

# STANDARD CONDITIONS FOR THE CERTIFICATION OF WELDERS AND WELDING OPERATORS



Association of Estonian Welders

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Rev.: 1

## 1. GENERAL PROVISIONS

- 1.1. These Standard Conditions form an integral part of the Certification Agreement and set out the obligations, rights and responsibilities of the certification body, the certification client and the person being certified.
- 1.2. These Standard Conditions are based on the requirements of ISO/IEC 17024:2012 "Conformity assessment. General requirements for bodies operating certification of persons".

## 2. TERMS AND DEFINITIONS

- 2.1. Client – an organization or person, the second party to the Agreement who pays for the certification or inspection services provided by the Entity.
- 2.2. Applicant (requesting person) – the person who submitted the Certification Application (2.8)
- 2.3. Candidate – the Applicant (2.2) whose documents meet the prerequisites and who is admitted to the certification process.
- 2.4. Certified Person – the Candidate (2.3) who has successfully passed the certification tests and received the Certificate (2.9).
- 2.5. The AEW MTÜ – the certification body that certifies that the Candidate (2.3) meets the requirements of the standards.
- 2.6. Ordering Agreement – a documented agreement between the AEW MTÜ (2.5) and the Client (2.1) that sets out the obligations, rights and responsibilities of the Parties (2.7).
- 2.7. Parties – the AEW MTÜ (2.5) and the Client (2.1).
- 2.8. Certification Application – a written request by the Candidate (2.3) to participate in the certification process, including a commitment to meet all established certification requirements.
- 2.9. Certificate – a document issued by the certification body of the AEW MTÜ (2.5) to the Certified Person (2.4) stating that he/she meets the certification requirements.

## 3. OBLIGATIONS, RIGHTS AND RESPONSIBILITIES OF THE CLIENT

- 3.1. The Client undertakes:
  - 3.1.1. to abide by the laws of the Republic of Estonia and to comply with the provisions of the Agreement / Contract and these Standard Conditions.
  - 3.1.2. to provide the documentation required for the certification process as requested by the AEW MTÜ.
  - 3.1.3. to provide the examination process with the means and resources necessary for perform the welding of test joints (workplace, equipment and devices, protective and auxiliary means, materials, etc.).
  - 3.1.4. to provide the AEW MTÜ with access to relevant documents for examination / control of compliance of equipment, examination site, protective equipment, materials and other resources with the requirements of standards and examination conditions.
  - 3.1.5. to provide the AEW MTÜ with the opportunity to involve observers in the provision of services.
  - 3.1.6. to pay for the services rendered by the AEW MTÜ in accordance with Item 8 of these Standard Conditions and/or the Agreement, even if the examination results do not meet the requirements of the qualification standards and the Certificate cannot be issued.
  - 3.1.7. to comply with the requirements of Section 3 of these Conditions to the extent they apply to it.
- 3.2. The Client has the right:
  - 3.2.1. to participate in the welding of test joints with his/her representative(s).
  - 3.2.2. to become familiar with the current certification scheme.
  - 3.2.3. to receive timely information about the results of individual exams / tests and the certification as a whole.
  - 3.2.4. to submit complaints and appeals regarding the certification process in accordance with the conditions set forth in the bilateral Agreement between the Client and the AEW MTÜ (see also Section 6).

## 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 listed below, and follow any changes to these requirements when notified.
  - 4.1.2. to provide the information necessary to identify him/her and other information required by the certification program.
  - 4.1.3. to operate only within the scope of the certification.

Koostas:  
Sertifitseerimisosakonna juhataja  
Semjon Berzon, 27.10.2023

(Kuupäev, Allkiri)

Kinnitas:  
AEW MTÜ juhatuse liige  
Sergei Boaga, 27.10.2023

(Kuupäev, Allkiri)

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- 4.1.4. not to use his/her certification in an illegal or improper manner.
- 4.1.5. not to use the certification in any way that discredits the AEW MTÜ, and not to make any statements that the AEW MTÜ deems false or unauthorized.
- 4.1.6. to refrain from making any reference to the AEW MTÜ or the certification if the Certificate is suspended or revoked, and return the issued Certificate to the AEW MTÜ.
- 4.1.7. to provide complete copies of certification documents to third parties.
- 4.1.8. inform the AEW MTÜ immediately of any changes in his/her ability to comply with the certification requirements (e.g. changes in the scope of activities).
- 4.1.9. to make claims only within the scope of the certification.
- 4.1.10. not to disclose confidential examination materials or participate in examination cheating.
- 4.2. The Candidate/ Certified Person has the right:
  - 4.2.1. to become familiar with the current certification scheme.
  - 4.2.2. to receive timely information about the results of individual exams / tests and the certification as a whole.
  - 4.2.3. to submit complaints and appeals regarding the certification process to the AEW MTÜ (see also Section 6).

