

Manual identifying curriculum that can be  
implemented to industry standards as developed  
by TAACCCT



**VANCE-GRANVILLE**  
COMMUNITY COLLEGE



## **Quality Assurance Manual**

Welding Technology Training Program

AWS Level I Entry Welders  
AWS Level II Advanced Welders

# AWS/SENSE Quality Assurance Manual

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## **1.0 Policy Statement.**

**1.1** The policy of Vance Granville Community College is to abide by the requirements of the American Welding Society (AWS) Specifications QC10 and QC11 and Guides EG2.0 and EG3.0 governing the SENSE program for welder training. The College has implemented a quality program for welder training and this manual accurately reflects that program policies and procedures.

**1.2** This Policy Statement has been included with the College letter of commitment, upon official College stationary signed by the Senior Official and the Dean of Business and Applied Technologies of the Facility, The Letter of commitment is included as Exhibit 1.0 in this manual.

**1.3** The College shall cooperate with AWS efforts designed to maintain the validity and relevance of SENSE aligned welding programs and tests.

## **2.0 The Organization Chart**

**2.1** The Organization Chart for Welder training at the College shall include the positions of Instructors, Test Supervisors, Program Director, Quality Assurance Manager, the Facility Senior Official, and the Dean of Business and Applied Technologies.

**2.2** The Organization Chart is shown as Exhibit 2.0.

## **3.0 Registration**

**3.1** The College shall apply to the American Welding Society for registration as a SENSE Training Organization.

**3.2** The College shall submit a checklist, (Exhibit 3.0), documenting review of the quality program. This shall be the checklist used during an audit.

**3.3** The College shall prepare and submit a Quality Assurance Manual indicative of how the welding program operates.

**3.4** This manual shall be an approved document as indicated by the signature of the Dean of Business and Applied Technologies.

**3.5** This manual shall be a controlled document with controlled exhibits included for its maintenance and operation as per section 12.0.

## 4.0 Personnel

### 4.1 Qualification and Training

**4.1.1** It is recognized that an individual may perform more than one job function. These duplicate functions shall not interfere with adequate performance of required tasks

**4.1.2** All personnel of the College involved with this program to the extent that they are listed on the organization chart shall be able to document their qualifications, including education and experience, for the position held.

**4.1.3 The College shall have a formal policy for the maintenance of qualification of its personnel involved with this program.**

### 4.2 Senior Official

**4.2.1** The Senior Official has the final authority for all matters pertaining to the Welding curriculum and the SENSE program. The Senior Official shall report directly to the Dean of the Department.

**4.2.2** The duties of the Senior Official shall include:

**4.2.2.1** Review and approval of the Quality Assurance Manual, Exhibits, and Procedures.

**4.2.2.2** Review and approval of the Quality Assurance Manager's annual program review.

**4.2.2.3** Review and approval of lesson plans and other welding teaching and instructional materials

**4.2.2.4** Review and approval of purchase requisitions for materials and services.

**4.2.2.5** Review and approval of nonconformance resolutions.

**4.2.2.6** Submitting the required documentation to AWS Certification Business Unit.

## **4.3 Quality Assurance Manager**

**4.3.1** The quality Assurance Manager shall report directly to the Senior Official

**4.3.2** The duties of the Quality Assurance Manager shall include:

**4.3.2.1** Preparing and maintaining the Quality Assurance Manual, Exhibits and Procedures.

**4.3.2.2** Annual review of the Quality Assurance Manual, Exhibits and Procedures per section 12.0.

**4.3.2.3** Resolve quality related conflicts.

**4.3.2.4** Resolve allegations of nonconformance.

## **4.4 Program Director**

**4.4.1** The Program Director shall report directly to the Senior Official

**4.4.2** The duties of the Program Director shall include:

**4.4.2.1** Review lesson plans and other welding teaching or instructional materials.

**4.4.2.2** Assure trainee's records are maintained per Section 9.0.

**4.4.2.3** Act as AWS point of contact for SENSE related matters.

**4.4.2.4** Review and submit to AWS Records of Successful Completion

**4.4.2.5** Maintain the welding reference library assuring all publications are up to date

**4.4.2.6** Administer and grade the written, closed book, practical knowledge tests as required by QC10 and QC11.

## **4.5 Test Supervisors and Instructors**

**4.5.1** Test Supervisors and Instructors shall report directly to the Program Director.

**4.5.2** The Test Supervisor shall:

**4.5.2.1** Prepare requisitions of base and filler metals per Section 9.0.

**4.5.2.2** Follow procedures for Test Specimen Fabrication per Section 7.0.

**4.5.2.3** Follow procedures for Performance Qualification Testing per Section 8.0.

**4.5.4** The Instructor shall:

**4.5.4.1** Ensure all trainees are trained in both safety and operating procedures and documented prior to operating tools or equipment in the welding lab.

