



**AUTHORIZATION OF TRAINING AND
EXAMINATION BODIES FOR NDT PERSONNEL**

RO-NANDTB 04

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APPROVED,

EXECUTIVE

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Minute no.:

**AUTHORIZATION OF TRAINING AND EXAMINATION
CENTERS FOR NDT PERSONNEL (CIE)**

CODE: RO-NANDTB 04

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RECORD CHANGES

No.	Edition/ Revision	Name, Signature	Date
		Changed by:	

1. DOMAIN OF APPLICABILITY

This procedure sets out the requirements for initial authorization, modification of the scope of authorization, and ongoing supervision of training and examination centers for NDT personnel in the aeronautical industry.

Personnel training centers may be internal or external.

Internal CIEs are those centers that operate within a production organization for their own personnel.

External CIEs are those independent organizations that are not part of a production organization and which have as their object the training and examination of NDT personnel from various requesting production organizations, or those internal CIEs that contractually provide training and examination of NDT personnel belonging to other organizations.

2. SCOPE

In order to be able to undertake the theoretical and practical training courses of personnel conducting non-destructive examinations in aeronautics and to organize the examination of such personnel for qualification, the NDT Personnel Training and Examination Center must be authorized in turn by RO-NANDTB in accordance with this procedure.

This procedure sets out the general rules for the conduct of the training and examination centers of NDT personnel in the aeronautical industry

3. DEFINITIONS AND ABBREVIATIONS

3.1. DEFINITIONS

Authorization - Official confirmation issued by a document issued by RO-NANDTB in accordance with this Procedure, certifying the holder's ability to carry out the training and examination activities in the field of non-destructive examination referred to in this document.


Basic Examination: a written examination for authorization on Level 3, demonstrating the candidate's knowledge of material science, material development and processing technology, types of material discontinuities, and basic principles of NDT methods.

Certification: Written declaration given by the employer that a person has met the requirements of EN 4179 / NAS 410.

Closed book examination: An examination administered without access to any reference materials.

Direct observation: Direct observation is when the observer is able to come to the immediate aid of the trainee and remains within a distance that permits uninterrupted, unaided visual and verbal contact with the trainee.

Employer - a legal person that can, according to law, employ the workforce on the basis of an individual employment contract, and is authorized under national law to perform non-destructive testing activities (NDT). Self-employed individuals are included in this definition.

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Evaluation: A review following interpretation of the indications noted during an NDT inspection to determine whether the indications meet specified acceptance criteria or to determine the significance of the indication.

Examination: Formal, controlled, documented testing conducted in accordance with a documented written practice to verify a candidate's visual capability, skill or knowledge of an NDT method.

Examiner: A Level 3 certified to EN 4179 standard and designated by the Responsible Level 3 to administer all or part of the qualification process in the NDT method(s) in which the Examiner is certified.

Experience: Actual performance of an NDT method conducted in the work environment resulting in the acquisition of knowledge and skill. This does not include formal classroom training, but may include laboratory and on-the-job training as defined by the employer's written practice.

Formal training: An organized and documented program of learning activities designed to impart the knowledge and skills necessary to be qualified to EN 4179 / NAS 410 standard. Formal training may be a mix of classroom, practical and programmed self-instruction as approved by the Responsible Level 3 or Examiner.

General examination: A written examination addressing the basic principles and theory of an NDT method.

Instructor - Personnel Designated / Approved by the Responsible Level 3, who conducts NDT personnel training process.

NDT method: One of the disciplines of nondestructive testing (e.g. ultrasonic, radiography, etc.) within which different techniques may exist.

NDT Technique: A category within a method; for example, ultrasonic immersion testing or ultrasonic contact testing.

On the job training: Training in the work environment to gain experience in learning instrument set-up, equipment operation, applying the process, and recognition, interpretation and evaluation of indications under appropriate technical guidance.

Open book examination: An examination administered with access to specific reference material that is provided with or referenced in the examination.

Operator / Personnel NDT: personnel performing nondestructive examinations in the field of aeronautics.

Practical examination: An examination to demonstrate an individuals ability to conduct an NDT method as used by the employer. Questions and answers need not to be written, but a checklist must be used and observation and results must be documented.



