



WRITTEN PRACTICE

Proprietary & Confidential

Effective Date: 2/16/2019

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Page i of iii

Approved By: Jesse A. Grantham

Foreword

FOREWORD

The Written Practice establishes the general framework for a Client's Personnel Qualification and Certification program. In addition, the document provides Educational, Experience, and Training requirements for each Client's different test methods. Supplementary documents include Question and Answer lists which shall be used to compose examinations for Nondestructive Testing (NDT) Personnel.

The Written Practice contained herein is an application of the source document by the American Society of Nondestructive Testing (ASNT) Recommended Practice No. SNT-TC-1A, 2016 edition.

The Written Practice shall be used as a strict specification. It is recognized, however, that contracts require programs, which may require special applications of SNT-TC-1A. For such contracts, acceptability of the Client's program must be agreed upon by the Client, Customer and Welding & Joining Management Group (WJMG).

It is important to address each Customer's specific needs and to modify the NDT guidelines as appropriate in the Written Practice.

Inquiries shall be directed to the Quality Manager at the following address:

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WRITTEN PRACTICE

Proprietary & Confidential

Effective Date: 2/16/19

Revision Date: 2/16/19

Page ii of iii

Approved By: Jesse A. Grantham

Review Committee

REVIEW COMMITTEE

Publication and review of this Written Practice shall be under the direction of the WJMG Quality Manager, WJMG Program Administrator, and WJMG Review Committee.

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WRITTEN PRACTICE

Proprietary & Confidential

Effective Date: 2/16/2019

Revision Date: 2/16/19

Page iii of iii

Approved By: Jesse A. Grantham

Contents

TABLE OF CONTENTS

Foreword	i
Review Committee	ii
Contents	iii
Personnel Qualification & Certification in Nondestructive Testing	
Scope	2
Definitions	2
Nondestructive Testing Methods	3
Levels of Qualification	3
Written Practice	4
Education, Training, and Experience Requirements for Initial Qualification	4
Table 6.3(1)	5
Training Programs	6
Examinations	6
Certification	9
Technical Performance Evaluation	10
Interrupted Service	10
Recertification	10
Termination	10
Reinstatement	11
 Appendixes - Training Courses	
Basic Examination	
General Level III Requirements	
Basics of Common NDT Methods	
Basic Materials, Fabrications, and Product Technology	
Visual Testing Method (VT) - Topical Outline	
Training for Level I Visual Testing	
Training for Level II Visual Testing	
Visual Testing Method Level III Topical Outline	
Magnetic Particle Testing Method (MT) - Topical Outline	
Training for Level I Magnetic Particle Testing	
Training for Level II Magnetic Particle Testing	
Magnetic Particle Testing Method Level III Topical Outline	
Liquid Penetrant Testing Method (PT) - Topical Outline	
Training for Level I Liquid Penetrant Testing	
Training for Level II Liquid Penetrant Testing	
Liquid Penetrant Testing Method Level III Topical Outline	
Ultrasonic Testing Method (UTT, UT) - Topical Outline	
Training for Level I Ultrasonic Testing - Thickness, Longitudinal, Shear	
Basic Ultrasonic Course	
Ultrasonic Technique Course	
Training for Level II Ultrasonic Testing - Thickness, Longitudinal, Shear	
Ultrasonic Evaluation Course	
Ultrasonic Testing Method Level III Topical Outline	
Phased Array Ultrasonic Testing Method (PAUT) - Topical Outline	
Training for Level II Ultrasonic Testing	
Ultrasonic Technique Course	
Ultrasonic Evaluation Course	

Welding & Joining Management Group	WRITTEN PRACTICE Proprietary & Confidential
Effective Date: 2/16/2019	Training Courses
Approved By: J. A. Grantham	

**Personnel Qualification and Certification in
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Effective Date: 2/16/2019	Training Courses
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Written Practice in Accordance with SNT-TC-1A

Personnel Qualification and Certification in Nondestructive Testing

1. Scope

- 1.1 It is recognized that the effectiveness of nondestructive testing (NDT) applications depends upon the capabilities of the personnel who are responsible for, and perform, NDT. This document was prepared to establish guidelines for the qualification and certification of NDT personnel, whose specific jobs require appropriate knowledge of the technical principles underlying the nondestructive tests they perform, witness, monitor, or evaluate.
- 1.2 This document provides guidelines for the WJMG qualification and certification program.
- 1.3 These guidelines have been developed by the American Society for Nondestructive Testing, Inc., to aid WJMG in recognizing the essential factors to be considered in qualifying personnel engaged in any of the NDT methods listed herein.
- 1.4 It is recognized that these practices may not be appropriate for certain customer's circumstances and/or applications. In developing the required Written Practice, WJMG intends to continually review the detailed recommendations presented herein and modify them, as necessary, to meet particular needs.

