

**IIW – International Institute of Welding
Qualification & Certification Systems
for Personnel**



**Guidance for organisation to become ANB of the IIW
International Authorisation Board - Roles and Responsibilities**



FOREWORD

Since 1992 the European Welding Federation (EWF) has developed an entire system for the training and qualification of personnel in various categories. The system is described in various documents covering syllabuses, teaching requirements, examination requirements, QA requirements, auditing, etc. The system covers the complete process from establishing student eligibility, right through to the award of the diploma; and includes rules for bodies that implement the system.

In addition to the above, EWF has developed certification systems for welding personnel and for companies that manufacture products by welding. As with the training and qualification system, the certification systems' documentation provides a comprehensive set of requirements for the processes leading to certification and for the management of the bodies that are responsible for certification.

In 2000 EWF and the International Institute for Welding (IIW) have decided to collaborate in developing the International IIW Qualification, Certification and Authorisation Systems based on the EWF Qualification, Certification and Authorisation Systems.

The International Institute of Welding IIW has delegated the responsibility for the management of the qualification and certification systems to the International Authorisation Board – IAB, IAB was established in 2000, has the purpose of offering internationally recognized qualifications for personnel acting in the field of welding and allied technologies.

Competence assurance in welding and related technologies contributes to public safety and the quality of life by ensuring that manufactured goods and welded constructions operate safely and reliably.

The International System for Education, Training, Qualification and Certification of Personnel (International System) was implemented by IIW - IAB in 2000 for welding personnel and has since then enlarged its scope to also include the certification of companies.

The International System is now used in more than 40 countries and is continuing to grow worldwide.

The International Education, Training, Qualification and Certification System, managed by IIW-IAB, is an open system that ensures that any person and any company, anywhere in the world, has unrestricted access to education, training, qualification and certification in welding and related technologies, in accordance with international standards, (e.g. ISO, etc.).

The IIW-IAB System is underpinned by a rigorous quality assurance regime which ensures the required standards are met uniformly throughout the world in an impartial and non-discriminatory way, complying with international trade legislation and international competition laws.

In order to comply with these requirements, the International System's operation is based on a network of Authorised Nominated Bodies (ANBs) and Authorised Nominated Bodies for Company Certification (ANBCC), each specializing in a specific scope and needing to comply with the IIW - IAB quality assurance system.

The delivery of the courses, leading to the international qualifications, is performed by Approved Training Bodies - ATBs, which are approved by the ANBs using such services. Once approved to deliver the international courses, the ATBs can operate within their approved scope of activity which shall not exceed the scope of operation of the ANB.

IIW Qualification Certification Systems

Guidance for organisation to become ANB of the IIW International Authorisation Board - Roles and Responsibilities

1. Introduction

Any organisation willing to develop and implement the IIW Qualification & Certification Systems in its country must seek approval as an Authorised Nominated Body (ANB). They shall contact the IIW-IAB Management Team (ewf@ewf.be) or the IIW Secretariat (qualifications@iiwelding.net or certifications@iiwelding.net) to collect all the necessary information and documentation.

This document outlines the roles and responsibilities of the Authorized Nominated Bodies (ANBs) and Authorised Training Bodies (ATBs) of the IIW – IAB. See also document IAB 0364 (Latest revision).

2. International Authorisation Board - IAB Objectives

The international Authorisation Board (IAB) is the Body of the IIW that manages the IIW Education, Training, Qualification and Certification System of the International Institute of Welding (IIW)

The terms of reference of the IAB are:

- Management, on behalf of the IIW Board of Directors, of all education, training, qualification, and certification activities in accordance with IIW applicable decisions,
- Development and implementation of harmonised Guidelines for Qualification and Certification of Personnel and Companies,
- Development and application of Rules and Procedures for implementing the harmonised Guidelines,
- Authorisation of Nominated Bodies for personnel training, qualification and certification and Nominated Bodies for Company Certification for implementing the system and issuing IIW Diplomas and Certificates,

The IAB is supported by a dedicated full-time Management Team and is part of a Combined System together with the European Federation for Welding, Joining and Cutting (EFW).