## 5. OBLIGATIONS, RIGHTS AND RESPONSIBILITIES

### OF THE AEW MTÜ

5.1. The AEW MTÜ undertakes:

- 5.1.1. to abide by the laws of the Republic of Estonia and to comply with the provisions of the Agreement / Contract and these Standard Conditions.
- 5.1.2. to certify the Candidate in accordance with the scope of certification specified in the application.
- 5.1.3. to conduct the certification process in accordance with the requirements of the AEW MTÜ Management System.
- 5.1.4. to be present during the examination process and verify the Candidate's identity.
- 5.1.5. to notify the Candidate and the Client of the results of the certification process within 15 calendar days of the completion of all testing.
- 5.1.6. in the case of a positive certification decision, to issue Certificates within 15 calendar days from the date of the certification decision.
- 5.1.7. to notify the Candidate and the Client of any changes related to the certification.

5.2. The AEW MTÜ has the right:

- 5.2.1. to disclose information (upon request) that the requested person holds a valid certification and the scope of that 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 or the Client:
  - 5.2.3.1. fails to comply with the requirements of the Agreement and/or these Standard Conditions;
  - 5.2.3.2. does not pay invoices on time;
  - 5.2.3.3. does not meet the conditions for using the Certificate;
  - 5.2.3.4. intentionally spreads false information.
- 5.2.4. to revoke the Certificate if:
  - 5.2.4.1. the Certified Person and/or the Client has failed to comply with the requirements set out in Item 5.2.3 within the specified time limit;
  - 5.2.4.2. it has been determined that the Certificate(s) were obtained through fraud, forgery, or the provision of false information.
- 5.2.5. The AEW MTÜ may notify the Certified Person and/or the Client of its intention to revoke the Certificate by first giving them a reasonable period of time to take steps to resolve the issues that led to the suspension of the Certificate.

## 6. APPEALS AND COMPLAINTS

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

## 7. CONFIDENTIALITY

Koostas:  
Sertifitseerimisosakonna juhataja  
Semjon Berzon, 27.10.2023

(Kuupäev, Allkiri)

Kinnitas:  
AEW MTÜ juhatuseliige  
Sergei Boaga, 27.10.2023

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- 7.1. The Parties are obliged to keep the information and documents confidential and not to disclose them to third parties without the consent of the other Party. Except as provided by law. The assessors of the Estonian Accreditation Centre have access to information related to certification.
- 7.2. Information about the Candidate obtained during the certification process from sources other than the Candidate (e.g., complainant, regulator) is also considered confidential.

## 8. SETTLEMENTS

- 8.1. The Client shall pay the certification fee to the AEW MTÜ according to the price list or offer of the AEW MTÜ.
- 8.2. The Client transfers the certification fee to the current account of the AEW MTÜ according to the terms of payment of the invoices.

## 9. OTHER PROVISIONS

- 9.1. These Standard Conditions for the certification are an integral part (annex) of any contractual document concluded between the Client and the AEW MTÜ and/or from the moment the Applicant signs the Certification Application.
- 9.2. These Standard Conditions for the certification shall be effective from the date the Parties sign the Agreement / Application until the expiration date of the Certificate or until the Certificate is terminated.
- 9.3. The AEW MTÜ has the right to unilaterally withdraw from the Agreement if the Client does not fulfill his/her contractual obligations.
- 9.4. The AEW MTÜ does not authorize the Clients and Certified Persons to use its logo / sign for any purpose. The Client / Certified Person warrants compliance with this requirement.
- 9.5. The Agreement will be considered complete if it is determined that certification is not possible.
- 9.6. The AEW MTÜ may unilaterally amend these Standard Conditions for the certification and publish the new version of the Standard Conditions on the AEW MTÜ website at [www.aew.ee](http://www.aew.ee).

## 10. FINAL PROVISIONS

- 10.1. All disputes arising from the Agreement and these Standard Conditions for the certification shall be resolved by negotiation between the Parties. If the negotiations are unsuccessful, the dispute shall be settled in accordance with the legislation of the Republic of Estonia.

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