CERTIFICATION RULES

GRUPPO
ISTITUTO ITALIANO DELLA SALDATURA

RULES FOR QUALIFICATION AND CERTIFICATION OF THE EWF/IIW PROFESSIONAL CAREERS

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1 SCOPE

1.1 These Rules define the qualification methods of the following professionals ad provided by the European Welding Federation (EWF) and by the International Institute of Welding (IIW):

- European / International Welding Engineer (EWE/IWE),
- European / International Welding Technologist (EWT/IWT),
- European / International Welding Specialist (EWS/IWS),
- European /International Welding Practitioner (EWP/IWP),
- International Welding Inspector Comprehensive (IWI-C),
- International Welding Inspector Standard (IWI-S),
- International Welding Inspector Basic (IWI-B).
- International Welder (IW),
- European Adhesive Bonder (EAB),
- European Adhesive Specialist (EAS),
- European Adhesive Engineer (EAE),
- European Welding Specialist for Resistance Welding (EWSR),
- European Plastics Welder (EPW),
- European Thermal Spraying Specialist (ETSS),
- European Thermal Spraying Practitioner (ETSP),
- European Thermal Sprayer (ETS),
- European Laser Processing Personnel,
- Metallographic Examination Personnel (Comprehensive, Standard and Basic levels),
- Heat Treatment Personnel (Specialist level),
- Welding Reinforcing Bars Personnel,
- Responsible Welding Coordinators at level B and S of the EN 1090-2,
- International In Service Inspector – Steel Construction – Standard level (III-SC-S),
- International In Service Inspector – Steel Construction – Comprehensive level (III-SC-C),
- International/European Mechanized Welding at the Basic Level (I/EMW-B),
- International/European Orbital Welding at the Basic Level (I/EOW-B),
- International/European Robot Welding at the Basic Level (I/ERW-B),
- International/European Mechanized, Orbital and Robot Welding at the Comprehensive Level (I/EMORW-C).

The qualification for the following professionals can also be obtained through distance learning (*Distance Learning Course*, DLC): EWE/IWE EWT/IWT EWS/IWS EWI/IWI-C EWI/IWI-S

1.2 These Rules furthermore define the certification methods of the following professionals:

- Certified European / International Welding Engineer (CEWE/CIWE),
- Certified European / International Welding Technologist (CEWT/CIWT),
- Certified European / International Welding Specialist (CEWS/CIWS),
- Certified European / International Welding Practitioner (CEWP/CIWS);
- Certified International Welding Inspection Personnel (CIWIP),

1.3 Access to the IIS CERT qualification/certification is guaranteed to anyone requesting it, provided they satisfy the requirements of these Rules.

1.4 The application of the Rules is subject to the monitoring of the Committee to Safeguard Impartiality, in which the members interested in the certification are represented.

1.5 For matters not covered by these Rules, refer to the general terms and conditions laid down in Rule CER_QAS 017 R (see § 2) available on the IIS CERT website.

Note *IIS CERT has the following recognitions:*

-) ACCREDIA accreditation, applicable to CIWE, CIWT, CIWS, CIWP, CIWIP individuals;
-) IIW authorisation, applicable to CIWE, CIWT, CIWS, CIWP, CIWIP individuals;
-) EWF authorisation, applicable to CEWE, CEWT, CEWS, CEWP individuals.