**4.5.4.2** Develop and/or implement lesson plans as required utilizing EG2.0 and EG3.0 as guidelines.

**4.5.4.3** Maintain a file for each trainee's records including written and performance test results.

**4.5.4.4** Complete and maintain in each trainee's file the Training Achievement Record, EQ2.0 Annex E for Entry Welder and EQ3.0 Annex E for Advanced Welder.

**4.5.4.5** Prepare and forward to the Program Director a Record of Successful Completion form (Exhibit 11.0 for Entry Welder, Exhibit 11.1 for Advanced Welder) for each successful candidate.

## **5.0 Purchases of Materials and Services**

**5.1** The Test Supervisor shall prepare requisitions for materials and services. All requirements including material specification, grade and classification, documentation and delivery requirements shall be specified on the requisition and be included on the final purchase order. Requirements for services shall include specification of required services and qualifications of the personnel providing the service.

**5.2** Purchase requisitions shall be reviewed and approved by the Senior Official.

**5.3** A purchase order shall be prepared by the College purchasing department.

**5.4** Receipt of materials shall be checked by the Test Supervisor.

## **6.0 Material Control**

- 6.1** Purchased material shall be identified by purchase order, assigned a unique identification number, and shall be stored in a secure area.
- 6.2** For performance qualification testing the trainee shall prepare a material cutting ticket (Exhibit 6.0).
- 6.3** The Test Supervisor shall check the cutting ticket for accuracy, record identification numbers of the base and filler materials, and issue the required materials.
- 6.4** The Test Supervisor shall assign to the trainee a unique identification number for identifying and tracking the test specimen.
- 6.5** The trainee shall permanently mark the assigned identification on the test specimen materials.

## **7.0 Test Specimen Fabrication**

- 7.1** Test Specimens shall be prepared and instructions in the drawing notes performed as detailed on QC10 drawings AWS EDU-1 thru EDU-6 and for Entry Welders or QC11 Figure 1 thru Figure 6.
- 7.2** The trainee shall position the test specimen in the prescribed welding positions for inspection by the Test Supervisor.
- 7.3** Test Supervisor shall review the Workmanship Checklist (Exhibit 7.0) with the trainee:
  - 7.3.1** Prior to specimen fit-up.
  - 7.3.2** After specimen fit-up prior to the root pass.
  - 7.3.3** After the root pass.
- 7.4** Upon successful completion of the root pass, the trainee may complete the welding of the test specimen.



## **8.0 Performance Qualification Testing**

**8.1** The Test Supervisor shall perform inspection and/or tests of the performance qualification specimens.

**8.1.1** Visual inspections shall meet the criteria of QC10 Table 3 or QC11 Table 1 and documented on QC10 Annex A or QC11 Annex A.

**8.1.2** Face and root bend tests shall be performed per QC10 Figure 2 or 3 or QC11 Figure 9 or 10.

**8.1.3** Bend tests shall meet the criteria of QC10 Table 4 or QC11 table 2 and documented per QC10 Annex B or QC11 Annex B.

**8.1.4** The Test Supervisor shall document bend test results on QC10 Annex B or QC11 Annex B.

**8.1.5** The Test Supervisor shall confirm all performance tests and/or inspections have been completed, documented, and added to the Trainee's file and authorize disposal of the test specimen (Exhibit 10.0).

## **9.0 Documentation**

**9.1** Documentation of successful completion of SENSE program requirements shall be per QC10 Par 9 for Entry Welders and QC11 Par 7 for Advanced Welders.

**9.1.1** The College shall prepare a Record of Successful Completion form (Exhibit 11.0 for Entry Welder, Exhibit 11.1 for Advanced Welder) for each successful candidate.

**9.1.2** The Record of Successful Completion report shall be reviewed for accuracy and completeness by the Quality Assurance Manager .

**9.1.3** The Record of Successful Completion shall be forwarded to the American Welding Society with the appropriate processing fee for each trainee.

**9.1.4** The College shall keep and maintain all records and original tests for one year after completion of the program by the trainee.

**9.1.5** All documents and records that are a part of this program shall be stored so they may be promptly retrieved, kept updated and secure from unauthorized persons.

