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NOTE: This procedure, together with the rest of the CNAEND-XX procedures, cancels and replaces the PCNA-XX procedures.

Revision	Reason for review	Date	Prepared by:	Affected pages	Compliant : Quality Director	Approved by: PRESIDENT CNAEND
Basic	-----	04-10-19	P. Arroyo	-----	F. Gómez	V. Cortés


0. GLOSSARY:

AESA: State Air Safety Agency.
AEND: Spanish Association of Non-Destructive Trials
AGE: CNAEND General Business Assembly
CE: CNAEND Executive Committee
CNAEND: National Aerospace Committee for Non-Destructive Testing
CT: Technical Committee
EASA: European Aviation Safety Agency
END: Non Destructive Tests
JR: Board of Directors of the AEND
NAA: National Aviation Authority (in Spain it is AESA)
NANDTB: National Aerospace NDT Board
NANDTBF: European Forum for NANDTB's (The Aerospace NDT Board Forum)
NDT: Non Destructive Testing
RRI: Regulation of internal regime of the AEND
SA: Administrative Secretary

1. INTRODUCTION, SCOPE, RULES AND APPLICABLE DOCUMENTS

1.1 INTRODUCTION:

- 1.1.1. The EN4179 specification makes extensive references to a National Aerospace NDT Board (NANDTB), which would have missions specified by said standard related to the training, training and certification of the personnel of the companies of the sector. Commission Regulation (EU) No 1321/2014 of November 26, 2014 and its amendments, on the maintenance of the airworthiness of aircraft and aeronautical products, components and equipment and on the approval of organizations and personnel participating in such tasks, more specifically in its Annex I - Part M, MA606 (f) and Annex II - Part 145, 145.A.30 (f), require that personnel who perform or supervise a Non-Destructive Testing (END) for maintenance of the airworthiness of aircraft structures and / or elements, is duly qualified for the NDT in question under a European standard or equivalent recognized by the Agency (EASA). That European standard or equivalent recognized by EASA is defined in AMC M.A.606 (f) and AMC 145.A.30 (f), this being European Standard EN4179.
- 1.1.2. EN4179 refers to an NDT National Aerospace Committee (CNAEND) or its English version, National Aerospace NDT Board (NANDTB). This committee is an agency of the aerospace and independent sector, which represents the aerospace industry of a country, constituted in a collegial way by the main contractors and recognized by the national regulatory agencies, to provide or promote qualification and examination services in END, of according to EN4179.
- 1.1.3. AMC M.A.606 (f) and AMC 145.A.30 (f) also indicates that all examinations must be performed by personnel or organizations under the general control of said CNAEND.
- 1.1.4. The foundation of the Spanish National Aerospace Committee of NDT (CNAEND) responds to the need to comply with these requirements in Spain.

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1.2. SCOPE:

1.2.1. The purpose of this procedure is to establish the constitution, terms of reference, organization and working methods of the National Aerospace Committee of NDT of Spain, hereinafter CNAEND. The mission and objectives, the rules and procedures for voting and decision making are also defined; the criteria that must be met by the candidate organizations for CNAEND members to be admitted as voting members and how to stop being a member; the rules of election of the executive and technical committees; rules of co-opting members without the right to vote in executive and technical committees; responsibilities of the different organizational entities and elected natural or legal persons or representatives of the main contractors.

1.3. APPLICABLE RULES AND DOCUMENTS

UNE-EN4179 Last edition Aerospace Series Qualification and approval of Non-Destructive Testing personnel.


NAS 410 Certification and Qualification of Nondestructive Test Personnel, Last Edition

Regulation (EU) nº1321 / 2014 of the Commission of November 26, 2014 and its amendments, on the maintenance of the airworthiness of aircraft and aeronautical products, components and equipment and on the approval of organizations and personnel involved in such tasks ANDTBF / 08 Organization, Duties and Responsibilities of NANDTB's as Members of ANDTBF.

Note: NAS 410 Last Edition and UNE-EN4179 last edition are technically equivalent.

