

LRQA-CASL Certification and Assurance Services Limited

CERTIFICATION OF PERSONS SCHEME FOR PERMANENT JOINING QUALIFICATIONS (Scheme rules)

Requirements for the Certification of Persons
Qualification of Permanent Joining
Qualifications, this includes:

Welders

Welding Operators

Resistance Weld Setters

Brazers



Foreword

QF/7.4 is managed by LRQA-CASL, which is accredited to act as a Certification Body for the Certification of Persons, registered entity in the Republic of Ireland. The applicable scheme is in keeping with the needs of the industries served and the specific requirements of EN ISO/IEC 17024.

LRQA-CASL understands the importance of impartiality in carrying out its certification activities, managing conflict of interest and ensuring the objectivity of all its certification activities, in accordance with EN ISO/IEC 17024.

1. Routes to certification

Candidates seeking certification under this scheme will have undergone prior training and / or have suitable industrial experience covered by this scheme. Where no permanent joining qualifications are held, the candidate will need to demonstrate evidence of utilising the relevant joining process in the 6 months preceding the application. The scheme is open to all seeking permanent joining qualifications under this scheme (Ref Annex 1). Annex 1 lays out possible routes to achieving certification.

2. Application for Testing and Certification Fees

The certification Body will issue an application form to the candidate/sponsor, which must be completed in full and returned to LRQA-CASL. If it is found that a false statement has been submitted by the candidate/sponsor, any testing undertaken will be declared null and void. Qualification certificates are automatically invalidated if there are any outstanding fees.

LRQA-CASL agrees testing charges prior to any examination taking place.

Where LRQA-CASL are requested to attend a sponsors workshop / site the sponsor will be invoiced by LRQA-CASL in line with the normal commercial invoicing process and charged at the agreed rates.

3. Standards

Certification is available in accordance with the current issues of the standards listed below:

Welder / Welding Operator / Brazier qualification testing

BS EN ISO 9606-1	Qualification testing of Welders –Steels
BS EN ISO 9606-2	Qualification testing of Welders – Aluminium /Aluminium Alloys
BS EN ISO 9606-3	Qualification testing of Welders – Copper and Copper Alloys
BS EN ISO 9606-4	Qualification testing of Welders – Nickel and Nickel Alloys
BS EN ISO 9606-5	Qualification testing of Welders – Titanium and Zirconium Alloys
ASME	Boiler and Pressure Vessel Code. Section IX. Welding and brazing Qualifications
BS EN ISO 13585	Brazing – Qualification test of brazers and brazing operators
BS EN 14732	Welding personnel – Qualification of welding operators and weld setters for mechanised and automatic welding of metallic materials
BS EN ISO 14555	Welding – Arc stud welding of metallic materials

The above list is not intended to be exhaustive and other appropriate standards may be used with agreement of LRQA-CASL.

4. General

4.a Requirements / Scope

This document prescribes the requirements for the qualification of welder's and welding operators, resistance weld setters and brazers for manufacturers or individuals seeking to comply with any relevant standard or client specification or directive which requires independent accredited certification.

For some industry requirements such as The Pressure Equipment Directive (EU), LRQA-CASL acts as a Recognised Third-Party Organisation for the qualification of welders, welding operators, resistance weld setters and brazers. It is not authorised or notified to assess or establish conformity with the whole of the Regulation or Directive (as required by an EU NoBo).

Some other industry sectors may also require certification of persons in accordance with EN ISO/IEC 17024. LRQA-CASL's accreditation for 17024 and this scheme satisfies these requirements.

4.b Responsibilities

LRQA-CASL also acts as an Examining Body in the context of certain codes and standards. LRQA-CASL may also appoint, authorise, and control other Examiners (contractors working to LRQA-CASL procedures and schemes) to act on behalf of LRQA-CASL. LRQA-CASL carries overall responsibility for ensuring that the requirements for qualification testing are satisfied.

The applicable requirements for qualification tests are given in the appropriate standards. It is the candidate's/manufacturer's responsibility to select the standard. This is addressed during our contract review and candidate application process. Qualification testing and the issue of certificates can only be carried out to recognised standards and it should be noted that the rules covering testing and validity of certificates vary from standard to standard.

