NDT LOGBOOK

Scheme Owner : SAIW – NDT

Certification Body : SAIW Certification

Guidelines & Documentation required for:

1. **Initial Certification**
2. **Certification Renewal**
3. **Recertification**

In Accordance with ISO 9712 : 2021

Candidate Name _____

Signature of Applicant _____

Candidate ID Number _____

SAIW Candidate No: _____
(If known)

SAIW CERTIFICATION

LOGBOOK / REGISTER CONTENTS

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SAIW CERTIFICATION

GUIDELINES / INSTRUCTIONS FOR COMPLETION OF LOGBOOK

OBJECTIVE

The Aim of this register is to:

1. Provide the candidate / certified individual with sufficient information regarding the requirements for certification, renewal and recertification.

2. Provide the candidate / certified individual with an official document in which to record aspects relating to a career in Non-Destructive Testing (NDT)

3. Facilitate record keeping for the purpose of certification as per ISO 9712 requirements viz, vision test records, training records, experience log, examination results, copies of certificates, etc.

4. Assist in the certification of individuals and the consequent management thereof.

GENERAL NOTES

1. The original document is the property of the NDT Individual.

2. As such the responsibility of updating and managing the content of the document is also that of the Individual. Where applicable and as required by the Company / Employer's quality manual, the NDT candidate should make available the required sections from this logbook, on an annual basis.
   (The responsibilities of the employer and candidate is clearly stated within ISO 9712:2121)

3. The original document or certified copies (preferred) thereof, should be submitted. If required by Certification Body (as part of certification process), employers (as part of CV) or whomever requires verification or proof of particular qualification or certification.

4. Each page should be completed as thoroughly as possible with applicable signatures / stamps where required.
   (Deviations should be clarified in writing and recorded in register – see page 18, viz. should the supervisor or manager not be available to sign, etc.)

5. Pages could be added as required, the total number of pages as well as numbering should however be modified to reflect additions.

6. Each signature / stamp should be accompanied by an eligible name, contact details, qualification and responsibilities relative to the NDT candidate.

7. Application for training, examination at the SAIW should be accompanied by a certified copy of relevant section of the register, viz. eligibility for examination requires proof of training, etc.

8. SAIW certification is subject to review and validation of information provided in certified copy of this document.

9. Substantiating evidence could be required in order to validate certain issues. Documentation submitted for this purpose shall be handled with utmost confidentiality and would form part of the candidate certification file. Only Certification body i.e. SAIW – CERTIFICATION personnel have access to certification files.

CONTACT DETAILS

The following SAIW Certification contact details can be used:

Training: All training related issues such as course availability, course bookings, proof of training records, etc. should be addressed the following SAIW personnel:

Training Administrator	:	Elizabeth Shole
Email address	:	elizabeth.shole@saiw.co.za
Tel No	:	011 298 2111

Examination: All examination related issues such as exam availability, exam bookings, exam results, etc. should be addressed the following SAIW – Certification personnel:

Examination Administrator	:	Nomfundo Khumalo
Email address	:	nomfundo.khumalo@saiw.co.za
Tel No	:	011 298 2128

Please note that due to the lack of traceability, examination results cannot be provided over the phone, furthermore for security purposes the candidate number is required prior to issuing of any information.

Certification: All certification related issues such as application forms, status update, additional information, etc. should be addressed the following SAIW-Certification personnel:

Certification Administrator	:	Rencia Grundlingh
Email address	:	cert@saiw.co.za
Tel No	:	011 298 2149

Complaints regarding service delivery can be addressed (preferably via email, so to insure traceability and suitable follow-up communication) to the following personnel:

SAIW Certification & Certification body related issues:

Qualification & Certification Manager:	Confidence Lekoane
Email address:	confidence.lekoane@saiw.co.za
Tel No:	011 298 2104

NDT Training & Qualification Examination issues:

NDT Manager:	Stanley Mtombeni
Email address:	stanley.mtombeni@saiw.co.za
Tel No:	011 298 2162

For additional information, interesting articles or news relating to NDT training, qualification or certification please refer to our website: www.saiw.co.za

SAIW CERTIFICATION

CERTIFICATION APPLICATION

INITIAL CERTIFICATION – DOCUMENT REQUIREMENTS		
Details	**Section**	**Submitted**
Legible & certified copy of Identification Document of Passport	1, 2&3	☐
Vision Acuity results (Legible & Certified copy of results)	4	☐
Training Records (Legible & certified copies of applicable documentation)	5	☐
Exam Results (Legible & certified copies of applicable documentation)	7	☐
Proof of Industrial experience signed by appropriate personnel	6	☐
RT ONLY: Legible & Certified copy of DOH RT Safety Certificate		☐

