

**Rules for the implementation of IIW Guidelines
for the education, examination, qualification, and
certification of welding personnel**



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**RULES FOR THE IMPLEMENTATION
OF IIW GUIDELINES
FOR THE EDUCATION, EXAMINATION,
QUALIFICATION, AND/OR CERTIFICATION
OF WELDING PERSONNEL**

Prepared and issued by the IAB-International Authorisation Board
Under the authority of the IIW-International Institute of Welding

Published by: **Management Team**
Av. Prof. Dr. Cavaco Silva, 33
Taguspark – Apartado 023 – CTT Porto Salvo
P-2741-901 Porto Salvo
Portugal

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Tel: +351.21.5815200
E-mail: ewf@ewf.be
Web Site: www.iiwelding.org
www.ewf.be



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Rules for the implementation of International Institute of Welding (IIW) Guidelines for the education, examination, qualification and/or certification of welding personnel

FOREWORD

IIW – IAB the International Authorisation Board of the International Institute of Welding established in 2000, has the purpose of offering internationally recognized qualifications for personnel acting in the field of welding and allied technologies.

Competence assurance in welding and related technologies contributes to public safety and the quality of life by ensuring that manufactured goods and welded constructions operate safely and reliably.

The International System for Education, Training, Qualification and/or Certification of Personnel (International System) was implemented by IIW- IAB in 2000 for welding personnel and has since then enlarged its scope to include also the certification of companies.

The International System is now used in more than 40 countries and is continuing to grow rapidly worldwide.

The International Education, Training, Qualification and/or Certification System, managed by IIW- IAB, is an open system that ensures that any person, anywhere in the world, has unrestricted access to education, training, examination, qualification and/or certification in welding and related technologies, in accordance with international standards, (e.g. ISO, etc).

The IIW - IAB System is underpinned by a rigorous quality assurance regime which ensures the required standards are met uniformly throughout the world in an impartial and non-discriminatory way, complying with international trade legislation.

In order to comply with these requirements, the International System's operation is based on a network of Authorised Nominated Bodies (ANBs), each specializing in a specific scope and needing to comply with the IIW - IAB quality assurance system.

The delivery of the courses, leading to the international qualifications, is performed by Approved Training Bodies (ATBs), which are approved by the ANBs. Once authorized to deliver the international courses, the ATBs can operate wherever they want worldwide, within their authorised scope of activity.



PREFACE

These rules have been developed following the principle of mutual recognition, which has been agreed between the International Institute of Welding and the European Federation for Welding, Joining and Cutting.

IIW ANBs are not expected to be accredited personnel certification bodies (except if they implement the IIW Personnel Certification System) but these Rules follow the general principles of ISO/IEC 17024 (latest revision), “Conformity assessment - General requirements for bodies operating certification of persons”.

IIW ANBs wishing to comply fully with ISO/IEC 17024, for example for the purpose of achieving national accreditation, will need to take further measures than those required by these rules.

The Rules are prepared, updated and approved by the IAB Group B.

These rules should be checked and if necessary updated and reissued every three years and there is an obligation of all ANBs to implement the changes within one year of the date of issue.

These Rules only apply to IIW ANBs, that are authorised for the IIW Personnel Qualification and/or Certification Systems.



Rules for the implementation of IIW Guidelines for the education, examination, qualification and/or certification of welding personnel

INTRODUCTION

These Rules establish the mechanism by which the IIW Guidelines for the Education, Training, Examination, Qualification, and/or Certification of Welding Personnel are implemented, such that the requirements are applied uniformly by all countries involved, and that the diplomas granted are mutually recognised in every IAB member country, with no geographic restriction.

This is done by nominating one organisation in each country for a specific scope through the Responsible Member Society (RMS) to act for IIW, and these organisations are assessed and monitored in compliance with the Rules.

These organisations are known as the IIW Authorised Nominated Bodies (ANBs) and are responsible for ensuring that the guidelines for education, training, examination, qualification and where appropriate, personnel certification are implemented correctly. In this, the objective is that IIW qualified and/or certified personnel at a certain level will have achieved the same minimum level of knowledge and skill, irrespective where in the world they had been qualified and/or certified. Diplomas, Certificates awarded by IIW ANBs under these Rules are widely recognised world-wide, with no geographic restriction.

The IIW has delegated all authority for this activity to the International Authorisation Board (IAB). This Body consists of a supervisory board and two subsidiary IAB Groups – A and B. The membership of these IAB Groups is restricted to a maximum of two representatives of each existing and applicant ANB/ANBCC. These Rules are administered on behalf of the Board by IAB Group B – Implementation, Authorisation and/or certification.

The criteria on which the IAB members will take the decision of authorising or not an ANB are defined in IAB-065 – Operational System and in OP-11 – ANB/ANBCC Requirements and Process for Initial Nomination (Part 1) and Extension of Scope (Part 2), and OP-03 – ANBs Assessment Process (latest revision of the three documents previously referred). Any organisation in the world is free to apply to become an IIW ANB.

The delivery of the courses, leading to the international qualifications, is performed by Approved Training Bodies (ATBs), which are approved by one or more ANBs in accordance with a specified scope of activity providing it shall not exceed the scope of operation of the approving ANB(s). Once authorised to deliver the international courses, ATBs are free to provide IIW-IAB training anywhere in the world, within their specified scope of activity, providing it complies with the Rules in this document that apply to ATBs.

IIW ANBs and ATBs are prohibited from delivering any IIW Qualification or Certification Systems products outside of their authorised and approved scopes of operation/activity (see OP-11, latest revision) and subject to the respect of the legislation of the IIW Member States.

The nomination for an extension to scope application always implies that the ANB needs to be nominated by the current IIW Member Society that has appointed the ANB. If the extension to scope implies activities in other locations the applicant ANB shall have documented evidences that has developed all efforts to have cooperation with the ANB of the location considered on the extension to scope application.

Period of validity of Guidelines

The Education, Training, Examination and Qualification Guidelines are the responsibility for the IAB Group A: Education Training and Qualification and should be checked and if necessary up-dated every three years.

When a revised Guideline is formally endorsed by the IAB Board, there is an obligation on all ANBs to implement the changes, within their scope of authorisation, 18 months of the date of adoption. However, when a course has been announced, the Guideline current at the time of the announcement is valid for a period of not exceeding two years from the date of the announcement.

Amendments to the Guidelines formally endorsed by the IAB Board are to be communicated to Approved Training Bodies (ATBs) by ANBs and implemented as soon as possible.

The Certification Guidelines for Personnel are the responsibility for the IAB Group B: Implementation, Authorisation and Certification and checked and if necessary should be up-dated every three years. When a revised Guideline is formally endorsed by the IAB Board, there is an obligation on all ANBs to implement the changes, within their scope of authorisation, 18 months of the date of adoption.

The formal endorsement of a new Guideline either for Qualification or for Certification by the IAB Board places an obligation on all ANBs to withdraw their own competing schemes within the scope of its authorisation, three years from the date of the approval.

Definitions

Advisory Board: A body of people appointed by each IIW ANB which is responsible for guiding the activities of the ANB.

ANB: “Authorised Nominated Body” is an organisation that has been assessed and authorised by IIW-IAB in accordance with IIW-IAB rules (this document, latest revision), guidelines, requirements and business plan and is responsible for ensuring that the standards of implementation of the IIW-IAB education, examination, qualification systems and/or personnel certifications schemes are maintained.

ANB Scope of Operation: Scope is a defined set of permissible operations for ANBs that are verified and authorised by IAB Group B (see OP 11, latest revision)

Appeal: A formal objection, by a person or organisation, to a decision made by the ANB or IAB such that the decision in question undergoes a formal review by the appropriate body

ATB: “Approved Training Body” is an organisation that has been assessed and approved by an ANB in accordance with IIW rules for training organisations. By awarding ATB status, the ANB confirms that the ATB fulfils the requirements for delivering training in accordance with one or more IIW guidelines. It shall be an organisation independent from the ANB or clearly separated from it.

ATB Scope of Activities: Scope is a defined set of permissible activities for ATBs that are verified and approved by one or more ANBs (see OP 11, latest revision).



ATB Assessor:	A person appointed by the ANB on the ANB Chief Executive recommendation, who is responsible for conducting an ATB audit."
Certification	The procedure leading to a written testimony of an individual's competence demonstrated by examination and assessment of experience and subsequent surveillance to confirm that the competence has been retained.
Complaint:	An expression of dissatisfaction, by a person or organisation, with some element of the ANB's or IAB's performance. If the complaint is in relation to a decision made by the ANB or IAB, it would normally be treated as an appeal, see above.
Council of the ANB:	The body, which is legally responsible for ANB affairs. It could be, for example, the 'General Director', the "Board of Directors" or the "General Assembly" of the organisation.
Executive Committee:	A body appointed to manage the ANB activities on its behalf.
IAB Lead Assessor:	A person approved by the IAB Group B, who is responsible for leading an ANB audit team.
IAB Lead Assessor Convener:	A Lead Assessor approved by the IAB Group B to coordinate the audit programs and appointments of assessment teams.
IAB BL Assessor:	A person approved by the IAB Group B to assess Blended Learning Courses (BLCs). Such persons have experience in use of the Instructional System Design approach to curriculum development, Blended Learning and Quality Assurance.
IAB Peer Assessor:	A person approved by the IAB Group B to assist the Lead Assessor with a site visit
Invigilator:	A competent person who supervises examination candidates during written and practical examinations in accordance with rules for examinations. Invigilators shall be independent from the persons being examined.
Qualification:	Process which provides demonstration of education, training and work experience where applicable in accordance with the IIW Guidelines and rules, conducted by the Authorised Nominated Body, involving an examination of the knowledge and skill related to specified criteria. Success in this examination leads to the issue of the related IIW diploma gained. Such diplomas remain valid for the lifetime of the holder.
RMS:	The Responsible IIW Member Society according to the constitution of IIW

For this document, the following references in their latest revisions are considered:

ISO/IEC 17024	Conformity assessment - General requirements for bodies operating certification of persons
ISO 9001	Quality management systems — Requirements
ISO 19011	Guidelines for auditing management systems

PART 1: STANDARD REQUIREMENTS FOR IIW AUTHORISED NOMINATED BODIES (ANBs)

1.1 Introduction

This Part specifies the requirements for ANBs wishing to implement the IIW system for the education, examination, qualification and/or certification of personnel.

The policies and procedures of ANBs and their administration shall be fair and equitable among all candidates and shall comply with any applicable statutory requirements.

An ANB is authorised for a specific scope of operation with respect to the qualification level, the offered routes, the method of teaching/learning, conduct examinations, decisions regarding the issue of diplomas, approval of ATBs and language fluency.

The key words used to define ANB scopes of operation are stated on the OP-11 (latest revision).

Any significant change to the scope of operation shall be cause for re-assessment (see OP 11 and OP-03, latest revisions).

1.2 Role of the ANB

It is the role of the ANB to act for IIW in respect of IIW personnel qualification and/or certification, according to its authorised scope of operation.

An ANB shall not offer or provide training, or aid others in the preparation of such services, unless it demonstrates how training is independent of examinations in order to ensure that confidentiality and impartiality are not compromised.

The major roles of an ANB are:

Qualification:

- i) The approval of ATBs for the conduct of courses in accordance with IIW Guidelines.
- ii) Deciding on candidates' compliance with Access conditions
- iii) The conduct of the examinations and any other assessments required in the qualification process.
- iv) Deciding on the qualification of personnel and issuing the Diplomas
- v) Recording of relevant information regarding the issuing of diplomas

Certification:

- i) Application review.
- ii) Assessment process.
- iii) Decision on Certification.
- iv) Maintaining of all records related to certification process.

1.3 Responsibilities and status of ANBs

An ANB accepts responsibility for the implementation of the current IIW system for education, training, examination, qualification, and/or certification of welding personnel within its authorised scope of operation.

All ANBs and applicant ANBs are charged a fee, in accordance with the rules established by IAB Members Meeting by recommendation of the IAB Board of Directors (see doc. IAB-065 – Operational System, latest revision).

1.4 Grant of IIW Authorisation

1.4.1 Grant applicant ANB Status

The ANB applicant status is granted to all applications that have been approved by the IAB Board of Directors, see OP-11 latest revision.

The validity for this ANB status, is three (3) years. If the preliminary authorisation for the full or part of the applicant sought scope is not granted by the IAB GrB, the applicant status will be cancelled.

The date of starting the applicant status will be referred on the IAB-025 latest revision.

1.4.2 Grant ANB Preliminary Authorisation

The ANB preliminary authorisation status is granted to all applicant ANBs (see item 1.4.1) or to ANBs that have applied for an extension to scope (the extension to scope shall be approved by the IAB Board of Directors).

After the ANB application has been approved by the IAB Board of Directors, the applicant ANB or the ANB will be informed that the application has been approved and the assessment process starts according to the OP-03 latest revision.

The appointed Assessors' Team will review all necessary information sent by the Applicant ANB or ANB to verify if the information complies with the OP-03 (latest revision) requirements. When the Assessors' Team accepts the information as complying with the requirements, it will be recommended to the IAB GrB Members to grant the preliminary status for the ANB sought scope.

Applicants ANBs and ANBs when under preliminary authorisation status have restrictions regarding the authorised operations, see OP-03 (latest revision).

The validity for this ANB preliminary authorisation status, is two (2) years, if it is not granted by the IAB GrB the full authorisation in this time frame, the preliminary authorisation status will be cancelled.

The date of starting the preliminary authorisation status will be referred on the IAB-025 latest revision.

**1.4.3 Grant ANB Full Authorisation****1.4.3.1 General**

The grant of IIW Authorised Nominated Body status for a defined authorised scope of operation is made by IAB Group B when the ANB has demonstrated, by on site audit, that it complies with all the applicable requirements including these Rules. Details are given in Part 2 of these Rules and in OP-11 and OP-03 (latest revisions).

