



Certified Fabricator Program

On – Site Audit Checklist

Company Name _____

Company Address _____

Phone Number _____ Fax Number _____

E-mail Address _____

Facility Representative Name _____ Title _____

Types of products welded: _____

List code(s) for which welding complies: _____

Assessor's recommendations:

_____ Approve for Certification

_____ Submit corrections to assessor

Assessor _____

Date _____

Facility Representative (review) _____

Date _____

Section 6.1 Cover Page

6.1.1 Is quality manual adequately identified?

- a) Company Name
- b) Physical Address
- c) Revision states

Section 6.2 Quality Personnel Requirements

6.2.1 Is there separation in reporting responsibilities for personnel responsible for quality control?

6.2.2 Does the QC inspector have the authority and responsibility to identify quality problems and provide and/or recommendations?

6.2.3 Is the responsibility for preparation, implementation and revision of the QC Manual as reflected in the QC Manual?

Section 6.3 Management Support

6.3.1 Is there a commitment to quality and does QC personnel have the support of management?

6.3.2 Is there a person responsible to resolve disputes between quality control and other departments?

Section 6.4 Organization

6.4.1 Does the relationship among management functions reflect that of the organizational chart?

Section 6.5 Quality Document and Procedure Control

6.5.1 Is there evidence that the WF reviewed the contract documents as specified within the QC manual?

6.5.2 Are appropriate quality documents located where the work is performed, and available to personnel performing the work?

Section 6.6 Quality Records

6.6.1 Are quality related documents stored and maintained properly?

6.6.2 Are the following quality records retrievable as described within the QC manual?

- Welding Performance Qualification Records WPQRs
- Welding Procedure Specification WPSs
- Procedure Qualification Records PQRs
- Material Test Reports MTR when required
- Nondestructive Examination Procedures
- Nondestructive Examination Reports
- Nondestructive Examination Personnel Qualification Records
- Inspection Records
- Heat Treat Records
- Non-conformance Records

6.6.3 Are procedures in place and used to control, approve and revise to the following quality documents:

- Welding Procedure Specification WPSs
- Nondestructive Examination Procedures

Section 6.7 Material Control

6.7.1. Who is responsible for the correctness of purchase orders, and how are they verified?

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6.7.2 Is there a method in place for receiving inspection of materials?

6.7.3 Is there a method in place to assure that the correct material is in the intended application?

6.7.4 The QC manual shall specify who is responsible for review of material test reports to ASTM specifications. *Note: If MTR's are not required by contract documents, the welding fabricator must show the capability of reviewing the MTRs.*

6.7.5 Are materials and items identified and traceable as specified in the WF quality program receiving and manufacturing operations?

Section 6.8 Welding Procedures

6.8.1 Does the welding fabricator have written Welding Procedure Specifications?

6.8.2 Are the welding procedures reviewed and approved by:
an AWS CWI or SCWI
or the fabricators designee

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6.8.3 Are applicable Welding Procedure Specifications available to welders and welding operators during testing and production welding?

6.8.4 Are Procedure Qualification Records welded, tested, and certified in accordance with any AWS DX codes, AWS B2.1 ?

6.8.5 The QC manual shall specify how revisions to weld procedures are controlled, approved and re-issued.

Section 6.9 Filler Metal

6.9.1 Do purchase orders for filler materials specify the AWS Classification and Specification.

6.9.2 Is receiving inspection performed to assure the ordered filler material has been received as specified on the purchase order.

6.9.3 Are filler materials that are required by the Welding Procedure Specification being used?

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6.9.4 Are filler metals issued in accordance with the WF QC system?

6.9.5 Are filler materials stored as required by the manufacturer's recommendations?

6.9.6 Should moisture of filler material occur, is there a suitable corrective action?

Section 6.10 Welding Performance Qualification

6.10.1 Are the Welder Performance Qualification Records approved by the WF designee as specified in the WF QC manual ?

6.10.2 Are the welders and welding operators qualified and certified to the governing code ?

6.10.4 Does the welding fabricator monitor and document welder and welding operator's activities code requirements?

6.10.5 Does the welding fabricator's QC system specify who is responsible to ensure that welders and welding operators are qualified to perform the specified jobs that they are assigned?

Section 6.11 Inspection

6.11.1 Is the frequency of inspection sufficient to assure required quality as specified in the WF QC manual?

6.11.2 Is the inspection documented as required?

6.11.3 Are weld inspectors qualified and knowledgeable with the specifications which apply to the fabricator's work? *If an AWS Certified Welding Inspector is not available, documentation of the inspector's knowledge is required.*

6.11.4 Are level I, II, or III NDE inspectors qualified and certified to AWS or ASNT, *if not they must be qualified to a written practice based on ASNT SNT-TC-1A?*

Section 6.12 Nonconformance

6.12.1 Are the procedures for identifying, controlling and performing corrective actions for nonconformities utilized in the shop?

Section 6.13 Measuring and Testing Equipment

6.13.1 Are measuring and test equipment controlled as specified in the QC Manual?

6.13.2 Is there a system to check measuring devices?

6.13.3 If low hydrogen filler metal is used, is the environment within the storage oven measured.

6.13.4 Is the equipment calibrated within the specified intervals?

Section 6.14 Quality Audits

6.14.1 Are annual audits performed and documented?

6.14.2 Is the auditor qualified per the WF QC program?

Section 6.15 Sample Forms

6.15.1 Are all documents and records mentioned within the QC manual shown as examples?

Section 7 Library

As a minimum, the following listed publications (latest editions) shall be available at the fabricator's facility:

7.1 AWS A2.4, Standard Symbols for Welding, Brazing and Nondestructive Examination.

7.2 AWS A3.0, Standard Welding Terms and Definitions

7.3 ANSI Z49.1, Safety in Welding, Cutting and Allied Processes

7.4 The standard governing the qualification of welding procedures and welders.

7.5 The standard governing the fabrication of the weldments(s).