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INTRODUCTION

1. About ATC International

ATC International is based in the United Kingdom and provides international certification across the world. ATC International offers a range of services, including:

- Management system certification
- Product certification
- Inspection services
- Examining and certification services

Also, ATC International operating certification of persons.

ATC has been changed thinking of the industries to build a better world about sustainability, social requirements and future of the world and had key roles in this way to improve sustainability, products quality and Social Welfare. From the beginning until now, we have grown to become a global trustworthy partner for testing, inspection and certification (TIC), providing a comprehensive range of quality services to clients in over 20 countries.

Our in-depth knowledge and experience cover all aspects of the supply chain, across a wide range of industries, including food, feed, energy, forestry, sustainability, social compliance, textiles, industrial appliances and construction products.

We are providing specific examination and certification services in accordance ISO 17024 in field of welding scheme.

2. How to Use This Document

This document prescribes procedures by which personnel may be examined, and, if successful, certified for the duties of the certification scheme used by ATC International during conduct of the procedure follows the operational stages according to ISO 9606-1, ISO 9606-2, API 1104, ASME Sec IX, ISO 14732, AWS D1.1.

The assessment procedure is designed to test the candidate's knowledge of the methods and techniques relevant to the discipline in which they are being examined, and their understanding of the operations they perform. The assessment procedure involves both theoretical (written and/or oral interview) and practical elements.

Guidance and supporting documents are available at <https://atcintlgroup.com/>. In the Welding Products Scheme, the following terms are used to indicate requirements, recommendations, permissions, or capabilities:

- "shall" indicates a requirement
- "should" indicates a recommendation
- "may" indicates a permission
- "can" indicates a possibility or capability

PART 1
SCHEME OVERVIEW

PART 1 SCHEME OVERVIEW

1. About Personal Certification in Welding (Welder Certification)

This scheme is developed in conformance with the following standards for personnel certification and recertification under EN ISO/IEC 17024 standard:

- ISO 9606-1 - Qualification testing of welders - Fusion welding - Part 1: Steels
- ISO 9606-2 - Qualification test of welders - Fusion welding - Part 2: Aluminum and aluminum alloys
- API 1104 - Welding of Pipelines and Related Facilities
- ASME Sec IX – Welding, Brazing, and Fusing Qualifications
- ISO 14732 – Welding personnel - Qualification testing of welding operators and weld setters for mechanized and automatic welding of metallic materials
- AWS D1.1 – Structural Welding Code--Steel

The goal of the Welder Certification scheme is to ensure the competence and proficiency of welders in accordance with ISO 17024 standards. This scheme aims to achieve this goal through the following key objectives:

- Provide the industry with a reliable mechanism to verify the competence of welders,
- Offer companies a credible means to communicate the qualifications of their welders to the industry,
- Ensure that welders meet the competency requirements outlined in relevant standards,
- Ensure that the scheme remains responsive to market demands,
- Adopt a continual improvement approach to enhance the relevance and effectiveness of the certification scheme.

For more information or to apply for certification, please visit: <https://atcintlgroup.com/>

ATC International is the scheme owner of the Certification of person (Welder Certification Scheme). Only ATC International has rights to establish and change this scheme when it is necessary.

ATC International will establishing and changing the scheme, when necessary to ensure that scheme continues to meet market needs and accreditation manager is responsible to Informing the ABs any relevant information and developments relating to the scheme.

This scheme reviews every years by a committee include CEO, COO, Accreditation manager and Scheme manager.

2. Ownership

The ATC International UK retains the ownership and the copyright of Certification of person (Welder Scheme).

3. Language

English is the original and valid version of the Scheme.

4. Aim And Objectives

The aim of the Welder Certification Scheme is to continuously uphold international standards within the welding industry, guaranteeing that certified welders deliver high-quality welding services to customers.

5. Terms and Definitions

Certification process: Activities by which a certification body determines that a person fulfils certification requirements, including application, assessment, decision on certification, recertification and use of certificates and logos/marks.

Certification scheme: Competence and other requirements related to specific occupational or skilled categories of persons.

Scheme owner means person or organization responsible for the development and maintenance of a conformity assessment system or conformity assessment scheme,

Assessment: Process that evaluates a person's fulfilment of the requirements of the certification scheme.

