

	TITLE:	Number: A10-1
	REGISTRATION RENEWAL PROCEDURE	Revision: 01
		Date: July 16, 2020

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.



TITLE:
**REGISTRATION RENEWAL
PROCEDURE**

Number: A10-1
Revision: 01
Date: July 16, 2020

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

Revision	Date	Summary of Changes
0	4-1-2019	Original Document
1	07-16-2020	Removed reference to the word 'on-site' to allow for remote audits. Added Certification Procedure wording.