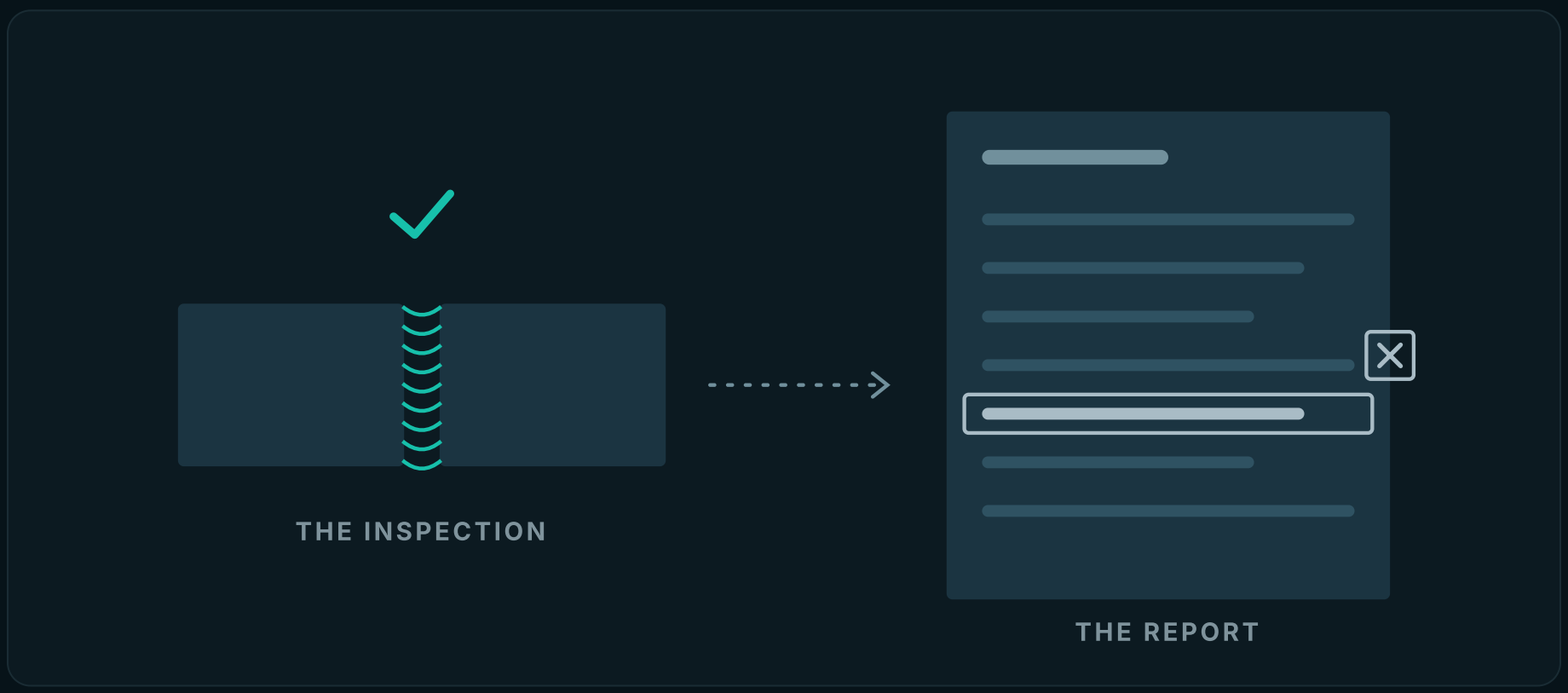
NDT REPORTING CHECKLIST

THE INSPECTION WAS FLAWLESS. THE REPORT WASN'T.

8 ways to get NDT reports right the first time. From our talk at ASNT 2026.

