



CERTIFICATION SCHEME FOR PERSONNEL

DOCUMENT No. CSWIP-WInst-1-91

Requirements for the Certification of Welding Instructors and Specialist Welding Instructors

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Issued under the authority of the Governing Board for Certification
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CSWIP is administered by TWI Certification Ltd

The use of the UKAS Accreditation Mark indicates accreditation in respect of those activities covered by
Accreditation Certificate No 25

FOREWORD

The Certification Scheme for Personnel (CSWIP) is a comprehensive scheme which provides for the examination and certification of individuals seeking to demonstrate their knowledge and/or competence in their field of operation. The scope of CSWIP includes all levels of Welding Inspectors, Welding Supervisors, Welding Instructors, Cathodic Protection Personnel, Plant Inspectors, Plastics Welders, Drillstem Inspectors, NDT personnel, Heat Treatment Operatives, Brazing Examiners, Welding Examiners and Underwater Inspection personnel.

CSWIP is managed by the Certification Management Board, which acts as the Governing Board for Certification, in keeping with the requirements of the industries served by the scheme. The Certification Management Board, in turn, appoints specialist Management Committees to oversee specific parts of the scheme. All CSWIP Boards and Committees comprise member representatives of relevant industrial and other interests. TWI Certification Ltd is accredited by UKAS to BS EN ISO/IEC 17024 for certification of personnel.

TWI Certification Ltd 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.

The requirements governing the Registration of Master Welder Instructors are detailed in a separate document. Possession of a CSWIP Welding Instructor certificate is one of the pre-requisites of Registration.

Registration is strongly recommended as it helps to satisfy the CSWIP certificate renewal requirements, see Clause 11.5.

ACCESS TO CERTIFICATION

Access to certification schemes is not improperly restricted. The sole criteria for certification are given in the document (and any subsequent amendments) and no other criteria will be applied. Certification is not conditional on the candidate applying for other services or membership from TWI Certification Ltd, its parent, or any other groups or associations.

1. OBJECTIVES

The manufacture of safe, cost-effective welded products and structures is critically dependent on the skill of individual welders. In order to ensure welders are properly trained and instructed, a scheme for qualifying welding instructors is essential. As well as bringing benefits to the trainee, it also provides nationally recognised status for the instructor and the training organisation employing him/her.

2. SCOPE

The scheme identifies personnel who have relevant experience in welding instruction, a high level of welding skill and who have attained a minimum level of knowledge. This document provides the procedures by which certification is sought and the requirements for the approval of the related training course.

3. CATEGORIES OF CERTIFICATION AND DEFINITIONS

There are two categories of certification as defined below:

3.1. WELDING INSTRUCTOR

A Welding Instructor is a person responsible for the 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 instructor has duties in supervising trainees, course planning, course delivery, inspection and testing of welds and in trainees' record keeping.

3.2. SPECIALIST WELDING INSTRUCTOR

A Specialist Welding Instructor is a person whose practical welding qualifications may not be sufficient to satisfy the requirements for Welding Instructor although the person can provide safe and correct practical training within his/her welding capabilities in one or more of the following areas:

- a) assisting a Welding Instructor when course numbers exceed practical limits of instructor/trainee levels,
- b) providing specialist training courses within their competency,
- c) undertaking welder competency assessments within their competency under the overall supervision of a Welding Instructor.

A Specialist Welding Instructor is not eligible to be Registered as a Master Welding Instructor.

4. SKILL REQUIREMENTS

Instructors are required to provide proof of their welding skill through the successful completion of welder qualification tests to an acceptable standard. ISO 9606, ASME IX, EN 13067 and approved equivalents are all acceptable¹. Applications involving qualification tests conducted to other standards may be acceptable: full details must be provided.

Qualification tests must be witnessed by a recognised third party and certificates must have been obtained, or have been updated, no more than one year before the date of application. Originals or authenticated copies of certificates must be submitted.

