

Information for the Clients

OVERVIEW OF THE CERTIFICATION SCHEME FOR OPERATORS AND SET-UP PERSONNEL OF FULLY MECHANIZED AND AUTOMATED WELDING MACHINES

1. TERMS AND DEFINITIONS

Client – an individual or legal entity (usually the employer of the designated person), the second party to the Agreement who orders the certification and pays for the services provided.

Applicant – an individual applying for his/her certification.

Candidate – the Applicant whose documents meet the prerequisites and who is admitted to the certification process.

Certified Person – the Candidate who has successfully passed the certification tests and received the Certificate.

2. DESCRIPTION OF WORK AND TASKS, CERTIFICATION SCOPE AND AREAS.

Certification of fully mechanized and automatic welding operators and setters confirms an individual's ability to properly operate welding equipment and welding consumables and apply the proper welding techniques to ensure quality weld joints.

Job description and tasks

- making permanent weld joints of metallic materials using fully mechanized or automatic welding equipment;
- setting up welding equipment for fully mechanized or automatic welding of metallic materials.

The scope and coverage of certification is determined by the applicable qualification standard:

EVS-EN ISO 14732:201	3	Keevituspersonal. Keevitusoperaatorite ja keevitusseadistajate kvalifitseerimine metalsete materjalide mehhaniseeritud ja automaatkeevitamisel. <i>Welding staff. Qualification testing of welding operators and weld setters for mechanized and automatic welding of metallic materials.</i>
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3. REQUIREMENTS FOR APPLICANTS

Operator and set-up personnel certification services are available to all individuals who meet the following criteria:

a) has successfully completed training in the field of welding in a specialized educational institution or special training courses not more than 6 months before applying for certification – *the document on completion of training (diploma, certificate) should confirm the fact of training in the welding process applied for certification*

or

has provided a welding operator or welder Certificate of previous qualification for the same welding process being applied for the new certification (other certification areas in Table 1 may vary) – *Certificate should be valid or expired no more than 6 months prior to application for the new certification*

or

has at least 1 year of welding experience in the field for which certification is sought, with continuous experience for the last 6 months (written confirmation from the Applicant's employer is required);

- b) the Applicant is at least 18 years of age;
- c) knows the structure and principles of operation of the welding equipment used and has the skills to work with it (adjustment modes, control of serviceability, maintenance); can interpret and understand WPS (Welding Process Specification) requirements, understands quality requirements for welding operations; knows welding defects, their causes and prevention methods; knows and applies safe work practices;
- d) the Applicant's health meets the minimum requirements established by law for the activity for which he/she is applying for certification; the employer is responsible for the Candidate's health.

4. CERTIFICATION PREREQUISITES

- a) the basis for consideration is the **AEW-F-03** application form;
- b) the Applicant agrees to comply with the requirements of the Standard Conditions of Certification **AEW-STT-01** and the certification scheme;
- c) the Applicant has correctly completed and signed the Certification Application on form **AEW-F-04**;
- d) the Applicant agrees to the cost of the certification work and guarantees payment for the AEW MTÜ services regardless of the certification result.

5. CERTIFICATION APPLICATION REQUIREMENTS

The Client may submit a Certification Application to the certification body of the AEW MTÜ by any means convenient to the Client (by e-mail, by post or by handing it in **at the office of the AEW MTÜ**).

To place an order for certification, the following documents should be submitted:

- a) Ordering Agreement in form **AEW-F-03** signed by the certification Client (the party paying for the certification services); *all fields to be filled in by the Client should be completed*;
- b) personal application of the Applicant (Certified Person) in form **AEW-F-04**; *all fields to be filled in by the Applicant should be completed*;
- c) copy of the personal data page of the Applicant's identity document (ID card or passport). NB! The original document should be presented at the time of examination;
- d) copies of documents certifying that the Applicant has completed initial training and/or a copy of a Certificate of previous qualification for the same welding process;
- e) documents confirming the available practical experience in welding in the field applied for certification not less than 1 year (continuously for the last 6 months). *Confirmed by the employer's signature on the Ordering Agreement (AEW-F-03). In cases where the certification Client is the Applicant (the Applicant pays for the certification), an appropriate certificate from the employer (in free form) or other supporting documents should be provided*;
- f) WPS (Welding Procedure Specification) or pWPS (preliminary Welding Procedure Specification);
- g) quality certificates for the main material, welding additives, welding gases and fluxes.

