This document is intended to provide requirements for qualification and certification of the Industrial Radiography Radiation Safety Personnel. This practice describes the minimum qualification requirements in compliance with Federal, State, and local laws and regulations.

ASNT Practice No.

ASNT–CP–IRRSP–1A*

2014 Edition

Revision 12, 2014

***The American Society for Nondestructive Testing, Inc. (ASNT) – Certification Practice (CP) – Industrial Radiography Radiation Safety Personnel (IRRSP) – First Document (1A)**

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Please direct all inquiries to ASNT, Certification Services Department, PO Box 28518, Columbus, OH 43228-0518

F o re w o r d

The IRRSP Committee of ASNT is dedicated and responsible to promote radiation safety in the industrial radiography industry.

This certification practice is intended to promote and preserve the professional integrity of Industrial Radiography Radiation Safety Personnel (IRRSP) in the joint interests of those personnel and the public at large.

This practice consists of three (3) parts as follows:

A. PART I - ASNT IRRSP Qualification and Certification Requirements
B. PART II - ASNT IRRSP Rules of Conduct
C. PART III - ASNT IRRSP Committee Complaint and Hearing Procedures

This certification practice establishes the individual's minimum required qualification. Certification alone may not qualify the individual to conduct radiation safety duties. The employer's license or registration document, license or registration commitment correspondence referred in the license or registration, and the Code of Federal Regulations or the Agreement State Regulations may impose additional requirements. Before assigning Radiation Safety duties to the personnel certified by ASNT or an Agreement State Program (accepted by reciprocity), the employer must comply with such additional requirements.

The Certified IRRSP individual shall not undertake the responsibility for radiation safety or perform the radiation safety functions unless the individual is completely familiar with the license or registration and the applicable regulation requirements.

Inquiries related to this certification practice shall be directed to:

Senior Manager, ASNT Certification Services Dept.
The American Society for Nondestructive Testing, Inc.
1711 Arlingate Lane
PO Box 28518
Columbus, OH 43228-0518

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Industrial Radiography Radiation Safety Personnel

ASNT-CP-IRRSP-1A

Revision 12

Preface

This ASNT IRRSP Certification program is intended to promote and preserve the professional integrity of the ASNT IRRSP Certified individual in the interest of the public and is available to all eligible applicants regardless of gender, race, color, religion, sex, age, national origin or disability. This program consists of three (3) parts as follows:

A. Part I – ASNT IRRSP Qualification and Certification Requirements,

B. Part II – ASNT IRRSP Rules of Conduct, and

C. Part III – ASNT IRRSP Complaint and Hearing Procedures.

CAVEAT: While ASNT IRRSP Certification may establish the individual's credentials, certification alone does not qualify the individual to conduct radiation safety duties. The employer's license or registration documents and/or Federal, State, or local laws or regulations may require additional training and qualification of the ASNT certified individual before the individual undertakes responsibility for radiation safety.

Definitions

Agreement State. For the purpose of this program, means any state with which the Atomic Energy Commission or United States Nuclear Regulatory Commission (NRC) has entered into an effective agreement under subsection 274b of the Atomic Energy Act of 1954, covering the categories of source, byproduct, and special nuclear material.

Adjudication. The disposition of a formal complaint in accordance with Part III of this program.

Censure. A reprimand issued as a result of adjudication.

Certificate. The document issued by ASNT to an individual who meets the qualification and examination requirements of this program.

Chairman. The chairman of the ASNT CMC IRRSP Committee, or in the absence thereof, the vice chairman of the ASNT IRRSP Advisory Committee.

Certification. IRRSP certification indicates that the certificate holder has met the requirements of the IRRSP program for the applicable type of certificate issued.

Certification Management Council (CMC). The volunteer group of subject-matter experts from industry that oversees all ASNT certification issues.

Combination ("Combo") examination. The written and practical examinations relating to both radioactive materials (RAM) and electromagnetic radiation (X-Ray).

Complainant. The individual or the organization that files a formal complaint alleging unauthorized practice by an ASNT Certified IRRSP individual.

Conference of Radiation Control Program Directors (CRCPD). A consortium of Agreement and Non-agreement State radiation control program directors representing the interests of the states regarding regulatory and other matters.

Ethics Committee. Those CMC Committee members who are assigned to review formal complaints.

Industrial Radiography Radiation Safety Personnel (IRRSP). Those individuals performing tasks related to industrial radiography radiation safety and those who are responsible for the safe handling and use of radiation producing equipment or materials. Personnel who train others or supervise the administration of a radiation safety program are included in this definition.

Interested Party(ies). The Complainant and the Respondent and/or their designated representatives.

Institution recognized by ASNT. a) Those government or private institutions that are licensed by the USNRC or licensed or registered by an Agreement State for radioisotopes and by appropriate jurisdictional authorities for X-ray devices to conduct industrial radiography, or b) government or private institutions whose training programs have been reviewed and accepted by the NRC or an Agreement State as meeting the intent of the body of knowledge as described in Title 10 of the Code of Federal Regulations, Part 34.43 (10 CFR 34.43), *Training*, paragraph (g); or the CRCPD Suggested State Regulations for Control of Radiation (SSRCR), Section E.17, *Training*, paragraph (g), as applicable. Programs accepted by one regulatory agency shall be accepted by ASNT as satisfying the intent of training within the jurisdictional boundaries of other regulatory agencies for the purpose of complying with the qualification criteria stated in Part I, paragraph 2.0 of this program.

IRRSP Committee. The group of CMC members responsible for the development and maintenance of the IRRSP certification program.

Non-agreement State. Any State not meeting the criteria of an Agreement State.

Person. An individual, partnership, corporation, limited liability company, limited liability partnership, association, or government body or agency.

Radioactive Materials (RAM) examination. The written and practical examinations relating specifically to industrial radiography using radioisotopes.

