

APPLICATION INSTRUCTIONS FOR WELDER CERTIFICATION**1. GENERAL**

The purpose of welder certification is to assess the welder's competence. Below is a description of how Kiwa Tarkastus Oy handles applications for the certification of welders and how a certificate is issued. The certification requirements are based on the following standards:

- SFS-EN ISO 9606-1 Qualification testing of welders. Fusion welding. Part 1: Steels
- SFS-EN ISO 14732 Welding personnel. Qualification testing of welding operators. Mechanized and automatic welding of metallic materials
- SFS-EN ISO 9606-2 Qualification testing of welders. Fusion welding. Part 2: Aluminium and aluminium alloys
- SFS-EN ISO 9606-3 Qualification testing of welders. Fusion welding. Part 3: Copper and copper alloys
- SFS-EN ISO 9606-4 Qualification testing of welders. Fusion welding. Part 4: Nickel and nickel alloys
- SFS-EN ISO 9606-5 Qualification testing of welders. Fusion welding. Part 5: Titanium and titanium alloys, zirconium and zirconium alloys
- ISO 13585: Brazing. Qualification testing of brazers and brazing operators

The choice of the standard to be used for certification shall be made at an initial meeting in cooperation with the manufacturer. The initial meeting shall also examine all other additional requirements of the end customer that must be considered during the qualification process. Kiwa Tarkastus Oy accepts permanent joint makers as a notified body under the Pressure Equipment Directive (2014/68/EU, Annex 1, Section 3.12). The notified body is represented by an inspector who carries out the technical supervision of the qualification tests. The certificates of the welder qualification tests shall be accepted by a person authorised by the notified body.

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2. APPLYING FOR CERTIFICATION

The manufacturer applying for certification submits an application to Kiwa Tarkastus Oy using the form provided to the applicant. The application form contains the rules for the applicant, which the applicant accepts by signing the application.

The person processing the application reviews the application. After verifying the application, the processor provides more detailed instructions on the certification process.

If the costs incurred in applying for certification are paid for by someone other than the applicant, the billing information (payer and billing address) must be mentioned in the application.

If the application is refused, the applicant is informed of the reasons why the certification cannot be granted.

3. QUALIFICATION REQUIREMENTS

The qualification requirements for welder certification consist of the legislation of the target country, end customer's requirements, manufacturer's requirements and welder qualification standards.

4. CERTIFICATE AND ITS VALIDITY

A certificate shall be drawn up for a welder who satisfies the requirements for the qualification applied for. The certificate shall then be delivered to the manufacturer. The certification is valid for two or three years depending on the welder proficiency qualification standard used.

The certificate is valid only if the welder qualification certificate on which it is based is valid. The validity of the certificate of qualification shall be extended for periods of 6 months, if the activities covered by the welding certificate in question have been continuous and there have been no significant interruptions.

For recertification, the process is the same as when the original certificate was issued.

Complaints concerning the activities of the certified person must be recorded by the certificate holder or their employer. If a complaint could lead to the withdrawal of the certificate, the certification body must be informed thereof.

The issued certificate may be withdrawn due to unethical activities, serious negligence or repeated incorrect activities at work. Before withdrawing the certificate, the person is asked to explain what has happened. The case shall then be handled by persons appointed by the business manager of personnel certification. Where appropriate, they shall submit a proposal for withdrawal requiring the certification body to withdraw the certificate. If the holder does not provide the certification body with the requested explanation, this will automatically lead to the withdrawal of the certificate.

5. ARCHIVING

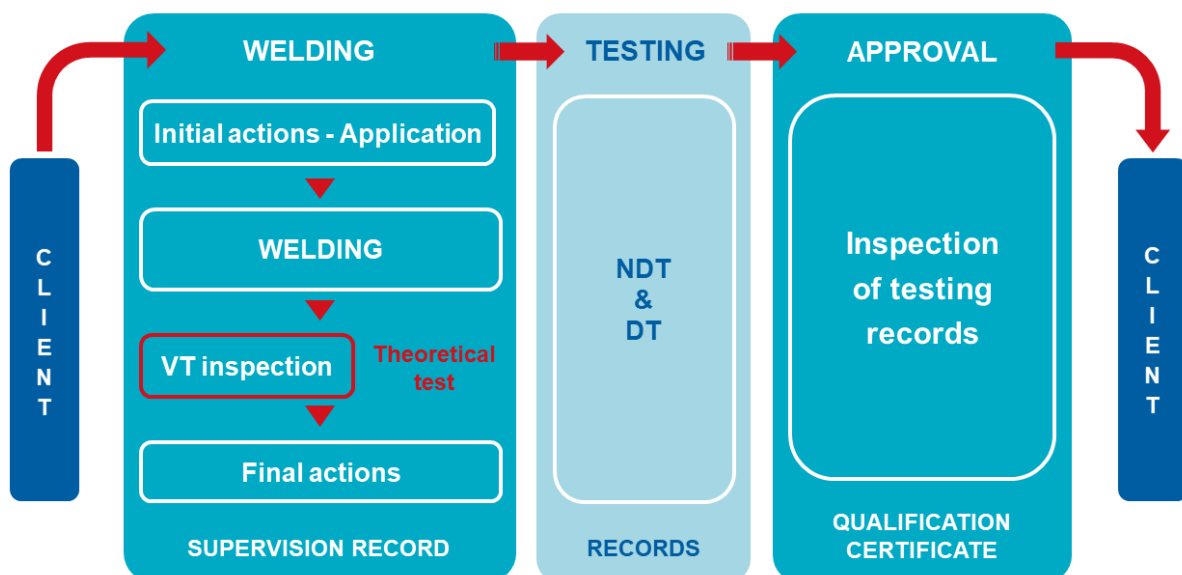
The certification body shall keep a list of the certified persons and their areas of competence, which may be consulted on request. The certification body shall treat the application documents as confidential and archive them and copies of the certificates issued for at least 10 years after the expiry of the certificate.

6. COMPLAINTS PROCEDURE

If the client who is applying for certification or to whom the certificate has been issued wishes to appeal to the certifier against the certification decision, they must submit the appeal in writing to the certification body within 30 days of the receipt of the decision at <https://www.kiwa.com/fi/en/contact>

7. CERTIFICATION PROCESS

Welding certification process

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