

## **MSMK TRAINING LTD**

# **CERTIFICATION OF PERSONS SCHEMES FOR PERMANENT JOINING QUALIFICATIONS (Schemes rules)**

Including:

Welders

Welding Operators

## **Foreword**

This document managed by MSMK , which acts as a Certification Body for Certification of Persons, in keeping with the requirements of the industries served by the scheme. MSMK is accredited by the national accreditation organization to BS EN ISO/IEC 17024 for Certification of Persons.

MSMK understands the importance of impartiality in carrying out its certification activities, managing conflict of interest and ensuring the objectivity of all its certification activities, in accordance with BS EN ISO/IEC 17024.

MSMK provide a certification process that treats all applicants fairly with equal opportunities for success. MSMK has a procedure in place to make to make sure every operation in the certification process (witnessing, testing and certification) avoid any threat to impartiality and are separate and has no conflict of interest

## **1 Routes to certification**

Candidates seeking certification under these schemes will have undergone prior training and / or have suitable industrial experience or skills covered by these schemes and appropriate Recognizable Standards. This scheme is open to all seeking permanent joining qualifications under this scheme.

## **2 Application for Testing and Certification Fees**

The certification Body will issue an application form to the candidate/sponsor, which must be completed in full and returned to MSMK. Qualification certificates are automatically invalidated if there are any outstanding fees.

Witnessing of the welder performance tests and procedures will be only in candidate / sponsors premises.

Testing charges will be agreed prior to any examination taking place. The sponsor/candidate will be invoiced by MSMK in line with the normal commercial invoicing process and charged at agreed rate

### 3 Standards

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

#### **Welder / Welding Operator**

EN 287-1:2011	Qualification testing of Welders – Fusion Welding – Part 1: Steels
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
ASME	Boiler and Pressure Vessel Code. Section IX. Welding and brazing Qualifications
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

The above list is not intended to be exhaustive and other appropriate standards may be used with agreement of MSMK.

## **4 General**

### **4.a Requirements / Scope**

This document prescribes the requirements for the qualification of welder's and welding operators, resistance weld setters for manufacturers or individuals seeking to comply with any relevant standard or client specification or directive which requires independent certification.

For some industry requirements such as the Pressure Equipment Regulations, MSMK can act as a Recognised Third Party Organisation for the qualification of welders, welding operators, resistance weld setters. It is not authorized or notified to assess or establish conformity with the whole of the Directive (NOBO).

### **4.b Responsibilities**

MSMK acts as an Examining Body. MSMK also appoints, authorizes and controls other Examiners as required to act on behalf of MSMK. MSMK carries overall responsibility for ensuring that the requirements for qualification testing are satisfied.

The applicable requirements for qualification tests are given in the appropriate standards. It is the candidate's/manufacture'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 recognized standards and it should be noted that the rules covering testing and validity of certificates vary from standard to standard.

It is also the candidate's/manufacture's responsibility to ensure that the recognition and acceptance of certificates is appropriate to their requirements. For example, some standards state that the Examiner or Examining Body must be acceptable between contracting parties. Whilst MSMK makes every effort to ensure that its qualification certificates carry appropriate accreditation and that testing and certification activities are carried out in accordance with best practice, it cannot guarantee acceptance by all contracting parties.

Testing activities may be carried out by either MSMK or subcontracted to other approved suppliers as identified in our contract review. No written examination required.

Individuals engaged to carry out assessment work in connection with the requirements of this document must be approved by MSMK, in accordance with procedures operated by MSMK.

The Examining Body will check that pre-test requirements (if applicable) are fulfilled by the manufacturer or candidate(s). The Examining Body is responsible for setting examinations and tests, witnessing, welding and/or testing as required by the selected standard. The Certification body is responsible for issuing relevant certificates of the test results. All of the above falls under the sole responsibility of the Certification Body.

Any persons certified under this scheme shall inform MSMK without delay of any issues that may arise that will affect their capability to fulfil the certification requirements.

Any person certified under this scheme shall act in a professional and appropriate manner and adhere to the requirements of this scheme

## 5 Qualification Testing

### 5.a Welders, Welding Operators, Resistance Weld Setters and Brazers

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.

Where the candidate selects a standard that offers the option of a knowledge test, the candidate shall request this at the time of completing the application form QF033. The knowledge test shall be carried out under option D) **Demonstration / Observation following a written set of criteria's** only.

The candidate is required to comply with all relevant Health & Safety requirements and will be responsible to use appropriate PPE.

