

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 Becoming an ATF

1. Complete the following documents:
 - ATF Application
 - One uncontrolled copy of your facility's Quality Assurance Manual
 - QA Manual checklist*
 - On-Site Audit checklist*
 - Application Fee or P.O. Request

****Important Note: Be sure to read the requirements on the QA Manual Checklist and On-site Audit 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. Following a satisfactory review of the facility's application, checklists 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>
3. 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
4. Once the program fees have been received, AWS will schedule an on-site audit of your facility by a third-party auditor.
5. When the audit is completed, the facility will receive notification of their results -- including any deficiencies requiring corrective action, and a final invoice will be issued to the facility for travel expenses incurred by the third-party auditor.
6. If the audit results are 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.



Accredited Test Facility

Initial On-Site Audit Application

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

We hereby request the American Welding Society accredit the following facility as a participant in the AWS Certified Welder Program in accordance with the provisions of AWS QC4-89, *Standard for Accreditation of Test Facilities for AWS Certified Welder Program*.

APPLICANT INFORMATION

Name of Facility: _____

Facility Representative: _____

Test Supervisor(s): 1) _____ 2) _____

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

Initial On-Site Audit Application

Q. A. MANUAL CHECKLIST QUESTIONS 1 TO 18

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

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?			



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Initial On-Site Audit Application

On-Site Audit Checklist Questions Part I to XII

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

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:

Part II – Personnel Questions 1 to 10	Y	N	Q. A. M. Index Section #
1) Are the inspection and testing services of the Test Facility under the authority of a technical manager?			Section # 14.3

Part I – Procedures Questions 1 to 3	Y	N	Q. A. M. Index Section #
1) Procedure for procurement of materials including filler metals.			
a) Is there a written procedure?			
b) Does it include a sample purchase order?			
c) Does the P.O. require material test reports on base metal and certificates conformance on filler metals?			
d) Is the material and certifications checked on receipt?			
e) Are the mill test reports and certificates of conformance on file?			
2) Initial discussions with candidate for the certified welders Program.			
a) Is a sample application available?			
b) Is it filled out so that it may be used as a sample?			
c) Is the welder advised of the testing procedures including safety rules, fit up tolerances, and testing requirements?			
3) Please describe in a separate sheet of paper the procedure for traceability of materials. Begin with use of certified materials through welding of test coupons and visual examination, mechanical or radiographic testing, and recording of results.			
a) Is the candidate welder assigned an identification code?			
b) Is the identification code recorded on the coupon and the paper work?			
c) Does the Test Supervisor verify that certified materials are used?			
d) Is the test materials identification recorded on the test records?			
e) Is the welder identification code transferred to the bend specimens?			
f) Is the welder identification code shown on the x-ray film when radiography is used?			

Part II – Personnel Questions 1 to 10	Y	N	Q. A. M. Index Section #
1) Are the inspection and testing services of the Test Facility under the authority of a technical manager?			
2) Does the technical manager have at least 5 years technical experience in inspection and testing of metals or welding?			
3) Who is the Facility Representative?			
4) Are the Test Supervisors employees or contractors?			
5) Are they currently certified as CWIs under AWS QC 1?			
a) List the Test Supervisors and their Certificate numbers:			
6) If radiography is used, are the NDE personnel employees or contractors?			
7) Is ASNT Recommended Practice SNT-TC-1A followed in the qualification of NDE personnel?			
8) Are NDE results interpreted by a certified technician?			
9) Are job descriptions or job duties available for the positions described in QC4 and the organizational chart?			
10) Who performs function of "Quality Assurance Manager"?			



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Initial On-Site Audit Application

Part III – Operations Questions 1 to10	Y	N	Q. A. M. Index Section #
1) Are written instructions and sketches available for the candidate to use in fitting the test assembly?			
2) Is the fit up inspected prior to welding? How is it documented?			
3) Are the Welding Procedures available for use by the candidate?			
4) Are written procedures or checklists available for preparation and inspection of bend specimens?			
5) Are written procedures or checklists available for testing and evaluation of bend specimens?			
6) Are radiographic acceptance criteria available to the radiographic interpreter?			
7) Are the results of the bend test or film interpretation recorded on the test records?			
8) Does the welders file consist of:			
a) The welders initial application?			
b) The welder test checklist?			
c) The bend test report or the radiographic and the radiographers report?			
d) The Performance Qualification Test Record?			
9) If welders are to be tested off site, is it covered in the QA manual?			
10) How are outside testing activities controlled?			
Part IV - Reference Documents Questions 1 to 3	Y	N	Q. A. M. Index Section #
1) Does the Test Facility maintain a library?			
2) Are there current copies of applicable Welder Qualification Codes and Standards?			
3) Does the library contain the following mandatory documents?			
a) Cert-CW-Certified Welder Application			
b) ATF WPQR Blank Form			
c) Cert-Maintenance of Welder Certification			
Qualification and Certification	Y	N	Q. A. M. Index Section #
AWS QC 1 Standard for Certification of Inspectors			
AWS QC 4 Standard for Accreditation of Test Facilities for AWS Certified Welder Program			
AWS QC 7 Standard for AWS Certified Welders (and applicable supplements)			
AWS Supplement G, AWS Performance Qualification Test			
Welding Procedure Specifications (WPS*)	Y	N	Q. A. M. Index Section #
1) Does the Test Facility maintain a list of WPSs/PQRs used for the testing of welders?			
2) Are there copies of the applicable WQTR or WPQR in the Welder's record?			
3) Are the WQTR or WPQR properly filled out?			
4) Does the library contain copies of all the WPSs/PQRs?			
5) Does the Welding Supervisor (CWI) understand these documents?			
Specification Key:			
WPS = Welding Procedure Specifications PQR = Procedure Qualification Record WQTR = Welding Qualification Test Record WPQR = Welding Performance Qualification Record			



