

ASNT CERTIFICATION SERVICES LLC. 	Number: A10-2
	Revision: 02
TITLE: REGISTRATION PERIOD PROCEDURE	Date: July 01, 2021

1.0 SCOPE

This procedure defines the requirements for determining the Audit program registration period.

2.0 DEFINITIONS

- 2.1. Registered Organizations: Those corporate, private, or public entities who have been audited and have met the requirements of this Program Document and are identified on the ASNT Certification Services, LLC website indicating such information.
- 2.2. Registration Renewal: The act of renewing the Audit program registration at the end of the registration period.
- 2.3. Auditee: The corporate, private, or public entity scheduled to or is undergoing the program audit under this program document.

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. **A10-1** Registration Renewal Procedure
- 3.7. **A10-3** Annual Surveillance Checklist

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 and renewal.
 - 4.1.2. Determining registration period and renewal dates.
 - 4.1.3. Tracking auditee registration and renewal dates.
 - 4.1.4. Informing auditee of upcoming renewal dates.
 - 4.1.5. Reviewing annual surveillance submittals.
 - 4.1.6. Issuing registration documents.

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5.0 REGISTRATION TERM LIMIT

- 5.1. The registration period is based on the requirements of this procedure and the results of the previous registrations compliance audit.
- 5.2. Table 1 is used to determine the auditee’s registration period.

6.0 PROCESS

- 6.1. ASNT Certification Services, LLC will determine the registration period based on Table 1.
- 6.2. The registration period will be displayed on the certificate as well as the ASNT Certification Services, LLC website.
- 6.3. The auditee shall be made aware of the registration requirements during the opening meeting.

7.0 TABLE 1 – REGISTRATION PERIOD TABLE

Item	*Description	Annual Surveillance	3 Year Registration Period
A	A Non sustaining Major NCR at last registration	X	
B	>2 Major NCR’s at last registration	X	
C	>6 Minor NCR’s at last registration	X	
D	No non sustaining major NCR’s at last registration		X
E	≤2 Major NCR at last registration		X
F	≤6 Minor NCR’s at last registration		X

*Definitions can be found in document A5-1 Non-Conformance Procedure.

8.0 ANNUAL SURVEILLANCE

- 8.1. Annual Surveillance is required when the auditee achieves any of the items A-C of Table 1.
- 8.2. For the 2 years between initial registration and renewal registration the auditee shall fill out and return the annual surveillance audits (A10-3) required by ASNT Certification Services, LLC.
- 8.3. The auditee will be charged by ASNT Certification Services, LLC for the annual surveillance and may elect to continue or discontinue registration.
- 8.4. Written Practice/Certification Procedure:
 - 8.4.1. If the written practice/Certification Procedure has been revised since the previous ASNT Certification Services, LLC audit then the revised document shall be submitted with an explanation of changes.
 - 8.4.2. If the changes are significant or result in a process change, then the auditee shall submit proof of implementation with the written practice/certification procedure.
- 8.5. Certification Package Audit:

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- 8.5.1. The auditee shall submit a completed certification documentation package for three (3) individuals certified since the last ASNT Certification Services, LLC compliance audit.
- 8.5.2. If three (3) new individual certifications have not been performed in any method since the last audit, then auditee is to send the latest certified individuals, excluding any that were audited during the last ASNT Certification Services, LLC audit.
- 8.5.3. Submit a fully completed ASNT Certification Services, LLC self-audit checklist (A10-3).
- 8.5.4. The self-audit shall be completed by the certified NDT Level III in charge of the company's certification program.
- 8.6. ASNT Certification Services, LLC shall review the submitted documentation and reserves the right to request additional information.
- 8.7. Once ASNT Certification Services, LLC approves the annual surveillance, a new registration will be issued to the auditee for another 1-year period.
- 8.8. If at the next ASNT Certification Services, LLC compliance audit; the auditee achieves items D-F of Table 1, then the auditee is no longer required to conduct the annual surveillance for that 3-year cycle.

9.0 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. Added "compliance" to 5.1, added section 6.3, revised table 1 and revised 8.5.2.