It is also the candidate's/manufacturer's responsibility to ensure that the recognition and acceptance of certificates is appropriate to their requirements. For example, some standards state that the Examiner or Examining Body must be acceptable between contracting parties. Whilst LRQA-CASL makes every effort to ensure that its qualification certificates carry appropriate accreditation and that testing and certification activities are carried out in accordance with best practice, it cannot guarantee acceptance by all contracting parties.

Testing activities may be carried out by either LRQA-CASL or subcontracted to other approved suppliers as identified in our contract review. When a written examination takes place a LRQA-CASL examiner / invigilator / nominee shall moderate.

Individuals engaged to carry out assessment work in connection with the requirements of this document must be approved by LRQA-CASL, in accordance with procedures operated by LRQA-CASL.

The Examining Body will check that pre-test requirements (as applicable) are fulfilled by the manufacturer or candidate(s). The Examining Body is responsible for setting examinations and tests, witnessing, welding and/or testing as required by the selected code and or standard. The Certification body is responsible for issuing relevant certificates of the test results. All of the above falls under the sole responsibility of the Certification Body.

Any persons certified under this scheme shall inform LRQA-CASL without delay of any issues that may arise that will affect their capability to fulfil the certification requirements.

Any person certified under this scheme shall act in a professional and appropriate manner and adhere to the requirements of this scheme.

4.c Prerequisites

- LRQA-CASL will issue an application form to the candidate/sponsor, which must be completed and returned. If it is found that a false statement has been submitted by the candidate/sponsor, the application will be rejected and become null and void.
- Fees will be agreed prior to any examination activities taking place.
- Any attendance required at a sponsor's workshop or site will incur additional charges in line with LRQA-CASL prevailing commercial rates.
- A suitable pWPS, WPS, work instruction shall be made available at the time of the examination.
- Photographic identification (drivers' licence or Passport or other suitable photographic ID card) shall be available at the time of the examination.
- A suitable work area to carry out practical welding task. This shall be away from any unnecessary personnel/materials. Work areas should be adequately illuminated, and any equipment shall be calibrated, where appropriate and in good working order.
- When a knowledge test is required, a suitable location shall be provided. The room shall be quiet, well-lit with appropriate seating and desk provided. Reference materials which may assist the candidate in answering questions including (phones, books, PC's etc. are not allowed.

5. Qualification Testing

5.a Welders, Welding Operators, Resistance Weld Setters and Brazers

The Examining Body is responsible for ensuring that the requirements of the code and or standard selected by the candidate or manufacturer are fulfilled. The standards are prescriptive and require no additional criteria.

Where the candidate selects a standard that offers the option of a knowledge test, the candidate shall request this at the time of completing the application form QF/7.3. The knowledge test shall be carried out under exam conditions with an examiner/invigilator/nominee appointed by LRQA-CASL.

Note: LRQA-CASL may offer an option to the candidate to select a mock paper prior to carrying out formal knowledge testing if requested by the applicant.

The candidate agrees not to release/discuss confidential examination materials or participate in any fraudulent test taking practices.

The candidate is required to comply with all relevant Health & Safety requirements and will be responsible to supply and use appropriate PPE.

6. Qualification Certificates (Including Renewal Requirements)

Qualification certificates are issued in accordance with the code and or standard being applied, see Section 2. Qualification certificates are issued on paper carrying our 'logo and official scheme stamp' to prevent fraudulent copying.

Certificates are issued to the sponsoring organisation, usually the manufacturer or where requested to the individual candidate seeking qualification.

Duplicate certificates may be issued to the sponsoring organisation or candidate to replace any which are lost or destroyed. This can only be done by written request explaining the reasons why further copies are required. (A fee will be charged).

The period of validity of a certificate and the conditions for renewal are governed by the selected code and or standard, see clause 7 of this scheme in relation to complaints and appeals.

Photocopies are unauthorised by LRQA-CASL and should only be used for internal administrative purposes.

7. Use of Certification Data on-line

By Accepting these "Scheme Rules" the Certified individual and the supporting sponsor / manufacturer are agreeing to LRQA using their data, in line with our GDPR policy, on the CASL website to provide oversight of the certification status.

