

APPROVED

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The certification scheme of welding operators and weld setters for mechanized and automatic welding.

Information for an applicant

1. Services with regard to certification of welding operators and weld setters for mechanized and automatic welding (hereinafter referred to as operators) are available to all persons complying with the following prerequisite criteria:

- an applicant has completed training and / or industrial practice in the declared area of certification or has already passed certification earlier.
- an applicant's health condition shall allow to perform practical and theoretical exams in the declared area of certification.

2. An applicant may contact ATESTEERIMISKESKUS in any convenient way (by post, email, phone, personally) to order certification

The application shall indicate, at least:

- personal identification and contact data;
- the desired certification range; normative documents/standards compliance with which is to be certified;
- a guarantee of payment for certification works regardless of their result.

Additionally, the name, details, contact details of the employer sending the applicant for certification, his legal and postal address may also be indicated. The application shall be signed by the applicant. The application received by e-mail from the applicant's personal mailing address may be considered without an actual signature on the document, if not signed with an electronic signature. Additionally, it may be signed by the representative or authorized representative of the employer sending the applicant / candidate for certification.

3. To order certification the following application shall be submitted:

- the application for certification: on site the [form AK VO-7-0](#) or [online the form AK VO-7-0 E](#). Address: <http://www.energia.ee/sertifitseerimine>
- the applicant agrees to comply with the requirements of this certification scheme;
- the applicant guarantees payment for certification work, regardless of its result;
- the applicant must not be intoxicated during certification.

4. Task, scope of certification, description:

Task is to perform permanent proved quality joints of metallic materials with butt- and/or filled welds on plates and on pipes by manual, mechanized and automatic welding of:

- Steels - all types;
- Nickel and nickel alloys;
- Copper and copper alloys;
- Aluminum and aluminum alloys;
- Titanium and titanium alloys.

The scope of certification in accordance with the standard:

- EVS-EN ISO 14732 - Qualification testing of welding operators and weld setters for mechanized and automatic welding of metallic materials,

Description of job:

Certification confirms ability of a person to use welding filler materials, to control with welding equipment (for welding operators) in order to provide qualitative permanent joint with fusion welding of metals in a production condition.

5. Certification process and assessment

5.1 Examination process

- identification of the candidate (welder operator);
- familiarization with the certification scheme, rights and obligations, WPS/pWPS;
- test of functional knowledge for the candidate;
 Method of test of functional knowledge is a test including variants of answers and matrix way of evaluation.
 Assessment of functional knowledge is limited with questions relating to welding equipment used during the practical exam. The exam is fulfilled if the number of correct answers is not less than 60%.
 The candidate is allowed to take the practical exam if he passes the test of functional knowledge.
 The candidate is not allowed to take the practical exam if he has not passed the test of functional knowledge.
- distribution of examinational samples, welding equipment, consumable materials and tools;
- familiarization with working places;
- control of compliance of welding and parent materials with certificates and WPS/pWPS (for legal persons if applicant's material is used);
- control of correctness of assembly of welding joints in accordance with WPS/pWPS;
- marking of examinational samples;
- monitoring and control (by the examiner) of compliance with welding parameters in accordance with WPS/pWPS;
- visual inspection of the completed welding joint and preliminary assessment.

Note: when passing certification, at any stage, the candidate should not be intoxicated. Otherwise, the certification may be interrupted.

5.2 Testing of examinational samples

- 5.2.1. Delivery of the control welding joint to a testing laboratory accredited according to EVS-EN ISO/IEC 17025 for non-destructive testing and/or destructive testing.
- 5.2.2. Performing the necessary tests and obtaining test protocols.

5.3 Decision on certification

- 5.3.1. Analysis and assessment of the results of monitoring during the exam and the results of testing.
- 5.3.2. Making a decision on certification.

5.4 Preparation and compilation of certification documents

5.5 Delivery of the documentation set to the applicant

6. Period of validity

6.1 Initial qualification

Criteria for initial certification:

The examinational samples welded in accordance with the requirements of the standards, which have successfully undergone the necessary tests, give the right to obtain initial certification.

Certificate of a person shall take effect from the date of welding of the examinational sample with positive test results.

Period of certificate validity shall meet requirement of the standard for qualification testing:

- for operators corresponding to EVS-EN ISO 14732 - 6 years (p. 5.3.a).

