



## **Certification Scheme:**

# **Requirements for the certification of persons for permanent joining qualifications**

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Issued under the authority of NECIT Services Ltd

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## Scope of Certification

- This document details the scheme for the qualification of welders, welding operators and brazers, for manufacturers or individuals, seeking to demonstrate their knowledge and/or competence in their field of practical welding. It enables those individuals or manufacturers 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, NECIT can act as a Recognised Third-Party Organisation (RTPO) appointed by Department for Business and Trade (DBT) for the qualification of welders, welding operators and brazers. NECIT 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. NECIT's accreditation for BS EN ISO/IEC 17024 and this scheme satisfies these requirements.
- This scheme is owned and managed by NECIT, which acts as a Certification Body for certification of persons, in keeping with the requirements of the industries served by the scheme. NECIT is accredited by the national accreditation organisation (UKAS) in accordance with BS EN ISO/IEC 17024 for Certification of Persons.
- All examinations will be carried out in accordance with NECIT's Impartiality Policy, by managing and safeguarding any conflicts of interest and ensuring the full compliance of its certification activities, in accordance with BS EN ISO/IEC 17024.

## Job and task description

- NECIT, acting as the Conformity Assessment Body (CAB) carries overall responsibility, ensuring that the requirements for qualification testing are satisfied in accordance with the standard to which certification is required.
- The welders/ welding operators will be required to demonstrate their ability to produce acceptable welds in accordance with a work instruction such as a Preliminary Weld Procedure Specification (pWPS) or Weld Procedure Specification (WPS) as guidance/Instruction. The information provided to the welder can have varying levels of information i.e. material type, defined positions or may involve using specific individual or combined welding processes.
- The brazers/ brazing operators will be required to demonstrate their ability to produce acceptable brazed joints in accordance with a work instruction such as a Preliminary Brazing Procedure Specification (pBPS) or Brazing Procedure Specification (BPS) as guidance/Instruction. The information provided to the Brazer can have varying levels of information i.e. material type, defined positions or may involve using specific individual or combined Brazing processes.
- Qualification test requirements are defined by relevant standards.
- Tests and certification are only done based on acknowledged standards, with the understanding that rules for testing and certificate validity differ among standards.
- NECIT can either conduct testing activities directly or subcontract them to other approved suppliers mentioned in our contract review. If there's a written exam, a NECIT official will oversee it.
- Those tasked with evaluations related to this document need NECIT's approval, following NECIT's set procedures. NECIT examiners verify that both manufacturers and candidates meet all pre-test criteria. They design and oversee examinations, witness procedures, and carry out specific tests based on the selected standards. NECIT, as the Certification Body, handles the issuance of certificates based on test results. They bear full responsibility for this.
- NECIT ensures that the standards chosen by candidates or manufacturers are met. These standards are specific and don't need extra conditions.

## Required Competencies and Abilities

- There are no defined competence requirements for a candidate to be examined as a welder or welding operator or Brazer, however an adequate level of experience in the relevant welding or Brazing processes would be expected.
- There are no specific abilities required for a candidate to be considered for examination.
- Based on the experience and knowledge of the Technical Manager we are aware that a welder or brazer with less than 6 months experience may struggle to achieve a satisfactory weld or Braze.

## Pre-requisites

Pre-requisites required to be considered for examination are as follows:

- An application form must be completed by the candidate/sponsor.
- Testing charges shall be agreed prior to any examination by means of an official quotation containing NECIT's Terms and Conditions of Business. Acceptance of the quotation shall be interpreted to mean you are accepting the terms and conditions of business.
- Either a pWPS, WPS, pBPS, BPS or work instruction (verbal or written) shall be made available on or before the day of testing.
- Photographic identification in its original state shall be made available to NECIT Examiners.
- Where applicable, consumable certificates to verify consumable welding or brazing wire grades shall be made available to NECIT Examiners.
- Where applicable, material certificates to verify material grades shall be made available to NECIT Examiners.
- A suitable area shall be used in which to carry out the witnessed activity. Where possible, the area should be away from the main working area, have suitable lighting and ventilation, with limited access by others.
- When a knowledge test is required, a suitable room shall be provided by the manufacturer to the candidate. 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.