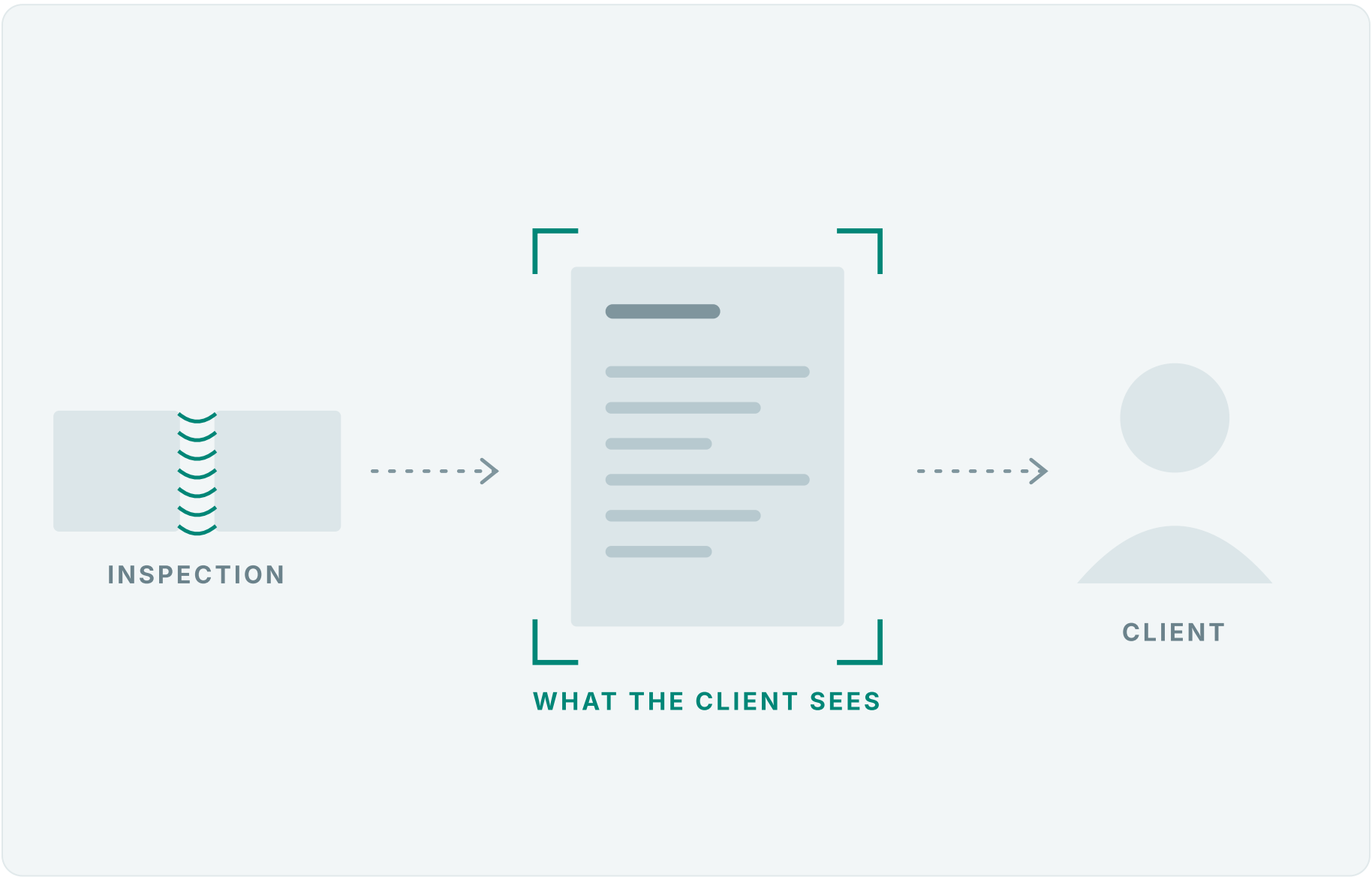


SWIPE →

Weld Done

I had to double-check and basically correct every report.

Jesper Tornin
CEO, Nordic NDT



The client gets the report, not the inspection. One wrong value can undo a perfect job. These eight points get **NDT reporting done right the first time**.

LOCK THE CODE WHEN THE JOB IS CREATED.



