

STRUCTURAL STEEL FABRICATION, ERECTION AND WELDING SCHEME

RULES & POLICIES



**HELPING SECURE
THE FUTURE OF
AUSTRALIA'S
WELDING
INDUSTRY**



INTRODUCTION

This Handbook provides information on Weld Australia's internal processes and procedures related to the Structural Steel Fabrication, Erection and Welding Certification Scheme. It covers areas such as Certification, Surveillance, Validity and Renewal, as well as Appeals and Complaints.

For further information about Weld Australia's Company Certification Schemes, please contact certification@weldaustralia.com.au.

STRUCTURAL STEEL FABRICATION, ERECTION AND WELDING CERTIFICATION SCHEME RULES

Certification Scheme Objectives

The Certification Scheme has three main objectives:

- Guide Australian companies to increase their local and international competitiveness. This is in line with Weld Australia stated goal which is to lead and assist in making Australian industry locally and globally competitive in welding-related activities.
- Provide a conditional means of access for Australian companies to the most credible international platform designed specifically as a statement of their competency and expertise in the coordination of welding and allied processes. The platform represents an "elite" group of companies who have implemented world's best practice in welding management.
- Provide end users, purchasers, and asset owners with access to a group of companies who have been certified to have employed competent welding coordination personnel and to have established a proper and effective welding coordination system.

Benefits of Certification

The primary intention of the certification scheme is to ensure that manufacturers/fabricators are competent and exercise adequate control of the special process of fabrication, assembly, welding, surface protection, erection so that customers and others can have confidence that the Structural Steelwork they produce will comply with the regulatory and/or contractual requirements as related to quality.

In order to give evidence of such specific technical capabilities of manufacturers/fabricators, the certification scheme indicates the scope of certification achieved together with the issue and expiry date of the Certificate itself. The company's data is supplemented with a Schedule, where technical information (reference standards, certified activities, materials, welding processes, exclusions, supplementary requirements, etc.) and the welded products manufactured are detailed, together with the name of the Welding Coordinator.

Benefits for Manufacturers in attaining certification against the Structural Steel Fabrication, Erection and Welding Scheme can be summarised as follows:

- Manufacturers can be guided to satisfy regional or international product standards' requirements through implementation of the Certification Scheme
- The specific areas of competence (for personnel and companies) are explicitly encompassed and registered in the Certification Schedule
- Manufacturers are visible through the Register of Certified Companies (<https://iso3834.com.au/directory/> and www.ewf.be)
- Improvement in the efficiency of welding management through a clear statement of roles, responsibilities and authority
- Reduction of costs and waste, without decreasing the level of quality, thus increasing productivity
- Clear understanding of client requirements through formal review
- Blueprint to achieve acceptable quality levels – getting it right first time
- Greater self-confidence for larger projects/more complex jobs leading to a growth of business and profit margins

Certification Rules

On submission of a satisfactory initial assessment report, the ANBCC Certification Committee reviews the final certification report and the closure of non-conformances, and if satisfied that all IIW requirements have been met, recommends that the certification be issued.

The certification is valid for a nominal 5 years under defined conditions. One such condition is that periodic surveillance audits of certified activities be carried out by Weld Australia to ensure ongoing conformity with the certification scheme.

Renunciation

The company can renounce the certification in writing to the ANBCC for any reason and at any time. As a consequence of renunciation, the manufacturer must return the certificate to the ANBCC, refrain from using any copy of the certificate and remove all references to certification from all documentation and printed material.

As the ANBCC, Weld Australia can apply reduction in the scope of certification to remove the nonconforming product variants.

Weld Australia will then delete the company from the Register of Certified Companies.
Suspension

The suspension of a certificate by Weld Australia will result from:

- Deviations from compliance with requirements insufficient to warrant revocation, but not removed by an agreed date, inappropriate use of the certificate
- Modifications to the Company's organisation, already in force but not yet notified to and/or not yet evaluated by Weld Australia

The suspension of certification will be notified in writing to the Company by the Scheme Manager together with the supporting reasons for the suspension and the conditions for restoring the certification. The Company is further required to notify present customers about the suspension.

The suspension will only be removed after Weld Australia has verified that conformity with the scheme requirements has been re-instated. The re-instatement will be notified in writing to the Company.

Revocation

Revocation of a certificate will be applied by Weld Australia as a result of:

- Important deviations from compliance with scheme requirements
- Misuse of the certificate
- Modifications in the Company's organisation not acceptable to Weld Australia
- Refusal to permit surveillance audits or checks
- Cessation of the certified activity

Weld Australia will notify the revocation in writing to the Company, together with the supporting reasons. As a consequence of revocation, the Company is required to return the certificate to the ANBCC, refrain from using any copy of the certificate and remove all references to certification from all documentation and printed material.