If you do not wish your data to be accessible on-line then please let us know asap.

NOTE: Any certificates issued remain the property of LRQA-CASL.

8. Complaints and Appeals

All parties shall be treated fairly and equitably through the implementation of the following procedure: QP5 Complaints and appeals Management which is available via the “Contact” tab/section of the Inspectioncasl.com web site; <https://www.inspectioncasl.com/contact/>

Where an individual is not satisfied with a decision by LRQA-CASL they will be requested to submit a formal appeal in writing, stating his/her case in detail, to the MD of LRQA-CASL.

Such an appeal must be accompanied by all relevant facts and evidence, and if in the opinion of the MD, an adequate case has been presented, an investigation by LRQA-CASL of the circumstances will be undertaken.

The MD of LRQA-CASL will ensure that all relevant information / correspondence is gathered including the individuals written statement and submit this to of the Advisory Group as part of the mechanism for protecting impartiality (see QP6). The final decision will be reached based on the conclusions of the Advisory Group.

Once satisfactorily investigated a certificate may be removed, not renewed, not issued or re issued.

Candidates have the right of appeal. Appeals against failure to meet qualification requirements or against non-renewal of the certificate may be made by the candidate or the manufacturer upon application in writing to the Certification Body but must be within one calendar month of the date of examination.

NOTE: QP5 of our QMS also applies

9. Misuse of Certificates and Logos

Misuse of Certificates

It is the policy of LRQA-CASL to control how certificates, brand names, marks and logos are used, and to take action in the event of their misuse.

LRQA-CASL recognises that it has a duty to all holders of certificates to ensure that their professional status and valid integrity is maintained, and to eliminate, as far as possible, their fraudulent use or any associated misrepresentations of technical competency.

A set of rules and guidelines, defining the correct use of certificates (and indicating their possible misuse) is printed on the reverse of every certificate issued. These rules, code of conduct and guidelines are set out below. It is a strict condition of the issue of certificates of competence or capability that candidates accept these Regulations. Attempts to pass off forged certificates as real ones by using any of the brand names, marks or logos mentioned in this procedure will be dealt with as severely as allowed by English or Irish law as applicable to the contract.

Misuse of brand names & Logos

The current brand names and logos of LRQA-CASL are LRQA-CASL Inspection & Certification company logo and the unique LRQA-CASL certification of persons logo.

Use of the brand names by any individual or organisation which might result in users of the schemes being misled or which might result in the schemes being brought into disrepute will be acted upon.

Any misuse of certificates, brand names, marks (including accreditation marks) or logos which appears to be an infringement of the law will result in the matter being reported to the employer and, where appropriate, to the applicable enforcement agency.

The certified person may use the LRQA-CASL scheme logo as shown on the front of the scheme rules

As indicated herewith



Rules on the Use and Misuse of Certificates

- Photocopies of certificates are not acceptable.
- Certificates are valuable documents which should be kept in a safe place.
- It is required that certificate holders keep records of work activity and other details (where applicable).

The certificate is only valid:

- For the period indicated in the certificate
- If all the fees have been paid
- Is signed by a LRQA-CASL official and the certificate holder
- Carries the LRQA-CASL stamp.

Neither the certificates nor any of the brand names, marks or logos mentioned in this procedure must be used in a manner that may be considered fraudulent.

Suspending, withdrawing, and reducing scope of certification

LRQA-CASL reserve the right to suspend, withdraw or reduce scope of certification where Scheme Rules are not complied with. This includes the Rules on the use and issue of certificate / certificates and logo / logo's as required by QF/9.11.

Where a certificate is suspended, withdrawn or the scope reduced then the individual can no longer rely on that certificate for the purposes of claiming to be approved.

Certification maybe verified on the Inspectioncasl.com web page under certification.

10. Records

LRQA-CASL maintain records of tests/examinations. Records are held in accordance with our QMS procedure QP1.