2. MISSION AND OBJECTIVES

- 2.1. CNAEND is a totally independent organization in all technical and management aspects within the Spanish Association of Non-Destructive Testing (AEND), represents the NDT aerospace industry in Spain and acts as a reference body in the area of NDT and as such it has as main objectives to provide and promote qualification and exam services in NDT, in accordance with EN4179.
- 2.2. CNAEND is led by the main contractors of the sector in Spain, both in the area of aircraft maintenance and in the design and manufacturing area.
- 2.3. CNAEND is created on June 26, 2004 by a significant majority of Spanish aerospace companies, being recognized on 02/26/2010 by the State Aviation Safety Agency (AESA).
- 2.4. The main objective of CNAEND is to control that the training and examinations carried out by the staff of NDT organizations in the aerospace sector in Spain that have to comply with the requirements of Regulation (EU) No 1321/2014 Annex I - Part M, MA606 (f) and Annex II - Part 145, 145.A.30 (f) are carried out in accordance with EN4179. This responsibility also extends to NDT personnel working in approved organizations according to part 21 of said regulation, by unanimous agreement of the main contractors of the Spanish aeronautical sector.

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For it:


- a) Develop strategies to exercise the necessary control over personnel and organizations that conduct NDT training and examinations in accordance with EN4179.
- b) Develop processes and procedures that support these strategies.
- c) Maintain an approval policy through audits of external organizations that carry out NDT training and qualification exams.

2.5. Other objective of CNAEND:

- a) The Committee will serve as a reference entity for the National Aerospace Industry and as such may address any activity related to NDT in accordance with EN 4179.
- b) Establish guidelines according to EN 4179 regarding procedures for training, qualification and certification of NDT personnel, but the companies will be responsible for the certification of personnel according to their own procedures.
- c) Establish criteria for assessing compliance of companies with the requirements of EN 4179 that may be used by the authority or others that request it to evaluate said compliance.
- d) It will constitute working groups, or may resort to external organizations, in order to develop qualification and approval procedures for NDT personnel, as well as performing audit and control tasks.
- e) Maintain contacts and links with public and private institutions in order to participate in the continuous updating and investigation of NDT techniques and new technologies considering the feasibility of their application.
- f) Study the different regulations applicable to NDT at national and international level and develop guidelines regarding the establishment of equivalence between them.
- g) Maintain contacts with National Committees of other countries to establish harmonization and recognition among them regarding procedures, qualifications, Level III, etc.

3. CNAEND OPERATING PRINCIPLES

- 3.1 CNAEND as an independent organization acts in accordance with its internal regulations and procedures and is governed by an executive committee (CE), chosen in accordance with these documents. On the other hand, CNAEND receives economic, legal and administrative support from the AEND and, as an entity under the legal protection of the AEND, must comply with the provisions of chapter 12 of the REND of the AEND. The CNAEND, ultimately depends on the Board of Directors (JR) of the AEND.
- 3.2 The headquarters of the CNAEND is established at the headquarters of the AEND, currently in the C / Bocángel nº 28 of MADRID.

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4. ORGANIZATIONAL STRUCTURE OF CNAEND

The CNAEND is structured on the basis of three organizations: the General Business Assembly (AGE), the Executive Committee (CE) and the Technical Committee (CT).