RENEWAL – DOCUMENT REQUIREMENTS		
Details	**Section**	**Submitted**
Legible & certified copy of Identification Document of Passport	1, 2&3	☐
Vision Acuity results (Legible & Certified copy of results)	4	☐
Legible & certified copy of valid NDT Certificate		☐
Proof of continued satisfactory work signed by appropriate personnel	6	☐
Structured Credit System / Limited Practical Examination results		☐

RECERTIFICATION – DOCUMENT REQUIREMENTS		
Details	**Section**	**Submitted**
Legible & certified copy of Identification Document of Passport	1, 2&3	☐
Vision Acuity results (Legible & Certified copy of results)	4	☐
Legible & certified copy of valid NDT Certificate		☐
Recertification Exam Results (Legible & certified copies)	7	☐
Proof of continued satisfactory work signed by appropriate personnel	6	☐
LEV 3: Structured Credit System	8	☐

SECTION 1 – CANDIDATE IDENTIFICATION

CANDIDATE IDENTIFICATION	
Surname / Family Name	
Full Names	
Date of Birth	
ID/Passport Number (Legible copy of ID/Passport to be supplied)	
Country of origin	
SAIW Student Number (if known)	

CONTACT DETAILS			
Cell No:		Email address:	
Tel No:		Fax No:	
Residential / Home Address:		Postal Address:	

I, _____ ID No: _____
hereby declared that all information provided is accurate and verifiable.

I also give permission that any of the supplied information can be confirmed with personnel/ individuals as indicated.

Furthermore, I acknowledge that the information provided can be stored, either in hard copy or electronically, under secure and confidential conditions and applicable information used where required in the certification process and public accessible Individual Qualification and Certification Register. Confidential information shall only be made available upon student & ID number verification or with written consent of the candidate.

I also understand, that where supportive evidence is required, information supplied, shall be handled with the utmost confidentiality.

Any deviations from required information must be mentioned in Section 10.

SIGNATURE:		**DATE:**	

The certification process shall only be initiated upon full payment of fees. Please note that all information must be provided in order to prevent any delay in the certification process. The entire certification, renewal or recertification process, once all information has been supplied and verified, should not exceed one month.

All communication shall be conducted via the person or company representative who has paid for the certification, unless a written statement from such person or company representative has been submitted allowing direct communication with the candidate.

SECTION 2 – ACADEMIC / TERTIARY QUALIFICATION

SUMMATION OF ACADEMIC QUALIFICATIONS		
PROFICIENCY EXAMINATION	Required if candidate does not have suitable mathematics or science knowledge as required. (Pass grade > 70%)	
SECONDARY QUALFICATION	Highest grade Achieved	
	School / College Please supply certified copy of highest secondary qualification	
TERIARY QUALIFICATIONS	Highest Qualification achieved	
	University / Technicon / College	
	Other Institution	
	Year Please supply certified copy of highest tertiary qualification	
	Additional Qualifications	
	University / Technicon / College	
	Other Institution	
	Year Please supply certified copy of highest tertiary qualification	
OTHER PERTINENT QUALIFICATIONS	Qualification	
	Institution where achieved Please supply certified proof	
	Qualification	
	Institution where achieved Please supply certified proof	
MEMBERSHIP	Name of Institution(s)	

SAIW CERTIFICATION

SECTION 3 – EMPLOYMENT RECORD(S)

PERIOD EMPLOYED	EMPLOYER (Name and Address)	DEPARTMENT / SECTION	NAME & CONTACT DETAILS OF SUPERVISOR/MANAGER				INDUSTRY	POSITION HELD (CANDIDATE)
			Name	Designation	Tel/Cell No	Email		

SECTION 4 – VISION ACUITY

CANDIDATE INFORMATION	
Surname / Family Name	
Full Names	
Date of Birth	
ID / Passport Number	

CANDIDATE INFORMATION

The candidate shall provide documentary evidence of satisfactory vision in accordance with the following requirements:

a. Near vision acuity shall permit reading a minimum of Jaeger number 1 or Times Roman N4.5 or equivalent letters (having a height of 1.6 mm) at not less than 30cm with one or both eyes, either corrected or uncorrected;

b. Colour vision shall be sufficient that the candidate can distinguish and differentiate contrast between the colours or shades of grey used in the NDT method concerned, as specified by the employer.