2. Definitions

- 2.1 Terms included in this document are defined as follows:
 - (1) **Certification:** written testimony of qualification.
 - (2) **Certifying Authority:** the person or persons properly designated in the Written Practice to sign certifications on behalf of the employer.
 - (3) **Certifying Agency:** the employer of the personnel being certified.
 - (4) **Closed-book Examination:** an examination administered without access to reference material except for materials supplied with or in the examination.
 - (5) **Comparable:** being at an equivalent or similar level of NDT responsibility and difficulty as determined by the employer's Level III.
 - (6) **Documented:** the condition of being in written form.
 - (7) **Employer:** the corporate, private, or public entity, which employs personnel for wages, salary, fees, or other considerations, i.e. Welding & Joining Management Group, West.
 - (8) **Experience:** work activities accomplished in a specific NDT method under the direction of qualified supervision including the performance of the NDT method and related activities but not including time spent in organized training programs.
 - (9) **Nondestructive Testing:** a process that involves the inspection, testing, or evaluation of materials, components and assemblies for materials' discontinuities, properties and machine problems without further impairing or destroying the parts serviceability. Throughout this document the term NDT applies equally to the NDT methods used for material inspection, flaw detection or predictive maintenance (PdM) applications.

Welding & Joining Management Group	WRITTEN PRACTICE Proprietary & Confidential
Effective Date: 2/16/2019	Training Courses
Approved By: J. A. Grantham	

- (10) **Outside Agency:** a company or individual who provides NDT Level III services and whose qualifications to provide these services have been reviewed by the employer engaging the company or individual.
- (11) **Qualification:** demonstrated skill, demonstrated knowledge, documented training, and documented experience required for personnel to properly perform the duties of a specific job.
- (12) **Recommended Practice:** a set of guidelines to assist the employer in developing uniform procedures for the qualification and certification of NDT personnel to satisfy the employer's specific requirements.
- (13) **Training:** the organized program developed to impart the knowledge and skills necessary for qualification.
- (14) **Written Practice:** a written procedure developed by WJMG that details the requirements for qualification and certification of their employees.

3. Nondestructive Testing Methods

3.1 Qualification and certification of NDT personnel in accordance with this Recommended Practice is applicable to each of the following methods:

Liquid Penetrant Testing	PT
Magnetic Particle Testing	MT
Ultrasonic Testing	UT
Visual Testing	VT

4. Levels of Qualification

- 4.1 There are three basic levels of qualification. These levels may be further subdivided by WJMG for situations where additional levels are deemed necessary for specific skills and responsibilities.
- 4.2 While in the process of being initially trained, qualified, and certified, an individual shall be considered a trainee. A trainee shall work with a certified individual. The trainee shall not independently conduct, interpret, evaluate, or report the results of any NDT test.
- 4.3 The three basic levels of qualification are as follow:
 - (1) **NDT Level I.** An NDT Level I individual shall be qualified to properly perform specific calibrations, specific NDT, and specific evaluations for acceptance or rejection determinations according to written instructions and to record results. The NDT Level I shall receive the necessary instruction or supervision from a certified Level II or III individual.
 - (2) **NDT Level II.** An NDT Level II individual shall be qualified to set up and calibrate equipment and to interpret and evaluate results with respect to applicable codes, standards, and specifications. The NDT Level II shall be thoroughly familiar with the scope and limitations of the methods for which qualified and shall exercise assigned responsibility for on-the-job training and guidance of trainees and NDT Level I personnel. The NDT Level II shall be able to organize and report the results of NDT tests.

