

The certification scheme of persons (welders)

Information for an applicant

1. Services with regard to certification of persons (welders) are available to all persons complying with the following criteria:
 - a candidate shall have passed the initial training and/or preparation or a special education in the area where certification is planned;
 - a candidate has passed the initial training and/or on-the-job training within the limits of the declared certification range.
 - health condition of the candidate shall comply with the minimum requirements set by the normative documents for the area where certification is planned;
 - a candidate agrees to fulfil requirements of the certification scheme and any related standards;
 - an applicant agrees with the cost of certification works and guarantees payment for the works regardless of works' result.
2. The applicant may turn to ATESTEERIMISKESKUS by any means convenient (by post, email, fax) to order certification.
The application shall indicate, at least:
 - personal identification and contact data (for natural persons); name, details, contact information, registered and postal address (for legal persons guiding group of candidates to certification).
 - 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.The application to be signed by the applicant. The application to be signed also by a representative or by a person authorized by the head of the applicant organization (for legal persons guiding group of candidates to certification). The appeal received by e-mail from the applicant's official mailbox can be considered without actual signature on the document.
3. In order to formalize a certification order the following documents shall be submitted:
 - a certification application (**form AK VO-7-0**) signed by the applicant and (for legal persons guiding group of candidates to certification) by a representative or by a person authorized by the head of the applicant organization;
 - WPS (Welding Procedure Specification) / pWPS (preliminary Welding Procedure Specification) (for legal persons);
 - certificates for parent material (for legal persons, where the applicant's materials are used);
 - certificates for filler material (for legal persons, where the applicant's materials are used);
 - certificates for additional materials (for legal persons, where the applicant's materials are used).
4. Task, scope of certification, description of job.
Task is to perform permanent proved quality joints of metallic materials with butt- and/or filled welds on plates and on pipes by manual and partly mechanized welding of:
 - Steels - all types,
 - Nickel and nickel alloys,
 - Copper and copper alloys,
 - Aluminium and aluminium alloys,
 - Titanium and titanium alloys.Scope of certification in accordance with the standards:
 - EN ISO 9606-1 - Qualification testing of welders - Fusion welding (Steels - all types);
 - EN ISO 9606-2 - Qualification testing of welders - Fusion welding (Aluminium and aluminium alloys);
 - EN ISO 9606-3 - Qualification testing of welders - Fusion welding (Copper and copper alloys);
 - EN ISO 9606-4 - Qualification testing of welders - Fusion welding (Nickel and nickel alloys);
 - EN ISO 9606-5 - Approval testing of welders - Fusion welding (Titanium and titanium alloys, zirconium and zirconium alloys),Description of job:
Certification confirms ability of a person to use welding filler materials, an electrode holder or a welding torch (for welders) in order to provide qualitative permanent joint with fusion welding of metals in a production conditions.
5. Certification process and assessment
 - 5.1 Examination process
 - identification of the candidate (welder operator);
 - safety training, familiarization with the certification scheme, rights and obligations, WPS/pWPS;
 - test of job knowledge for the candidate is conducted upon the application of the applicant.
Method of test of job knowledge is a test including variants of answers and matrix way of evaluation.
Assessment of job knowledge is limited with questions relating to welding process 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 gets passed the test of job knowledge.
The candidate is not allowed to take the practical exam if he gets passed the test of job 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.
 - 5.2 Testing of examinational samples
 - 5.2.1. Delivery of the welding joint to an independent testing organization;
 - 5.2.2. Performance of necessary tests and obtaining the testing 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 welders corresponding to EN ISO 9606-1: 3 years (p. 9.3a),
 - for welders corresponding to EN ISO 9606-2,-3,-4,-5: 2 years (p.9.2 EN ISO 9606-2; p.10.1 EN ISO 9606-3,-4,-5),
- 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 shall be a basis for the extension of the certificate for the next 6 months (p. 9.2 of EN ISO 9606-1, 2; p.10.1 EN ISO 9606-3,-4,-5).

In the absence of the confirmation the certificate becomes invalid (for welders: p.9.1 of EN ISO 9606-1; p.9.2 EN ISO 9606-2; p.10.1 EN ISO 9606-3,-4,-5).

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.

