

1 总则
General Principles

- 1.1 根据认证部章程制定发展策略，依据 NAS410/EN4179 开发制度。
 Formulate policy according to the Constitution of the Board. Developing system in accordance with NAS410/EN4179.
- 1.2 依据 NAS410/EN4179、AC7114/11 制定流程和程序，控制无损检测培训和考试的实施。
 Draw up processes and procedures based on NAS410/EN4179 and AC7114/11, Control the conduct of NDT training and examination.
- 1.3 为雇主和责任 3 级提供符合 NAS410/EN4179 要求的支持和指导。
 Provide support and guidance to employers and Responsible Level 3 to meet requirements of NAS410/EN4179.
- 1.4 审核、监督和控制无损检测人员的培训和考试。
 Audit, supervise and control the training and examination of NDT personnel.
- 1.5 制定 NDT 新方法资格鉴定与考试政策和流程。
 Developing policies and process of qualification and examination in emerging NDT method.
- 1.6 寻求其他国家航空航天无损检测委员会及相关机构对认证政策和程序的认可。
 Seek recognition in policies and procedures with other NANDTB, and pertinent bodies.
- 1.7 制订政策流程可在其他国家 NANDTB 控制下取得的人员资格。
 To formulate policy and process to recognition of qualifications under the control of the NANDTB of other countries.
- 1.8 向主管部门/航空当局提供无损检测人员认证政策咨询和信息服务。
 Provide policy and information advisory services to competent authorities/aviation authorities on certification of NDT personnel.

2 成员
Membership

- 2.1 全体成员大会
 - 表决批准认证部章程、选举规则、标识使用文件的起草和变更。
 - 表决选举部长、副部长。
 - 审阅财务报告 and 年度工作总结。
 - 提出提议。

The Plenary Meet of all voting members of the Board

- Voting to approve the drafting and revise of the constitution, terms of reference, election rules and Logo usage.
- Vote on the election of the Chairperson and the Vice-chairperson.
- Review of financial reports and summary of annual work.
- Put forward proposals.

2.2 成员单位

- 使用认证部的资格鉴定与考试。
- 支持成员代表参加认证部工作和活动，并为他们提供便利。
- 承办认证部会议，支持认证部工作。
- 为认证部培训考试提供条件。

Membership Unit

- Shall use the qualification and examination of the Board.
- Support and facilitate the participation of members' representatives in the work and activities of the Board.
- Undertaking meetings and to support the work of the Board.
- Provide test samples for training and examination of the Board.

2.3 成员代表

- 认证部中的任何 3 名成员单位，可以联名以书面形式向秘书处提请召开特别会议通告，并明确提议召开会议的目的。
- 见证认证部审核。

Member Representatives

- Any three voting members of the Board may request a special meeting at any time by written notification to the Secretary. Such notification must state clearly the purpose of the proposed meeting.
- Witness audits undertaken by the Board.

2.4 部长和副部长

- 部长负责主持召开认证部全体会议，获得表决结果。
- 审查成员提议，批准召开特别会议(接到通告后 30 天内)。
- 副部长协助部长工作。部长缺席时，由副部长行使部长职责。

The chairperson and the vice-chairperson

- The Chairperson presides over Plenary Meet of the Board, get the result of the vote.
- Investigate members' proposal, and to approve the convening of the special meeting (within 30 days of receipt of the notification)
- The Vice-Chairperson will help the Chairperson to carry out the agenda of the Board or, in the absence of the Chairperson, assume the responsibilities of the Chairperson.

3 专门委员会
The Core Participating Panel (CoP)

- 3.1 认证部专门委员会（专委会），负责批准认证部资格鉴定与考试的政策、规则、程序流程。包括但不限于：
 - 批准资格鉴定与考试政策、程序和规则。
 - 批准培训大纲和培训教材。
 - 批准内部和/或外部机构提供培训和/或考试服务。
 - 批准 NDT 新型方法资格鉴定要求。
 - 批准/指定认可的审核员、主考人和培训教师。

The CoP is responsible for approval the qualification and examination services in the policies, procedure and regulation, and process include as a minimum:

- Approval of qualification and examination policies, procedures and rules.
- Approval training course outlines and training material.
- Approve outside and/or internal organizations providing training and/or examination services.
- Approval requirements for qualification and examination in emerging NDT method.
- Approval/designate of accredited auditors examiners and instructors.

4 技术部
The Technology Group (TG)

- 4.1 认证部技术部，负责起草、修订认证部资格鉴定与考试的技术规则、程序和规程，在技术上支撑认证部开展资格鉴定与考试活动，包括但不限于：
 - 开发、修订和/或评审培训大纲和培训教材。
 - 审查考试试题和考试试卷。
 - 根据标准和实施规程，提出 NDT 方法/技术的资格鉴定与考试要求。
 - 提出培训和考试技术要求。
 - 拟订 NDT 新增/新型方法/技术的资格鉴定与考试要求。
 - 提出 NDT 方法/技术主考人和培训教师要求。
 - 拟定各专业工作计划，起草专业组年度工作总结。

The TG is responsible for drafting and revising the technical regulation, procedures and practice of the qualification and examination, and to support the Board in carrying out the activities of qualification and examination technically. include as a minimum:

- Develop revision and/or review training course outlines and training material.
- Review examination question and examination testing samples.
- Put forward the qualification and examination requirements of NDT method/technique, according to the standards and written practice.

