



## CERTIFICATION SCHEME FOR PERMANENT JOINING QUALIFICATIONS

### Scheme Rules

Requirements for the Certification of Persons in accordance with ISO/IEC17024 this includes Welders, Welding Operators, Resistance Weld Setters, and Brazers.

If you are an employment agency, end user, client, third party inspectorate or potential employer and would like to verify the authenticity of any certificate(s) issued under this scheme, please email: [admin@wq-ic.co.uk](mailto:admin@wq-ic.co.uk)



Revision Register.				
Revision No:	Date:	Page No:	Summary of Revision	Approved By
8	03/01/2023	All	Updated, reformatted and list of prerequisites added.	Advisory Group
9	23/11/2024	9 & 10	Updated to include transfer of Certification of Persons.	Advisory Group

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## **1. Scope of Certification / Foreword**

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

For some industry requirements, such as the Pressure Equipment Safety Regulations, WQiC can act as a Recognised Third Party Organisation (RTPO) appointed by BEIS for the qualification of welders, welding operators, resistance weld setters and brazers. WQiC is not authorised or notified to assess or establish conformity with the whole of the Pressure Equipment Safety Regulations.

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

This scheme (QF/7.4) is managed by WQiC, which acts as a Certification Body for Certification of Persons, in keeping with the requirements of the industries served by the scheme. WQiC is accredited by the national accreditation organisation (UKAS) in accordance with BS EN ISO/IEC 17024 for Certification of Persons.

WQiC understands the importance of impartiality in carrying out its certification activities, managing conflict of interests and ensuring the objectivity of all its certification activities, in accordance with BS EN ISO/IEC 17024.

WQiC operate an ISO 9001 system for permanent joining qualifications.

## **2. Job, Task Description and Responsibilities**

WQiC acts as an Examining Body. WQiC also appoints, authorises, and controls other Examiners as required to act on behalf of WQiC. WQiC 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 WQiC 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.

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

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

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 standard. The Certification body is responsible for issuing relevant certificates of the test results. All the above falls under the sole responsibility of the Certification Body.

Any persons certified under this scheme shall inform WQiC 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.

The Examining Body is responsible for ensuring that the requirements of the 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 appointed by WQiC.

Note: WQiC 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.

### **3. Required Competence and Abilities**

While there are no known national competence requirements for applicants to be examined as a welder, welding operator, weld setter or Brazer, it is expected that an adequate level of experience has been achieved in the relevant process. 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 confirm the use of the joining process when completing the application form and confirm the use of 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).

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Annex 1 lays out possible routes to achieving certification.

#### **4. Prerequisites**

Prerequisites to be considered for examination:

- The certification Body will issue an application form to the candidate/sponsor, which must be completed in full and returned to WQIC. If it is found that a false statement has been submitted by the candidate/sponsor, any testing undertaken will be declared null and void.
- Testing charges will be agreed prior to any examination taking place.
- Where WQIC are requested to attend a sponsors workshop / site the sponsor will be invoiced by WQIC in line with the normal commercial invoicing process and charged at agreed rates.
- A suitable pWPS, WPS, work instruction (Verbal or written) shall be made available.
- Photographic identification (drivers' licence or Passport or other suitable photographic ID card) shall be made available to WQIC examiners
- 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 in good working order/condition.
- When a knowledge test is required, a suitable room shall be provided. The room shall be quiet, well lit, seating and desk provided, and no access to any material which may assist the candidate in answering questions (phones, books, PC's etc)

#### **5. Code of Conduct**

##### **Misuse of Certificates**

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

WQIC 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 British law.

##### **Misuse of brand names & Logos**

The current brand names and logos of WQIC are WQ Inspection & Certification company logo and the unique WQIC certification of persons logo.

Use of the brand names by any 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.

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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 use of the UKAS Personnel Certification mark is not allowed.

