



What purpose does a MET-TEC serve?

The MET-TEC Committee is a group of industry volunteers who will inspect your students' parts on an as needed basis. A positive outcome from a MET-TEC inspection is needed to establish a student's eligibility to take the related NIMS online theory test.

Why is a MET-TEC necessary?

The purpose of industry inspections is to:

- (1) Receive a third party quality validation of your students' skills
- (2) Get industry involved with their future workforce
- (3) Put your student's work into the hands of a potential future employer

A MET-TEC inspection can often result in a job offer or internship for the student just by giving companies a chance to see your students' work.

How do MET-TEC inspections work?

Inspections are required before a student can take an online theory test. It is recommended that your MET-TEC be established before students begin machining parts.

Before Inspection

When student parts are ready for inspection, it is the responsibility of the instructor (sponsor) to arrange inspection with MET-TEC inspectors. To maximize time, instructors may pre-inspect parts to ensure that only high quality parts reach the MET-TEC.

Each student part needs to be inspected by two MET-TEC members:

- Both inspectors can be employees of the same company
- Inspections can occur at your school or at the company's facility; just as long as the appropriate, calibrated measuring tools are available

Each part must be accompanied by the NIMS-issued print and the NIMS Performance Affidavit form.

During Inspection

MET-TEC inspectors may decide what measuring instruments will be used based on availability. CMM machines are allowed. All parts must be within 100% tolerance to be considered passing.

If both inspectors find the part does not meet the tolerance requirement, then it has failed inspection. Both inspectors sign the accompanying Performance Affidavit form and then return the part, with the Affidavit, to the instructor (sponsor).

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If both inspectors find the part is within 100% tolerance, then the part has passed. At that point both inspectors sign the Affidavit.

If inspectors disagree on whether a part is within 100% tolerance then a third inspection should occur, by a third inspector, as a tie breaker. The Affidavit must be signed by all three inspectors.

After Inspection

NIMS needs Performance Affidavits for only parts that pass inspection. Affidavits for failed parts can be retained by the school, however NIMS will not need copies.

Send Affidavits to NIMS by email to support@nims-skills.org or by fax to (703) 352-4991. When received, NIMS will record the Affidavit to the student's profile and make the online theory test available.

When Affidavits are sent to NIMS during business hours (9 AM to 5 PM Eastern M-F), processing typically is completed within two hours of the form arriving at NIMS. Sponsors can check if an Affidavit is on record by (1) logging into www.nims-skills.org, (2) viewing their list of candidates, and (3) reviewing each candidate's profile.

Who can join a MET-TEC and how do we recruit industry to participate?

Eligibility

A MET-TEC needs at least three (3) members to start. It is recommended that you recruit as many MET-TEC members as possible so that you have options when it comes time for inspection. You can add more members anytime, simply repeat the "Next Steps" section of this booklet.

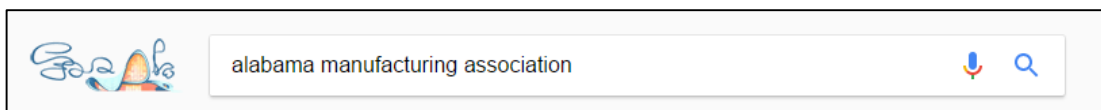
Each MET-TEC member must be actively employed by a metalworking company and should have:

- Experience as a manager, supervisor, metalworker, and/or quality control specialist
- A minimum of five (5) years of experience in the field
- *Optional:* A journey person's certificate for a metalworking occupation

Recruitment

If your training program already has an advisory committee or advisory board that consists of industry reps, then that is an ideal place to seek volunteer inspectors. If you need assistance with finding companies to approach, here are some resources to start your search:

- a. Contact your state trade association. Not sure if your state has one? Just do a Google search. Example:

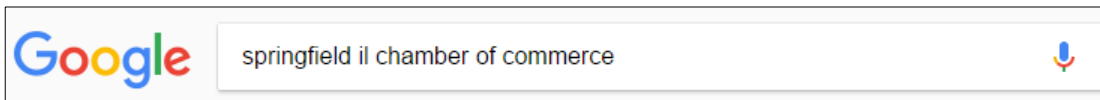


- b. Contact the nearest chapter of the National Tooling and Machining Association: visit <https://goo.gl/6EDPwK> to find and contact the nearest chapter to you.

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- c. Contact the nearest chapter of the Precision Machined Products Association: visit <https://goo.gl/aEuiPX> to find and contact the nearest chapter to you.
- d. Contact the nearest chapter of the Precision Metalforming Association: visit <https://goo.gl/MgweSW> to find and contact the nearest chapter to you.
- e. Contact your local chamber of commerce. Chambers are aware of the companies in your region and can either give you contacts or the chamber can distribute information to companies on your behalf.

Not sure how to contact your chamber? Just do a Google search. Example:



Next Steps

Once you have identified those who will join your MET-TEC, the next step is to inform NIMS of who those individuals are by submitting the form on the following page(s). If you are adding new inspectors to an existing MET-TEC, please have the form reflect only those new members.

Send MET-TEC registration forms by email to support@nims-skills.org or by fax to (703) 352-4991.

Members may begin inspections as soon as the registration forms are sent to NIMS. You do not need to wait for confirmation from NIMS.

If a member is no longer able to participate in your MET-TEC, please contact NIMS by email (support@nims-skills.org) or by phone (703-352-4971) to let us know:

- The member's name
- The date by which he or she will no longer be conducting inspections

At that time we will remove him or her from your school's records.

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MET-TEC Registration Form

Send MET-TEC registration forms by email to support@nims-skills.org or by fax to (703) 352-4991.

Date	
Your School or Company	
School or Company Physical Address	
Your Name	
Your Job Title	
Your Email Address	
Your Phone	

MET-TEC Inspector #1 Name		MET-TEC Inspector #2 Name	
Company		Company	
Job Title		Job Title	
Company Physical Address		Company Physical Address	
Email Address		Email Address	
Phone		Phone	
MET-TEC Inspector #1 Signature		MET-TEC Inspector #2 Signature	

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MET-TEC Inspector #3 Name		MET-TEC Inspector #4 Name	
Company		Company	
Job Title		Job Title	
Company Physical Address		Company Physical Address	
Email Address		Email Address	
Phone		Phone	
MET-TEC Inspector #3 Signature		MET-TEC Inspector #4 Signature	

MET-TEC Inspector #5 Name		MET-TEC Inspector #6 Name	
Company		Company	
Job Title		Job Title	
Company Physical Address		Company Physical Address	
Email Address		Email Address	
Phone		Phone	
MET-TEC Inspector #5 Signature		MET-TEC Inspector #6 Signature	

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MET-TEC Inspector #7 Name		MET-TEC Inspector #8 Name	
Company		Company	
Job Title		Job Title	
Company Physical Address		Company Physical Address	
Email Address		Email Address	
Phone		Phone	
MET-TEC Inspector #7 Signature		MET-TEC Inspector #8 Signature	

MET-TEC Inspector #9 Name		MET-TEC Inspector #10 Name	
Company		Company	
Job Title		Job Title	
Company Physical Address		Company Physical Address	
Email Address		Email Address	
Phone		Phone	
MET-TEC Inspector #9 Signature		MET-TEC Inspector #10 Signature	