## Code of Conduct

### Misuse of Certificates

- NECIT has a policy to control the usage of certificates, brand names, logos, and marks and to take action in the event of their misuse.
- NECIT is committed to ensuring that certificate holders maintain their professional reputation and skill authenticity, reducing fraudulent activities or any false claims of expertise.
- All recipients must adhere to these guidelines when receiving their certificates.
- Any act of presenting fake certificates or misuse of our logos and brand names will face strict consequences under British law.

### Proper Use of NECIT Brand Names & Logos

- NECIT's official brand names and logos are "NECIT Services Ltd" company logo.
- Organisations and individuals must not misuse these names and logos in a way that confuses or misleads scheme users or tarnishes NECIT's reputation. Any such misuse will be addressed.
- Illegally using certificates, brand names, logos, or marks will lead to reporting the issue to the employer and, if needed, the respective enforcement agency.
- The use of UKAS Personnel Certification mark is prohibited.

### Certificate Usage Guidelines

- Only original certificates are valid; photocopies are not acceptable.
- Certificates should be stored safely.
- Certificate holders must maintain records of their work activities and other related details.
- A certificate is valid if:
  - It's within the validity period stated on it.
  - All associated fees are paid in full. Unpaid fees might lead to certificates being publicly declared invalid.
  - It's endorsed by a NECIT official (Certifier)
  - It features the NECIT UKAS mark bearing our UKAS Number.
- Do not use certificates, brand names, marks, or logos in deceptive or misleading ways.

## Responsibilities

- The choice of standard lies with the candidate or manufacturer, this is defined during the application phase.
- It is the responsibility of the candidate or manufacturer to select the revalidation option if specified in the applicable standard.
- Candidates or manufacturers should make sure that certificates meet their needs. For instance, certain standards specify that both parties should agree on the Examiner or Examining Body. *Although NECIT has its certificates properly accredited and follow best practices for testing and certification, it shall not be liable for any refusal from other third parties to accept them.*
- If Non-Destructive Testing (NDT) is required in relation to a welder qualification; NECIT or the manufacturer, if stated in the standard, must employ an NDT Technician with a minimum of ISO 9712 level 2 certificate. The NDT Technician shall use procedures which have been approved by an ISO 9712 level 3. If the manufacturer arranges NDT a NECIT appointed person shall be present to ensure that the requirements of this scheme are adhered to.
- If mechanical testing is required by the standard in relation to a welder qualification or a brazing qualification test, NECIT or the manufacturer, if stated in the standard, must employ a testing facility with the appropriate scope of approval that is accredited to ISO 17025 by UKAS or an organisation that is a signatory to the Multilateral Agreement or Arrangement schemes administered by European Co-operation for Accreditation (EA), the International Accreditation Forum (IAF) or the International Laboratory Accreditation Co-operation (ILAC) or a second party supplier audit of the test laboratory by a NECIT approved examiner. If the manufacturer arranges mechanical testing a NECIT appointed person shall be present to ensure that the requirement of this scheme are adhered to.
- NECIT reserve the right to conduct any mechanical testing required by an international standard in house without the requirement to be ISO 17025 accredited.
- Anyone certified through this program must promptly inform NECIT about any challenges impacting their ability to meet the certification criteria. They should also maintain professionalism and follow the program's guidelines.
- Candidates must keep examination materials confidential and not engage in dishonest practices. They also need to adhere to all Health & Safety protocols, supplying and using the necessary protective equipment.
- If a candidate picks a standard that has an optional knowledge test, they should indicate their interest when applying. This test will be supervised by a NECIT-appointed official. As a side note, NECIT might provide a practice test before the formal knowledge assessment, if the candidate wishes.