**9.2 Test Reports.** The instructor shall prepare an annual report for the American Welding Society. The report shall be used to help maintain the validity and relevance of SENSE. This report shall include:

**9.2.1** The number of examinations administered.

**9.2.2** Any questions that were missed by more than three students.

**9.2.3** Any specific difficulties encountered in the administration of the SENSE aligned welding program.

## **10.0 Reference Material**

**10.1** The College shall maintain a library of all standards and specifications referenced by the AWS QC10, AWS QC11, AWS EG2.0 and AWS EG3.0. (Exhibit 12.0)

## **11.0 Nonconformance**

**11.1** The College shall comply with AWS requirements pertaining to allegations of nonconformance to SENSE policies and procedures including:

**11.1.1** A written statement by the Quality Assurance Manager with supporting evidence refuting the allegations, and a statement by the Senior Official of the College that the requirements of the College Quality Program and specifications QC10 and QC11 have been met in the past, and will be met in the future, or

**11.1.2** The College shall agree to submit to an on-site quality audit by an AWS Approved Assessor to verify that the requirements of the Quality Program and specifications QC10 and QC11 have been and are being met.

## **12.0 Quality Assurance Manual Review**

**12.1** The Quality Assurance Manager shall review the Quality Assurance Manual, Exhibits, and Procedures, as well as all complaints, comments and suggestions received from staff, trainees, and industry sources, at least annually.

**12.2** The Senior Official shall approve any revisions to the Manual, Exhibits and Procedures as a result of such annual review.

**12.3** The review and revisions shall be documented (Exhibit 13.0) and shall be maintained by the Quality Assurance Manager.

## **EXHIBITS**

The following exhibits are not part of the SENSE Quality Assurance Manual, but are included for informational purposes only.

## **Exhibit 1.0 Letter of Commitment**



# VANCE-GRANVILLE

## COMMUNITY COLLEGE

Angela Gardener – Ragland  
Dean of Business and Applied Technologies  
PO Box 917, Henderson, N.C 27536  
Telephone: 1-252-492-2061

To: AWS

Subject: Commitment of Vance Granville Community College to act as an AWS SENSE Training and Testing Organization.

The policy of Vance Granville Community College is to abide by the requirements of the American Welding Society (AWS) Specifications QC10 and QC11 and Guides EG2.0 and EG3.0 governing the SENSE program for welder training. The College has implemented a quality program for welder training and this manual accurately reflects that program policies and procedures.

To implement the policy, I hereby designate

\_\_\_\_\_

as Senior Official,

\_\_\_\_\_

as the Test Supervisor,

\_\_\_\_\_

As the Quality Assurance Manager, in which capacity s/he will report directly to me.

I agree to work with AWS to maintain our Quality Assurance Manual, and to abide by its provisions.

