

AS/NZS ISO 3834 Certification Process



Certification Cycle.

The IIW MCS ISO 3834 certification is a 5-years certification process, subject to yearly surveillance audit. In essence, the cycle will be:

- Year 1: Company certification audit
- Year 2: First Surveillance audit
- Year 3: Second Surveillance audit
- Year 4: Third Surveillance audit
- Year 5: Fourth Surveillance audit
- Year 6: Re-certification audit
- Year 7: First Surveillance audit (after re-certification), etc.

The certification process itself consists of four steps:

0. Stage 0: Issue of the quote.

a. Stage 0 description

During this stage, Weld Australia sends an application form to the Company that has expressed interest in the certification process.

The form aims to gather basic information about the business, and the scope of the certification. You will find it attached to this email.

Once the form is received with the scope of certification (i.e. AS/NZS ISO 3834 Part 2, 3, or 4), a quote is generated and issued to the Company for consideration. The only actions for you at this stage would include:

1. Filling out the Certification info form, and
2. Indicating the level of certification required (i.e. AS/NZS ISO 3834 Part 2, 3, or 4)

b. Stage 0 Timeframe

The offer is issued to the Company within 2 business days since receipt of the Application form.

1. Stage 1: Desktop assessment.

a. Stage 1 description

In order to proceed with the certification process, Weld Australia needs to receive:

1. A purchase order, with the related PO number; and
2. The quote form with their terms and conditions, signed for acceptance.

Upon PO acceptance, you will receive the audit forms that need to be filled out and returned to us.

These documents will indicate the scope of the certification (e.g. materials, welding processes, codes, etc.) in more detail and will demonstrate to us that you have a documented set of processes and procedures in place to carry out the work.

Once we receive these documents with the relevant internal procedures, the lead auditor begins the *desktop audit*.

The desktop audit is the process where the auditor reviews the Company factory production control policies and procedures, and assesses whether it fulfils the requirements of AS/NZS ISO 3834. In cases where the documentation and procedures do not conform, the lead auditor can discuss potential non-conformances before seeing them on-site, minimising the risk of follow-up audits. It also gives the Company a good understanding of what will be checked during the site Audit.

Other times these can be discussed on site directly.

It is a process that often involves a certain degree of interaction with the Client, but minimises the disruption in your workshop.

b. Stage 1 Timeframe

The desktop audit is generally completed within one week after receipt of all forms filled out and the correlated internal procedures.

Please keep in mind that Weld Australia does not have full control of the time required to complete this stage. In fact, if documentation is missing, or a degree of interaction with the Client is required to seek clarification / additional documents, additional time may be required.

2. Stage 2: Site audit.

a. Stage 2 description

Once the auditor is satisfied with the outcome of the desktop audit, the *site audit* is arranged. Site audits generally last for two days, depending on how lean the adopted process is and how many auditors are involved.

The Auditor will be looking at the actual implementation of procedures that have been described and discussed during Stage 1.

During this stage, the presence of the Welding Coordinator (or the Welding Coordination Team) will be required. Roles and responsibilities of the Welding Coordinator are described in ISO 14731.

For the majority of the businesses in Australia, this role is covered by the Welding Supervisor - but can be covered by a different person.

During the audit, the welding coordinator will be interviewed to assess their knowledge and competence, in accordance with ISO 14731.

Upon completion of the audit, preliminary results are discussed with the Client. A preliminary report is prepared and issued to the Company, which identifies the non-conformances and observations (if any).

b. Stage 2 Timeframe

Once a suitable date for the site audit is found, the site audit is carried out, in general over the course of two days. Upon audit completion, preliminary results are discussed at the end of the site audit so that the Manufacturer can start acting to correct identified non-conformances (if any).

Preliminary audit report with non-conformances and observations (if any) is provided to the client within two weeks of the completed site audit.

3. Stage 3: Review of the corrective actions and Issue of the certification

a. Stage 3 description

Once the lead assessor is satisfied with the results and that all changes are implemented (if any was required), the report is submitted to a panel of independent reviewers, the ANBCC Committee.

The ANBCC Committee is constituted by renowned independent welding experts coming from various industries, and the Committee scope is to verify how the manufacturing process has been carried out.

During this stage, additional questions can be asked by the ANBCC Committee if something is not clear from the audit.

Once the Committee is satisfied, the certificate is awarded and sent to the Company.

If agreed, the Company name is then published in both the Weld Australia register and in the EWF (*European Welding Federation*) website.

Logo with the company certification number is sent to the Certified applicant.

b. Stage 3 Timeframe

Upon correction of the non-conformances (if any) and submission of the final audit report, the timeframe required for the reviewing committee is two weeks.

Please also have a look at Weld Australia AS/NZS ISO 3834 website:

<http://iso3834.com.au/>

It might be useful to gather a first, non-exhaustive “feeling” of what the main area of auditing for compliance would be.