



**CERTIFICATION SCHEME FOR PERSONNEL**

**DOCUMENT No. CSWIP- WP-19- 08**

## **Requirements for the Certification of Personnel Responsible For Review of Welding Procedures and their Associated Documentation**

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Issued under the authority of the Governing Board for Certification  
All correspondence should be addressed to:

TWI Certification Ltd  
Granta Park  
Great Abington  
Cambridge CB21 6AL  
United Kingdom

Tel: +44 (0) 1223 899000  
Fax: +44 (0) 1223 894219  
Email: [twicertification@twi.co.uk](mailto:twicertification@twi.co.uk)  
Web: [www.cswip.com](http://www.cswip.com)

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by Accreditation Certificate No 25

## FOREWORD

The Certification Scheme for Personnel (CSWIP) is a comprehensive scheme that 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 Welding Inspectors, Welding Supervisors, Welding Instructors, Welding Quality Control Coordinators, Heat Treatment Operatives, Plant Inspectors, Underwater Inspection personnel, NDT personnel, Plastics Welders and Cathodic Protection.

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.

## ACCESS TO CERTIFICATION

Access to certification is not improperly restricted. The sole criteria for certification are given in this 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 GENERAL

#### 1.1 Scope

This document prescribes procedures by which personnel may be examined, and, if successful, certificated for the duties of review and approval of welding procedures

#### 1.2 Responsibilities of personnel

Typical areas of work activity of personnel for whom CSWIP procedure approval would be suitable are given below:

- 1.2.1 Personnel who review sub contractor and in-house welding procedures qualification record (WPQR) and welding procedure specification (WPS).

#### 1.3 Requirements prior to taking a certification test

Job responsibilities and experience criteria for examination eligibility as given below are strictly adhered to and enforced.

Candidates must have the following as a minimum:

- a) Hold a current valid CSWIP Welding Quality Control Coordinator, CSWIP Senior Welding Inspector, or CSWIP Welding Supervisor certificate
- or
- b) Hold a current valid CSWIP Welding Inspector certificate with two years relevant experience
- or
- c) SAIW Welding Fabricator Inspector Level 2

- or
- d) Canadian Welding Inspector Level 3
- or
- e) Certified International Welding Specialist
- or
- f) International Welding Inspector Standard Level Diploma with five years' recent continuous experience in welding coordination
- or
- g) Five years' recent continuous responsibility for welding coordination as defined in ISO 3834 Part 2 or Part 3.
- or
- h) An HNC in Welding Fabrication.

### **1.3.1 Training**

All candidates must attend a CSWIP approved course of training prior to examination. Details of such courses are available on request.

### **1.3.2 Health/Eyesight**

Candidates need to have satisfactory eyesight.

## **2 Examination Procedure**

### **2.1 Written Examination**

The written examination consists of multiple choice questions and is designed to test the candidate's knowledge of the Applicable Recognised International Standard (ASME IX or ISO 15614-1).

### **2.2 Examination**

Theory Part 1: 30 Multiple choice questions based on code/standard and welding technology. Time allowed 45 minutes.

Part 2 is open book

Part 2: 40 multiple choice questions on two sets of WPQR's and accompanying WPS for review. Time allowed 2 Hours 15 Minutes

### **2.3 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.

In the event of a false statement being discovered on forms or on CVs any examination undertaken will be declared null and void. A certificate is automatically invalidated if there are any outstanding examination fees in respect of that certificate.

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.

Examinations may be taken at any one of a number of Test Centres in the UK and overseas. Lists are available on request.

### **3 Certification**

#### **3.1 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.

#### **3.2 Successful candidates**

Two copies of a certificate of proficiency will be issued to the sponsoring organisation. Duplicate certificates to replace those lost or destroyed will be issued only after extensive enquiries.

#### **3.3 Unsuccessful candidates**

Candidates who fail to obtain a certificate may attempt one retest on 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.

#### **3.4 Period of validity**

The certificate is valid for five years from the date of completion of the initial test. 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.
- e) the holder is still employed by the sponsoring organisation.

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

#### **3.5 Recertification**

Certificates are recertified five years from the initial examination by the holder successfully completing a recertification examination prior to the expiry of the certificate.

The five year recertification examination consists of a review of 2 WPS's against the supplied WPQR – time allowed 2 hours.

One retest, within six months of the recertification examination, will be allowed.

Candidates who fail the retest will have to take full initial examination to regain this certification.

#### **3.6 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 inspector or the employer upon application in writing to the Governing Board.

## **4 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.

## **5 ADDRESSES**

### ***For further general information contact:***

TWI Certification Ltd  
Granta Park  
Great Abington  
Cambridge  
CB21 6AL  
UK

Phone: +44 (0) 1223 899000  
Email: [twicertification@twi.co.uk](mailto:twicertification@twi.co.uk)

Fax: +44 (0) 1223 894219  
Website: [www.cswip.com](http://www.cswip.com)

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

TWI Training and Examinations  
Granta Park  
Great Abington  
Cambridge  
CB21 6AL  
UK

Phone: +44 (0) 1223 899000  
Email: [trainexam@twi.co.uk](mailto:trainexam@twi.co.uk)

Fax: +44 (0) 1223 891630  
Website: [www.twi.co.uk](http://www.twi.co.uk)

## **6 References**

BS EN ISO 15614-1: Specification and qualification of welding procedures for metallic materials. Welding procedure test. Arc and gas welding of steels and arc welding of nickel and nickel alloys

ASME BPVC-IX *BPVC Section IX-Welding and Brazing Qualifications*

ANSI/AWSD1.1 Structural welding code (Steel).

## Appendix A – Examination Syllabus

### Initial Examination

Theory Part 1: 30 Multiple choice questions based on code/standard and welding technology. Time allowed 45 minutes.

Part 2 is open book

Part 2: 40 multiple choice questions on two sets of WPQR's and accompanying WPS for review. Time allowed 2 Hours 15 Minutes

**Pass mark for all parts is 70%**

### Five Year Recertification Examination

This consists of a review of 2 WPS's against the supplied WPQR – time allowed 2 hours.

### Subjects

Candidates will be expected to have knowledge of:

- a) Application of the requirements of codes and standards and qualification essential variables for welding procedures. The essential features of a procedure. British, European, and American (other systems upon application) of procedure and appropriate documentation.
- b) Parent material grouping systems
- c) Consumables: The identification of consumables to British, European, ISO and American standards. Coating types and fluxes. Shielding gas compositions. Electrode and filler wire compositions.
- d) Weld preparation details  
Verification that dimensions, fit-up and weld preparations are in accordance with good engineering practices.
- e) Preheating: (where required) is in accordance with applicable standards i.e. ISO 1011-1.
- f) Post weld heat treatment (if any) has been conducted in accordance with specification requirements.
- g) Destructive tests: The selection and purpose of all destructive tests specified in standards. Assessment of results and review of mechanical test data and verifying compliance with appropriate standards and specifications.
- h) NDT techniques and limitations
- i) Weld Terminology: Weld face, toe, root, throat, leg length, HAZ, fusion boundary.
- j) Welding processes: Basic understanding of manual and mechanised flux shielded and gas shielded arc processes.