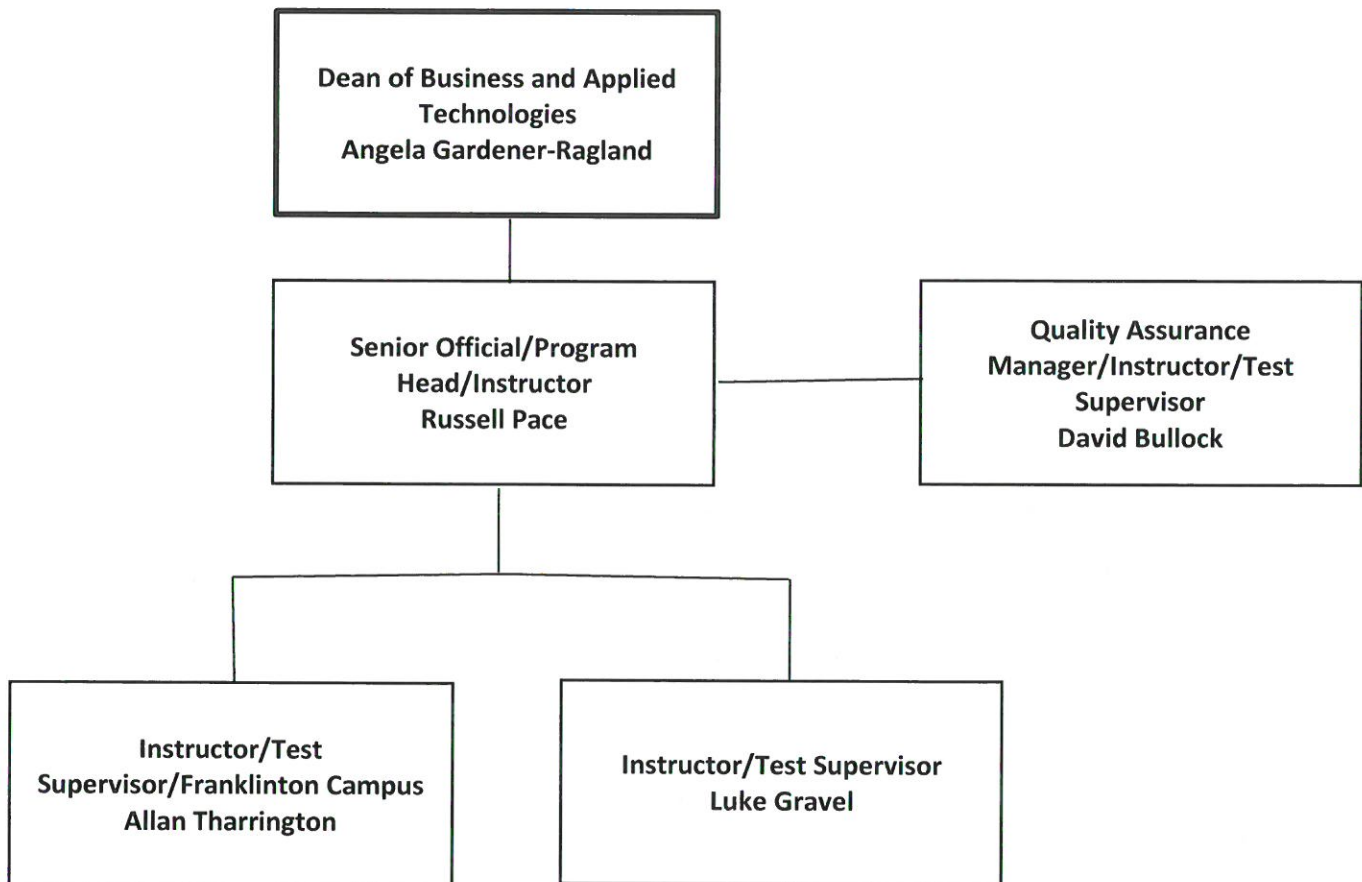
Should any conflicts develop that can be resolved by the Quality Assurance Manager and the conflicting parties, the Quality Assurance Manager is directed to refer the problem to me for resolution. I will decide the issue in accordance with the policy.

Signed for this SENSE Training Organization by

Date \_\_\_\_\_

## **Exhibit 2.0 Organization Chart**

# WELDING PROGRAM ORGANIZATIONAL CHART





## **Exhibit 3.0 Quality Program Audit Checklist**

## AWS/SENSE Quality Manual Checklist

Topic	Manual Section
1) Does the QA Manual contain a policy statement that clearly asserts that the Facility will meet all requirements of codes, specifications or contract documents that they use in their activities?	1.1
2) Specifically, are QC10 and QC11 listed?	1.1
3) Is there an Organizational Chart that includes names of the individuals involved?	2.2
4) Are the Senior Official and the Test Supervisor specifically designated on the Organization Chart?	2.1
5) Is the Test Supervisor (s) qualified?	4.1.2
6) Is a single person (QA Manager, supervisor or other designee) assigned the responsibility to verify the Facility policy is being complied with?	4.2.1
7) Does the QA Manager have direct access to Executive Management?	4.3.1
8) Are the operational and functional duties of the Senior Official, Test Supervisor, and QA Manager clearly defined?	4.0
9) Are general Quality Control procedures spelled out or incorporated by reference?	5.0, 6.0, 7.0, and 8.0
10) Are there procurement and material control procedures?	6.0 and 7.0
11) Are written procedures and/or checklists available for specific tests or inspections?	7.0, 8.0, and 9.0
12) Are there procedures and/or checklists for documenting and reviewing test results?	7.0, 8.0, and 9.0
13) What records are placed in the welder's file?	9.1
14) What records are sent to the AWS Certification Business Unit?	9.1.3
15) Are all required reference documents listed?	10.0
16) Are there formal procedures for handling non-conformances?	11.0
17) Are there procedures for dealing with technical complaints, comments and suggestions?	12.0

## **Exhibit 6.0 Material Cutting Ticket**



**MATERIAL CUTTING TICKET**

***To be completed by Trainee:***

Trainee: \_\_\_\_\_  
Drawing no. \_\_\_\_\_ AWS WPS \_\_\_\_\_  
Base metal specification: ASTM \_\_\_\_\_  
M no. \_\_\_\_\_ Group \_\_\_\_\_  
Filler material specification: ANSI/AWS \_\_\_\_\_  
Classification \_\_\_\_\_ F no. \_\_\_\_\_

***To be completed by Test Supervisor:***

Base Metal I.D. no: \_\_\_\_\_  
Filler material I.D. no. \_\_\_\_\_

Assigned test specimen I.D. no: \_\_\_\_\_

Base metals and filler materials issued to this Trainee of this test specimen comply with the requirements of the referenced AWS drawing number and associated AWS WPS.

