

# CERTIFICATION APPLICATION



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Date: 27.10.2023

Doc. No.: AEW-F-04 Revision: 06

## FILLS BY AEW MTÜ

Order No.:	Exam Registration No.:	
Qualification/ skills of the certified person confirmed through:		
<input type="checkbox"/> Document on special education	<input type="checkbox"/> Previous Certification Document	<input type="checkbox"/> Employer Confirmation (AEW-F-03)

## FILLS BY THE CERTIFICATION APPLICANT

Name, Surname:	
Street, House, Apartment, Postal Code, City/County, Country:	
Date and place of birth:	
Personal identification code or identification document number:	
Special needs (language skills, physical disability, etc.)	
I hereby apply for certification of the following exams:	according to directive/standard/regulation:
	<input type="checkbox"/> EN ISO 9606-1(9.3a) <input type="checkbox"/> EN ISO 14732 <input type="checkbox"/> EN ISO 9606-2 <input type="checkbox"/> 2014/68/EU <input type="checkbox"/> EN ISO 9606-3 <input type="checkbox"/> Other:
Exam designation:	

### Certification Applicant's Statement

I hereby confirm that I have familiarized myself with my obligations, rights, and responsibilities (see page 2) and undertake to fulfill the following conditions:

- Not to disclose the content of examination questions to third parties and not to engage in fraudulent tests
- I have the right to work only within the scope of my certification
- By using my certification, I have no right to damage the reputation of the certification body
- I do not have the right to use my certification illegally
- If my certification is suspended or revoked, I undertake to refrain from referencing the certification

I give consent to the processing of my personal data (name, surname, date of birth, workplace, contact information, qualification/position) by the Association of Estonian Welders MTÜ.

Place, date:

\_\_\_\_\_  
Signature of the Applicant

\_\_\_\_\_  
AEW MTÜ stamp and signature

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## « Typical certification conditions for welders and welding operators »

Extract

### 4. OBLIGATIONS, RIGHTS AND RESPONSIBILITIES OF THE CANDIDATE / CERTIFIED PERSON

#### 4.1. The candidate / certified person undertakes:

- 4.1.1. To comply with the provisions of the certification scheme and the requirements specified below, and to follow any changes to these requirements if informed about them.
- 4.1.2. To provide the necessary information for identification and other information required according to the certification scheme.
- 4.1.3. To work only within the scope covered by the certification.
- 4.1.4. Do not use your certification illegally or in an improper manner.
- 4.1.5. Do not use the certification in a way that discredits AEW MTÜ and do not make any statements that AEW MTÜ considers false or unauthorized.
- 4.1.6. Cease any references to AEW MTÜ or the certification if the certificate is suspended or revoked, and return the issued certificate to AEW MTÜ.
- 4.1.7. To provide third parties with copies of the certification documents in their entirety.
- 4.1.8. Immediately inform AEW MTÜ about any changes in your ability to comply with certification requirements (e.g. changes in scope of activities).
- 4.1.9. Raise claims only regarding the area in which the certification was conducted.
- 4.1.10. Do not disclose confidential examination materials and do not engage in examination fraud.

#### 4.2. The Candidate / Certified Person has the right to:

- 4.2.1. Familiarize themselves with the current certification scheme.
- 4.2.2. Receive timely information about the results of individual exams/tests and certification as a whole.
- 4.2.3. Submit complaints and appeals regarding the certification process to AEW MTÜ (see also section 6).

### 5. DUTIES, RIGHTS, AND RESPONSIBILITIES OF AEW MTÜ

#### 5.1. AEW MTÜ undertakes:

- 5.1.1. To comply with the laws of the Republic of Estonia and fulfill the provisions of the contract/agreement and these Standard Conditions.
- 5.1.2. Certify Candidate in accordance with the scope of certification provided in the application.
- 5.1.3. Conduct the certification process in accordance with the requirements of the AEW MTÜ management system.
- 5.1.4. Be present during the examination process and verify the identity of the candidate.
- 5.1.5. Inform the candidate about the results of the certification process within 15 calendar days after the completion of all tests.
- 5.1.6. Issue certificates within 15 calendar days from the moment the decision on certification is made, in case of a positive decision.
- 5.1.7. Inform the Candidate about changes related to certification.

#### 5.2. AEW MTÜ has the right:

- 5.2.1. To disclose information (upon request) that the requested person has a valid certification and the scope of this certification, except where prohibited by law.
- 5.2.2. To use subcontractors when providing services.
- 5.2.3. To suspend the Certificate, if the Certified person:
  - 5.2.3.1. Does not comply with the requirements of the Agreement and/or these Standard conditions.
  - 5.2.3.2. does not pay bills on time;
  - 5.2.3.3. does not comply with the terms of certificate use;
  - 5.2.3.4. intentionally spreads false information.
- 5.2.4. Revoke the certificate if:
  - 5.2.4.1 The certified person did not meet the requirements stated in section 5.2.3 within the specified period;
  - 5.2.4.2 it is established that the certificate/certificates were obtained by deception, falsification, or provision of false data.
- 5.2.5. AEW MTÜ may inform the certified person and/or the client of its intention to revoke the certificate, allowing them a reasonable period of time to address the issues that led to the suspension of the certificate.

### 6. APPEALS AND COMPLAINTS

- 6.1. Appeals and complaints can be submitted on the website AEW MTÜ [www.aew.ee](http://www.aew.ee)

### 7. CONFIDENTIALITY

- 7.1. Parties are obliged to ensure the confidentiality of information and documents and not to disclose them to third parties without the permission of the other party, except as provided by law. Assessors of the Estonian Accreditation Center are granted access to certification-related information.

### 9. OTHER PROVISIONS

- 9.4. AEW MTÜ does not grant permission to Clients/Certified individuals to use their logo/mark for any purpose. Client/Certified individual guarantees compliance with this requirement.

I have familiarized myself with the typical conditions for the certification of welders and welding operators and agree to comply with them.

Signature of the certified person