



MINTON, TREHARNE & DAVIES LTD

Requirements for the Certification of Personnel for Permanent Joining Qualifications

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Introduction

This certification scheme is managed by Minton, Treharne and Davies Ltd (MTD), in keeping with the requirements of the industries served by the scheme. MTD will operate its certification process in accordance with BS EN ISO/IEC 17024 General requirements for bodies operating certification of persons, and the relevant permanent joining qualification standard.

MTD understands the importance of and will ensure the continued impartiality in carrying out its certification activities. It will manage any conflicts of interest and ensure the objectivity of its certification activities, in accordance with BS EN ISO/IEC 17024.

Under the certification scheme, MTD will not offer any training in preparation for the qualifying examination. The assessment process will be a practical demonstration by the permanent joining process to a standard witnessed by a MTD examiner/invigilator at a manufacturer's site, followed by testing of the examination sample at the MTD facility. A written knowledge test can be included where required by the standard or requested by the manufacturer, and by prior arrangement with MTD. This will be conducted under examination conditions at the manufacturer's site and would not replace or contribute to the pass/fail score of the practical exam unless specified by the examination standard being used.





1.0 Routes to certification

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 need to demonstrate evidence of utilising the relevant joining process in the 6 months preceding the application. The scheme is open to all seeking permanent joining qualifications under this scheme (see Appendix 1 for routes to certification).

2.0 Application for Testing and Certification Fees

MTD will issue an application form (QA498) to the candidate/sponsor, which must be completed in full and returned to MTD Welding Inspection Department. If it is later found that the candidate or sponsor makes a false statement on the application, any examination undertaken will be declared null and void.

The candidate's sponsor must supply a purchase order with the application form or full payment in advance is required. A pro forma invoice can be supplied.

Qualification certificates will not be issued if payment is not received.

MTD reserves the right to charge full fees where the candidate/sponsor cancels within 7 days of an agreed examination date. Examination charges will be agreed prior to any examination taking place. If a purchase order is provided, the candidate/sponsor will be invoiced by MTD in line with the normal commercial invoicing processes and charged at agreed rates.

3.0 Certification Standards

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

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





- 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 MTD.

(permanent joining personnel carrying out testing to BS/EN ISO 15614 or ASME IX procedure testing will also have to complete an application form to receive a permanent joining personnel qualification).

4.0 General

4.1 Requirements / Scope

This document prescribes the requirements for the qualification of permanent joining personnel/operators, for manufacturers or individuals seeking to comply with any relevant standard or client specification or directive which requires independent accredited certification.

For some industry requirements such as the UK Pressure Equipment Safety Regulations, MTD can act as a Recognised Third-Party Organisation for the qualification of permanent joining personnel. It is not authorised or notified to assess or establish conformity with the whole of the Regulations (Approved Bodies).

Some other industry sectors may also require certification of persons in accordance with BS EN ISO/IEC 17024. MTD is accredited to ISO 17024 and this scheme satisfies the requirements set out in the standard.

Whilst MTD makes every effort to ensure that its qualification certificates carry appropriate accreditation and that examination, testing and certification activities are carried out in accordance with best practice, it cannot guarantee acceptance by all contracting parties.

4.2 Responsibilities

Minton, Treharne and Davies (MTD)

- MTD acts as an Examining Body. MTD carries overall responsibility for ensuring that the requirements for qualification testing are satisfied.





- Testing of examination samples will be carried out by MTD but occasionally these tests may need to be subcontracted to another approved and accredited testing company. MTD will inform the manufacturer/candidate if this is required prior to testing.
- When a written examination takes place an MTD examiner / invigilator shall moderate. MTD will check that pre-test requirements (as applicable) are fulfilled by the manufacturer or candidate(s). MTD is responsible for setting examinations and tests, witnessing permanent joining and/or testing as required by the selected standard.
- MTD is responsible for issuing and controlling all certificates.
- Under the qualification schemes, it is not possible for MTD to expand the scope of certification, but MTD may reduce, suspend or withdraw the scope of certification in limited circumstances outlined in Section 6.0.
- MTD will record each candidate's pass/fail result and will endeavour to inform the manufacturer when recertification is due. This information can be provided upon written request from the manufacturer or candidate at any time within the qualification period.