## 6 Qualification Certificates (Including Renewal Requirements)

Qualification certificates are issued in accordance with the standard being applied, see Section 2. Qualification certificates are issued on paper carrying our 'water mark' to prevent fraudulent copying.

Certificates are issued to the sponsoring organization, usually the manufacturer or where requested to the individual candidate seeking qualification.

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. (A fee will be charged).

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 unauthorized by MSMK and should only be used for internal administrative purposes.

NOTE: Any certificates issued remain the property of MSMK.

## 7 Complaints and Appeals

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 MSMK they will be requested to submit a formal appeal / petition in writing stating his/her case in detail to the MD of MSMK

Such an appeal / petition must be accompanied by all relevant facts and evidence, and if in the opinion of the Certification Body, an adequate case has been presented, an investigation by MSMK of the circumstances will be undertaken.

The MD of MSMK will ensure that all relevant information / correspondence is gathered including the appellants / person's written statement and submit this to at least 3 members of the Advisory Group. The final decision will be reached based on the conclusions of the Advisory Group. Once satisfactorily investigated a certificate may be removed, not renewed, not issued or re issued.

Candidates have the right of appeal. Appeals against failure to meet qualification requirements or against non-renewal of the certificate may be made by the candidate or the manufacturer upon application in writing to the Certification Body but must be within one month of the date of examination.

## **8 Misuse of Certificates and Logos**

### **Misuse of Certificates**

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

MSMK recognizes 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 Regulations. 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.

### **Misuse of brand names & Logos**

The current brand names and logos of MSMK are MSMK Training company logo and the unique MSMK certification of persons logo.

Use of the brand names by any organisation which might result in users of the schemes being misled or which might result in the schemes being brought into disrepute will be acted upon. Any misuse of certificates, brand names, marks (including accreditation marks) or logos which appears to be an infringement of the law will result in the matter being reported to the employer and, where appropriate, to the applicable enforcement agency.

### **Rules on the Use and Misuse of Certificates**

- Photocopies of certificates are not acceptable.
- Certificates are valuable documents which should be kept in a safe place.
- 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 in the certificate
- If all the fees have been paid
- Is signed / stamped by a MSMK official
- Carries the MSMK Training watermark

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.

## **Suspending, withdrawing and reducing scope of certification**

MSMK reserve the right to suspend, withdraw or reduce scope of certification where Scheme Rules are not complied with. This includes the Rules on the use and issue of certificate / certificates and logo's as required by QP-025/QP-021

## **9 Records**

MSMK maintain records of tests/examinations. Records are held in accordance with our QMS procedure QP006

## **10 Monitoring**

MSMK Training shall regularly make efforts to evaluate the contents and execution of the schemes by way of scheduled meetings which involve a cadre of experts. Such a meeting shall be arranged within 30 days should any of the following occur:

- a) There is a change to the welding standard
- b) There is a change in process as to how the welding standard should be applied
- c) MSMK is made aware of a new potential conflict of interest or threat to impartiality which may affect its witnessing, examination or certification operations.
- d) MSMK is forced to withdraw a certificate due to systemic processing errors within the organisation which cannot be immediately rectified.
- e) A meeting is requested by MSMK, a client, or one of MSMK's cadre of experts in order to discuss the content or delivery of the scheme.

Should a meeting be called, MSMK shall use the prepared template "**Minutes Template:- MSMK Welding Scheme Review**" as a minimum shortlist of points to be discussed, and ample opportunity shall be granted of all those present to disclose their opinions, concerns, and ideas for improvement.

Individuals invited to such meetings must work within the welding sector and/or have experience with quality control procedures. At least one attendee must possess qualifications in-line or exceeding that of the MSMK Laboratory Manager as defined within **MSMK-QP001**.

## **11 Accessibility**

MSMK shall make reasonable adjustments where required to facilitate participation in this scheme by candidates with disabilities. It should be noted that as MSMK does not conduct witnessing or weld observations at its premises, this would typically take the form of MSMK complying with measures put in place by the client organisation. MSMK must ensure that such measures do not impact the validity of any examinations. MSMK will make adjustments for disabled persons who wish to observe testing operations, in-line with its policy of allowing interested third parties to help ensure the impartiality and effectiveness of its processes in a balanced way.

## 12 Addresses

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

**MSMK Training Ltd**  
75 Blackstock road, Sheffield, S14 1AD, United  
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Please contact us for any further information in relation to the contents of this document or any documents thereto referenced within it.

Certified individuals are encouraged to frequently visit MSMK website to keep informed of any changes which may affect their certification.