

# Checklist for the recognition of a structured experience program (SEP)



Applicant (company or training center): .....

Address: ..... NDT methods applied for: .....

| Requirement / Question                            | Standard requirement / Reference               | Implementation / Content                                                                                                                                                                                                                                                                                              | Where is the implementation described? |
|---------------------------------------------------|------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|
| <b>1. Procedure for the recognition of an SEP</b> |                                                |                                                                                                                                                                                                                                                                                                                       |                                        |
| 1.1. Is a description of the SEP available?       | DIN EN ISO 9712: 2022-09 section 5.2.2 item y) | <input type="checkbox"/> Intended use<br><input type="checkbox"/> Method<br><input type="checkbox"/> Level<br><input type="checkbox"/> Sectors<br><input type="checkbox"/> Extension<br><input type="checkbox"/> Restriction<br><input type="checkbox"/> Techniques used<br><input type="checkbox"/> Other:           |                                        |
| 1.2. Is a time-structured schedule available?     |                                                | <input type="checkbox"/> Location and rooms are described<br><input type="checkbox"/> Work orders are available<br><input type="checkbox"/> Geometries and product shapes correspond to various sectors in terms of variation<br><input type="checkbox"/> Supervisor is designated<br><input type="checkbox"/> Other: |                                        |

| Requirement / Question                                                     | Standard requirement / Reference                 | Implementation / Content                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Where is the implementation described? |
|----------------------------------------------------------------------------|--------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|
| 1.3. Are all necessary documents for processing the work orders available? |                                                  | <input type="checkbox"/> Work orders are clearly described<br><br><b>Level 1:</b><br><input type="checkbox"/> NDT instructions are specified<br><input type="checkbox"/> Other:<br><br><b>Level 2:</b><br><input type="checkbox"/> EN standards and specifications are specified<br><input type="checkbox"/> Other:                                                                                                                                                                                                                               |                                        |
| <b>2. Evidence and documentation of performed tests</b>                    |                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                        |
| 2.1. Are the activity records documented at the respective level?          | DIN EN ISO 9712: 2022-09 section 5.5.2 item e+g) | <b>Level 1:</b><br><input type="checkbox"/> Equipment settings are logged<br><input type="checkbox"/> Functional tests are carried out in a comprehensible manner<br><input type="checkbox"/> Protocols are available and checked<br><input type="checkbox"/> Other:<br><br><b>Level 2:</b><br><input type="checkbox"/> NDT media checks are documented<br><input type="checkbox"/> Creation of test instructions is comprehensible<br><input type="checkbox"/> Evaluations of test results are comprehensible<br><input type="checkbox"/> Other: |                                        |

| Requirement / Question                                                                                                                 | Standard requirement / Reference                   | Implementation / Content                                                                                                                                                                                                                                                                                                                                                                                                              | Where is the implementation described? |
|----------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|
| 2.2. Are the tests carried out traceable in terms of persons, time, procedures, sector and technology used?                            |                                                    | <input type="checkbox"/> Evidence submitted by data storage device<br><input type="checkbox"/> Proof by random samples of written protocols<br><input type="checkbox"/> Proof by confirmation of referee                                                                                                                                                                                                                              |                                        |
| <b>3. Personnel deployment and qualifications to supervise the testing activities performed and confirmation of experience periods</b> |                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                        |
| 3.1. Have supervisors been appointed and are their qualifications described?                                                           | DIN EN ISO 9712: 2022-09 section 5.5.2 points a+b) | <div> <b>Level 1:</b><br/> <input type="checkbox"/> Level 2 personnel are certified in the relevant method and sector and authorized as test supervisors by the company.<br/> <input type="checkbox"/> Other:         </div> <div> <b>Level 2:</b><br/> <input type="checkbox"/> Supervisor (internal or external) certified at level 3, appointed and authorized by the employer<br/> <input type="checkbox"/> Other:         </div> |                                        |

| Requirement / Question                                                                                          | Standard requirement / Reference | Implementation / Content                                                                                                                                                                                                                                                                                                                     | Where is the implementation described? |
|-----------------------------------------------------------------------------------------------------------------|----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|
| 3.2. Person(s) to confirm industrial experience is/are designated and recognized and authorized by SECTOR Cert. |                                  | <input type="checkbox"/> Level 2 or Level 3 certificate from SECTOR Cert<br><input type="checkbox"/> Level 2 or Level 3 certificate from third-party certifier and form FBA03-61-03 (BEG)<br><input type="checkbox"/> Non-certified person with qualification fulfillment of SQMV02 and FBA03-61-03 (BEG)<br><input type="checkbox"/> Other: |                                        |

### Declaration of applicant

I hereby confirm that the information provided above is correct and that it is regularly checked for up-to-dateness and appropriateness as part of an internal audit. The relevant documents are attached to this checklist. The certification body will be informed immediately of any significant changes.

The certification body is entitled to conduct an audit of the structured experience program at our company at any time.

I have taken note of the general terms and conditions and the price list of the certification body at [www.sectorcert.com](http://www.sectorcert.com) and accept them with my signature.

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Date, signature of applicant

### Declaration of certification body

The concept presented for the recognition of industrial experience time by means of a structured experience program (SEP) meets the requirements of the certification body and is therefore recognized.

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Date, signature of strategic head of certification body