The certified person may use the WQiC 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 - only the original / issued certificate(s) is/are valid at any time.
- If all the fees have been paid (failure to pay fees in full could result in certificate reference numbers being exhibited on our social media platforms as not being valid).
- Is signed by a WQiC official (decision maker) and the certificate holder.
- Carries the WQiC watermark.

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.

## 6. Certification Scheme Process

Routes to certification are shown in Annex 1

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

### **Welder / Welding Operator / Brazer qualification testing**

BS 4872-1	Welder Qualification, no procedure required – Steels
BS 4872-2	Welder Qualification, no procedure required – Aluminium/Aluminium
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
BS EN 14276	Pressure equipment for refrigerating systems and heat pumps

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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
BS ISO 24394	Welding for aerospace applications. Qualification tests for welders and welding operators. Fusion welding of metallic components.

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

Qualification certificates are issued in accordance with the standard being applied. Qualification certificates are issued carrying our 'water mark' to prevent fraudulent copying.

Certificates are issued to the sponsoring organisation, usually the manufacturer or where self-funded to the applicant/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).

Photocopies are unauthorised by WQiC and should only be used for internal administrative purposes.

NOTE: Any certificate(s) issued remain the property of WQiC.

## **7. Criteria for Initial Certification and Recertification**

For initial certification the applicant is expected to produce a weld in accordance with the supplied pWPS/WPS/WI. For certification to be issued the test piece(s) is/are required to pass visual inspection and pass any non destructive &/or destructive testing which is applicable to the chosen standard.

Recertification takes place after a period of time as defined on the certificate. All issued certificates carry an expiry date. The recertification process is the same as for initial applications.

NOTE: Internal procedure QP9 of our QMS also applies.

## **8. Surveillance Methods and Criteria**

During the life of the certificate, the person responsible for welding activities or the examining body shall confirm welding activities have taken place in the previous 6 months. This extends the validity for a further 6 months. A weld sample may be produced and witnessed by the examining body to satisfy the applicable clause of the qualification standard.

NOTE: Internal procedure QP9 of our QMS also applies.

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## **9. Criteria for suspending and withdrawing certification**

When there is a specific reason to question a certified person's ability to make joints that meet the product standard quality requirements, the qualifications that support the welding shall be revoked/withdrawn. All other qualifications not questioned remain valid. Withdrawn certification shall be notified on our website.

Qualification certificates are automatically invalidated if there are any outstanding fees.

NOTE: Internal procedure QP9 of our QMS also applies.

## **10. Criteria for changing or reducing the scope or level of certification**

Any ranges of qualification issued, and essential variables listed on the certificate are based on the original test piece(s). Once certification has been issued, any requested changes to the scope or level of certification should be made by emailing [admin@wq-ic.co.uk](mailto:admin@wq-ic.co.uk), providing evidence to support the required change. The evidence and original examination reports would be reviewed by a decision maker against the applicable standard requested at the time of the examination being carried out. The decision maker is responsible to revise and amend any certification.

Note: Where there is a route to revalidate certification based on objective evidence, the scope of certification may be reduced based on the evidence supplied by the sponsor/certified individual. This decision to reduce the scope of certification is the responsibility of WQIC.

NOTE: Internal procedure QP9 of our QMS also applies.

## **11. Complaints and Appeals**

All parties shall be treated fairly and equitably through the implementation of the following procedure:

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 to the Certification Body by emailing [admin@wq-ic.co.uk](mailto:admin@wq-ic.co.uk) but must be within one month of the date of examination.

Where an appellant / person is not satisfied with a decision by WQIC they will be requested to submit a formal appeal / petition in writing stating his/her case in detail to the Scheme Committee with the appropriate fee.

Such an appeal / petition must be accompanied by all relevant facts and evidence, and if in the opinion of the Certification Body, an adequate case has been presented, an investigation by WQIC of the circumstances will be undertaken.

