

# ***Accredited Testing Facility (ATF) Program Information***



(The enclosed documents provide information about the  
AWS Accredited Test Facility Program.)

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## **Technical Documents**

(These documents are available for downloading at the AWS website.  
Please click on the document name and you will be redirected to the AWS Website.)

- [QC4-89, Standard for Accreditation of Test Facilities for AWS Certified Welder Program](#)
- [QC7-93, Standard for AWS Certified Welders](#)
  - [Supplement C- Welder Performance Qualification Sheet Metal Test Requirements](#)
  - [Supplement F- Chemical Plant and Petroleum Refinery Piping](#)
  - [Supplement G- AWS Performance Qualification Test](#)
- [B5.4-2005, Specification for the Qualification of Welder Test Facilities](#)

# Steps to Renew the ATF Accreditation

1. Complete the following documents:
  - ATF Application
  - QA Manual checklist\*
  - Application Fee or P.O. Request

***\*Important Note: Be sure to read the requirements on the QA Manual Checklist as they contain more detailed information on what is required for your QA Manual.***

Mail these completed documents to: American Welding Society Attn: Emil Pagoaga AWS Certification Department 550 N.W. LeJeune Road Miami, FL 33126

2. If the review is satisfactory, a certificate of conformance will be issued. The certificate allows your facility to operate in accordance with the AWS QC4-89, Standard for Accreditation of Test Facilities for the AWS Certified Welder Program.
3. Following a satisfactory review of the facility's application, checklist and Quality Assurance Manual, an invoice for the applicable fees will be issued to the facility. Please click on the following link to view the current program fees:  
<http://www.aws.org/certification/docs/schedules.html>
4. Program fees, along with a copy of the invoice must be mailed to:  
  
American Welding Society Attn: Certification Department 550 N.W. LeJeune Road  
Miami, FL 33126
5. Once the program fees have been received, AWS will mail a new ATF certificate to your facility representative.



# Accredited Test Facility

## 1st and 2nd Year Renewal Application

American Welding Society  
550 NW LeJeune Road  
Miami, FL 33126  
(800 or 305)-443-9353, Ext 448  
Fax (305) 443-6445

### APPLICANT INFORMATION

Name of Facility: \_\_\_\_\_

Facility Representative: \_\_\_\_\_

Test Supervisor(s): 1) \_\_\_\_\_ 2) \_\_\_\_\_

ATF Certificate Number: \_\_\_\_\_

#### **Corporate or Mailing Address:**

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Country: \_\_\_\_\_

#### **Testing Facility Address (If different from corporate address):**

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Country: \_\_\_\_\_

#### **Testing Facility's Contact Information:**

Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ Ext: \_\_\_\_\_ Fax: ( \_\_\_\_\_ ) \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_



# Accredited Test Facility

## 1st and 2nd Year Renewal Application

PLEASE CHECK ONE OF THE FOLLOWING

1st Year Renewal Application  or 2nd Year Renewal Application

Please indicate if there are any revisions to the facility's Staff, Policies, Organizational chart, and/or Operations. Yes  or No

If yes, please submit references to the revision on the QAM or an actual revised copy of the QA Manual.

### APPLICATION FEES

- 1st and 2nd Year Renewal (North American Fee Schedule) Fee: \$360 USD
- 1st and 2nd Year Renewal (International Fee Schedule) Fee: \$480 USD

### ENCLOSED MATERIALS

Quality Assurance Manual: Enclosed

ATF Quality Manual Checklist: Enclosed

List any past or present certifications: \_\_\_\_\_

Contact Name (Print): \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

### METHOD OF PAYMENT

Check # \_\_\_\_\_  Bill P.O. (Staple P.O. to front page of application)

Visa  Master Card  American Express  Diners Club  Discover

Credit Card #:

Exp. Date:

Signature: \_\_\_\_\_

### AWS USE ONLY

Date Received:

Account #:

Amount:  \$360.00 (North American Fee Schedule)  
 \$480.00 (International Fee Schedule)