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Procedure: A written general “how to” instruction for conducting a given process. Procedures are then used to develop work instructions.

Qualification: the skills, training, knowledge, examinations, experience and visual capability required for personnel to properly perform to a particular level.

Responsible Level 3 - person identified in writing by the employer, acting on his behalf in matters relating to the process of qualification and certification of NDT staff. RL3 must be certified in accordance with EN 4179 / NAS410 for Level 3 in one or more NDT methods and must have in-depth knowledge of the written instructions, codes, specifications and standards used by the employer. RL3 must have sound knowledge of materials, components, product technologies, NDT methods and NDT techniques used by the employer. RL3 must be responsible for the implementation of EN 4179 / NAS 410 and for the full management of the qualification and certification program.

Restriction - temporary withdrawal of some of the competencies granted to a NDT personnel training center through the authorization documents. Restriction is a particular case of suspension.

Revocation - Final and enforceable cancellation of the entire authorization. In this case, all the rights and privileges granted by the authorization are withdrawn and, after revocation, the NDT Personnel Training Center is no longer entitled to carry out any activity invoking the authorization and the organization to which it belongs is obliged to remove all references from its documentation on authorization.

RO-NANDTB - The National Independent Aeronautic Organization - an independent organization representing the NDT national aeronautical industry, which is made up of the main employers performing NDT examinations and which is recognized by the civil aviation authority (AACR) to control the qualification activity and / or examining the NDT personnel in accordance with the requirements of this regulation.

Specific examination: a written examination to determine an individual's understanding of operating procedures, codes, standards, product technology, test techniques, equipment and specifications for an NDT method, as used by the employer,

Suspension - Temporary withdrawal of competences granted through authorization documents to a NDT Personnel Training Center. In this case, the authorization remains valid, but during the period of suspension, no activity can be done invoking the authorization. Privileges resulting from the authorization can be restored when RO-NANDTB finds that the circumstances that caused the suspension have been corrected and the NDT Personnel Training Center can again demonstrate full compliance with the applicable requirements.

Test sample: A part or image containing one or more known and documented natural or artificial discontinuities, flaws or conditions used in the practical examination to demonstrate the candidate's proficiency in an NDT method. Test samples can refer to actual hardware, fabricated test parts, or, when applicable, images of actual hardware such as radiographs.

Training and Examination Center for NDT personnel (CIE): an internal or external

organization that is capable of training and examining NDT personnel in aeronautics in accordance with the requirements of this procedure. CIE must be approved by RO-NANDTB according to this procedure.

Withdrawal - permanent termination of authorization of a NDT Training and Examination Center based on a formal written request from the responsible manager of the organization to which it belongs / the NDT Personnel Training Center. In this case, the person / organization effectively renounces its rights and competences granted by that authorization and, after cancellation, is no longer entitled to carry out activities invoking the authorization and the organization to which it belongs is obliged to remove all references to the authorization from its documentation.

Work instruction: A document detailing the NDT technique and testing parameters to be used for the inspection of a specific component, group of parts (e.g. "aluminium extrusions" or "steel brackets"), or assembly. These are sometimes referred to in the industry as "technique sheets" or "data cards".

Written practice: a document that describes an employers requirements and methodology for controlling and administering the NDT personnel qualification and certification process.

3.2. ABBREVIATIONS

AACR	Romanian Civil Aeronautical Authority
AAMN	Romanian Military Aeronautical Authority
CA	Certificate of Autorization
CIE	Training and Examination Centre for NDT Personnel
RO-NANDTB	Romanian National Aerospace NDT Board
NDT	Nondestructive Examinations
RL 3	Responsible Level 3

4. REFERENCE DOCUMENTS

AC 7114/11 – Audit Criteria to be used on audits of NANDTB's

ANDTBF_14 – Checklist for Audits of National Aerospace NDT Boards

EN 4179 – Aerospaces series. Qualification and approval of personnel for non-destructive testing.

NAS 410 – Certification and qualification of non-destructive test personnel, standard practice.

RACR-NDT – Authorization of non-destructive examination personnel (NDT) in civil aeronautics and NDT personnel training centers

RO-NANDTB 01 – Drafting, approving and keeping the documentation under control.