4.1 GENERAL ASSEMBLY OF COMPANIES:

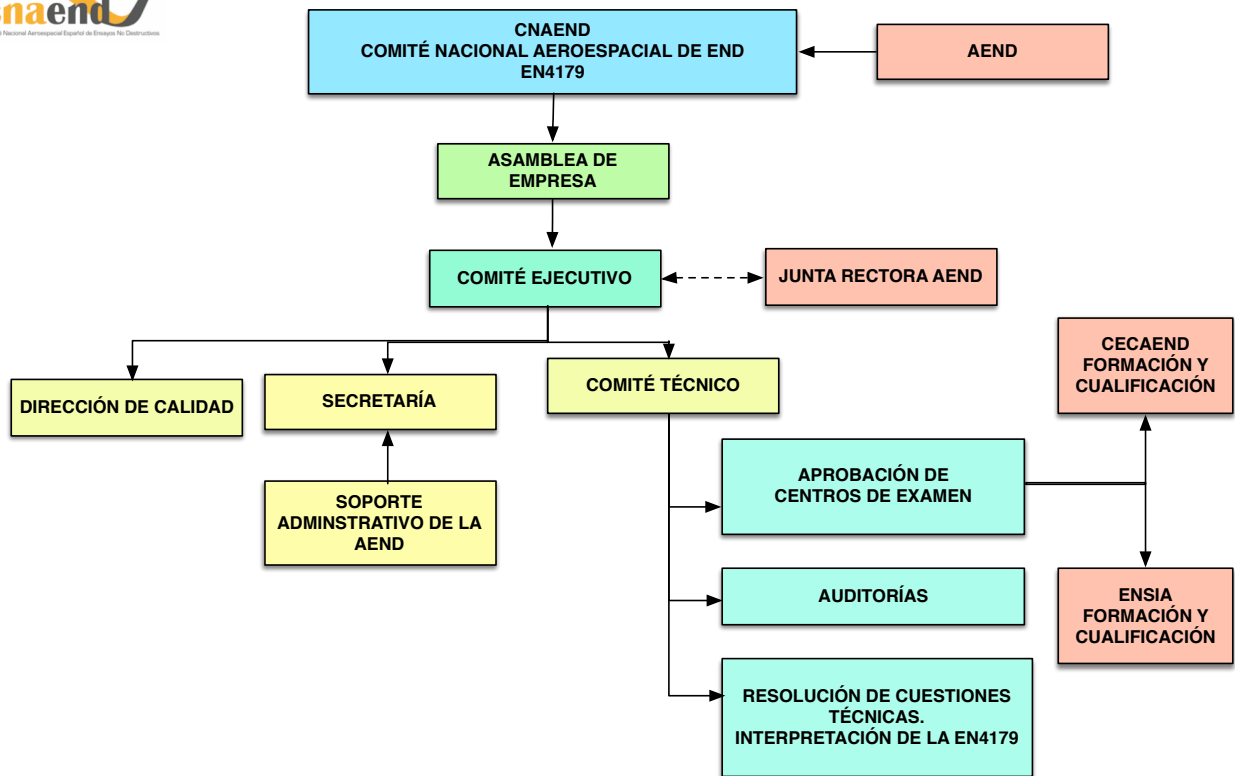
4.1.1 The General Assembly of Companies (AGE) is constituted by the companies adhered to the CNAEND (it is not necessary to belong to the AEND to belong to the AGE of the CNAEND), which must meet the following criteria:

- a) EASA Companies Part 145, in possession of an approval that included the completion of END.
- b) EASA Companies Part M, Subpart F, in possession of an approval that included the completion of END.
- c) EASA Companies Part 21 in possession of an approval that includes the completion of END.

4.1.2. Companies not included in the previous requirements, for example, NDT service companies with EN9110 accreditation, will have access to the services of this assembly, but may not be part of it.

4.1.3. Any organization that, in compliance with the above requirements, wishes to request to be part of the CNAEND AGE must notify the secretary general (SG) or administrative secretary (SA) in writing.

4.1.4. The AGE member companies can unsubscribe from it by the same procedure, and will automatically cancel when the disappearance of the NDT activity in the mimes or that have failed to meet the requirements indicated above.




4.2 EXECUTIVE COMMITTEE:

4.2.1. The CE is the ordinary management body of CNAEND. The form of election of the members with voting rights of the Executive Committee (CE) will be by closed lists, formed by 7 companies belonging to the AGE of the CNAEND, among which will be the main contractors and holders of Spanish type certificate, who decide to present their candidature and also be members of the AEND. The list will indicate which companies would assume the Presidency, the Vice Presidency and the 5 directors. The representatives of the companies will have to prove this representation before the vote, so that they can be part of the candidature.

4.2.2. The companies that leave elected will nominate, after the election, their representatives, natural persons, who will be elected members with voting rights of the Executive Committee (CE) of the CNAEND. Companies may, at any time, appoint alternates or change representatives by previously informing the SA in writing. Both the regular representatives and the substitutes will have to be qualified as Level 3 in at least one NDT method. If the elected company does not appoint a representative within 3 months of their election or the representative does not attend three consecutive meetings without justifying their absence, the company will lose the status of voting member of the CE.


4.2.3. The CE may co-opt individual members, however, their contributions will be advisory only, with the right to vote only the members of the committee.

