

# Annual Proficiency Review

## Interpretation of CZ NANDTB No. 1/2016

Version 2<sup>Δ1</sup>: December 7, 2023, Tomas Zavadil, CZ NANDTB member  
Version 1 (Original): October 13, 2016, Zbynek Zavadil, CZ NANDTB Secretary

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### 1. Preamble

- 1.1 Since the revisions of the standards NAS410:2014 and EN4179:2014 were issued, the requirements for “Annual Maintenance” were stated in Par. 8.6.
- 1.2 This topic was later renamed to „Annual Proficiency review“, in revisions NAS410:2020 and EN 4179:2021. The change of name was without content changes.

### 2. Citation from the standard

#### 2.1 EN 4179:2021, par. 8.6

The employer shall develop and implement a documented annual process to verify technical proficiency for each method during the certification cycle for all levels of personnel processing or inspecting products.

### 3. Terminology

#### 3.1 Annual Proficiency Review (APR)

With regard to comparable requirements introduced in older versions of the standard and similar employer-based qualification standards (SNT-TC-1A, CP-189) and other relevant documents (NADCAP AC7114 questionnaire) the following terms are considered as equivalent to the Annual Proficiency Review:

- Annual Maintenance
- Technical Performance
- Performance Review

#### 3.2 Employer

Organization responsible for given certified personnel, no matter if this personnel is directly employed or subcontracted and working under Employer’s certificates.

#### 3.3 Outside Agency

External organization that may be providing all or selected Level 3 tasks for the Employer. Employer is responsible to verify competence of the Outside Agency.

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<sup>1</sup> Revision V2<sup>Δ1</sup> (compared to V2) includes only corrections of grammar and is therefore technically identical.

## 4. Justification

- 4.1 Personnel is fully proficient for the particular certification level only if it is able to perform all its duties defined by given certification level (as described in the Written Practice).
- 4.2 Personnel's proficiency may change over time (even over one certification period provided this period is long enough), especially if some tasks are not done on regular basis. Deterioration may be observed in all or only in selected duties.
- 4.3 In order to verify the personnel's proficiency the full scope of duties as per 4.1 needs to be assessed during Annual Proficiency Review.
- 4.4 Requirement as per 2.1 provides high variability of outcomes, depending on quality of implemented process by the Employer.
- 4.5 Interpretation aims to set a benchmark for correct Annual Proficiency Review performance.

## 5. Citation of the ANDTBF interpretation

- 5.1 Content of Annual Proficiency Review shall include:
  - 5.1.1 **Regulations and related contracts** (EASA requirements, MOE, WP, directives, ...)  
*Target: Verify personnel's ability to obtain necessary data and correctly interpret requirements from documentation on highest level.*
  - 5.1.2 **NDT procedures, instructions** (correct documents, valid revision, ability to interpret professionally, ...)  
*Target: Verify personnel's ability to obtain necessary data and correctly interpret requirements from internal documentation.*
  - 5.1.3 **Operation of devices, tools, gauges** (knowledge of operation, settings, calibration, ...)
  - 5.1.4 **Execution of NDT task** (execution of tests, verification of process parameters, interpretation, evaluation, knowledge and use of admissibility criteria, marking of components, ...)
  - 5.1.5 **Reporting and documentation of NDT task** (reporting of test results, documenting unsatisfactory results (reject reports), documenting of process)
  - 5.1.6 **Verification of current fulfillment of vision examination** (physical ability)
  - 5.1.7 **Uninterrupted continuing practice**
  - 5.1.8 **Validity of certification for personnel**

## 6. Interpretation of CZ NANDTB

- 6.1 Annual Proficiency Review of NDT personnel shall be performed directly at Employer's workplace with direct participation of the personnel who performs the verification.
- 6.2 Annual Proficiency Review shall be performed by using of a real component or an equivalent test sample according to Employer's requirements (methodical requirements, acceptance criteria, process requirements, etc.).
- 6.3 Basic requirements for Annual Proficiency Review of personnel shall be described in the Written Practice of the Employer and possibly further elaborated in referenced Employer's implementation documents.
  - 6.3.1 Participation on the Annual Proficiency Review is mandatory for all Level 1 Limited, Level 1 and Level 2 personnel. Furthermore, it is mandatory for all Level 3 personnel processing, inspecting and accepting products (i.e. Level 3 personnel that performs also Level 2 tasks).
  - 6.3.2 Level 3 personnel may not participate on the Annual Proficiency Review ONLY IF it is traceable that he/she is not processing, inspecting and accepting products AND the Employer's Written practice explicitly waive mandatory participation for such personnel.