2 REFERENCES

CER_QAS 002 R	Rules for the use of the IIS CERT marking
CER_QAS 017 R	Rules for the assessments of systems, personnel, products – General Contract Conditions
CER_QAS 032 S	Requirements sheet for qualification as EWE/IWE
CER_QAS 033 S	Requirements sheet for qualification as EWT/IWT
CER_QAS 034 S	Requirements sheet for qualification as EWS/IWS
CER_QAS 035 S	Requirements sheet for qualification as EWP/IWP
CER_QAS 036 S	Requirements sheet for qualification as IWI-C
CER_QAS 037 S	Requirements sheet for qualification as IWI-S
CER_QAS 038 S	Requirements sheet for qualification as IWI-B
CER_QAS 039 S	Requirements sheet for qualification as IWI
CER_QAS 040 S	Requirements sheet for qualification as EAB
CER_QAS 041 S	Requirements sheet for qualification as EWSR
CER_QAS 042 S	Requirements sheet for qualification as EWP
CER_QAS 043 S	Requirements sheet for qualification as ETSS
CER_QAS 044 S	Requirements sheet for qualification as ETSP
CER_QAS 045 S	Requirements sheet for qualification as ETS
CER_QAS 046 S	Requirements sheet for qualification as European Laser Welding Personnel
CER_QAS 047 S	Requirements sheet for qualification as Metallographic Examination Personnel
CER_QAS 048 S	Requirements sheet for qualification as Heat Treatment Personnel
CER_QAS 049 S	Requirements sheet for qualification as Welding Reinforcing Bars Personnel
CER_QAS 089 S	Requirements sheet for qualifications as Welding Coordinator in accordance with EN 1090-2 / Execution Class 2 – Basic Level
CER_QAS 090 S	Requirements sheet for qualifications as Welding Coordinator in accordance with EN 1090-2 / Execution Class 2 – Specific Level
CER_QAS 103 S	Requirements sheet for qualification as EAE
CER_QAS 104 S	Requirements sheet for qualification as EAS
CER_QAS 110 S	Requirements sheet for qualification as I/EMW-B
CER_QAS 111 S	Requirements sheet for qualification as I/EOW-B
CER_QAS 112 S	Requirements sheet for qualification as I/ERW-B
CER_QAS 113 S	Requirements sheet for qualification as I/EMORW-C
CER_QAS 116 S	Requirements sheet for certification as CICI-S and CISI-C
EN ISO/IEC 17024	Conformity assessment – General requirements for bodies operating certification of persons
EWF-416r8-19	Rules for the implementation of European Federation for Welding, Joining and Cutting (EWF) Guidelines for the education, examination, qualification and certification of welding personnel
IAB-001-r10-19	Rules for the implementation of IIW Guidelines for the education, examination and qualification of welding personnel
IAB 195-r2-13	IIW Guideline – Distance Learning – Minimum Requirements for the Education, Examination and Qualification
IAB-341r4-18	IIW Scheme for Certification of Personnel with Welding Coordination Responsibilities – Rules for Implementation of IIW Scheme for Certification of Personnel with Welding Coordination Responsibilities
IAB-020 *(latest edition)*	Directory of Access Conditions to the Courses Based on the IIW Guidelines for Education, Examination and Qualification
UNI EN ISO 9000	Quality Management Systems – Fundamentals and vocabulary

Unless otherwise mentioned, the aforementioned documents are applicable in the latest valid edition.

3 DEFINITIONS

Terminology will conform to terms and definitions provided in UNI standard EN ISO 9000 and in the EWF and IIW documents of reference, with the following integrations.

ANB (Authorized Nominated Body): body authorized to implement guidelines nationally and approve training Centres.

ATB (Authorized Training Body): training school authorized by the ANB with a mandate limited to specific professions.

CSI: Committee to Safeguard Impartiality of IIS CERT, which fulfils, as regards the object of these rules, the role of Governing Board as provided by the applicable guidelines of EWF and IIW.

DLC: Distance Learning Course.

Reviewer: person responsible for reviewing the certification questions; a Reviewer must be qualified at IWE level, understand the applicable standards and the certification requirements, and have proven competence in the evaluation processes.

CFP Area: Certification Area Professional Careers of IIS CERT.

Professional career: one of the professional careers listed in Point 1.

"Coordinator" professional career: E/IWE, E/IWT, E/IWS or E/IWP.

"Inspector" professional career: IWIP (IWI-C, IWI-S or IWI-B).

Borderline: case of a candidate who, in the opinion of the Examination Board, did not fully pass a written examination.

4 QUALIFICATION ROUTES

The qualification routes for the individual figures are listed in the relative Requirements Sheets (see § 2).

5 GENERAL TERMS AND CONDITIONS FOR ACCESS TO THE QUALIFICATION ROUTES

To access the qualification routes, for each of the professional careers in question, conditions of a general nature (common to all the routes, including DLC) and specific conditions (for individual routes) are anticipated.