## Standards

Qualification testing and certification is available in accordance with the current issues of the standards listed below:

### Welders, welding operators and brazers Testing

- BS EN ISO 9606-1 Qualification testing of Welders –steels
- BS EN ISO 9606-2 Qualification testing of Welders – aluminum /aluminum 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
- AWS Series of Standards
- ASME: Boiler and Pressure Vessel code. Section IX. Welding and brazing.
- BS EN 14732 Welding personnel – Qualification testing of welding operators and weld setters for mechanised and automatic welding of metallic materials.
- BS EN 14276 Pressure equipment for refrigerating systems and heat pumps.
- BS 4872-1 Welder Qualification, no procedure required – steels.
- BS 4872-2 Welder Qualification, no procedure required – aluminum/aluminum.
- BS EN ISO 14555 Welding – Arc stud welding of metallic materials.
- ISO 24394 Welding for Aerospace applications – Qualification test for welders, welding operators and brazers – fusion welding of metallic components.
- BS EN ISO 15085-4 - Railway applications. Welding of railway vehicles and components - Production requirements
- BS 4515 - Specification for welding of steel pipelines on land and offshore. Carbon and carbon manganese steel pipelines.
- BS EN 13133: Brazing - Brazer approval
- ISO 13585: Brazing – Qualification test of brazers and brazing operators

### Acceptance Criteria Standards

- BS EN ISO 5817 - Fusion-welded joints in steel, nickel, titanium, and their alloys (beam welding)
- BS EN ISO 10042 - Arc-welded joints in aluminium and its alloys. Quality levels for imperfections
- AWS D1.1 - Structural welding code - steel
- AWS D1.2 - Structural welding code - aluminium
- BS 4872-1 Specification for approval testing of welders when welding procedure is not required. Fusion welding of steel
- BS 4872-2 Specification for approval testing of welders when welding Aluminium
- ASME V - Nondestructive Examination
- BS 4515 - Specification for welding of steel pipelines on land and offshore - Carbon and carbon manganese steel pipelines
- BS EN ISO 12799 - Brazing: Non Destructive examination of Brazed joints

The above lists are not intended to be exhaustive and other appropriate standards may be used with the agreement of NECIT.

## Scheme Certification Processes

### Criteria for initial certification and recertification

- For initial certification the welder, Brazer / welding, Brazing operator is expected to produce a weld or Braze which meets the requirement of the selected pWPS, pBPS/WPS, BPS/WI, and which passes any subsequent NDT and/or Destructive Testing which may be required.
- The standards are prescriptive and require no additional criteria.
- Recertification of welders and brazers takes place after a period of time as defined in the relevant standard. Revalidation shall be carried out by an authorised certifier.
- All Issued Certificates carry an Expiry Date.
- All conditions and requirements for both initial and recertification are the same.
  - In regard to ISO 9606-1 Clause 9.3 Revalidation of Welder Qualification, the certification can be prolonged by a NECIT Authorised Certifier, as long as all of the requirements of the clause are met. In this case the surveillance would be carried out by the manufacturer and any prolongation approved by NECIT.
  - In Respect of EN ISO 9606-1, Clause 9.3 c) is not acceptable in accordance with the UK Pressure Equipment Safety Regulation 2016 (PEsR)
- NECIT also re-validate approvals for Welders, welding operators and brazers which have been previously issued by another UKAS accredited Certification Body, as long as all required conditions are met.
- Revalidation of any NECIT Certification can only be carried out by a NECIT Authorised Certifier.

### Issuing of Certification

- Welder, Brazer, Welding or Brazing Operator Qualification certificates are issued in accordance with the standard being applied.
- Certificates are issued to the sponsoring organisation, usually the manufacturer or where self-funded to the applicant/candidate seeking qualification.
- NECIT can produce duplicate certificates to the sponsoring organisation or candidate to replace any which are lost or destroyed. This can only be done by written request to [Certification@necitservices.com](mailto:Certification@necitservices.com) explaining the reasons why further copies are required (**a fee will be charged**).
- Photocopies are unauthorised by NECIT and should only be used for administrative purposes.
- Validity of Welding and Brazer Certificates can be confirmed by emailing [certification@necitservices.com](mailto:certification@necitservices.com) along with details of the certificate in question.
- Any certificate(s) issued by NECIT remain the property of NECIT.

### Criteria for Suspending and Withdrawing Certification

- If there are doubts about a certified individual's capability to produce joints up to standard quality, their welding qualifications will be rescinded. However, any qualifications not under scrutiny will stay intact. Updates about revoked certifications will be posted on our website.
- Any qualification certificates become void with unpaid fees.
- Details of the procedure to be followed in the event of a situation resulting in the suspension or withdrawal of certification, have been documented in the Certification, Suspension and Withdrawing Procedure (NECIT-PRO- 012).