The certification body may consider replacing the requirements in a. by compliance with an appropriate alternative. Subsequent to certification, the tests of near visual acuity shall be carried out annually and verified by the employer.

TEST RESULTS

	Left Eye		Right Eye		Comments
Near Vision Acuity					
Colour Vision					

Please tick the appropriate box

Note: A copy of the original test results, if different from this format must be attached

TESTED BY			
Optometrist Name:			
Contact Details:			
Practitioner No.		Date Tested:	
Optometrist Signature:		Optometrist Stamp / Business Card	

SAIW CERTIFICATION

SECTION 5 – TRAINING RECORDS

TRAINING REQUIREMENTS (ISO 9712 : 2021 PAR 7.2
The candidate shall provide documentary evidence, acceptable to the certification body, that he has satisfactorily completed training in the method and level for which the certification is sought, i.e. proof of training letter or similar. For all levels, the candidate shall satisfactorily complete a course of theoretical and practical training recognized by the certification body For Level 3, in addition to the minimum training given in the table below, the preparation for qualification can be completed in different ways dependent on the scientific and technical background of the candidate, including attendance at other training courses, conferences or seminars, studying books, periodicals and other specialized printed or electronic materials. **NOTE: Guidelines for NDT personnel training organizations are given in ISO/TR 25108 and must be approved by the Certification body.** The minimum duration of training undertaken by the candidate for certification shall be as defined in the table below for the applicable NDT method, with the possible reductions as indicated in ISO 9712:2021 Par 7.2.4 This duration is based upon candidates possessing adequate mathematical skills and prior knowledge of materials and processes. If it is not the case, additional training may be required by the certification body. Training hours include both practical and theoretical courses. Direct access to Level 2 requires the total hours shown in the table below for Levels 1 and 2. Direct access to Level 3 requires the total hours shown in the table 2 for Levels 1, 2 and 3. When considering the responsibilities of a certified Level 3 and the content of Part C of the basic examination for Level 3 (See Table 6), additional training about the other NDT methods may be necessary.

Minimum Training Requirements (in days)

	Method	Level 1	Level 2	Level 3
ISO 9712 : 2021	Eddy Current Testing (ET)	SAIW : 5 (ISO 9712:5)	SAIW : 10 (ISO 9712:6)	SAIW : 6 (ISO 9712:6)
	Magnetic Testing (MT)	SAIW : 4 (ISO 9712:3)	SAIW : 4 (ISO 9712:2)	SAIW : 4 (ISO 9712:4)
	Penetrant Testing (PT)	SAIW : 4 (ISO 9712:3)	SAIW : 4 (ISO 9712:2)	SAIW : 4 (ISO 9712:3)
	Radiographic Testing (RT)	SAIW : 10 (ISO 9712:5)	SAIW : 10 (ISO 9712:10)	SAIW : 5 (ISO 9712:5)
	Does not include Radiation Safety Training			
	Ultrasonic Testing (UT)	SAIW : 10 (ISO 9712:8)	SAIW : 10 (ISO 9712:10)	SAIW : 5 (ISO 9712:5)
	Visual Testing (VT)	SAIW : 4 (ISO 9712:3)	SAIW : 4 (ISO 9712:2)	SAIW : 5 (ISO 9712:3)

ISO 2087	Radiographic Interpreters (RI)	SAIW : 9
	Ultrasonic Wall Thickness Testing (UTWT)	SAIW : 4

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SECTION 5 – TRAINING RECORDS

Candidate Training Records – Organised / Classroom training
Note: Only required for initial certification

Approved Training Body	Course Title & Level	Start Date	End Date	Duration (hrs)	Training Records supplied
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐

SECTION 5 – TRAINING RECORDS

Candidate Training Records – On-the-job training Note: For renewal and recertification				
Training Provider	**Qualification / Responsibility**	**Method / Technique**	**Duration (hrs)**	**Training Records supplied**
				☐
				☐
				☐
				☐
				☐
				☐
				☐
				☐
				☐
				☐

Candidate Training Records – On-the-job training Note: For renewal and recertification					
Nature of Training		**Details**	**Method / Technique**	**Duration (hrs)**	**Training Records supplied**
Attendance of Seminars, Training Courses, etc.	**Studying books, periodicals, etc**				
					☐
					☐
					☐
					☐
					☐
					☐
					☐

SAIW CERTIFICATION

SECTION 6 – INDUSTIAL EXPERIENCE LOGBOOK

INDUSTRIAL NDT EXPERIENCE (ISO 9712 : 2021 PAR 7.3)
Note: For Initial Certification Only

The minimum duration of experience to e gained in the sector where the candidate is seeking certification shall be as given in the table below, with the possible reductions given in ISO 9712:2021 Par 7.3.3. When the candidate is seeking certification in more than one method, the total time of experience shall be the sum of the experience in each method.