Weld Australia will then delete the Company from the Register of Certified Companies.

Changes

The Company must notify Weld Australia without delay in writing of any major changes to the organisation that can affect quality and capability. Changes that must be notified are those that require a change in the certification schedule and include a change in the Welding Coordinator, a major change in industry sector, a major change in product, a change in activities, a change in the materials of construction (ISO 15608) and an addition of a specific welding process (ISO 4063).

Rules for the Use of the Certificate and Scheme Logo

The Certified Company has the right to publicise the certification by using the scheme logo in the manner considered the most appropriate, provided that such advertising gives a true and accurate image of the Company's capability covered by the certification. The Company is forbidden to alter the certificate or any copies and/or to publicise/utilise the certification outside the specified scope. It is a requirement that the Certified Company agree to the conditions noted in the signed company certification proposal.

Transition Arrangements and Notice of Changes

If deemed necessary by the ANBCC Certification Committee, a transition period of one (1) year will be allowed for Certified Companies to incorporate any system modifications required to ensure compliance with any amendments to the IAB-339-Latest document. Compliance to the latest revision of the IAB-339-Latest document and IAB-340-Latest document by a Certified Company will be assessed by an appointed Lead Auditor during the next scheduled Surveillance Audit for that Certified Company.

Appeal

An applicant company or Certified company has the right to appeal against decisions of the ANBCC Certification Committee according to Weld Australia Q&CB policy using the associated procedure and Form.

Surveillance

Surveillance of Certified Companies is carried out on an annual basis. A surveillance audit must be made within 12 months of the day of completion of second stage on-site audit, where all elements of the system are checked for compliance. After that, an annual monitoring of conformity by means of a reduced-time site audit is conducted. After five years, a complete renewal of certification is required. This involves the same steps as the initial assessment.

Multi-site Certification

For multi-site certification, if a company operates under a single quality system implemented consistently across all permanent sites, the certification or re-certification of additional sites does not require a full desktop audit, but only a reduced document review of competent personnel and a previously completed project. This approach not only ensures consistency across locations but also leads to notable reductions in both certification costs and administrative workload.



APPEALS AND COMPLAINTS

Policy and Objectives

It is Weld Australia's Qualification and Certification Board policy to allow appeals for certified companies, or certification applicant companies to be heard and considered, and it has therefore established a system for their registration and resolution.

The objectives are to ensure that a clear mechanism is available to companies for lodging appeals, to ensure that they are all properly dealt with, that they are all registered and outcomes recorded and communicated to the candidates companies.

Weld Australia's complaints handling process is subject to requirements for confidentiality, as it relates to the complainant and to the subject of the complaint.

It is Weld Australia's responsibility to ensure that appropriate corrections are recorded and corrective actions regarding the incidents are taken.

It is Weld Australia's responsibility to gather and verify all necessary information regarding the incidents. The procedures to handle the appeals and complaints shall treat all parties fairly and equitably.

Weld Australia is responsible for all decisions at all levels of the appeals and complaints handling process.

It is Weld Australia's responsibility to ensure that the decision-making personnel engaged in the appeals handling process are different from those who were involved in the decision being appealed.

Weld Australia shall ensure that the decision of a complaint to be communicated to the complainant shall be made by or reviewed by or approved by personnel who was not previously involved in the subject of the complaint.

Weld Australia shall ensure that submission, investigation and decision on appeals and complaints shall not result in any discriminatory actions against the appellant or complainant. The procedures to handle all appeals and complaints shall be dealt within a constructive, impartial and timely manner.

Weld Australia shall acknowledge the receipt of the appeal and complaint and provide the appellant and complainant with the progress report and the outcome.

It is Weld Australia's responsibility to give formal notice to the appellant and complainant of the end of the appeals and complaints handling process.

Lodging of appeals against the result of a certification evaluation shall be accepted by the Weld Australia Qualification and Certification Board within a time limit of 4 weeks after the incident involving the appeal occurred or receiving the examination results.

The result of an appeal shall be communicated within the two weeks of the appeal.

