APPROVED,

EXECUTIVE DIRECTOR

Eng.

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Techinical comission

Minute no.: 161 / 15.09.2023

DOCUMENTS CONTROL

CODE: RO-NANDTB 01

Rev.: 2 from 15.09.2023

Synthesis: Cancels and replaces RO-NANDTB 01, rev.1

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Records of changes

Ed.	Modification	Name, signature Modify by:	Date
2	Paragraph 5.3.3 is introduced, referring to the actions that must be carried out upon receiving a new or developed regulation; Para.5.3.5 is updated to bring more clarifications regarding the record of the changes made; Paragraph 5.5.1 is added, to clarify the reasons that can lead to the cancellation of a procedure; Paragraph 5.5.2 is introduced, to indicate the activities that must be carried out to cancel a procedure; The Indep Annex is cancelled. 2 – List of forms used; Annex Indep. 3 – List of documents of external origin is cancelled; Annex Indep.4 turns into Form 2 – the cover page and the content page. It was introduced at para.6 Records, the Form 3	B. Rădulescu	15.09.2023

1. DOMAIN

The provisions of this procedure are applicable to documents issued by RO-NANDTB.

2. PURPOSE

The purpose of this procedure is to establish general rules regarding:

-Document issuance.
-Methods of assigning codes to procedures and forms.
-Controlled document modifications.
-Controlled distribution of issued procedures.
-Cancellation of procedures.

3. DEFINITIONS AND ABBREVIATIONS

3.1. DEFINITIONS

Organization - an individual or group of individuals with their own functions, responsibilities, authorities, and relationships to achieve their objectives

Procedure - a specified way of carrying out an activity or process.

Document - information and the medium that contains it. EXAMPLE:Record,specification, procedural document, drawing, report, standard. Notes:
Note:

1. The medium can be paper, magnetic computer disk, electronic or optical, photograph, or master sample, or a combination of these.
2. A set of documents, for example, specifications and records, is often referred to as "documentation."
3. Certain requirements (such as legibility) apply to all types of documents. However, different requirements may apply to specifications (e.g., the requirement to be controlled on revision) and records (e.g., the requirement to be retrievable).

RO-NANDTB: An independent national body representing the national aerospace industry in the field of NDT, formed by the main organizations performing non-destructive examinations and accepted by AACR to provide qualification and/or NDT examination services.

Independent Annex - an independent document that is part of a procedure and has its own revision.

3.2. ABBREVIATIONS

RO-NANDTB – National Aerospace Association for Non-Destructive Testing

NDT – Non-Destructive Testing

4. REFFERENCE DOCUMENTS

SR EN ISO 9000 Quality Management Systems - Fundamentals and Vocabulary

RO-NANDTB 03 Document Archiving.

5. PROCEDURE

5.1. DOCUMENTS ISSUANCE

5.1.1. The elaborated procedures must comply the following general conditions:

-Must be legible and clean;
-Must be dated;
-Must be identified;
-Must prevent confusion and ensure unequivocal understanding of all referenced aspects;
-Must specify the names of the individuals who prepare, review, approve (as applicable), and authorize the document;
-Must specify (when applicable) the reference documents or documents that generate the document in question.

5.1.2. Procedures are elaborated in text format, on paper support, in the Romanian language.

5.1.3. Identification of a procedure is done by title/name, author, date, code, current edition number.

5.1.4. Procedures are elaborated by the designated drafting committee.

5.1.5. Elaborated procedures are reviewed for content and compliance with elaboration requirements and are sent to the Technical Committee for review. Verification and approval are confirmed by signing the minutes.

5.1.6. Elaborated procedures, after verification and approval, are approved by the Executive Director.

5.2. METHODS OF ASSIGNING CODES TO PROCEDURES AND FORMS

5.2.1. Elaborated procedures are coded for identification purposes.

5.2.2. The general form of the procedure code is: RO-NANDTB XX, where XX represents an assigned number in increasing order.

5.2.3. All issued documents will have the format presented in Independent Annex 4**.**

5.2.4. The record of issued procedures is made in accordance with Independent Annex 1, recording information such as:

-Document name;
-Issuer;
-Edition number and year;
-Effective date;
-Replacing document (if applicable).