The IAB Management Team shall issue a certificate and a schedule of authorisation to the ANB covering scope of operation and this shall be valid for five years.

The certificate shall have an appended schedule to indicate the scope of operation (e.g. IWE, IWT, IWS, IW, etc) for which the ANB has been assessed and approved. ANBs Certificates and Schedules templates can be seen on Appendix 6.

The full authorisation of a specific Guideline/Certification Scheme will be withdrawn if the Guideline/Certification Scheme has not been implemented or used during a period of three years.

If an IIW ANB already has a scope of operation for a specific EWF Qualification and this qualification has been transferred to IIW, then it will be automatically included in the IIW ANB scope of operation.

The procedure for the use of the IIW logo by the ANB is given in OP-22 (latest revision).

The Chairman of IAB Group B has the power to suspend approval of an ANB in advance of a meeting of the IAB Group B if the non-compliances are, in his/her judgement, sufficiently severe.

An ANB may terminate the authorisation by giving three months' notice of its intention to do so.

1.4.3.2 Initial Application

Any organisation that wants to become an ANB, shall first be an IIW member or be appointed by an IIW Responsible Member Society. And shall send to the IAB Management Team an application that shall comply with the OP-11 Part 1 (latest revision).

The application process review and approval are divided in two stages, the 1st one is the approval of the application by the IAB Board of Directors. If the application is approved, the 2nd stage starts with the nomination of the Assessors Team to perform the applicant ANB assessment according to the OP-03 (latest revision), with the goal to grant full authorisation for the scope of operations sought on the application.

1.4.3.3 Extension to Scope

Any ANB that wants to enlarge the scope of operations can apply for an extension to scope of operation.

An application for extension to an ANB scope of operation shall be made in accordance with Part 2 of these Rules and with OP-11, Part 2 and OP-03 (latest revisions).

The extension to scope application and associated documentation shall be assessed and, if the extension is granted, a new schedule shall be issued by the IAB Management Team.

Like for the initial application the extension to scope process review and approval are divided in two stages, the same ones that are referred to on item 1.4.3.2 above.

1.5 Use of the IIW ANB Certificate of Authorisation

If, at any time during the period of validity of the authorisation - except during audit periods - it is established that an ANB fails to comply with the requirements of the IAB Rules (Doc. IAB- 001 and IAB-341, and/or the IAB Guidelines, latest revisions) the Chairman of IAB Group B, in co-ordination with the Lead Assessor having audited the concerned ANB MAY suspend the authorisation and place it on the agenda of the next meeting.

1.6 Sub-contracting

Sub-contracting is defined as the delegation of activities to a body over which the ANB does not have direct executive control and may include matters such as printing and publicity.

Sub-contracting of the principal tasks mentioned on item 1.2 is prohibited. The ANB may, where appropriate, sub-contract other minor parts of its IIW work, for example, printing and publicity, and the organisations to which this work is delegated shall be subject to ANB Check. All sub-contracting shall be fully detailed in the ANB's Quality Manual.

In certain circumstances, the ANB may delegate special technical activities to another body. This body shall demonstrate to the ANB that it has a high level of expertise relevant to the functions delegated to it.

The ANB shall have a legally enforceable agreement covering the arrangements, including confidentiality and conflict of interests, with each body that provides subcontracted work related to the qualification process.

When the ANB subcontracts work related to qualification, the ANB shall:

- take full responsibility for all subcontracted work;
- ensure that the body conducting subcontracted work is competent and complies with the applicable provisions of these Rules;
- assess and monitor the performance of the bodies conducting subcontracted work in accordance with its documented procedures;
- have records to demonstrate that the bodies conducting subcontracted work meet all requirements relevant to the subcontracted work;
- maintain a list of the bodies conducting subcontracted work.

1.7 General Requirements for ANBs

The ANB shall be a legal entity, or a defined part of a legal entity, such that it can be held legally responsible for its qualification activities. A governmental body is deemed to be a legal entity on the basis of its governmental status.

The ANB shall be responsible for, shall retain authority for, and shall not delegate, its decisions on:

- Qualification, including the granting or withdrawing the qualification;
- Certification, including the granting, maintaining, limitation, extending or withdrawing the certification;
- ATBs assessment and approval including expanding or reducing the scope of activity.

1.8 Management of Impartiality by ANBs

The ANB shall document its structure, policies and procedures to manage impartiality and to ensure that the qualification activities are undertaken impartially, including the approval of ATBs. The ANB shall have top management commitment to impartiality in qualification and on certification activities.

The ANB shall have a statement publicly accessible without request that it understands the importance of impartiality in carrying out its qualification activities, manages conflict of interest and ensures the objectivity of its qualification activities.

The ANB shall act impartially in relation to its ATBs, applicants, candidates, qualified and certified persons.

Policies and procedures for qualification and/or certification of persons and for approval of ATBs, shall be fair among all ATB applicants, candidates, qualified and certified persons.

Approval of ATBs, qualification and/or certification of persons shall not be restricted on the grounds of undue financial or other limiting conditions, such as membership of an association or group. The ANB shall not use procedures to unfairly impede or inhibit access by ATB applicants and candidates to qualification or certification.

The ANB shall be responsible for the impartiality of its qualification and/or certification activities, including the approval of ATBs, and shall not allow commercial, financial or other pressures to compromise impartiality.

The ANB shall identify threats to its impartiality on an ongoing basis. This shall include those threats that arise from its activities, from its related bodies, from its relationships, or from the relationships of its personnel. However, such relationships do not necessarily present a body with a threat to impartiality.

NOTE 1: A relationship that threatens the impartiality of the body can be based on ownership, governance, management, personnel, shared resources, finances, contracts, marketing (including branding) and payment of a sales commission or other inducement for the referral of new applicants, etc.

NOTE 2: Threats to impartiality can be either actual or perceived.

NOTE 3: A related body is one which is linked to the ANB by common ownership, in whole or part, and has common members of the board of directors, contractual arrangements, common names, common staff, informal understanding or other means, such that the related body has a vested interest in any qualification decision or has a potential ability to influence the process.

The ANB shall analyse, document and eliminate or minimise the potential conflict of interests arising from its qualification and/or certification activities, including the approval of ATBs.

The ANB shall document and be able to demonstrate how it eliminates, minimises or manages such threats. All potential sources of conflict of interest that are identified, whether they arise from within the ANB, such as assigning responsibilities to personnel, or from the activities of other persons, bodies or organisations, shall be covered (see also 1.10).

Qualification activities shall be structured and managed so as to safeguard impartiality. This shall include balanced involvement of interested parties (see 1.11).

1.9 Finance and Liability

The ANB shall have the financial resources necessary for the operation of the qualification and/or certification activities, including the approval of ATBs, and have adequate arrangements (e.g. insurance or reserves) to cover associated liabilities.

1.10 Structural Requirements

The ANB activities shall be structured and managed so as to safeguard impartiality.

The ANB shall document its organisational structure, describing the duties, responsibilities and authorities of management, qualification personnel and any board or committee. When the ANB is a defined part of a legal entity, documentation of the organisational structure shall include the line of authority and the relationship to other parts within the same legal entity.

The party/parties or individuals responsible for the following shall be identified:

- policies and procedures relating to the operation of the ANB;
- implementation of the policies and procedures;
- finances of the ANB;
- resources for qualification activities, including approval of ATBs;
- examination and related assessment activities;
- decisions on qualification or certification, including the granting, maintaining or withdrawing the qualification or certification, decisions on approval of ATBs, including expanding, reducing the scope of activity, or withdrawing the approval;
- contractual arrangements.
- consideration and decision in regard to appeals and complaints
- if it is necessary to install an Executive Committee to manage some activities of the ANB and the Advisory Board. However, the responsibility and authority shall rest with the ANB. Members of a Committee shall be able to demonstrate that they are competent to carry out the functions assigned to them. The ANB shall document the minimum profile (academic background, professional experience etc.) required for a person to become a Committee member.

Structure of the ANB in relation to training

Completion of training is a requirement in the IIW qualification system. The approval of ATBs who are responsible for the training, by an ANB shall not compromise impartiality or reduce the assessment and qualification requirements.

The ANB shall provide information regarding the education and training prerequisites for being eligible for qualification and/or certification. However, the ANB shall not state or imply that qualification and/or certification would be simpler, easier or less expensive if any specific ATB were used for the training.

Offering training, qualification and/or certification for persons within the same legal entity constitutes a threat to impartiality. An ANB that is part of a legal entity offering training shall:

- a) identify and document the associated threats to its impartiality on an ongoing basis: the ANB shall have a documented process to demonstrate how it eliminates or minimises those threats;
- b) demonstrate that all processes performed by the ANB are independent of training to ensure that confidentiality, information security and impartiality are not compromised;

- c) not give the impression that the use of both services (training and qualification/certification) would provide any advantage to the applicant;
- d) not require the candidates to complete their training at the ATB that is part of the same legal entity as the ANB when alternative training at another ATB is available;
- e) ensure that personnel do not serve as an examiner of a specific candidate they have trained for a period of two years from the date of the conclusion of the training activities: this interval may be shortened if the ANB demonstrates it does not compromise impartiality.

1.11 Advisory Board

The ANB shall have in place an Advisory Board that is independent of its commercial interests. It shall be representative of the major interested parties involved, and no interest shall predominate. An interested party is defined as an individual, group or organisation affected by the performance of a qualified person or ANB.

The Advisory Board shall comprise at least seven members:

- 4 from industry, representing employers of qualified persons, users, service organisations and other relevant interests;
- 1 representing an academic or vocational training institution;
- 1 representing the Council of the ANB;
- 1 representative of the IIW or ANB member attending the IAB meetings.

As a guide, it is suggested that members should serve for a maximum period of nine years, the Chairman being elected by the Board from amongst the members and serving for a maximum term of three years. Re-election beyond these terms is acceptable, but a turnover of representation is desirable.

The terms of reference of the Advisory Board shall include:

- To advise on policy in respect of the development, implementation by the ANB of IIW personnel qualification and/or certification systems requirements and activity.
- To advice to obtain and provide resources for conducting qualification and/or certification activities
- To advice to delegate, if required, the powers of committees or staff regarding specific actions
- To advise on the operation of the ANB role in the above matters, including the assessment and monitoring of ATBs, training courses and facilities, applicants assessment/evaluation, decisions on process on the issue of diplomas or certificates and recording of data on candidates, preparation of the ANB's Quality Manual and all documentation.
- To advise on requirements of the Examination Board(s) and the Chairman/Chairmen.
- To consider complaints against diploma holders.

The Advisory Board shall meet at least once a year, and the meetings shall be minuted. A copy of the approved minutes shall be kept as long the ANB exists and all Board documentation shall be filed for at least 10 years.

Members of Advisory Board, other boards and committees shall be able to demonstrate that they are competent to carry out the functions assigned to them. The ANB shall document the minimum profile (academic background, professional experience etc.) required for a person to become an Advisory Board member and or any other board or committee.

1.12 ANB personnel

The ANB shall:

- manage and be responsible for the performance of all personnel involved in the qualification and/or certification process;
- have sufficient personnel available with the necessary competence to perform qualification and/or certification functions;
- define the competence requirements for all personnel involved in the qualification and/or certification process. Personnel shall have competence for their specific tasks and responsibilities;
- provide its personnel with documented instructions describing their duties and responsibilities. These instructions shall be kept up-to-date;
- maintain up-to-date personnel records, including relevant information, e.g. qualifications, training, experience, professional affiliations, professional status, competence and known conflicts of interest.
- require its personnel to declare any potential conflict of interest with any candidate under a specific qualification and/or certification process.

Records may be held in electronic format. In such cases the ANB shall ensure that a backup procedure is implemented.

Personnel acting on the ANB's behalf shall keep confidential all information obtained or created during the performance of the body's qualification and/or certification activities, except as required by law or where authorised by the applicant, candidate, qualified or certified person.

The ANB shall require its personnel to sign a document by which they commit themselves to comply with the rules defined by the ANB, including those relating to confidentiality, impartiality and conflict of interests.

NOTE: Where permitted by law, other methods, including electronic signature, are acceptable.

When an ANB qualifies or certifies a person it employs, the ANB shall adopt procedures to maintain impartiality.

1.12.1 Chief Executive

The ANB shall appoint a Chief Executive to administer the ANB activities. he/she shall not be subject to any pressures or constraints that will affect his/her impartial conduct of the ANB affairs. This appointment may be part or full time, as required by the workload.

The qualifications and experience of the Chief Executive shall be such that he/she may be deemed competent to undertake the tasks involved. The ANB shall document the minimum profile (academic background, professional experience etc.) required for a person to become the Chief Executive of the ANB.

The Chief Executive shall submit reports to the Advisory Board covering all the activities listed under item 1.11 above.

Note: The job title for the person with overall executive responsibility for the ANB is referred to as the 'Chief Executive' in these rules. However, ANBs are free to choose whatever job title they prefer for this role providing that the job description, function and responsibilities match the definition given in these rules for the 'Chief Executive'.

1.12.2 Other ANB personnel

The ANB shall have at its disposal competent people, including administrators, assessors and examiners (see Part 4) for implementing the qualification and/or certification process. The ANB shall define competence criteria for such persons to give assurance that they possess appropriate education, qualifications, experience and technical expertise for the tasks they fulfil.

The ANB shall document the minimum profile (academic background, professional experience etc.) required for all persons engaged in activities on behalf of the ANB including all staff and board/committee members.

