

DOCUMENT NO: CAW/SR/001

Scheme Rules

**Requirements for the Certification of Persons Qualification
of Permanent Joining Qualifications, this includes:**

Welders

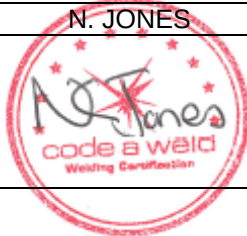
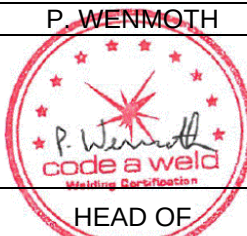
Welding Operators

Resistance Weld Setters

Brazers

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APPROVALS

COMPILED BY N. JONES	APPROVED BY P. WENMOTH	APPROVED BY N. HITCHENS
		
QUALITY MANAGER	HEAD OF SURVEILLANCE/CERTIFICATION/ SENIOR SURVEYOR	DEPUTY HEAD OF SURVEILLANCE/CERTIFICATION/ SENIOR SURVEYOR

1. Introduction & Purpose

This document defines the process for the requirements for the Certification of Persons Qualification of Permanent Joining Qualifications. Code A Weld Holdings Ltd acts as a Certification Body for Certification of Persons Qualification of Permanent Joining including Welders, Welding Operators and Brazers. Code A Weld Holdings Ltd holds accreditation to BS EN ISO/IEC 17024 for the Certification of Persons.

Code A Weld Holdings Ltd remain completely impartial to all certification activities, ongoing review of any conflict of interests and maintaining all objectives of its certification activities.

2. Standards

Certification is available in accordance with the current issues of the standards listed below:

BS 4872-1	Welder Qualification, no procedure required – Steels
BS 4872-2	Welder Qualification, no procedure required – Aluminium/Aluminium Alloys
BS EN ISO 9606-1	Qualification testing of Welders – Steels
BS EN ISO 9606-2	Qualification testing of Welders – Aluminium/Aluminium Alloys
BS EN ISO 9606-3	Qualification testing of Welders – Copper and Copper Alloys
BS EN ISO 9606-4	Qualification testing of Welders – Nickel and Nickel Alloys
BS EN ISO 9606-5	Qualification testing of Welders – Titanium and Zirconium Alloys
ASME IX	Boiler and Pressure Vessel Code. Section IX. Welding and brazing Qualifications
BS EN ISO 13585	Brazing – Qualification test of brazers and brazing operators
BS EN ISO 14732	Welding personnel – Qualification of welding operators and weld setters for mechanised and automatic welding of metallic materials
BS EN ISO 14555	Welding – Arc stud welding of metallic materials
BS ISO 24394	Welding for aerospace applications. Qualification tests for welders and welding operators. Fusion welding of metallic components.
AWS D1.1/D1.1M	Structural Welding Code - Steel
AWS D1.2/D1.2M	Structural Welding Code – Aluminum
AWS D1.6/D1.6M	Structural Welding Code – Stainless Steel
AWS D17.1/D17.1M	Specification for Fusion Welding for Aerospace Applications
BS EN ISO 17660-1	Welding – Welding of Reinforcing Steel – Part 1: Load-bearing Welded Joints
BS EN ISO 17660-2	Welding – Welding of Reinforcing Steel – Part 2: Non load-bearing Welded Joints
BCAR A8-10	Approval of Welders

The above list is not intended to be exhaustive and other appropriate standards may be used with prior agreement.

3. Routes to certification

The scheme is open to all seeking permanent joining qualifications under this scheme. The certification rules apply fairly and equally to all applicants. Code A Weld Holdings Ltd shall not restrict Certification of persons on the grounds of undue financial or other limiting conditions (i.e. Membership of an association or group).

4. Application for Testing

Code A Weld Holdings Ltd will issue an application form to the candidate/sponsor. This must be completed in full and returned to Code A Weld Holdings Ltd to be processed. Any false information provided will result in any tests undertaken becoming void.

5. Prerequisites

Basic understanding of English in both written and oral is required by the applicant/candidate.