The MD of WQIC will ensure that all relevant information / correspondence is gathered including the appellants / person's written statement and submit this to at least 3 members



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of the Advisory Group (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.

Complaints shall be made in writing by emailing [admin@wq-ic.co.uk](mailto:admin@wq-ic.co.uk) detailing the nature of complaint. All relevant facts for the complaint, associated documents and any evidence should be submitted and will be reviewed by a decision maker & MD of WQIC. In the opinion of a decision maker and MD, if an adequate case has been presented, a full investigation of the complaint will be started and reviewed by the scheme committee.

NOTE: Internal procedure QP5 of our QMS also applies

## **12. Records**

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

## **13. Addresses**

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

WQ Inspection & Certification Ltd  
WQIC House  
23 Bagnall Street,  
Ocker Hill,  
Tipton,  
West Midlands  
DY4 0EF  
West Midlands

Tel: 0121-505-2066

E-mail: [admin@wq-ic.co.uk](mailto:admin@wq-ic.co.uk)

Web: [www.wq-ic.co.uk](http://www.wq-ic.co.uk)

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 WQIC's website to keep informed of any changes which may affect their certification.

## **14. Transfers of Certification**

The transfer of a certified persons existing and valid certificate, issued by an accredited EA MLA signatory organisation, may be eligible to transfer provided the following requirements are met;

- The certificate is issued under the same certification scheme (EN ISO/IEC 17024).
- The transferring scheme of the original 'issuing certification body' is reviewed and considered equivalent to the 'accepting certification bodies' scheme.
- The competency requirements for the person are based on the same standard and evaluation procedures.
- The original scheme authority or owner authorises provisions of transfer.

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In order to request transfer to WQiCs certification scheme, the following information is required to be provided to WQiC for pre-transfer review;

- Letter or email stating the reason for transfer request from the certificate holder.
- Certificate holder must contact original 'issuing certification body' and supply 'accepting certification body', i.e. WQiC, with original competency evaluation evidence for review.
- Certificate holder must contact original 'issuing certification body' and supply 'accepting certification body' with evidence of any complaints raised against the certificate holder and any actions taken (if available).
- Confirmation from the original 'issuing certification body' the certificate is not suspended and valid.
- The original certificate, issued by an accredited EA MLA signatory organisation, must be supplied to WQiC for review and replacement upon successful transfer application.
- Certificate holder must complete new Personnel Joining Qualification Application Form (QF7.4).
- Receipt pre-transfer review fee.

NOTE: Where the reason for transfer is based upon the original 'issuing certification bodies' accreditation withdrawal, transfer should be completed within 6 months or on expiration of the certification, whichever is sooner. In this instance the original 'issuing certification body' will be informed of the transfer request prior to transfer.

Where the original 'issuing certification body' has terminated its business and the necessary records cannot be provided, no transfer will be made.

Upon successful receipt of requested information, a pre-transfer review will be completed by an approved certificate decision maker and include a review of the original 'issuing certification bodies' process and competence through the review of all records provided.

Should the pre-transfer review identify issues that prevent transfer, the reasons will be explained in writing to the certificate holder and they will be treated as a new client.