Regulatory Agency. A federal, state or jurisdictional body authorized by law to license or register organizations to perform industrial radiography.

Respondent. An ASNT Certified IRRSP individual against whom a formal complaint is filed.

Revocation. The voiding of certification as a result of adjudication.

Ruling. The decision of the Ethics Committee as a result of adjudication proceedings on a formal complaint against an ASNT Certified IRRSP individual.

Sanction. The revocation or suspension of an ASNT IRRSP Certification, or the censure of an ASNT certified individual by the Ethics Committee.

Suspension Period. The temporary removal of certification as a result of adjudication until the reason for suspension has been satisfactorily rectified.

Unauthorized Practice. A violation of this Practice, which may include but is not necessarily limited to the IRRSP Rules of Conduct.

X-Ray examination. The written and practical examinations relating specifically to industrial radiography using electromagnetic radiation.

References

A. C*ode of Federal Regulations*, Title 10, Part 34, *("Licenses for Industrial Radiography and Radiation Safety Requirements for Industrial Radiographic Operations").*

B. *NUREG-1556 Vol. 2, Consolidated Guidance About Materials Licenses. Program-Specific Guidance About Industrial Radiography Licenses.*

C. *United States Nuclear Regulatory Commission Notice to Employees, NRC Form 3 as referenced in 10 CFR Part 19 or equivalent Agreement State Regulations.*

D. *CRCPD Suggested State Regulations for Control of Radiation (SSRCR), Part E, "Radiation Safety Requirements for Industrial Radiographic Operations."*

Applicant Rights

Appeals, Complaints, and Disputes: An appeals process exists for the resolution of appeals, complaints, and disputes received from candidates, certified persons, their employers and other parties regarding the certification process, qualification criteria, or the performance of certified persons.

Confidentiality: Information gained in the course of the certification process shall not

be disclosed to any third party except as required by law.

Program Changes

Changes to the ASNT **IRRSP** program are posted on the ASNT Internet website, at **www.asnt.org** under the "Certification" link, and are published in the ASNT monthly periodical, *Materials Evaluation* magazine.

Accommodation for Disabilities

ASNT will make appropriate accommodations for persons with documented disabilities. Candidates should contact the ASNT Certification Services Department prior to examination dates to arrange special accommodations.

Part I – ASNT IRRSP Qualification and Certification Requirements

1.0 Purpose and Scope

1.1 ASNT Certification of Industrial Radiography Radiation Safety Personnel (IRRSP) is applicable to those individuals who perform or supervise industrial radiography utilizing radiation-producing equipment. It is offered in the following three categories:

a. Radioactive Materials (RAM)
b. Electromagnetic Radiation (X-Ray)
c. Both RAM & X-Ray (Combination)

1.2 ASNT certification is by the examination method and consists of a written portion administered by ASNT and a practical portion administered by an institution recognized by ASNT. The written examination consists of two (2) categories, RAM and X-ray, which are offered individually or together as a Combination examination.

1.3 The ASNT IRRSP Certification is evidence that the individual:

a. Has satisfied the training and experience requirements of this program (paragraph 2.0).
b. Has successfully completed a written examination for Radiographer and a practical examination (IRRSP candidate performance review - Appendix 1) administered by an ASNT-recognized institution for radiography.
c. Has agreed to abide by the ASNT IRRSP Rules of Conduct.

1.4 A currently valid ASNT IRRSP Certificate indicates that the certificate holder has met all of the requirements of this program.

2.0 Qualification Requirements

2.1 A candidate must complete and submit an ASNT IRRSP application accompanied by the required fee. The application requires documentation of work experience, training, and the successful completion of a practical examination administered by an ASNT-recognized institution. ASNT may verify, by telephone or in writing, the accuracy of statements made on the application prior to the issuance of a certificate.

2.2 The candidate must acknowledge and agree to abide by the ASNT IRRSP Rules of Conduct.

2.3 To be considered eligible to sit for the ASNT IRRSP Certification Exam, the candidate must have the following minimum documented training and experience.

a. Forty (40) hours of formal classroom instruction in the radiation safety topics described in 10 CFR 34.43(g) for RAM or RAM/X-ray. Forty (40) hours of formal classroom instruction in the radiation safety topics described in the Suggested State Regulations for Control of Radiation (SSRCR) Part E, ¶ E.17(g) for X-ray only. Such training can be provided by an institution recognized by ASNT.

b. Experience: A minimum of three hundred twenty (320) hours of active participation in performing gamma radiography for RAM only certification, a minimum of one hundred sixty (160) hours of active participation in performing X-ray radiography for X-ray only certification, and a minimum of three hundred twenty (320) hours of active participation in performing gamma radiography and a minimum of one hundred sixty (160) hours of active participation in performing X-ray radiography for RAM/X-ray combination certification. Experience must be acquired under the control of a license or registration granted by the USNRC or Agreement State for radioisotopes, or by a jurisdictional authority for X-ray.

3.0 Examinations

3.1 Examinations for ASNT IRRSP certification shall consist of two parts as follows:

3.1.1 A written examination covering the principles, regulations, basic equipment operation, and safety procedures applicable to the type of radiation producing equipment for which ASNT IRRSP Certification is sought.

Written examination delivery may be by hard copy (pencil and paper) or through a secure, web-based computer system.

The certification type: RAM, X-Ray or Combo, is selected by the candidate on the application and the written and practical examinations must match the type(s) of certification requested.