## Surveillance Methods and Criteria

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

## Criteria for Changing the Scope or level of Certification.

- Certifications issued, including any qualification ranges and essential variables, are derived from the initial test piece(s). For modifications in certification scope or level, please send an email to [Certification@necitservices.com](mailto:Certification@necitservices.com) with supporting evidence. This evidence, along with the original examination reports, will be assessed by a decision-maker (Certifier) based on the standards set during the examination. The decision-maker has the authority to update any certification.
- Please note: If there's a method to renew certification using concrete evidence, NECIT might limit the certification scope based on the evidence provided by the sponsor or the certified party. The decision to alter the certification scope rests with NECIT.
- In the event of any information found to be a false statement on the completed form provided by the manufacturer, any testing undertaken will be declared null and void. Approval certificates remain the property of NECIT until any outstanding fees are paid and can be invalidated if there are any payment issues.



## Complaints and Appeals

- Any aggrieved party, which considers itself to have reasonable grounds for questioning the competency of an approved certified Welder, Braze, Welding or Brazing Operator, may request non-renewal of the certificate. Such a request must be accompanied by all relevant facts/associated documented/evidence and if in the opinion of the Technical Manager, an adequate case has been presented, a full investigation of the circumstances under dispute will be initiated.
- If the complaint is found to be accurate and to the satisfaction of the Technical Manager the certificate will not be renewed without a further test.
- Appeals against failure to certify or against non-renewal of the certificate may be made by the candidate or the manufacturer upon application in writing to the Committee but must be within six months of the original date of examination.
- Complaints and appeals can be submitted to NECIT by emailing [Certification@necitservices.com](mailto:Certification@necitservices.com) along with details of the Complaint or Appeal in question. If complaints or appeals wish to be submitted in writing, this can be done by writing to the address noted on the cover page (page 1) of this document.

## Records

- NECIT maintain records of examinations and tests.
- Records are held for the validity period of the Certificate.
- Details shall be maintained in electronic format only and can be made available on request for the Company or Individual (the paying customer).

## Development and Review of the Certification Scheme

### Involvement of Appropriate Experts

- Full responsibility of this scheme document has been assigned to the Technical Manager in order to ensure its continued relevance and that periodic reviews are carried out.
- There is no requirement for external expertise due to the Technical Manager's qualification, skill and extensive industry experience.
- Our certification scheme is based upon testing of welders and brazers to international standards which themselves are created and agreed upon by industry experts prior to their issue to industry.
- The Scheme is supported by a management system containing all required policies and procedures according to ISO 17024.

### Management of impartiality

- NECIT are committed to ensuring that our certification scheme is managed so as to safeguard impartiality. This is done by involvement of interested parties conducting reviews of our Certification scheme at regular intervals in accordance with our procedure NECIT-PRO-026.

### Scheme structure

- This scheme has been created based on the requirements of all interested parties, as detailed in the below table.
- There are no predominating interests which could influence the delivery of the scheme and the schemes impartiality is protected by a scheme committee.
- An committee of impartial experts is available to review any feedback from customers, as well as any complaints or appeals.
- Details will be evaluated to ensure all parties have been fairly treated.
- Details of the review will form part of the Management Review process and be documented within the minutes.

Interested Party	Involvement and Interest	Control Method
Customer (Applicants)	Certified welders/welding operators	Using an accredited CB
Welder/Welding Operative	Passing welder qualifications	Examination to defined criteria
Certification Body – back office	Clear understanding of the business process	Training on relevant procedures and good communication with TM
Examiners	Qualified, trained and competent	Job Description, internal training and monitoring
UKAS	Well documented Management System and continued adherence to the standard	Regular surveillance of the CB

## Identification and Alignment of the Assessment Mechanisms

The following procedures have been written to identify the correct process to be followed for the examination of Welders, welding operators and brazers:

- NECIT-PRO-010 – Handling, Storage, Packaging and Preservation and Delivery Procedure
- NECIT-TECH-001 – Welder Qualification Examination Process
- NECIT-TECH-002 – Weld Procedure Examination Procedure
- NECIT-TECH-003 – ISO 14732 Welder Qualification Examination Procedure
- NECIT-TECH-023 - Brazer Qualification Examination Process

## Review and validation of the Scheme

- This scheme (NECIT-QM-002) will be reviewed annually and will form part of the management review meeting. All relevant departments, individuals and where required, technical experts will be included.
- Any changes to the scheme or any relevant standards would require additional review and validation and will be made publicly available.
- An annual audit of the scheme will also be carried out.