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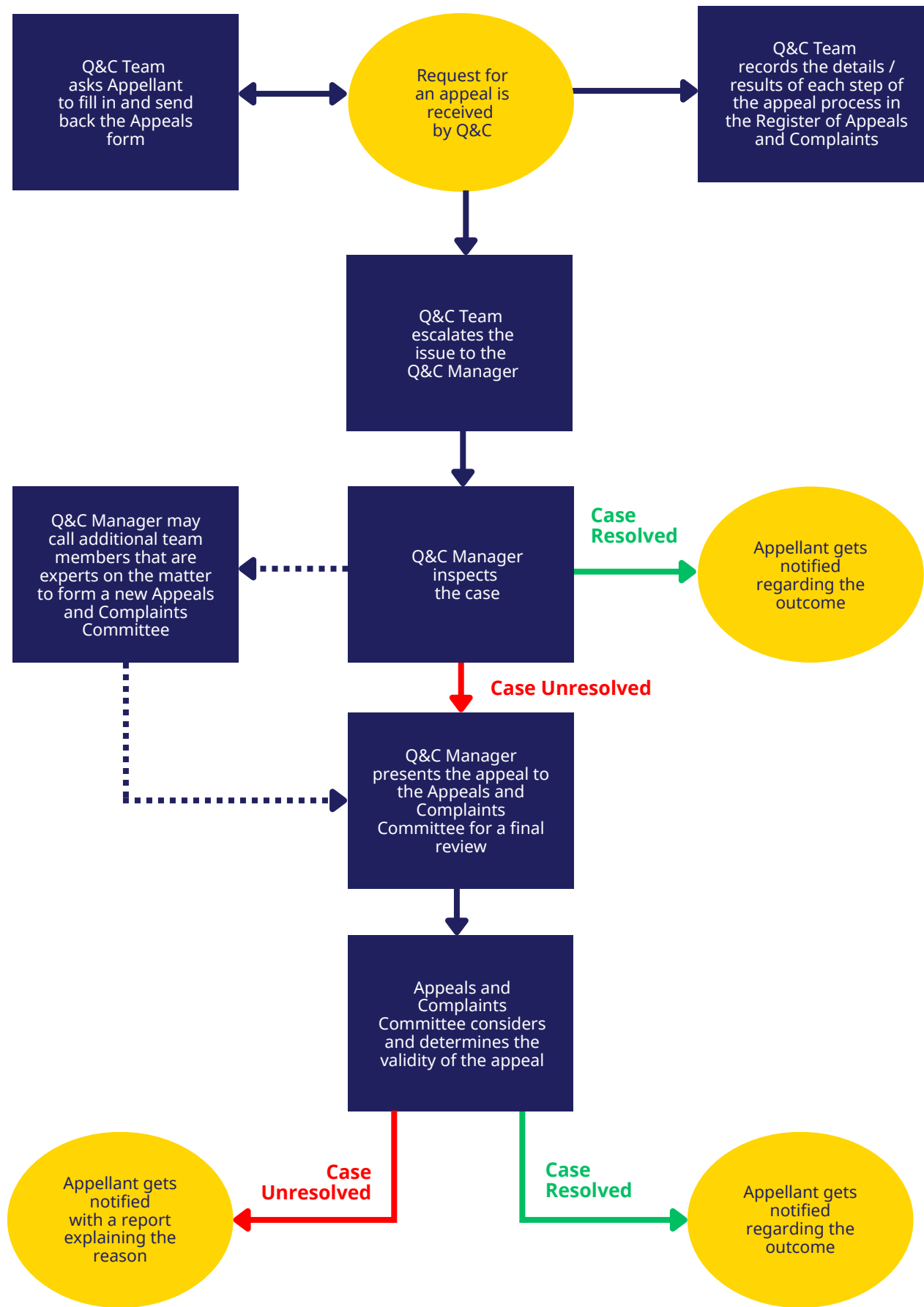
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PROCESS FLOW CHART FOR THE REGISTRATION AND RESOLUTION OF APPEALS AND COMPLAINTS



WHO WE ARE

WELD AUSTRALIA IS THE PEAK BODY REPRESENTING THE WELDING INDUSTRY IN AUSTRALIA.

A not-for-profit, membership-based organisation, Weld Australia is dedicated to providing our members with a competitive advantage through access to industry, research, education, certification, government, and the wider industrial community.

Our members are made up of individual welding professionals and companies of all sizes. Weld Australia members are involved almost every facet of Australian industry and make a significant contribution to the nation's economy.

Our primary goal is to ensure that the Australian welding industry remains both locally and globally competitive, both now and into the future.



Our Mission: Weld Australia is the leader in facilitating growth of world class welding in Australia.



Our Vision: Weld Australia seeks to enable industry to access leading edge technologies for all types of joining processes through technology transfer, education and certification opportunities.

A WORLD OF JOINING EXPERIENCE

Weld Australia is the Australian representative member of the International Institute of Welding (IIW). The IIW:

- Comprises welding associations from 50+ countries across the world
- Is a collaborative operation enabling technology innovation and transfer
- Offers globally harmonised education, training, qualification and certification
- Its mission is to advance welding and joining through a worldwide network

For information: <http://iiwelding.org>