# Accredited Test Facility

## 1st and 2nd Year Renewal Application

### Q. A. MANUAL CHECKLIST QUESTIONS 1 TO 18

Instructions: Please answer questions 1 through 18 in the Q. A. M. Index section with the corresponding page or section number of your Quality Assurance Manual. Example:

Topic	Q.A.M. Index Section #	Auditor Review of the Manual: Sat. / Unsat.	Auditor Confirmation of Implementation: Sat. / Unsat.
17) What records are placed in the welder's file?	Section 8.1		

Topic	Q.A.M. Index Section #	Auditor Review of the Manual: Sat. / Unsat.	Auditor Confirmation of Implementation: Sat. / Unsat.
1) Does the QA Manual contain a policy statement that clearly asserts that the Test Facility will meet all requirements of codes, specifications or contract documents that they use in their activities?			
2) Specifically, are QC7 and QC4 listed?			
3) Is there an Organizational Chart that includes names of the individuals involved?			
4) Are the Facility Representative and the Test Supervisor specifically designated on the Organization Chart?			
5) Is the Test Supervisor (s) a current CWI? Is the CWI number listed?			
6) Is a single person (QA Manager, supervisor or other designee) assigned the responsibility to verify the Company policy is being complied with?			
7) Does the QA Manager have direct access to Executive Management?			
8) Are the operational and functional duties of the Facility Representative, Test Supervisor, and QA Manager clearly defined?			
9) Are general Quality Control procedures spelled out or incorporated by reference?			
10) Are written procedures and/or checklists available for specific tests or inspections?			
11) Are the written procedures spelled out or incorporated by reference?			
12) Are all required reference documents listed?			
13) Are there formal procedures for handling non-conformances?			
14) Are there procedures for dealing with technical complaints, comments and suggestions?			
15) Are subcontracting procedures defined and controlled?			
16) Are there procedures and/or checklists for documenting and reviewing test results?			
17) What records are placed in the welder's file?			
18) What records are sent to the AWS Certification Business Unit?			

**\* If more space is needed to answer any of the Checklist questions, please feel free to attach additional answers or relevant information to the back of this checklist.**



# Accredited Test Facility (ATF) Price Schedule\*

## North American Price Schedule

<b>Initial Audit Fees</b>	<b>AWS Price</b>	<b>Auditor Fee Included in AWS Price?</b>
Document review	\$720	
Initial On-site Audit**	\$2,040	Yes
<b>Total</b>	<b>\$2,760</b>	

### Additional Facilities

Document review	\$600	
Initial On-site Audit**	\$1,800	Yes
<b>Total</b>	<b>\$2,400</b>	

### Yearly Renewals

Annual 1st Year	\$360	N/A
Annual 2nd Year	\$360	N/A

### Re-accreditation Audit Fee

Document review	\$600	
On-site Audit**	\$1,800	Yes
<b>Total</b>	<b>\$2,400</b>	

## International Price Schedule

<b>Initial Audit Fees</b>	<b>AWS Price</b>	<b>Auditor Fee Included in AWS Price?</b>
Document review	\$720	
Initial On-site Audit**	\$840	No***
<b>Total</b>	<b>\$1,560</b>	

### Additional Facilities

Document review	\$600	
Initial On-site Audit**	\$600	No***
<b>Total</b>	<b>\$1,200</b>	

### Yearly Renewals

Annual 1st Year	\$480	N/A
Annual 2nd Year	\$480	N/A

### Re-accreditation Audit Fee

Document review	\$600	
On-site Audit**	\$600	No***
<b>Total</b>	<b>\$1,200</b>	

\*Fees are subject to change due to individual circumstances for each facility.

\*\*Applicants are directly responsible for the auditor's travel expenses.

\*\*\*Auditor fees for international ATFs are as follows:

Each Travel Day	\$400
On-site Audit Fee	\$800

**Total Fee** (dependent on # of audit and travel days required)