RO-NANDTB 02 – Qualification and Certification of NDT Personnel

RO-NANDTB 03 – Archiving of documents

RO-NANDTB 05 – CIE Audits

5. THE PROCEDURE

5.1. APPLICATION FOR AUTHORIZATION

5.1.1. For authorization purposes, a NDT training and examination center must submit a request for authorization (Form 1) to RO-NANDTB, which must be accompanied by the following supporting documents:

- a) Activity Statement Memorandum Memo for CIE;
- b) Registration Certificate from the National Trade Register Office;
- c) Proof of payment of the authorization fees.

5.1.2 The format and content of the application for authorization are set out in Annex 1 and published on its own website.

5.2. AUTHORIZATION FIELD OF NDT PERSONNEL TRAINING AND EXAMINATION CENTER

5.2.1. An CIE must hold an Authorization Certificate (Annex 2) granted by RO-NANDTB specifying the scope of the authorization following the fulfillment of the requirements described in this Procedure.

5.2.2. In order to be authorized, the CIE must have a Activity Statement Memorandum in accordance with this procedure, which must specify the scope of the activity covered by the authorization. When specifying the scope of activity, the classification of the NDT methods in RO NANDTB-02 and the complexity of the courses (qualification levels) that CIE has the ability to organize them shall be taken into account.

5.2.3. AACR approvals for CIE, valid at the date of entry into force of this Procedure, remain valid until their expiry date.

5.3. REQUIREMENTS CONCERNING FACILITIES

5.3.1. Facilities must be appropriate for performing activities. Thus, in addition to the necessary spaces to support courses and exams to qualify NDT personnel, offices for all CIE staff and test storage facilities and appropriate ancillary facilities should be provided. It is also necessary to provide storage facilities for NDT personnel training and examination records and documentation.

5.3.2. The spaces provided for supporting the theoretical and practical courses must enable the training of NDT personnel without any disruption to the activity and be equipped with training aids to ensure the necessary conditions for the courses.

5.3.3. The CIE must provide a sufficient number of test samples representative of the approved activity field, containing natural or artificial defects, and covering the full range of non-destructive examinations that may be performed by applying a particular NDT method.

- 5.3.4. The test samples used in the theoretical and practical training activities will not be used in the practical examination of the candidates.
- 5.3.5. CIE must be able to provide sufficient and properly maintained modern equipments for students so that they can practice exercises during classes.
- 5.3.6. The conditions for practicing trainees' training should be as close as possible to those that NDT operators will have at their particular jobs. If the CIE can not provide all the conditions for conducting practical training for a particular NDT method, it may use, on a contractual basis, the facilities of another non-destructive aeronautical organization. The authorized CIE must ensure RO-NANDTB access to any such contracted organization.
- 5.3.7. The practical training environment should be appropriate to the work to be done and, in addition, the environmental requirements (including personnel safety and protection) specific to each NDT method.
- 5.3.8. Trainees and candidates who are trained practically and examined in RT-specific areas must have the necessary radiation protection conditions and be trained in radioprotection according to national and international standards as well as applicable legislation.
- 5.3.9. The CIE that practically instructs personnel in the RT method will have a valid authorization issued by CNCAN valid for its own radiation generators.

5.4. REQUIREMENTS CONCERNING CIE PERSONNEL

- 5.4.1. The CIE or organization to which it belongs will designate a person or group of acceptable RO-NANDTB persons whose responsibilities include ensuring that the CIE complies with RO-NANDTB requirements.
- 5.4.2. The CIE must provide sufficient staff to plan, prepare and carry out theoretical and practical training, and organize, supervise, and conduct NDT personnel reviewing in accordance with the scope of authorization.
- 5.4.3. CIE may use NDT (Level 3) operators appropriately qualified under RO-NANDTB 02 (instructors and examiners) from another entity on a part-time basis if their own staff does not have the necessary competence to support courses / examinations in a particular NDT method.
- 5.4.4. Instructors and examiners must meet the requirements specified in the RO-NANDTB 02 procedure. They must be in sufficient numbers and have the necessary knowledge and skills to develop training programs, support courses, support these courses, and be able to examine NDT personnel according to RO-NANDTB 02.
- 5.4.5. Instructors and examiners must have sound knowledge about materials, components, execution technologies, and NDT techniques used and for which training programs have been developed.
- 5.4.6. In order to provide specific training, instructors must be familiar with the written instructions, codes, specifications and standards in the NDT field used within the organization to which