The content of questions on the written examinations will be developed by ASNT subject matter experts and validated using psychometric principles. The written examination must be designed to test an individual's knowledge of the topics described in 10 CFR 34.43(g) and/or the Suggested State Regulations for Control of Radiation (SSRCR) Part E, ¶ E.17(g), latest editions as applicable.

a. A minimum score of seventy (70) percent is required for successful completion of each examination.

b. Written examinations shall be in multiple-choice format.

c. They shall have test items drawn from a question bank containing psychometrically valid questions based on the material in 10 CFR 34.43(g) and or the Suggested State Regulations for Control of Radiation (SSRCR) Part E, ¶ E.17(g), latest editions.

d. The examination shall be composed of randomly selected questions from a population of questions in compliance with NRC, Agreement States, Radiation Control Requirements and Industry Guidelines.

3.1.2 A practical examination (IRRSP candidate performance review - Appendix 1) administered by either a current RSO or their appointed representative of an institution recognized by ASNT and licensed or registered by a regulatory authority to conduct industrial radiography, which requires the candidate to adequately demonstrate ability to safely operate the radiation producing equipment in at least one technique for which ASNT IRRSP certification is sought. Equipment used for these examinations must be capable of simulating actual work conditions. The institution recognized by ASNT may be the applicant's licensed or registered employer or another licensed or registered organization meeting the definition of "institution recognized by ASNT." The candidate must provide a document evidencing the successful completion of the practical examination on a form similar to that of shown in Appendix 1. The document must be signed by an RSO of the institution recognized by ASNT.

3.2 Written examinations will be offered at locations and times subject to approval by the ASNT Certification Services Manager.

3.3 Written procedures shall be maintained to assure that examination questions are protected from wrongful disclosure.

4.0 Proctor Qualification and Selection and Written Examination Site Selection

4.1 Senior and Assistant Proctors shall meet one of the following requirements:

4.1.1 Be an ASNT NDT Level III, an ASNT Central Certification Program (ACCP) Level III, past or present CMC or past or present ASNT Board members;

4.1.2 ASNT staff or ASNT Authorized Examination Center Monitors or Examiners;

4.1.3 Employees of the NRC, Agreement States, or other jurisdictional authorities;

4.1.4 Other persons duly authorized by the IRRSP Committee. Such personnel must be current ASNT members.

Proctors shall not be employed by the same company, agency, or corporation (or a wholly owned subsidiary of such) as any examinee.

4.2 Individuals proctoring examinations shall have received initial ASNT IRRSP Proctor Training in the administration of examinations from ASNT Certification Services. The initial training shall include an examination containing at least fifteen multiple choice questions and such individuals shall pass the examination with a minimum score of 80%. ASNT Certification Services shall be responsible for maintaining a list of eligible Senior Proctors. Senior Proctors shall be notified of any procedural changes or retrained as deemed necessary by ASNT Certification Services. Proctors shall be retrained every three years or whenever there are significant changes to the procedures.

Any Proctor who provided radiation safety training to a candidate within the 12 months prior to exam being proctored shall not be eligible to proctor that candidate's IRRSP examination.

4.3 Examination sites shall conform to an appropriate, professional classroom environment devoid of all radiation safety-related training materials. Preferred examples of examination sites are offices of the federal or state government, colleges or universities, or meeting rooms at contemporary motels or convention centers.

4.4 When testing at work facilities, examination areas must meet the conformation as stated in 4.3. All examination sites must meet ASNT requirements for lighting, candidate spacing, etc.

4.5 Where examination sites are to be paid for by ASNT, ASNT Certification Services shall make financial arrangements.

5.0 ASNT IRRSP Certification

5.1 Both the ASNT IRRSP written examination and the RSO-administered practical examination(s) must be successfully completed to be considered for ASNT Certification.

The completed practical examination form must be submitted six (6) months before OR after successfully completing the written examination.

Failure to submit the practical examination form within six months of passing the written examination will result in the applicant having to retake the written examination.

For Personnel that successfully complete a Combination written examination but submit just an X-ray or a RAM Practical examination, certification shall only be issued for the method (X-Ray or RAM) for which all requirements have been met.

ASNT IRRSP certification will not be conferred until all examination requirements have been fulfilled.

5.2 Candidates who fail to successfully complete the written examination may reapply and must re-submit an updated application accompanied by the required fee. Candidates may not retake the same revision of the examination.

Personnel that fail an examination must submit a new application prior to retesting. Personnel that fail three examination attempts in a 1-year period must provide written documentation of 20 hours of additional radiation safety training as determined by the candidate's RSO, and must wait at least six months before re-examining.

5.3 Candidates who satisfy the requirements for IRRSP certification will be issued a wallet card that identifies the individual as ASNT IRRSP Certified, the category(ies) of radiation producing equipment for which the certification is applicable, the date the certification was issued and the expiration date of the ASNT IRRSP Certification. Only holders of current ASNT IRRSP Certifications are to refer to themselves as "ASNT IRRSP CERTIFIED."

5.4 Any person prohibited from acting as a Radiographer or Radiation Safety Officer by a regulatory agency at the time the application is submitted shall not be permitted to take the IRRSP examinations. Personnel that falsify their application in this regard will be subject to penalties as defined by the Rules of Conduct shown in Part II of this document.

6.0 Fees

6.1 The fee schedule shall be approved by the ASNT Executive Director and the ASNT Operations Committee. Applications not accompanied by the correct fees will not be processed. A portion of the application fees, as approved by the ASNT Executive Director and the ASNT Operations Committee, may be refunded to those applicants who fail to qualify for the ASNT administered examination(s).

6.2 The fee(s) for ASNT administered examination(s), less an administrative fee determined by the ASNT Executive Director and the ASNT Operations Committee, will be refunded to those applicants who are unable to attend as scheduled, provided the applicant gives ASNT notice of his/her inability to attend the scheduled examination at least fifteen (15) business days prior to the examination date.