3. Authorised Nominated Bodies – ANBs

3.1 General information

Authorised Nominated Body - ANB:

Is an organisation that has been assessed and authorised by IIW-IAB in accordance with IIW-IAB rules (doc IAB-001, latest revision), guidelines, requirements and business plan and is responsible for ensuring that the standards of implementation of the IIW-IAB education, examination, qualification systems and/or personnel certifications systems are maintained.

The criteria on which the IAB members will take the decision of authorising or not an ANB are defined in IAB-065 – Operational System and in OP-11 – ANB/ANBCC Requirements and Process for Initial Nomination (Part 1) and Extension of Scope (Part 2), and OP-03 – ANBs Assessment Process (latest revision of the three documents previously referred). Any organisation in the world is free to apply to become an IIW ANB.



The nomination for an extension to scope application always implies that the ANB needs to be nominated by the current IIW Member Society that has initially appointed the ANB. If the extension to scope implies activities in other locations, the applicant ANB shall have documented evidence that all efforts to cooperate with the ANB of the location concerning the application for the extension to scope were taken.

3.2 ANBs Role

It is the role of the ANB to act for IIW in respect of IIW personnel qualification and/or certification, according to its authorised scope of operation.

An ANB shall not offer or provide training, or aid others in the preparation of such services, unless it demonstrates how training is independent of examinations to ensure that confidentiality and impartiality are not compromised.

The major roles of an ANB are:

Qualification:

- i) The approval of ATBs for the conduct of courses in accordance with IIW Guidelines.
- ii) Deciding on candidates' compliance with Access conditions
- iii) The conduct of the examinations and any other assessments required in the qualification process.
- iv) Deciding on the qualification of personnel and issuing the Diplomas
- v) Recording of necessary information regarding the issuing of diplomas

Certification:

- i) Application review.
- ii) Assessment process.
- iii) Decision on Certification.
- iv) Maintaining all records related to the certification process.

3.3 Responsibilities and status of ANBs

An ANB accepts responsibility for the implementation of the current IIW system for education, training, examination, qualification, and/or certification of welding personnel within its authorised scope of operation.

All ANBs and applicant ANBs are charged a fee, in accordance with the rules established by IAB (see doc. IAB-065 – Operational System, latest revision). The amount of the fees is stated on the OP-12 (latest revision).

3.4 Grant applicant ANB Status

The ANB applicant status is granted to all applications that have been approved by the IAB Board, see OP-11, Part 1 latest revision.

The validity for this ANB status is three (3) years. If the preliminary authorisation for the full or part of the applicant sought scope is not granted by the IAB GrB, the applicant status will be cancelled.

3.5 Grant ANB Preliminary Authorisation

The ANB preliminary authorisation status is granted to all applicant ANBs or to ANBs that have applied for an extension to scope (the extension to scope application shall be approved by the IAB Board).



After the ANB application has been approved by the IAB Board, the applicant ANB or the ANB will be informed that the application has been approved and the assessment process starts according to the OP-03 latest revision.

The appointed Assessors' Team will review all necessary information sent by the Applicant ANB or ANB to verify if the information complies with the OP-03 (latest revision) requirements. When the Assessors' Team accepts the information as complying with the requirements, it will be recommended to the IAB GrB Members to grant the preliminary status for the ANB sought scope.

Applicants ANBs and ANBs when under preliminary authorisation status have restrictions regarding the authorised operations, see OP-03 (latest revision).

The validity for this ANB preliminary authorisation status, is two (2) years, if it is not granted by the IAB GrB the full authorisation in this time frame, the preliminary authorisation status will be cancelled.

3.6 Grant ANB Full Authorisation

The grant of IIW Authorised Nominated Body status for a defined authorised scope of operation is made by IAB Group B when the ANB has demonstrated, by on site audit, that it complies with all the applicable requirements including the Rules doc IAB-001 (latest revision).

