



American Welding Society

550 NW LeJeune Road Miami, FL 33126

(800 or 305)-443-9353, Ext 448 Fax (305) 443-6445

Accredited Testing Facility Program (*International Fee Schedule*)

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Technical Documents

(These documents are available for downloading at the AWS website.
Please click on the document name and you will be redirected to the AWS Website.)

- [QC4-89, Standard for Accreditation of Test Facilities for AWS Certified Welder Program](#)
- [QC7-93, Standard for AWS Certified Welders](#)
 - [Supplement C- Welder Performance Qualification Sheet Metal Test Requirements](#)
 - [Supplement F- Chemical Plant and Petroleum Refinery Piping](#)
 - [Supplement G- AWS Performance Qualification Test](#)
- [B5.4-2005, Specification for the Qualification of Welder Test Facilities](#)
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Accredited Test Facility

Initial Audit Application

American Welding Society
550 NW LeJeune Road
Miami, FL 33126
(800 or 305)-443-9353, Ext 448
Fax (305) 443-6445

We hereby request the American Welding Society accredit the following facility as a participant in the AWS Certified Welder Program in accordance with the provisions of AWS QC4-89, *Standard for Accreditation of Test Facilities for AWS Certified Welder Program*.

APPLICANT INFORMATION

Facility Name: _____

Facility Representative: _____

Test Supervisor(s): 1) _____ 2) _____

Please list the Welding Procedures Specifications to be use by the ATF:

1) _____

2) _____

3) _____

Street Address: _____

City: _____ State _____ Zip _____

Country: _____

Phone: _____ Ext _____ Fax: _____

Email: _____

ON-SITE AUDIT

Please allow 8-10 weeks for On Site Audit scheduling.

Preferred Audit Dates: 1) _____ 2) _____

3) _____ 4) _____



Accredited Test Facility

Initial On-Site Audit Application

ENCLOSED MATERIALS

Quality Assurance Manual:

Uncontrolled Copy Enclosed Y N

ATF Checklists:

QAM Checklist: Enclosed Y N

On-Site Checklist Enclosed Y N

All documents must be received by AWS for the ATF application package to be considered complete. If any of the documents is missing from the ATF application package, then the ATF package will be consider incomplete. The result of no submitting all of the documents for review will be delays in the accreditation of your facility. An auditor is only assign until the facility has submitted all required documents for review

APPLICATION FEES

Application Fee	Amount Enclosed	Method of Payment Please Circle one Check / Credit Card / Purchase Order
Initial On-Site Audit (International)	\$1,300.00*	CC Company: _____
		CC/PO No: _____
		CC Exp Date: _____

*** Auditor's fees and travel, lodging and meal expenses will be invoiced to the ATF after completion of the On-site Audit.**

Signature

Date

Name (print)

Title

AWS USE ONLY

AWS Account Number: _____



Accredited Test Facility

Initial Audit Quality Assurance Manual Checklist

Test Facility: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Country: _____

Phone: _____ Ext.: _____ Fax: _____

Email: _____

Reviewer: _____ Title: _____ Date: _____

INITIAL AUDIT INFORMATION

Is this QAM checklist for an initial On-site audit? Y N

QAM CHECKLIST QUESTIONS 1-18

Topic	Q.A.M. Index Section #	Auditor Review of the Manual	Auditor Confirmation of Implementation
		Satisfactory / Unsatisfactory	Satisfactory / Unsatisfactory
1) Does the QA Manual contain a policy statement that clearly asserts that the Test Facility will meet all requirements of codes, specifications or contract documents that they use in their activities?			
2) Specifically, are QC7 and QC4 listed?			
3) Is there an Organizational Chart that includes names of the individuals involved?			
4) Are the Facility Representative and the Test Supervisor specifically designated on the Organization Chart?			
5) Is the Test Supervisor (s) a current CWI? Is the CWI number listed?			
6) Is a single person (QA Manager, supervisor or other designee) assigned the responsibility to verify the Company policy is being complied with?			
7) Does the QA Manager have direct access to Executive Management?			
8) Are the operational and functional duties of the Facility Representative, Test Supervisor, and QA Manager clearly defined?			
9) Are general Quality Control procedures spelled out or incorporated by reference?			