7.0 Statement of Requirements

7.1 As evidenced by signature on the application form, a candidate for certification acknowledges and subscribes to the following: "If certified by The American Society for Nondestructive Testing, Inc. (ASNT), I agree to abide by the ASNT IRRSP Rules of Conduct as interpreted by ASNT for the period of the certification. I acknowledge that ASNT IRRSP Certification is not a personal or property right to which I am entitled, but it is recognition that is granted by ASNT on the basis of my qualifications, successful completion of examinations, and my willingness to abide by and be governed by the ASNT IRRSP Rules of Conduct for the term of certification. As such, I agree that ASNT, upon written complaint, notice, and hearing, may censure me or suspend or revoke the ASNT IRRSP Certification in the event of determination by ASNT that I have violated the rules governing the ASNT IRRSP Certification."

"I further agree that certification, which may result from this application, arises solely pursuant to the requirement set forth by ASNT and does not constitute any form of license issued by Federal, State, local regulatory, or governing body. I further acknowledge that any requirement for ASNT IRRSP Certification is within the sole discretion of any government authority, public or private employer who specifies this status as a condition of employment or other qualification."

"I hereby attest that all entries on this application are true and correct, and no information that might be detrimental to my certification has been withheld. ASNT may make any inquiries necessary to determine my qualifications for certification. I agree to abide by the decision of ASNT relative to the granting of the ASNT IRRSP

Certification, as applied herein."

7.2 The following liability release also appears on the application form and must be acknowledged and subscribed to by the applicant:

"In consideration of the acceptance and processing of my application for ASNT IRRSP Certification, I release and forever discharge The American Society for Nondestructive Testing, Inc. (ASNT), its Directors, Officers, members, and employees from any and all liabilities, claims, demands, or causes of action whatsoever, which now exists or which may arise as a result of my activities or actions as indicated by the ASNT IRRSP Certification granted to me."

8.0 Expiration and Renewal of ASNT IRRSP Certification

8.1 ASNT IRRSP certification shall be valid for five (5) years from the date of the written successful examination completion date, unless suspended or revoked for cause.

8.2 Applications for renewal of ASNT IRRSP certification must meet the requirements of Sections 2.0 and 3.0. However, in lieu of the training requirements of section 2.0, the following requirements shall apply for recertification:

8.2.1 Forty (40) hours of training as outlined in section 2.0 within 5 years prior to recertification. Training shall consist of classroom training, annual refresher training by an institution recognized by ASNT covering basic radiation safety principles and equipment operating and emergency procedures for radiation producing equipment for which renewal is sought. Time spent during documented participation at the IRRSP Radiation Safety Session held at the ASNT Fall Conference and the Regulatory Session held at the Nondestructive Testing Management Association (NDTMA) Annual Conference as well as any other educational activities directly related to radiation safety can be considered as a portion of the required annual refresher training.

Other examples of radiation safety training could include inspection and maintenance training received at an equipment manufacturer or a radiation safety seminar or training course. The IRRSP Practice recognizes that time spent as the trainee or the trainer is applicable. Verification and documentation of this will be the responsibility of the candidate's RSO.

8.3 Applications for recertification after the expiration of an ASNT IRRSP Certification must be in accordance with sections 2.0 and 3.0 of this part, which includes written and practical examinations. The training requirements of section 2.0 must have been satisfied during the 5 years prior to all applications.

9.0 Suspension, Revocation, and Expiration

9.1 ASNT IRRSP Certification is deemed no longer valid when:

a the NRC or an Agreement State has taken final action prohibiting an individual from acting as a Radiographer;

b certification has expired;

c the certification is suspended by ASNT;

d the certification is revoked by ASNT; or

e. the certification is requested to be terminated by the certified individual.

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Part II - ASNT IRRSP Rules of Conduct

1.0 Purpose and Scope

1. The following ASNT IRRSP Rules of Conduct are applicable to those individuals who possess a current ASNT IRRSP Certification. These rules of conduct are considered necessary to protect the health and safety of the ASNT IRRSP Certified individual, other workers, and the general public from the effects of ionizing radiation. These rules of conduct are also considered necessary to maintain the integrity of the ASNT IRRSP Certification Program.

2.0 Rules of Conduct

The ASNT IRRSP Certified individual agrees to:

2.1 Maintain high standards of skills and knowledge of radiation safety and implement them in accordance with the USNRC or Agreement State regulations for radioisotopes or appropriate jurisdictional authority regulations for X-ray devices and the employer's radiation safety procedures.

2.2 Assume responsibility for radiation safety for the radiation producing equipment, only after completion of the required training and experience as stated by the employer's operating and emergency procedures for the radiation producing equipment used.

2.3 Promptly inform the employer and/or proper authority of any activity that causes, or may cause, the violation of the employer's radiation safety procedures or the USNRC or Agreement State regulations for radioisotopes or the appropriate jurisdictional authority regulations for X-ray devices.

2.4 Minimize and maintain radiation exposures as low as reasonably achievable.

2.5 Wear and maintain personnel radiation monitoring devices as required by the employer's radiation safety procedures.

2.6 Maintain accurate knowledge of current personal radiation exposure and not exceed the required limits without written authorization from the employer as permitted by the regulations.

2.7 Accurately complete and maintain, in a timely manner, the required radiation safety documentation.

2.8 Always perform radiation surveys using the required instrumentation, and properly identify, control, and monitor the radiation areas and high radiation areas in the manner stated by the employer's radiation safety procedures.

2.9 Maintain current ASNT IRRSP Certification, when required, and not represent himself/herself as ASNT IRRSP Certified without a current ASNT IRRSP Certification for the radiation producing equipment required to use.

2.10 Never misuse the ASNT IRRSP Certification.

2.11 Avoid conflicts of interest involving radiation safety with his/her employer and promptly disclose all such unavoidable circumstances to the employer and the proper authorities.

