

ASNT CERTIFICATION SERVICES LLC. 	Number: A10-1
	Revision: 02
TITLE: REGISTRATION RENEWAL PROCEDURE	Date: July 01, 2021

1.0 SCOPE

- 1.1. This procedure defines the requirements for attaining registration renewal at the end of the registration period.

2.0 DEFINITIONS

- 2.1. Registration: Status obtained based on meeting all of the Audit program requirements.
- 2.2. Registration renewal: The act of renewing the Audit program registration at the end of the registration period.

3.0 REFERENCES

- 3.1. **RB-EBC-1** ASNT SNT-TC-1A / CP-189 Employer based personnel certification registration program.
- 3.2. **A3-1** Written Practice/Certification Procedure Audit Procedure
- 3.3. **A4-1** Compliance Audit Procedure
- 3.4. **A4-5** Compliance Audit Report Template
- 3.5. **A5-1** NCR Procedure
- 3.6. **A5-2** NCR Report Form
- 3.7. **A10-2** Registration Period Procedure

4.0 RESPONSIBILITIES

- 4.1. ASNT Certification Services, LLC International Service Center (ISC) is responsible for:
 - 4.1.1. Maintaining the documents associated with registration renewal.
 - 4.1.2. Tracking company registration and renewal dates.
 - 4.1.3. Informing company of upcoming renewal dates.
 - 4.1.4. Processing renewal applications.
 - 4.1.5. Reviewing applications for completeness.
 - 4.1.6. Scheduling renewal audits.
 - 4.1.7. Updating website and sending renewal certificates.
- 4.2. Independent Contract Auditor (IC-A) is responsible for:
 - 4.2.1. Performing the renewal audit in accordance with A4-1 Compliance Audit Procedure.

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- 4.2.2. Developing a report in accordance with report template A4-5, within 5 working days of completing the audit.
- 4.2.3. Issuing NCRs or OFIs (form A5-2) in accordance with procedure A5-1.
- 4.2.4. Communication with the client; opening and closing phone call/email meetings to announce the commencement of the audit, to ask questions as required for clarification and to summarize the audit result at its conclusion.

5.0 QUALIFICATIONS

- 5.1. The company shall submit a renewal application to ASNT Certification Services, LLC at least 3 months prior to the end of the company’s registration period.
- 5.2. The company shall pay all fees associated with renewal.

6.0 PROCESS

- 6.1. Provided the company has not revised its written practice/certification procedure, then only a compliance audit in accordance with A4-1 is required.
- 6.2. If the company has revised its written practice/certification procedure during the registration period then a written practice/certification procedure audit per A3-1 is also required.
- 6.3. In the event the written practice/certification procedure was revised due to minor clerical changes then the written practice/certification procedure audit may be waived at the discretion of ASNT Certification Services, LLC.

7.0 AUDIT

- 7.1. Renewal audits are conducted in the same manner as initial registration audits per A3-1 & A4-1.

8.0 REPORTING

- 8.1. Reporting for renewal audits is conducted in the same manner as initial registration audits per A3-1 & A4-1.

9.0 APPROVAL

- 9.1. Approval for renewal audits is conducted in the same manner as initial registration audits per A3-1 & A4-1. The length of the registration period is determined by the criteria in A10-2.

10.0 DOCUMENT HISTORY

Revision	Date	Summary of Changes
00	4-1-2019	Original Document
01	07-16-2020	Removed reference to the word ‘on-site’ to allow for remote audits. Added Certification Procedure wording.
02	07-01-2021	LLC and logo revisions on document.