Accredited Testing Facility

Initial On-Site Audit Checklist



Facility Information:

Test Facility Name:							
Test Facility Representative:							
Address:							
City:		State		Zip:			
Country							
Phone:		Fax:					
Email:							
Facility Assessor:					Date:		
AWS Auditor:					Date:		

3rd Year On-Site Audit Information

Date of last on-site audit date:	
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Since the last on-site audit, have there been any revisions affecting the facility's staff, policy, or operations?	Y	N
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If yes, please submit references to the revision on the QAM or an actual revised copy of the QAM

Part I – Procedures Questions 1 to 3

	Y	N	QAM Section # Index
1) Procedure for procurement of materials including filler metals.			
a) Is there a written procedure?			
b) Does it include a sample purchase order?			
c) Does the P.O. require material test reports on base metal and certificates conformance on filler metals?			
d) Is the material and certifications checked on receipt?			
e) Are the mill test reports and certificates of conformance on file?			
	Y	N	QAM Section # Index
2) Initial discussions with candidate for the certified welders Program.			
a) Is a sample application available?			
b) Is it filled out so that it may be used as a sample?			
c) Is the welder advised of the testing procedures including safety rules, fit up tolerances, and testing requirements?			
	Y	N	QAM Section # Index
3) Please describe in a separate sheet of paper the procedure for traceability of materials. Begin with use of certified materials through welding of test coupons and visual examination, mechanical or radiographic testing, and recording of results.			
a) Is the candidate welder assigned an identification code?			
b) Is the identification code recorded on the coupon and the paper work?			
c) Does the Test Supervisor verify that certified materials are used?			

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Initial On-Site Audit Checklist



d) Is the test materials identification recorded on the test records?			
e) Is the welder identification code transferred to the bend specimens?			
f) Is the welder identification code shown on the x-ray film when radiography is used?			

Part II – Personnel Questions 1 to 10	Y	N	QAM Section # Index
1) Are the inspection and testing services of the Test Facility under the authority of a technical manager?			
2) Does the technical manager have at least 5 years technical experience in inspection and testing of metals or welding?			
3) Who is the Facility Representative?			
4) Are the Test Supervisors employees or contractors?			
5) Are they currently certified as CWIs under AWS QC 1?			
a) List the Test Supervisors and their Certificate numbers:			
6) If radiography is used, are the NDE personnel employees or contractors?			
7) Is ASNT Recommended Practice SNT-TC-1A followed in the qualification of NDE personnel?			
8) Are NDE results interpreted by a certified technician?			
9) Are job descriptions or job duties available for the positions described in QC4 and the organizational chart?			
10) Who performs function of “Quality Assurance Manager”?			

Part III – Operations Questions 1 to 10	Y	N	QAM Section # Index
1) Are written instructions and sketches available for the candidate to use in fitting the test assembly?			
2) Is the fit up inspected prior to welding? How is it documented?			
3) Are the Welding Procedures available for use by the candidate?			
4) Are written procedures or checklists available for preparation and inspection of bend specimens?			
5) Are written procedures or checklists available for testing and evaluation of bend specimens?			
6) Are radiographic acceptance criteria available to the radiographic interpreter?			
7) Are the results of the bend test or film interpretation recorded on the test records?			
8) Does the welders file consist of:			
a) The welders initial application?			
b) The welder test checklist?			
c) The bend test report or the radiographic and the radiographers report?			
d) The Performance Qualification Test Record?			
9) If welders are to be tested off site, is it covered in the QA manual?			
10) How are outside testing activities controlled?			

Part IV - Reference Documents Questions 1 to 3	Y	N	QAM Section # Index
1) Does the Test Facility maintain a library?			
2) Are there current copies of applicable Welder Qualification Codes and Standards?			
3) Does the library contain the following mandatory documents?			

Qualification and Certification	Y	N	QAM Section # Index
AWS QC 1 Standard for Certification of Inspectors			

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AWS QC 4 Standard for Accreditation of Test Facilities for AWS Certified Welder Program			
AWS QC 7 Standard for AWS Certified Welders (and applicable supplements)			
AWS Supplement G, AWS Performance Qualification Test			

Safety and Health	Y	N	QAM Section # Index
ASC Z49 Safety in Welding and Cutting			
Other(s) (Specify)			

Part V- General Questions 1-2	Y	N	QAM Section # Index
Are there training programs to maintain and improve skills?			
Does management review QA Program on a routine basis?			