2.12 Refuse to accept gratuities or bribes that are associated with performance of radiation safety duties.

2.13 Never falsify or misrepresent his/her, or any other industrial radiography person's radiation safety qualifications and never knowingly allow others to falsify or misrepresent his/her radiation safety qualifications.

2.14 Neither associate with or knowingly participate in a fraudulent or dishonest radiation safety venture and never perform radiation safety duties in a fraudulent manner.

2.15 Refuse to falsify any radiation safety documents and refuse to sign such documents for which he/she does not have personal knowledge.

2.16 Refuse to testify or issue statements or arguments on radiation safety matters unless they are founded on adequate knowledge of the facts and technical competence.

2.17 Never operate radiation producing equipment or perform radiation safety duties while under the influence of legal or illegal mood altering substances.

3.0 Sanctions

3.1 Violations of the foregoing rules of conduct 2.9 through 2.17 by a current ASNT IRRSP Certified individual may result in sanctions by the ASNT IRRSP Ethics Committee, as described in CMC SOP 15.3.1.2 Ethics Violations, and available at **www.asnt.org**.

4.0 Inspections

4.1 All licensed or registered activities are subject to inspection by the representative of the appropriate regulatory authority (NRC or Agreement State). In addition, any worker or worker representative who believes that there is a violation of applicable statutes, the terms of employer's license or registration regarding radiological working conditions in which the worker is engaged, may request an inspection by contacting the office of the applicable regulatory authority, as directed by the NRC's Form 3 or similar agreement state document. The request must set forth specific grounds for inspection.

4.2 Rules of Conduct paragraphs 2.1 through 2.8, are considered an employer's license or registration conditions. Allegations or complaints filed with the ASNT will be evaluated by the ASNT Certification Services Manager. If found to be in violation of one or more paragraphs from 2.1 through 2.8, the allegation/complaint will be forwarded to the appropriate regulatory body for inspection. Persons filing the allegation/complaint may follow the NRC or Agreement State rules and request an inspection by the regulatory authority prior to filing the allegation/ complaint with ASNT.

Part III – ASNT IRRSP Complaint and Hearing Procedure

1.0 Purpose and Scope

1.1 This procedure is intended to provide fair notice and hearing when an allegation or complaint is filed with ASNT against an ASNT IRRSP Certified individual and describes the handling of, and disposition of allegations/complaints of unauthorized practice and requests for information on ASNT IRRSP Certified individuals.

1.2 This procedure shall be published and made available for public guidance. The IRRSP Committee ("Committee") may adopt changes to this procedure. Changes will be announced in the official journal of ASNT, Mate*rials Evaluation*, and made available for public guidance in an expeditious manner. If requested, a copy of this procedure will be furnished as part of the application for certification or at any other time, free of charge.

1.3 The results of adjudications resulting in revocation of ASNT IRRSP Certifications shall be published in the official journal of ASNT, Materials Evaluation at least annually. The results of lesser sanctions imposed against individuals shall be published if it is determined that such publication is necessary and appropriate for the protection of the public or the integrity of the ASNT IRRSP Certification Program.

1.4 ASNT will respond expeditiously to a written or electronic inquiry from any person as to the current ASNT IRRSP Certification status of an individual. Furthermore, ASNT will respond to requests for information regarding unpublished sanctions imposed against individuals to others who provide written consent, signed by the individual, against whom sanction has been imposed, authorizing the release of information regarding unpublished sanctions.

1.5 Any publication, or release of authorized information, on sanctions imposed shall include only the name of the respondent and the sanction imposed. Responses to inquiries for current certification status shall only confirm or deny that the ASNT IRRSP Certification is current at the time of the inquiry.

1.6 ASNT will exchange information regarding certified individuals with the NRC, Agreement States, other jurisdictional authorities and other independent certifying organizations. Additionally, ASNT will permit periodic review or assessment of this certification program and the associated records by the NRC, Agreement States or other jurisdictional authorities.

2.0 Complaints and Investigations

2.1 Any person who has reason to believe that an ASNT-IRRSP Certified individual has committed an unauthorized practice may submit a written allegation or complaint to the ASNT Certification Services Manager. Such written allegation/complaint shall be substantially in the form set out in Appendix 2, and shall contain the name(s) and address(es) of the person filing the allegation/complaint and the name of the ASNT-IRRSP certified individual (Respondent) alleged to have violated ASNT Rules of Conduct. It shall also contain a clear and concise description of the alleged violation and a statement indicating the interest of the person(s) filing the allegation/complaint.

2.1.1 Upon receipt of the allegation/ complaint, the ASNT Certification Services Manager shall verify the currency of the Respondent's certification, the certification number and the certification expiration date, and make a preliminary determination of the Rule(s) of Conduct alleged to have been violated.

2.1.2 If the alleged violation is determined to be against the Rules of Conduct paragraphs 2.1 through 2.8, the ASNT Certification Services Manager shall forward the allegation/complaint and other pertinent information to the appropriate regulatory authority with a request that an inspection be performed by that agency to determine if a violation has occurred. The CMC Chairman shall be copied on this transmittal.

2.2 Upon receipt of a report of noncompliance or enforcement action from a regulatory body (NRC or an Agreement State), against the Respondent, the ASNT Certification Services Manager shall then forward a copy of the report of noncompliance or enforcement action to the CMC Chairman along with a completed allegation/complaint form. Those documents shall be forwarded to the IRRSP Ethics Committee.

The Ethics Committee will then review the sanctions issued by the regulatory agency and determine the sanction(s) to be imposed on the Respondent as described in Section 7.0 of this Part. Sanctions may be suspension or revocation of the Respondent's certification for a period up to the length of time of the regulatory agency's sanction. In severe cases, the Committee may revoke the certification and prohibit the Respondent from receiving an ASNT IRRSP certification in the future.

All state and federal regulatory agencies shall be notified of any suspension or revocation of an IRRSP certification.