These conditions are listed in the relative Requirements Sheets (see § 2).

Note *All the access conditions are listed in the document IAB-020 (see § 2).*

6 METHOD OF QUALIFICATION

To obtain the qualification, the applicant who satisfies the minimum requirements listed in Point 5 must pass the anticipated final examination.

The particular methods of qualification for the individual professional careers are listed in the relative Requirements Sheets (see § 2).

7 APPLICATION FOR QUALIFICATION

Admission to one or more examinations is subordinate to the presentation of the specific application, completed in every part including the anticipated annexes.

The particular methods for presentation of the application for the individual professional careers are listed in the relative Requirements Sheets (see § 2).

8 COMPOSITION OF THE EXAMINATION BOARD

The examinations necessary to obtain the final qualification are overseen by a permanent Examination Board, appointed by the CSI of IIS CERT, composed of at least two members of the CSI and a Chairman.

In particular, the Examination Board is composed as follows:

- an IIS CERT Representative serving as Chairman, independent of the ATB who has conducted the training course (usually, the Technical Director);
- at least one Representative of the industry;
- at least one Representative of Training Institutions or Personnel Qualification Bodies.

The list of the members of the Examination Board is provided in the special management software.

The task of the Examination Board is to oversee the work of the Examiners, mainly through the assessment of the documentation relative to the examination sessions; this assessment is actually carried out during special meetings.

The meetings of the Examination Board are held at the same time as the CSI meetings, therefore all the relative minutes are included in the report of the CSI meeting.

8.1 Team of Examiners

The examinations are conducted by a Team of Examiners composed of at least two members responsible for each examination session by the Chairman of the Examination Board.
Only those individuals included in the special list can be part of the Team of Examiners.
Individuals who are part of the teaching staff can be appointed to the Team of Examiners, but cannot participate in the decision on the result of the examination.

The Team of Examiners has the following duties:

- organize the examination session;
- prepare the questionnaires for the candidates;
- evaluate the result of the individual examinations;
- decide on the final result of the examination;
- record the result of each candidate's examination;
- report to the Examination Board.

9 FEATURES OF THE EXAMINATIONS

The examinations are differentiated depending on the professional career.

The particular methods of the examination for the individual professional careers are listed in the relative Requirements Sheets (see § 2).

10 IMPLEMENTATION OF THE EXAMINATIONS

10.1 Preparation

The preparation of the examinations is the responsibility of the Team of Examiners.

In general, before proceeding to the written examination, the Team of Examiners chooses the questions, taken from the confidential data bank of IIS CERT, to the extent provided by the individual Requirements Sheets (see § 2).
The representatives of the teaching staff do not participate in the selection of the questions.

Relative to the oral examination (when anticipated or in the case of candidates considered borderline), it is drawn at random, from special lists prepared by IIS CERT, to the extent anticipated by the individual Requirements Sheets (see § 2).

10.2 Scheduling

The examinations are scheduled by the CFP Area of IIS CERT annually.

The calendar of the examinations is distributed through the IIS CERT institutional information channels and reiterated during the implementation of the courses, for each of the programme parts.

10.3 Place and date of the examinations

The examinations are normally taken in the premises of the IIS in Genoa and at the Regional Offices. Should different locations be selected, the premises will undergo a preliminary visit by an Inspector responsible for checking their suitability, the results of which are provided in a specific report.
In every case, IIS CERT will inform the candidates of the place and date of the examinations at least one months before they are scheduled to be given.
It will be the candidates responsibility to inform IIS CERT of any change in their address.
The candidates will be informed of the specific examinations at least one year after the end of the relative course.

10.4 Implementation methods of the examinations

The particular methods of implementation for the individual professional careers are listed in the relative Requirements Sheets (see § 2).

Note 1 *IIS CERT guarantees examination sites with favorable environmental conditions (lighting, temperature, absence of noise, safety) and pays systematic attention to providing appropriate distance between the candidates.*

Note 2 *If there are candidates who are employees of the IIS Group, IIS CERT maintains the same assessment and confidentiality rules applied for outside candidates.*

11 ASSESSMENT OF THE FINAL EXAMINATIONS

The particular methods of implementation for the individual professional careers are listed in the relative Requirements Sheets (see § 2).