the candidate belongs. The same requirements must also be met by examiners who provide the specific and practical examination of candidates for qualification. Given the non-transferability of the CIE method specifications for contractual reasons, the NDT Personnel Training and Examination Center may use a recognized civil aviation standard for specific training, informing about that the organization receiving training.

- 5.4.7.** Examiners have to correct and record the answers of candidates for the written tests, and the results of the practical examinations will be appreciated and scored according to a check list of the practical examination, which includes at least 10 scoring criteria.
- 5.4.8.** The CIE must keep records of all personnel involved in the training and examination, which must include details of the qualifications, experience and skills of each individual. These records, including the documents required to support all information contained in CIE records, must be accessible / available RO-NANDTB.

5.5. REQUIREMENTS CONCERNING THE QUALITY ASSURANCE SYSTEM

All CIEs must have a quality management system certified to AS 9100 or equivalent. For internal CIE this is the one of the parent organization.

5.6. EXAMINATIONS MANAGEMENT AT CIE

- 5.6.1.** CIE Extern / Intern have to send to RO-NANDTB 10 days before organizing an examination session, the list of the personnel involved, the test methods, the qualification level and the nomination of the examiners.
- 5.6.2.** Examinations will be conducted according to RO NANDTB 02.
- 5.6.3.** The contract concluded by CIE will clearly specify and identify the specific requirements of its clients regarding the specific training and examination of the personnel. Customers will provide the CIE with the materials used for the open book examination.
- 5.6.4.** During the audits performed by RO-NANDTB or other regulatory bodies, the CIE must demonstrate that it has analyzed and implemented the specific customer requirements specified in the contract .
- 5.6.5.** If this is not possible, customers will organize an additional exam at their premises to supplement specific requirements that have not been resolved at CIE.
- 5.6.6.** Questions to be handled during general and specific examinations will only be made available to the examined person during the examination.

5.7. DOCUMENTS ISSUED BY CIE

- 5.7.1.** The CIE authorized under RO-NANDTB 04 must issue a graduation / qualification certificate for each student. The document attesting to the qualification of the students includes:
- a) The NDT method and the techniques for which it was trained;
 - b) Qualification level for which he / she was trained;
 - c) The name and signature of the instructors who have completed the training;

- d) Name and signature of the examiners who carried out the assessment of the knowledge gained during the training;
- e) The duration of the training course and the number of hours worked;
- f) Scores obtained from the general, specific and practical examination.
- g) Term of validity

5.7.2. The graduation / qualification certificate issued by the CIE must specify the number of the certificate of authorization issued by RO-NANDTB.

5.7.3. Qualification certificates issued by the authorized CIE do not replace the certification issued by the employer, being an objective proof of competence of qualified NDT personnel.

5.8. RECORDINGS

5.8.1. The CIE must archive the following types of records:

- records of personnel involved in training and examination activities;
- recordings of the types of courses organized, namely: levels of qualification, type of training provided (initial, recurrent, etc.), the category of training provided (general, specific, practical), NDT methods, method standards used, program and thematic approvals training, etc.

5.8.2. The NDT Personnel Training and Examination Center has the obligation to establish and maintain documented procedures for identifying, collecting, indexing, accessing, filing, archiving, retaining and removing records.

5.8.3. All course records, trained persons must be legible and must be archived and stored so that they are readily retrievable in arrangements that provide a suitable environment to prevent their deterioration or loss. Record keeping times shall not be less than 10 years from the date of completion of a training period. Records can be on any media such as paper or computer support.

5.8.4. Evidence must be made so as to ensure a reliable correlation of course content, NDT instructors, examiners, trainees, and trained personnel qualification papers.