The certificate valid until indicated date of validity under condition of confirmation (p. 6.2 Scheme).

6.2 Confirmation of the validity, suspending and revocation of qualification, reducing/changing the scope of certification

The validity of the certificate shall be confirmed every 6 months. Satisfactory performance by a certified person working in the field of certification is subject to approval.

The person responsible for welding at the manufacturer or the Certification Body - Atesteerimiskeskus performs the confirmation by way of an entry in the certificate. The entry confirms the successful work of a certified person in the field of certification. The entry shall be a basis for the extension of the certificate for the next 6 months (p. 5.2 of EVS-EN ISO 14732).

In the absence of the confirmation the certificate becomes invalid (for operators: p. 5.1 EVS-EN ISO 14732).

The certification Body - Atesteerimiskeskus cancels the certificates issued by it in the event of the receipt of documented information from third parties about:

- number of defects due to the fault of a certified person in the manufacture of products;
- changing certificate data without authorisation of the certification Body - Atesteerimiskeskus ;
- violation of the rules of handling the certificate.

A reduction of the scope of certification is not applicable. Change of the scope of certification requires full certification process within the new scope of certification and obtaining a new certificate.

6.3 Recertification of welder qualification

Recertification is not performed. After the expiration of the certificate, the certified person can confirm his continued competence by obtaining a new certificate, having passed the certification procedures as part of the initial certification.

7. Use of certificates and logos/signs:

The certificate holder is obliged to:

- refer only to the field of certification that is indicated in the certificate issued;
- do not use the certificate in a manner that is able to damage interests and reputation of Atesteerimiskeskus;
- do not make statements with regard to certification that can be regarded as erroneous, inappropriate or misleading;
- discontinue making any references to the certification if the certification is suspended or withdrawn.

Note: incorrect or misleading references to the certification, using in advertising, catalogues, publications, etc. shall be stopped by all means necessary and the appropriate measures shall be taken, such as suspension or revocation of the certificate or the certification and (where necessary) legal intervention (judicial action).

8. Appeal or complaint procedure

Complaint:

An applicant with any claims to Atesteerimiskeskus may submit a complaint. A complaint shall be worded clearly in writing. Complaints are filed in free form and shall contain, at least, the following information:

- details of the applicant filing the complaint;
- date of the complaint;
- contact person;
- reference to the certification;
- description of the complaint;
- the applicant's signature

Note: Atesteerimiskeskus guarantees a timely response to the complaint. Notification with regard to the complaint is made within 3 business days. Information about the process of review of the complaint and the decision is provided in due time.

Appeal:

If a customer disagrees with a decision on certification, he/she has the right to submit an appeal. The appeal is filed in free form and shall contain, at least, the following information:

- details of the applicant filing the appeal;
- date of the appeal;
- contact person;
- reference to the certification;
- description of the appeal (with references to the regulatory documentation);
- the applicant's signature.

Note: Atesteerimiskeskus guarantees a timely response to the appeal. Notification with regard to the appeal is made within 3 business days. Information about the process of review of the appeal and the decision is provided in due time.

9. The obligations of the Parties in certification

Atesteerimiskeskus is obliged to:

- Perform certification with the required expertise and according to the indicated regulatory documentation.
- Be guided by the declared.
- Bear legal responsibility and guarantee impartiality and equity of works with regard to certification of any applicant.
- To guarantee the confidentiality from third parties of any information when performing certification, and of any Client information received from other sources than from the Client. The exception is the accreditation body (e.g. Estonian Accreditation Centre), which may be provided with certification documentation for review during audits.
- Avoid discrimination on any grounds.
- Provide for independence of any commercial, financial, administrative or other pressure that is able to affect the certification.
- Provide the applicant with all the required information on the certification process.
- Accept complaints and appeals of applicants, respond to them in a timely manner and inform the person who filed the complaint or appeal.

Customer shall:

- Perform requirement of the certification scheme.
- Provide all the information necessary for certification and guarantee its accuracy.
- Comply with rules on use of certificates.
- Provide certificates to its customers in full without any corrections.
- Cease using the certificate at the end of its validity period or after its revocation by Atesteerimiskeskus.
- Not use certificates in a manner that may damage reputation of Atesteerimiskeskus as well as avoid misleading statements with regard to certificates.

Compiled by A.Loginov, IWE