



**MET-TEC** (Metalworking Technical Committee)

URL: [www.nims-skills.org](http://www.nims-skills.org) | PHONE: (703) 352-4971 | EMAIL: [support@nims-skills.org](mailto:support@nims-skills.org)

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## What purpose does a MET-TEC serve?

The MET-TEC Committee is a group of your company's quality/inspection personnel who will inspect your trainees' performance assessment (project) on an as needed basis. A positive outcome from a MET-TEC inspection is needed to establish a trainee's eligibility to take the related NIMS online theory test.

## Why is a MET-TEC necessary?

The purpose of industry inspections is to receive a third party quality validation of your trainees' skills.

## How do MET-TEC inspections work?

Inspections are required before a trainee can take an online theory test. It is recommended that your MET-TEC be established before trainees begin their performance assessments.

### Before Inspection

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

Each project (part) needs to be checked by two MET-TEC inspectors. Each part must be accompanied by the NIMS-issued print and the NIMS Performance Affidavit form. Both documents are available on the NIMS Resources Page at [www.nims-skills.org](http://www.nims-skills.org) (requires login).

### 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 trainer (sponsor). Keep the Affidavit for your records.

If both inspectors find the part is within 100% tolerance, then the part has passed. At that point both inspectors sign the Affidavit. Save this Affidavit for the "After Inspection" section below.

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 only for parts that pass inspection.

## FOR USE IN PROFESSIONAL (EMPLOYER) SETTINGS ONLY

Send Affidavits to NIMS by email to [support@nims-skills.org](mailto:support@nims-skills.org) or by fax to (703) 352-4991. When received, NIMS will record the Affidavit to the trainee's profile which "unlocks" the online theory test available.

If 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](http://www.nims-skills.org), (2) viewing their *My Candidates* list, and (3) reviewing each candidate's (trainee's) profile.

## Who can join a MET-TEC?

### Eligibility

A MET-TEC needs at least three (3) members to start. Employers that are ISO certified may enroll their own quality/inspection personnel as members.

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.

## Next Steps

Once you have identified your members, the next step is to inform NIMS of your member list 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](mailto: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](mailto: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 company's NIMS account.



# MET-TEC Registration Form

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

<b>Date</b>	
<b>Your Company</b>	
<b>Company Physical Address</b>	
<b>Your Name</b>	
<b>Your Job Title</b>	
<b>Your Email Address</b>	
<b>Your Phone</b>	

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

**FOR USE IN PROFESSIONAL (EMPLOYER) SETTINGS ONLY**

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

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

**FOR USE IN PROFESSIONAL (EMPLOYER) SETTINGS ONLY**

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

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