Set it at job setup, so nobody picks it from memory on site. If a technician has to deviate, warn and record it. Don't block them.

ASK YOURSELF

Who picks the code on your jobs today?

PICK EQUIPMENT FROM A LIST, WITH THE CERT ATTACHED.

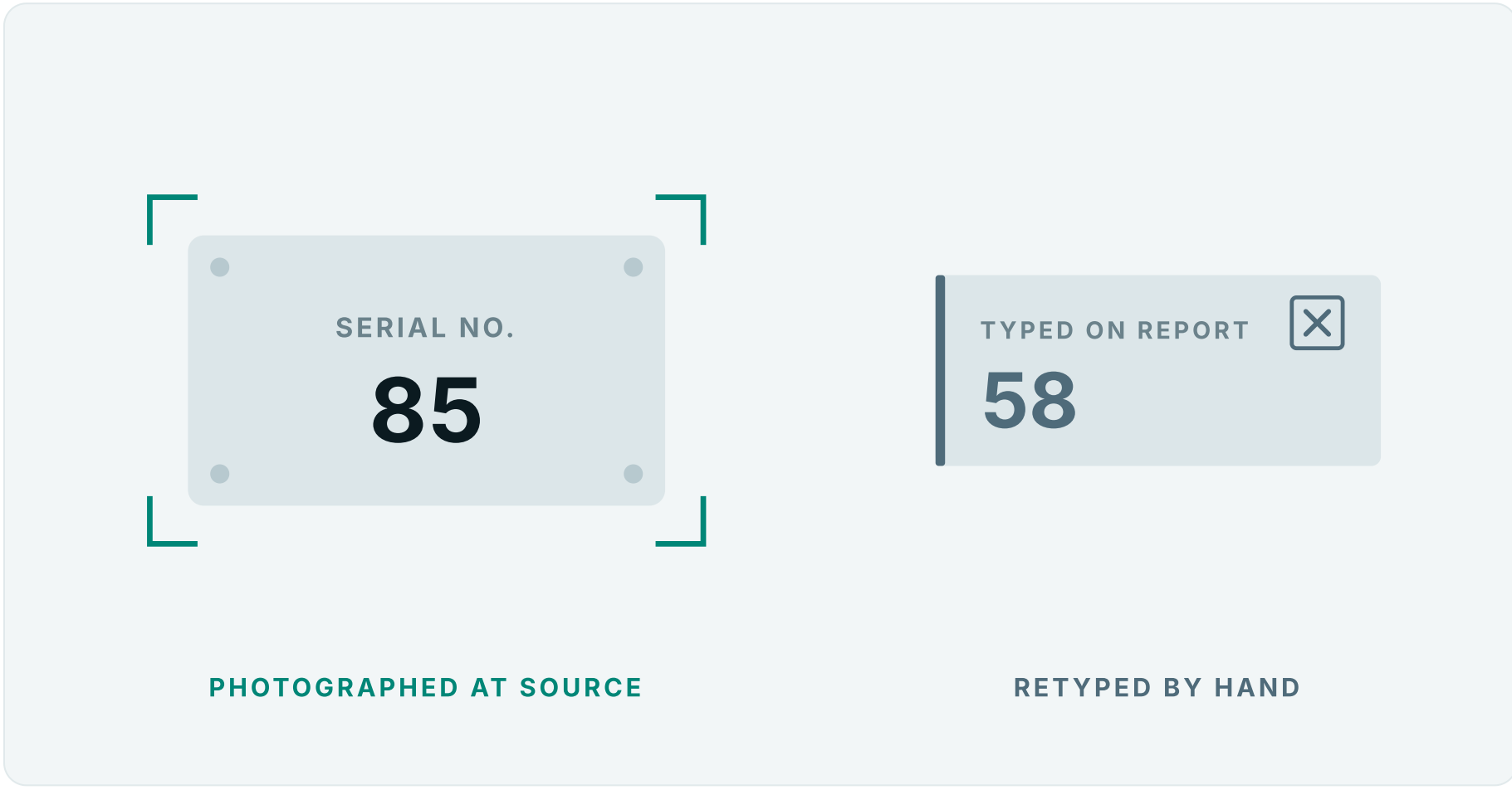
X-RAY TUBE	Calibration valid	✓
MT YOKE	Calibration lapsed	☒
UT PROBE	Calibration valid	✓
SOURCE	Saved equipment list	

A lapsed calibration cert can put every report signed with that equipment in question. Catch it before the first shot, not at the audit.

