

TITLE: QP9 – INSPECTION, WITNESS, TESTING & CERTIFICATION.

The purpose of this process flow is to ensure that the inspection, witnessing, testing and certification process is effectively undertaken, managed, resourced and maintained to ensure that all services are delivered in accordance with company and customer requirements. This process is to be applied to internal and contracted inspection, witnessing, testing and certification activities.

This process also summarizes the main activities necessary for the conformity assessment activities associated with operating as Recognise Third Party Organizations (RTPO) under the provisions of the Pressure Equipment Safety Regulations (2016 as amended) and the Pressure Equipment Directive 2014/68/EU (PED).

Product Preservation & Control of customer property.

It is primarily the responsibility of the Managing Director to ensure that this process is carried out effectively and comprehensively.

Examiners shall ensure that suitable methods are agreed for maintaining traceability of company / customer / client products and test pieces in order to preserve product quality, integrity and prevent unnecessary damage, loss or deterioration.

Generally, inspection, witnessing, testing and certification processes will be driven and controlled through the Welding & NDT Data Management Power App. The use of the App includes all stages of Project Mgt, Contract Review, Initial Application for Personnel Certification and reference to any regulations, standards, specifications, inspection schemes or contracts as appropriate. The tasks being undertaken by competent Inspection/Examination personnel, for the specific task involved.

Health & Safety
 Surveyors / Inspectors / Examiners will work in a safe manner and will adhere to client H&S procedures whilst on site whilst observing company procedures & risk assessments. Where client procedures are deemed inadequate the Inspector / Examiner will default to company procedures.

Product Identification & Traceability.

Products / materials / samples are normally identified through supplier identification or in house labelling as required. Traceability can give the facility to trace back to project (IC or PRJ) number, WPQR number, WPS number, welder identification / name as required. For PE the relevant serial

QP2, 6 & 3

Continued process capability and performance is monitored through various methods. EG Analysis of customer / client complaints, appeals, customer / client feedback, internal audits, 3rd party audits, etc in accordance with QP2, 6 & QP3. These processes continually act as an indicator and measure of process performance.

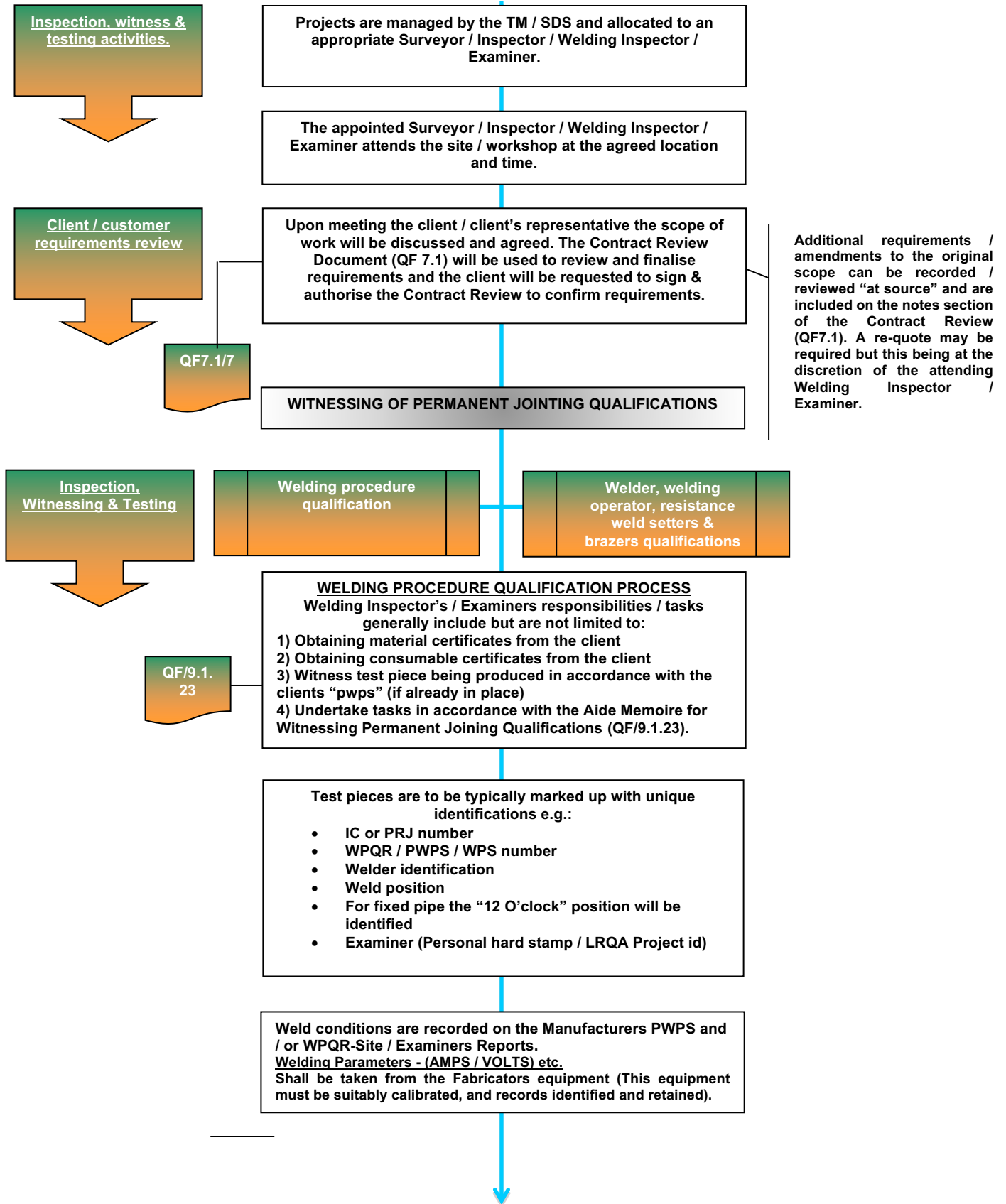
Planning process.

