

**WQIC**

**CERTIFICATION OF PERSONS SCHEME FOR  
PERMANENT JOINING QUALIFICATIONS**

**(Scheme rules)**

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

Welders

Welding Operators

Resistance Weld Setters

Brazers



## **Foreword**

QF/7.4 is managed by WQiC , which acts as a Certification Body for Certification of Persons, in keeping with the requirements of the industries served by the scheme. WQiC is accredited by the national accreditation organisation to BS EN ISO/IEC 17024 for Certification of Persons.

WQiC understands the importance of impartiality in carrying out its certification activities, managing conflict of interest and ensuring the objectivity of all its certification activities, in accordance with BS EN ISO/IEC 17024.

WQiC operate an ISO 9001 system for permanent joining qualifications.

## **1 Routes to certification**

Candidates seeking certification under this scheme will have undergone prior training and / or have suitable industrial experience covered by this scheme. Where no permanent joining qualifications are held, the candidate will need to demonstrate evidence of utilising the relevant joining process in the 6 months preceding the application. The scheme is open to all seeking permanent joining qualifications under this scheme (Ref Annex 1). Annex 1 lays out possible routes to achieving certification.

## **2 Application for Testing and Certification Fees**

The certification Body will issue an application form to the candidate/sponsor, which must be completed in full and returned to WQiC. If it is found that a false statement has been submitted by the candidate/sponsor, any testing undertaken will be declared null and void. Qualification certificates are automatically invalidated if there are any outstanding fees.

WQiC reserve the right to retain any fees where the candidate/sponsor cancels within 7 days of agreed assessment/test date. This is applicable where the candidate is attending the WQiC premises for qualification tests. (An application fee of £60.00 inclusive of VAT is payable by the candidate / sponsor). Testing charges will be agreed prior to any examination taking place.

Where WQiC are requested to attend a sponsors workshop / site, then no initial application fee is payable, and the sponsor will be invoiced by WQiC in line with the normal commercial invoicing process and charged at agreed rates.

### 3 Standards

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

#### **Welder / Welding Operator / Brazer qualification testing**

EN 287-1:2011	Qualification testing of Welders – Fusion Welding – Part 1: Steels
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	Boiler and Pressure Vessel Code. Section IX. Welding and brazing Qualifications
BS EN 14276	Pressure equipment for refrigerating systems and heat pumps
BS EN ISO 13585	Brazing – Qualification test of brazers and brazing operators
BS EN 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.

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

## **4 General**

### **4.a Requirements / Scope**

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, WQiC 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 (NOBO).

Some industry sectors may also require certification of persons in accordance with BS EN ISO/IEC 17024. WQiC's accreditation for 17024 and this scheme satisfies these requirements.

### **4.b Responsibilities**

WQiC acts as an Examining Body. WQiC also appoints, authorises and controls other Examiners as required to act on behalf of WQiC. WQiC 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 WQiC 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 WQiC or subcontracted to other approved suppliers as identified in our contract review. When a written examination takes place a WQiC examiner / invigilator shall moderate.

Individuals engaged to carry out assessment work in connection with the requirements of this document must be approved by WQiC, in accordance with procedures operated by WQiC.

The Examining Body will check that pre-test requirements (as applicable) are fulfilled by the manufacturer or candidate(s). The Examining Body is responsible for setting examinations and tests, witnessing, welding and/or testing as required by the selected standard. The Certification 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 WQiC 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.

## **5 Qualification Testing**

### **5.a 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 QF/7.3. The knowledge test shall be carried out under exam conditions with an examiner/invigilator appointed by WQiC.

Note: WQiC may offer an option to the candidate to select a mock paper prior to carrying out formal knowledge testing if requested by the applicant.

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.

## **6 Qualification Certificates (Including Renewal Requirements)**

Qualification certificates are issued in accordance with the standard being applied, see Section 2. Qualification certificates are issued on paper carrying our 'water mark' to prevent fraudulent copying.

Certificates are issued to the sponsoring organisation, usually the manufacturer or where requested to the individual candidate seeking qualification.

Duplicate certificates may be issued to the sponsoring organisation or candidate 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, see clause 7 of this scheme in relation to complaints and appeals.

Photocopies are unauthorised by WQiC and should only be used for internal administrative purposes.

NOTE: Any certificates issued remain the property of WQiC.

## **7 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 WQIC they will be requested to submit a formal appeal / petition in writing stating his/her case in detail to the MD of WQIC with the appropriate fee.

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 WQIC of the circumstances will be undertaken.

The MD of WQIC will ensure that all relevant information / correspondence is gathered including the appellants / person's written statement and submit this to at least 3 members of the Advisory Group (see QP6). The final decision will be reached based on the conclusions of the Advisory Group. 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.

NOTE: QP5 of our QMS also applies

## **8 Misuse of Certificates and Logos**

### **Misuse of Certificates**

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

WQIC 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 printed on the reverse of every certificate issued. 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 British law.

### **Misuse of brand names & Logos**

The current brand names and logos of WQIC are WQ Inspection & Certification company logo and the unique WQIC 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 appears 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 WQiC scheme logo as shown on the front of the scheme rules  
As indicated herewith



#### Rules on the Use and Misuse of Certificates

- Photocopies of certificates are not acceptable.
- 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 WQiC official and the certificate holder
- Carries the WQiC watermark

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.