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- 4.2.4. The President is the executive head of CNAEND. The Vice President will replace him in cases of absence by express delegation of the President.
- 4.2.5. At the meetings of the CE there will be an AESA representative with voice, but without the right to vote.
- 4.2.6. The President of the AEND, in agreement with the President of the CNAEND, will appoint an Administrative Secretary (SA) as a member with voice, but without vote of the CE of the CNAEND, appointment that must be endorsed by the elected members of the CE. The functions of this Administrative Secretary will be the management of the meetings of the CE, the meetings and minutes, the administrative management of CNAEND documentation and the coordination of the use by CNAEND of the resources available from the AEND.
- 4.2.7. The CE may co-opt other non-elected members, with voice, but without vote, for the EC among prestigious persons in the area of END.
- 4.2.8. The President of the AEND will be appointed representative of the AEND in the CE of the CNAEND with voice and vote by co-optation of the voting members of said CE. The representative of the AEND in the CE may exercise the right to veto on the agreements of the CE only and exclusively with regard to legal and ethical issues, and to safeguard the legal responsibilities of the AEND in accordance with the laws, criminal responsibilities and administrative legal entities in force at that time. The President of CNAEND will be appointed member of the Board of Directors of the AEND with voice and vote by co-optation of its members. When required, it will inform the CNAEND's activities to said JR.
- 4.2.9. The mandate of the Executive Committee of CNAEND will be 5 years. Arriving this date, the elected CE will cease its functions, and the SA must call elections to be held within a maximum period of three months from the cessation of the previous ones.
- 4.2.10. The CE will hold at least two regular meetings per year, which will be convened in writing by the Administrative Secretary (SA) with the authorization of the President, at least 15 days in advance. Matters decided at each meeting must be supported by written documentation issued before the meeting.
- 4.2.11. The quorum for a meeting shall not be less than half of the members entitled to vote. The quorum for a meeting of a working group will be at least 3 members with the right to vote.
- 4.2.12. The approval of modifications to the CNAEND procedures, as well as invitations for other bodies to be represented in the CE, shall be decided by a majority of not less than three quarters of those present at a meeting. Other matters will be decided by simple majority.
- 4.2.13. An extraordinary meeting may be convened if requested by at least three voting members of the CE, for which they must notify the SA in writing. Such notification must clearly indicate the purpose of the proposed meeting, which must be convened to take place within 28 days of receipt of the notification.

4.3 TECHNICAL COMMITTEE:

- 4.3.1. The Technical Committee has the mission of advising the CE on all aspects that are required of them.

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4.3.2. The Technical Committee (TC) shall consist of Levels 3 qualified in at least one of the five classical methods or in other emerging NDT methods deemed appropriate. The President of the CT is appointed by the CE at the proposal of the President of the CNAEND. The members of the CT are appointed by the CE informing the President of the CT.

4.3.3. The President of the CT is a born member, with voice, but without vote, of the CE of the CNAEND.

4.3.4. The President of the CT depends organizationally on the President of the CNAEND, to which he reports.

4.3.5. The CNAEND SA will also be the secretary of the CT, performing the usual tasks of drawing up minutes, meeting requests and document custody.

4.4 QUALITY MANAGEMENT:

Its responsibility is to design and maintain the CNAEND quality system, through procedures, training and audits.

5. RESPONSIBILITIES OF THE CNAEND BUSINESS ASSEMBLY

5.1 The main responsibilities of the General Business Assembly (AGE) of the CNAEND are:

a) On your own:

- Choose between the lists presented which will form the CE.
- Decide on new actions to be undertaken, analyzed and ratified by the CE.
- Define the general policy of CNAEND.

b) On the proposal of the Executive Committee:

- Ratify the CNAEND operating documents.
- Approve the executive report submitted to the AGE by the President of the CE.

5.2 Rules of operation of the Assembly:

a) A simple majority voting system is established based on the number of NDT inspector certificates and the volume (average per template). In order for the vote to be valid, its allocation must be previously accredited before the CNAEND SA.

- **By number of certifications:**

Certification means the written statement made by the employer stating that the person meets the applicable NDT requirements of the EN4179 standard for a specific method and level.

Nº de Certifications	Nº Votes
0 to 25	1 Vote
From 26 to 50	3 Votes
From 51 to 75	5 Votes
>76	7 Votes

It must be taken into account that a certified person can have several certifications.