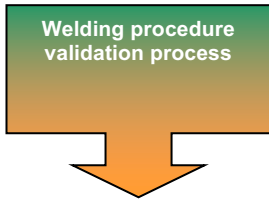
QP7

Order scheduling is generally based on a first come first served system which also considers any retained service requirements for ongoing contracts. The work is agreed by the Technical Manager(s) (TM's) & or SDS.

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Date of Issue: 26/01/2023	

TITLE: QP9 – INSPECTION, WITNESS, TESTING & CERTIFICATION.





Pass:
Samples (identified) are sent to an appropriate accredited test house for processing in accordance with the agreed & accepted Contract.
e.g.:

- Visual inspection
- In-house / Subcontract NDT
- Subcontract Mechanical testing
- In house Mechanical testing
- Combination of the above as required

Note: Test results are obtained in general through the issuing of a report.

QF/9.2
QF/9.3

Pass testing:
The following documents are drafted for inclusion in the Power App entry:

- Range of Qualification (WPQR)
- Weld Test Details (WPQR)
- Test Results (WPQR)
- Macro photo & hardness results received from laboratory.
- Any other relevant records or reports e.g., WPS / NDT reports

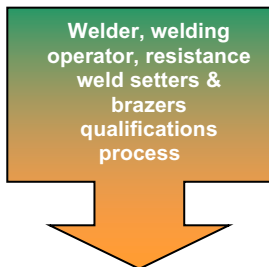
Include:
Contract review form
Candidate application form
Site examiners report

The draft certification is produced, checked, and included in the Power App submission by the surveyor / inspector / examiner.
Once the submitted in the Power App the system automatically sends the information to the allocated certifier/decision maker for final review
Final verification and signatory **must not** be the same individual witnessing the production of the test piece(s).

Approved Signatories:
As listed in the Power App Approvers List on SharePoint.

Electronic copies of documents are sent to the client. If applicable the LRQA web site is updated as necessary to include the issued certification.

Company records:
Hard copy of the suite of documents produced are retained in the clients SharePoint folder.



