

## **Non-Destructive Testing Society (Singapore)**

## **Quality Assurance Documents**

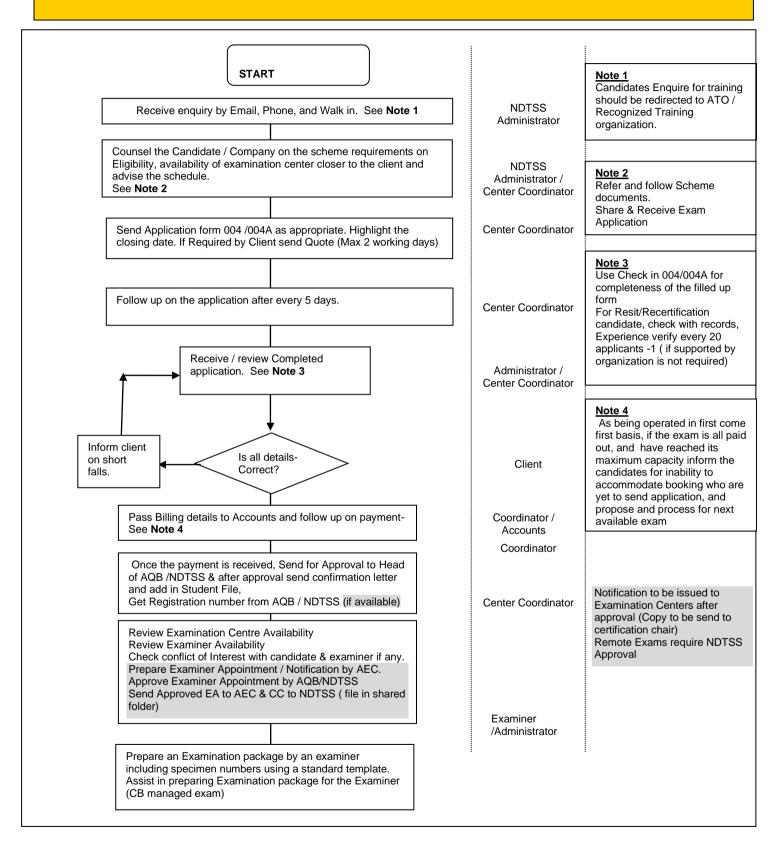
## NDTSS CERTIFICATION PROCESS FLOW CHART

Prepared By:	Dickson Tan Chair - Certification	Date: 17.08.2024
Reviewed By:	Sajeesh BABU President	Date: 17.08.2024
Approved By:	Sajeesh K Babu President NDTSS/ Head Certification Body	Date: 17.08.2024

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PROCESS FLOW RESPONSIBLE REMARKS



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Exam Centre Coordinator prepares all availability for practical's (if required)	AEC/AQB/OA Coordinator	No. 5	
Exam Centre Coordinator communicates with students for logistics.		Note 5 Level 2 requires compulsory practical. Level 3 applicants with valid Level 2 only require theory	
Examination Time, Room, Invigilator, Examiner allotted. Facilities and Instruments	Examiner	examination.  Theory examinations might be directly administered by NDTSS registered	
Examination conducted, invigilated as per Practical are graded as per Marking Guide See <b>Note 6</b>	Invigilator /Examiner	Invigilator when required.	
All the Examination Scripts are packed in an Envelope and submitted to Examiner.	Invigilator /Examiner	Note 6	
Examiner to Mark and grade as per Conduct of Examination	Examiner	If the Candidate challenges any questions, he has to fill up the relevant form. And for any complains shall fill up complaint form	
Marking and Grading are carried out as per the relevant marking scheme and recorded. (Exam to be graded within 8 days of Examination)	Examiner /Chief Examiner	Exam Attendance filled up Attendance record.	
Moderation is organized by the center coordinator as needed and recorded in Record of Moderation is kept.	Chief Examiner / Scheme Manager		
Upload the file back to AQB within 10 days of the Exam for local examiner and within 14 days for the remote examiner.  Result Notice prepared & send to candidates & CB within 21 days of the exam	Examiner Administrator		
Decision Approval 28 days from the exam, Certification Issued 7 days from Decision date Student File Records are consolidated and secured. Only authorized personnel in NDTSS can access it. See Note 7. Prepare and print a certificate & wallet card for approved decision and send to the customer through AQB.	Chairman/ Scheme Manager Course Coordinator	Note 7 Quality Record Maintenance Table. Remote Exams may require additional 14 days	

END Examination is provided by NDTSS / AQB / AEC

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