Welding & Joining Management Group	WRITTEN PRACTICE Proprietary & Confidential
Effective Date: 2/16/2019	Training Courses
Approved By: J. A. Grantham	

- (3) **NDT Level III.** An NDT Level III individual shall be capable of developing, qualifying and approving procedures, establishing and approving techniques; interpreting codes, standards, specifications, and procedures; and designating the particular NDT methods, techniques, and procedures to be used. The NDT Level III is responsible for the NDT operations for which qualified and assigned and is capable of interpreting and evaluating results in terms of existing codes, standards, and specifications. The NDT Level III shall have sufficient practical background in applicable materials, fabrication, and product technology to establish techniques and to assist in establishing acceptance criteria when none are otherwise available. The NDT Level III shall have general familiarity with other appropriate NDT methods, as demonstrated by the ASNT Level III Basic Examination or other means. The NDT Level III, in the methods in which certified, shall be capable of training and examining NDT Level I and II personnel for certification in those methods.

5. Written Practice

- 5.1 WJMG shall maintain this Written Practice for the control and administration of NDT personnel training, examination, and certification.
- 5.2 The WJMG Written Practice describes the responsibility of each level of certification for determining the acceptability of materials or components in accordance with the applicable codes, standards, specifications, and procedures.
- 5.3 The WJMG Written Practice describes the training, experience, and examination requirements for each level of certification.
- 5.4 The WJMG Written Practice shall be reviewed and approved by the WJMG NDT Level III.
- 5.5 The WJMG Written Practice shall be maintained as a proprietary and confidential document.

6. Education, Training, and Experience Requirements for Initial Qualification

- 6.1 Candidates for certification in NDT shall have sufficient education, training, and experience to ensure qualification in those NDT methods in which they are being considered for certification. Documentation of prior certification is used by WJMG as evidence of qualification for comparable levels of certification.
- 6.2 Documented training and/or experience gained in positions and activities comparable to those of Levels I, II, and/or III prior to establishment of the WJMG Written Practice may be considered in satisfying this criteria.
- 6.3 To be considered for certification, a candidate shall satisfy one of the following criteria for the applicable NDT level:
- (1) **NDT Levels I and II**
Table 6.3(1) lists the training and experience factors to be considered by WJMG in establishing written practices for initial qualification of Level I and Level II individuals.
 - (2) **NDT Level III**
 - (a) Have graduated from a minimum four year college or university curriculum with a degree in engineering or science, plus one year's experience beyond level II requirements in NDT in an assignment comparable to that of an NDT Level II in the applicable NDT method(s), or:

Welding & Joining Management Group	WRITTEN PRACTICE Proprietary & Confidential
Effective Date: 2/16/2019	Training Courses
Approved By: J. A. Grantham	

- (b) Have completed with passing grades at least two years of engineering or science study at a university, college, or technical school, plus two years' experience beyond the level II requirements in NDT in an assignment at least comparable to that of NDT Level II in the applicable NDT method(s), or:
- (c) Have four years' experience beyond the level II requirements in NDT in an assignment at least comparable to that of an NDT Level II in the applicable NDT method(s).

The above Level III requirements may be partially replaced by experience as a certified NDT Level II or by assignments at least comparable to NDT Level II in other methods as defined in WJMG's Written Practice.

Table 6.3(1) Initial Training and Experience Levels

Examination Method	Level	Initial Training (Hours)		Minimum Required Work Experience in Method (Hours)	Experience Level** (Months)
		Class A - High School Graduate or Equivalent	Class B - Completion With a Passing Grade of at Least 2 Yrs. Engineering or Science Study in a University, College or Technical School		
MT	I	12	8	70	0.5-3
	II	8	4	210	1.5-9
PT	I	4	4	70	0.5-3
	II	8	4	140	1-6
UT	I	40	30	210	1.5-9
	II	40	40	630	4.5-27
VT	I	8	4	70	0.5-3
	II	16	8	140	1-6

** Permitted Time Frame (to obtain required work experience in method)

NOTES:

- (1) For Level II certification, the experience shall consist of time at Level I or equivalent. If a person is being qualified directly to Level II with no time at Level I, the required experience shall consist of the sum of the times required for Level I and Level II and the required training shall consist of the sum of the hours required for Level I and Level II.
- (2) For Level III certification, the required experience shall consist of the sum of the time required for Level I and Level II, and the additional requirements listed in 6.3.2. The required formal training shall consist of the Level I and Level II training, plus any additional formal training as defined in the WJMG Written Practice.
- (3) Listed training hours may be adjusted as described in the WJMG Written Practice depending on the candidate's actual education level, e.g. grammar school, college graduate in engineering, etc.
- (4) Training is outlined in the WJMG Written Practice.

