



REVISION STATUS

Issue	Revision	Prepared	Reviewed	Approved
01	A	2017-01-01 JR Thompson	2017-01-01 V S Pathy	2017-01-01 V S Pathy

AMENDMENT RECORD

Revision	Date	Pages	Reason for amendment



This annex details the required minimum content and recommended formats for training certificates to be provided by the ATO following successful completion of training

A1. Training certificates aimed to providing evidence of eligibility for ISO 9712 examinations

Minimum content

Name and Address of the ATO& Training Location	Reference to syllabus
ATO status in respect of approval	Certificate Number
Student name	Course dates
NDT method& level	Duration in training hours
NDT techniques & methods	Name of tutor
Statement of successful completion	Date of issue
Certificate format document control reference	Name of ATO Authorized signatory
	Position of Authorized signatory
	Signature of ATO Authorized signatory

The certificate should also contain a statement that “successful completion of this validated course conducted by Approved Training Organisation [business name], may be used as evidence of eligibility for candidature in a formal qualification examination”

An example of a recommended training certificate is provided. This is for guidance only and the ATO may prepare its own certificate format, providing the minimum content requirements, given above, are met.

A2. Examination/Training certificates for 2nd party formal qualification examinations following successful completion of training.

The certification/documentation issued may be as follows

A training certificate supplemented by an examination data (results) sheet, the combination of which include all the required content detailed below

Or

A combined training & examination certificate containing all the required content as detailed below

Minimum content

Name and Address of the ATO& Training location	Reference to specifications related to specific module
ATO status in respect of approval	Certificate Number
Candidate name	Name & Signature of examiner
Candidate's employer	Name of ATO Authorised signatory (optional)
NDT method& level	Position of Authorised signatory
NDT techniques & methods	Signature of ATO Authorised signatory (optional)
Examination results (by module)	Date of issue
Composite examination result (grading)	Cross reference between certificate & data sheet if dual documents used
Examination result (Pass/Fail)	Statement of limitations (if applicable)
Date of examination	Certificate format document control reference