- Put forward the requirements of training and/or examination provider.
- Define requirements for qualification and examination of NDT personnel in new/emerging NDT method/technique.
- Put forward requirements for examiner and instructor of NDT method/technique.
- Draw up the working plan and the annual summary of the Technology Group.

5 秘书处
Secretariat

- 5.1 秘书处负责认证部日常工作，包括文件的发布及管理、资格鉴定和考试等，但不限于：
 - 起草、修订认证部文件，发布通知。
 - 建立考试题库和试题库。
 - 组织资格鉴定和命题考试，管理考试。
 - 对内部和/或外部机构培训和考试进行审核。
 - 保留档案文件、资格鉴定与笔试和实操考试记录。
 - 组织审核员、主考人和培训教师的培训和资格审查。
 - 负责认证部职权范围的拟订和修改。
 - 组织出版发行。
 - 向全体成员大会提交年度工作计划、工作总结。

The Secretariat is in charge of the routine of the Board, include the issuance and management of documents, qualification and examination, etc., but not limited to:

- Drafting and revising documents of the Board, issuing announcements and notices.
- Setup examination question bank and sample bank.
- Conduct qualification, create examination questions and administer examinations.
- Auditing outside and/or internal organizations providing training and examination.
- Retain archives and records of qualification, written and practical examinations.
- Conduct training and qualification review of auditor, examiner and instructor.
- Responsible for the formulation and revision of the Terms of Reference of the Board.
- Publishing and distribution.
- Submit annual work plan and summary to the Plenary Meet of the Board.

6 认证部责任 3 级
Responsible Level 3 of the Board

- 6.1 认证部责任 3 级职责：
 - 资格鉴定结果的解释。
 - 试卷内容的复核。
 - 秘书处审核。
 - 审核报告发布、内容解释。

- 管理评审结果的解释。
- 其他职责。

Duty for Responsible Level 3 of the Board:

- Interpretations of qualification results.
- Review of exam paper content.
- Secretariat audit.
- Audit report release and content interpretations.
- Interpretations of management review results.
- Other duty.

7 秘书处挂靠单位
The company of support on the Secretariat

- 7.1 秘书处挂靠单位是一个或几个实体单位，为秘书处日常工作提供办公行政支持和财务管理，包括但不限于：
 - 日常工作、差旅会议、涉外活动等事务管理。
 - 人力资源管理（秘书处长期或临时雇员合同、保险等）。
 - 财务管理：培训考试及其他相关收入；工资性支出，劳务评审费，日常办公事务，会议差旅及食宿费，出版发行，信息系统开发费用等。
 - 提供办公及会议场所设施、办公用品及固定资产、信息设备和相关载体。
 - 提供文档资料、考试试卷存放场所，并采取必要的安全措施。
 - 开发资格鉴定与考试信息管理系统软件及设备。
 - 向全体成员大会提供年度财务报告。

The supported unit of the Secretariat is one or several entity units, which provides office administrative support and financial management for the daily work of the Secretariat, including but not limited to:

- Manage for routine duties, travel & meetings, foreign-related activities and other affairs.
- Human resources management (Secretaries, temporary employee contracts and insurance, etc.)
- Financial management: training examination and other other dependent income; salary expenditure, labor service and audit fees, office routine, conference travel board and lodging expenses, publishing and distribution, information system development costs, etc.
- Provide office and conference facilities, office supplies and fixed assets, information equipment and related carriers.
- Provide the storage place for documents and examination test samples, and take necessary safety measures.
- Develop the software and equipment of qualification and examination information system.
- Providing annual financial reports to the Plenary Meet of the Board.

8 附 则
Annex

- 8.1 本规定自发布之日起执行，送秘书处挂靠单位存档。
 These regulations shall be implemented since issued and submitted to affiliated units of the Secretariat for filing.
- 8.2 本规定由认证部秘书处负责解释。
 The Secretariat of the Board shall be responsible for the interpretation of these regulations.

9 修订记录
Revised Records

所有者 Owner	版本/修订 Edition/Rev	更改摘要 Change summary	修订时间 Revision Date
NANDTB-CN	3/2	(1) 定义秘书处挂靠单位职责/define the responsibility of the company which support on the Secretariat of the Board. (2) 将“决策部(CoRT)”更名为“专门委员会(CoP)”,/rename the Core Participating term (CoRT) as the Core Participating Panel (CoP)	2021.5.22
NANDTB-CN	3/3	增加第 6 条款: 认证部责任 3 级职责/ add 6 clause: the duty for Responsible Level 3 of the Board.	2023.7.30
/	/	/	/

认证部秘书处批准(签字/盖章):

Secretariat (Signature/Seal):