

NDE Qualification Verification

NOTE: Section 1 is required for all initial NDE Method and/or Technique Certifications, Section 2 is required for recertification or certification to a higher level. This information is required prior to designation of an individual as a Trainee. All Trainees MUST have current eye examinations on record in order to accrue experience hours. Refer to detailed instructions.

Initial Certification

Recertification

Name		Z#	
Location		Mail Stop	
Phone		Email	

Section 1 – Initial Certification

Educational Background	
Highest Level Attained	
School Name	
School City, State	
Technical School, College, or University Relevant Course Emphasis (e.g., NDE, General Science, Engineering, etc)	

Name _____ Z# _____

NDE Experience (most recent first)

Position 1	From		To	
Employer Name				
Employer Address and Phone				
Certifications Held				
Description of Duties				

Verified by Level III Initials/Date:

Remarks:

Position 2	From		To	
Employer Name				
Employer Address and Phone				
Certifications Held				

Verified by Level III Initials/Date:

Remarks:

Name _____ Z# _____

Position 3	From		To	
Employer Name				
Employer Address and Phone				
Certifications Held				

Verified by Level III Initials/Date:

Remarks:

Position 4	From		To	
Employer Name				
Employer Address and Phone				
Certifications Held				

Verified by Level III Initials/Date:

Remarks:

The above information is true and correct to the best of my knowledge:

Printed Name _____
Candidate's Full Name

Signature/Date _____

Name _____ Z# _____

Section 2 -

Documentation

Training

Objective Evidence Attached Yes No

If 'no' explain the basis of acceptance

Experience

Objective Evidence Attached Yes No

If 'no' explain the basis of acceptance

Certification Statement(s) from previous Employer

Objective Evidence Attached Yes No

If 'no' explain the basis of acceptance

Name _____ Z# _____

Method		Level	
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Examination	Score (%)
General	
Specific	
Practical	
Average	

Passes

Fails

Continued Satisfactory Performance Verified

Date of Technical Performance Evaluation _____

Required Training Completed and Documented

Required Experience Hours Completed and Documented

Vision Examinations Current

Verified: Level III _____ Date _____

Accepted: Responsible Level III _____ Date _____

Instructions

This document provides the Level III and the Responsible Level III with a record of verification of qualification of a candidate for certification or recertification in NDE. This document becomes a record when complete and is to be stored electronically with the individual's documentation of qualification.

1. Check the appropriate box, "Initial Certification" or "Recertification".
2. Complete the identifying information required.
3. Section 1 is for initial certification. If the individual has already been certified at LANL, this information is not required if verified to be on file.
4. For new-hires, or those claiming experience from other employers, the Level III must verify the prior certification, whether or not the individual can present documents such as certificates or logbook entries.
5. The candidate for initial certification must sign and date this information and certify it to be true and correct.
6. Section 2 is for all personnel.
7. Is objective evidence of training attached? Objective evidence consists of certificates of completion or a letter (on Company letterhead) from the training provider stating the dates of training and that the candidate did in fact attend and successfully complete the course. If objective evidence is not attached or on file, explain the basis for acceptance.
8. Is objective evidence of experience (hands-on experience or OJT) attached? Objective evidence consists of reports, logbook entries, etc. A memorandum from a supervisor stating that an individual has XXX hours of experience is not acceptable as objective evidence. If objective evidence is not attached or on file, explain the basis for acceptance.
9. For individuals claiming NDE experience from previous employment, objective evidence is required and verification of the validity of that documentation must be obtained by the Level III. If not, explain the basis for acceptance.
10. The score sheet must be completed for each Method and/or Technique. Continued Satisfactory Performance, Required Training, Experience Hours, and a Current Vision Examination must be verified prior to certifying a candidate. For initial certification in a Method and/or Technique, a Technical Performance Evaluation is not required.
11. The LANL NDE Level III performing the verification of qualification signs this document. If there is not another Level III to perform the verification, the Responsible Level III may sign both "verified" and "accepted".
12. The LANL Responsible NDE Level III signs as a "checker".