ASK YOURSELF

Could you find every report signed with one piece of equipment?

CAPTURE VALUES AT THE SOURCE.



A serial number typed as 58 instead of 85 passed both supervisor and admin review. Their fix was to photograph the plate.

ASK YOURSELF

How many values on your reports are retyped from somewhere else?

MAKE THE ACCEPTANCE CHECK A GLANCE.

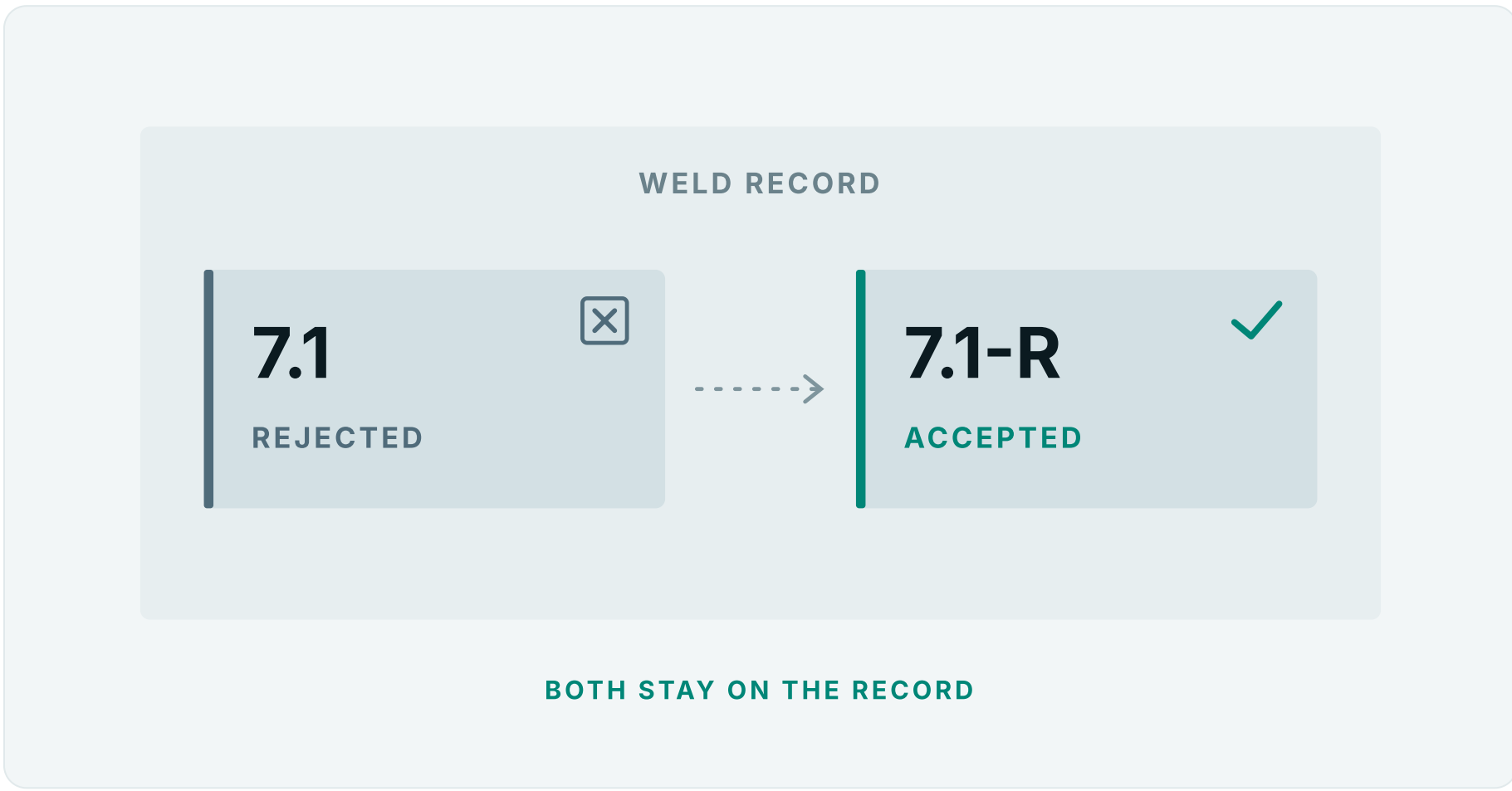


On a 14-hour shift with sixty welds, the acceptance table can be on page 180 of a PDF. When checking takes that long, people go from memory. A laminated card on the dashboard counts.

ASK YOURSELF

How long does it take to find the acceptance criteria for a job?

KEEP THE REJECTION IN THE WELD'S RECORD.