2.3 If the alleged violation is determined to be against the Rules of Conduct paragraphs 2.9 through 2.17, the ASNT Certification Services Manager shall forward the allegation/ complaint and other pertinent information to the CMC Chairman for assignment to the ASNT IRRSP Ethics Committee.

2.4 After the members of the IRRSP Ethics Committee have reviewed the documents submitted to them, the Committee may, upon majority vote, dismiss the complaint in whole or in part for insufficiency or request that additional information be submitted. Such Committee action may be taken at a meeting or by mailed letter ballot addressed to the ASNT Certification Services Manager.

Following the Committee's action, the ASNT Certification Services Manager shall give notice of the Committee's action to all interested parties in writing.

3.0 Commencement of Hearing Actions

3.1 Unless the Ethics Committee has dismissed an allegation/ complaint for insufficiency, within one (l) month of notification by the Committee, of the decision to hear an allegation/complaint, the ASNT Certification Services Manager shall set a date for a hearing by the Ethics Committee and shall notify the Complainant, the Respondent, and the Ethics Committee. The notice shall set forth the time and place of the hearing, with due regard for the convenience of the interested parties and their representatives. A minimum of forty-five (45) days' notice shall be given for this meeting. The ASNT Certification Services Manager shall provide the Respondent a copy of the allegation/ complaint; shall identify a return date for the Respondent's answer (not to exceed forty-five [45] days); and shall be sent at least forty-five (45) days in advance of the date set for hearing. Mailing of the allegation/ complaint and notice of hearing shall be by certified mail, return receipt requested (restricted delivery).

3.2 The Respondent may file an answer by mailing or delivering it to the ASNT Certification Services Manager within the time specified. Failure to respond within the specified time period shall be considered an admission of the allegation/ complaint.

3.3 The ASNT may postpone, or change the time and/or date of, a hearing at the request, for good cause, of either the interested parties or the Ethics Committee. Notice of a change shall be promptly given to the Complainant, Respondent, and the Ethics Committee. Notice must be given by certified mail, with return receipt requested. Should notice not be received by the interested parties or the Ethics Committee within one (l) week prior to the originally scheduled hearing date, no such change may be made without the consent of the interested parties and the Ethics Committee, except for extraordinary cause.

4.0 Pre-hearing Procedures

4.1 The ASNT Certification Services Manager shall conduct a pre-hearing conference with the interested parties and record any agreements as to issues, admission of facts, or any stipulations. The pre-hearing conference may be conducted in person, by telephone, or by mail as deemed expedient and appropriate by the ASNT Certification Services Manager. A written report of the pre-hearing conference will be provided to the interested parties and the Ethics Committee prior to the hearing date. The pre-hearing conference may be waived at the request of, or with the consent of, all interested parties.

4.2 Should the pre-hearing conference result in a proposed ruling, with or without sanction, which would dispose of the allegation/complaint in a manner that is satisfactory to all interested parties, the ASNT Certification Services Manager shall submit the proposed ruling, in writing, to the Ethics Committee for its concurrence. Proposed rulings shall be signed by the interested parties and shall not constitute a waiver of any claim or defense, or be binding on the interested parties until approved by the Ethics Committee. The Ethics Committee, by majority vote, may approve or disapprove the proposed ruling. Approved proposed rulings constitute final adjudication. Disapproved proposed rulings shall result in a hearing before the Ethics Committee Hearing Panel.

4.3 Should all the interested parties agree to adjudication of the formal complaint based on written records (such as affidavits, admissions, stipulations, or other documents that they specify), the ASNT Certification Services Manager shall submit such documents to the Ethics Committee for its consideration and ruling. Such documentation shall be accompanied with a request, signed by both parties, for adjudication without hearing. The Ethics Committee may deny requests for adjudication without hearing if it determines that the public interest and/or rights of the interested parties require a hearing. Should the Ethics Committee agree to the request, it shall adjudicate the formal complaint without a hearing and issue a ruling based on the agreed upon documentation.

5.0 Hearing Panel

5.1 The hearing panel shall consist of at least three (3) members of the Ethics Committee and its presiding officer shall be appointed by the Chairman of the IRRSP Committee. The presiding officer shall control the hearing and may establish any reasonable rules of conduct not provided in this procedure which are necessary to ensure that a fair and impartial hearing is conducted.

5.2 Hearings shall be private, unless the members of the panel unanimously agree that the public interest would best be served if the hearing were open to the public.

5.3 The ASNT Board of Directors, through its designated members, staff, or counsel, has the right to participate in any hearing. The IRRSP Committee, through its designated members, staff, or counsel, has the right to participate in any hearing.

5.4 When a written allegation/complaint is filed by a member of the committee, that member shall not be a member of the hearing panel nor have a vote in any Ethics Committee action regarding the allegation/ complaint and shall only act in the status of Complainant.

5.5 The Respondent shall be afforded reasonable opportunity to defend himself/herself on the merits of the allegation/complaint and shall act only in the status of Respondent.

5.6 A record of all testimony, documents, and other evidence submitted or offered at a hearing shall be recorded in a verbatim manner. ASNT will maintain transcripts and exhibits for a period not to exceed three (3) years after the completion of the hearing. Any interested party shall have access to the transcript and to all exhibits, and shall, upon paying the cost for duplication thereof, have the right to copies. Copies of transcripts and all exhibits shall be made available to interested regulatory authorities upon their written request.

5.7 The presiding officer may adjourn, continue, or order recesses in any hearing upon the request of any interested party or panel member.

5.8 The panel shall adhere to the following with respect to the admission of evidence at a hearing:

5.8.1 It is intended that the panel will permit full development of all relevant issues and will permit evidence to be introduced if it is a type commonly relied upon by reasonably prudent people in the conduct of affairs. For those reasons, and except as otherwise stated in this procedure, the rules of evidence as applied in civil cases need not be strictly followed.