WELDER, WELDING OPERATOR, RESISTANCE WELD SETTERS & BRAZERS QUALIFICATIONS PROCESS
Welding Inspector's / Examiners responsibilities / tasks generally include but are not limited to:

- 1) Confirming material type & group from the client
- 2) Confirming consumable type from client
- 3) Witness test piece being produced in accordance with the clients "WPQR or WPS".

TITLE: QP9 – INSPECTION, WITNESS, TESTING & CERTIFICATION.

Welder, welding operator, resistance weld setters & brazers qualifications process

Test pieces are “marked up” with the following:

- IC or PRJ number
- WPQR / PWPS / WPS number
- Welder identification
- Weld position
- For fixed pipe the “12 O’clock” position will be identified
- Examiner (Personal hard stamp or CASL project id no)

QF/9.4,
QF9.4.2-
QF9.4.5,
QF9.12

Weld conditions are recorded on the Welder Qualification documentation, pWPS/WPS or Examiners Report

Welders or Welding Operators: Optional Job Knowledge written exam where required will be organised by the TM or nominated deputy.

Examination room facility requirements – a suitably comfortable, quiet room, sanitized from information which may unfairly assist the candidate.

Practical / physical welder / brazer / operator qualification test requirements –

Examination site – Adequate safety procedures and arrangements in place (e.g.: segregated from trafficked areas), adequate lighting, segregated workspace to eliminate other non-applicant party interference.

Equipment – Fit for purpose to undertake the applicants selected test.

Note – customer premises / selected site H&S requirements are stated and governed by the client.

Pass:

Any samples (previously identified) may be held for additional processing either at the manufacturers site or the contracted test house.

EG.

- Visual inspection
- In-house / Subcontract NDT
- Subcontract Mechanical testing
- In house Mechanical testing
- Combination of the above as required

Note: Test results are obtained in general through the issuing of a report.

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QF/9.5 – QF/9.8 &
QF/9.2

Pass testing:

On completion of all inspection and testing activities as required by the code, standard and or contract, the surveyor, inspector, examiner shall draft the appropriate certificate using the standard code templates and detailing any other information as necessary.

The draft certificates and all supporting documents are to be uploaded via the Welding & NDT Power App.

Welder, welding
operator, resistance
weld setters &
brazers
qualifications
process

Optional Job knowledge testing for Welding Operators. **Where failed** the certificate for practical test can be issued and notated as “NOT TESTED” for the job knowledge test.

Decision for granting, maintaining, recertifying, extending, reducing, suspending or withdrawing of certification rest with LRQA only and not outsourced in any circumstances.

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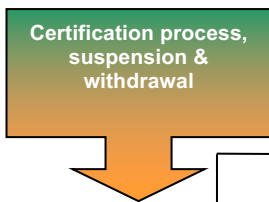
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The documents are produced, checked, printed and are approved by the appointed signatory via a signature and CASL stamp.

Certification decision

LRQA take sole responsibility for decision making on certification and issuing certification. Final verification / certification decision maker / and signatory must not be the same individual (examiner) as the individual witnessing / examining the production of the test piece and / or test results.

Site reports are checked for accuracy and quality of data on an ongoing basis during production of certificates. Any issues will be recorded and managed via a NCR as per QP5. Actions regarding additional training / mentoring / supervision will be implemented as required. On site monitoring is undertaken via the internal audit programme as per QP3



Criteria for suspension of certification are:
 a) Deviations from compliance with the requirements
 b) Misuse use of the certificate (see QF/7.4 & 9.11)
 c) Major non-compliance in documentation and practice and not corrected during the assessment.

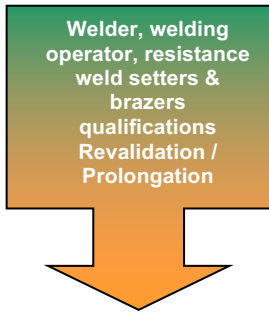


Criteria for withdrawal of certification are:
 a) Refusal to allow surveillance assessment or checks; (if applicable as per scheme requirement)
 b) Non-payment of assessment fees in due time;
 c) Cessation of all the certified activity;
 d) Failure to comply with statutory requirements;
 e) Failure to implement or maintain most of the requirements, deliberate or otherwise
 f) Misuse of the certificate, brand names, marks or logos (see QF/7.4 & 9.11)
 g) Failure to resolve issues which resulted in the suspension in the agreed time (shall result in withdrawal of certification or reduction in scope)

Criteria for changes in the scope or level of certification are as under:
 a) Cessation of some of the certified activity or part of it;
 b) Failure to implement or maintain some of the requirements, deliberate or otherwise;
 c) Important deviations from compliance with requirements;
 d) Modification to the scheme as per the demand of the organisation's requirements.