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Safety and Health			Y	N	Q. A. M. Index Section #
ASC Z49 Safety in Welding and Cutting					
Other(s) (Specify):					
Part V- General Questions 1-2			Y	N	Q. A. M. Index Section #
Are there training programs to maintain and improve skills?					
Does management review QA Program on a routine basis?					
If yes, how often?					
Who is responsible for the review? Title:					
Part VI - Welding Tests Questions 1-6			Y	N	Q. A. M. Index Section #
1) Does the Test Supervisor have a checklist for the set-up and administration of the welding test?					
2) How is the WPS available to the candidate in the test station?					
3) Is safety equipment verified?					
4) Is material checked?					
5) Is fit-up verified?					
6) How do you verify that the test plates are not repositioned without approval?					
Part VII - Welded Test Assembly Handling Questions 1-7			Y	N	Q. A. M. Index Section #
1) Are written procedures or other methods available to define the visual inspection criteria to be applied to test assemblies?					
2) Are written procedures or other methods available to define the steps and examinations to be performed to comply with the Supplements?					
3) Are nondestructive test methods controlled by written procedures?					
4) Are contracted nondestructive testing methods properly defined in purchase orders to assure accurate testing and the application of the proper acceptance standards?					
5) Are sketches, drawings, etc. used to define the steps in performing the cutting and preparation for destructive testing (bends, nick-breaks, etc.?)					
6) Is there proper documentation as to the disposal of test specimens?					
7) Are internal nondestructive technicians trained, tested, and certified to SNT-TC-1A?					
Part VIII - Final Disposition Questions 1 to 2			Y	N	Q. A. M. Index Section #
1) What records are placed in the welders file?					
2) What records are forwarded to AWS Certification Department?					
Part IX - Welding Equipment and Controls Questions 1 to 6			Y	N	Q. A. M. Index Section #
1) SMAW					
a. Number of Units					
b. Number of AC					
c. Number of DC					
d. Number of AC/DC					
2) GMAW					
a. Number of Units					



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Part IX - Welding Equipment and Controls Questions 1 to 6 (Cont'd)	Y	N	Q. A. M. Index Section #
3) GTAW			
a. Number of Units			
b. Number of AC HF			
c. Number of DC			
d. Number of AC/DC			
4) FCAW			
a. Number of Units			
5) SAW			
a. Number of Units			
6) Other processes - (list each)			
Part X - Cutting Equipment Questions 1 to 4	Y	N	Q. A. M. Index Section #
1) OFC			
a. Number of Stations			
b. Type fuel gas utilized			
2) CAC			
a. Number of Units			
3) PAC			
a. Number of Units			
4) Mechanical cutting			
a. Mechanical			
b. Milling Machines			
c. Angle grinder			
d. Lathe			
e. Other equipment (list each)			
Part XI - Measuring & Testing Equipment Questions 1 to 6	Y	N	Q. A. M. Index Section #
1) Measuring/Testing Item - (For each item of equipment used in welder qualification, the following information shall be provided)			
a. Is a maintenance procedure or schedule established?			
b. Is maintenance log up to date?			
c. Does equipment appear abused?			
d. Are proper equipment records maintained?			
i. Is equipment identified?			
ii. Does it have calibration tag (if required)?			
iii. Are operating manuals available?			
e. Are calibration methods defined?			



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Part XI - Measuring & Testing Equipment Questions 1 to 6 (Cont'd)	Y	N	Q. A. M. Index Section #
2) Bend Testing Equipment			
a. Wrap-around fixture?			
b. Die & plunger fixture?			
c. Adjustable radius fixture?			
3) Other Testing Equipment			
a. Fillet break/nick break fixture?			
b. Tensile test machine?			
c. Impact Testing Machine?			
d. Other Testing Equipment?			
4) Other measuring equipment available: (Check all available)			
a. Tapelines			
b. Micrometers			
c. Calipers			
d. Scales			
e. Optical aids			
f. Fillet weld gauge			
g. Weld reinforcement gauge			
h. Hi-Low gauge			
i. Under-cut gauge			
5) Does facility perform any chemical tests?			
a. Mass spectrometer analysis			
b. Wet chemical method			
c. Macro Tech			
d. Are written procedures available?			
6) If the above tests are performed, are the applicable standards from AWS, ASME and ASTM available for control of procedures?			
Part XII - Records and Test Reports Questions 1 to 3	Y	N	Q. A. M. Index Section #
1) Are written procedures on file for record retention?			
2) Are records retained for the 5-year requirement per AWS QC-4-89?			
3) Are records secured?			

*** 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

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

Additional Facilities

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

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
Total	\$2,400	

International Price Schedule

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

Additional Facilities

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

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***
Total	\$1,200	

*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	<u>\$800</u>

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