5.8.2 Irrelevant, immaterial, or unduly repetitious evidence shall be excluded.

5.8.3 Generally recognized rights of privilege properly invoked by a witness shall be given effect.

5.8.4 When the rights of the interested parties will not be prejudiced and the hearing will be expedited, all or part of the evidence may be received in written form.

5.8.5 Documentary evidence may be introduced in the form of copies or excerpts if the original is not available or is voluminous, provided that upon request of an interested party, and when possible, the interested party shall be given the opportunity to compare the copy with the original or to examine the complete document from which the excerpts have been taken.

5.8.6 Notice can be taken of judicially cognizable facts and of generally recognized technical or scientific facts within the panel's specialized knowledge, but the interested parties shall be given an opportunity to contest any such fact so provided.

5.8.7 Objections to evidentiary offers may be made and shall be so noted in the record.

5.9 The presiding officer shall take all reasonable measures to obtain the testimony under oath from all interested parties and witnesses.

5.10 Witnesses shall be subject to cross-examination.

5.11 The Ethics Committee, at the request of the Respondent, shall issue a ruling dismissing the allegation/ complaint, if a hearing is not held and completed within one (1) year from the date of the issuance of a formal complaint, unless the Respondent has requested or consented to the delay.

5.12 The presiding officer shall advise the Respondent of any substantive communications between Ethics Committee, the ASNT Certification Services Manager, and the panel concerning this matter between the time a formal complaint is issued and ruling is entered or the complaint is finally adjudicated. If the communication is in writing, a copy shall be provided. If oral, a written summary shall be provided.

6.0 Ruling

6.1 After the hearing, the panel shall adopt findings of fact and conclusions, and issue a written recommendation to the IRRSP Ethics Committee dismissing the allegation/complaint, imposing sanctions, or taking other action that the panel may determine to be appropriate. The concurrence of a majority of the panel is necessary for the issuance of a ruling. The presiding officer shall deliver the ruling, including findings and conclusions and any dissenting opinion on the part of panel member(s) so desiring, to the ASNT Certification Services Manager. The ASNT Certification Services Manager shall distribute copies thereof to the interested parties, including appropriate regulatory authorities, other than members of the panel.

7.0 Reprimands, Suspensions, and Revocations

7.1 Upon a determination by the Ethics Committee that an ASNT IRRSP certificate holder has committed an unauthorized practice, the Ethics Committee shall determine the appropriate action. Both the individual and the employer shall receive written notification of any ASNT action. Actions shall be based on one of three severity levels, as follows:

7.1.1 Severity Level III - involves the least significant unauthorized practice or violation of Federal, State, local regulations, or company procedures where persons or property are not at risk. This includes instances of careless disregard or other indications of willfulness and requires action to prevent recurrence. Repetition of minor violations, which demonstrate a disregard of rules or contribute to unsafe practices, may be considered in this category. Violations in this category shall result in a formal reprimand. The reprimand shall describe the nature of the violation and any subsequent action that may result if the violation is repeated.

7.1.2 Severity Level II - involves an unauthorized practice or violation of Federal, State, or local regulations, or company procedures that are deemed to have put individual persons or property at risk and require action to prevent recurrence. These may result in suspension of the certification. The suspension shall be for a minimum of thirty (30) days to a maximum of one hundred eighty (180) days or as otherwise imposed by the jurisdictional authority involved. Notification of suspension shall describe the nature of the violation, any subsequent action and duration of the suspension.

Suspension shall require surrender of the certification to ASNT for the duration of the suspension.

7.1.3 Severity Level I - involves a significant unauthorized practice or violation of Federal, State, or local regulations, or company procedures that are deemed to cause or threaten to cause serious bodily injury or property damage or where continued use of radiation producing equipment by the individual is considered to represent a danger to individuals or the public. A severity Level I violation is grounds for revocation of the certification. Revocation shall be for a minimum of one (1) year or as otherwise imposed by

the jurisdictional authority involved and shall require surrender of the certification to ASNT.

7.2 A petition for reconsideration after suspension or revocation shall be considered only upon showing good cause.

8.0 Appeals

8.1 For sanctions resulting from a report of noncompliance or enforcement action issued by a regulatory agency, the appeals process is considered to have been satisfied through the appeals policy of that regulatory agency.

8.2 When a ruling imposes sanctions, other than a sanction to which the Respondent has consented, the Respondent may appeal to the ASNT CMC to vacate or reduce the sanction. The appeal shall be in writing. The right to appeal shall expire unless exercised within sixty (60) days after notification of the ruling to the Respondent. The ASNT CMC shall consider the appeal on the basis of the allegation/complaint, the answer thereto, and the transcript of the hearing. It may, but shall not be required to, order a hearing on the appeal.
If, in the opinion of the CMC Chairman, a hearing is required, a new panel not comprised of the original hearing panel shall be appointed and a hearing shall be conducted in accordance with paragraph 5.0 of Part III of this document. The decision of that panel on the appeal is final and no further appeal will be accepted.

9.0 Ancillary Matters

9.1 Any ASNT employee or agent directly engaged in the performance of advocacy functions before the Ethics Committee shall not participate in, or advise on any decision, recommended decision, or Ethics Committee review, except as witness or counsel at a hearing.

9.2 Any person appearing at a pre-hearing conference, a hearing, or any post-hearing proceeding, has the right to be represented by legal counsel.

10.0 Actions Against Non-certified Individuals Claiming ASNT Certification

10.1 Allegations that an uncertified individual is representing himself/herself as having ASNT IRRSP Certification are to be directed to the ASNT Certification Services Manager in writing. Such allegations must identify the name and address of the offending individual and include any documentary evidence of the misrepresentation. Such allegations will be investigated by the ASNT Certification Services Manager and, if substantiated, shall result in the ASNT Certification Services Manager directing the offending individual to cease that practice and advise the offending individual that necessary action may be taken in a court of competent jurisdiction to obtain injunctive relief and other appropriate remedies.