1.12.3 Examiners involved in the qualification activities

Examiners shall meet the requirements of the ANB. The selection and approval processes shall ensure that examiners:

- understand the relevant qualification and/or certification scheme;
- are able to apply the examination procedures and documents;
- have competence in the field to be examined;
- are fluent, both in writing and orally, in the language of examination; in circumstances where an interpreter or a translator is used, the qualification body shall have procedures in place to ensure that it does not affect the validity of the examination;
- have identified any known conflicts of interest to ensure impartial judgements are made.

The ANB shall monitor the performance of the examiners and the reliability of the examiners' judgments. Where deficiencies are found, corrective actions shall be taken.

NOTE: Monitoring procedures for examiners can include, for example, on-site observation, review of examiners' reports and feedback from candidates.

If an examiner has a potential conflict of interest in the examination of a candidate, the ANB shall undertake measures to ensure that the confidentiality and impartiality of the examination are not compromised. These measures shall be recorded.

1.12.4 Requirements for other personnel involved in the assessment of candidates for qualification

The ANB shall have a documented description of the responsibilities and qualifications of other personnel involved in the assessment process (e.g. invigilators). If other personnel involved in the assessment have a potential conflict of interest in the examination of a candidate, the ANB shall undertake measures to ensure that confidentiality and impartiality of the examination is not compromised. These measures shall be recorded.

1.12.5 Personnel involved in certification activities

The ANB shall nominate the reviewing staff and the decision-making staff, which are groups of persons or individuals that, respectively, review applications and take the final decision on granting, maintaining, renewing, extending, reducing, suspending or withdrawing certification.

To be appointed as a reviewer an individual shall be qualified at the level of IWE when reviewing certification applications under the IIW Personnel Certification Scheme (see IAB-341, latest revision),

shall understand the applicable standards and certification requirements and shall have competence to evaluate the assessment process.

To be appointed as a decision-making person an individual shall be experienced in the ANB activities, shall understand the applicable standards and certification requirements, and shall have demonstrated competence in the certification process.

1.12.6 Approval of ATB assessors

The ANB shall appoint the persons authorised to audit the ATBs.

The number of assessors involved, and the scope of the audit shall be in accordance with Part 3.

1.12.7 Examination Board(s)

The ANB shall appoint the Examination Board(s) in accordance with Part 4 and with any special requirements stated in the IIW Qualification and/or Certification Guidelines.

1.13 Other resources

The ANB shall use adequate premises, including examination sites, equipment and resources for carrying out its qualification and/or certification activities.

1.14 Management system requirements

The ANB shall operate a Quality Management System (QMS) described in a Quality Manual, operating procedures and related documents capable of supporting and demonstrating the consistent achievement of the requirements of these Rules.

The ANB shall implement a management system in accordance with either option A or option B, as follows:

Option A: a general management system which fulfils the requirements described below; or

Option B: a body that has established and maintains a management system, in accordance with the requirements of ISO 9001, and that is capable of supporting and demonstrating the consistent fulfilment of these Rules, fulfils the management system requirements described below.

1.14.1 General management system requirements

The ANB shall establish, document, implement and maintain a management system that is capable of supporting and demonstrating the consistent achievement of the requirements of these Rules.

The ANB's top management shall establish and document policies and objectives for its activities. The top management shall provide evidence of its commitment to the development and implementation of the management system in accordance with the requirements of these Rules. The top management shall ensure that the policies are understood, implemented and maintained at all levels of the ANB's organization.

The ANB's top management shall appoint a member of management who, irrespective of other responsibilities, shall have responsibility and authority that include:

- ensuring that processes and procedures needed for the management system are established, implemented and maintained;
- reporting to top management on the performance of the management system and any need for improvement.

The applicable requirements of these Rules shall be documented. The ANB shall ensure that the management system documentation is provided to all relevant personnel.

1.14.2 Control of documents

The ANB shall establish procedures to control the documents (internal and external) that relate to the fulfilment of these Rules. The procedures shall define the controls needed to:

- approve documents for adequacy prior to issue;
- review and update as necessary and re-approve documents;
- ensure that changes and the current revision status of documents are identified;
- ensure that relevant versions of applicable documents are provided at points of use;
- ensure that documents remain legible and readily identifiable;
- ensure that documents of external origin are identified and their distribution controlled;
- prevent the unintended use of obsolete documents and apply suitable identification if they are retained for any purpose.

NOTE: Documentation can be in any form or type of medium.

1.14.3 Control of records

The ANB shall establish procedures to define the controls needed for the identification, storage, protection, retrieval, retention time and disposition of its records related to the fulfilment of these Rules.

The ANB shall establish procedures for retaining records for a period consistent with its contractual and legal obligations. Access to these records shall be consistent with the confidentiality arrangements.

NOTE: For requirements for records on applicants, candidates and qualified persons, see also 1.15 below.

1.14.4 Management review

The ANB's top management shall establish procedures to review its management system at planned intervals, in order to ensure its continuing suitability, adequacy and effectiveness, including the stated policies and objectives related to the fulfilment of these Rules. These reviews shall be conducted at least once every 12 months and shall be documented.

The input to the management review shall include information related to the following:

- results of internal and external audits (e.g. accreditation body assessment);
- feedback from applicants, candidates, qualified and/or certified persons and interested parties related to the fulfilment of these Rules (e.g. ATBs);
- safeguarding impartiality;
- the status of preventive and corrective actions;
- follow-up actions from previous management reviews;
- the fulfilment of objectives;
- changes that could affect the management system (e.g. changes to the IIW rules, procedures, guidelines, risk analysis for conflict of interest, etc.);
- appeals and complaints.

The output from the management review shall include as a minimum decisions and actions related to the following:

- improvement of the effectiveness of the management system and its processes;
- improvement of the qualification services related to the fulfilment of these Rules;
- resource needs.

Records of management reviews shall be presented to the ANB Advisory Board and maintained for a minimum of five years.

1.14.5 Internal audits

The ANB shall establish procedures for internal audits to verify that it fulfils the requirements of these Rules and that the management system is effectively implemented and maintained.

NOTE: ISO 19011 provides guidelines for conducting internal audits.

An audit programme shall be planned, taking into consideration the importance of the processes and areas to be audited, as well as the results of previous audits.

Internal audits shall be performed at least once every 12 months. The frequency of internal audits may be reduced if the ANB demonstrates that its management system continues to be effectively implemented in accordance with these Rules and has proven stability.

The ANB shall ensure that:

- internal audits are conducted by competent personnel, knowledgeable in the qualification process auditing and the requirements of these Rules;
- auditors do not audit their own work and audits shall be conducted by persons with no executive responsibility within the ANB;
- personnel responsible for the area audited are informed of the outcome of the audit;
- any actions resulting from internal audits are taken in a timely and appropriate manner;
- any opportunities for improvement are identified.

The checklist given in OP-03 (latest revision) may be used as a guide during internal audits.

Records of internal audits shall be presented to the ANB Advisory Board and maintained for a minimum of five years.

1.14.6 Corrective actions

The ANB shall establish (a) procedure(s) for identification and management of nonconformities in its operations. The ANB shall also, where necessary, take actions to eliminate the causes of nonconformities in order to prevent recurrence. Corrective actions shall be appropriate to the impact of the problems encountered. The procedures shall define requirements for the following:

- identifying nonconformities;
- determining the causes of nonconformity;
- correcting nonconformities;
- evaluating the need for actions to ensure that nonconformities do not recur;
- determining and implementing the actions needed in a timely manner;
- recording the results of actions taken;
- reviewing the effectiveness of corrective actions.

1.14.7 Preventive actions

The ANB shall establish (a) procedure(s) for taking preventive actions to eliminate the causes of potential nonconformities. Preventive actions taken shall be appropriate to the probable impact of the potential problems. The procedures for preventive actions shall define requirements for the following:

- identifying potential nonconformities and their causes;
- evaluating the need for action to prevent the occurrence of nonconformities;
- determining and implementing the action needed;
- recording the results of actions taken;

- reviewing the effectiveness of the preventive actions taken.

NOTE: The procedures for corrective and preventive actions have not necessarily have to be separate.

1.14.8 In addition to the above the QMS documentation shall cover:

- A quality policy statement.
- Brief description of the legal status of the ANB.
- A statement of the organisation of the ANB, including details of the Advisory Board, its constitution, terms of reference and rules of procedure.
- Name, qualifications, experience and terms of reference of the Chief Executive and other personnel, both internal and external.
- Details of training arrangements for staff.
- An organisation chart showing lines of authority, responsibility and allocation of functions stemming from the Chief Executive.
- Details of the documented procedures for assessing applicant ATBs.
- Details of the documented procedures for assessing and examining candidates applying for IIW diplomas and/or certificates.
- A list of its sub-contractors and details of the documented procedures for assessing and monitoring their competence.
- Details of appeals/complaints procedure.

For the sake of facilitating its use, a national language version of an IIW guideline can be produced by the ANB. However, the English languages Guidelines published by the IAB Management Team remain the official versions which shall be referred to, especially in case of dispute.

1.15 Records

The ANB shall maintain records. The records shall include a means to confirm the status of a qualified or certified person and ATBs.

The records shall demonstrate that the qualification or certification activities, including the approval of ATBs, has been effectively fulfilled, particularly with respect to application forms, assessment reports (which include examination records) and other documents relating to granting, maintaining, or withdrawing qualification or certification; also including the records regarding the approval of ATBs, surveillance, re-assessment, extension to scope and withdrawing of approval.

The records shall be identified, managed and disposed of in such a way as to ensure the integrity of the process and the confidentiality of the information. The records shall be kept for as long as the ANB exists, or as required by recognition arrangements, contractual, legal or other obligations.

The ANB shall have an effective solution in place for access to verification of learner achievements against modules and/or competence units (CUs) and IIW diplomas and/or certificates awarded in the event that its authorisation ceases, or it ceases to operate.

The ANB shall maintain a list of qualified and/or certified persons the list for certified persons shall be available to the public within the limit of ANB country's law.

1.16 Confidentiality

The ANB shall establish documented policies and procedures for the maintenance and release of information, related both with the qualification and/or certification activities and the approval of the ATBs.

The ANB shall, through legally enforceable agreements, keep confidential all information obtained during the qualification and/or certification process and the ATB approval process. These agreements shall cover all personnel.

The ANB shall ensure that information obtained during the ATB approval process and the qualification and/or certification process, or from sources other than the applicant, candidate, qualified or certified person, is not disclosed to an unauthorised party without the written consent of the individual (applicant, candidate, qualified or certified person) or organisation concerned, except where the law requires such information to be disclosed.

When the ANB is required by law to release confidential information, the person or organisation concerned shall, unless prohibited by law, be notified as to what information will be provided.

The ANB shall ensure that the activities of related bodies do not compromise confidentiality.

1.17 Documentation

The following documentation shall be prepared, approved, maintained and controlled by the ANB:

- QMS documentation;
- Candidate application forms;
- Check lists and report forms for course assessment;
- Specific provisions how candidates' compliance with access conditions are evaluated;
- Specific provisions concerning how examinations are developed, approved, and marked (scored);
- Specific provisions how ATBs are, assessed approved and monitored;
- Specific provisions how candidates are authorised to take the examinations;
- Specific provisions how diplomas and/or certificates are granted.

Information sheets and promotional literature shall also be prepared and maintained by the ANB.

Copies of appropriate current documentation shall be readily available at all operating locations, and procedures for modification, authentication, and removal of obsolete documents shall be covered in the QMS.

1.18 Transition Arrangements

The ANB shall have in place a formal mechanism to deal with the qualification of candidates under rules for transition periods. Inasmuch as this will involve the assessment of those who will not meet precisely the IIW Guidelines, such applications shall be submitted to assessment committee nominated by the ANB for this purpose.

The arrangements for each country (due to existing different education systems) are approved by the IAB Group B are included in the Directory of Transition Arrangements, document IAB-021 (latest revision). The IAB Management Team is responsible for maintaining the Directory. The Directory of Transition Arrangements is confidential, distributed only to the ANBs.

At the discretion of the ANB the Transition Arrangements (TA) can be maintained with indefinite closing date providing that the candidate fulfils the country's requirements for the TA within three and a half years of the date of the approval of the ANB.

An ANB can offer Transition Arrangements for an indefinite closing date in accordance with the following:

- The ANB presents proposals to IAB Group B for its specific national Transition Arrangement criteria;
- Once approved by IAB Group B, the ANB can be open for Transition Arrangement applications;
- The starting date for the implementation of the Transition Arrangements by the ANB will be indicated in the ANB Certificate/Schedule and will be after the appointed IAB Lead Assessor's recommendation for Preliminary Authorisation for the implementation of Transition Arrangements has been approved by the IAB Group B;
- No new applications can be accepted if the applicant does not comply with the national Transition Arrangements within three and a half years of the date of the authorisation of the ANB, for the related IIW qualification scope.

1.19 Access Conditions

The methods by which Access Routes to the training required by the IIW scheme are selected and approved, are given in the IIW Guidelines, and/or in the Access Conditions Directory, document IAB-020 (latest revision). National access conditions shall be approved by the IAB Group B, before the ANB can apply them.

1.20 Appeals

The ANB shall have a documented process to receive, evaluate and make decisions on appeals. The appeals-handling process shall include at least the following elements and methods:

- the process for receiving, validating and investigating the appeal, and for deciding what actions are to be taken in response to it, taking into account the results of previous similar appeals;
- tracking and recording appeals, including actions undertaken to resolve them;
- ensuring that, if applicable, appropriate corrections and corrective actions are taken.

The policies and procedures shall ensure that all appeals are dealt with in a constructive, impartial and timely manner.

A description of the appeals-handling process shall be publicly accessible without request.

The ANB shall be responsible for all decisions at all levels of the appeals-handling process. The ANB shall ensure that the decision-making personnel engaged in the appeals handling process are different from those who were involved in the decision being appealed.

