

Prepare a Nadcap audit with scope-linked evidence

Build a traceable preparation record for a defined site/process scope, distinguish an evidence gap from a completed action, and describe readiness without claiming accreditation.



A tidy folder is not a verified evidence trail

Fictional preparation exercise: quality lead Ren works at Alder Aerospace, East site. A customer request concerns a defined heat-treatment process at East. The company's West site has a separate scope record. Ren is assembling a self-audit evidence trail for job HT204, but the training record is missing the link between its processing instruction and the applicable revision. No accreditation decision is supplied for East.

Your role and the reference condition

Quality lead coordinating the process owner and document-control owner; program questions go through the appropriate PRI channel.

Normal: The actual site/process/customer scope, applicable authorized criteria and job evidence are linked and current. Preparation status and accreditation status are recorded separately.

Gap: Management wants to mark preparation complete because a folder exists and an optional pre-assessment is booked. The job-to-instruction link remains unverified.

Work within these conditions

1. The evidence index below is an original learning aid, not an official Nadcap checklist or substitute for applicable audit criteria.
2. No technical heat-treatment limits, audit deadlines or guaranteed accreditation outcomes are invented here.

Fictional teaching case. Supplied observations support the exercise; proposed actions are not verified customer results.

See how the method works

Nadcap readiness starts with the applicable scope and criteria, not with a universal binder template. Confirm the relevant process and site requirements using the current PRI and customer authorities. Perform the required preparation and self-audit with actual job evidence, identify gaps and verify corrective action. An optional pre-assessment can help preparation but is not the accreditation decision. The formal audit and subsequent review follow the authorized program process. Keep evidence linked to the criteria revision and the job being examined. This original preparation workflow does not prescribe an audit sample size, a universal checklist or assurance that accreditation will be granted.



Method exhibit: Scope, Current criteria, Self-audit + gap closure, Audit + review, Authorized decision.

Follow the evidence and decisions

Inspect the supplied case inputs

Fictional evidence item	Status supplied to Ren
Requested scope	East site; defined heat-treatment process; customer request C88
Criteria access	Authorized source identified; exact applicable revision to be confirmed
Job HT204	Job identity, equipment reference and process record located
Instruction linkage	Job record lacks a confirmed applicable instruction revision
Other site	West scope record exists; applicability to East not established
Program status	Optional pre-assessment booked; no East accreditation decision supplied

01 / Fix the scope before copying evidence

Ren records East, the requested process and customer request C88. He keeps West's status in a separate reference and identifies who must confirm the actual scope.

Why: A company name alone cannot establish that another site or process is covered. Scope errors make a polished evidence folder misleading.

Evidence / check: The preparation cover sheet names East and the requested process without claiming accredited status.

02 / Obtain the applicable authority

The quality lead obtains the relevant current audit criteria through the authorized PRI system and resolves applicability questions with the appropriate program contact. Exact revision and access date are recorded locally.

Why: A downloaded template or an old internal checklist cannot be assumed current. This lesson supplies no real audit clauses to fill that gap.

Evidence / check: The source/revision entry remains open until confirmed; the training index is not labelled an official form.

03 / Walk one job through its evidence

Ren follows HT204 from job identity to process instruction, equipment record, execution evidence and required verification records under the applicable criteria. He records the missing instruction-revision link rather than checking the row complete.

Why: An evidence trail must support the actual job, not merely show that a procedure exists somewhere.

Evidence / check: Gap G7 identifies the unverified link, its document-control/process owners and the evidence needed to resolve it.

04 / Verify a correction rather than a promise

The owners retrieve the controlled instruction history and assess HT204 against it. A reviewer checks the resulting link and any affected-job implications before closing G7.

Why: Uploading a current procedure does not establish which instruction governed an earlier job. Historical uncertainty may require additional investigation.

Evidence / check: Closure requires retrievable job-specific evidence and a review record; future findings are not fabricated in this example.

05 / Keep preparation and accreditation distinct

Ren records the optional pre-assessment as preparation activity only. Formal audit, review, nonconformance response and the authorized decision follow the applicable program process.

Why: A booked or completed pre-assessment is not accreditation. The organization must verify actual status and scope before making an external claim.

Evidence / check: Readiness remains conditional on open gaps; no East accreditation or customer approval is asserted.

Original readiness evidence index - fictional, not an official checklist

Scope / evidence	Current finding	Owner / closure evidence
East / C88 process	Scope defined for preparation	Quality lead: confirm applicable scope
Applicable criteria	Revision confirmation open	Quality lead: authorized source and revision
HT204 identity / process record	Located in controlled records	Process owner: confirm job linkage
HT204 instruction revision	G7 open; historical link missing	Document control + process owner: verified history
Pre-assessment	Booked; preparation only	No accreditation conclusion
Status claim	No East decision supplied	Verify actual authorized status and scope

A current document is offered as historical proof

Document control finds today's approved instruction but cannot show whether that revision applied when HT204 was processed. The folder is now complete by file count.

