

APP/1 Application for ATO Approval



This application must be accompanied by at least one completed course questionnaire (Form APP/2).

This application for Approval is submitted by the Training Organisation named below, the Quality Management System of which has been reviewed against, and is believed to comply with the published Minimum Requirements for the Structured Training of Non-Destructive Testing Practitioners.

It is requested that, upon acceptance of this application, The Approval Body arranges an appointment to audit this Training Organisation against its published Minimum Requirements for the Training of NDT Practitioners.

The current applicant fee, details of which are provided separately, will be invoiced by The Approval Body.

APPLICANT ORGANISATION:	
LEGAL NAME:	
BUSINESS ADDRESS:	
TELEPHONE:	
CONTACT NAME:	
E-MAIL:	

PROPOSED TRAINING CENTRE:	
BUSINESS ADDRESS:	
TELEPHONE:	
CONTACT NAME:	
E-MAIL:	

DETAILS OF NDT COURSE(S) TO BE VALIDATED	
SECTOR	LEVEL, NDT METHOD& CATEGORIES

DECLARATION The Training Organisation quality systems and the above courses are believed to comply with the Institute's requirements for approval.	
ATO MANAGER	
SIGNATURE	
DATE OF APPLICATION	
*I undertake, on behalf of the applicant organisation, to comply with the requirements set out in The NDT Approval Document and its Appendices, and understand that, when completed, this form, together with any subsequently issued authorisation or certificate of approval, shall form the basis of a contract between the applicant organisation and The Approval Body. I enclose the current ATO application fee and the documentation required in support of this application (see notes below).	

All information provided shall be treated as commercial in confidence and only divulged to the members of The Approval Body or its nominees.

Documents to be submitted with this application:

- Controlled copy of Training Organisation Quality Manual and operation procedures
- A completed course questionnaire (Form APP/2) for each course to be validated
- Training Organisation Course curriculam/syllabus
- Student course notes for each course to be validated
- Typical end of course student assessment and feedback forms and reports
- Copies of each tutors' CV and copies of their relevant certification
- Signed confidentiality form for each member of staff involved with training
- Current fee for application and accreditation of course notes

Remote Training Centres

The ATO must identify any remote training centres (RTC) associated with their business, and so identified in their quality manual, together with all RTC staff, their qualifications, duties and responsibilities. The RTC must comply with all articles specified in this Approval Document for RTCs.

RTC COMPANY NAME(S):	
RTC COMPANY ADDRESSE(S):	
RTC CONTACT DETAIL(S):	
RTC STAFF AND THEIR QUALIFICATIONS:	
RTC STAFF DUTIES AND RESPONSIBILITIES:	

DECLARATION OF THE ATO*	
MANAGER OF ATO	
SIGNATURE	
DATE	
MANAGER OF RTC	
SIGNATURE	
DATE	
* I declare that the listed RTCs above are truly remote from the central ATO body, such that they cannot feasibly operate as a viable business as an ATO in their own right, and are required to operate as a remote training centre under the control of the assigned ATO.	

Please return this form with the current application fee to: GVCS, Chennai