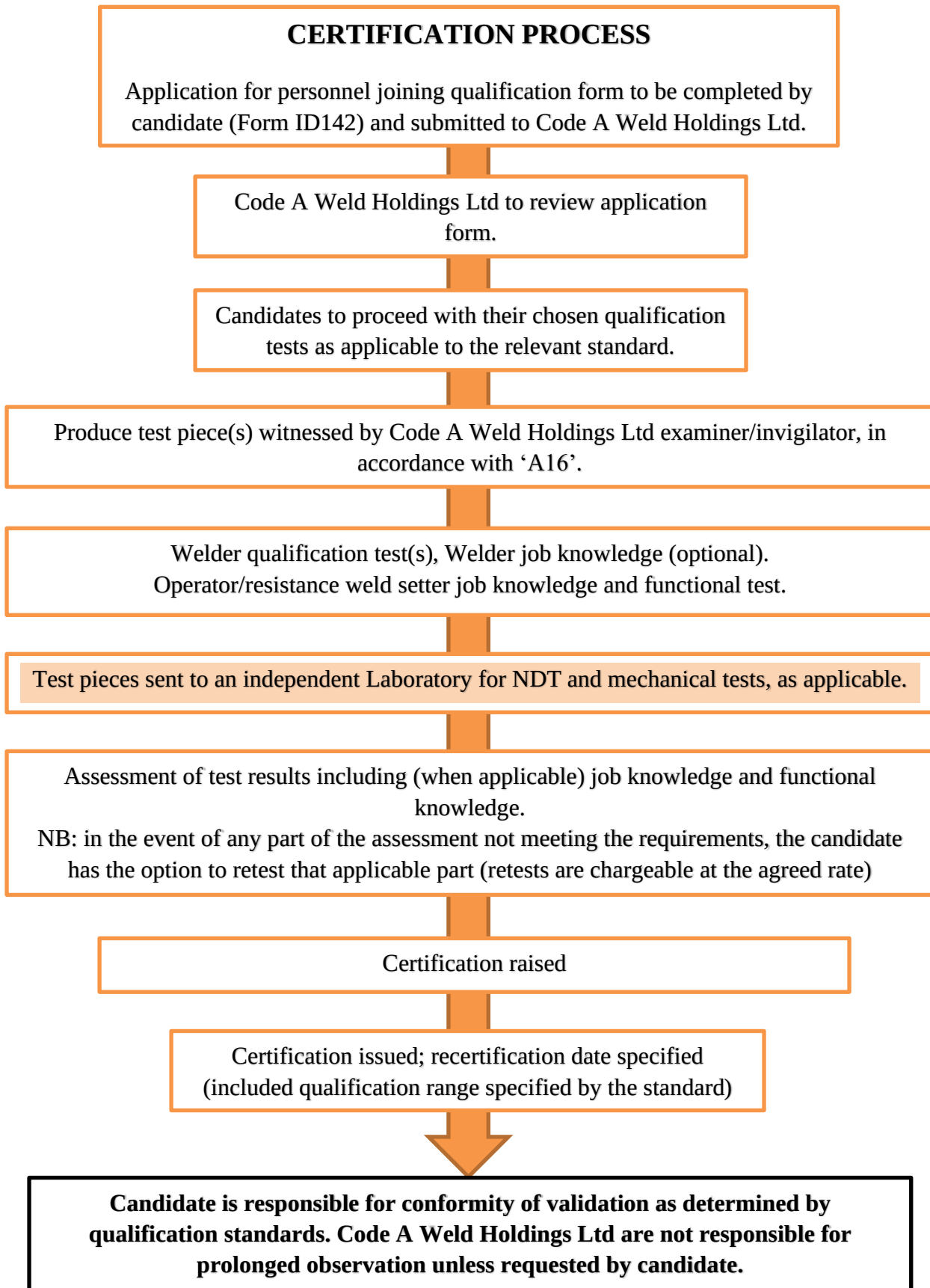
If the applicant/candidate is unable to comply with the prerequisites, a request shall be made by the applicant/candidate for a translator/ translated documents in the language of their choice.

The candidate/sponsor shall be responsible for providing facilities to accommodate both the welding and classroom knowledge testing (where applicable).

A form of photographic I.D will also be required to be checked by the Surveyor on the day of the test.

6. Certification Process

Diagram 1: Certification Process conducted by Code A Weld Holdings Ltd



7. Certification Fees

When Code A Weld Holdings Ltd receives your completed application, we will send you a full quotation for assessment. If you wish to proceed, receipt by us of the signed application form ID142 will initiate the assessment process. All material supplied by you and observed by Code A Weld Holdings Ltd appointed examiner/invigilator during the assessment process, will be regarded as STRICTLY commercial-in-confidence.

Code A Weld Holdings Ltd will then appoint an examiner/invigilator to visit your premises on a mutually agreeable date to witness the test(s).

The actual costs of assessment will therefore vary from company to company according to the scope of certification sought. This document will help you understand the way that assessment fees are calculated and enable you to estimate the likely cost of gaining company certification and registration.

Your quotation may include time for travelling. Fees and expenses are subject to VAT.

Your initial quotation and contract will not include any allowance for any additional visits.

A cancellation fee will be incurred if scheduled visits are cancelled or postponed by the client. Conditions for these fees are detailed in the Terms and Conditions.

Note: Qualification certificates are automatically invalidated if there are any outstanding fees.