Decision

Keep G7 open, seek controlled revision/effectivity history and assess affected-job implications through the process owner. Do not reconstruct an unsupported signature or backdate a record.

Reasoning

The missing fact concerns historical applicability, not whether a PDF exists. A file-count metric would close the wrong problem.

What would change the decision?

A defensible job/revision link or an explicitly managed unresolved condition is required; any product/customer response follows its actual authority.

Practise with a changed case

Another site, another missing link

New fictional case: North site prepares a defined NDT scope. A South-site status document is available. Job ND71 has an equipment identifier, but the record does not link the person performing the work to the applicable qualification evidence. An optional pre-assessment has identified the gap; no formal North accreditation decision is supplied.

Input	Supplied fact
Requested scope	North site; defined NDT process
Available status document	South site only
Job ND71	Equipment identified; personnel-evidence link missing
Preparation activity	Optional pre-assessment completed
Missing authority	No North accreditation decision supplied

Your task

1. Write a scope/status statement that does not overclaim.
2. Complete the gap row with owner, missing evidence and verification requirement.
3. Explain why neither the South document nor the pre-assessment closes the North issue.

Use the next page to record your reasoning before reading the answer.

Your practice worksheet

Another site, another missing link

Site / process / customer scope

Applicable authority and revision reference

Job-specific evidence gap

Action owner and verification evidence

Preparation status versus verified accreditation status

Complete your reasoning before turning to the answer. Use the separate learner workbook for group practice.

Check your reasoning and transfer it

1. State that North is preparing the specified NDT scope and has an open job-evidence gap; the supplied records do not establish North accreditation.
2. The process/qualification record owners must retrieve applicable evidence linking the person, role and job conditions, with reviewer verification and any necessary affected-job assessment. Do not invent qualifications or reproduce an official requirement not supplied.
3. The South record applies only to its actual scope, and the optional pre-assessment is preparation evidence, not an accreditation decision. Verify actual status through the authorized program records before any claim.

Suggested completed record

Record field	Applicable evidence	Decision / next owner
Scope	North / specified NDT	Preparation; no North decision supplied
Gap	ND71 personnel evidence linkage	Named process and qualification owners
Closure	Applicable job-specific evidence	Independent verification; assess implications
Status	South record / pre-assessment	Neither establishes North accreditation

Plausible wrong turns

1. A complete folder does not prove applicable, traceable evidence.
2. Pre-assessment, self-audit, formal audit and accreditation decision are distinct events.

Evidence of a sound answer

1. Keep site/process scope explicit and avoid an unsupported accreditation claim.
2. Define a specific missing link and retrievable closure evidence.
3. Explain why the plausible substitute evidence is insufficient.

Take the learning back to work

Commitment	Agreed follow-through
Owner	Site quality lead with the responsible process and record owners
Record	Controlled preparation index linked to applicable criteria, actual job evidence and gap verification
Review	At preparation reviews and after each verified gap closure; use actual program requirements for scheduling
Verification evidence	Current scope/criteria references, traceable job records, closed-gap verification and separately verified accreditation status
If unresolved	Retain the open gap and address applicability through qualified owners/PRI channels; avoid unsupported external status claims.

Help someone else apply the method

Prepare

1. Fictional evidence cards only; no customer records needed
2. Blank original readiness index
3. Separate status and preparation labels

Minutes	Activity and coaching prompt
5	Set the authority boundary What can this learning index establish, and what requires the program authority?
8	Walk HT204 evidence trail Does today's procedure prove yesterday's applicability?
10	Complete North-site practice Which exact link is missing for ND71?
6	Debrief status claims How would you describe progress without claiming accreditation?

Debrief

1. If a learner writes obtain certificate, return to the missing job-specific evidence.
2. Accept alternative record structures if the scope, evidence, owner and verification remain traceable.

Individual or remote practice

Sort each supplied fact into scope, preparation, job evidence or authorized status before completing the gap record.

Connect the method and check its boundaries

Before application

1. Applicable site and process scope
2. Current PRI/customer criteria

Outside this lesson

1. A guarantee of accreditation
2. A universal checklist or sample size

PRI: Getting started with Nadcap

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Preparation includes the applicable audit criteria, self-audit, audit, NCR closure and task-group decision, with records managed in PRI EAN.

PRI EAN is formerly eAuditNet. Timelines are illustrative and scope-dependent; no fixed audit deadline is claimed here.

PRI: Voluntary pre-assessment

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Optional pre-assessment helps preparation but is not part of the accreditation decision.

Do not conflate this with the required self-audit or consulting/certification.

Open this lesson and its visual aids