12 REPEATING THE EXAMINATION

In general, a candidate who has not passed the exam, in the written or oral/practical test, must only repeat that part of the programme not passed, regardless of the fact that the examination was taken overall or in individual parts.

The particular methods for repeating the examination for the individual professional careers are listed in the relative Requirements Sheets (see § 2).

13 MINUTES AND FINAL REPORT

The results of the examination are stored in the special management software. At a minimum, the following documents/registrations are kept:

- the names of the candidates taking the examinations;
- the names of the Team of Examiners;
- the place and dates of the examination;
- the duration of the examination;
- the results of the assessment of the individual tests;
- the final opinion;
- the completed questionnaires of every candidate.

Exceptions to the above for the individual professional careers are listed in the relative Requirements Sheets (see § 2).

14 DIPLOMA (RECORD OF ACHIEVEMENT)

The candidate who has passed the qualification tests anticipated for his professional position is issued a Diploma, number and signed, within 3 weeks from the date of fulfillment of all the requirements. .
The Diploma is signed, for approval, by the Chairman of the Examination Board and, in the case of training route, by the Responsible of the ATB or, in the case of an alternative route, by the Technical Director.
The diploma does not expire since it only represents the achievement by the candidate of a given level of knowledge.
In case of theft, loss or destruction, by request and following reimbursement of the costs, the bearer can obtain a duplicate with the same number as the original.

Furthermore, IIS CERT makes available to the candidate a copy of the Diploma on the site http://certonline.iiscert.it, in the area reserved for the Customer.
For this purpose, IIS CERT will responsible for communicating to the email indicated by the Customer that the certificates have been published, as well as the access credentials to the restricted area (username and password), if not already provided for previous services.

Exceptions to the above for the individual professional careers are listed in the relative Requirements Sheets (see § 2).

15 PREREQUISITES FOR CERTIFICATION

As for EWF/IIW Professional career the applicant must have obtained the corresponding EWF/IIW qualification.

Note The qualifications as EWF/IIW Professional career issued by foreign Bodies approved by the EWF and the IIW are considered equivalent to the corresponding ones issued by IIS CERT.

16 METHOD OF CERTIFICATION

16.1 Certification under ACCREDIA accreditation

Certification under ACCREDIA accreditation is initially issued to the applicant at the same time and automatically at the achievement of the qualifications as EWF or IIW Professional career. This method of certification leads to obtain CIWE, CIWT, CIWS, CIWP, CIWIP certificates (see § 1).

Furthermore, the certification under ACCREDIA accreditation includes CISI-C and CISI-S professional career (see § 1).

16.2 Certification under EWF or IIW recognition

This certification, applicable only for “Coordinator” Professional careers, is issued to the applicant who has submitted the relative application, prepared on the special forms, provided in the document CER_QAS 035 I (see § 2), in which it is certified that he has the following requirements:

a) possession of qualification as “Coordinator” Professional career (see § 3);

b) a minimum of two years’ experience (counted during the three years immediately preceding the application) to demonstrate a effective application of the welding technology at the appropriate level;

c) detailed experience, related to one or more product sector, in most of the following areas:
   - contract review,
   - review of engineering,
   - materials (base and consumables), with documented evidences
   - subcontract,
   - production planning,
   - production equipment,
   - welding processes with documented evidences,
   - inspections (visual exam, destructive and non-destructive tests),
   - acceptability of the welding,
   - documentation,
   - activity in the pertinent standardization committees;

d) retention and development of expertise.

The applicant must demonstrate that he has maintained and updated his expertise relative to the sectors in which he operates and therefore must describe the methods by which the retention and updating are achieved. In addition, he must appoint a supervisor, be introduced by the employer (or the representative of a customer if he works independently) and sign the rules of professional conduct.

This method of certification leads to obtaining the CEWE/CIWE, CEWT/CIWT, CEWS/CIWS, CEWP/CIWP certificates (see § 1).