## Certification of Welder Qualifications for UKCA & PESR

*It is not the intention for NECIT To conduct any certification work under the below process*

Paragraph 21(3) of Schedule 2 to the Pressure Equipment (Safety) Regulations 2016 as they apply in Great Britain requires that for pressure equipment, permanent joining of components which contribute to the pressure resistance of equipment and components which are directly attached to them must be carried out by suitably qualified personnel according to suitable operating procedures, and that for pressure equipment in categories II, III and IV, operating procedures and personnel must be approved by a competent third party which, at the manufacturer's discretion, may be:

1. A UK Approved body
2. A UK Recognised Third Party Organisation.

NECIT, as a UK Recognised Third Party Organisation (RTPO) shall under this scheme award Certification to joining Personnel to be used on equipment complying to the UK Pressure Equipment (Safety) Regulations 2016 (PESR) providing one of the following conditions below are met.

### Route A

An individual holds a current recognised certificate issued by a body which is not a UK body; but is currently recognised by an EU member state for the certification of joining personnel and for which the accepting UK body has verified and validated the certification and the required supporting documents. In this case, the individual is considered to be approved once the following actions have been verified and validated:

- I. A copy of the original personnel certificate.
- II. The approval status of the certification body via NANDO at the time of issue of the certificate.
- III. Copies of the supporting test reports/documents as required by the applicable code or standard, e.g., BS EN SO 9606 Section 6, Examination & Testing. These documents shall include, as applicable, the following:
  - a. Mechanical test results approved as reviewed and accepted by the original certification body.
  - b. NDT test results approved as reviewed and accepted by the original certification body.
  - c. Copies of the original parent material test reports approved as reviewed and accepted by the original certification body.
  - d. Copies of the consumable material certificates.
  - e. Records of the as welded parameters required by the original code or standard s applicable.
  - f. Evidence of the test facility accreditation status meeting BS EN ISO/IEC 17025.

Once a satisfactory review is completed the UK AB shall issue a new UK certificate referencing the original approval and confirming that the body is now legally responsible for the certificate.

The start date of the certificate shall remain the original date of the welding of the test piece(s).

### Route B

An individual holds a current recognised certificate by a body which is not a UK body; but is a body, internationally recognised as an independent third-party organisation, duly accredited against the applicable codes and standards by a national accreditation body.

In this case, the individual is considered to be approved once the following actions have been verified

and validated:

- I. A copy of the original personnel certificate.
- II. The approval status of the certification body via the relevant national accreditation body at the time of issue of the certificate.
- III. Evidence that the accreditation body is a member of the International Accreditation Forum and holds the required scopes of approval.
- IV. Copies of the supporting test reports/documents as required by the applicable code or standard, e.g., BS EN SO 9606 Section 6 Examination & Testing.

These documents shall include as applicable the following:

- a. Mechanical test results approved as reviewed and accepted by the original certification body.
- b. NDT test results approved as reviewed and accepted by the original certification body.
- c. Copies of the original parent material test reports approved as reviewed and accepted by the original certification body.
- d. Copies of the consumable material certificates.
- e. Records of the as welded parameters required by the original code or standard s applicable.
- f. Evidence of the test facility accreditation status meeting BS EN ISO/IEC 17025. (See note 1).

vi. Once a satisfactory review is completed the NECIT shall issue a new UK certificate referencing the original approval and confirming that the body is now legally responsible for the certificate.

The start date shall be the date of the welding of the test piece(s).

In all Cases

- I. Certificates produced by NECIT shall be in the English Language only.
  - II. When the tests are performed by a laboratory accredited by a national accreditation program (to ISO/IEC 17025 or A2LA), witnessing of the test is not mandatory.
  - III. When the tests are performed by an approved supplier of NECIT, who are assessed for the relevant scope, witnessing of the test is not mandatory.
- IV. When the tests are performed by a laboratory that is not accredited according to option 1. Or approved per option 2, witnessing of the test is mandatory