Examination: Mechanism that is part of the assessment which measures a candidate's competence by one or more means, such as written, oral, practical and observational, as defined in the certification scheme.

Scheme Manager: Responsible person for carrying out product certification activities according to the related standards above.

Decision Maker: An expert who has the technical competence to carry out the decision-making process by making document and record reviews to be carried out after examination.

Examiner: Person competent to conduct and score an examination, where the examination requires professional judgement.

Invigilator: Person authorized by the certification body who administers or supervises an examination but does not evaluate the competence of the candidate.

Competence: Ability to apply knowledge and skills to achieve intended results.

Applicant: Person who has submitted an application to be admitted into the certification process.

Candidate: Applicant who has fulfilled specified prerequisites and has been admitted to the certification process.

pWPS: Preliminary welding procedure specification.

WPS: Welding procedure specification.

WPQR: Welding procedure qualification record form.

Standard means the characteristics of the product, its processing and production methods, their relevant terminology, symbols, packaging, marking, labeling and conformity for common and repeated use, aimed at establishing an optimum level of order under existing conditions, approved by a recognized body Regulations that specify one or more of the evaluation procedures and whose compliance is optional,

Review means consideration of the suitability, adequacy and effectiveness of selection and determination activities, and the results of these activities, with regard to fulfilment of specified requirements by an object of conformity assessment.

Decision means conclusion, based on the results of review, that fulfilment of specified requirements has or has not been demonstrated,

Attestation means issue of a statement, based on a decision, that fulfilment of specified requirements has been demonstrated,

Accreditation means third-party attestation related to a conformity assessment body, conveying formal demonstration of its competence, impartiality and consistent operation in performing specific conformity assessment activities,

PART 2
REQUIREMENTS FOR CANDIDATES TO BE EXAMINED

PART 2 REQUIREMENTS FOR CANDIDATE TO BE EXAMINED

1. Purpose

This part describes the Scheme requirements against which ATC International shall Examine the candidates in order to achieve or maintain certification for standards in this scheme.

2. Requirements

Candidates shall develop, implement, and maintain all the requirements outlined in harmonized standards in this scheme and will be examined by ATC International in order to receive a valid certificate.

The assessment requirements are defined in PART 3 of this document.

The certification scheme used by ATC International during conduct of the procedure follows the operational stages according to ISO 9606-1, ISO 9606-2, API 1104, ASME Sec IX, ISO 14732, AWS D1.1:

- Review of an application for certification of persons,
- Assessment process,
- Exam process,
- Issue of a certificate of welder/welding operators,
- Recertification process.

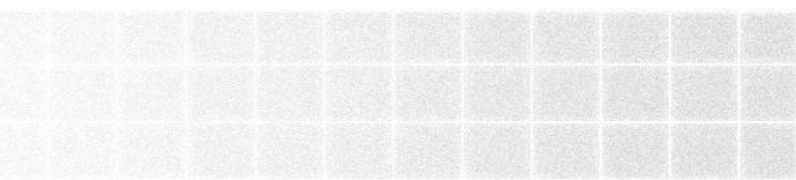
Requirements for welder certification candidates:

Candidates seeking welder certification shall adhere to the following requirements:

1. Skills and Competence: Candidates must demonstrate proficiency in welding techniques and practices relevant to the certification being sought.
2. Education and Training: Candidates should have completed appropriate education and training programs related to welding or equivalent, as specified by the certification scheme
3. Experience: Candidates must possess a minimum level of practical experience in welding, as specified by the certification scheme.

Note: for point number 2 and 3, if the applicants demonstrate or claim that he/she has required qualifications and competency that become of other sources, such as self-study, mentoring by competent person, then can skip these points. But in accordance to the procedures, at least 3 months for welding or to have completed welding training (includes practical and theoretical training) is necessary.

4. **Compliance with Standards:** Candidates must ensure that their welding practices comply with relevant standards and regulations outlined in the certification scheme.
5. **Continuing Education:** Candidates should commit to ongoing professional development to stay updated with advancements in welding technology and practices.
6. **Adherence to Assessment Requirements:** Candidates shall comply with all assessment requirements outlined in the certification scheme, as specified in the relevant documentation.