For Level 2 certification, the intent of this International Standard is that work experience consist of time as a Level 1. If the individual is being qualified directly to Level 2, with no time at Level 1, the experience shall consist of the sum of the times required for Level 1 and Level 2. No reduction in the period of experience shall be allowed.

In the event that a part of the experience is sought following successful examination, the results of the examination shall remain valid for two years or for the total experience time required for the methods concerned, whichever is the greater. Documentary evidence of experience shall me confirmed by the employer and submitted to the certification body.

Note: Industrial experience in months is based on a nominal 40 hour week of the legal week of work. When an Individual is working in excess of 40 Hr/Week, he may be credited with experience based on the total hours, but he shall be required to produce evidence of this experience.

Level 3 responsibilities require knowledge beyond the technical scope of any specific NDT method. This broad knowledge may be acquired through a variety of combinations of education, training and experience. The table below details minimum experience for candidates who have successfully completed a technical school or at least two years of engineering or science study at an accredited college or university. If this is not the case, the duration has to be multiplied by a factor of 2.

For Level 3 certification, the intent of this International Standard is that work experience consists of time as a Level 2. If the individual is being qualified directly from Level 1 to Level 3, with no time at Level 2, the experience shall consist of the sum of the time required for Level 2 and Level 3. No reduction in the period of experience shall be allowed.

Minimum Industrial Experience (Days)

	Method	Level 1	Level 2	Level 3
ISO 9712 : 2021	Eddy Current Testing (ET)	45	135	As per Table 3 ISO 9712:2021
	Magnetic Testing (MT)	15	45	
	Penetrant Testing (PT)	15	45	
	Radiographic Testing (RT)	45	135	
	Ultrasonic Testing (UT)	45	135	
	Visual Testing (VT)	15	45	

ISO 2087	Radiographic Interpreters (RI)	135
	Ultrasonic Wall Thickness Testing (UTWT)	15

SAIW CERTIFICATION

SECTION 6 – INDUSTIAL EXPERIENCE LOGBOOK

NDT METHOD	NDT TECHNIQUE	DETAILS	CODES, PROCEDURE, STANDARDS	DURATION			REF. DOC	SUPERVISOR / CUSTOMER VERIFICATION
		(Component, Sector, Category, Involvement etc.)		From	To	Hrs / Days / Months	(Substantiating Evidence – to be submitted if requested)	(Name, contact email / phone numbers, Qualification, Signature)

SECTION 7 – QUALIFICATION EXAMINATION

Qualification examination results (ISO 9712 : 2021 Pr 8) : Level 1 & 2 (For initial certification only)					
Method & Level	**Sector / Category**	**General (>70%)**	**Specific (>70%)**	**Practical (>70%)**	**Examination Record supplied**
					☐
					☐
					☐
					☐
					☐

Qualification examination results (ISO 9712 : 2021 Pr 8) : Level 3 (For initial certification only)					
Basic	**Sector / Category**	**Part A (>70%)**	**Part B (>70%)**	**Part C (>70%)**	**Examination Record supplied**
					☐

It is recommended that the basic examination be passed first and remain valid, provided that the first main examination is passed within five years after passing the basic examination. A candidate holding a valid Level 3 certificate is exempt from the need to retake the basic examination.

All candidates for Level 3 certification in any NDT method shall have successfully completed (with a grade of ≥70%) the practical examination for Level 2 in the relevant sector and method, expect for the drafting of NDT instructions for Level 1.

A candidate who is Level 2 certified in the same NDT method and product sector or who has successfully passed a Level 2 practical examination, within one year of applying for Level 3 Certification, for the NDT method in an industrial sector, is exempt from passing again the Level 2 practical examination. This exemption is only valid for the product sectors covered by the industrial sector concerned and, in any other circumstances; the relevant sector is the sector in which the candidate seeks Level 3 certification.