Manufacturer Sponsor/Candidate

- The applicable requirements for qualification tests are given in the appropriate standards. It is the candidate /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.
- The candidate and their sponsor must complete and sign an application form (QA498) obtainable from contacting MTD Welding Inspection Department. A signed form will mean that both parties accept and will comply with the qualification scheme rules.
- A purchase order or pre-payment must be made by the candidate or their sponsor before their application will be processed.
- It is also the candidate /manufacturer's responsibility to ensure that the recognition and acceptance of certificates is appropriate to their requirements.
- The manufacturer must sign the certificates EVERY SIX MONTHS for certification to be maintained or inform MTD if this cannot be completed. This must be done until recertification is due.
- The manufacturer and/or candidate must report to MTD if the six-month sign period expires without signature or when the candidate leaves the manufacturer. MTD will suspend or withdraw the certification at this time.





- Any individual certified under this scheme must inform MTD, without delay, of any issues that may arise that will affect their capability to fulfil the certification requirements. Any individual certified under this scheme shall act in a professional and appropriate manner and adhere to the requirements of this scheme.
- Below is a list of pre-requisites for which the manufacture/candidate is responsible, and must be completed before the examination of the candidate can take place.
 - Completed application form(s)
 - Supplying photographic identification of the candidate
 - A purchase order or pro-forma payment
 - A qualified WPS or pWPS must be supplied where applicable
 - The manufacture/candidate shall ensure that the candidate is suitably trained to complete the requested examination (MTD do not take part in any training)
 - Supply all correct PPE for the candidate to complete the examination
 - Provide a suitable area for practical and theory examinations where applicable
 - Suitable equipment for carrying out the examination must be provided
 - Suitable material must be provided for the examination.
- It is also the candidate /manufacturer's responsibility to ensure that the recognition and acceptance of certificates is appropriate to their requirements
- Under permanent joining personnel qualification schemes, the individual candidate applying under the terms of this scheme will be awarded the certification. The certificate is only valid while that individual works for that manufacturer – i.e. it is not transferable between manufacturers.
- The manufacturer/candidate will take full responsibility for the accommodation of any special needs of the candidate such as translator, access requirements, etc.
- By signing the application form, the manufacturer and candidate agree to and are responsible for informing MTD of issues that may affect the validity of the certified person to meet the qualification requirements. Failure to notify MTD may result in a candidate's examination being cancelled or certification being suspended or withdrawn.





5.0 Assessment Process

5.1 Written examination

MTD, as 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. In general, the examination will consist of a practical permanent joining exam observed by the visiting MTD examiner/invigilator and testing of the sample created by the candidate.

Where the candidate or manufacturer sponsor selects a standard that requires a knowledge test, or at the request of the manufacture, the knowledge test must be requested on the application form QA499. The knowledge test will be carried out under examination conditions with an examiner/invigilator appointed by MTD. A suitable area for the knowledge test must be provided by the manufacturer.

Note: MTD will not offer an option for a mock paper prior to carrying out formal knowledge testing.

The knowledge test paper will be a basic level, multiple choice paper consisting of 10 questions and will be supplied by MTD and brought to the site by the examiner/invigilator. These papers will be conducted before any practical test is undertaken at the examination site. Examination papers will be marked by the examiner. Should a candidate fail this paper, no further testing will take place and the manufacturer must arrange further training. The pass mark for these question papers will be 70%. The time set for the knowledge test will be set by the manufacturer.

A different test paper will be provided for any permanent joining personnel retaking the test.

The examination will be conducted in English.

5.2 Examination and conduct of the examination

- The candidate is required to comply with all relevant health & safety requirements, and will be responsible for supplying and use of appropriate PPE.
- Any special needs identified in the application form will be accommodated as far as practical but the integrity of the assessment cannot be violated.
- The candidate agrees not to release/discuss confidential examination materials to/with others, or participate in any fraudulent test-taking practices.
- At the time of examination, the candidate's identity will be verified and the candidate must provide photographic ID which will be validated against the application form. Only the candidate identified shall complete the examination on the validated test sample.
- The candidate must provide the test piece to be used in the examination to the examiner/invigilator who will then sign/stamp the candidate's test piece prior to starting the examination.





- Candidates must not enter into discussions with the examiner/invigilator during the examination, but may answer questions if asked by the examiner/invigilator or may ask questions for clarification purposes.
- There will be no time limit imposed on the examination.
- The examiner/invigilator may stop the examination at any time where it is deemed necessary for health and safety reasons or inappropriate conduct.
- The examination will be conducted in English. Where an interpreter or translator is necessary for the examination, the manufacturer will provide an appropriate translator (the translator must not provide help or guidance).
- The visiting examiner/invigilator will remove the test samples and take the samples securely to MTD facilities for the test samples to be examined under the ISO 17025 Quality Management System.