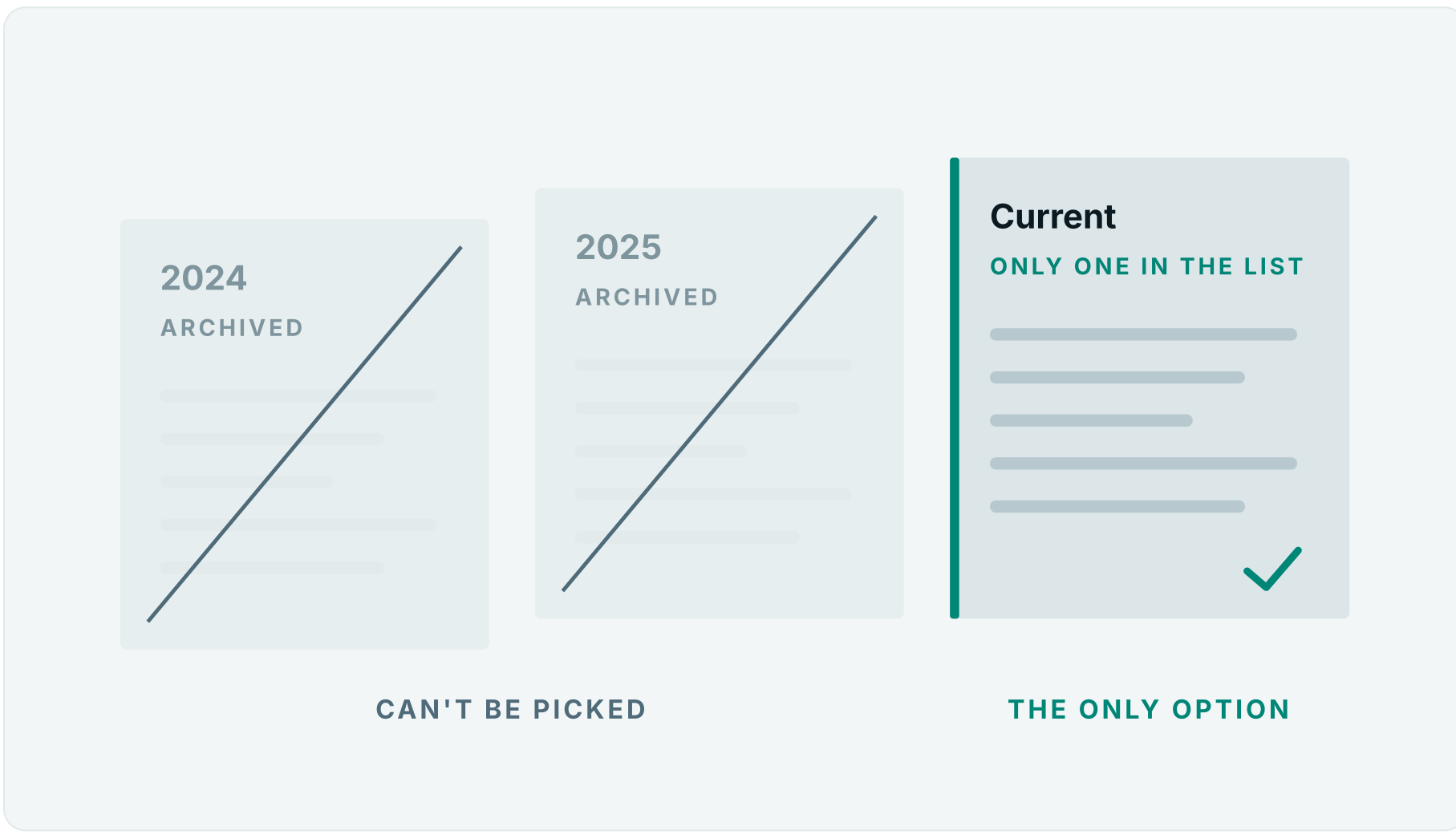


Weld 7.1 failed. The repair, 7.1-R, passed. If only the pass is on the report, nobody downstream knows the weld was repaired. Many codes track that.

ASK YOURSELF

Does your report show the rejection, or only the pass?

RETIRE OLD TEMPLATES SO THEY CAN'T BE PICKED.

