time impose new requirements or revise existing requirements concerning the issuance and use of the ASNT CS Accreditation Certificate as it deems appropriate, and all such requirements shall become binding upon the holders of valid certificates.

6.0 Maintenance of Accreditation

- 6.1 The certificate holder shall contact ASNT CS regarding any changes to the address, name, location, or scope on their ASNT CS Certificate. Depending on how substantive and extensive the changes are, an additional evaluation may be required to demonstrate the changes. The need for any type of evaluation will be determined by ASNT CS based upon the complexity, magnitude, or impact of the change.
- 6.2 ASNT CS may investigate a company regarding an alleged nonconformance with the requirements of the program.

7.0 Renewal

- 7.1 Certificate holders are responsible for applying for renewal of their certificate(s) prior to expiration at a time specified by ASNT CS.

8.0 Suspension

- 8.1 ASNT CS may suspend a certificate holder's certificate for nonconformance with program requirements.

9.0 Withdrawal

- 9.1 ASNT CS may withdraw a certificate holder's certification for nonconformance with program requirements.

10.0 Appeal

- 10.1 A company may appeal audit decisions by ASNT CS per appeals procedure PRO-EBC-608 available from the ASNT CS website <https://certification.asnt.org/accreditation/employer-based-certification>.

11.0 Confidentiality

- 11.1 Information learned during all stages of the audit process will be held in strict confidence in accordance with ASNT CS policies and procedures.

12.0 Use of ASNT EBC Accreditation Logo

- 12.1 The requirements for use of the ASNT CS logo are contained in ASNT Policy G-14.