4.1. WELDING INSTRUCTOR

To become a Welding Instructor, qualifications must be held in three combinations of processes and materials, that is, any three of the boxes in one of the tables shown below

Table 1 Conventional materials/components

	Carbon steels	Stainless steels	Aluminium alloys	Copper alloys	Nickel alloys	Others
MMA						
MIG/MAG and related						
FCAW						
TIG/plasma						
Gas						
Other Processes						

¹ For rail welding instructors qualifications in accordance with Network Rail Standards NR/L2/TRK/0032 and 0132 are acceptable

Table 2 Rail materials and processes

	Group A Rail Steels	Group B Rail Steels	Group C Rail Steels	Other Rail Steels
MMA				
MIG/MAG and related				
Tubular cored wire				
Aluminothermic process 1				
Aluminothermic process 2				
Flash butt				

The categories of materials detailed in the above table comply with the groups of materials given in Network Rail Standard NR/L2/TRK/0032. The categories are as follows:

- Group A rail steels: R200
R220 (Normal grade)
R260 (Wear-resisting Grade A)
- Group B rail steels: R 260Mn (Wear-resisting Grade B)
R 320Cr (110kg/mm² Cr)
- Group C rail steels: R 350HT
- Other rail steels: HP335 High Performance (HP)
R370CrHT

Table 3 Plastics materials

Sector	Welding technique	Materials				
		PVC	PP	PE	PVDF	Other
Fabrication	Hot gas					
	Extrusion					
Pipe	Heated tool butt					
	Socket fusion					
	Electrofusion					
Geomembrane	Heated wedge					
	Extrusion					

Qualifications may be held in one welding process used on a range of materials, one material for a range of processes or any combination. For all round competence, a Welding Instructor is normally expected to demonstrate skill in manual welding of pipe in all positions for each process/material qualification held. In specific situations, where the training establishment does not train welders in all positions, e.g. for automobile assembly, plastics welding or rail welding,

the requirement for all positional welding skill may be relaxed. In such situations, the certificate is to be endorsed to indicate the reduced scope.

4.2. SPECIALIST WELDING INSTRUCTOR

Where an instructor has welding skills in a specialist field or is only employed as a skilled instructor under the supervision and control of a Welding Instructor, he or she may be as a Specialist Welding Instructor. Qualifications must be held in at least one process/material combination from the boxes in the tables in 4.1. Qualification testing is carried out in the same manner as for Welding Instructor.

5. KNOWLEDGE REQUIREMENTS

5.1. WELDING TECHNOLOGY

Candidates for Welding Instructor and Specialist Welding Instructor must demonstrate knowledge in the processes on which they give instruction. A typical description of the required knowledge base is given in Appendix 1. Candidates are expected to provide evidence of training covering the appropriate knowledge base.

Candidates are recommended to attend a CSWIP approved training course (see Section 9) where appropriate.

Candidates taking the aluminothermic processes examination will also need to provide evidence of satisfactory attendance of a training course conducted by the process owners.

5.2. INSTRUCTION TECHNIQUES

In addition to satisfying the above candidates must also demonstrate skill in instruction techniques as evidenced by successful completion of a relevant course² or through documented and authenticated instructor experience. Candidates submitting evidence of past experience must include detailed information of the courses they have been associated with as an instructor in the previous three years, including: the candidate's role, course title, programme, content and duration. Evaluation of the candidate's performance in the course should be included.

6. THE EXAMINATION

6.1. WRITTEN PART – WELDING INSTRUCTORS

A multiple-choice question examination is designed to test the candidate's knowledge of general welding technology and associated welding processes. The training syllabus is given in Appendix 1. Modified papers may be used in situations where an instructor is attached to a training centre which operates with a limited training scope.

6.2. WRITTEN PART – SPECIALIST WELDING INSTRUCTORS

A multiple-choice question examination is designed to test the candidate's knowledge of the associated welding processes he is currently instructing; the training syllabus is given in Appendix 1. Modified papers may be used in situations where an instructor is attached to a training centre which operates with a limited training scope.

6.3. PRACTICAL PART - WELDING INSTRUCTORS AND SPECIALIST WELDING INSTRUCTORS

Candidates are required to demonstrate their competence in instructional techniques by:

² Holders of TAQA units (TDLB units D32 or D33 (A1/A2)) are deemed to satisfy this requirement.

- a) Supervising a test piece being welded giving a verbal commentary in the presence of an examiner or invigilator.
- b) Running a classroom session, which includes a minimum of 20 minutes verbal communication.

Further details of the examination are given in Appendix 2.