8. Requirements

This document prescribes the requirements for the qualification of welder's and welding operators, resistance weld setters and brazers for manufacturers or individuals seeking to comply with any relevant standard or client specification or directive which requires independent accredited certification.

For some industry requirements such as the Pressure Equipment Regulations, Code A Weld Holdings Ltd can act as a Recognised Third-Party Organisation for the qualification of welders, welding operators, resistance weld setters and brazers. It is not authorised or notified to assess or establish conformity with the whole of the Directive regulations (Approved Body). Some industry sectors may also require certification of persons in accordance with BS EN ISO/IEC 17024. Code A Weld Holdings Ltd.'s accreditation for ISO/IEC 17024 and this scheme satisfies these requirements.

9. Responsibilities

Code A Weld Holdings Ltd acts as a Certification Body. Code A Weld Holdings Ltd carries overall responsibility for ensuring that the requirements for qualification testing are satisfied.

The applicable requirements for qualification tests are given in the appropriate standards. It is the candidate's/manufacture's responsibility to select the standard. This is addressed during our contract review and candidate application process. Qualification testing and the issue of certificates can only be carried out to recognised standards and it should be noted that the rules covering testing and validity of certificates vary from standard to standard.

It is also the candidate's/manufacture's responsibility to ensure that the recognition and acceptance of certificates is appropriate to their requirements. For example, some standards state that the Examiner or Examining Body must be acceptable between contracting parties. Whilst Code A Weld Holdings Ltd makes every effort to ensure that its qualification certificates carry appropriate accreditation and that testing and certification activities are carried out in accordance with best practice, it cannot guarantee acceptance by all contracting parties.

Testing activities may be carried out by either Code A Weld Holdings Ltd or subcontracted to other approved suppliers as identified in our contract review. When a written examination takes place, a Code A Weld Holdings Ltd examiner/invigilator shall moderate.

Code A Weld Holdings Ltd will check that pre-test requirements (as applicable) are fulfilled by the manufacturer or candidate(s). The Certification Body is responsible for setting examinations and tests, witnessing, welding and/or testing as required by the selected standard. The Code A Weld Holdings Ltd body is responsible for issuing relevant certificates of the test results. All of the above falls under the sole responsibility of the Certification Body.

Any persons certified under this scheme shall inform Code A Weld Holdings Ltd without delay of any issues that may arise that will affect their capability to fulfil the certification requirements. Any person certified under this scheme shall act in a professional and appropriate manner and adhere to the requirements of this scheme.

10. Qualification Testing

10.1 Welders, Welding Operators, Resistance Weld Setters and Brazers

The Examining Body is responsible for ensuring that the requirements of the standard selected by the candidate or manufacturer are fulfilled. The standards are prescriptive and require no additional criteria.

Where the candidate selects a standard that offers the option of a knowledge test, the candidate shall request this at the time of completing the application form ID142. The knowledge test shall be carried out under exam conditions with an examiner/invigilator appointed by Code A Weld Holdings Ltd. The pass rate is a minimum of 70% and must be achieved to be deemed acceptable.

The candidate agrees not to release/discuss confidential examination materials or participate in any fraudulent test taking practices.

The candidate is required to comply with all relevant Health & Safety requirements and will be responsible to supply and use appropriate PPE.

10.2 Qualification Certificates (Including Renewal Requirements)

Qualification certificates are issued in accordance with the standard being applied. Qualification certificates are issued in PDF format and password protected to help prevent any fraudulent copying.

Certificates are issued to the individual candidate seeking qualification but can also be issued to the sponsoring organisation, usually the manufacturer, where requested and agreed by the candidate.

Duplicate certificates may be issued to the candidate or sponsoring organisation to replace any which are lost or destroyed. This can only be done by written request explaining the reasons why further copies are required. (A fee will be charged).

The period of validity of a certificate and the conditions for renewal are governed by the selected standard..

Refer to relevant Standard that the candidate is testing to for the validation and recertification periods.

The correct recertification period shall be agreed with the candidate.

The Surveyor shall on completion of the test explain to the candidate the 6 monthly confirmation of validation process is the responsibility of the candidate/employer. The recertification period and process shall also be explained to the candidate/customer depending on which Standard was tested to. The validity and recertification period as agreed shall be recorded on the candidate's certificate

E.g. ISO 9606-1 states at

Section 9.3 The skill of the welder shall be periodically verified by one of the following methods.

a) The welder shall be retested every 3 years

b) Every 2 years, two welds made during the last 6 months of the validity period shall be tested by radiographic or ultrasonic testing or destructive testing and shall be recorded. The acceptance levels for imperfections shall be as specified in Clause 7. The weld tested shall reproduce the original test conditions except for thickness and outside diameter. These tests revalidate the welder's qualification for an additional two years.