The IAB Management Team shall issue a certificate and a schedule of authorisation to the ANB covering the scope of operation and this shall be valid for five years.

The full authorisation of a specific Guideline/Certification System will be withdrawn if the Guideline/Certification System has not been implemented or used during a period of three years.

If an IIW ANB already has a scope of operation for a specific EWF Qualification and this qualification has been transferred to IIW, then it will be automatically included in the IIW ANB scope of operation.

The procedure for the use of the IIW logo by the ANB is given in OP-22 (latest revision).

The Chairman of IAB Group B has the power to suspend approval of an ANB in advance of a meeting of the IAB Group B if the non-compliances are sufficiently severe, in his/her judgement.

An ANB may terminate the authorisation by giving three months' notice of its intention to do so.

3.7 ANB Re-Assessment and ANB Surveillance

The IAB GrB authorises an ANB for a maximum period of five (5) years.

The ANB will be under periodic surveillance audits, that take place approximately two (2) years after initial full authorisation, and two (2) years after any subsequent successful re-assessment.

ANB Re-assessment audit takes place approximately six (6) months before the expiry of the ANB authorisation certificate.

3.8 General Requirements for ANBs

The ANB shall be a legal entity, or a defined part of a legal entity, such that it can be held legally responsible for its qualification activities. A governmental body is deemed to be a legal entity based on its governmental status.

The ANB shall be responsible for, shall retain authority for, and shall not delegate, its decisions on:

- Qualification, including the granting or withdrawing the qualification;
- Certification, including the granting, maintaining, limitation, extending or withdrawing the certification;
- ATBs assessment and approval including expanding or reducing the scope of activity.

3.9 Documentation

The following documentation shall be prepared, approved, maintained and controlled by the ANB:

- Quality Management System documentation;
- Candidate application forms;
- Checklists and report forms for course assessment;
- Specific provisions on how candidates' compliance with access conditions are evaluated;
- Specific provisions concerning how examinations are developed, approved, and marked (scored);
- Specific provisions on how ATBs are assessed approved and monitored;
- Specific provisions on how candidates are authorised to take the examinations;
- Specific provisions on how diplomas and/or certificates are granted;
- Specific provisions how certificates can be cancelled or suspended;
- Specific provisions on how the ANB will keep the public information updated.

Information sheets and promotional literature shall also be prepared and maintained by the ANB.

4. Approved Training Bodies – ATBs

4.1 General information

Approved Training Body – ATB:

Is an organisation that has been assessed and approved by an ANB in accordance with IIW-IAB rules (IAB-001, latest revision) for training organisations. By awarding ATB status, the ANB confirms that the ATB fulfils the requirements for delivering training in accordance with one or more IIW guidelines. It shall be an organisation independent from the ANB or clearly separated from it.

An ATB is approved for a specific scope of activities with respect to the qualification level, the team of lecturers; course materials, facilities and equipment, language, location, etc., and any significant change shall be cause for re-assessment (see IAB-001, latest edition).

IAB Group B establishes and updates the procedures for the important task of approving ATBs by ANBs for a specific scope of activities to conduct courses designed to prepare candidates for qualifications, as described in the IIW Guidelines for the education of welding personnel. Successful completion of an approved course is a requirement of the qualification procedure.

ANBs are responsible for ensuring that ATBs conduct IIW courses within the approved scope of activities.

It is recognised that in some cases ANBs can be a part of a legal entity which is involved in training. This is acceptable provided the ANB activities in respect of IIW qualifications are fully isolated, and that the ANB can demonstrate that its own courses provided by the legal entity are properly assessed and controlled by the ANB in accordance with IIW requirements. There shall be complete freedom for course organisers not linked to the ANB to apply for approval with confidence in the impartiality of the ANBs course assessment activity.



Approval of Blended Learning Courses (BLC) shall be made according to OP-15 (latest edition).

