

	<b>Meena International</b> <b>Training &amp; Certification Division</b> <b>Application for Authorised Training Organisation</b>	Form No.	67
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**ALL FIELDS ARE MANDATORY:**

<b>Applicant Organisation Details:</b>	
Legal Name:	
Company's Registered Address:	
Contact Number:	
Contact Person:	
E-MAIL:	
E-MAIL (Accounts):	

Title(s) of NDT Method(s) to be approved:		
Sector - (e.g. Welds)	Level	Method (and sector where applicable)

DECLARATION* The organisation's quality systems and the above courses are believed to comply with the institute's requirements for approval	
Coordinator's Name:	
Signature:	
Date of Application:	

\*I have read and understood the requirements. I undertake, on behalf of the applicant organisation, to comply with the Meena International's Training Manual and the Code of Ethics, and also understand that, when completed, this form together with any subsequently issued certificates of approval, will form the contract between the applicant organisation and Meena International.

All information provided will be treated as commercial in confidence and only divulged to the members of the Certification Manager, Scheme Development Committee and/or the Impartial Committee when required.



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**Training & Certification Division**  
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APPLICATION CHECKLIST  
 To be filled in by the applicant organisation.

DOCUMENT TYPE	YES/NO
Controlled copy of Training Organisation Quality and Operation Procedures	
Method support checklist	
Students course notes for each course to be accredited	Meena
Typical end of course student assessment and feedback forms and reports	Meena
Copies of each tutors' CV and copies of their relevant certification	
Signed confidentiality form for each member of staff involved with training	
Course syllabus/curricula if outside the scope of IPC	Meena
Current fee for approval	

**METHOD SUPPORT CHECKLIST:**

ALL FIELDS ARE MANDATORY	
Applicant Organisation:	
Title of course to be accredited:	
With which certification examination(s), if any, is the course aligned: (if none, state objectives)	
Overall duration of the course in working days:	
Amount of formal instruction in hours:	
Amount of Practical and tutorial in hours:	
What, if any, are the course entry requirements, i.e. qualifications and experience:	
Does the course involve a mandatory examination or assessment YES/NO	
Is a certificate or a written evidence of progress issued to:	
a) The Student? YES/NO	
b) The Employer? YES/NO	
Please give the details of course literature issued to the student:	
a) Before the course:	
b) During the course	
Name of responsible course tutor	
Is he/she engaged full time during the course: YES/NO	

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Tutor's Professional qualifications and/or valid certification:  (copy of CV and Certificates shall be submitted along with this form)	
Details of other relevant staff involved in the course:	
Name of tutor:	
Is he/she engaged full-time during the course: YES/NO	
Relevant industrial experience and qualifications:	
Details of formal training in lecturing (with dates):	
<b>FACILITIES AND EQUIPMENT</b>	
General description of premises:	
For Lectures:	
For Practical	
Capacity (No. of students):	
Details of equipment for this course:	
Policy on equipment calibration:	
Details of available calibration blocks for this course:	
Details of practical specimen's representative of the range necessary to cover the requirements of the certification scheme (where applicable) with which the course is aligned:	
Is this course ever conducted outside the premises to be audited? YES/NO:  <b>(if yes, give details)</b>	

When space provided is not adequate use separate sheets and attach them to the application.