Note: Option C does not apply to qualifications for PED/PESR work.

c) A welder's qualification for any certificate shall be valid as long as it is confirmed according to 9.2 and provided that ALL the following conditions are fulfilled

- the welder is working for the same manufacturer for whom he/she qualified, and who is responsible for the manufacture of the product:
- the manufacturer's quality programme has been verified in accordance with ISO 3834-2 or ISO 3834-3;
- the manufacturer has documented that the welder has produced welds of acceptable quality based on application standards: the welds examined shall confirm the following conditions: welding position(s), weld type (FW, BW), material backing (mb) or no material backing (nb).

Photocopies are unauthorised by Code A Weld Holdings Ltd and should only be used for internal administrative purposes.

NOTE: Any certificates issued remain the property of Code A Weld Holdings Ltd.

11. Complaints and Appeals

All parties shall be treated fairly and equitably through the implementation of the following procedure.

Where an appellant/person is not satisfied with a decision by Code A Weld Holdings Ltd they will be requested to submit a formal appeal/petition in writing stating his/her case in detail to Code A Weld Holdings Ltd.

Such an appeal/petition must be accompanied by all relevant facts and evidence, and if in the opinion of the Certification Body, an adequate case has been presented, an investigation by Code A Weld Holdings Ltd of the circumstances will be undertaken.

Code A Weld Holdings Ltd will ensure that all relevant information/correspondence is gathered including the appellants/person's written statement. The final decision will be reached based on the conclusions of the Head of Surveillance/Certification or Deputy Head of Surveillance/Certification (No personnel, including managerial personnel, who have been involved in the subject of the complaint or appeal within the last 2 years shall be employed to investigate). Once satisfactorily investigated a certificate may be removed, not renewed, not issued or re issued.

Candidates have the right of appeal. Appeals against failure to meet qualification requirements or against non-renewal of the certificate may be made by the candidate or the manufacturer upon application in writing to the Certification Body but must be within one month of the date of examination.

CAW/CA/001 also applies.

12. Misuse of Certificates and Logos

12.1 Misuse of Certificates

It is the policy of Code A Weld Holdings Ltd to control how certificates, brand names, marks and logos are used, and to take action in the event of their misuse.

Code A Weld Holdings Ltd recognises that it has a duty to all holders of certificates to ensure that their professional status and valid integrity is maintained, and to eliminate, as far as possible, their fraudulent use or any associated misrepresentations of technical competency.

A set of rules and guidelines, defining the correct use of certificates (and indicating their possible misuse) is issued with every certificate. These rules, code of conduct and guidelines are set out below. It is a strict condition of the issue of certificates of competence or capability that candidates accept these Regulations. Attempts to pass off forged certificates as real ones by using any of the brand names, marks or logos mentioned in this procedure will be dealt with as severely as allowed by law.

12.2 Misuse of brand names & Logos

The current brand names and logos of Code A Weld Holdings Ltd are Code A Weld company logo and the unique Code A Weld Holdings Ltd certification of persons logo.

Use of the brand names by any organisation which might result in users of the schemes being misled or which might result in the schemes being brought into disrepute will be acted upon. Any misuse of certificates, brand names, marks (including accreditation marks) or logos which appear to be an infringement of the law will result in the matter being reported to the employer and, where appropriate, to the applicable enforcement agency.

The certified person may use the Code A Weld Holdings Ltd scheme logo as shown on the front of the scheme rules

As indicated herewith

Rules on the Use and Misuse of Certificates

- Any copy must be a true and faithful representation of the original and must be reproduced in full and not amended or changed in any way.
- Certificates are valuable documents which should be kept in a safe place.
- It is required that certificate holders keep records of work activity and other details (where applicable).

The certificate is only valid:

- For the period indicated in the certificate
- If all the fees have been paid
- Is signed by a Code A Weld Holdings Ltd official

Neither the certificates nor any of the brand names, marks or logos mentioned in this procedure must be used in a manner that may be considered fraudulent.

12.3 Suspending, withdrawing, and reducing scope of certification

Code A Weld Holdings Ltd reserve the right to suspend, withdraw or reduce scope of certification where Scheme Rules are not complied with. This includes the rules on the use and issue of certificate / certificates and logo / logos as required.

13. Records

Code A Weld Holdings Ltd maintain records of tests/examinations. Records are held in accordance with our Quality Management System

14. Addresses

For further general information about the qualifications covered in this document please contact:

CODE A WELD HOLDINGS LTD
Units 1 & 2 Fourth Avenue,
Westfield Trading Estate,
Radstock,
BA3 4XE

Tel: 01761 410 410

Email: office@codeaweld.com

Website: www.codeaweld.com

Please contact us for any further information in relation to the contents of this document or any documents thereto referenced within it.

Certified individuals are encouraged to frequently visit Code A Weld Holdings Ltd website to keep informed of any changes which may affect their certification.