Submission, investigation and decision on appeals shall not result in any discriminatory actions against the appellant.

The ANB shall acknowledge receipt of the appeal and shall provide the appellant with progress reports and the outcome.

The ANB shall give formal notice to the appellant of the end of the appeals-handling process.

Should a candidate wish to appeal against the results of an examination or certification evaluation, he/she shall apply to the ANB within four weeks of receiving his results. All such appeals shall be heard and will be conducted by an “Appeals Panel” consisting of at least two persons: one of whom may be the Chairman of the Examination Board(s), but at least one other shall not have participated in the examination.

The result of the appeal shall be communicated within two weeks of the appeal hearing.

1.21 Complaints

The ANB shall have a documented process to receive, evaluate and make decisions on complaints.

A description of the complaints-handling process shall be accessible without request. The procedures shall treat all parties fairly and equitably.

The policies and procedures shall ensure that all complaints are handled and processed in a constructive, impartial and timely manner. The complaints-handling process shall include at least the following elements and methods:

- an outline of the process for receiving, validating, investigating the complaint and deciding what actions are to be taken in response to it;
- tracking and recording complaints, including actions undertaken in response to them;
- ensuring that, if applicable, appropriate corrections and corrective actions are taken.

Upon receipt of a complaint, the ANB shall confirm whether the complaint relates to qualification or to certification activities for which it is responsible and, if so, shall respond accordingly.

Whenever possible, the ANB shall acknowledge receipt of the complaint and shall provide the complainant with progress reports and the outcome.

The ANB receiving the complaint shall be responsible for gathering and verifying all necessary information to validate the complaint.

Whenever possible, the ANB shall give formal notice of the end of the complaints handling process to the complainant.

Any substantiated complaint about a qualified or certified person shall also be referred by the ANB to the qualified or certified person in question at an appropriate time.

The complaints-handling process shall be subject to requirements for confidentiality, as it relates to the complainant and to the subject of the complaint.

The decision to be communicated to the complainant shall be made by, or reviewed and approved by, personnel not previously involved in the subject of the complaint.

1.22 Use and Misuse of Diplomas or Certificates

The ANB shall require that a qualified or certified person signs an agreement for the following reasons:

- to comply with the relevant provisions of the qualification or certification scheme;
- to make claims regarding qualification or certification only with respect to the scope for which qualification or certification has been granted;

- not to use the qualification or certification in such a manner as to bring the ANB into disrepute, and not to make any statement regarding the qualification or certification which the ANB considers misleading or unauthorised;
- to discontinue the use of all claims to qualification or certifications that contain any reference to the ANB or qualification or certification upon withdrawal of qualification or certification, and to return any diploma or certificate issued by IIW - ANB;
- not to use the Diploma or Certificate in a misleading manner.

NOTE: Where permitted by law, other methods, including electronic signature, are acceptable.

ANBs shall address, by means of corrective measures, any misuse of its qualifications or certifications.

Any cases of misuse of IIW diplomas or certificates by individuals or third parties discovered by the ANB shall be promptly dealt with the ANB including, for example, reporting it to national legal authority, publishing the facts of the case, recalling the diploma or certificate, etc. The possible penalties for misuse can be: written warning, suspension of diploma or certificate during a specific period and withdrawal of the diploma or certificate.

ANBs shall ensure that all applicants to the certification process or that their ATBs inform all participants in approved training courses of the risks of providing wrong information or falsified documents in relation to satisfying the access conditions for the appropriate diploma or certificate. If such cases occur and are proved beyond reasonable doubt, the ANB shall ensure that the diploma or certificate is withdrawn and should take legal action as appropriate. Such cases shall be reported promptly to the appointed IAB Lead Assessor who will monitor their progress.

The ANB shall exercise proper control over the use of its certificates of competence. Incorrect references to the certification system, or misleading use of certificates found in advertisements, catalogues, etc, shall be dealt with by suitable actions.

The ANB shall also report all other cases to the IAB Lead Assessor who will inform the IAB Group B as appropriate. The IAB Group B is responsible for reviewing the cases and deciding any further action required.

1.23 ANB Annual Reports

ANBs are responsible for making a report each year to the Management Team using the electronic platform available on link: <https://www.ewf.be/anbs-annual-return-forms.aspx> each ANB chief executive has received the credentials to login.

The structure of the annual returns can be seen in OP-05. It is to be submitted by 31 March for the previous year (1st of January to 31st of December) and the contents will be included in a document to be reported in IAB Members Meeting.

1.24 Public Information

ANBs shall verify and provide information, upon request, as to whether an individual holds a current, valid qualification or certification and the scope of that qualification or certification, except where the law requires such information not to be disclosed.

The ANB shall make publicly available without request information regarding the scope of the qualification or certification scheme and a general description of the qualification or certification process.



All Access Conditions in regards of qualification or pre-requisites in regards of certification scheme shall be listed, and the list shall be made publicly available without request.

Information provided by IIW-IAB and by the ANB, including advertising, shall be accurate and not misleading.

PART 2: ANB ASSESSMENT, SURVEILLANCE AND REPORTING PROCEDURE

2.1 Objective

The objective of assessments, surveillance, follow-up, and re-assessments is to ensure that the applicant or existing ANB has in place the features, procedures, documentation and staff which allow it to function in accordance with these Rules, the Operating Procedures and the relevant IIW Guidelines. It is also necessary to ensure that the same standards are maintained by operating ANBs.

After assessment, ANBs shall be subject to intermediate surveillance (approximately 2,5 years after initial authorisation) and shall be re-assessed by audit approximately 6 months before the end of the five-year authorisation period. Successful reassessment will result in a further period of authorisation for five years, which shall again be subject to intermediate surveillance and re-assessment as for initial authorisation. Surveillance audits may be waived at the discretion of IAB Group B on the basis of a recommendation by the IAB Lead Assessor, if the ANB has been granted national accreditation for a scope of operation, which includes the IIW Qualification and/or Certification Systems.

Details of this procedure are given in OP-03 (latest revisions).

After the approval of an ANB, it will be issued by the IAB Management Team an ANB Certificate and related Schedule stating the ANB scope of operation, see Appendix 4.

2.2 The Audit Team

The audit team composition is:

- Initial and Re-assessments - the audit team will comprise an IAB Lead Assessor and an Peer Assessor;
- Surveillance and Follow up - the audit team will consist of an IAB Lead Assessor only. By request of the ANB, an IAB Peer Assessor can be appointed to join the audit team.

Refer to OP-02 (latest revision) for details on Lead Assessors' and Peer assessors' qualifications, recruitment, requirements for training, and approval.

2.3 Application for authorisation as ANB

For details on the application and assessment procedure, refer to OP-11 and OP-03 (latest revisions). The Application Form is given in OP-11 (Part 1), Appendix 7.

2.4 Application for Extension of Scope

An ANB is permitted to act on behalf of IIW only within the limit of scope shown in the Schedule corresponding to the Certificate of Authorisation; but ANBs may extend their scope by following the steps that are indicated in OP-03 and OP 11 (latest revisions) and in respective flow charts. For extension to scope the ANB shall use the form mentioned on OP-11 (Part 2), Appendix 9.

2.5 ANB's Complaints and Appeals

If an ANB, or Applicant ANB, is dissatisfied with the IAB it has the right to complain or appeal as indicated in OP-06 (latest revision).

PART 3: STANDARD REQUIREMENTS FOR ATBs

3.1 Introduction

IAB Group B establishes and updates the procedures for the important task of approving ATBs by ANBs for a specific scope of activities to conduct courses designed to prepare candidates for qualifications, as described in the IIW Guidelines for the education of welding personnel. Successful completion of an approved course is a requirement of the qualification procedure, except for those able to qualify under the terms of the Transition Arrangements or an approved alternative route, See Part 5 of these Rules.

An ATB is approved for a specific scope of activities with respect to the qualification level, the team of lecturers; course materials, facilities and equipment, language, location, etc., and any significant change shall be cause for re-assessment. (see OP 11, latest edition).

ANBs are responsible for ensuring that ATBs conduct IIW courses within the approved scope of activities.

It is recognised that in some cases ANBs can be a part of legal entity which involved in training. This is acceptable provided the ANB activities in respect of IIW qualifications are fully isolated, and that the ANB can demonstrate that its own courses provided by legal entity are properly assessed and controlled by the ANB in accordance with IIW requirements. There shall be complete freedom for course organisers not linked to the ANB to apply for approval with confidence in the impartiality of the ANBs course assessment activity. More information is provided in Part 1 of these Rules, section 1.10

Approval of Blended Distance Learning Courses (BLC) shall be made according to OP-15 (latest edition).

Any organisation that wants to be authorised as an ATB shall fill up the specific form (see Appendix 1) and send it to the ANB that the applicant would like to work with. If an applicant organisation applies to IAB Management Team directly the application has to be forwarded to the responsible ANB in its Location.

Applicant organisations are free to apply to one or more ANBs ensuring that the scope for which the ATB wants to be approved is within the scope of operation of the ANBs concerned.

3.2 Conformity with IIW Syllabus

Before applying for approval to conduct a specific course, ATBs shall ensure that the course meets the valid relevant IIW Guideline.

At the discretion of the ANB, a training organisation can be approved to conduct specific topics or parts of the qualification course.

Also, a company's ATB can be approved provided that all the requirements are met, including those relating to conflict of interest.

3.3 Facilities

The facilities should be clean, well lit, comfortable and safe, see Appendix 7. ATBs shall comply with all applicable statutory requirements regarding health and safety.

For practical work each student should have ample bench space and good access to the relevant equipment and to test specimens.

Classrooms should have adequate desks or tables, and comfortable chairs; and be equipped with suitable up-to-date teaching aids, such as whiteboards, overhead projectors, data projectors, closed circuit television, slide projectors and video equipment, DVD-playing equipment, as appropriate to the course.

The lectures shall be supported by good quality visual aids, for example: slides, overheads, transparencies, power points, DVDs and/or videos.

Each Guideline gives specific requirements for equipment and specimens with respect to specific courses.

3.4 Teaching Staff

Courses leading to IIW qualifications shall be closely related to industrial practice, and it is essential for teaching staff to have continuing contact with industry. Teaching staff needs to combine:

1. Teaching ability - evidence of training in lecturing, public speaking or verbal communication.
2. Competence in the subjects being taught.
3. Knowledge and experience of current industrial practice in the subjects being taught.
4. Practical skills in the demonstration of welding practice.

The ATB shall provide an appropriate complement of teaching staff which has, collectively, the knowledge and skills necessary to deliver the course for which approval is being sought in an effective manner. The number of such staff shall be sufficient to ensure that the essential specialist knowledge and industrial experience to cover the syllabus is adequately represented in the team of teachers and visiting lecturers. It shall also provide a resource which is adequate for the development, updating and monitoring of the training programmes.

Teaching staff shall maintain contact with current industrial practice and, for example, the involvement of teachers in consultancy work is one way of achieving this link; short-term secondments are another. The use of outside speakers from industry is a good way of introducing a strong industrial element into the course.

The above matters and monitoring of course performance shall be covered by appropriate documentation for review by the ANB.

3.5 Reference books

The ATB should maintain a reference library of key material available to students for background study. This library should include a comprehensive collection of standards relevant to the subjects being taught and identified in the relevant IIW Guideline.

3.6 Documentation

The ATB shall have a documented timetable showing the programme of the course, lecture by lecture, indicating the subject, the teacher and reference to the IIW syllabus.

A full set of updated course notes (hard copy or electronic) should be maintained in order to ensure consistency between courses and in the event of any change of staff. Lectures should be supported by good quality handbooks (hard copy or electronic) issued to students containing key updated information for reference.

The ATB shall keep attendance records of all the students.

3.7 Application/Assessment

3.7.1 Initial Application

When a prospective organisation that wants to become an ATB has satisfied itself that its course complies with the ANB requirements, an application of the type given in Appendix 1, shall be submitted to the ANB.

The prospective ATB shall present with the application form given in Appendix 1, a separate application, regarding the sought IIW qualification levels training programs that wants to implement for the scope of activity intended to be full authorised, this application form is given in Appendix 2, shall be made for each course leading to the award of an IIW Diploma.

The applications will be reviewed by the ANB, after which an audit visit will be arranged, using approved ATB Assessors appointed by the ANB.

3.7.2 Extension to Scope Application

An authorised ATB **willing** to enlarge the **approved** scope **of** activities, can do so, for that it shall apply for an extension to scope of activities to an ANB. The application form is given in Appendix 2.

The applications will be reviewed by the ANB, after which an audit visit will be arranged, using approved ATB Assessors appointed by the ANB.

3.7.3 Assessment of Initial and Extension to Scope Activities Applications

The ANB Assessment will be performed in two stages, the first one is the documental review of the application. When the ANB is satisfied with the information sent **td** by the prospective ATB or ATB, the second stage starts with the scheduling of an onsite audit.

First stage – The documental review:

The completed application form(s) and associated documentation shall be reviewed by the assessor's team.

Any questions arising from this documentation assessment will be resolved before the onsite audit takes place.

When the ANB Assessors are satisfied with the information given by the prospective ATB or ATB, it can be recommended **ed** by the Assessors to the ANB the preliminary authorisation for the prospective ATB or ATB to start the activity(ies), and the onsite audit shall be scheduled **ed**.

The Second Stage – The onsite audit:

The onsite audit can take place before the course is running if circumstances dictate but, in such cases, an additional visit by at least one person shall be made when **the course** is running.

Course materials, both lecturer and student, shall be available for review by the ANB.

The onsite audit time shall be at least two man/days. In special cases for example if the ATB is applying for a very limited scope of training, the ANB can reduce the audit time for the onsite visit to a minimum of one man/day subject to approval by the IAB Lead Assessor.