Main Method	**Sector / Category**	**Part D (>70%)**	**Part E1 (>70%)**	**Part E2 (>70%)**	**Part F (>70%)**	**Examination Record supplied**
						☐
						☐
						☐
						☐

SAIW CERTIFICATION

SECTION 8 – STRUCTURED CREDIT SYSTEM

STRACTURED CREDIT SYSTEM (ISO 9712 : 2021 ANNEX C) : LEVEL 3
Note: For Renewal and Recertification Only

Level 3 certificate holders seeking recertification shall provide evidence of continued qualification confirmed by:

a) Satisfactory the Level 3 requirements of a written examination
b) Meeting the requirements for a structured credit system.

To be eligible for recertification:

a) a minimum of 70 points shall be accrued during the five year validity of the certificate
b) a maximum of 25 points per year are accepted.

In addition to the recertification application, the candidate shall submit evidence of satisfying the criteria of the table below as follows:

a) agenda and list of attendees for the meetings under items 1 to 4
b) a brief description of research and development under item 5
c) references of technical or scientific publications authored under item 5
d) a summary of training delivered under item 6
e) for each certificate, evidence of work activity per year under item 7.

SAIW CERTIFICATION

SECTION 8 – STRUCTURED CREDIT SYSTEM

Form 2R – Level 2 renewal		A minimum of 50 out of 100 points is required for any combination of the activities listed in Part A	
Name		SAIW number	
SAIW certificate number		Expiry date	
☐	***I confirm that the points claimed in the table relate to activities in which I have taken part (verification of activities may be undertaken by SAIW*** ****Certification year, the period of certification start to date to***		
Signed		Date	

A	Training must be practically blased, with at least 75% supervised practical testing of relevant specimens.
B	The technical paper must be appropriate to the certificate for which renewal is sought; for example, it must cover elements of the published SAIW syllabus for the certification concerned.
C	If there is more than one author, one half of the points will be awarded for each such paper

	Activity	Points awarded (per unit activity)	Maximum points per year*	Year	Year	Year	Year	Year	Year	Total claimed	Maximum points per five years
Part A											
1	Performance of NDT activities in the method	2/day	25								95
2	Completion of continuation theoretical training in the method	1/day	5								15
3	Completion of continuation practical training in the method	2/day	10								25
4	Delivery of training in the method	1/day	15								75
5	Participation in research activities in NDT field or for engineering of NDT	1/week	15								60
	TOTAL PART A – MINIMUM OF 50 REQUIRED										**270**
Part B											
6	Participation in a technical seminar / paper in the method	1/day	2								10
7	Presentation of a technical seminar / paper in the method	1/presentation	3								15
8	Current individual membership in NDT or NDT related society	1/membership	2								5
9	Technical oversight and mentoring in the method	2/mentee	10								30
10	Participation or convenorship in standardisation or technical committees	1/committee	3								15
11	Technical role within Certification Body	2/activity	10								30
	TOTAL PART B (Minimum of 30 required)										**105**
	TOTAL PARTS A AND B										**375**

Signed (Referee)		Date	

SAIW CERTIFICATION

DEVIATIONS FROM REQUIREMENTS

PLEASE MAKE SURE A LIST OF ANY DEVIATIONS FROM REQUIREMENTS AND PROVIDE DETAIL AND REASON FOR DEVIATIONS

Applicable section	Nature of deviation	Corrective action taken by candidate	Accepted by SAIW Certification

SAIW CERTIFICATION

DOCUMENTS SUBMITTED

LIST OF CERTIFIED & LEGIBLE COPIES OF DOCUMENTS SUPPLIED (INTERNAL)

Details	Section	Submitted
Legible & certified copy of Identification Document of Passport	1	☐
Academic qualifications (Legible & certified copies of applicable documentation)	2	☐
Employment records	3	☐
Vision Acuity results (Legible & certified copy of results)	4	☐
Training Records (Legible & certified copies of applicable documentation)	5	☐
Exam Results (Legible & certified copies of applicable documentation)	7	☐
Proof of Industrial experience signed by appropriate personnel	6	☐
RT ONLY		☐
SA Citizen (Legible & certified of DOH RT Safety Certificate and other relevant statutory documents		☐
Foreigner Working as Radiographer in SA (Legible & certified of DOH RT Safety Certificate and other relevant statutory documents		☐
Foreigner not working as Radiographer in SA – Radiation Safety exam results and relevant statutory documents relating to his country of origin's radiation code of practice		☐
Legible & certified copy of valid NDT Certificate		☐
Proof of continued satisfactory work signed by appropriate personnel	6	☐
Recertification Exam Results (Legible & certified copies)	7	☐
Structured Credit System	8	☐

Other related documentation or substantiating evidence, please provide detail below		
		☐
		☐
		☐
		☐