Electronic copies of documents are sent to the client. Certs issued with advice note on how to maintain validity.

Company records: Electronic copies held on SharePoint



Revalidation / Prolongation Process
Where a fabricator chooses to revalidate / prolong the welder / welding operator / brazer qualification, the following process can be undertaken for the appropriate and relevant standards.

LRQA-CASL Inspection and Certification process: request documented evidence to support / facilitate the review to satisfy the chosen appropriate standards. Evidence can include but is not limited to volumetric evidence e.g.:

- Radiographic NDT
- Ultrasonic NDT

Evidence supplied will need to be traceable to the specific operator and relevant WPS / WPS's to allow the revalidation / prolongation.

The "Reviewer" is allocated by the Head of Welding / SDS.



If the evidence satisfies the chosen standard a report will be generated, and the original certification signed, authorised and stamped by the Approved Signatory.

Where evidence supplied is not sufficient, a letter / email is sent to the client explaining the situation. Further evidence / retest may be required.

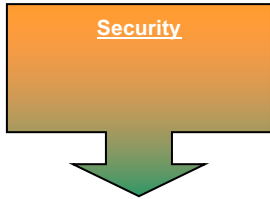
Completed reviews and certification as appropriate are sent back to the client.

A file copy is retained in the client SharePoint folder for future reference.



Complaints, appeals & non-conformance management.
Where the client is not satisfied with the outcome of the inspection / test, all complaints and appeals etc will be managed in accordance with QP5. Ref. Suspension / withdrawal of certificates is considered when any party brings it to the attention as per QP5

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Security of the certification process

Security policy

It is the declared policy of the company to ensure that suitable and effective levels of controls are employed throughout the certification process to eliminate security breaches. This encompasses documented controls, training, competence and culture.

Security plan

Key risks to security have been identified with controls employed as below:

Risk	Control
Exam Material	Held by Service Delivery Support (SDS) and or Managing Director (MD) in secured SharePoint folders. Electronically held material is protected via individual password protection.
Exam Material Transport	Direct Staff – Paper copy, Remote staff – Paper copy posted / email via a previously confirmed email address
Disposal	As per QP1
Storage	Held by SDS and or Managing Director in secured SharePoint folders and as per QP1
Exam Centre / Premises	Key facility requirements – Quiet, well lit, well ventilated, comfortable room. Sufficient space between candidates to mitigate collusion. LRQA – Alarm & CCTV. Remote premises – Controls and conditions to be agreed at initiation of a contract. Also ref QP8
Nature of exam material	Paper format (Technical Manager)
Exam process	Planned and controlled as per QP7 & QP9 above, Development of exams is controlled by the MD supported by the AS undertaken by trained & competent personnel / Invigilators & Examiners, Results reported via hardcopy certificates posted to individuals using water marked protection to mitigate fraudulent copy.
Examination control	Attending LRQA Examiner / Invigilator will confirm the candidate's identification at the point of the exam through photographic evidence (eg driving licence / passport). LRQA Examiner / Invigilator will ensure that unauthorised aids are not brought into the exam area and will ensure that candidates do not access unauthorised aids during the exam. Eg mobile phones switched off & monitor "cheating".
Corrective action & improvement	If security breaches are experienced or a potential security breach is envisaged, then this situation will be managed in accordance with QP5.

RTPO Joining & NDT Activities under 17024

Please also refer directly to the Joining and NDT Certification Schemes

Note! Schemes are reviewed and maintained on a monthly and annual basis during technical meeting and under QP2.

End of Process.

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