5.9. SPECIFIC PROCEDURES

5.9.1. The NDT Personnel Training and Examination Center should develop its own procedures to ensure that the specific activities are properly carried out as well as the continued compliance of the organization with the relevant requirements of this Regulation.

5.9.2. The NDT Personnel Training and Examination Center should implement a quality management system including independent audits to monitor training and examination, compliance with, and suitability for, the specific procedures.

5.10. ACTIVITY STATEMENT MEMORANDUM

5.10.1. The CIE must prepare and keep up to date an Activity Statement Memorandum, containing at least the following information:

- a) Function (s) and name of the RO-NANDTB acceptable person (s) in accordance with section 5.4.1;
- b) The duties and responsibilities of the person (s) specified in the above sub-paragraph;
- c) Organizational structure of C.I.E. from which the hierarchy of responsibilities of the person (s) specified in sub-paragraph (b) above is to be derived;
- d) List of instructors and examiners;
- e) General description of facilities located at each address specified in the CIE Authorization Certificate;
- f) A specification of the field of activity of the CIE relevant to the scope of the authorization, including a description of the organization / structure of courses and examinations for qualification and / or authorization;
- g) How to communicate changes within the CIE;
- h) the specific procedures of the NDT Personnel Training and Quality Assurance Center activity;
- i) Specimens of the forms used in the CIE.

5.10.2. The CIE report and subsequent amendments should be approved by RO-NANDTB, unless RO-NANDTB has agreed that some classes of defined amendments can be incorporated without the prior approval of RO-NANDTB.


5.11. COMPETENCES GRANTED ACCORDING TO THE CERTIFICATE OF AUTHORIZATION

5.11.1. The NDT Personnel Training and Examination Center authorized under this procedure is entitled to perform the following activities in accordance with the Activity Statement Memorandum approved by RO-NANDTB.

- (a) Organize and support training courses for aeronautical NDT personnel for which it is licensed, in accordance with programs and themes approved by the Beneficiary's Level 3 Responsible, at the locations identified in the Authorization Certificate and / or in the Presentation business;
- (b) Organize and conduct examination sessions for NDT personnel;
- (c) Apply the RO-NANDTB logo on the Graduation / Qualification Certificates of staff issued in its own name.

5.12. CHANGES IN THE AUTHORIZED TRAINING AND EXAMINATION CENTER

5.12.1. The Training and Examination Center for NDT Personnel authorized by this Procedure or the organization to which it belongs shall communicate to RO-NANDTB any proposal to make any of the following changes before these changes take place to allow RO-NANDTB to establish continuity of compliance with RO-NANDTB 04 and to amend, where

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appropriate, the Authorization Certificate:

- a) The name of the NDT Training and Examination Center and the organization to which it belongs;
- b) Headquarter of NDT Personnel Training and Examination Center;
- c) NDT Personnel Training and Examination Center locations;
- d) Responsible Manager;
- e) Any person with a responsible position;
- f) Facilities, equipment, procedures, field of activity, and training and examination staff.

5.11.2 If RO-NANDTB finds that the Authorized Training and Examination NDT Center can not continue to work as a result of the changes or has not informed RO-NANDTB of these changes, RO-NANDTB may decide to suspend the authorization of the Training and Personnel Examination NDT Center.

5.13. AUTHORIZATION / REAUTHORIZATION

5.13.1. The validity of the Authorization Certificate is 3 years from an initial audit and its prolongation is subject to annual periodic audits carried out by RO-NANDTB to verify that the CIE complies with the requirements initially demonstrated. The request to extend the validity of the CIE Authorization Certificate is at least 60 days before the expiration date. The scheduled audit will take place at least 30 days before the expiry date of the authorization.


5.13.2. Designated auditors will be Level 3 personnel accepted under RO-NANDTB 02 who have graduated an auditor's course.

5.13.3. To determine compliance with RO-NANDTB 05 requirements.

5.13.4. If in the course of both an initial audit and a re-authorization audit conducted at a CIE, situations with possible impact on product integrity are identified, the Executive Director will notify the AACR / AAMN and the beneficiary production organization of its own training courses.