- By number of employees:

The employees that the company had at December 31 of the year immediately prior to the vote in question are taken into account. In the case of companies engaged in activities other than NDT, only personnel dedicated to these activities will be taken into account. Subcontracted personnel will not be considered.

Nº de Employees	Nº Votes
0 to 500	1 Vote
From 501 to 1000	2 Votes
From 1001 to 3000	5 Votes
>3000	7 Votes


b) All companies are guaranteed at least 1 Vote.

6. RESPONSIBILITIES OF CE AND CT OF CNAEND

6.1 The responsibilities of the CE are:

- a) Develop the policies approved by the CNAEND AGE.
- b) Develop the management documents.
- c) Carry out relations with the authorities and with other organizations, such as other NANDTB or NANDTBF.
- d) Approve the requests for initial approval audits of the training, qualification and examination centers that request it.
- e) Establish the policy for the recognition of personnel qualifications carried out by qualification and examination entities approved by other NANDTB.
- f) Appoint the auditors of the training, qualification and examination centers and define the qualifications and training procedures thereof. A list of approved auditors will be created and an individual training plan will be established.

- g) Approve the training and examination centers and programs and their audit reports. In the event that audits find discrepancies that may affect flight safety, the auditor will immediately inform the CNAEND CE of the discrepancy and the corrective actions taken, with the CE taking the decisions it deems appropriate.
 - h) Approve the requalification of Levels 3 after expiration of its validity period, at the proposal of the HS and before the issuance of the certificate.
 - i) Any other of those described in section 3.4 (Functions of CNAEND) of this procedure that are not expressly reserved to the AGE of CNAEND.
 - j) Define the content of the qualification certificates issued by the approved training and examination centers.
 - k) Define the content of the CNAEND website that is part of AEND's (see ANNEX II).
 - l) Define the requirements for the qualification of NDT personnel in emerging NDT methods if they deviate from those of EN4179 / NAS410, which will be applied by default.
- 6.2 The CT (TC) will make recommendations to the CE, which will not be binding. The CE must reason its refusal to take them into account or ignore them. The recommendations will be on the following matters:
- a) Training process. Training process requirements including training programs and the edition of courses for courses.
 - b) Qualification Process. Requirements of the NDT staff qualification process interpreting doubts about the levels of qualification, the necessary training and experience, the examination procedure and their administration.
 - c) Certification Process. Requirements of the process of evaluation and validation of qualifications and certifications, taking into account the needs of the companies that request the assistance of CNAEND.
 - d) Development of Questionnaires. Requirements of the audit questionnaires of the training, qualification and examination centers.
- 6.3 The CT (TC) will help to develop the qualification and certification requirements of NDT staff defined by the CNAEND. These requirements must comply with the requirements as minimum by EN4179.
- 6.4 Regardless of the technical support to its realization provided by the CT(TC), the approval of the written procedures of the CNAEND is the power of the CE and the AGE of the CNAEND.
- 6.5 The Voting System within the CT will be one vote for each member and decision making by simple majority of votes.
- 6.6 The Chairman of the Technical Committee will appoint a coordinator of the working subgroups that are considered necessary due to the technical complexity of the topics to be addressed.

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7. FINANCIAL SYSTEM

7.1 Within the AEND, CNAEND enjoys functional, technical and management independence.

7.2 The economic relations between CNAEND and AEND are governed by the following rules:

- a) **INCOME:** All income (audits, consulting, renewal of certificates, etc.) defined by CNAEND and the expenses generated by its activities will be accounted for in the balance sheet and income statement of the AEND. The AEND will submit the economic status of its activities to CNAEND every six months to facilitate the adequate management of available resources to the CNAEND CE, so that the medium-long term trend is such that CNAEND activities have a balanced balance.
- b) **EXPENSES:** Travel expenses for attending CNAEND meetings are borne by companies, both national and international. The co-opted members of the CNAEND CE that do not represent a company will be entitled to the payment of the justified expenses incurred to attend national or international meetings or events related to the CNAEND. The trips will be managed by the Administration of the AEND upon request.
- c) It is understood that the CNAEND is not a profit-making entity but essentially a service that is provided, by the AEND, to its members of the aeronautical sector, both individual and collective.
- d) Neither the CE, nor its President, nor the individual members, nor the bodies they represent, nor the working groups appointed by the CE, shall assume any financial responsibility for any plan or action operated on behalf of the CE, nor those resulting from the decisions of the personnel in charge of the application of the plan or action, of losses derived from the application of the plan or action or of the results that are derived from it.

