

RITF NASA Workmanship Standards Level B Training Center
Training Policy
NASA Johnson Space Center

Overview

NASA Workmanship and IPC Standards provide sound uniform engineering and technical requirements for processes, procedures, practices, and methods that have been endorsed for NASA programs and projects.

The JSC Quality and Flight Equipment Division of the Safety and Mission Assurance Directorate sponsors and manages the workmanship training program and Level B instructors for NASA JSC. The training program is implemented in accordance with NASA-STD 8739.6B (Section 5) "Implementation Requirements for NASA Workmanship Standards" <https://standards.nasa.gov/standard/nasa/nasa-std>.

Mission Statement

The Training Center primarily offers electronic workmanship training courses required by the NASA Technical Standards for employees who work on NASA/JSC mission hardware and mission critical Ground Support Equipment. Training is offered to students who will be fabricating equipment and those inspecting the workmanship. This training is not intended or designed to teach basic electronic assembly and manufacturing skills such as basic soldering. A registrant should be skilled in the basics of a standard and have studied the relevant standard prior to attending these courses. Once an initial course has been successfully completed, NASA requires refresher training every two years. The RITF Training Center does not grant or control the certification of operators or inspectors, but only evaluates successful completion of the training by administering competency exams, both written and practical (hands-on). The student's organization is responsible for certification of the employee to perform the assigned tasks.

Classroom attire

For any skills/hands-on training, students must wear closed toe shoes and clothing providing some protection from hazards involved with tasks such as soldering, cabling, etc.

Prerequisites

Successful completion of an eye exam meeting the requirements of NASA-STD-8739.6B Section 5.7 is a prerequisite to most courses. The JSC Clinic provides eye exams at no cost to onsite JSC employees and contractors. To request the eye exam, use JSC form JF270. Eye exams remain current for 23 months from the examination date and are valid for all courses. Evidence of current successful eye exam must be provided prior to completion of registration. For all IPC courses, the student shall complete their Certification Profile or update it on the IPC EDGE Learning Management System.

Courses Offered

The RITF Training facility provides Operator and Inspector training for NASA-STD-8739.1, NASA-STD-8739.4, and NASA-STD-8739.5, IPC® J-STD-001 and the Space Applications Addendum, IPC WHMA-A-620 Cable and Harness Assemblies and Space Addendum, as well as a hybrid NASA/IPC 620 Base and Space Addendum Inspection class to contractor personnel and civil servants. The RITF also offers local courses, i.e., Electrostatic Discharge (ESD) training, Lithium Battery Handling, and Torque and Safety Wire Fundamentals.

Students should register and provide “payment” or “funds transfer” no later than one week in advance of the class start date. **Note:** Class size is limited by available space and classes fill up quickly.

Course Schedules

Course schedules can be found at the RITF Website under the [Training Tab](#).

Course Registration

Enrollment Procedures: Contact your company’s training liaison.

Training Liaison Information: To enroll students, please use this link <https://ritfas-sma.jsc.nasa.gov/>.

If your access is unavailable, registration can be accomplished by calling Karen Churchwell at 281-483-0666. To register, the student will need to provide eye exam results. If registering for a retraining course for which the initial course was not taken at the RITF, complete records showing successful completion of that course must be provided. Finally, if the student has surpassed the expiration date but holds an official extension granted by the NASA Workmanship Program Manager, a copy must be submitted to the RITF Registrar.

Classrooms

The classrooms are located at NASA Johnson Space Center in building 15 in rooms 150 and 154.

Cancellation Policy

Students must cancel at least 2-business days prior to class date to receive a refund. In the event a class is cancelled, all fees shall be forwarded to the student’s next scheduled class.

Replacement of Lost Certification Cards

Students can request replacement Training Completion cards for a nominal fee of \$25.

Refresher Training Policy

Training is valid for two years and expires the last day of the month in which training was taken. Students must attend a refresher training course prior to the end of the month of expiration of their training certificate. Students exceeding 24 months must retake the full (24-40 hour) training course. NOTE: Students are not allowed to work on mission hardware and mission critical Ground Support Equipment with an expired NASA Technical Standards training certificate (unless they have a current NASA Workmanship PM approved extension) or an expired eye exam. If students have surpassed their expiration date and do not have evidence that a waiver/extension has been granted by the NASA Workmanship PM, registration will not be completed.

Failure of a Class

Students must pass both the written and practical exams for either an Operator, Inspector or both and meet attendance criteria for each class to obtain credit. A passing grade for written exams shall be 80% and above. A passing grade for practical exams shall be 85% and above. Written and practical scores are not to be averaged. If an Operator student fails a re-training class, they will be required to take the full 24-40 hour Workmanship course for operators. If an inspection student fails, the class then they would be required to take the full 24-40-hour Workmanship course and pass the written exam for Operators and the written exam and practical exam for Inspectors. IPC® establishes the testing and scoring

requirements for the IPC® courses. Personnel who take and pass the initial training course of the retraining courses shall be awarded evidence of successful completion of training, e.g., IPC certificate of training, signed card, electronic record. Final exams are not reviewed with the students. These exams are not used as a learning tool but rather a measure of competency of the students. Allowing students to review them would afford them the opportunity to capture the answers and thus compromising the competency tool.

Inspection Training

The Training Center does not issue a certificate of training for Inspection without the student's successful completion of the one-day (8-hour) inspection training and exam. The initial pre-requisite for any inspection-training course is the standard 24-40-hour Workmanship course for fabricators.

Attendance

The student shall not pass a class if they are absent for more than 10% of the overall class time or if the time missed is considered detrimental to the required level of training by the instructor.

I have read and accept the policy.

Accept