Any organisation that wants to be authorised as an ATB shall fill up the specific form (see IAB-001, latest revision) and send it to the ANB that the applicant would like to work with. If an applicant organisation applies to IAB Management Team directly the application must be forwarded to the responsible ANB in its Location.

Applicant organisations are free to apply to one or more ANBs ensuring that the scope for which the ATB wants to be approved is within the scope of operation of the ANBs concerned.

4.2 ATBs Role

The main role of an ATB it is to be responsible for delivering the IIW training programme, according to the IIW Guidelines requirements.

Before applying for approval to conduct a specific course, ATBs shall ensure that the course meets the valid relevant IIW Guideline.

At the discretion of the ANB, a training organisation can be approved to conduct specific topics or parts of the qualification course.

4.3 Responsibilities and status of ATBs

An ATB accepts responsibility for the implementation of the current IIW Qualification Guidelines for education, training, of welding personnel within its authorised scope of activity.

All ATBs and applicant ATBs will have specific agreements with the ANB that supervises its activity.

4.4 Grant ATB Preliminary and Full Authorisation

4.4.1 Initial Application

When an organisation that wants to become an ATB (prospective ATB) gains confidence that its course or courses comply with the ANB requirements, an application (see doc IAB-001, latest revision), shall be submitted to the ANB.

The prospective ATB shall present the application form (see doc IAB-001, latest revision) and separate applications (see doc IAB-001, latest revision) for each IIW qualification program and level that it wants to implement.

The applications will be reviewed by the ANB, after which an audit visit will be arranged, using approved ATB Assessors appointed by the ANB.

4.4.2 Extension to Scope Application

Already Authorised ATBs willing to enlarge their scope activities shall apply for an “extension to scope of activities” to an ANB using the specific application form (see doc IAB-001, latest revision).

The applications will be reviewed by the ANB, and audit visit will be arranged using approved ATB Assessors appointed by the ANB.

4.4.3 Assessment of Initial and Extension to Scope Activities Applications

The ANB Assessment will be performed in two stages. First, the documental review of the application is performed. Upon successful review, the scheduling of an onsite audit starts.

1. *The first stage – The documental review.*

The completed application form(s) and associated documentation shall be reviewed by the ANB assessor's team. Any questions arising from this documentation assessment will be resolved before the onsite audit takes place.

When the ANB Assessors are satisfied with the information given by the prospective ATB, the preliminary authorisation for the prospective ATB can be recommended by the Assessors to the ANB. Upon approval, ATB can start the activity(ies), and the onsite audit shall be scheduled.

2. *The Second Stage – The onsite audit*

The onsite audit can take place before the course is running if circumstances dictate but, in such cases, an additional visit by at least one person shall be made when it is running.

Course materials, both lecturer and student, shall be available for review by the ANB.

The onsite audit time shall be at least two man/days. In special cases (e.g. the ATB is applying for a very limited scope of training), the ANB can reduce the audit time to a minimum of one man/day subject to approval by the ANB IAB Lead Assessor. The level of the ATB Lead Assessor should be at least equivalent to the level of qualification in welding of the IIW education programme the ATB is applying for, with a minimum of IWS level.

The onsite audit visit shall be conducted whilst the course is running, to check compliance with these rules.

A decision on full approval will be made by the ANB, on the recommendation of the assessment team, shortly after the audit visit.

The ATB certificate and schedule shall be issued after final approval of the applicant ATB, once all non-conformities raised have been resolved. The ATB has the right to publicise its approval by using the IIW logo according to the requirements defined in OP-22 (latest revision).

4.4.4 Approval and Surveillance

The ANB shall approve the ATB for a maximum period of five (5) years maintaining periodic surveillance at least every two and half (2,5) years to ensure that the course standard is being maintained.

Reassessment shall be performed before the approval expires. The number of assessors involved in the ATB reassessment audit is to be defined by the ANB, but at least one Lead Assessor shall be involved.

If an ANB conducts surveillance audits, these may be accomplished by one assessor only.