6. EXAMINATION PROCESS, EVALUATION AND CERTIFICATION DECISION

Examination process

The general composition of examinations and tests is determined by the applicable qualification standard and includes:

- a) knowledge examination – recommended examination, conducted at the special request of the Client;
- b) test of knowledge of the functions and maintenance of the welding equipment used – compulsory examination;
- c) practical test – compulsory examination.

The knowledge examination (if any), the test of knowledge of the functions and maintenance of the welding equipment used, and the practical test shall be evaluated independently of each other. The final score is determined by the results of all parts of the examination.

In the event of a negative result in at least one of these parts of the examination, the overall result will be considered unsatisfactory.

A knowledge examination is recommended but not required. It is conducted as a possible option at the specific request of the Client / Applicant.

The knowledge test method – a test with multiple choice questions on welding process theory and safety, scored using a matrix system. The test cards contain questions related to the welding process submitted for certification.

One test card contains 20 questions. A minimum of 12 questions should be answered correctly to receive a passing score on the examination.

Verification of knowledge of the functions and maintenance of the welding equipment used is a mandatory part of the examination.

Verification is conducted by the examiner through an interview with the Candidate and by observing the operation of the equipment during the practical test.

A practical test, including the fit-up and welding of a test weld joint, is a required part of the examination. The practical test is carried out directly at the Client's premises, at the Candidate's workplace and on the welding equipment.

The content of the practical test is determined by the certification scope and the applicable qualification standard.

The practical test consists of the following activities and tasks:

- a) identification of the Candidate's identity;
- b) familiarization of the Candidate with the certification scheme, with his/her obligations and rights during the examination;
- c) familiarization of the Candidate with the pWPS /WPS, according to which he/she should perform the test joint;
- d) verification of Certificates for base, additive, and auxiliary materials;
- e) verification of compliance of pWPS/WPS with the stated certification conditions and requirements of the applicable qualification standard;

- f) verification of compliance of the performed test joint with the pWPS/WPS instructions;
- g) marking of examination samples after fit-up;
- h) welding of the test joint by the Candidate and verification by the inspector that the welding parameters and conditions specified in the pWPS/WPS have been met;
- i) visual inspection of the completed test joint and preliminary evaluation.

Examination of test weld joints

- a) Transfer of the test joint to an independent, EVS-EN ISO/IEC 17025 accredited testing laboratory for non-destructive testing and/or destructive testing. Fracture tests according to EVS-EN ISO 9017 can be performed and evaluated by the competent AEW MTÜ examiner;
- b) Conducting the tests established by the qualification standard and obtaining test reports.

Review of results and certification decision

- a) analysis and evaluation of the results of the observations made during the examination and the results of all tests for compliance with the requirements of the applicable qualification standards;
- b) making a decision to issue a Certificate or to refuse certification.

The Client and the Candidate will be informed of the decision within 3 business days of its adoption.

7. ISSUANCE AND DELIVERY OF THE CERTIFICATE

In the event of a positive decision on certification, an Operator Certificate in form **AEW-F-18** is issued.

The Certificate will be delivered to the Client in a pre-agreed manner upon payment for the certification services. Other conditions for the delivery of the Certificate shall be agreed separately.

The Certificate is valid from the date of welding of the test joint.

The validity period of the Certificate is determined in accordance with EVS-EN ISO 14732:2013, Item 5.3a) and is 6 years, provided that the employer confirms the qualification every 6 months.

8. SUPERVISION, SUSPENSION AND REVOCATION OF CERTIFICATION

To maintain certification until the expiration date specified therein, the Certified Person's relevant work within the scope of the current certification should be verified every six months.

If the Certified Person or his/her employer fails to provide documentation of relevant work in the scope being certified, certification shall be suspended until the reasons are clarified.

If the Certified Person's employer, as the user of the Certificate, refuses supervision and/or submission of documents, or if the results of supervision are unsatisfactory, the certification will be revoked.

The AEW MTÜ issues Certificates for one certification period without the possibility of renewal (re-certification).

The EVS-EN ISO 14732 Certificate shall refer to Item 5.3.a) of the standard.

When the Certificate expires, re-certification is required with exams based on the conditions of the original certification.