7. REQUIRED EXPERIENCE

Candidates for Welding Instructor must have a practical welding background as a welder³, welding operator or welding instructor and must have a minimum of five years relevant welding experience. In exceptional cases, a candidate with experience as a welder in industry may be accepted for certification with a shorter period of experience, but not less than three years, if he or she can demonstrate a competence that would be expected in a mature candidate with five or more years practical experience.

Candidates for Specialist Welding Instructor must have a practical welding background with at least one year as a welder or welding operator, in industry or in a welder training school.

8. INSTRUCTORS' RESPONSIBILITIES

Applicants for certification as Welding Instructor will be expected to demonstrate responsibilities and capability in all of the items listed below:

a) Supervisory

- Discipline and control of trainees**
- Ordering of materials*
- Preventative maintenance of equipment**
- General housekeeping**
- Counselling trainees.*

b) Course planning

- Preparation of training programme*
- Preparation for weld test/assessment*
- Writing course notes and hand outs.*

c) Course delivery

- Safety and related subjects**
- Instructing trainees to the syllabus requirements**
- Lectures and shop talks to support practical training**
- Practical demonstrations**
- Reading of drawings**
- Instruction in repair procedures.**

d) Inspection and testing

- Testing to recognised standards or industry specifications as appropriate**
- Inspection of trainee test pieces.**

e) Record keeping

- Measurement and recording of trainee competence**
- Logging trainee progress**
- Written reports.*

³ Five years' experience as a welding instructor is acceptable in lieu of experience as a welder

f) Professional Development

Carry out continuing professional development

Applicants for certification as Specialist Welding Instructor will be expected to demonstrate knowledge and understanding of all those items in the above lists marked with a single asterisk* and to demonstrate capability in those items marked with two asterisks.**

9. TRAINING COURSES FOR INSTRUCTORS

Training establishments seeking approval by CSWIP to run training courses covering the requirements of Appendix 1 for potential welding instructors must first submit to TWI Certification Ltd an enquiry form to justify an application. If accepted, the establishment must then submit written application accompanied by a detailed training programme with course texts and visual aids. If acceptable in principle, the establishment will be visited to examine the facilities in place and to interview the staff who will provide the instruction. Courses will only be approved if presented by staff appropriately qualified.

A fee is charged for this work and operation of the course is subject to a franchise fee per student.

10. APPLICATION FOR EXAMINATION AND FEES

Candidates will be required to submit an application form and a CV. All the information requested must be on these forms. No applications can be considered confirmed until receipt of correctly completed documents. Application forms ask for specific details of experience and training and must be signed to the effect that these details are correct.

Candidates proved to have cheated, or found to have attempted to remove or found to have removed examination material in a CSWIP examination will not be accepted as a candidate for any CSWIP examination for a minimum period of five years from the date of the examination where cheating, attempt to remove or removal of examination material, was established to have taken place.

11. CERTIFICATION

11.1. RESULTS NOTICES

All candidates will be sent a results notice. This notice will also be sent to the organisation paying the examination fee, if not paid by the candidate.

11.2. SUCCESSFUL CANDIDATES

Two copies of a certificate of proficiency will be issued to the organisation or person that pays the examination fees. A duplicate certificate to replace those lost or destroyed will be issued only after extensive enquiries.

11.3. UNSUCCESSFUL CANDIDATES

Candidates who fail to obtain a certificate may attempt one retest of those parts of the examination in which success was not achieved. The retest must be completed within one year of the initial test, otherwise candidates will have to repeat the complete examination. Candidates who fail the retest revert to initial status.

11.4. PERIOD OF VALIDITY

The certificate is valid for five years from the date of completion of the initial test and may be renewed for a further five years on application, provided evidence is produced in accordance with Clause 11.5.1. Certificates are only valid provided:

- a) they are within date.
- b) they are on standard cream CSWIP paper bearing the CSWIP logo in black on gold signed by an officer of CSWIP and embossed with the CSWIP stamp.
- c) they have been signed by the individual to whom the certificate is awarded.
- d) they are accompanied by a valid official CSWIP identity card.

Photocopies are unauthorised by CSWIP and should only be used for internal administrative purposes.

11.5. RENEWAL

11.5.1. Five year renewal

In order for a Welding Instructor or Specialist Welding Instructor certificate to be renewed after five years, holders have to demonstrate that they have maintained their competence by:

- i) providing evidence of continuous work activity in welding instruction
- ii) providing evidence that the holder has kept up to date in welding technology.