The record is maintained on paper or electronically

5.2.5. Forms established in the procedure are coded in the order of appearance in the text: the first form, with the code FORM 1/procedure code/edition number/revision/year of issuance. The code is entered on the last line of the page, in the bottom right corner (examples: FORM 1/RO-NANDTB 02, rev.1).

5.3. CONTROL OF DOCUMENT MODIFICATIONS

5.3.1. Procedures are revised whenever necessary. Revision involves analyzing the requirements and updating the procedure's provisions to ensure compliance with the requirements of applicable standards and regulations. If modifications have been introduced in the text as a result of the revision, the procedure must be reissued and disseminated.

5.3.2. Procedures are reviewed by the drafting committee during periodic meetings within RO-NANDTB. Changes in procedures may occur due to:

-Proposals received from organizations;
-Changes in applicable aeronautical regulatory requirements.

5.3.3. Identification of new requirements of documents issued by regulatory bodies (e.g., EN 4179, NAS 410, or airworthiness directives issued by AACR or AAMN) is performed through a comparative analysis using Form 1 - Requirements checklist, in which all relevant paragraphs of the mentioned documents are verified for compliance with the provisions of RO-NANDTB procedures.

On the Form 2 for each paragraph of the new or evolved procedure, it shall be indicated the corresponding paragraph from the equivalent RO-NANDTB's procedure.

Where differences are identified, they will be implemented in RO-NANDTB's procedures as soon as possible but no later than 3 months.

This action is initiated by the Executive Director by preparing and completing Form 1 with paragraphs from the new or evolved regulation and subsequently transmitted to the drafting committee for actual analysis compared to the provisions of RO-NANDTB's procedures.

5.3.4. Reissuing results in an increase in the procedure's edition (in numerical order, for example, "/1/" coincides with the approval date of the first edition (the first revision), for example: RO-NANDTB Edition/1/ September 2018.

5.3.5. When issuing a revision, the following rules apply:

-The new text introduced after the change is written in blue colored characters;
-The changes made are highlighted in the "Record of changes" table, specially intended, indicating the person who made the respective change and the date on which the change was made.
-When switching from one edition to another, the revisions made up to that date are considered implemented, and the text in the new edition is written in normal ("regular") characters.
-On the first page, at the Synthesis, it shall be filled the code and the revision of the replced document.
-For the first revision of a new procedure, at the Synthesis rubric it shall be write „New revision".

5.3.6. After any revision, the procedure is disseminated in accordance with the provisions of the section 5.4.

5.3.7. After any revision the members of the Technical Commision shall be trained regarding the modifications of the new or evolved procedure, the attendance for the training will be documented by issuing the Form 3 – Training attendance list.

5.4. CONTROLLED DISSEMINATIONS OF PROCEDURES

5.4.1. Approved procedures are published on the RO-NANDTB website www.nandtb.ro immediately after approval.

5.4.2. Approved procedures become mandatory and must be implemented by organizations within 3 months of the approval date.

5.4.3. **RO-NANDTB** provides, upon request, availability of "forms," the applicable version, in electronic format (Word or Excel).

5.5. CANCELLATION OF WITHDRAWN PROCEDURES

5.5.1. Canceled procedures are electronically archived in accordance with RO-NANDTB 03 - Document Archiving, in the "History" section.

A procedure in force may be canceled if its subject is no longer relevant or if its content needs to be redistributed and assimilated into other procedures..

5.5.2. Cancellation of a current procedure is based on a decision of the Technical Committee within RO-NANDTB, followed by the issuance of minutes, which records the reasons for canceling the respective procedure and the impact of this cancellation on other procedures. In this case, a new edition is issued for which the first page is printed with the word "CANCELLED," followed, if applicable with the mention "replaced/ assimilated by RO-NANDTB YY". The code of the cancelled procedure is blocked and will not be assignet to another procedure. The procedure wiil be archived in according to RO NANDTB-03- Document archiving.

6. RECORDS

6.1 The minutes in wich the approval/ revision of the procedures was recorded, as well the outdate procedures are permanently maintained by RO NANDTB in according to RO NANDTB-03- Document archiving

6.2 List of the current documents issued

6.3 **Form 1 –** Checklist of the new requirements from regulations or developed.

6.4 **Form 3** – Training attendance list