11. Addresses

For further general information about the qualifications covered in this document please contact:

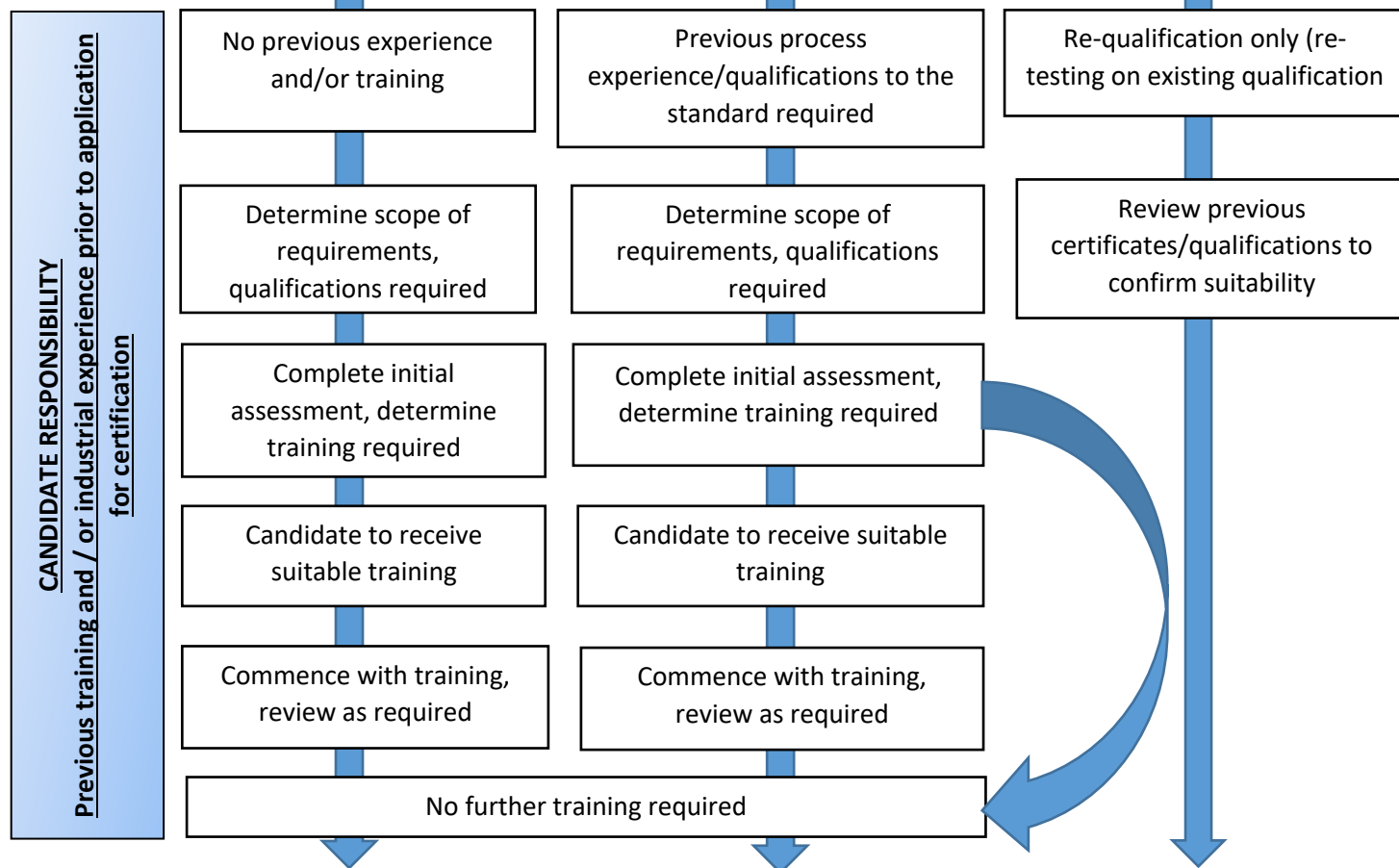
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Please contact us for any further information in relation to the contents of this document or any documents thereto referenced within it.

Certified individuals are encouraged to frequently visit LRQA-CASL's website to keep informed of any changes which may affect their certification.

Personnel Certification – Permanent Joining Qualifications (Annex 1)

ILLUSTRATION OF POSSIBLE ROUTES TO ACCESS CERTIFICATION



CERTIFICATION PROCESS