One way of satisfying Part (ii) for a Welding Instructor is through Registration as a Master Welder Instructor – see Document No CSWIP-WI-1-91 Registration Scheme for Visual Welding Inspectors, Welding Inspectors, Senior Welding Inspectors, Welding Instructors and Welding Supervisors. Registration includes Membership of The Welding Institute as a Technician (TechWeldI) and registration with the Engineering Council as an Engineering Technician (EngTech).

Specialist Welding Instructors may find it helpful to join The Welding Institute too, there is no specific registration scheme available at present, interested certificate holders are encouraged to contact The Welding Institute directly.

Part (i) can be satisfied either by the employer signing the reverse of the certificate or, if the holder has had a number of different jobs, by submitting a log sheet of relevant work activity covering the period of validity of the certificate.

Renewal must take place no later than 21 days after the date of expiry of the certificate. It is the certificate holder's responsibility to ensure that renewal takes place at the appropriate time. Only under extreme circumstances will certificates be renewed up to a maximum of six calendar months from the date of expiry shown on the certificate and late renewal will be subject to a special fee.

11.5.2. Ten year recertification

Welding Instructor and Specialist Welding Instructor certificates are recertified beyond ten years from the initial examination (or from a previous ten year renewal) by the holder successfully completing a recertification examination prior to the expiry of the certificate in addition to the renewal procedure given in Clause 11.5.1.

The 10 year recertification examination will consist of the following:

Multi choice written paper.

The initial practical examination.

One retest, within 4 months of the 10 year renewal examination, will be allowed.

Failure at the retest point will mean that the candidate must take the full course and initial examination again to regain the certification.

11.6. COMPLAINTS AND APPEALS

An aggrieved party in a dispute which considers itself to have reasonable grounds for questioning the competency of a CSWIP qualified person may petition the Governing Board for non-renewal of the certificate. Such a petition must be accompanied by all relevant facts, and if in the opinion of the Board an adequate case has been presented, a full investigation of the circumstances under dispute will be initiated. If the petition is substantiated to the satisfaction of the Board, the certificate will not be renewed without further test.

Appeals against failure to certify or against non-renewal of the certificate may be made by the instructor or the employer upon application in writing to the Governing Board.

12. EXEMPTIONS

Welding Instructors who successfully complete the approved course and examination will be exempt from Modules 1 and 2 of the International/European Welding Specialist Diploma training course. I/EWS Diploma holders seeking Welding Instructor Certification are exempted from the welding technology course.

13. RECORDS

TWI Certification Ltd maintains records of successful and unsuccessful candidates. These records are accessible to the Governing Board or its nominees at all reasonable times.

14. REFERENCES

1. BS EN ISO/IEC 17024: General requirements for bodies operating certification of persons
2. BS EN ISO 9606: Qualification testing of welders. Fusion welding.
3. ASME IX: Welding, Brazing, and Fusing Qualifications
4. EN 13067: Plastics welding personnel. Qualification testing of welders. Thermoplastics welded assemblies
5. NR/L2/TRK/0032: Joining of Rails by Aluminothermic Welding
6. CSWIP-WI-1-91 Part 2: Registration Scheme for Visual Welding Inspectors, Welding Inspectors, Senior Welding Inspectors, Welding Instructors and Welding Supervisors

15. ADDRESSES

For further general information about the approval schemes covered in this document contact:

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Tel: +44 (0) 1223 899000
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Web: www.cswip.com

For specific information on examinations and arranging for them to be carried out, contact the approved Examining Body:

TWI Training and Examinations
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Certification of Welding Instructors

APPENDICES TO DOCUMENT No: CSWIP-WInst-1-91

Appendix 1: Syllabus for the approved training course. (Copyright TWI Certification Ltd)

Appendix 2: Examination format

APPENDIX 1: Syllabus for the Approved Instructor Knowledge Training Course

1. INTRODUCTION AND OBJECTIVES

This appendix lists the subjects that must be covered by an approved training course for the CSWIP Welding Instructor Certification Scheme. The order in which the subjects are taught need not necessarily be the same as the order in which they are listed here.

