



Quality Assurance Documents

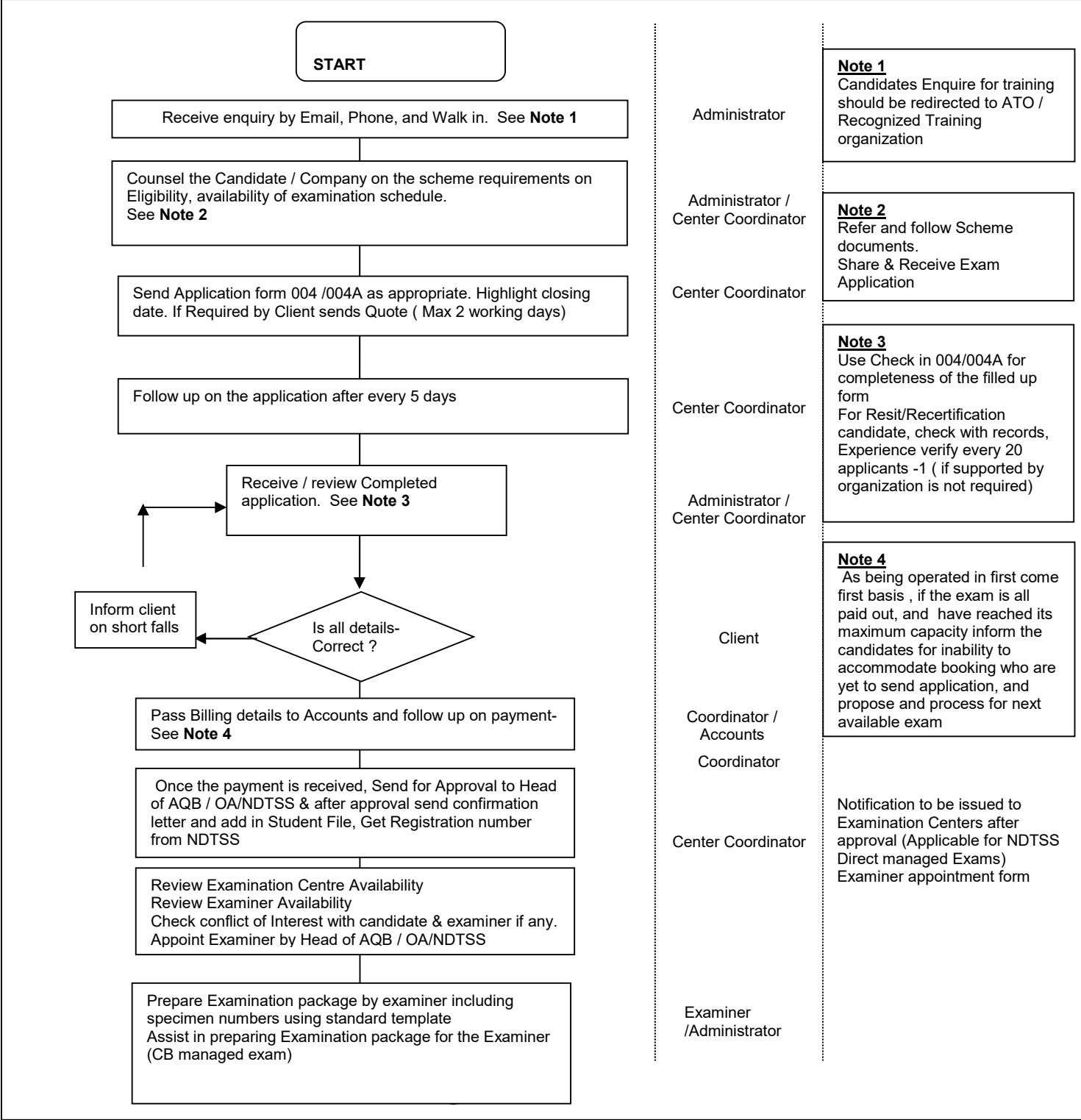
NDTSS CERTIFICATION PROCESS FLOW CHART

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| Prepared By: | Dickson Tan Vice Chair - Certification | Date: 21.02.2019 |
| Reviewed By: | Sajeesh BABU President | Date: 21.02.2019 |
| Approved By: | Sajeesh K Babu President NDTSS/ Head Certification Body | Date: 21.02.2019 |

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| Issued to | | |
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| PROCESS FLOW | RESPONSIBLE | REMARKS |
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| <p>Continue from Page 1</p> | | |
| Exam Centre Coordinator prepares all availability for practical's (if required) | AEC/AQB/OA Coordinator | |
| Exam Centre Coordinator communicates with students for logistics | | <p>Note 5 Level 2 requires compulsory practical Level 3 applicants with valid Level 2 only require theory examination. Such examination might be directly administered by NDTSS registered Examiner managed by coordinator</p> |
| Examination Time, Room, Invigilator, Examiner allotted Facilities and Instruments | Examiner | |
| Examination conducted, invigilated as per Practical are graded as per Marking Guide See Note 6 | Invigilator /Examiner | |
| All the Examination Scripts are packed in an Envelope and submitted to Examiner | Invigilator /Examiner | <p>Note 6 If the Candidate challenges any questions, he has to fill up the relevant form And for any complains shall fill up complaint form Exam Attendance filled up Attendance record</p> |
| Examiner to Mark and grade as per Conduct of Examination | Examiner | |
| Marking and Grading are carried out as per the relevant marking scheme and recorded | Examiner /Chief Examiner | |
| Moderation is organized by the center coordinator as needed and recorded in Record of Moderation is kept | Chief Examiner / Scheme Manager | |
| Send the file back to SGNDT Coordinator within 7 days of Exam | Examiner | |
| Result Notice prepared & send to candidates within 21 days of exam | Administrator | |
| Decision Approved for Certification Student File Records consolidated and secured Only authorized personnel can access. See Note 7 . Prepare and print certificate for approved decision and send to customer | Chairman/ Scheme Manager Course Coordinator | <p>Note 7 Quality Record Maintenance Table</p> |

END

Examination is provided by AQB / OA / AEC