The number of assessors involved in the ATB extension to scope onsite audit is to be defined by the ANB, but at least one Lead Assessor must be involved.

The level of the ATB Lead Assessor should be at least equivalent to the level of qualification in welding of the IIW education programme the ATB is applying for, with a minimum of IWS level.

The onsite audit visit shall be conducted whilst the course is running, to check compliance with these rules.

A decision on full approval will be made by the ANB, on the recommendation of the assessment team, shortly after the audit visit.

The ATB certificate and schedule (in accordance with Appendix 5 and 6) shall be issued after final approval of the applicant ATB, once all non-conformities raised have been resolved.

At the discretion of the ANB some exceptions to the above are allowed as follows:

- i. When an ATB is going to carry out a course practically in the same conditions as in previous ones, and the ATB authorisation is still in force, one abbreviated application can be used in the conditions previously agreed with the ANB.
- ii. In the case of an assessment of a new course, which is being offered by an existing ATB, it is allowed for one assessor only to perform the whole assessment.

3.8 ATB Approval, Re-assessment and Surveillance

3.8.1 ATB Initial Approval

The ANB shall approve the ATB for a maximum period of 5 years maintaining periodic surveillance at least every 2,5 years to ensure that the course standard is being maintained and a re-assessment before the end of the approval validity period.

The ATB has the right to publicise its approval by using the IIW logo according to the requirements defined in OP-22 (latest revision).

3.8.2 ATB Re-Assessment

Reassessment shall be performed before the approval expires. The number of assessors involved in the ATB re-assessment onsite audit is to be defined by the ANB, but at least one Lead Assessor shall be involved.

The re-assessment onsite audit shall be performed as for the initial audit.

Re-assessment onsite audits can also be done when the scope of activity of an ATB during the approval period have significant changes.

3.8.3 ATB Surveillance

The ANB shall conduct surveillance audits, these may be accomplished by one assessor only.

3.8.3.1 ATB Surveillance audit by Documental Review

At the discretion of the ANB the surveillance onsite audit can be replaced by a documental review only if the ATB complies with the following requirements:

- The ATB scope of activity is not changed;
- No important changes on the list of approved lectures/instructors/teachers;
- No important changes on the ATB facilities and resources;
- No change on the ATB responsible person.

The documental review shall assess the same items that should be covered by the surveillance on site audit.

Note: the meaning of “Important” as example: if there is more than 1/3 of the teachers/instructors has been changed, the ATB has changed the one or more facilities and the practical classes has new facilities, or the ATB has a contract to a certain supplier that is responsible as example for the practical classes for NDT, and the ATB has a new supplier for this activity.

3.8.3.2 ATB Surveillance audit by a remote surveillance audit

At the discretion of the ANB the surveillance onsite audit can be replaced by a remote surveillance audit.

The Surveillance onsite audit cannot be replaced by a remote surveillance audit if:

- It is the first surveillance after the initial approval of the ATB,
- If the scope of activity includes foreign languages for ATBs, and/or activities outside the main location e.g.: ATBs approved with more than one site.

The ATB shall follow the following process:

1. Request to approve a Remote Surveillance Audit

The request must be made by the Head of ATB to the ANB no later than 3 months before the scheduled surveillance audit.

The above mentioned request shall be supported by the related Questionnaire for ATB prepared by the ANB.

2. Criteria to evaluate the Request

An ATB can only request a remote surveillance audit if it complies with the following criteria:

- ATBs having a very limited scope - maximum 2 different qualification levels,
- No significant changes in the ATB. The ANB evaluates those changes using the Questionnaire for ATB,
- The average number of participants is less than 25/per year from the date of re-assessment for each qualification level.

Note: The ANB bears the responsibility to develop a specific questionnaire for ATB. As a source of information the ANB can consult the OP-24, Appendix 1 (latest revision)

Note: the meaning of “Significant”, see the examples given on the item 3.8.3.1 note.

PART 4: QUALIFICATION OR CERTIFICATION PROCESS REQUIREMENTS

The qualification or certification process requirements are defined in the IIW Guidelines. ANBs shall operate in accordance with those requirements and in accordance with the further requirements presented below.

The ANB has the responsibility for conducting the evaluation or examination leading to the award of an IIW diploma or Certificate. The following are the Rules under which these processes shall be conducted.

4.1 Application process

Upon application, the ANB shall make available an overview of the qualification or certification process in accordance with the qualification or certification system. As a minimum, the overview shall include the requirements for qualification or certification and its scope, a description of the assessment process, the applicant's rights, the duties of a qualified or certified person.

The ANB shall require the completion of an application, signed by the applicant seeking qualification or certification, which includes as a minimum the following:

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

NOTE: Where permitted by law, other methods, including electronic signature, are acceptable.

The applicable ATB shall review the application to confirm that the applicant complies with the application requirements of the qualification or certification scheme. ATB shall inform appropriate ANB about the results of this review in any case, the ANB shall always confirm the acceptance of the application before any examinations are undertaken by the applicant.

4.2 Assessment process

The ANB shall implement the specific assessment methods and mechanisms as defined in the IIW qualification or certification system.

The assessment shall be planned and structured in a manner which ensures that the qualification or certification requirements are objectively and systematically verified with documented evidence.

The ANB shall verify the methods for assessing candidates. This verification shall ensure that each assessment is fair and valid.

The ANB shall verify and accommodate special needs, within reason and where the integrity of the assessment is not violated, taking into account national regulation.

Where the ANB takes into account work performed by another body, it shall have appropriate reports, data and records to demonstrate that the results are equivalent to, and conform to, the requirements established by the IIW qualification or certification system.

4.3 Examination process

Examinations shall be designed to assess knowledge and skills based on, and consistent with, the IIW Guidelines, by written, oral, practical, observational or other reliable and objective means.

The design of examination requirements shall ensure the comparability of results of each single examination, both in content and difficulty, including the validity of fail/pass decisions.

The ANB shall have procedures to ensure a consistent examination administration.

Criteria for conditions for administering examinations shall be established, documented and monitored.

NOTE: Conditions can include lighting, temperature, separation of candidates, noise, candidate safety, etc.

Technical equipment used in the examination process shall be verified or calibrated where appropriate.

Appropriate methodology and procedures (e.g. collecting and maintaining statistical data) shall be documented and implemented in order to reaffirm, at justified defined intervals, the fairness, validity, reliability and general performance of each examination, and that all identified deficiencies are corrected (this is not applicable to the harmonised examination).

4.4 Examination Board(s)

The responsibility of the Examination Board(s) is (are) to supervise the work of the team of Examiners (see 4.5 Examiners).

The Examination Board(s) shall consist of:

- a) The Chairman, who shall be a member of the ANB and independent from the ATB(s);
- b) Representatives from relevant industries and other interested parties.

4.5 Examiners

The ANB shall appoint Examiners for every IIW qualification or Member of Assessment Team for every IIW certification that it is authorised to implement. A Team of Examiners (minimum two persons, not applicable for practical exams) shall be selected by the ANB, from the list of appointed Examiners, for every specific examination session. The responsibilities of the Team of Examiners are to:

- Organise the examination (written, oral and practical as applicable);
- Set the examination questions (written and oral as applicable);
- Conduct and mark the written, oral and practical examinations;
- Decide on borderline results (in case of qualification, not applicable for certification);
- Decide the result of the examination.

All the above are carried out in accordance with the ANB's written procedures.

Examiners shall:

- Be familiar with the IIW qualification or certification system;
- Have a thorough knowledge of the relevant examination methods and examination documents;
- Have appropriate knowledge and competence in the field to be examined;
- Be fluent, both in writing and orally, in the language of examination;
- Be free from any interest so that they can make impartial and non-discriminatory judgements;
- Report to the Examination Board.

If an Examiner has a potential conflict of interest in the examination of a candidate, the ANB shall take measures to ensure that confidentiality and impartiality of the examination are not compromised.

As a rule, the Team of examiners shall include people who have not been employed as teachers for the course being examined. However, it is permissible for a teacher from an ATB to be a member of the Team of Examiners, but he/she shall not make the final decision on the marking of an examination in the subject of a candidate that he/she has taught.

4.6 Location of examination

Examinations shall be conducted at locations designated in advance by the ANB.

ANB shall guarantee that examination sites, equipment and resources involved are adequate to examination purposes.

4.7 Facilities and equipment

Written examinations shall be held in a quiet, well-lit, well ventilated and comfortable room.

The oral examination shall be conducted in a quiet area.

The facilities and materials for the practical examinations shall be according to requirements defined in the applicable IIW guideline.

4.8 Admission to Examination

The rules for admission to examinations leading to the award of an IIW Diploma or Certificate are given in the IIW Guidelines and/or in the Directory of Access Conditions, document IAB-020 (latest revision).

The ANB shall require supporting evidence from applicant examination candidates sufficient to ensure that the conditions for access to the examination, including compliance with the applicable access conditions and in the specific case of qualification with the required minimum attendance of an approved training course, have been met.

4.9 Remote Oral and Written Examinations

ANB can organize under predefined minimum requirements the oral examinations remotely and also the remote National written exams.

ANBs shall not perform remote International Harmonised written Exams.

The requirements that ANBs shall implement or perform remote oral exams and remote National written exams are stated on the OP-17, Appendix 6 (latest revision).

Remote Exams shall be done using a synchronous video conference platform (e.g.: Teams, Zoom, WebEx, etc.);

- The candidate shall have adequate equipment (PC/Laptop; speakers; microphone) to allow the use of a synchronous video conference platform when applicable. PC or laptop shall use separate camera.

- The jury shall be composed of at least two examiners (for the remote oral exams) or at least one invigilator (for the remote National written exams).

4.10 Invigilating (supervising) of examinations

The ANB shall have procedures to ensure that candidates suspected by the Invigilator of cheating are dealt with in an appropriate way.

It is the responsibility of the Team of Examiners to ensure that the written and practical examinations are invigilated in an appropriate manner and in accordance with the relevant IIW Guidelines.

4.11 Setting of examinations

4.11.1 IIW Harmonised Examinations

Where harmonised examination questions are provided by IIW, it is mandatory that they are used. The duration of the harmonised examination can be a part or the total time of the examination that is defined on the related IIW guideline.

The harmonised exam matrix and duration is defined for each IIW qualification level according to OP-17 and related Appendices (latest revisions). The harmonised exams are automatically generated by the IIW harmonised exam management software.

All questions that are active in the IIW harmonised examination database have been evaluated and approved by the IAB Group B appointed experts.

The ANB's Examination Board has no active task in terms of examination development, generation and scoring of the harmonised exams.

However, the ANBs shall ensure that the harmonised exams are available in the examination language and have been properly translated, both on technical and linguistic aspects.

When ANBs generate offline harmonised exams that are generated by the International Harmonised Database (if the exams are used), at least 50% (for each qualification level) of the students' exams answers shall be uploaded on the database using the csv file generated by the database.

4.11.2 Examinations set by the ANB (if applicable) and whenever an IIW Harmonized Exam does not exist.

Examination questions shall be provided by the teachers and/or other competent persons and shall form a question database (compliant with the structure of IIW question database) from which the Team of Examiners shall select, on the occasion of each examination, those to be used for each paper.

Examiners who are teachers from ATBs shall not be involved in the selection of the questions for examination papers related to subjects they have taught.

The ANB shall have a documented procedure for the management of a database of examination questions (approval of examination questions and papers), to ensure that the examined subject is fully covered with proper questions (both on the technical and linguistic aspects) of appropriate level of difficulty.

The content and standard of the collection shall be monitored by the ANB Board of Examiners.

4.12 Security and confidentiality

4.12.1 General Security Requirements

The ANB shall develop and document policies and procedures necessary to ensure security throughout the entire qualification or certification process and shall have measures in place to take corrective actions when security breaches occur.

Security policies and procedures shall include provisions to ensure the security of examination materials, taking into account the following:

- locations of the materials (e.g. transportation, electronic delivery, disposal, storage, examination centre);
- nature of the materials (e.g. electronic, paper, test equipment);
- the steps in the examination process (e.g. development, administration, results reporting);
- threats arising from repeated use of examination materials.

ANBs shall prevent fraudulent examination practices by:

- requiring candidates to sign a non-disclosure agreement or other agreement indicating their commitment not to release confidential examination materials or participate in fraudulent test-taking practices;
- requiring an invigilator or examiner to be present;
- confirming the identity of the candidate;
- implementing procedures to prevent any unauthorised aids from being brought into the examination area;
- preventing candidates from gaining access to unauthorised aids during the examination;
- monitoring examination results for indications of cheating.

4.12.2 Specific Security Requirements

The ANB shall ensure the security and confidentiality of all records and information related to examination papers, marking, etc., throughout their life. Examination papers shall be kept in a secure manner, to prevent access by unauthorised persons. The papers shall be typed or printed and copied under secure supervised conditions. The printed papers shall be kept, for example, in sealed envelopes in a locked area, to which there is access only by the Invigilator.

All persons involved in these activities shall be nominees of the ANB, or the ATB and they shall be made aware of their obligations with regard to security and confidentiality.

Completed papers shall be returned to the secure area until ready for marking.

Students shall not be in possession of any reference documentation, other than that allowed as indicated in the IIW Guidelines, during the examination. The use of non-audible pocket calculator it is permitted in written examinations provided that it is of a type that does not permanently store programs, formulas or data relevant to the subjects of the examination.

The use of smart phones, laptops or tablet PCs in written examinations it is completely forbidden, except if these devices are made available by the Board of Examiners and are allowed in accordance with the IIW Guidelines.

4.12.3 Specific Security Requirements for the International Harmonised Exams

The ANB shall ensure the security and the confidentiality of all International Harmonised Exams, that are used for the examination of all applicants to IIW diplomas and/or certificates.