Where the course is directed at a specific industrial sector, e.g. automobile assembly, plastics welding or railway track welding, the course content may be modified to concentrate on the particular aspects of materials, welding and relevant related technology, application and safety, that are of specific relevance to that sector. Specific knowledge requirements for instructors in the aluminothermic welding of rails and for plastics welding instructors are provided at the end of this Appendix.

The duration of the course must, as a minimum, be 70 hours.

2. SUPERVISION, PRODUCTION AND PLANNING

Introductory

Responsibilities, duties, qualifications and supervisory skills of instructors (see main document, Section 8).

Codes and Standards

Terms, symbols and definitions in welding
Standards for welding operations and activities.

Instructional Practice

3. MATERIALS OF CONSTRUCTION

Classification, properties and typical applications of steels, stainless steels, aluminium alloys and other engineering materials in common use. The elementary structure of metals and the effect of adding alloying elements. Carbon equivalent formula.

4. WELDING TECHNOLOGY

Welding and allied processes

Description, characteristics and application of the following:

Manual metal arc welding
Submerged arc welding
Flux-cored arc welding
Gas metal arc welding
Tungsten inert gas welding
Oxy-acetylene welding
Flame cutting and gouging
Arc cutting and gouging.

Welding equipment

Principles of operation; principal components of power sources and their ancillary equipment.

Care and maintenance.

Welding practice

Welding consumables (electrodes, filler metals, fluxes, gases etc.) and their selection:

Standards and classification
Storage, drying and baking
Hydrogen control.

Welding process variables and their effects:

Current, voltage, travel speed, arc length, electrode angle, electrode stick-out, polarity, flow rates of shielding and purging gases.

Joint preparation:

Weld preparation requirements and examples

Cleanliness of weld preparations.

Welding procedures specifications:

Content, key role in quality assurance.

Control of distortion:

Factors influencing distortion, for example, joint preparation, fit-up, welding speed, welding process used, welding sequence, material thickness, and the use of jigs and fixtures.

Remedial action, for example, approved heating or mechanical techniques.

Preheat, interpass and post-weld heat treatment:

Methods of heating, and measurement and control of temperatures.

Weld defects:

Common weld defects: misalignment, poor shape, undercut, excess penetration, slag, porosity, lack of fusion, lack of penetration.

Repair of welds.

Properties of welded joints

Properties of welded joints including: strength, toughness, hardness, corrosion resistance.

Effect of heat treatment, including normalising, annealing, preheating, solution treatment, and post-weld heat treatment

Influence of heat input and cooling rate on the deposited weld metal and heat-affected zone

Influence of composition of parent metal and consumables on weld properties

Dilution

Influence of restraint

Weldability

Hydrogen cracking (HAZ and weld), solidification cracking, reheat cracking, transverse cracking and lamellar tearing

Common modes of failure: brittle fracture and fatigue. Influence of stress.

5. QUALITY ASSURANCE AND CONTROL

Quality Assurance (QA):

Quality manual (or quality plan), BS EN ISO 3834

Quality documentation for welding: welding procedure specifications (WPS), welding procedure qualifications (WPQ), welder qualification and welder records.
Calibration of welding equipment and instruments.

Quality Control (QC):

Requirements of inspection before, during and after welding; qualification of inspection personnel.

Checking performance and accuracy; calibration.

Methods of inspection and testing in accordance with the relevant application standards:

Visual: weld size, form and shape; undercut, overlap, surface.

Destructive: chemical analysis, tensile, bend, impact, nick-break, macro and hardness tests.

Non-destructive: visual, magnetic, penetrant, ultrasonic and radiographic inspection; hydrostatic and proof testing.

Detection and measurement of weld defects.

6. SAFETY AND ENVIRONMENTAL IMPACT

Identification of hazards and necessary action to eliminate or reduce hazards:

Examples of hazards:

Electric shock
Fire and explosion
Fumes
Cylinder handling
Use of scaffolding
X and gamma radiation
Welding arcs.

Typical safety procedures:

Safety education
Ventilation and monitoring of the workplace
Eye, ear and skin protection
Storage of gases
First aid.