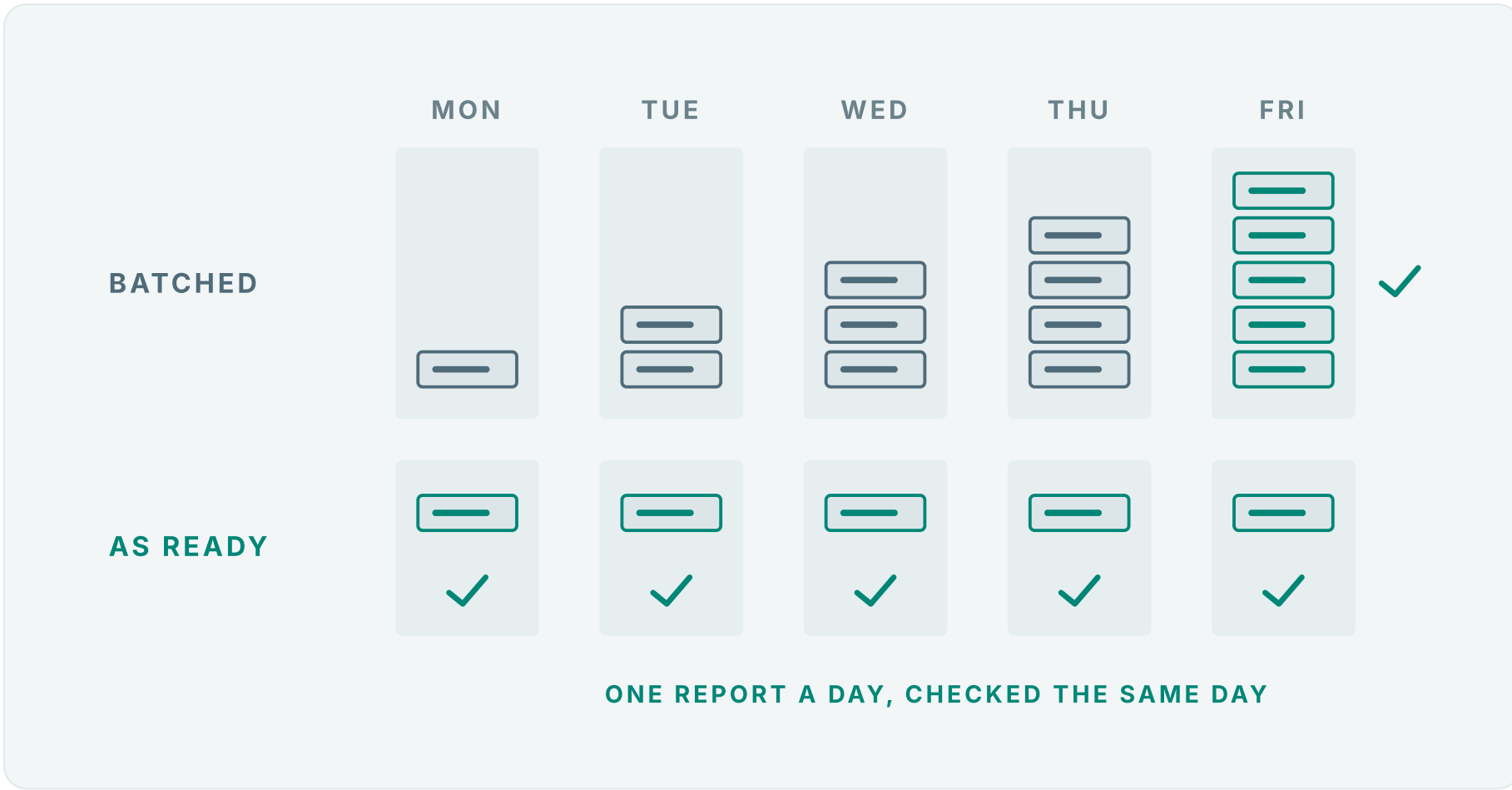


If an old template can be picked, it will be. One wrong template spread across eight technicians for three months before anyone noticed.

ASK YOURSELF

Could a technician open last year's template today?

REVIEW REPORTS WHEN THEY'RE READY, NOT ON FRIDAY.