6.0 Qualification Certificates (Including Renewal Requirements)

- Qualification certificates are issued in accordance with the standard being applied, see Section 3.0.
- Qualification certificates carry the MTD watermark.
- Certificates are issued to the candidate and/or sponsoring organisation, usually the manufacturer.
- 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. This will incur a fee.
- The period of validity of a certificate and the conditions for renewal are governed by the selected standard, see clause 7 of this scheme in relation to complaints and appeals.
- Photocopies are unauthorised by MTD and should only be used for internal administrative purposes.
NOTE: Any certificates issued remain the sole ownership of MTD.

Suspending, withdrawing or reducing the scope of certification

- Certification can only be withdrawn or suspended by MTD. This will be carried out if MTD finds that the sponsor/manufacturer has failed to provide ongoing validation.
- Suspension of a certificate will occur while any investigation into a permanent joining personnel's conduct is carried out. During any suspension period the permanent joining personnel is not allowed to continue joining under that qualification scheme.
- MTD will withdraw qualification when there are specific reasons to question a permanent joining personnel's ability to make permanent joints that meet the product standards quality requirements.





The qualifications that support the permanent joining he or she is doing shall be revoked, all other qualifications not questioned will remain valid.

- Reasons for cancelling and withdrawing certification are:
 - Violation in the terms and use of the certificate including mis-representation of qualification
 - Permanent joining personnel chooses to give up the qualification (to be made in writing via the manufacturer)
 - Permanent joining personnel has had a break from permanent joining to the procedures for more than six months.
 - Permanent joining personnel has been suspended from duties by the manufacturer (inform MTD in writing)
- Where a certification has been granted for more than one product type, MTD may reduce the scope of certification when there are specific reasons to question a permanent joining personnel's ability to make permanent joints that meet the product standards quality requirements.
- Failure to resolve the issues leading to suspension by providing documented reports or other evidence within 30 days of the suspension shall result in withdrawal of certification or reduction of scope of certification in accordance with the examination standard.
- Whilst suspended, the certified person must refrain from promotion of the certification and any person whose certificate has been withdrawn must refrain from claiming a certified status. This includes where certificates have had their scope reduced.
- MTD may use any enforceable action where fraudulent use or claim of certification has occurred and this may include law enforcement avenues.
- Any withdrawn or suspended certificates must be returned to MTD.

7.0 Appeals and complaints

7.1 Appeals on decisions on certification

All parties shall be treated fairly and equitably through the implementation of the following procedure. Where an appellant / person is not satisfied with a decision by MTD on their certification, they will be requested to submit a formal appeal / petition in writing stating their case in detail to the Quality Manager of MTD.

Such an appeal / petition must be accompanied by all relevant facts and evidence, and if in the opinion of MTD, an adequate case has been presented, an investigation of the circumstances by an independent third-party inspector will be undertaken.





The MTD Quality Manager will ensure that all relevant information / correspondence is gathered and given to the independent third-party inspector. The independent third-party inspector will make final judgments as to whether the appeal is to be upheld or rejected (i.e. the investigated certificate may be removed, not renewed, not issued or re-issued). No further appeals against failure to meet qualification requirements or against non-renewal of the certificate may be made by the candidate or the manufacturer following the final decision of the independent third-party inspector. All appeals must be made within one month of the date of examination.

Any costs associated with the appeal process will be charged to the candidate/manufacturer.

Investigations and decision on appeals shall not result in any discriminatory actions.

7.2 Complaints

Any person or organisation who wishes to make a formal complaint should put their complaint in writing to either the relevant MTD department manager or to the MTD Quality Manager. The Quality Manager will log the matter on the complaints register, generating a unique complaint number.

The complainant will be asked to provide sufficient information to permit the tracing of the case through MTD records. The Quality Manager will assess if it relates to the company's activities. When a substantiated complaint about the certified person has been received by MTD it shall also be referred to the certified person in question at an appropriate time.

Wherever possible MTD will acknowledge the complaint with the complainant and a report-back date agreed. The complainant will be kept up to date with the progress of the investigation.

The investigating manager at MTD will decide and agree the actions needed.

When the investigation is concluded, MTD will respond to the complainant explaining the outcome and will indicate the end of the complaint handling process.

The complaints handling process will be subject to the requirements on confidentiality as it relates to the complainant and to the subject of the complaint.

8.0 Misuse of Certificates and Logos

8.1 Misuse of Certificates

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

MTD 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 rules. 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.

8.2 Rules on the Use and Misuse of Certificates

- Certificates issued by MTD will be a secured electronic document with an MTD watermark to prevent fraud and misuse.
- Photocopying and printing of certificates is not acceptable (unless for administrative purposes in-house only and must be marked as an uncontrolled copy).
- Certificates are valuable documents which should be kept safely.
- 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 on the certificate
 - If all the fees have been paid
 - Is signed by an MTD Decision Maker
- 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.
- MTD reserves the right to suspend or withdraw certification where Scheme Rules are not complied with.
- If a certificate is suspended pending an investigation or is withdrawn, candidates are not permitted to continue to claim certification and any attempt to do so may be taken as fraud and MTD will report this to the authorities.