Welding & Joining Management Group	WRITTEN PRACTICE Proprietary & Confidential
Effective Date: 2/16/2019	Training Courses
Approved By: J. A. Grantham	

7. Training Programs

- 7.1 Personnel being considered for initial certification shall complete sufficient organized training to become thoroughly familiar with the principles and practices of the specified NDT method related to the level of certification desired and applicable to the processes to be used and the products to be tested.
- 7.2 The training program shall include sufficient examinations to ensure understanding of the necessary information.
- 7.3 Recommended training course outlines and references for NDT Levels I, II, and III personnel and references, which may be used as technical source material are contained in the Recommended Training Courses section of the WJMG Written Practice.
- 7.4 The employer who purchases outside training services is responsible for ensuring that such services meet the requirements of the WJMG Written Practice.

8. Examinations

8.1 Administration and Grading

- (1) The NDT Level III shall be responsible for the administration and grading of specified examinations for NDT Level I, II, or other Level III personnel. The administration and grading of examinations may be delegated to a qualified representative of the NDT Level III and so recorded. The actual administration and grading of Level III examinations may be performed by a qualified representative WJMG.
- (2) For Level I and Level II personnel, a composite grade shall be determined by simple averaging of the results of the general, specific, and practical examinations. For Level III personnel, the composite grade shall be determined by simple averaging of the results of the basic, method, and specific examinations.
- (3) Examinations administered for qualification shall result in a passing composite grade of at least 80 percent, with no individual examination having a passing grade less than 70 percent.
- (4) When an examination is administered and graded for WJMG by an outside agency and the outside agency issues grades of pass or fail only, on a certified report, then WJMG may accept the pass grade as 80 percent for that particular examination.
- (5) If WJMG purchases outside services, WJMG management is responsible for assuring that the examination services are in accordance with the company's Written Practice.

8.2 Vision Examinations

- (1) Near-Vision Acuity. This examination shall ensure natural or corrected near-distance acuity in at least one eye such that the applicant is capable of reading a minimum of Jaeger Number 2 or equivalent type and size letter at a distance of not less than 12 inches (30.5cm) on a standard Jaeger test chart. The ability to perceive an Ortho-Rater minimum of 8 or similar test pattern is also acceptable. This examination shall be administered annually.
- (2) Color Contrast Differentiation. This examination demonstrates the capability of distinguishing and differentiating contrast among colors or shades of gray used in the

Welding & Joining Management Group	WRITTEN PRACTICE Proprietary & Confidential
Effective Date: 2/16/2019	Training Courses
Approved By: J. A. Grantham	

method as determined by WJMG. This shall be conducted upon initial certification and at three-year intervals thereafter.

8.3 General (Written for NDT Levels I and II)

- (1) The general examinations shall address the basic principles of the applicable method.
- (2) In preparing the examinations, the NDT Level III shall select or devise appropriate questions covering the applicable method to the degree required by the WJMG Written Practice.
- (3) The minimum number of General questions which shall be given is as follows:

Test Method	Number of Level I Questions	Number of Level II Questions
Visual Testing	40	40
Magnetic Particle Testing	40	40
Liquid Penetrant Testing	40	40
Ultrasonic Testing	40	40
Phased Array Ultrasonic Testing	--	--

8.4 Specific (Written for NDT Levels I and II)

- (1) The specific examination shall address the equipment, operating procedures, and NDT techniques that the individual may encounter during specific assignments to the degree required by the WJMG Written Practice agreed upon with the client.
- (2) The specific examination shall also cover the specifications or codes and acceptance criteria used in the WJMG NDT procedures.
- (3) The minimum number of Specific questions which shall be given is as follows:

Test Method	Number of Level I Questions	Number of Level II Questions
Visual Testing	20	20
Magnetic Particle Testing	20	20
Liquid Penetrant Testing	20	20
Ultrasonic Testing	-	30
Phased Array Ultrasonic Testing	--	30