If yes, how often?

Who is responsible for review?

Part VI - Welding Tests Questions 1-6	Y	N	QAM Section # Index
1) Does the Test Supervisor have a checklist for the set-up and administration of the welding test?			
2) How is the WPS available to the candidate in the test station?			
3) Is safety equipment verified?			
4) Is material checked?			
5) Is fit-up verified?			
6) How do you verify that the test plates are not repositioned without approval?			

Part VII - Welded Test Assembly Handling Questions 1-7	Y	N	QAM Section # Index
1) Are written procedures or other methods available to define the visual inspection criteria to be applied to test assemblies?			
2) Are written procedures or other methods available to define the steps and examinations to be performed to comply with the Supplements?			
3) Are nondestructive test methods controlled by written procedures?			
4) Are contracted nondestructive testing methods properly defined in purchase orders to assure accurate testing and the application of the proper acceptance standards?			
5) Are sketches, drawings, etc. used to define the steps in performing the cutting and preparation for destructive testing (bends, nick-breaks, etc.?)			
6) Is there proper documentation as to the disposal of test specimens?			
7) Are internal nondestructive technicians trained, tested, and certified to SNT-TC-1A?			

Part VIII - Final Disposition Questions 1 to 2	Y	N	QAM Section # Index
1) What records are placed in the welders file?			
2) What records are forwarded to AWS Certification Department?			

Part IX - Welding Equipment and Controls Questions 1 to 6	Y	N	QAM Section # Index
1) SMAW			
a. Number of Units			
b. Number of AC			

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c. Number of DC			
d. Number of AC/DC			
2) GMAW			
a. Number of Units			
3) GTAW			
a. Number of Units			
b. Number of AC HF			
c. Number of DC			
d. Number of AC/DC			
4) FCAW			
a. Number of Units			
5) SAW			
a. Number of Units			
6) Other processes - (list each)			

Part X - Cutting Equipment Questions 1 to 4	Y	N	QAM Section # Index
1) OFC			
a. Number of Stations			
b. Type fuel gas utilized			
2) CAC			
a. Number of Units			
3) PAC			
a. Number of Units			
4) Mechanical cutting			
a. Mechanical			
b. Milling Machines			
c. Angle grinder			
d. Lathe			
e. Other equipment (list each)			

Part XI - Measuring & Testing Equipment Questions 1 to 5	Y	N	QAM Section # Index
1) Measuring/Testing Item - (For each item of equipment used in welder qualification, the following information shall be provided)			
a. Is a maintenance procedure or schedule established?			
b. Is maintenance log up to date?			
c. Does equipment appear abused?			
d. Are proper equipment records maintained?			
i. Is equipment identified?			
ii. Does it have calibration tag (if required)?			
iii. Are operating manuals available?			
e. Are calibration methods defined?			
2) Bend Testing Equipment			
a. Wrap-around fixture?			
b. Die & plunger fixture?			
c. Adjustable radius fixture?			
3) Other Testing Equipment			
a. Fillet break/nick break fixture?			
b. Tensile test machine?			

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c. Impact Testing Machine?			
d. Other Testing Equipment?			
4) Other measuring equipment available: (Check all available)			
a. Tapelines			
b. Micrometers			
c. Calipers			
d. Scales			
e. Optical aids			
f. Fillet weld gauge			
g. Weld reinforcement gauge			
h. Hi-Low gauge			
I. Under-cut gauge			
5) Does facility perform any chemical tests?			
a. Mass spectrometer analysis			
b. Wet chemical method			
c. Macro Tech			
d. Are written procedures available?			
6) If the above tests are performed, are the applicable standards from AWS, ASME and ASTM available for control of procedures?			

Part XII - Records and Test Reports Questions 1 to 3	Y	N	QAM Section # Index
1) Are written procedures on file for record retention?			
2) Are records retained for the 5-year requirement per AWS QC-4-89?			
3) Are records secured?			

* **If more space is needed to answer any of the Checklist questions, please feel free to attach additional answers or relevant information to the back of this checklist.**