PART 3
REQUIREMENTS FOR THE EXAM AND CERTIFICATION PROCESS

PART 3 REQUIREMENTS FOR THE EXAMINE AND CERTIFICATION PROCESS

1. Application for Certification of Person and Contract

The criteria to be sought for the personnel to be examined within the scope of the related standards are as follows:

Criteria for candidate for welding examination:

- To have experienced at least 3 months for welding or to have completed welding training (includes practical and theoretical training).

To apply for assessment and certification of persons, the Company or Authorized by its Person or Person, named as "Applicant", submit to ATC International, provided by ATC International. The application form, Application and Contract Form for Welder and Welding Operator Certification, shall content at least the following information:

- Information required to identify the applicant, such as name, address and other information required by the certification scheme,
- The scope of the desired certification,
- A statement that the applicant agrees to comply with the certification requirements and to supply any information needed for the assessment,
- Any supporting information to demonstrate objectively compliance with the scheme prerequisites,
- Notice to the applicant of his/her opportunity to declare, within reason, a request for accommodation of special needs.

After the review of the application was done by the App reviewer, he/she shall confirm via e-mail or message. The reviews are recorded on Application and Contract Form for Welder and Welding Operator Certification. If the application is accepted, ATC International send to the client to proposal.

2. Assessment Process

The welding personnel assessment process consists of two different stages: theory and practical exam.

The evaluation rates for welding personnel to have the right to get certification from theoretical and practical exams are defined as follows:

- Theoretical exam success score; Minimum 60 points out of 100 points,
- Practical exam success grade; passed (must pass based on NDT and DT results).

The suitability of the exam location (Theoretical and Practical) is checked under the supervision of the Examiner. The candidate is informed about the exam before the exam. The Contract For Using of Certificate is signed by the candidate.

The candidate is subjected to a theoretical exam (written exam).

The candidate who passes the theoretical exam takes the Practical exam under the supervision of the ATC International Examiner, according to the welding method he/she has chosen, the type of material to be welded, material thickness and material shape. (According to international standards)

Destructive/non-destructive tests are applied to the welded material within the standards and the test piece is evaluated.

3. Exam Processes

3.1. Theoretical Exam

After contract approval, the candidate is subjected to a theoretical written exam. First of all the identification cards of the welder or welding operator are checked. One question booklet consisting of 10 questions prepared as English, Sinhalese and Tamil languages according to the application standards and welding method is randomly selected by the candidate. If there is more than one candidate during the exam, everyone is given different types of booklets. The theoretical exam is carried out in the presence of assigned examiners and invigilators. During the theoretical exam, the questions and their answers shall not be discussed with the candidate. Additionally, camera recording is kept during the exam. Everyone is given equal time and treated fairly, impartially and equally. After the exam, the candidates' answers are checked by the examiner.

If the theoretical exam result is higher than 60 points, it continues with the next stage, the practical exam.

3.2. Practical Exam

Responsible of company and examiner who was charged with Examiner and Certification Decision Maker Appointment Form check practical exam area and they record that with Performance Exam Area Evaluation Form. If the exam location is not suitable, the examiner has the right not to take the exam.

Welding Personnel Evaluation is carried out according to an approved or unapproved Welding Procedure Specification (WPS), as permitted by the relevant standard and/or code. Before starting the work, it is requested that the WPS approved by the customer, prepared in accordance with the relevant code, standard and customer requirements, be submitted.

Welding Personnel Evaluation can be conducted at the customer's manufacturing site, on-site or at a location suitable for testing specified by the customer or ATC International. Before starting the evaluation, the examiner generally checks whether the following conditions are met:

- Compliance with the conditions regarding occupational safety at the place where welding will be performed,
- Availability of welding machines in sufficient number and features,
- Availability of a sufficient number of test pieces, filling materials and auxiliary materials (gas, substrate, etc.),
- Availability of sufficient auxiliary equipment and human resources for testing.
- Acceptance/rejection criteria according to the relevant standard are notified to the candidate.
- The calibration and suitability of the welding machine is checked.
- The pWPS/WPS/WPQR to be applied is reviewed according to the relevant standard or code and a copy of the document is made.
- The conformity of the test pieces is checked in accordance with pWPS/WPS/WPQR.