8.5 Practical (for NDT Level I and II)

- (1) The candidate shall demonstrate familiarity with and ability to operate the necessary NDT equipment, record, and analyze the resultant information to the degree required.
- (2) At least one flawed specimen or component shall be tested and the results of the NDT test analyzed by the candidate.
- (3) The description of the specimen, the NDT procedure, including check points, and the results of the examination shall be documented.
- (4) NDT Level I Practical Examination. Proficiency shall be demonstrated in performing the applicable NDT on one or more specimens or machine problems approved by the NDT Level III and in evaluating the results to the degree of responsibility as described in the

Welding & Joining Management Group	WRITTEN PRACTICE Proprietary & Confidential
Effective Date: 2/16/2019	Training Courses
Approved By: J. A. Grantham	

WJMG Written Practice. At least ten (10) different checkpoints requiring an understanding of test variables and the WJMG procedural requirements shall be included in this practical examination.

- (5) NDT Level II Practical Examination. Proficiency shall be demonstrated in selecting and performing the applicable NDT technique within the method and interpreting and evaluating the results on one or more samples approved by the NDT Level III. At least ten (10) different checkpoints requiring an understanding of NDT variables and the WJMG procedural requirements shall be included in this practical examination.
- 8.6 Sample questions for general examinations are presented in the separate question booklets. These questions are intended as examples only and shall not be used verbatim for qualification examinations. The following is a typical list of the booklets that are available from ASNT:

Test Method	Question Booklet
Liquid Penetrant Testing Method	D
Magnetic Particle Testing Method	B
Ultrasonic Testing Method	C
Visual Testing Method	I

- 8.7 Additional Written, Specific, and Practical Examination Criteria
- (1) Level I, II, and III Written Examinations.
- (a) All level I, II, and III written examinations shall be closed book except that necessary data, such as graphs, tables, specifications, procedures, codes, etc. may be provided with or in the examination. Questions utilizing such reference materials shall require an understanding of the information rather than merely locating the appropriate answer. All questions used for Level I and Level II examinations shall be approved by the responsible Level III.
- (b) A valid endorsement on an ACCP Level I or Level II certificate fulfills the corresponding examination criteria for each applicable NDT method.
- (c) WJMG may delete the specific examination if the candidate has a valid ACCP certificate, provided the examinations administered meet the technical needs of WJMG.
- (2) Level I and II Specific Examinations. WJMG may delete the specific examination if the candidate has a valid ACCP Level I or Level II certificate in the method and if documented experience exists to permit such.
- (3) Practical Examinations. Successful completion of ACCP Level I or Level II General Hands-On Practical examinations may be considered as fulfilling these requirements.
- 8.8 NDT/PdM Level III Examinations
- (1) Basic NDT Examination (required only once when more than one method examination is taken). The minimum number of questions which shall be given is as follows:
- (a) Fifteen (15) questions relating to understanding the SNT-TC-1A document.
- (b) Twenty (20) questions relating to applicable materials, fabrication, and product technology.
- (c) Twenty (20) questions that are similar to published Level II questions for other appropriate NDT methods.

Welding & Joining Management Group	WRITTEN PRACTICE Proprietary & Confidential
Effective Date: 2/16/2019	Training Courses
Approved By: J. A. Grantham	

- (2) PdM Basic Examination (required only once when more than one method examination is taken). The minimum number of questions that shall be given is as follows:
 - (a) Fifteen (15) questions relating to understanding the SNT-TC-1A document.
 - (b) Twenty (20) questions relating to applicable machinery technology.
 - (c) Thirty (30) questions that are similar to published Level II questions for other appropriate PdM methods.
 - (3) Method Examination (for each method).
 - (a) Thirty (30) questions relating to fundamentals and principles that are similar to published ASNT Level III questions for each method, and
 - (b) Fifteen (15) questions relating to application and establishment of techniques and procedures that are similar to the published ASNT Level III questions for each method, and
 - (c) Twenty (20) questions relating to capability for interpreting codes, standards, and specifications relating to the method.
 - (4) Specific Examination (for each method).
 - (a) Twenty (20) questions relating to specifications, equipment, techniques, and procedures applicable to WJMG's product(s) and methods employed and to the administration of the WJMG Written Practice.
 - (b) WJMG may delete the specific examination if the candidate has a valid ASNT NDT Level III or ACCP Professional Level III certificate in the method and if documented evidence of experience exists, including the preparation of NDT procedures to codes, standards, or specifications and the evaluation of test results.
 - (5) A valid endorsement of an ASNT NDT Level III certificate fulfills the examination criteria described herein.
 - (6) A valid endorsement of an ACCP Professional Level III certificate fulfills this examination criteria described herein for each applicable NDT method.
- 8.9 Re-examination
Individuals failing to attain the required grades shall wait at least thirty (30) days or receive suitable additional training as determined by the NDT Level III before re-examination.

