1.0 SCOPE
This procedure defines the requirements for attaining registration renewal at the end of the registration period.

2.0 DEFINITIONS
2.1 Registration: Status obtained based on meeting all of the Audit program requirements.

2.2 Registration renewal: The act of renewing the Audit program registration at the end of the registration period.

3.0 REFERENCES
RB-EBC-1 ASNT SNT-TC-1A / CP-189 Employer based personnel certification registration program.
A3-1 Written Practice/Certification Procedure Audit Procedure
A4-1 Compliance Audit Procedure
A4-5 Compliance Audit Report Template
A5-1 NCR Procedure
A5-2 NCR Report Form
A10-2 Registration Period Procedure

4.0 RESPONSIBILITIES
4.1 ASNT ISC is responsible for:
   4.1.1 Maintaining the documents associated with registration renewal.
   4.1.2 Tracking company registration and renewal dates.
   4.1.3 Informing company of upcoming renewal dates.
   4.1.4 Processing renewal applications.
   4.1.5 Reviewing applications for completeness.
   4.1.6 Scheduling renewal audits.
   4.1.7 Updating website and sending renewal certificates.

4.2 IC-A is responsible for:
   4.2.1 Performing the renewal audit in accordance with A4-1 Compliance Audit Procedure.
   4.2.2 Developing a report in accordance with report template A4-5, within 5 working days of completing the audit.
   4.2.3 Issuing NCRs or OFIs (form A5-2) in accordance with procedure A5-1.
   4.2.4 Communication with the client; opening and closing phone call/email meetings to announce the commencement of the audit, to ask questions as required for clarification and to summarize the audit result at its conclusion.

5.0 QUALIFICATIONS
5.1 The company shall submit a renewal application to ASNT at least 3 months prior to the end of the company's registration period.
5.2 The company shall pay all fees associated with renewal.
6.0 PROCESS
6.1 Provided the company has not revised its written practice/certification procedure, then only a compliance audit in accordance with A4-1 is required.
6.2 If the company has revised its written practice/certification procedure during the registration period then a written practice/certification procedure audit per A3-1 is also required.
6.3 In the event the written practice/certification procedure was revised due to minor clerical changes then the written practice/certification procedure audit may be waived at the discretion of ASNT.

7.0 AUDIT
7.1 Renewal audits are conducted in the same manner as initial registration audits per A3-1 & A4-1.

8.0 REPORTING
8.1 Reporting for renewal audits is conducted in the same manner as initial registration audits per A3-1 & A4-1.

9.0 APPROVAL
9.1 Approval for renewal audits is conducted in the same manner as initial registration audits per A3-1 & A4-1. The length of the registration period is determined by the criteria in A10-2.

10.0 DOCUMENT HISTORY

<table>
<thead>
<tr>
<th>Revision</th>
<th>Date</th>
<th>Summary of Changes</th>
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<tr>
<td>0</td>
<td>4-1-2019</td>
<td>Original Document</td>
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<tr>
<td>1</td>
<td>07-16-2020</td>
<td>Removed reference to the word ‘on-site’ to allow for remote audits. Added Certification Procedure wording.</td>
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