Before, during and after the practical exam, conditions are controlled by the examiner according to Exam Conditions Checklist and results are recorded there.

After welding was completed by the candidate, visual test is performed by the examiner. The results are kept on Welder-Welding Operator Exam Control Form.

If the welded part which was welded by the candidate pass the visual test controls, samples are identified on the welded part. These samples are delivered to the subcontracted laboratory and inspection bodies for performing specified tests.

3.3. Unsuccessful Candidates

- a) Candidates will be required to submit an application. One retest, within six months, will be allowed for all categories.
- b) Candidates who fail the retest, will return to initial status and shall be required to sit the full initial assessment.

4. Examiners Competence:

- a) At least one (1) year of field and quality control experience in welding controls, non-destructive testing,
- b) Graduated from bachelor's degree,
- c) To have at least three (3) days of exams experience related to the personnel evaluation such as (Examiner, Observer...)
- d) To have received EN ISO/IEC 17024 standard training.

5. Certification process

5.1. Certification of Person:

Based on the results of exam, visual test, nondestructive tests and destructive test, the Decision maker prepares report-decision for issuance of the certificate or with argued denial for issuance. The prepared Decision Minute Form shall be provided to the Scheme Manager for approval.

If the results of the exams of persons are positive, Welder Certificate or Welding Operator Certificate shall be issued, and the customer will be informed about it.

The employee who makes the certification decision must work permanently at ATC International. Outsourced person cannot be used during the decision.

The personnel who will make the certification decision shall not have taken part in the candidate's exam or training. The certificate shall be issued in English language, and if it is discussed with the customer/person, it may be issued with the other requested language. The Welder Certificate or Welding Operator Certificate has unique identification number. The following points are specifically checked in the issued certificates:

- ATC International title and address,
- Person name and method of identification,
- Scope of certification/designation,
- A reference to the certification scheme, standard and other relevant documents, including the date of publication,
- Certificate number,
- Certification and expiry dates.

Published certificates are added to Certified Persons Change Suspension and Cancellation List. The issued certificate is delivered to the customer after the customer fulfills its financial obligations. The use of the certificate is made in accordance with the Mark, Logo and Certificate Use Instruction. The issued certificates are published on the website

<https://atcintlgroup.com/>

When refusal of issuance of certificate, the customer shall be notified in written matter within 10 days after the decision is taken. The customer has the right to prepare written appeal within 14 days of the receiving the notification for certificate's denial.

5.2. Decision according to the Validity of the Issued Certificate

Issued certificate of conformity shall be withdrawn in one of the following cases:

- If it is proved improper use of the certificate,
- None following the conditions of the certification contract.

The employee who makes the withdraw or cancellation decision must work permanently at ATC International. Outsourced person cannot be used during that decision.

In the above-mentioned cases the customer is obliged to give back the original copies of the issued certificates within 5 days after the date of withdrawal.

If the customer has appealed according the made evaluations and actions of the current procedure, could submit written appeal to the Committee of appeals, after that shall be proceed in accordance with Complaint and Appeal Procedure of ATC International.

5.3. Maintaining and Renewal of Certification

The validity period of the welder certificate is three (3) years from the date of the exam. However, the certificate of a welder who takes more than six (6) months off from work during this period will be cancelled.

The 6-month work section of the certificate must be signed and approved by the employer or the authorized person responsible for the welders to prove that the welder has not stopped working.

The welder is responsible for reporting the 6-month work approval to ATC International. The notification will be in the form of sending a scanned version of the certificate by e-mail after the approval.

Certificates that have not been approved for 6 months will be cancelled.

The validity status of the certificates can be checked on the web page. After this period welding personnel shall be subject to a re-assessment which shall include all elements of the system at this stage. Re-assessment process is implemented with the same process of initial certification.

5.4. Subcontractors

ATC International has commissioned and use subcontractors for performing destructive and nondestructive tests of welded parts. Between the subcontractor and ATC International, the subcontracting agreement is signed. The requirements for choosing subcontractors are below:

- To perform tests according to related standards,
- Government test laboratories or bodies (such as university laboratories, institutes)
- To have an accreditation according to ISO/IEC 17025 for destructive test laboratories,
- To have an accreditation according to ISO/IEC 17020 for nondestructive test bodies,
- If the laboratory doesn't have any accreditation according to ISO/IEC 17025 standard, the laboratory is performed the audit by ATC International regarding the requirements of EN ISO/IEC 17025. Audit results are recorded to Checklist for Audit of Laboratories,
- If the inspection body doesn't have any accreditation according to ISO/IEC 17020 standard, the inspection body is performed the audit by ATC International regarding the requirements of EN ISO/IEC 17020. Audit results are

recorded to Checklist for Audit of Inspection Bodies.