#### **Suspending, withdrawing and reducing scope of certification**

WQiC 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 / logo's as required by QF/9.11.

## 9 Records

WQiC maintain records of tests/examinations. Records are held in accordance with our QMS procedure QP1.

## 10 Addresses

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

<p>UK. WQ Inspection &amp; Certification Ltd Jack Brookes Yard Longmore Street Wednesbury WS10 9DQ West Midlands Tel: 0121-505-2066 Mob 07967 632483 E-mail: <a href="mailto:admin@wq-ic.co.uk">admin@wq-ic.co.uk</a> Web: <a href="http://www.wq-ic.co.uk">www.wq-ic.co.uk</a></p>
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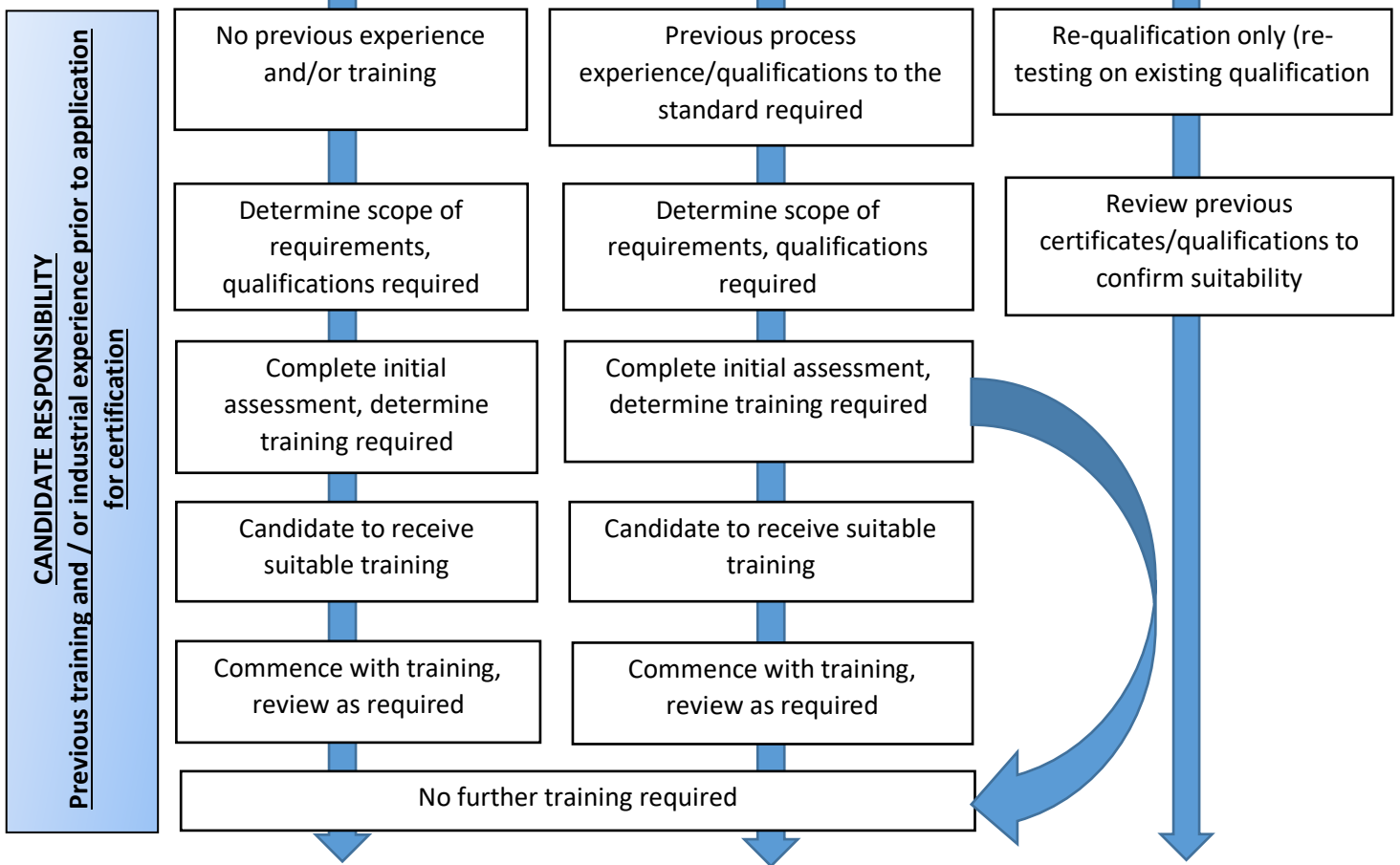
Please contact us for any further information in relation to the contents of this document or any documents thereto referenced within it.

Certified individuals are encouraged to frequently visit WQiC's website to keep informed of any changes which may affect their certification.



Personnel Certification – Permanent Joining Qualifications (Annex 1)

**ILLUSTRATION OF POSSIBLE ROUTES TO ACCESS CERTIFICATION**



**CERTIFICATION PROCESS**

