

<b>Certification program</b> <b>Personal certification for Welders, brazers, operators and setters</b>	<b>SteelCert GmbH</b>	<b>01.07.2024</b>
		Version: 13

This description defines the certification procedure for welders, brazers, operators and setters as well as the resulting rights and obligations for a certificate holder.

### 1. Scope

The scope of this certification process is limited to the issuance of certificates according to the following codes for welders, brazers, operators and setters.

EN ISO 9606-1<sup>a),b)</sup>, EN ISO 9606-2<sup>a),b)</sup>, EN ISO 9606-3<sup>a),b)</sup>, EN ISO 9606-4<sup>a),b)</sup>, EN ISO 9606-5<sup>a),b)</sup>, EN ISO 17660-1, EN ISO 14732<sup>a),b)</sup>, EN ISO 25239-3, EN ISO 13585<sup>a)</sup>, EN 14276-1:2006+A1:2011<sup>a)</sup>

<sup>a)</sup> these standards can be issued in conjunction with the PED 2014/68/EU

<sup>b)</sup> these standards can be issued in conjunction with the AD 2000 HP 3

### 2. Registration and submission documents

Interested persons can submit an application to take a welder/brazer/operator/setter examination. The application is made using the documents listed under point 2.1. The legibility of the copies must be ensured. The application, including the documents, must be submitted to SteelCert GmbH or the responsible examination supervisor before the examination is taken. If a candidate does not have sufficient language skills in German or English, this must be announced before the examination date is fixed.

If there are special needs to be considered for candidates, this must also be announced.

#### 2.1. Submission documents

The submission documents consist of:

- Signed application form (original)
- Valid official photo ID (copy)
- Portrait photo

For examinations in conjunction with AD 2000 HP3, proof of training (AD 2000 HP3 clause 3.2) is required. Completion of a training course offered by SteelCert GmbH is in no way regarded as an advantage or exclusive prerequisite for recertification.

#### 2.2. Examination of the documents

Admission to the examination will only be granted upon submission of complete documentation.

### 3. Welder/solder/operator/setter test

#### 3.1. Personal qualities

No restrictions

#### 3.2. Job and task description

The welder/brazer must be able to carry out oral or written (welding or brazing) instructions in such a way that produce welds/brazes of acceptable quality are produced.

#### 3.3. Knowledge and skills

- sufficient eyesight must be demonstrably present
- theoretical knowledge about welding or brazing
- welding/brazing according to a (welding/brazing) instruction
- welding/brazing in assessment group B
- special needs may need to be verified in compliance with national regulations and can be considered

#### 3.4. Competences of the welder, brazer, operator and setter

- be able to follow oral or written instructions
- be able to handle the electrode holder/welding gun/welding torch or heat source to produce a weld/braze of the required quality

#### 3.5. Specialised knowledge examination - theory part (written or oral)

The welder's examination consists of two parts, a theoretical and a practical part, both of which must be passed. The overall assessment is "pass" or "fail". Depending on the standard, only practical examinations (without theory) can be taken. A corresponding note can be found on the certificate. In the theory section, participants are presented with a single-choice test. Participants have 60 minutes to answer 30 questions in the theory section. For each additional question, the candidate is given 2 additional minutes. The examiner or supervisor will ensure that no candidate can copy from another candidate or exchange information in any other way. At the end of the time limit, the tests are collected and evaluated by the examiner or invigilator. If an oral examination is taken instead of the written examination, the duration is 30 minutes. During this time, 10 questions must be answered. If necessary, a maximum of two additional questions are possible. An additional 3 minutes are allowed for each additional question. At least 60% of the questions must be answered correctly in order to pass the examination. In all other cases, the examination must be repeated.

#### 3.6. Practical exam

The examiner/supervisor prepares the following items:

- Welding or brazing instruction
- test piece
- time limit (according to the standard)
- marking of the test pieces with the test number and, if applicable, the welding position (12h)

#### 3.7. Commitment

The examination candidate undertakes not to pass on any confidential examination materials or to participate in any attempts at fraud.

#### 4. Test method:

The inspector inspects the test pieces. The assessment is carried out in accordance with the relevant standard or the relevant test instructions. The test reports issued are included in the overall assessment.

### 5. Certification decision

After all assessments have been carried out, all documents are forwarded to the certification body. A certifier now carries out the "veto check".