The “harmonised exams” intended in this clause are:

- Any written exam generated by the International Harmonised Database (internet application);
- Any harmonised plastic kit;
- Any harmonised exam document, made available to ANBs in electronic format.

The confidentiality and security shall cover the generation of the exams, translation of exams, use and application of the examination, and includes recording, filling and archive.

ANBs are responsible to have and enforce a documented procedure(s) to ensure the confidentiality and security of the “harmonised exams” during all process, from generation to use until the archive, including the translation of the exams, ensuring the “harmonised exams” information/content is not disclosed to the public.

This documented procedure(s) shall include traceability to ensure that breaches of confidentiality by disclosing of information to the public can be referred to the responsible ANB. This shall include the adaptation of a specific codification to ensure traceability of each “harmonised exams” as follows:

- Plastic Samples: the traceability is ensured through the serial code engraved on each plastic sample; even if a registry of plastic samples assigned to each ANB is kept by IIW, ANBs will have to record possible assignments of specimens to different examination sites (where applicable);
- “Harmonised exams” documents (NDT or Destructive tests reports, welders approvals, macros, material test certificates, WPS, WPQR, etc): ANB shall adopt measures to trace documents circulated (e.g.: by adding a watermark); the measures shall be included in the documented procedure(s);
- Written harmonised exams generated by the International harmonised exams database, have a specific serial code, traceable to the ANB that generated the exams.

For particular harmonised examinations, IIW may mandate ANBs to activate an insurance coverage for breaches of confidentiality. (e.g.: the agreement between IIW and ANBs - “*Agreement on the protection of confidentiality in the use of harmonised specimens for the examination [visual testing] in the IIW welding inspectors programme*”).

It is a responsibility of the ANBs to timely inform the Management Team in case of any confidentiality breach.

Breaches of confidentiality may result in the cancelation of the scope of operation of the responsible ANB (for the qualification where it was found the “harmonised exams” breach of information to the public) and or refund of any costs for the replacement of the compromised exams.

4.13 Marking of written examination papers

Marking shall be the responsibility of the Team of Examiners. The performance and results of examinations shall be documented and reported to the Examination Board(s).

Any anomalies, for example where the overall marks are unexpectedly high or low, the Team of Examiners shall report it to the Examination Board(s).

Examination results shall be communicated to candidates no later than eight weeks after the examination.

4.14 Written Exams Borderline, Minimum % for Approval, Rounding System

Borderline scoring % for written exams for the candidate to be accepted to perform the oral exams (when applicable) is 45%.

In order to be approved in the written and oral examination, candidates shall achieve:

≥ 60% on the written exam (see also borderline definition above);

≥ 45% on the oral exam;

“Weight average of the written and oral exams shall be ≥ 60%”

The Rounding possibility (only when the marks/scoring is in percentage, not allowed for points) that can be implemented at the discretion of ANBs.

<i>Rounding methodology is:</i> <i>≥ 0,5 = 1,0</i> <i>< 0,5 = 0,0</i>	<i>Centesimal part does not count for the rounding.</i> <i>Example:</i> <i>a) 59,49% after rounding is 59%</i> <i>b) 59,50% after rounding is 60%</i>
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4.15 Timing of examinations

Written, oral and practical examinations, where applicable, may be held on completion of each Module or Competence Unit (CU) of the training syllabus or at the end of the course.

4.16 Decision on qualification or certification issuing an IIW Diploma or Certificate

IIW Diploma is evidence that a candidate has been engaged on a complete training and evaluation process regarding a certain qualification level according to the IIW guidelines and has been approved according to the IIW qualification system requirements.

IIW Certificate is evidence that a candidate has been engaged on a complete certification process and has been approved according to the IIW certification system requirements. Personnel certificates issued by an ANB under the IIW Personnel Certification Scheme are property of the ANB who has issued the certificate. ANBs should only issue certificates to people whose main place of work is in the location of the ANB or to people who received their diploma from the same ANB.

When an ANB is considering issuing a personnel certificate to a holder of a corresponding IIW diploma issued by a different ANB, the ANB issuing the certificate first checks with the ANB that issued the diploma if there is any impediment to the certification of that person.

The information gathered during the qualification or certification process shall be sufficient:

- for the ANB to make a decision on qualification or certification;
- for traceability in the event, for example, of an appeal or a complaint.

Decisions for granting, maintaining or withdrawing qualification or certification shall not be subcontracted.

The ANB shall confine its decision on qualification or certification to those matters specifically related to the requirements of the IIW qualification or certification system.

The decision on qualification or certification of a candidate shall be made solely by the ANB on the basis of the information gathered during the qualification or certification process. Personnel who make

the decision on qualification or certification shall not have participated in the examination or training of the candidate.

The personnel who make qualification or certification decisions (called decision makers) shall have sufficient knowledge of and experience with the qualification or certification process to determine if the qualification or certification requirements have been met.

Qualification or Certification shall not be granted until all qualification or certification requirements are fulfilled.

When the ANB has decided to qualify or certify a person, the ANB shall issue the appropriate Diploma or Certificate. IAB Management Team shall maintain a centralised register of all diplomas or certificates issued by the ANBs.

IIW Diplomas or Certificates shall contain, as a minimum, the following information:

- the name and date of birth of the qualified person;
- a unique identification;
- the name of the ANB;
- a reference to the IIW qualification or certification system;
- IIW qualification or certification title including any conditions and limitations;
- the effective date of qualification or certification – the date of the decision to issue the diploma or certificate.
- Expiring date (for certificates only)

Where national regulations conflict with the instruction to use the date of birth for unique identity purposes, the IIW-IAB may propose an alternative system of nomenclature, e.g. National Identity Number, National Social Welfare Number.

This information shall be completed in the space provided for the date of birth. The use of alternative identification system shall have prior approval of the Lead Assessors.

The Diplomas or Certificates are designed to reduce the risks of counterfeiting.

Diplomas or Certificates shall be issued no later than twelve weeks after the examination using only diploma blanks supplied by the IAB Management Team.

Diploma or Certificates templates and abbreviations to be used on Diplomas or Certificates are presented in Appendices 3 and 4 respectively.

The Diplomas' templates are divided in "standard route", "transition arrangements route", "alternative route", "automatic route" and "second issue of diploma".

Issue of Diplomas via "Automatic Route", IIW Diploma to EWF Diploma holders or EWF Diploma to IIW Diploma holders, can be done only by the ANBs that issued the initial Diploma, IIW or EWF.

If it is necessary to issue a diploma to a candidate who has studied at the ATB which is no longer approved by the ANB, the ANB can use the Diploma Automatic Route Template under condition that all appropriate records needed to support the diploma issuing are in place.

Personnel that have been granted an IIW diploma or a certificate can request to the ANB to issue a rubber stamp, the ANB is responsible for controlling to whom the rubber stamp is granted, and also to inform the person about the responsibilities of using the rubber stamps, for more detail information see OP-21 latest revision.

The ANB shall require all certified persons to keep a record of all complaints made against them within the scope of the certificate of competence.

4.17 Withdrawing or cancelling or limitation a qualification or certification

The ANB shall have a policy and (a) documented procedure(s) for withdrawal/cancel/limitation of the qualification or certification which shall specify the subsequent actions by the ANB.

The ANB shall have enforceable arrangements with the qualified or certified person to ensure that, in the event of withdrawal/cancel/limitation of qualification or certification, the qualified or certified person refrains from use of all references to a qualified or certified status.

4.18 Issuing Duplicate Diplomas or Certificates

Issuing a duplicate (2nd issue) Diploma or Certificate, e.g. in case of losing the document, can only be done after extensive enquiries have been made regarding the validity of the need for a duplicate document and using the respective template on Appendix 3.

Only the ANB who has issued the diploma or certificate can re-issue the document.

4.19 Re-examination

Failure in any individual Module or Competence Unit (CU) of the examination shall require re-examination.

The rules for the re-examination are given in the IIW Guidelines.

4.20 Special conditions for extension of validity of examinations for qualification

If a candidate has failed an examination, the validity period relating to individual parts of the examination, as defined on each IIW Guideline, may be extended by decision of the IAB Lead Assessor, if it has not been possible for the ANB to organise the necessary re-examinations within the required period.

In such circumstances, the following conditions shall be fulfilled:

- The ANB shall provide valid reasons for needing an extension;
- Any re-examinations taken after the first period shall include oral examinations covering the whole syllabus;
- Under no circumstances shall the validity period exceed a total of six years.

PART 5: Routes to Qualification

The IIW Guidelines training programs (divided in Modules or Competence Units-CUs), define the education and training syllabuses, which are intended to be taught in a classroom environment, thereby providing for direct interaction with the students on a continuous basis. They require a significant input of application experience so that the knowledge and thought processes of experienced engineers may be transferred to the students. Practical work, demonstrations and DVDs are also significant mandatory aspects of the IIW programmes.

Whilst some content of the syllabuses may be replicated in a Blended Learning or other learning methods, some of the attributes mentioned above cannot. It is only through exposure to the individual experts that these benefits may be gained. Furthermore, the content is continuously up-dated to reflect changing trends in industry and the technology.

Therefore, different routes to gaining the qualifications have been developed.

1. The Standard Route
2. The Alternative Route
3. Blended Learning Route
4. The Experiential Route
5. The Automatic Route
6. The Transition Route

5.1 The Standard Route

The Standard Route requires successful completion of IAB approved courses which are designed to meet all the requirements in the respective Guideline. This is the route recommended by IAB as offering the fastest, most comprehensive manner in which the syllabus may be covered.

The Standard Route also allows a limited amount of prior learning qualification to be taken into account, for example during University or College courses or by distance or blended learning. This prior learning shall be approved by the ANB.

5.2 The Alternative Route

The Alternative Route is aimed at individuals who may already have experience of the job function at a particular level without holding the appropriate qualification diploma. These individuals will have already gained full or part knowledge of the syllabus defined in the guideline and can demonstrate their capability to proceed to examination either directly without compulsory attendance at an ANB approved training course or by attending only part of such a course.

5.3 The Blended Learning Route

Essential features shall be retained but it is recognised that the classical theoretical studies included in the courses could be covered by Blended Learning Courses (BLCs). The following special requirements will be placed in the blended learning courses route to ensure that the benefits of the IIW approach are not lost.

- 5.3.1 IIW Blended Learning Courses - BLC shall be structured in accordance with the relevant IIW Guideline IAB 195 (latest revision) and the relevant IIW Qualification Guideline.
- 5.3.2 The ANB who wants to approve ATBs with the aim of performing BLCs shall fulfil the rules and requirements that are defined in OP-15 (latest revision).
- 5.3.3 The ANB shall ensure that all the practical work and demonstrations that are mentioned in the relevant guideline syllabus shall be developed according to the rules and requirements that are stated in this document and in the relevant guideline.
Regarding the IAB-252 (latest revision) the Part 1 theory module may be taught in Blended Learning Programs under control of the ANB.

5.4 The Experiential Route or “The Career Development Route”

The Experiential Route allows to consider whether professional experiential learning can be recognised for career progression:

This can be applied in the IIW guideline for personnel with qualification for welding coordination, either from IWP diploma holders to IWS or IWS diploma holders to IWT courses who do not satisfy the relevant general access conditions. By this route it is possible to run a career path from the welder through the IWP and IWS up to the IWT, more detailed information is given on item 3 of Part I of document IAB-252 (latest revision)

This can be applied in the IIW Welding Inspectors Personnel Guideline, either for IWI-B to IWI-S or IWI-S to IWI-C, who do not satisfy the relevant general access conditions. By this route it is possible to run a career path from the IWI-B through the IWI-S up to IWI-C. More details are given on item 3 of document IAB-041 (latest revision).

5.5 The Automatic Route

The automatic route is designed for candidates having already an EWF Diploma in the same field which is later offered as IIW course. In this case the EWF Diploma can be converted to an IIW Diploma.

5.6 The Transition Route

The Transition Route is described in every guideline (if applicable) according to the syllabus.



APPENDIX 1

INTERNATIONAL AUTHORISATION BOARD

INTERNATIONAL INSTITUTE OF WELDING

The IIW Scheme for the Education, Examination and Qualification of
Welding Personnel

Application Form for an Organisation wishing
to become an ***Approved Training Body***
in respect of the IIW Scheme in accordance with ANB ____ (ANB name) ____ rules

Please complete the form in **BLOCK CAPITALS** or **TYPESCRIPT**

Please enclose **ONE SET** of the documentation requested with the completed form.

A list of relevant current IAB documents is available on request and the documentation should be referred to before submitting the application.



APPENDIX 1

1 Name of applicant Approved Training Body

.....

Address.....

.....

Name of Contact Person.....

Telephone number.. ..

Email address.....

2 Legal Structure of the ATB

What type of organisation is the prospective ATB (e.g., limited company, independent body etc)?

.....

Provide copies of documents, which define the ATB legal status and its functions, organisation and management.

3 Scope of Approval sought

List below the education leading to the award of an IIW Diploma for which approval is sought (e.g., International Welding Engineer), and also the relevant key words for defining the scope (see OP-11, Appendix 2):

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4 Documentation

Provide the Quality Manual for the ATB or any other documentation that includes the complete description of ATB activities regarding general organization and responsibilities, facilities and their maintenance, teaching staff and their continuous training, etc.



APPENDIX 1

5 Declaration

I declare that the information on this form and any other information given in support of this application is correct, to the best of my belief. I have read the Rules for ATBs issued by the ANB _____ (*name of ANB*)_____ and undertake to ensure that the applicant ATB I represent will abide by these requirements if granted approval by the ANB.

Signed.
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.....
.....

Responsible of prospective ATB.....
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.....

Date.....