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 performed by the certification Body - Atesteerimiskeskus. It takes place upon expiry of the maximum period of validity of the certificate.

A certified person passes a repeated practical examination:

- for welders: every 3 years - p. 9.3a of EN ISO 9606-1; every 2 years - EN ISO 9606-2,-3,-4,-5;

Recertification is carried out in full range of the initial certification with a new certificate issue.

The samples welded in the presence of a representative of the certification Body - Atesteerimiskeskus in accordance with the requirements of the standards, and which have successfully undergone the necessary tests, give the right to recertification within the scope of the initial certification. The validity of recertification starts from the date of welding of the sample with positive test results.

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 performed by Atesteerimiskeskus, where the certification is suspended or withdrawn. In such case the issued certificate shall be returned.

Incorrect or misleading references to the certification or the certificate, use of the logo 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;
- signature of the applicant / contact person.

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);
- signature of the contact person.

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.

[Learn more about the complaint and appeal procedure.](#)

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 [policy of impartiality, confidentiality and equity](#).
- 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, in the course of audits, with certification documentation for informative purposes only.
- 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.
- Regularly perform identification of risks to impartiality that may be connected to ownership rights of the management, personnel, jointly used resources, finances, contracts or corporate risks. Where the risk to impartiality is detected and identified, every possible measure shall be taken in order to minimize and/or eliminate it.
- Monitor all Atesteerimiskeskus employees for compliance with impartiality, confidentiality and equity requirements.
- Accept complaints and appeals of applicants, react to them in due time and inform applicants accordingly.

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 a certificate 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.

The certification scheme of welding operators for mechanized and automatic welding

Information for an applicant

1. Services with regard to certification of persons (operators) are available to all persons complying with the following criteria:
 - a candidate shall have passed the initial training and/or preparation or a special education in the area where certification is planned;
 - a candidate has passed the initial training and/or on-the-job training within the limits of the declared certification range.
 - health condition of the candidate shall comply with the minimum requirements set by the normative documents for the area where certification is planned;
 - a candidate agrees to fulfil requirements of the certification scheme and any related standards;
 - an applicant agrees with the cost of certification works and guarantees payment for the works regardless of works' result.
2. The applicant may turn to ATESTEERIMISKESKUS by any means convenient (by post, email, fax) to order certification.

The application shall indicate, at least:

 - personal identification and contact data (for natural persons); name, details, contact information, registered and postal address (for legal persons guiding group of candidates to certification).
 - 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.

The application to be signed by the applicant. The application to be signed also by a representative or by a person authorized by the head of the applicant organization (for legal persons guiding group of candidates to certification). The appeal received by e-mail from the applicant's official mailbox can be considered without actual signature on the document.

3. In order to formalize a certification order the following documents shall be submitted:
 - a certification application (**form AK VO-7-0**) signed by the applicant and (for legal persons guiding group of candidates to certification) by a representative or by a person authorized by the head of the applicant organization;
 - WPS (Welding Procedure Specification) / pWPS (preliminary Welding Procedure Specification) (for legal persons);
 - certificates for parent material (for legal persons, where the applicant's materials are used);
 - certificates for filler material (for legal persons, where the applicant's materials are used);
 - certificates for additional materials (for legal persons, where the applicant's materials are used).
4. Task, scope of certification, description of job.

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.

Scope of certification in accordance with the standards:

- 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 conditions.

5. Certification process and assessment

5.1 Examination process

- identification of the candidate (welder operator);
- safety training, familiarization with the certification scheme, rights and obligations, WPS/pWPS;
- test of job knowledge for the candidate is conducted upon the application of the applicant.

Method of test of job knowledge is a test including variants of answers and matrix way of evaluation.
Assessment of job knowledge is limited with questions relating to welding process 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 gets passed the test of job knowledge.
The candidate is not allowed to take the practical exam if he gets passed the test of job 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.

5.2 Testing of examinational samples

- 5.2.1. Delivery of the welding joint to an independent testing organization;
- 5.2.2. Performance of necessary tests and obtaining the testing 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.
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5.4 Preparation and compilation of certification documents.

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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 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 shall be a basis for the extension of the certificate for the next 6 months (p. 5.2 of EN ISO 14732).

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