Note *In case of doubts, the Decision making Body can request that the applicant undergo a professional interview (this also applies in the case of renewal).*

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17 EVIDENCE OF THE CERTIFICATION

17.1 Certification under ACCREDIA accreditation

A candidate who has passed the tests required by the reference standards and has satisfied the requirements of § 15 and 16 is issued with a numbered and signed certificate and a plastic card with equivalent contents, within 3 weeks from the date of fulfillment of all the requirements. expected.

The applicant who has obtained the certification receives a badge, credit card format, bearing the logos of IIS CERT and the Accrediting Body and the certification number. This badge is signed by the Technical Director (see also relevant note).

The list of individuals is published in a specific document which includes at least the name of the person certified with the relative number, type, issue date and expiry date of the certificate.

In case of changes in the rules of the certification system, the bearers of the certification are informed by IIS CERT, via letter or fax and, if necessary, by the forwarding of the updated applicable documents, the changes made and possible actions that they must undertake to maintain the certification.

Note For CISI-C and CISI-S an A4 size certificate is also issued

17.2 Certification under EWF or IIW recognition

The applicant who has obtained the certification receives an A4 size certificate bearing, at minimum, the logo of the EWF or the IIW and the certification number.
The certificate is signed by a representative of the Governing Board and by the Decision making Body.

Furthermore, IIS CERT makes available to the applicant a copy of the certificate on http://certonline.iiscert.it, in the Customer's restricted area. For this purpose, IIS CERT will email to the address indicated by the Customer that the certificates have been published, as well as the access credentials to the restricted area (username and password), if not already provided for previous services.
The certificate is digitally signed by a representative of the Governing Board and by the Decision making Body.

The list of certified individuals is published in a specific document which includes at least the name of the person certified with the relative number, type, issue date and expiry date of the certificate.

In case of changes in the rules of the certification system, the bearers of the certification are informed by IIS CERT, via letter or email and, if necessary, by the forwarding of the updated applicable documents, the changes made and possible actions that they must undertake to maintain the certification.

18 VALIDITY AND RENEWAL OF THE CERTIFICATION

The validity of the certification, in all cases (ACCREDIA, EWF, IIW) is three years from the Decision on Certification date.
The certification is renewed, in all cases, in accordance with § 16.2.
If the request for renewal is made when the certification is expired, or anyway within 6 months from the expiry date, IIS CERT in addition to applying what is provided in § 16, can include an interview with the candidate; upon satisfactory results the certificate keeps the original dates (continuity).
Those whose certification has expired will be notified by IIS CERT three months before the expiry.
The new effective date of the certification will be that of the decision when the renewal was granted.

19 MONITORING OWNERS OF CERTIFICATION

The monitoring of the certified individuals is carried out by asking them, at the time of the certification and recertification/renewal, to send annually a copy of the complaints received (or of other aspects which could influence their ability to continue to satisfy the requirements of the certification); without any communication, IIS CERT assumes that there were no complaints.
In any case, the monitoring of the activities carried out by the certified personnel is done at the expiry of the certificates, before the renewal or recertification, through verification of the documents listed in §8.

Furthermore, at any stage during the period of validity IIS CERT can request examination of the documentation cited when it suspects improper use of certification and if the examination shows that the suspicions are founded to submit the personnel in question to complete or partial testing as per the standards of reference. These tests and the relative costs will be borne by the person interested.
Should non-fulfillments or non-conformities be encountered, IIS CERT, depending on the cases, suspends or revokes the certification.
During the period of suspension, the certified person must refrain from any additional promotion of his certification.

20 MANAGEMENT OF THE CLAIMS BY THOSE HOLDING CERTIFICATION

The bearer of certification must collect and keep all claims relative to the activity correlated to the certification. Copies of the claims received must be sent immediately to IIS CERT.
The claims must be made available to IIS CERT during the monitoring.

21 DOCUMENTATION

Copy of the documentation is archived by the Secretary of the CFP Area of IIS CERT.

22 CONTRACTUAL CONDITIONS

For the contractual conditions, the provisions contained in the "Rules for the assessments of systems, personnel, products – General Contract Conditions " (see § 2) are applicable in the latest revised edition.