Statutory requirements: Health and Safety at Work Act regulations covering:

Workplace
Provision and Use of Work Equipment
Manual Handling operations
Personal Protective Equipment at Work
Management of Health and Safety at Work
COSHH

Environmental

Select and use resources effectively with consideration to environmental impact

Additions to Appendix 1 - Specific knowledge requirements for instructors in the aluminothermic welding of rails

These items can replace the generic knowledge requirements (see above) as appropriate but many of the generic requirements will still apply particularly in the areas of QA and safety.

Codes and Standards

Terms, symbols and definitions for rail welding.

Railtrack Group Standards and Line Specifications that deal with rail welding.

Materials

Classification, properties and typical applications of steels used for track, including switches and crossings. The iron carbon diagram and the effect of cooling rate.

Rail sizes and sections in common use.

Welding technology

Description, characteristics and application of aluminothermic welding as applied to rails.

Welding equipment

Principles of operation of aluminothermic welding and ancillary equipment (e.g. cutting and heating).

Welding practice

Content and use of process manuals.

Welding consumables (gases, portions, etc.) and their storage and selection.

Welding process variables and their effects.

Preheating

Reaction times.

Joint preparation

Rail marking

Cutting and aligning rails to the required standard and within specified tolerances

Taking rail wear into account

Selecting the correct moulds

Fitting and sealing moulds

Narrow gap and wide gap welds

Protecting the weld area from bad weather.

Preparation for welding

Preheating the crucible

Preheating the joint

Fitting the crucible, slag traps, etc.

Adding the portion

Special requirements for dissimilar metal welds.

Welding

Igniting the portion

Reaction time

Melting and pouring

Cooling time and use of mufflers as appropriate.

Post weld activities

Removal of risers

Use of shearing tools to remove excess metal

Grinding the rail head to the required standard

Use of tensor equipment.

Weld defects

Common weld defects: misalignment, poor shape, cavities, lack of fusion, etc.

Repair of welds.

Properties of aluminothermic welded joints

Strength, toughness, hardness.

Metallurgical structure - influence of heat input and cooling rate on the deposited weld metal and heat affected zone.

Weldability – achieving acceptable weld quality with high carbon steels.

Influence of composition of rail steel and consumables on weld properties.

Dilution.

Quality Assurance and Control

Quality manual (or quality plan).

Process manuals.

Welder qualification and welder records.

Care and maintenance of equipment.

Inspection before, during and after welding.

Acceptance criteria.

Visual inspection and non-destructive testing.

Safety

Personal track safety regulations.

Special safety precautions when dealing with exothermic reactions.

Additions to Appendix 1 – Specific knowledge requirements for plastics welding instructors

These items can replace the generic knowledge requirements (see above) as appropriate but many of the generic requirements will still apply, particularly in the areas of QA and safety.

Materials

Classification, properties and typical applications of polyvinylchloride, polypropylene, polyethylene, polyvinylidene fluoride and other thermoplastics in common use. The elementary structure of polymers.

Welding and allied processes

Description, characteristics and application of the following:

Hot gas welding

Extrusion welding

Heated tool welding

Heated socket welding

Electrofusion welding

Machine hot wedge welding

Welding practice

Welding consumables (weld rod, pipe fittings) and their selection:

Standard and classification
Storage and handling.

Welding process variables and their effects:

Temperature, pressure, speed/time, torch angle.

Joint preparation:

Weld preparation requirements and examples
Cleanliness of weld preparations
Methods of preparation.

Weld defects:

Common weld defects: misalignment, poor shape, undercut, excessive penetration, porosity, lack of fusion, lack of penetration, contamination.

APPENDIX 2: Examination Format

GENERAL WRITTEN EXAMINATION

Candidates will be required to take:

- 30 multiple-choice question paper
- Time allowed 45 minutes
- Pass mark 60%

SPECIFIC WRITTEN EXAMINATION

- 10 multiple choice questions for each welding process to be covered by the certification
- Time allowed 15 minutes per process
- Pass mark 60%

Practical Instruction Test Classroom

The practical instructor test will involve a classroom training session in which the applicant will be expected to give a minimum of 20 minutes verbal presentation.

The assessment of the applicant's performance will take account of:

- session objectives
- session instructor notes
- use of handouts
- training aids employed
- involvement of trainees
- instructor presentation skills.

Practical instruction test workshop

Supervise a welded test piece giving a verbal commentary in the presence of an examiner or invigilator.