9. Certification

- 9.1 Certification of all levels of NDT personnel is the responsibility of WJMG.
- 9.2 Certification of NDT personnel shall be based on demonstration of satisfactory qualification in accordance with WJMG Written Practice.
- 9.3 At the option of WJMG, an outside agency may be engaged to provide NDT Level III services. In such instances, the responsibility of certification is retained by WJMG.
- 9.4 Personnel certification records shall be maintained on file by WJMG and shall include the following:
 - (1) Name of certified individual.
 - (2) Level of certification and NDT method.
 - (3) Educational background and experience of certified individuals.

Welding & Joining Management Group	WRITTEN PRACTICE Proprietary & Confidential
Effective Date: 2/16/2019	Training Courses
Approved By: J. A. Grantham	

- (4) Statement indicating satisfactory completion of training in accordance with the WJMG Written Practice.
- (5) Results of the vision examinations for the current certification period.
- (6) Current examination copies or evidence of successful completion of examinations.
- (7) Other suitable evidence of satisfactory qualifications when such qualifications are used in lieu of a specific examination or as prescribed in the WJMG Written Practice.
- (8) Composite grade(s) or suitable evidence of grades.
- (9) Signature of the Level III that verified qualifications of candidate for certification.
- (10) Dates of certification and/or re-certification and the dates of assignments to NDT.
- (11) Certification expiration date.
- (12) Signature of WJMG's certifying authority.

10. Technical Performance Evaluation

- 10.1 NDT personnel may be re-examined any time at the discretion of the employer and have their certificates extended or revoked. All certifications expire 3 years after date of original issue.
- 10.2 On an annual basis, the technical performance of Level I and II personnel shall be evaluated and documented by the designated Level III. The evaluation and documentation shall follow the format and guidelines described herein for Practical Examination of each method.

11. Interrupted Service

- 11.1 The WJMG Written Practice covers the types and duration of interrupted service, which specifically means any period exceeding 6 months of without performing an NDT method.
- 11.2 The WJMG Written Practice specifies the requirements for reexamination and/or recertification for the interrupted service by administering a Practical Examination for each method.

12. Recertification

- 12.1 All levels of NDT personnel shall be re-certified periodically in accordance with one of the following criteria:
 - (1) Evidence of continuing satisfactory performance.
 - (2) Re-examination in those portions of the examinations deemed necessary by the WJMG NDT Level III.
- 12.2 Recommended maximum re-certification intervals are:
 - (1) Levels I and II - 3 years
 - (2) Level III - 5 years

13. Termination

- 13.1 The WJMG certification shall be deemed revoked when employment is terminated.

Welding & Joining Management Group	WRITTEN PRACTICE Proprietary & Confidential
Effective Date: 2/16/2019	Training Courses
Approved By: J. A. Grantham	

13.2 A Level I, Level II, or Level III whose certification has been terminated may be certified to the former NDT level by WJMG based on examination, provided all of the following conditions are met to WJMG's satisfaction:

- (1) The employee has proof of prior certification.
- (2) The employee was working in the capacity to which certified within six (6) months of termination.
- (3) The employee is being re-certified within six (6) months of termination.
- (4) Prior to being examined for certification, employees not meeting the above requirements shall receive additional training as deemed appropriate by the WJMG's NDT Level III.

14. Reinstatement

14.1 A Level I, Level II, or Level III whose certification has been terminated may be reinstated to the former NDT level, without a new examination, provided all of the following conditions are met:

- (1) WJMG has maintained the personnel certification records required in the Certification Section of the WJMG Written Practice.
- (2) The employee's certification did not expire during termination.
- (3) The employee is being reinstated within six (6) months of termination.

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