Changes to the scope of certification require new exams.

9. USE OF CERTIFICATES, LOGOS AND MARKS

The Certified Person agrees to comply with the following requirements:

- a) the Certificate may only be referenced in the relation to the certified scope specified on the Certificate;
- b) the Certificate may not be used in a manner that could damage the interests and reputation of the AEW MTÜ;
- c) statements regarding certification that could be considered false, improper, or misleading are prohibited;
- d) remove any reference to the certification held if it is suspended or revoked.

In the event of misleading and erroneous references to certification and the use of the logo in advertisements, catalogues, publications and other materials, a reaction is possible by all possible methods, and various measures may be applied, for example, suspension or revocation of certification, and, if necessary, legal action.

10. APPEALS AND COMPLAINTS

Appeals related to the certification decision:

In case of disagreement with the certification decision, the Applicant has the right to appeal to the AEW MTÜ within 30 calendar days from the date of the certification decision.

The submitting of the appeal **does not suspend** the validity of the decision.

The appeal shall be in free form and shall include at least the following:

- a) the surname, first name of the Appellant or the name of the Appellant's organization;
- b) the date the appeal was submitted;
- c) contact person;
- d) reference to the certification Ordering Agreement;
- e) the content of the appeal (with reference to the regulatory document);
- f) the Appellant's signature.

The appeal submitted on paper and signed by the Appellant's original signature or electronically signed by the Appellant's electronic signature will be accepted for processing.

The AEW MTÜ will notify the Appellant in writing of receipt of the appeal within three business days.

The appeal is processed by the AEW MTÜ Appeals Board.

The appeal processing period is up to 30 calendar days from the date of receipt of the appeal (in exceptional cases, it may be extended for an additional 30 days with notice to the Appellant).

A copy of the appeal decision will be sent to the Appellant within 3 business days.

Complaints related to the certification process:

If the party applying for certification is dissatisfied with the actions of the AEW MTÜ employees or the quality of services provided by the AEW MTÜ, it may submit a complaint.

Complaints shall be submitted in free form, in writing or electronically, in any manner convenient to the Complainant. Complaints may be submitted by both the Applicant for certification and other individuals and organizations involved in the process within 30 calendar days of the date of the incident about which the complaint is made.

Notification of receipt of the complaint by the AEW MTÜ will be sent within three business days. The complaint should be clear and relevant.

The complaint should be in writing and should contain at least the following information:

- a) the surname, first name of the Complainant or the name of the Complainant's organization;
- b) the reason for submitting the complaint;
- c) contact person;
- d) reference to the certification Ordering Agreement;
- e) the content of the complaint;
- f) the signature of the Complainant.

The Entity shall ensure an impartial processing of the complaint and a timely response to it. The time for processing the complaint is up to 15 calendar days from the date of receipt.

For more information on the procedure for submitting and processing appeals and complaints, see the [AEW-KP-04](#) procedure.

11. OBLIGATIONS OF THE CERTIFICATION PARTIES

Obligations of the Entity (the AEW MTÜ):

- a) conduct the certification competently and in accordance with the submitted regulatory documentation;
- b) maintain an adopted policy of independence, confidentiality and impartiality;
- c) be legally responsible and guarantee to all Clients the independence and impartiality of the certification;
- d) ensure strict confidentiality of information received from third parties or other sources during the certification process;
- e) exclude discrimination from the certification process regardless of the reasons;
- f) ensure independence from any commercial, financial, administrative or other interest that could influence the outcome of the certification;
- g) provide the Client with all information regarding additional costs incurred during the certification process;
- h) regularly identify risks that may threaten impartiality and take all possible steps to minimize or eliminate them;
- i) monitor the work of the AEW MTÜ employees in terms of compliance with the requirements of independence, confidentiality and impartiality;
- j) respond to the Client / Applicant complaints and appeals in a timely manner.

9.2. Obligations of the Client / Applicant:

- a) to comply with the certification scheme and supervision requirements;
- b) to provide all documentation necessary for certification and supervising and ensure the accuracy of the information contained therein;
- c) to comply with the requirements for using Certificates;
- d) to provide his/her Clients with complete and unedited Certificates;

- e) do not use the Certificate in any way that could damage the reputation of the AEW MTÜ;
- f) not to make misleading statements about the Certificates.