5.13.5. If the authorization certificate previously did not, in accordance with the specific provisions, have the subject of voluntary waiver, restriction, suspension or revocation or has not expired by exceeding the date of validity specified in the authorization certificate, the continued validity of the authorization shall be conditional on:

- (a) Maintain permanent compliance with the NDT Authorized Training and Examination Center with the requirements of RO-NANDTB 02, as demonstrated by the RO-NANDTB audit;
- (b) Granting RO-NANDTB representatives and auditors access to the NDT Authorized Training and Examination Center to determine continued compliance with RO-NANDTB 04 requirements;
- (c) Payment of the financial obligations of the NDT Personnel Training and Examination Center according to the legal provisions for the services provided by RO-NANDTB. Non-payment does not automatically invalidate the authorization, but entitles RO-NANDTB to suspend the authorization until payment of the financial obligations.

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5.14. SUSPENSION OF THE CERTIFICATE OF AUTHORIZATION

5.14.1. The authorization certificate is suspended in the following situations:

- a) Prevent the access of stakeholders' representatives to the premises and / or the declared facilities of the CIE in order to determine continued compliance with the requirements of this regulation;
- b) Lack of a corrective action plan required to close the identified nonconformities during authorization / surveillance audits within the legal timeframe;
- c) Non-resolution of non-conformities identified during supervisory audits at the agreed term.

5.14.2. Restriction of the authorization field: then comes to the conclusion that the initial authorization requirements are no longer met for some fields of activity, and CIE is notified in writing within 5 working days of the completion of the audit.

5.15. REVOCATION OF THE CERTIFICATE OF AUTHORIZATION

5.15.1 The authorization certificate is revoked in the following situations:

- a) At the request of the NDT Training and Examination Center;
- b) If the non-conformities leading to the suspension of the authorization certificate are not resolved within 6 months from the date of the decision to suspend the validity of the authorization certificate;
- c) In the case of organizing and conducting training during the period of validity of the authorization certificate;
- d) After revocation, the organization is required to remove all references to the authorization contained in all its documentation.



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ANNEX 1- APPLICATION FOR AUTHORIZATION

- INITIAL AUTHORIZATION
 EXTENSION OF AUTHORIZATION
 PROLONGATION OF AUTHORIZATION
 RE-AUTHORIZATION

The number of Authorization Certificate held^{*)}: _____

1. Name of requesting organization: _____

2. Address: _____

3. Phone: _____ **Fax:** _____ **E-mail:** _____

4. Fields for which authorization is requested:

TRAINING and EXAMINATION for NDT PERSONNEL

- PENETRANT
 MAGNETIC PARTICLES
 TERMOGRAPHY, INFRARED
 EDDY CURRENTS
 ULTRASOUND
 PENETRANT RADIATION FILM / NON-FILM

LEVEL 1

LEVEL 2

LEVEL 3

5. Position and name of the Responsible Manager:

6. Signature of the Responsible Manager and stamp of the requesting organization:

7. Date of completion of the application : _____

*) To be completed if there is a prior authorization

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ANNEX 2
CERTIFICATE OF AUTHORIZATION

No.: _____ / Date: _____

In accordance with the established and published requirements for the authorization of NDT training and examination centers for NDT personnel by RO-NANDTB, authorize:

Organization: _____

Address: _____

As a Training and Examination Center for NDT Personnel

Executive:

Signature:

Revision:

This Certificate is valid until: _____

This certificate is property of RO-NANDTB and is not officially without the RO-NANDTB seal.
The certificate can be verified on the RO-NANDTB site or by contacting RO-NANDTB by phone.

ANNEX FOR CERTIFICATE OF AUTHORIZATION NO. _____ / _____

Authorization Field:

Executive:

Signature:

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**ANNEX 3 - ACCEPTANCE REPORT FOR STAFF OF THE TRAINING AND
EXAMINATION NDT CENTER**

A. Name: _____

B. Rank: _____

C. Relevant Qualifications: _____

D. Relevant Experience: _____

E. Organisation Name: _____

F. Reference for Organisation Authorization: _____

G. Name of previous holder of this function (if applicable): _____

Signature:

Date:

Space allocated to RO-NANDTB

Name of the RO-NANDTB representative authorized to accept this person:

Signature:

Date:

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