8. RESOLUTION OF CLAIMS AND DISCEPANCES

8.1. In case of disagreement with the decisions of the Examination Centers regarding the qualifications of NDT personnel or homologations of Training and Examination Centers, the affected company will address in writing to the CNAEND SA describing the reasons for it. The President of CNAEND may send the case to the President of the CT, who will prepare a report in this regard, after the corresponding investigation, which will be submitted to the next CE meeting.

8.2. The CE of the CNAEND will review in the first instance the claim of the affected company. The CE will notify the company in writing of its resolution within 30 days of the date of the meeting.

8.3. If the company does not agree with this resolution, it may submit a claim in the second and last instance, which will be addressed to the President of CNAEND who will inform the CE and convene the President of the AEND, the Secretary General of the AEND and to SA of CNAEND. Gathered, they will elaborate a new resolution, unappealable, within a maximum period of three months since the second claim occurred.

ANNEX I: TERMS OF REFERENCE

The following terms are included in the UNE-EN 4179: 2017 standard and are used in this procedure. The paragraph in which the term of reference is described is indicated.

1.1.-Approval.

1.3.-Commonly used methods.

1.3.1.-Other methods (emerging methods).

3.1.-Certification.


3.19 and 4.4.2.-END National Aerospace Committee (CNAEND).

3.24 and 4.4.3.- External agency (the Training and Examination Centers may be external).

3.26.-Main contractor.

3.27.-Procedure.

3.28.-Qualification.


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ANNEX II: CNAEND WEB PAGE REQUIREMENTS

The CNAEND will have a web page within that of the AEND, which will show at least the following information:

- a) This procedure of organization and operation of CNAEND and others that are considered relevant.
- b) A complete list of other CNAEND procedures indicating how they can be acquired.
- c) Confirmation of the recognition of CNAEND by AESA.
- d) The list of voting members of the CE, indicating the name of the representative, company, method of NDT in which he / she is certified as Level III.
- e) The co-opted representatives without the right to vote.
- f) Name of the representative of AESA
- g) Name of the representative of the AEND.
- h) Name of the Administrative Secretary.
- i) Full list and contact details of the Qualification and Exam Centers approved by CNAEND.
- j) Minimum requirements for qualification certificates, in Spanish and English (See Annex III).
- k) A brief description of the CNAEND, its constitution, mission and objectives.

The Administrative Secretariat will be responsible for maintaining the website according to these requirements.


 <p>cnaend Comité Nacional Aeroespacial Español de Ensayos No Destructivos</p>	<p>ORGANIZATION AND OPERATION OF THE NON-DESTRUCTIVE TESTING COMMITTEE (NANTDB)</p>	<p>CNAEND-01 Rev.: 0 Date: 04-10-2019 Page 14 of 17</p>
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ANNEX III: MINIMUM REQUIREMENTS FOR QUALIFICATION CERTIFICATES, IN SPANISH AND ENGLISH.

Data relating to examinations	Data relating to training
Qualifying Agency's name and address	Qualifying Agency's name and address
Qualifying Agency status with respect to accreditation	Qualifying Agency status with respect to accreditation
Candidate's full name	Trainee's full name
Employer's name and address	Employer's name and address
NDT method	NDT method
NDT Level	NDT Level
Specific NDT technique(s) used in practical examination(s)	Duration of training in hours
Reference to employer's written practice (giving reference number and status)	Training syllabus covered by course (e.g. reference to PCN syllabus, or to employer's written practice)
Applicable standard(s), e.g., 4179 : 2017	
Unique number of datasheet	
Date of issue of datasheet	Date of issue of datasheet
Date of completion of examination	Date of completion of training course
Reference to specifications(s) covered by specific examination	Reference to specifications covered in specific elements of training
Examination part(s) set	
Individual grades obtained (General, Specific & Practical)	
Overall grade awarded (and weighting applied, if appropriate), including Pass or Fail	
Statement of limitations (where appropriate)	
Name of examiner	Name of tutor
Signature of examiner	

