



CERTIFICATION SCHEME FOR PERSONNEL

DOCUMENT NO. CSWIP-WI-1-91

Registration Scheme for Visual Welding Inspectors, Welding Inspectors, Senior Welding Inspectors, Welding Technical Representatives, Welding Instructors, Welding Supervisors and Welding Quality Control Co-ordinators

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Issued under the authority of the Governing Board for Certification
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Accreditation Certificate No 25

FOREWORD

Registration is open to all those who currently hold CSWIP Visual Welding Inspector, Welding Inspector, Senior Welding Inspector, Welding Technical Representatives, Welding Instructor, Welding Supervisor or Welding Quality Control Co-ordinator Certificates and who have held responsibilities commensurate with their CSWIP qualification for the prescribed number of years.

Certificate holders are encouraged to register as it provides an inexpensive way of gaining access to a number of exclusive services and benefits which will help them in their day to day work in structuring their continuing professional development (CPD) and in developing their careers. Registration is renewable annually and is a mark of current competence; it will therefore be of benefit when CSWIP certificates are presented for renewal.

Registration does not replace the CSWIP certificate and registrants will need to continue to ensure that they maintain the validity of their certificate.

1 BENEFITS OF REGISTRATION

Credibility

Registration provides a clear statement of capability in the registrant's area of activity based on an independent assessment of his/her CV and current responsibilities. It brings status, credibility and mobility. Registrants can obtain stamped and countersigned copies of their authenticated CVs for a nominal fee. This type of validation of CVs is now often required by employers as it ensures the information is accurate.

Registrants receive a free personalised rubber stamp indicating their qualifications. This provides a convenient way of confirming the Registrant's status when signing documents, reports, etc.

Registrants are reminded of when their CSWIP qualification is due for renewal and they also get a discount on the fee.

Membership

CSWIP Senior Welding Inspector's and Welding Quality Control Co-ordinator's are automatically elected as Technician Member (TechWeldI) of The Welding Institute linked to registration with the Engineering Council (UK) as an Engineering Technician (EngTech). Professional Members of The Welding Institute also have the benefits of the Welding & Joining Society.

All other registrants who are not already Professional Members of The Welding Institute (TWI) are automatically elected to Membership of The Welding & Joining Society (WJS) without further application. This provides a convenient mechanism for registrants to involve themselves in the welding community. The services from TWI/WJS include:

- information and library services

- discounts on training courses, seminars and publications
- local branch programmes: technical meetings, works visits and social events
- national technical groups providing a forum for discussion on specific subjects
- free issues of two journals: Connect published by TWI and the technical journal of the Professional Division.
- A dedicated website for members – www.twiprofessional.com/

Reading TWI/WJS journals and attending meetings/courses facilitates fulfilment of the CPD requirements for renewing registration, see Section 3, and CSWIP certification.

Registrants are bound by the Institute's Rules of Professional Conduct, see Appendix 1, which conform to the general principles extant in the engineering profession.

Career Development Record

A specially designed CSWIP Log Book is provided free of charge to registrants. This contains sections on training, qualifications and work activity and completing the record regularly will greatly ease the process of renewal of CSWIP certification. It is also a clear and professional record of your achievements to assist future career promotion prospects. Completion of the log book is a mandatory for CSWIP renewals.

Titles

Registrants are awarded the title Registered Visual Welding Inspector, Registered Welding Inspector, Registered Senior Welding Inspector, Registered Welding Technical Representative, Registered Master Welding Instructor (Group 1 or Group 2), Registered Welding Supervisor or Registered Welding Quality Control Co-ordinator as appropriate to their grade of CSWIP certification. A certificate and registration card is issued to all registrants to confirm their title.

2 REQUIREMENTS OF REGISTRATION

Visual Welding Inspectors

Applicants must have a CSWIP 3.0 Visual Welding Inspector's certificate and they must have had one year of experience and current responsibilities covering the areas of work given in Doc: CSWIP-WI-6-92. These include:

Confirming identity of materials and consumables; verification of pre-weld and post-weld requirements by visual inspection of work pieces; verification of in-process welding requirements including pre-heat, interpass and post-heat.

Welding Inspectors

Applicants must have a CSWIP 3.1 Welding Inspector's certificate and they must have had three years of experience and current responsibilities covering the areas of work given in Doc: CSWIP-WI-6-92. These include:

Authentication of materials; authentication of welder and welding procedure approvals; witnessing welder and welding procedure approval tests and authentication of results; checking materials, equipment, weld preparation and fit-up prior to production; checking during welding; visual inspection after welding.

Senior Welding Inspectors

Applicants must have a CSWIP 3.2 Senior Welding Inspector's certificate and they must have had three years of experience and current responsibilities at a senior level covering all the areas of work listed in Doc: CSWIP-WI-6-92. These include:

Supervision of welding inspection operations and personnel; interpretation of fabrication drawings; interpretation of the results of NDT and the assessment of the defects identified; final acceptance of product.

Welding Technical Representatives

Applicants must have a CSWIP Welding Technical Representative certificate and must have had two years of experience and current responsibilities covering the areas of work given in Doc CSWIP-WTR-1-90. These include:

Choice of process, selection of equipment, weldability of materials and selection of appropriate consumables, trouble shooting when problems arise from the application of equipment or consumables supplied and safe working practices.