6. Complaints and Appeals

If ATC INTERNATIONAL customers have any appeals about to the known activities of the audit and ATC INTERNATIONAL and the decision on certification activities, a committee should review these appeals.

Appeal of customer should record in Form P12/03.

If ATC INTERNATIONAL customers have any complaints about process or behavior or any, complaints should record in Form P12/03.

it is available and shared in below link:

<https://atcintlgroup.com/atc-intl-document-center/>

Refer to Procedure No 12.

7. Code of Ethics for Certified Personnel:

A. Integrity

Honesty: Act with honesty and integrity in all professional dealings.

Truthfulness: Avoid falsifying any qualifications, certifications, or experience.

Transparency: Provide accurate information to employers, clients, and certification bodies.

B. Competence

Continuous Improvement: Commit to ongoing education and professional development.

Quality: Perform duties to the best of your ability, ensuring high standards of work.

Safety: Adhere to safety standards and procedures to protect yourself and others.

Always follow health, safety, and environmental regulations in the workplace to ensure a safe and compliant work environment.

Consistently use required PPE such as gloves, goggles, helmets, ear protection (ear muffs or plugs), masks, flame/heat-resistant long-sleeved shirts, and safety shoes.

C. Responsibility

Accountability: Accept responsibility for your work and actions.

Reliability: Complete tasks and duties on time and to the required standard.

Duty of Care: Ensure the well-being of colleagues, clients, and the public.

D. Impartiality

Fairness: Treat all individuals fairly and without discrimination.

Objectivity: Make decisions based on objective criteria and without bias.

Conflict of Interest: Avoid situations where personal interests might conflict with professional duties.

E. Confidentiality

Privacy: Respect the confidentiality of information acquired during professional activities.

Data Protection: Ensure all data and records are kept secure and used appropriately.

F. Professionalism

Conduct: Demonstrate professional behavior at all times.

Respect: Treat all colleagues, clients, and stakeholders with respect.

Representation: Represent the certification body and profession positively.

G. Compliance

Legal Compliance: Adhere to all relevant laws, regulations, and industry standards.

Certification Standards: Follow the guidelines and requirements of the certification body.

Reporting: Report any breaches of the code of ethics or professional standards.

8. Certificate, Mark and Logo Usage

All rules related to the Welding Products Scheme are subject to the requirements of Work Instruction 06 Mark, Logo and Certificate Use. For more information, please visit: <https://atcintlgroup.com/>.

9. Documents and Records

This scheme reviews every years by a committee include CEO, COO, Accreditation manager and Standard/ Scheme manager. The standard/ scheme owner informs the ABs and CABs of any relevant information and developments relating to this scheme from the website <https://atcintlgroup.com/>.

Records of the Welding Products Scheme are kept on at least 10 years by the Scheme owner.

REFERENCES

- ISO 9606-1 - Qualification testing of welders - Fusion welding - Part 1: Steels
- ISO 9606-2 - Qualification test of welders - Fusion welding - Part 2: Aluminum and aluminum alloys
- API 1104 - Welding of Pipelines and Related Facilities
- ASME Sec IX – Welding, Brazing, and Fusing Qualifications
- ISO 14732 – Welding personnel - Qualification testing of welding operators and weld setters for mechanized and automatic welding of metallic materials
- AWS D1.1 – Structural Welding Code—Steel
- Work Instruction 06 Mark, Logo and Certificate Use
- Personal Certification Program Procedure No 25
- Selection, Competency, of Personnel Involving the Evaluation of Personnel Certification No 26
- Complaints and appeals against ATC International and the client of ATC International Procedure No 12

Document Revisions

Rev. No	Date	Description	Prepared	Controlled	Approved
00	01.03.2024	First Publication	Ümit Bucak	Ümit Bucak	Rasool Safarzadeh