Datos relativos a los exámenes	Datos relativos a la formación.
Nombre y dirección de la agencia calificadora	Nombre y dirección de la agencia calificadora
Estado de la agencia que califica con respecto a la acreditación	Estado de la agencia que califica con respecto a la acreditación
Nombre completo del candidato	Nombre completo del aprendiz
Nombre y dirección del empleador	Nombre y dirección del empleador
Método NDT	Método NDT
Nivel NDT	Nivel NDT

Datos relativos a los exámenes	Datos relativos a la formación.
Técnica (s) NDT específica (s) utilizada (s) en los exámenes prácticos	Duración del entrenamiento en horas
Referencia a la práctica escrita del empleador (dando número de referencia y estado)	Programa de capacitación cubierto por el curso (por ejemplo, referencia al programa de PCN o a la práctica escrita del empleador)
Estándar (es) aplicable (s), por ejemplo, 4179: 2017	Fecha de emisión de la ficha técnica.
Número único de hoja de datos	Fecha de finalización del curso de formación.
Fecha de emisión de la ficha técnica.	
Fecha de finalización del examen	Referencia a especificaciones cubiertas en elementos específicos de formación.
Referencia a especificaciones cubiertas por examen específico	
Conjunto de parte (s) de examen	
Calificaciones individuales obtenidas (General, Específico y Práctico)	
Calificación general otorgada (y ponderación aplicada, si corresponde), incluyendo aprobar o reprobar	
	Nombre del tutor
Declaración de limitaciones (cuando corresponda)	
Nombre del examinador	
Firma del examinador	

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ANNEX IV: ETHICS PROCEDURE AND CONFLICT OF INTEREST

Duties and responsibilities of CNAEND members

The members of the CE owe their mandatory duties only to the CE when exercising their functions as a member thereof. This requires that members act in good faith in the interest of the CE, regardless of the individual interests of any organization, agency or profession to which they belong. These mandatory duties correspond individually to each member.

Each member of the CE generally also has the duty to:

- Act honestly and in good faith
- Exercise care, skill and diligence
- Exercise the powers, duties and responsibilities of the CE for the purpose for which they were conferred
- Avoid conflicts of interest.

Confidentiality:

The members of the CE are obliged to treat all matters of the CE as confidential unless they are in the public domain. The disclosure of information from the CE will be carried out only with the authorization of the President.

Conflicts of interest and disclosures:


Members must at all times avoid situations in which there is a real possibility of conflict between their personal interests or their professional obligations and the duty owed to the CE.

Such a conflict may exist when a member has a direct pecuniary interest in a matter studied by the CE. Alternatively, a conflict may occur when an issue that is mentioned for discussion in the CE involves an institution or organization to which a member has dependency in the professional context.

Consequently, members should be in tune with the possibility of conflicts of obligations or interests between their duties with the CE and their personal and professional matters. Therefore, when a member believes that such a situation may occur, whether real or potential, he must notify the CE.

Publication of interests:

When a member has a possible conflict of interest in relation to any matter before the CE, the member must communicate that interest and its nature at the beginning of the meeting as set forth in the agenda. Any publication made must be recorded in the minutes.

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Measures to prevent a conflict of interest from arising:

When a possible conflict of interest is revealed, it is the duty of the Committee to determine what additional measures, if any, are necessary to prevent a conflict from arising. Such an action could include:

- Observing the potential conflict and its nature, and taking these facts into account during discussion of the issue.
- Request that the member refrain from any vote that may be called on the matter.
- Allow the member to confirm any relevant fact of the matter, but requiring the member to refrain from any discussion about it.
- Demand that the member leave the meeting during discussions and any vote on the matter.

Any combination of the above actions may be considered appropriate by the CE.

The most radical of the previous actions will be reserved for a conflict that involves direct financial interests.

When measures are taken to avoid a conflict, the nature of those actions must be recorded in the minutes.

In the unusual case of a serious conflict in progress, it may be necessary to consider the permanent expulsion of the CE from the member.

Modification, termination or addition to the regulation:

The CE may include in the meeting agendas the changes that may be proposed to the Procedures. Changes to the Procedures will be agreed in accordance with the appropriate procedures, and validated by the inclusion in the minutes of the CE meeting.

Common seal:

The CE uses its logo and name in all official correspondence, procedures and promotional material. All official correspondence will be signed by a member of the CE.