6 Return the form and attachments to:

ANB



APPLICATION FOR AN ATB SEEKING APPROVAL OF COURSES

APPLICATION FORM

This application is for approval of a specific type of course in accordance with IIW Guideline No. leading to a Diploma of International

GENERAL

1. Name of organisation
2. Title of course and reference number (if any)
.....
3. When shall the course first be held?
.....
4. If a new course, what experience do you have in running similar courses?
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.....
5. What is the nature of the document issued at the end of the course:
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.....
.....
6. How is student's performance currently assessed:
.....
.....



APPENDIX 2

7. Title(s) of course literature issued a) before, b) during the course:

- a)
-
-
- b)
-

LECTURERS, TUTORS AND INSTRUCTORS (SPECIFIC TO THIS COURSE)

.....

.....

.....

8. Lecturers, tutors and instructors (please complete a) to h) for each additional person on separate sheet of paper if necessary.

a) Name

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b) Status (permanent employee, consultant, guest tutor etc).....

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APPENDIX 2

c) Nature of duties (subjects covered and hours)

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d) Professional qualifications and registrations

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e) Relevant background experience (with dates).....

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APPENDIX 2

f) Approvals (with dates)

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g) Details of formal training in lecturing (with dates)

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h) How long has he/she been employed in this role?

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APPENDIX 2

PROVIDE A LIST AND DETAILS OF ALTERNATIVE INSTRUCTORS SHOULD THE DESIGNATED INSTRUCTORS BE UNAVAILABLE

8. Address of permanent establishment
-
-
-
-
-
-
9. General description of premises for:
- a) Lectures.....
-
- b) Practical work
-
-
-
-
-
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-
-
10. Audio visual equipment
-
-
-
-
-
11. Capacity (number of students)
-



APPENDIX 2

12. Is this course ever held outside the permanent establishment? If yes, give details on a separate sheet, corresponding to Nos. 8-11 above for each venue. YES/NO

13. Is the course run in collaboration or jointly with any other establishment? YES/NO

If yes, state which establishment accepts overall responsibility for the course (joint responsibility not acceptable).

a) Responsible organisation

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.....

b) Name and address of collaborator

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c) Contact

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Please supply on separate sheet answers to Nos. 8-11 in respect of this establishment.



APPENDIX 2

14. Responsible Person for the course

a) Name of person responsible for the conduct of the course.

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b) Is he/she engaged full time during the course? YES/NO

If not, give details

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c) Professional qualifications, certifications, approvals and registrations:

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APPENDIX 2

d) Relevant background experience (with dates)

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f) Details of formal training in lecturing (with dates)

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g) How long employed in this role?

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15.General comments which you consider may be relevant

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APPENDIX 2

16. Name of Head of Training Organisation:

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.....

.....

On behalf of the organisation named below, I hereby wish to apply for approval of the course described in this questionnaire. I confirm that we will abide by the conditions of approval set out in Document No.

.....
, latest revision.

Organisation

.....

.....

.....

Address

.....

.....

.....

.....

Signature.....

Date.....



APPENDIX 3

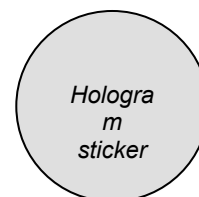
Layout of International Welding Personnel Diplomas and Certificates

All text in the diplomas and certificates is now to be printed by the ANB using the templates supplied by the Secretariat. The only exception is the text in the last page of Appendix 5 that is already printed in the blank diploma.

As template we should use a “real diploma”



APPENDIX 3

**Layout of International Welding Personnel Diploma
Standard Route**

Having met the education and training requirements of IIW Guideline
'.....[Guideline Title ^{a)}] *.....'
and by examination having satisfied the
requirements of the Examination Board of the
IIW Authorised Nominated Body

[Name (forenames, given name)]*

[Date of birth, (day, month, year)]*

is hereby awarded the diploma of

INTERNATIONAL WELDING [XXXXXXXXXXXXXXXXX]*

[Date: day, month, year]*

[Diploma No.: ISO country code/
category/ unique serial code]*

[Signature]*

[Signature]*

[Name]*
[Chairman of
Examination Board]*

[Name]*
[Head of Training School]*

[IIW Authorised Nominated Body: Name of ANB]*

[logo or stamp of ANB]* (optional)

This diploma is subject to the rules concerning its use and misuse. See overleaf

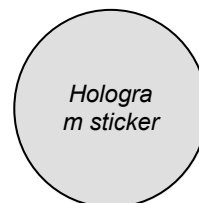
All contents featured on this diploma, including logos and qualification
Acronyms, are protected by trademarks, copyrights and other protective laws.

* - TO BE PRINTED BY THE ANB

a) see detailed information on the last page after the diplomas template of this Appendix 3



APPENDIX 3

**Layout of International Welding Personnel Diploma
Transition Arrangements Route**

Having met the education and training requirements of IIW Guideline
'.....[Guideline Title ^{a)}] *.....'
and by examination having satisfied the
requirements of the Examination Board of the
IIW Authorised Nominated Body

[Name (forenames, given name)]*

[Date of birth, (day, month, year)]*

is hereby awarded the diploma of

INTERNATIONAL WELDING [XXXXXXXXXXXXXXXXX]*

[Date: day, month, year]*

[Diploma No.: ISO country code/
category/ unique serial code]*

[Signature]*

[Signature]*

[Name]*
[Chairman of
Assessment Committee]*

[Name]*
[Title]*
[Position in ANB]*

[IIW Authorised Nominated Body: Name of ANB]*

[logo or stamp of ANB]*(optional)

This diploma is subject to the rules concerning its use and misuse. See overleaf

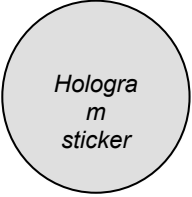
All contents featured on this diploma, including logos and qualification
Acronyms, are protected by trademarks, copyrights and other protective laws.

* - TO BE PRINTED BY THE ANB

a) see detailed information on the last page after the diplomas template of this Appendix 3



APPENDIX 3

**Layout of International Welding Personnel Diploma
Alternative Route**

Hologram
sticker

Having met the education and training requirements of IIW Guideline
'.....[Guideline Title ^{a)}] *.....'
and by examination having satisfied the
requirements of the Examination Board of the
IIW Authorised Nominated Body

[Name (forenames, given name)]*

[Date of birth, (day, month, year)]*

is hereby awarded the diploma of

INTERNATIONAL WELDING [XXXXXXXXXXXXXXXXX]*

[Date: day, month, year]*

[Diploma No.: ISO country code/
category/ unique serial code]*

[Signature]*

[Signature]*

[Name]*
[Chairman of
Examination Board]*

[Name]*
[Title]*
[Position in ANB]*

[IIW Authorised Nominated Body: Name of ANB]*

[logo or stamp of ANB]*(optional)

This diploma is subject to the rules concerning its use and misuse. See overleaf

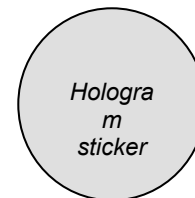
All contents featured on this diploma, including logos and qualification
Acronyms, are protected by trademarks, copyrights and other protective laws.
[

* - TO BE PRINTED BY THE ANB

a) see detailed information on the last page after the diplomas template of this Appendix 3



**Layout of International Welding Personnel Diploma
Automatic Route**



Having met the education and training requirements of IIW Guideline
'.....[Guideline Title ^{a)}] *.....'
and by examination having satisfied the
requirements of the Examination Board of the
IIW Authorised Nominated Body

[Name (forenames, given name)]*

[Date of birth, (day, month, year)]*

is hereby awarded the diploma of

INTERNATIONAL WELDING [XXXXXXXXXXXXXXXXX]*

[Date: day, month, year]*

[Diploma No.: ISO country code/
category/ unique serial code]*

[Signature]*

[Signature]*

[Name]*

[Title]*

[Position in ANB]*

[Name]*

[Optional]*

[IIW Authorised Nominated Body: Name of ANB]*

[logo or stamp of ANB]*(optional)

This diploma is subject to the rules concerning its use and misuse. See overleaf

All contents featured on this diploma, including logos and qualification
Acronyms, are protected by trademarks, copyrights and other protective laws.

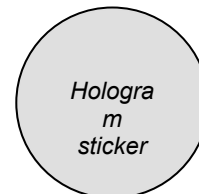
* - TO BE PRINTED BY THE ANB

a) see detailed information on the last page after the diplomas template of this Appendix 3



Second issuing of a Diploma

Layout of International Welding Personnel Diploma Standard Route



Having met the education and training requirements of IIW Guideline
'.....[Guideline Title ^{a)}] *.....'
and by examination having satisfied the
requirements of the Examination Board of the
IIW Authorised Nominated Body

[Name (forenames, given name)]*

[Date of birth, (day, month, year)]*

is hereby awarded the diploma of

INTERNATIONAL WELDING [XXXXXXXXXXXXXXXXX]*

[Date: day, month, year]* [Diploma No.: ISO country code/
[2nd Issue Date: day, month, year]** /category/ unique serial code]*

[Signature]*

[Signature]*

[Name]*
[Chairman of
Examination Board]*

[Name]*
[Head of Training School]*

[IIW Authorised Nominated Body: Name of ANB]*

[logo or stamp of ANB]*(optional)

This diploma is subject to the rules concerning its use and misuse. See overleaf

All contents featured on this diploma, including logos and qualification
Acronyms, are protected by trademarks, copyrights and other protective laws.

* - TO BE PRINTED BY THE ANB

** - Only if it is a Diploma 2nd Issue, to be printed by the ANB

a) see detailed information on the last page after the diplomas template of this Appendix 3

APPENDIX 3

Text to be inserted on the diplomas templates to fill up the field [Guideline Title]

IAB Guideline	Statement to be inserted on the Diploma template to replace [Guideline Title]
IAB-252	for International Welding Engineers, Technologists, Specialists and Practitioners
IAB-041	for International Welding Inspection Personnel
IAB-089	for International Welder
IAB-201	for International Welded Structures Designer
IAB-348	for International Mechanized, Orbital, and Robot Welding Personnel
IAB-358	for International In-Service Inspection personnel

On the back of the IIW diplomas a sentence as follows will be printed:

“The person holding this diploma is responsible for its correct use and shall take measures to prevent misuse such as modifications of its content. In the case of misuse, the ANB can initiate legal proceedings against the diploma holder.”



APPENDIX 3

**PERSONNEL CERTIFICATE
INTERNATIONAL
INSTITUTE OF WELDING**



Having met the qualification and job experience requirements of
Document IAB 341 - Part 1 to the satisfaction of the
Authorised Nominated Body

(NAME AND DATE OF BIRTH)

is hereby awarded the title of

CERTIFIED INTERNATIONAL WELDING

Certification Date:

Certificate N°:

Expiry Date:

ANB Representative

ANB Chief Executive

ANB name:

The scope of experience of the certified person is given in Section 1 of the Schedule accompanying this certificate

This certificate is subject to the rules concerning its use and misuse. See overleaf

All contents featured on this diploma, including logos and certification
Acronyms, are protected by trademarks, copyrights and other protective laws.

APPENDIX 3**REVERSE OF CERTIFICATE**

On the back of the IIW Certificates a sentence as follows will be printed:

“The person holding this certificate is responsible for its correct use and shall take measures to prevent misuse such as modifications of its content. In the case of misuse, the ANB can initiate legal proceedings against the certificate holder.”

NOTES:

1. The certificate is issued to the person named and is only valid for the period indicated. Certified persons should apply for renewal well before the expiry date in order to ensure continuity of certification. The certificate remains the property of the ANB.
2. Certified persons are obliged to follow the Rules of Professional Conduct described in Document IAB-341 - Appendix 4. Failure to do so may result in the certificate being withdrawn.
3. In order to discourage fraudulent use of certificates, employers presented with this certificate should only accept it if it is an original. In cases of doubt, verification should be sought from the ANB named overleaf.
4. Employers have the opportunity to use Section 2 of the Schedule to indicate if the certified person has been officially authorized by the company in accordance with ISO 14731 “Welding Co-ordination – Tasks and Responsibilities”. If this Section is not completed by the employer it does not affect the validity of the certificate.

(ON REVERSE OF CERTIFICATE)



SCHEDULE

**INTERNATIONAL
INSTITUTE OF WELDING**

**PERSONNEL CERTIFICATION SCHEME
SCHEDULE**

1. Scope (to be completed by the ANB)

This is to confirm that

(NAME AND DATE OF BIRTH)

Certificate No:

Date of issue:

Expiry Date:

Has provided evidence to the ANB to indicate that his/her scope of experience includes the following products/materials/processes:

**SCHEDULE****INTERNATIONAL
INSTITUTE OF WELDING****SCHEDULE CONTINUED****2. Statement by employer** (to be completed by employer if applicable)***(NAME AND DATE OF BIRTH)***

Certificate No:

Date of issue:

Expiry Date:

is employed by this company in the capacity of RESPONSIBLE WELDING PERSONEL in accordance with ISO 14731 for the Job Specification held by the company for this individual.

Job Specification Reference:	Name of Company representative:
Company Name:	Signature of Company representative:
Address _____ _____ _____ _____	Date

Job Specification Reference:	Name of Company representative:
Company Name:	Signature of Company representative:
Address _____ _____ _____ _____	Date



SPECIFIC REQUIREMENTS WHEN PRINTING THE IIW DIPLOMAS/CERTIFICATES

IIW Diplomas' Designations and Numbering System

All IIW Diplomas shall be issued on blanks supplied by the IIW Secretariat and shall carry a reference code comprising the following three elements:

- the country of the ANB (ISO designated),
- the category of qualification and
- a unique serial code (numeric or alphanumeric).

The reference to the category of the qualification shall be as shown on the following table.

