AEC-2.2, Issue 0

PRACTICAL EXAMINATION SAMPLES

AEC documents are governed by the ASNT Certification Management Council (CMC).

Approved: October 15, 2019

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<th>CMC Chair</th>
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<td>ASNT Certification Group</td>
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The American Society for Nondestructive Testing, Inc.
1.0 PURPOSE
The purpose of this procedure is to provide guidance to Authorized Examination Centers (AEC’s) in the maintenance of practical examination samples.

2.0 SCOPE
This document establishes the guidelines for shipping, storing, cleaning, rotating and the control of practical examination samples at the AEC.

3.0 REFERENCES
3.1 AEC-1  Program Document Requirements
3.2 AEC-2  Practical Examination Requirements
3.3 AEC-5  AEC Quality Management System requirements for organizations without an ASNT recognized QMS.
3.4 AEC-6  Requirements for administering practical examinations at sites other than the AEC.
3.5 CMC 15.2.3.2 Cleaning Procedure for ACCP Test Pieces

4.0 DEFINITIONS
4.1 Examiner: Authorized by ASNT to conduct and supervise practical examinations. The Examiner shall hold an ASNT Level III in the method for the examination they are proctoring.
4.2 Sample: Any part, weldment, product form, assembly, picture, film, etc., that is used by ASNT to determine the competence of a candidate based on the accuracy of flaw detection, evaluation or classification using a specific NDT method and technique.

5.0 RESPONSIBILITIES
5.1 Certification Management Council (CMC)
   5.1.1 Responsible for the approval and validation of the practical examination samples.

5.2 ASNT International Service Center (ISC)
   5.2.1 Responsible for the master documentation associated with all practical examination samples.
   5.2.2 Responsible for an up to date listing of all practical examination samples which includes current locations, historical locations and appropriate tracking data.
   5.2.3 Responsible for shipping logistics including; shipping methods, timing, packaging and tracking.

5.3 Authorized Examination Center (AEC)
   5.3.1 Shipping of samples in accordance with this document.
   5.3.2 Maintenance of samples in accordance with this document.
   5.3.3 Confidentiality of samples in accordance with this document.
   5.3.4 Alerting ASNT of any damage to samples.
6.0 OWNERSHIP

6.1 ASNT ISC is the owner of all practical examination samples.
6.2 The AEC is responsible for the samples that are in their possession and shall have sufficient insurance to cover any sample loss or damage.

7.0 ACCESS

7.1 ASNT practical examination samples shall only be accessed by the AEC’s approved Examiner.
7.2 No other employees shall have access to these samples.
7.3 Samples shall only be used for ASNT practical examinations and shall be returned to storage immediately after completion of the exam.

8.0 SAMPLE DOCUMENTATION

8.1 Serial Number

8.1.1 All practical examination samples shall have a master serial number permanently engraved or written on the sample.
8.1.2 If the serial number is degraded to the point it is not legible then the AEC Examiner or Examination Coordinator shall contact ASNT. ASNT will determine the appropriate action.

8.2 Inventory List

8.2.1 The AEC shall maintain an inventory list of ASNT samples which contains the following information:
8.2.1.1 Serial Numbers
8.2.1.2 Sample Description
8.2.1.3 Date received from ASNT
8.2.1.4 Date shipped back to ASNT
8.2.1.5 Applicable industry sector, method, technique and product form
8.2.2 The inventory list shall be updated each time a sample is received or shipped out.

9.0 SHIPPING AND ROTATION

9.1 ASNT will initially ship the samples to the AEC via traceable carrier.
9.2 Upon receipt the AEC shall inspect the packaging and samples for damage by the carrier.
9.3 Once received the AEC shall notify the ASNT ISC Certification Department via email or phone of receipt.
9.4 When shipping samples back to ASNT, the samples shall be securely packaged in the original case.
9.5 Samples shall always be shipped via traceable carrier.
9.6 Sample rotation shall be determined and directed by ASNT ISC.
10.0 STORAGE

10.1 Upon receipt and inspection, the samples shall be transferred to a secure storage container in a suitable environment.

10.1.1 The secure storage container shall remain locked at all times.

10.1.2 The suitable environment is an enclosed area large enough to house the practical examination samples. Examination samples shall not be stored in an outside environment.

10.2 When not in use samples shall be kept in secure storage.

10.3 Storage methods shall not damage the samples in any way.

10.4 When required, rust preventative shall be applied to samples prior to storage.

11.0 CLEANING

11.1 Sample cleaning shall be in accordance with CMC 15.2.3.2.

12.0 OFF-SITE EXAMINATIONS

12.1 Sample handling for off-site examinations shall be in accordance with AEC-6.

13.0 DOCUMENT CHANGE HISTORY

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<tr>
<th>Revision</th>
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<th>Summary of Changes</th>
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<tr>
<td>0</td>
<td>10/15/2019</td>
<td>New Document</td>
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