IRRSP No._____

Appendix 1 -
IRRSP Candidate Performance Evaluation

Equipment used for these exams must be capable of simulating actual work conditions

Submit this form for the applicable method(s) (gamma ray or x-ray, or combination). Performance evaluations must be administered by either a current RSO or their approved representative, or an ASNT recognized institution. The performance evaluation must be documented and mailed to ASNT within six months of the written exam. Institutions recognized by ASNT are government or private institutions licensed by the USNRC or registered by an Agreement States for gamma radiation and by appropriate jurisdictional authorities for x-ray devices. Each performance review must be signed by the RSO.

Indicate to which of the following the practical examination applies: ☐ RAM ☐X-ray ☐Combo
(Combination exams require the submittal of both RAM and X-ray practical exams.)

Name of IRRSP Candidate:_____

Radiographic Location:_____ Date:_____ Time:_____

RAM Radiation Source (Ir-192, Co-60, etc):_____Curies:____ Source Serial No.:_____

Exposure Device Serial No.: Exposure Device Model No.:

X-Ray Radiation Source: kV: X-Ray Tube Serial No.:

Exposure Device Serial No.:_____ Exposure Device Model No.:_____

Survey Meter Model No.:_____ Serial No.:_____ Calibration. Due:_____

RSO or other Authority Administering Examination:_____
Printed Name

		Yes	No
1.	Was the candidate radiographer wearing the required personnel monitoring devices?	☐	☐
2.	Were other individuals working within the restricted area wearing the required personnel monitoring devices?	☐	☐
3.	Was the restricted area properly controlled to prevent unauthorized entry?	☐	☐
4.	Was the radiation area posted with “CAUTION” (or DANGER) “RADIATION AREA” signs?	☐	☐
5.	Was the high radiation area posted with “CAUTION” or (DANGER) “HIGH RADIATION AREA” signs?	☐	☐
6.	Did the candidate have a calibrated and properly operating survey meter?	☐	☐
7.	Was the utilization log properly completed?	☐	☐
8.	Did the candidate have sufficient knowledge of radiation safety and security rules as ascertained by oral inquiry?	☐	☐

Appendix 1 (Continued)

	Yes	No	
9. Did the candidate perform the required equipment checks prior to operation?	☐	☐	
10. Did the candidate properly establish the controlled area and complete the required survey record?	☐	☐	
11. Did the candidate properly survey the entire exposure device and source tube (radioisotope) or area (X-ray)?	☐	☐	
12. Was the radiation producing equipment stored properly and kept locked/secured to prevent unauthorized access, removal, or use?	☐	☐	
13. Was the storage area posted with "CAUTION' (or DANGER) "RADIOACTIVE MATERIAL" sign (radioisotope only)?	☐	☐	☐ N/A
14. Did the candidate have ready access to operating and emergency procedures and regulations for protection against ionizing radiation?	☐	☐	
15. Were there any items of concern other than those listed on this form? (If any, explain in "Remarks.")	☐	☐	
16. Did the candidate utilize proper techniques to maintain radiation doses As Low as Reasonably Achievable (ALARA)?	☐	☐	

The candidate's performance was:

- ☐ Satisfactory
- ☐ Unsatisfactory, needs additional training
- ☐ Unsatisfactory, further activities prohibited
- ☐ If applicable, instruction provided

Remarks:

_____

_____

_____

_____

_____

_____

Practical Conducted By: _____ (Print Name) _____ (Signature) Date: _____

Certified By (RSO): _____ (Print Name) _____ (Signature) Date: _____

Appendix 2 - Allegation/Complaint Form

This form is to be used to file an allegation or complaint against a person holding a currently valid IRRSP certification card. The person filing the allegation/complaint (Complainant) should fill out the form in its entirety, including the most current contact information for the person who is alleged to have committed the violations (Respondent). The following information **must** be supplied:

1) The IRRSP Rules of Conduct item number(s) alleged to have been violated (the Item numbers can be found in the IRRSP-1A document, Part II, Section 2);
2) The relief (penalty) sought (suspension, revocation, etc);
3) The interest of the Complainant in this matter (employer, licensee, registrant, etc); and
4) Documentation supporting the allegation or complaint as clearly and precisely as possible a description of the allegations, citing the fact(s) and date(s) involved. Describe the relief sought and the interest of the Complainant in the matter. This allegation/complaint will be considered as stated in the ASNT Complaint and Hearing procedure.

	COMPLAINANT	**RESPONDENT**
Name:	_____	_____
Street:	_____	_____
City:	_____	_____
Zip Code:	_____	_____
Phone:	_____	_____

DESCRIPTION OF ISSUE(S) OF FACT AND DATE(S)

Identify each rule in the IRRSP-1A document (by number) alleged to have been violated and the facts supporting each allegation/complaint separately.

COMPLAINANT INTEREST
(e.g., Employer/Licensee, Registrant, Co-worker, Subcontractor, etc.)

Attachments may be used to support the description of issues of fact. Evidence that is presented for a hearing must be supported under oath by testimony or affidavit.

Complaint Filed By: _____ Date: _____
(signature of Complainant)

Both Complainant and Respondent will receive a copy of the ASNT IRRSP Complaint and Hearing Procedures and will be advised of further proceedings leading to resolution of the complaint.

Please forward the completed form and all supportive documentation to:

ASNT IRRSP Ethics Committee
c/o Senior Manager, ASNT Certification Services Dept.
1711 Arlingate Lane Columbus, OH 43228 Fax: (614) 274-6899