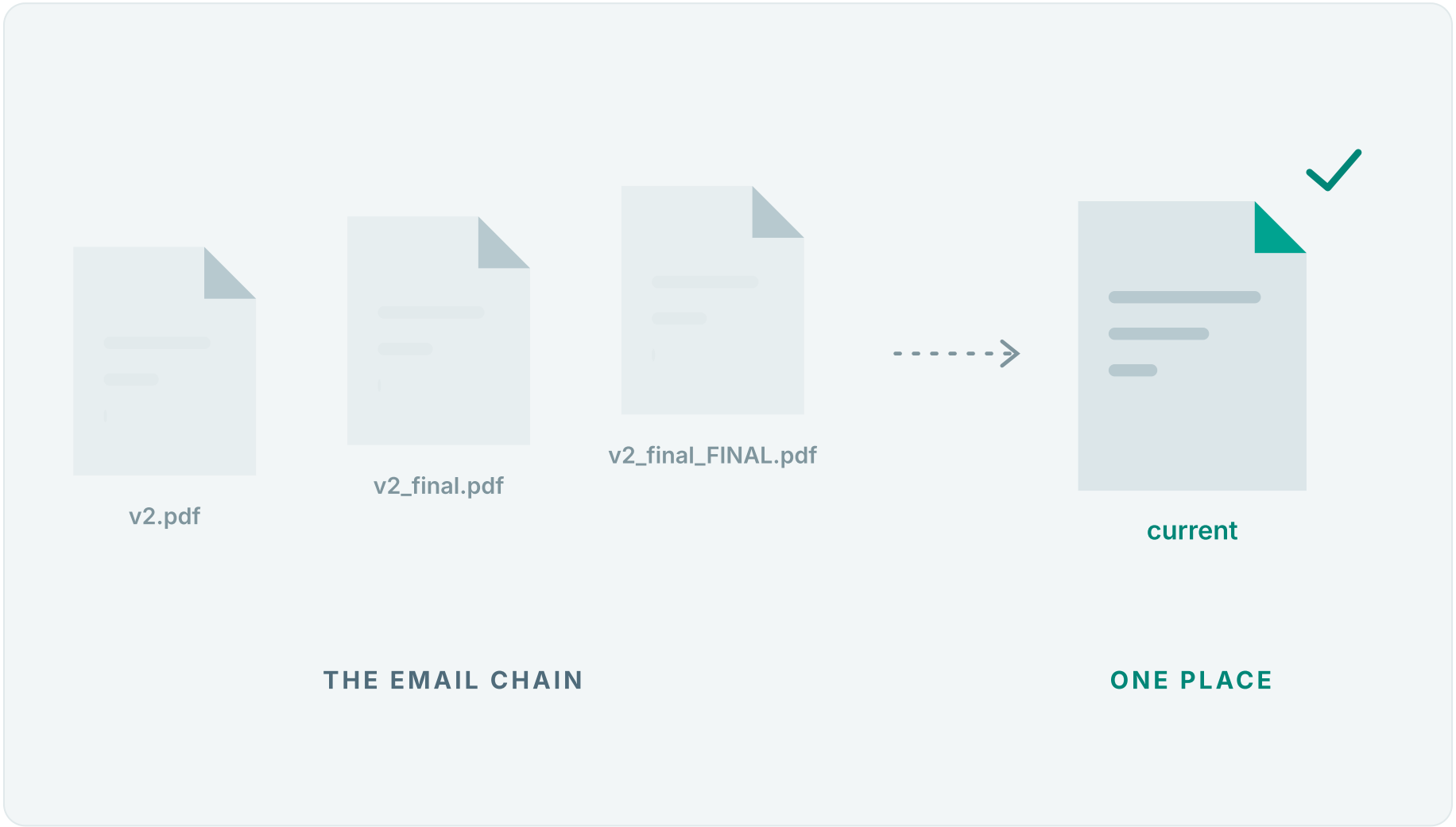


Batched review finds Monday's mistakes after the technician has done ten more jobs and can't remember the details.

ASK YOURSELF

How many days pass between an inspection and its review?

KEEP ONE PLACE FOR THE RECORD.

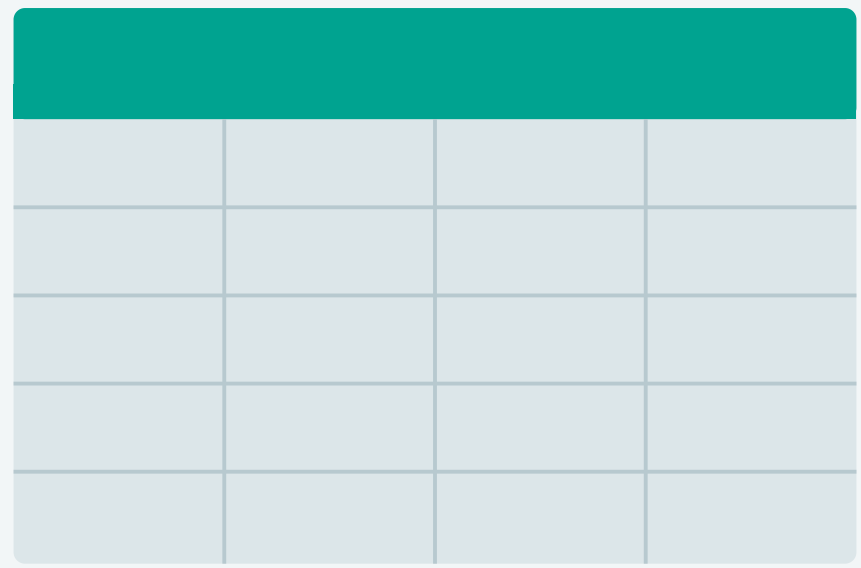


Rejected by email, approved by text. Pick one place for the current version and stop sending attachments.

ASK YOURSELF

Would everyone on your team point to the same file?

KNOW WHICH PROBLEM YOU HAVE.



If you do the same job every day, a well-built Excel workbook may be the right tool. Reporting isn't always the bottleneck. Find out where yours is before you buy anything.

Weld Done

SAVE THIS FOR YOUR NEXT CREW MEETING.

Share it with whoever reviews your reports.

BUILT WITH TECHNICIANS AND OWNERS

NDT reporting done right the first time.