Welding Instructors

Applicants must have a CSWIP Welding Instructor's certificate and must have had three years of experience and current responsibilities in the areas of work given in Doc: CSWIP-WInst-1-91. These include:

Initial assessment and instruction in the safe and correct practical welding skills required by the trainee to meet his/her or the sponsor's specification; the supervision of trainees, course planning, course delivery, inspection and testing of welds and trainees' record keeping.

Successful applicants with at least three years' experience as a welder in industry will be awarded the title Registered Master Welding Instructor (Group 1). In other cases the title Registered Master Welding Instructor (Group 2) will be awarded. Progression from Group 2 to Group 1 may be achieved by gaining at least 6 months out of a 12 month period, logged and authenticated experience of welding in a manufacturing or site environment.

Welding Supervisors

Applicants must have a CSWIP Welding Supervisor's certificate and must have had three years of experience and current responsibilities in the areas of work given in Doc: CSWIP-WS-1-90. These include:

Shop floor (or site) planning and supervision of welding activities, for the direction of the welding workforce, and for controlling the manufacture by welding in accordance with specified instructions.

Refusal of registration does not affect the validity of any CSWIP certificate you hold.

Welding Quality Control Co-ordinator

Applicants must have a CSWIP Quality Control Co-ordinator certificate and must have had three years of experience and current responsibilities in the areas of work given in document CSWIP-QCC-20-08. These include:

Application of requirements of codes and standards, identification of relevant material and components, heat treatment procedures, hydrostatic test methods, destructive mechanical testing, quality related procedures and practices, health and safety, and inspection quality test plans

3 MAINTAINING REGISTRATION

Registration is valid for one year and is maintained by payment of an annual fee and is also reviewed at intervals of three years. At the review point, certificate holders must provide evidence of continuity of employment and Continuing Professional Development (CPD) for which a form is provided.

Registrants are strongly encouraged to maintain a log of their CPD activities in accordance with TWI and Engineering Council recommendations.

4 FEES

These are divided into three categories:

- Application and Registration fee
- Annual renewal fee
- Three year review

Current fee scales are available on request.

5 COMPLAINTS AND APPEALS

Appeals against an unsuccessful application or against non-renewal of Registration may be made by the individual upon application in writing to the Certification Management Board.

6 APPLICATION FOR REGISTRATION

Individuals holding the appropriate CSWIP certificates may apply for Registration. Applications must be made on the standard application form.

In summary, registration candidates must provide:

- a) Completed and signed application form
- b) The application and registration fee
- c) Evidence that the applicant holds the appropriate CSWIP certificate.

APPENDIX 1: THE WELDING INSTITUTE RULES OF PROFESSIONAL CONDUCT

(The masculine gender is used throughout for convenience only).

- 1 When discharging his professional duties, a member:
 - (1) Should satisfy himself as to their scope, obtaining in advance any necessary clarification or confirmation and shall not accept professional obligations which he believes he has not sufficient competence or authority to perform.
 - (2) Shall accept responsibility for all work carried out by him, or under his supervision or direction, and shall take all reasonable steps to ensure that persons working under his authority are competent to carry out the tasks assigned to them and that they accept responsibility for work done under the authority delegated to them.
 - (3) Shall, when asked for professional advice, give an opinion that is objective and reliable to the best of his ability.
 - (4) Shall, if his professional advice is not accepted, take all reasonable steps to ensure that the person who overrules or disregards his advice is aware of the possible consequences and, wherever possible, records the same.
- 2 Except when legally authorised in the national or public interest, a member shall not do anything or permit anything under his authority to be done, of which the probable and involuntary consequences would, in his professional judgement, endanger human life or safety, expose valuable property to the risk of destruction or serious damage, or needlessly pollute the environment.
- 3 In his work, a member shall respect all relevant laws and statutory regulations.
- 4 In respect of his professional relationships with employers, colleagues or clients, a member:
 - (1) Shall not maliciously or recklessly injure or attempt to injure, whether directly or indirectly, the professional reputation of another.
 - (2) Shall disclose to his client or employer any benefits or interests that he may have in any matter in which he is engaged on their behalf.
 - (3) Shall neither communicate to any person, nor publish any information or matter, not previously known by him or published in the public domain, which has been communicated to him in confidence by a client or employer without the express authority of that client or employer.
 - (4) Shall not claim authorisations, qualifications or registrations for which he is not entitled.
 - (5) Shall declare any changes to his professional status that might affect the perception of employers or other interested parties as to his competence to undertake work for which he will be responsible.

- 5 A member shall ensure that he keeps up-to-date in the technology in which he practises. To this end, Members are encouraged to adopt a formal approach to Continuing Professional Development.
- 6 A member shall not solicit work in a misleading or unfair way as an independent adviser or consultant, either directly or by an agent, nor shall he improperly pay any person by commission or otherwise for the introduction of such work.
- 7 A member shall not be the medium of payments made on his employer's behalf unless so requested by his employer, nor shall he, in connection with work on which he is employed, place contracts or orders except with the authority of and on behalf of his employer.
- 8 A member working overseas shall observe these rules as far as they are applicable, but where there are recognised standards of professional conduct in the country in which he is employed, he may adhere to them.
- 9 A member shall be guilty of improper conduct if he is convicted by a competent tribunal of a criminal or civil offence which in the opinion of the Council of The Welding Institute renders him unfit to be a member.
- 10 If, in the opinion of Council, a member is precluded from performing his professional duties in a manner consistent with the standards of his profession, as a result of being adjudicated bankrupt or making a composition with his creditors, he may be deemed guilty of improper conduct.