The following points are checked during the veto test:

- Compliance of the tests carried out with the relevant standard
- Plausibility of the results (in comparison with the photo documentation)
- Completeness of the documentation

If discrepancies are identified during the veto check, the inspector is consulted. If no clarification can be brought about, the test must be repeated. If the veto test does not reveal any discrepancies, certification is granted in accordance with the auditor's recommendation, or the customer is informed that the test has not been passed. Approval of the certification by the certifier is confirmed on the welder or brazer test report. Once the certification process has been successfully completed, the certificate is sent to the customer.

### 6. Surveillance, validity period and rules, withdrawal of certification

By signing the certificate, a responsible person (welding/brazing supervisor) of the respective company must confirm every six months that the welder or brazer is working within the original scope (of EN ISO 9606-1 to 2 clause 9.2; of EN ISO 9606-3 to -5 clause 10.1 or EN ISO 14732 clause 5.2 or EN ISO 25239-3 clause 5.2.2 or EN ISO 13585 clause 9.1). The validity of the certificates according to EN ISO 9606-1 and EN ISO 13585 is a maximum of three years. The validity of the certificate according to the other standards is a maximum of two years. Certificates in accordance with EN ISO 14732 are valid for a maximum of six years. The validity of certificates in accordance with EN ISO 25239-3 is valid for three years and ends on the last day of the month.

The qualification may be withdrawn if there is reasonable doubt about the welder's/brazer's ability (see the relevant standard).

### 7. Renewal, extension and recertification

The certificate will not be extended. If an extension is desired, this will be done by taking a new examination and, if assessed accordingly, a new certificate will be issued.

After the expiry date, the certification process must be repeated.

Other extension methods permitted by the standard must be agreed in advance with the certification body (e.g. EN ISO 9606-1 clause 9.3b can be applied once).

### 8. Complaints and appeals

Complaints regarding the inspection activity are received by the inspector and documented accordingly. Objections to the assessment by the inspection body are accepted by the certification body or the inspector and the party who has lodged the complaint is informed that their objection is being processed. The complaint or objection is assessed by the head of the certification body for persons or an inspector who did not carry out the inspection activity in question. The complaining party will be informed of the outcome in writing. All complaints and appeals are treated confidentially. The option of lodging an objection or complaint via an impartial third party is available via the body (gremium@steelcert.org).

### 9. Fee

The charges for the articles are listed in the underlying offer.

### 10. Rights of the certificate holder

- The applicant agrees to the certification procedure by signing the application. Information on the certification process is printed on the application.
- The SteelCERT certificate entitles the holder to use and demonstrate his professional competence, skills, and abilities without restriction within the scope of validity.
- Inspection of the certification process is generally possible and requires the approval of the head of the certification body for persons of SteelCERT GmbH.
- The certificate holder will be removed from the list of certified persons if the certificate is canceled, withdrawn or expires.

### 11. Duties of the certificate holder

- The certificate shall only remain valid for the period specified in the relevant standard if the welding supervisor/responsible person of the company carries out confirmations in accordance with the relevant standard every six months. The certificate holder must ensure that the necessary confirmations and required documentation of his activities are entered in his certificate.
- The certificate holder is obliged to follow the instructions of the welding/soldering supervisor and to carry out the welding/soldering work assigned to him responsibly in accordance with his competence.
- The certificate holder is obliged to record any complaints or objections by third parties (acceptance organization or welding supervisor) arising from his activities within the scope of the certificate and to notify SteelCERT GmbH immediately in writing.
- The certificate holder acknowledges that any improper, illegal, misleading use of certificates which brings SteelCERT GmbH into disrepute will be prosecuted by SteelCERT GmbH.
- The certificate holder acknowledges that any improper, unlawful, misleading use of certificates that brings SteelCERT GmbH into disrepute will be prosecuted by SteelCERT GmbH.
- The certificate holder is obliged to provide SteelCERT GmbH with information on his certified activity on request as part of its active surveillance obligation.
- The certification body SteelCert GmbH must remain the sole owner of the certificates.
- The certificate holder accepts that in the event of breaches of duty, SteelCERT GmbH will initiate measures that lead to the cancellation and withdrawal of the certificate and, if necessary, to the initiation of legal action.