6.3.3 By default, the CZ NANDTB assumes the Level 3 personnel are processing, inspecting and accepting products if not stated otherwise.

6.3.3.1. In order to avoid ambiguity, the best practice recommended by the CZ NANDTB is to declare that the specific Level 3 “is not (authorized) processing, inspecting and accepting products” explicitly on the individual’s certificate.

6.3.3.2. Statement that given Level 3 is “not authorized to perform NDT Level 2 tasks” is deemed equivalent to the statement in paragraph 6.3.3.1.

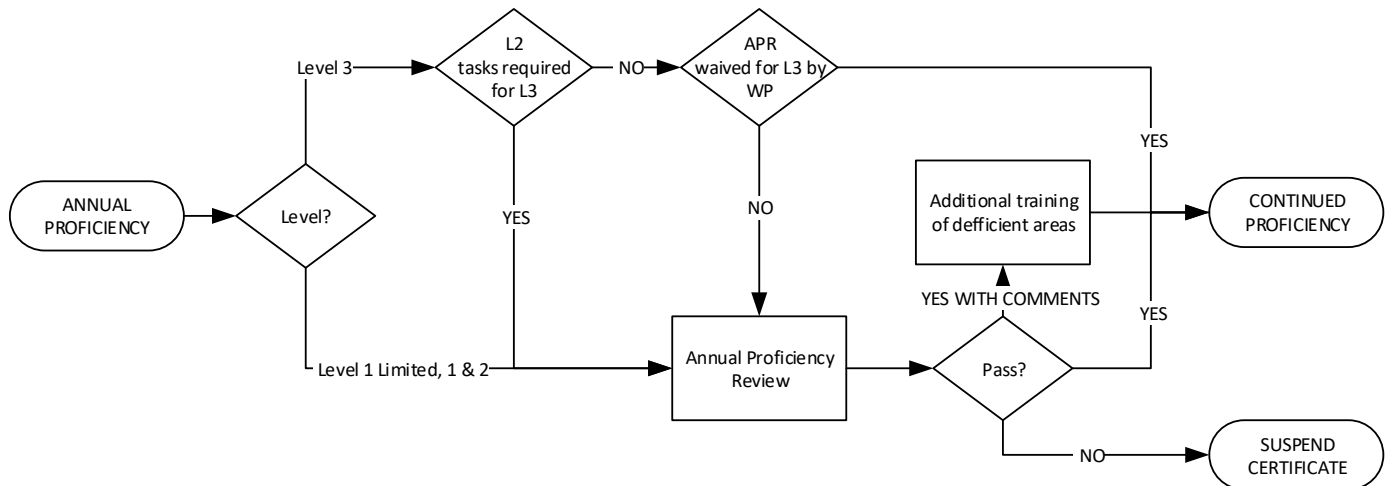


Exhibit 1 – Decision process for mandatory participation on the Annual Proficiency Review.

6.4 Documentation of Annual Proficiency Review shall be done by suitable form, e.g. by a questionnaire, and stored in personal files of the personnel, so that it is evident that topics stated in para. 5.1 have been covered/fulfilled.

6.5 Annual Proficiency Review shall be carried out by Level 3 personnel with relevant qualification (method including relevant technique) according to EN 4179 / NAS 410 nominated by the Employer’s Responsible Level 3. If the Employer hasn’t internal Level 3 or do not wish to use internal Level 3, external Level 3 may be used from an Outside Agency approved by the Employer.

6.5.1 Personnel shall not be reviewed by him/herself, by his/her subordinates or by personnel which he/she have reviewed in the given period.

6.5.2 Responsible Level 3 could be reviewed by other Level 3 personnel (internal or external) delegated by the Employer. Internal Level 3 may be used only if the requirement in paragraph 6.5.1 is being satisfied (e.g. Level 3 from a different facility of the Employer).