Printed on Diploma by ANB	Abbreviation
INTERNATIONAL WELDING ENGINEER	IWE
INTERNATIONAL WELDING TECHNOLOGIST	IWT
INTERNATIONAL WELDING SPECIALIST	IWS
INTERNATIONAL WELDING PRACTITIONER	IWP
INTERNATIONAL WELDING INSPECTOR-Comprehensive Level	IWI – C
INTERNATIONAL WELDING INSPECTOR-Standard Level	IWI – S
INTERNATIONAL WELDING INSPECTOR-Basic Level	IWI – B
INTERNATIONAL WELDED STRUCTURES DESIGNER-Comprehensive Level	IWSD - C
INTERNATIONAL WELDED STRUCTURES DESIGNER-Standard Level	IWSD - S
INTERNATIONAL DIPLOMA IN MECHANIZED WELDING–Basic Level	IMW - B
INTERNATIONAL DIPLOMA IN ORBITAL WELDING-Basic Level	IOW - B
INTERNATIONAL DIPLOMA IN ROBOT WELDING-Basic Level	IRW - B
INTERNATIONAL DIPLOMA IN ROBOT WELDING-Comprehensive Level	IRW - C
INTERNATIONAL DIPLOMA IN MECHANIZED, ORBITAL AND ROBOT WELDING AT THE COMPREHENSIVE LEVEL	IMORW - C
INTERNATIONAL IN-SERVICE INSPECTOR – SPECIFIC FOR PRESSURE EQUIPMENT-Comprehensive Level	III P-C
INTERNATIONAL IN-SERVICE INSPECTOR – SPECIFIC FOR PRESSURE EQUIPMENT-Standard Level	III P-S

APPENDIX 4

Printed on Diploma by ANB		Abbreviation
INTERNATIONAL TUBE WELDER – Comprehensive Level	in “AAA” of “BBB”	ITW-C
INTERNATIONAL PLATE WELDER – Comprehensive Level		IPW-C
INTERNATIONAL FILLET WELDER – Comprehensive Level		IFW-C
INTERNATIONAL TUBE WELDER – Standard Level		ITW-S
INTERNATIONAL PLATE WELDER – Standard Level		IPW-S
INTERNATIONAL FILLET WELDER – Standard Level		IFW-S
* The alternatives for “AAA” are: MMA or SMAW, MIG/MAG or GMAW, FCAW, TIG or GTAW, OFW or OAW The alternatives for “BBB” are: Steel, Stainless steel or Aluminium. Other materials (CR ISO/TR 15608)		

Specific requirements for the Welders diplomas printing:

A) Diplomas’ designations for Welders at [Comprehensive Level](#)

For students who will be engaged on the training according to IAB-089, Part I, these students have a **comprehensive** skills training, for each welding process, base material, type of joint (FW/BW), product type (P/T) and welding positions, these students perform all practical exams needed to gain the diploma qualification level and all related theoretical exams.

These Diplomas will be issued at Comprehensive level, Part I, meaning all training and exams as Part I have been fully accomplished, the statements to be printed on the diploma shall include the following text below the diploma designation:

Welding process, e.g. MMA or TIG or MIG or MAG and/or, FCAW or, OAW (if student has gain a diploma covering MAG and FCAW, this shall be stated)

Level of Diploma:

- *Tube, Plate and fillet all positions, or*
- *Plate and fillet all positions, or*
- *Fillet welder all positions*

Parent material, e.g. of Steel (or Stainless steel or Aluminium)

Example, a candidate that has been granted the ITW-C in MAG and FCAW in steel

International Tube Welder - Comprehensive Level
MAG and FCAW on Tube, Plate and Fillet all positions on Steel

Diploma coding using the abbreviation, the process numbers of ISO 4063 and the material group of ISO/TR 15608

Example of Diploma code:

ANB Country ISO code/ITW-C-135-136-1.1/unique serial code

The possibility of deviations from this system shall be approved by the IAB Group B

B) Diplomas' designations for Welders at Standard Level

For students who followed the training according to IAB-089, Part III, these students have **specific** skills training, for each welding process or processes, base material, and specific for a certain type of joint (FW/BW), specific for a certain product type (P/T) and specific welding positions, these diplomas can be single or double processes.

Standard level, Part III, meaning same exams as defined in Part I, but in a very specific range of joint types and skills, the statements to be printed on the diploma shall include the following text below the diploma designation:

Welding process, e.g. MMA or TIG or MIG or MAG and/or, FCAW or, OAW (if student has gain a diploma covering MAG and FCAW, this shall be stated)

Level of Diploma: Tube or Plate or Fillet

Welding Position - To print the welding position stated on the welder approval certificate that has been issued at the end of the Welder training.

Parent material, e.g. of Steel (or Stainless steel or Aluminium)

Example, a candidate that has been granted the ITW-S in TIG root, MMA Fill and cap on tube, H-L045 in steel

International Tube Welder – Standard Level
TIG (root) and MMA (fill-cap) on Tube, H-L045 on Steel

Diploma coding using the abbreviation, the process numbers of ISO 4063 and the material group of ISO/TR 15608

Example of Diploma code:

ANB Country ISO code/ITW-S-141(r)-11(f-c)-HL045-1.1/unique serial code

The possibility of deviations from this system shall be approved by the IAB Group B



IIW Certificates' Designations and Numbering System

All IIW Certificates shall be issued on blanks supplied by the IIW Secretariat and shall carry a reference code comprising the following four elements:

- the country of the ANB (ISO designated) and,
- the category of certification and
- a unique serial code (numeric or alphanumeric) and,
- a unique numeric code identifying the number of renewal status

The reference to the category of the qualification shall be as shown on the following table.

Printed on Certificate by ANB	Abbreviation
CERTIFIED INTERNATIONAL WELDING ENGINEER	CIWE
CERTIFIED INTERNATIONAL WELDING TECHNOLOGIST	CIWT
CERTIFIED INTERNATIONAL WELDING SPECIALIST	CIWS
CERTIFIED INTERNATIONAL WELDING PRACTITIONER	CIWP

Example of Certificate coding (1st issue): DK-CIWE-00001

Example of Certificate coding for a 1st renewal: DK-CIWE-00001/1



APPENDIX 5

Layout of the Certificate of International Approved Training Body



International System for the Education, Examination
and Qualification of Welding Personnel

INTERNATIONAL
INSTITUTE OF WELDING

Having met the requirements of the current issue of
Document IAB-001



is hereby awarded the certificate of

IIW Approved Training Body

under the authority of the Authorised Nominated Body

for training courses as shown in the corresponding Schedule

Certificate No.:

Date of Issue:

Date of Expiry:

ANB Chief Executive



This certificate is the property of the issuing
ANB and may be withdrawn or recalled





APPENDIX 5

Layout of the Schedule of the International Approved Training Body

International System for the Education, Examination
and Qualification of Welding Personnel

INTERNATIONAL INSTITUTE OF WELDING

SCHEDULE No. _____ CORRESPONDING TO
ATB CERTIFICATE No. _____

The Approved Training Body

under the authority of the Authorised Nominated Body

is approved for:

1	ATB Site(s)	Authorisation Date
	Training facilities address	Year/Month/day
2	Guideline(s)	Authorisation Date
	Identify Guideline (latest revision)	Year/Month/day
3	Qualification levels (including SR*, DL*)	Authorisation Date
	Qualification levels (identify the paths to gain the diploma) – each line for each qualification level	Year/Month/day
4	Language Fluency (conduct training)	Authorisation Date
	Language name	Year/Month/day
5	National Recognition as a training provider	Authorisation Date
	Location name	Year/Month/day
* Key: SR – Standard Route // BL – Blended Courses (Distance Learning + Attending Classes)		

Note: All above dates refers to the initial date of authorisation

Date of Issue_____
ANB Chief ExecutiveThis schedule is part of the Certificate which is the property of the issuing
ANB and may be withdrawn or recalled



Layout of the Certificate of IIW Authorised Nominated Body



International System for the Education, Examination
and Qualification of Welding Personnel

**INTERNATIONAL
INSTITUTE OF WELDING**

Having met the requirements of the current issue of
Document IAB-001



is hereby awarded the certificate of

IIW Authorised Nominated Body

for the award of the IIW Qualifications/Certification as shown
in the corresponding Schedule

Certificate No.:

Date of Issue:

Date of Expiry:

President of IIW

Chairman of IAB Board



This certificate is the property of the
IAB and may be withdrawn or recalled





Layout of the Schedule of IIW Authorised Nominated Body

APPENDIX 6



International System for the Education, Examination
and Qualification of Welding Personnel



INTERNATIONAL INSTITUTE OF WELDING

SCHEDULE No. _____ CORRESPONDING TO
ANB CERTIFICATE No. _____

The Authorised Nominated Body

1Q	Qualification Guidelines Authorised for ATBs Approval		Authorisation Date
Guideline (latest revision)			No date
2Q	Qualification levels (including SR*, TA*, AR*, BL*)		Authorisation Date
Qualification levels (identify the paths to gain the diploma) – each line for each qualification level			Year/Month/day
3Q	Activity Location	Qualification levels	Authorisation Date
Location - each line per location		See Section 2Q	Year/Month/day
4Q	Language Fluency (conduct examinations)		Authorisation Date
Language name – each line per language			Year/Month/day
* Key: SR – Standard Route // TA – Transition Arrangements // AR – Alternative Route // BL – Blended Courses (Distance Learning + Attending Classes)			

Note: All above dates refers to the initial date of authorisation

Date of Issue

IAB Chief Executive



This schedule is part of the certificate
which is the property of the IAB and may be
withdrawn or recalled





Layout of the Schedule of IIW Authorised Nominated Body



International System for the Education, Examination
and Qualification of Welding Personnel



INTERNATIONAL INSTITUTE OF WELDING

SCHEDULE No. _____ CORRESPONDING TO
ANB CERTIFICATE No. _____

The Authorised Nominated Body

1C	Certification Schemes Guidelines	Authorisation Date
	Guideline (latest revision)	Year/Month/day
2C	Certification levels	Authorisation Date
	Certification levels – each line for each certification level	Year/Month/day
3C	Accreditation from a member state recognised by EA or IAF (insert accreditation body, standard referential and scope)	Authorisation Date
	National accreditation certificate number and scope	Year/Month/day

Note: All above dates refers to the initial date of authorisation

Date of Issue

IAB Chief Executive



This schedule is part of the certificate
which is the property of the IAB and may be
withdrawn or recalled



APPENDIX 7**Welding Safety**

In addition to national requirements the following shall be considered.

Welding is associated with several hazards to health and safety. Workshops used for practical welder training shall take account of the following.

The workshop environment

The training organisation needs to ensure that the lighting conditions are adequate for the work undertaken - giving extra lighting where necessary.

Welders stand for long periods of time, since they shall keep a very steady hand position, and this means that they can become quite cold if the workshop is not sufficiently well heated. Conversely in hot weather, the environment can become unbearably hot, and the welder has not got the option of removing clothing.

Housekeeping is extremely important to avoid slips, trips and falls, damage to equipment and fire. Materials and samples need to be stored securely.

Electrical safety

Clearly, the training organisation needs to establish the level of competence of the electrician who is given the task of wiring the installation, and the type of maintenance which the installation and the equipment will subsequently need

In some countries there is a requirement for periodic electrical checks to be done on power sources. The design of welding power sources themselves has gone through a number of changes, and for each, there are different standards of safety.

Cables and connections shall be well maintained and replaced in case of damage. Safety information provided with the equipment shall be understood and followed.

Fume

Welding produces fumes and gases which may be hazardous: these are the result of the welding process and any contaminants that may be present on the material.

Adequate ventilation is necessary and appropriate protective equipment may be required to control exposure. Cleaning of surfaces is recommended. Some health surveillance may be necessary.

Noise

Welding environments are frequently noisy as other operations such as grinding etc. may also be taking place. Some operations, such as de-slagging and grinding may take the noise up

to such a level where it will damage workers hearing. In such cases this would mean that hearing protection is almost certainly required if the noise cannot be controlled by other means. Some health surveillance may also be necessary

APPENDIX 7**Optical radiation**

The welding process produces a large quantity of visible light, ultraviolet and infrared. Exposure to the radiation from an arc causes burns to the skin, and damage to the eyes. For this reason, welders need to wear adequate clothing to protect their bodies, arms and legs, regardless of the ambient conditions.

They also need appropriate face and eye protection, which is usually supplied in the form of a protective glass filter mounted on the face shade or in the helmet. The precise choice of the shade of glass filter in these shields depends on the type of welding operation, since they vary in their light output.

Instructors and other persons working in a welding workshop also need protective clothing and eye protection. Passers-by should be protected by placing opaque or properly filtered screens around the work area.

Burns and Mechanical Hazards

Welders need dry, hole free insulating gloves designed for welding operations, safety boots or shoes and good quality cap and overalls. A leather apron may also be needed. Welding produces quantities of molten droplets of metal which are scattered in all directions. It is essential that the welder wears clothing which will not burn or melt, and which is stout enough to provide adequate protection.

In a workshop environment, suitable safety footwear is essential.

Gas Cylinders

Gas cylinders need to be stored to conform with the regulations, and the welders need to be aware of the safety rules - such as the installation and use of the correct regulator, tethering the cylinder so that it does not fall, keeping the outlets free from contamination such as oil or grease.

Welding in difficult situations - outdoors, confined spaces etc.

There are many work situations which add to the hazards of welding. Each shall be assessed carefully, since there may be added hazards such as falls or asphyxiation. This is particularly true of work in confined spaces, where there is a very real risk of death, and the training organisation should make a critical assessment of the work to be done, and how it may be carried out safely. There may be statutory requirements in these situations. Guidance literature is available in most countries.

Information to the students

Participants to training courses shall be made aware of these risks. The training organisation shall ensure students understand the risks.