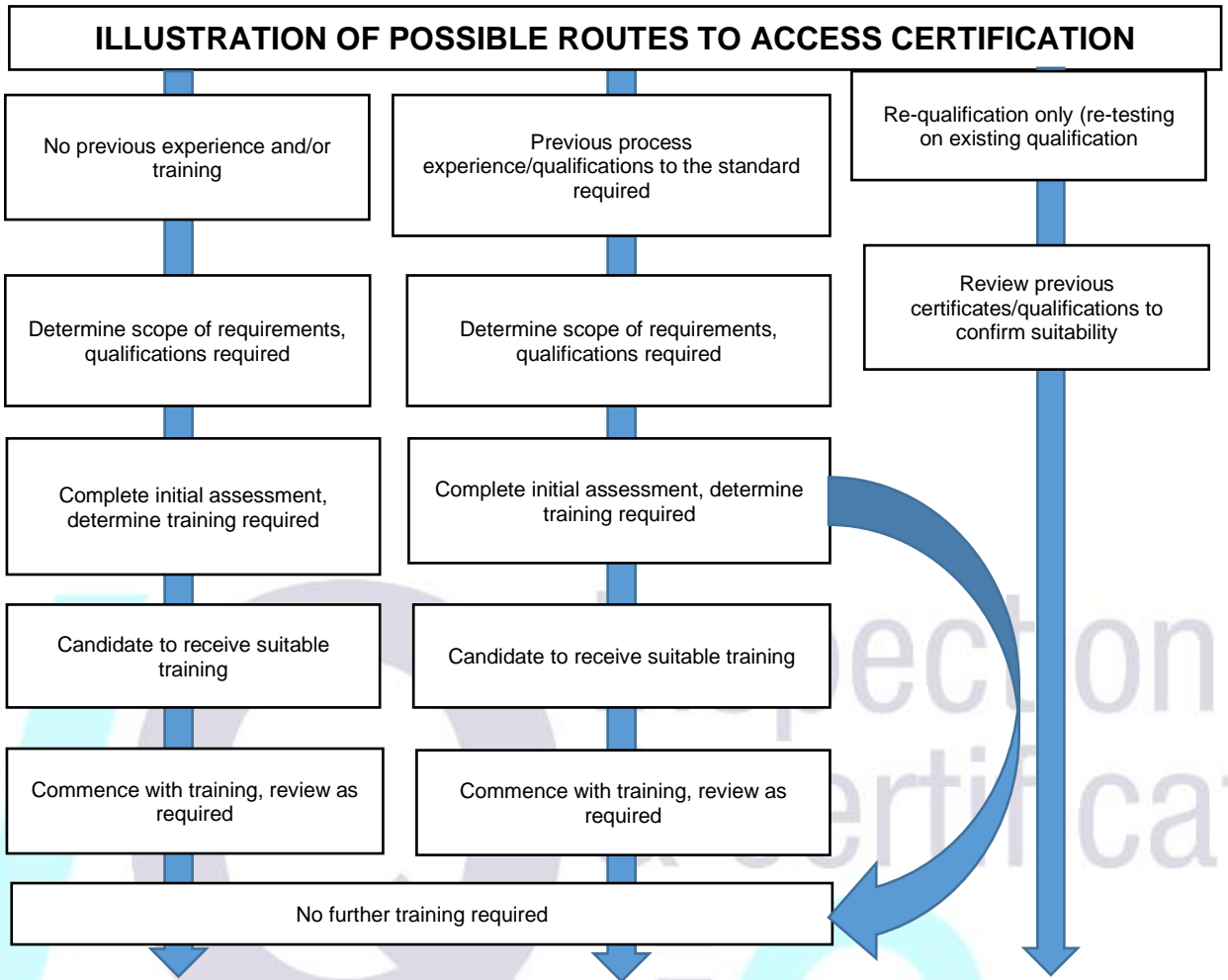
Following successful pre-transfer review, the process will follow the normal requirements specified by this scheme using a separate certificate decision maker than that of the pre-transfer review.

Replacement certificates will be issued with the same certification validity as per the originally issued certificate and include the original 'issuing certification bodies' issue date and reference. The original 'issuing certification body' will be informed of the transfer.

Where requested to transfer from WQiCs certification scheme, WQiC agrees to cooperate with the 'accepting certification body' and facilitate the process for transfer in accordance with the requirements specified by EA-8/01.

NOTE: An administration fee will be applicable to provide the original competency evaluation evidence required for the pre-transfer review.

**CANDIDATE RESPONSIBILITY**  
Previous training and / or industrial experience prior to application for certification



**WQIC RESPONSIBILITY**  
Application and verification process in accordance with the scheme rules