9.0 Records

MTD maintains records of tests and examinations. Records are held in accordance with our Quality Management System procedure (QP-05).

A manufacturer or third party may verify their permanent joining certification status on request by telephone call, email or other written request to the Technical Welding Inspection Manager at MTD.





9.1 Privacy policy

We recognise that the correct and lawful treatment of Personal Data will maintain confidence in the organisation and will provide for successful business operations. Protecting the confidentiality and integrity of Personal Data is a critical responsibility that we take seriously at all times. Please refer to our web site for more details.

10.0 Contact Details

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

Welding Inspection Department
Minton, Treharne and Davies Ltd
Longwood Drive
Forest Farm Industrial Estate
Cardiff
CF14 7HY

www.minton.group

Telephone: +44 (0)29 2054 0000

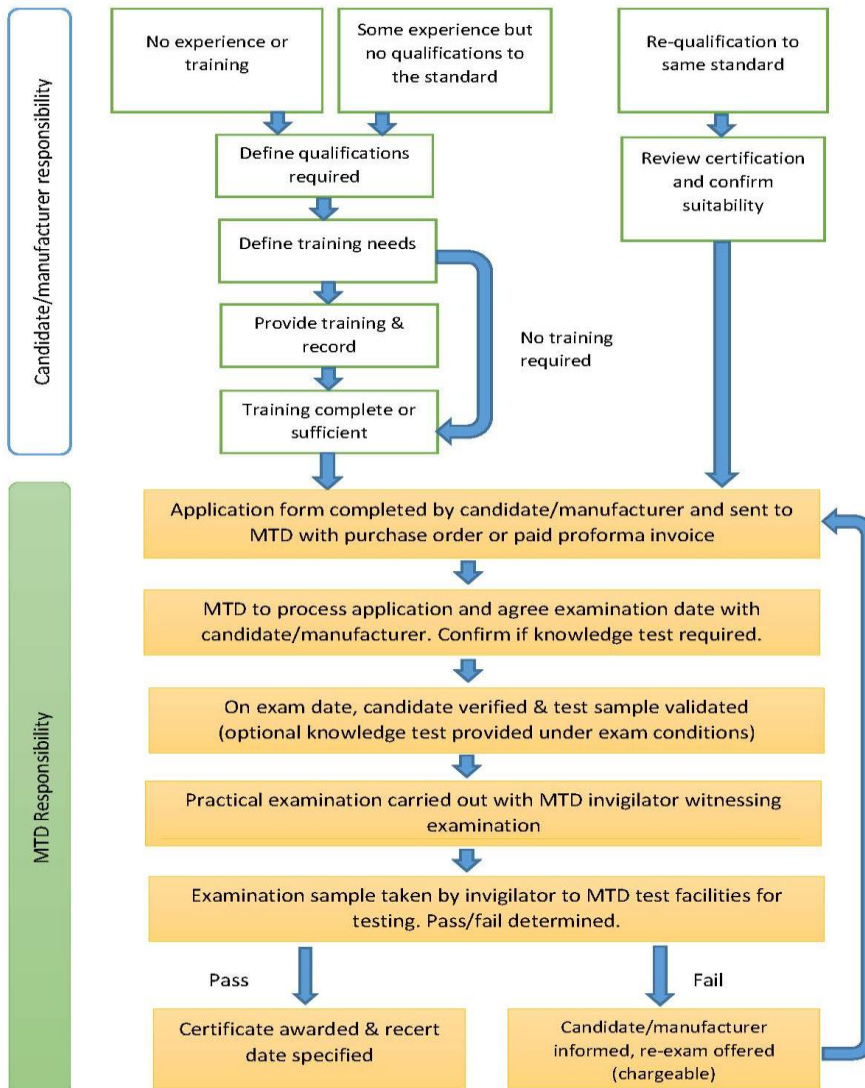
Email the Technical Manager, Mark Beer: mark.beer@minton.co.uk

Please contact us for any further information in relation to the contents of this document or any documents referenced within it. Certified individuals are encouraged to frequently visit MTD's website to keep informed of any changes which may affect their certification.





APPENDIX 1: Routes to Certification





DOCUMENT REVISION HISTORY

Issue	Date	Revision summary
1	30/03/23	New document
2	26/05/23	Removed BS EN ISO 287-1. Corrected typos.