Test Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

## **Exhibit 7.0 Performance Qualification**



Performance Qualification

VISUAL INSPECTION RESULTS

Name of Trainee \_\_\_\_\_

Trainee ID # \_\_\_\_\_

Sample # \_\_\_\_\_

Weld Size: Undersize  OK  Oversize

Undercut: Acceptable  Rejected

Porosity: Diameter of Largest \_\_\_\_\_ Acceptable  Rejected

Overlap: Acceptable  Rejected

Penetration: Acceptable  Rejected

Appearance: Acceptable  Rejected

Cracks: Acceptable  Rejected

Name \_\_\_\_\_ Date \_\_\_\_\_  
(Please Print)

Signature \_\_\_\_\_

## **Exhibit 8.0 Workmanship Checklist**



Trainee: \_\_\_\_\_

Date: \_\_\_\_\_

Test specimen ID no: \_\_\_\_\_

AWS Drawing no: \_\_\_\_\_ AWS WPS \_\_\_\_\_

**PRIOR TO FIT-UP:**

Safety requirements reviewed with trainee \_\_\_\_\_

Fit-up procedure reviewed with trainee \_\_\_\_\_

WPS reviewed with trainee \_\_\_\_\_

**Fit-up inspection:** \_\_\_\_\_

**Witness root pass:**

Cracks: Yes No

Complete penetration: Yes No

Acceptable appearance: Yes No

Undercut: Yes No

Porosity: Yes No

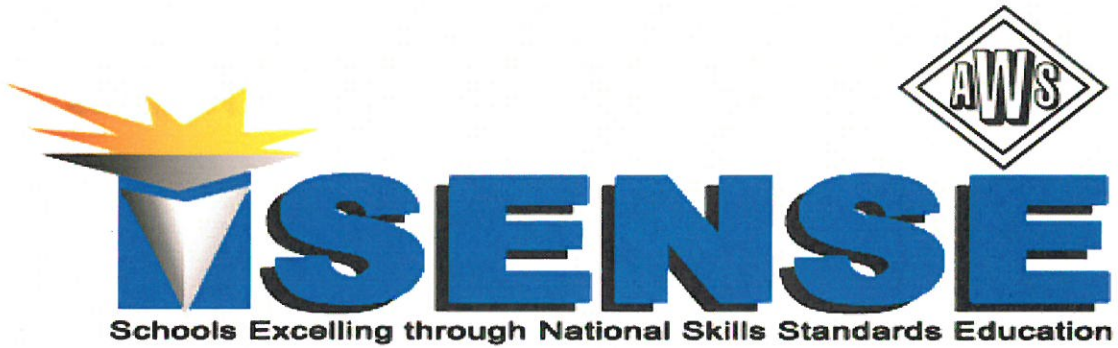
**Visual Inspection Results** Pass Fail

Test Supervisor \_\_\_\_\_

Date \_\_\_\_\_



## **Exhibit 9.0 Face and Root-Bend Test Results**



### Face- and Root-Bend Test Results

Name of Trainee : \_\_\_\_\_

Trainee ID # \_\_\_\_\_

Sample # \_\_\_\_\_

2G Face-bend:

Length of each discontinuity (Over 1/32 in.) \_\_\_\_\_ Sum \_\_\_\_\_

Accept  Reject

2G Root-bend:

Length of each discontinuity (Over 1/32 in.) \_\_\_\_\_ Sum \_\_\_\_\_

Accept  Reject

3G, Face-bend: Uphill

Length of each discontinuity (Over 1/32 in.) \_\_\_\_\_ Sum \_\_\_\_\_

Accept  Reject

3G, Root-bend: Uphill

Length of each discontinuity (Over 1/32 in.) \_\_\_\_\_ Sum \_\_\_\_\_

Accept  Reject

Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

## **Exhibit 10.0 Authorization for Disposal**



**AUTHORIZATION FOR DISPOSAL OF PERFORMANCE  
QUALIFICATION SPECIMENS**

Welder Name \_\_\_\_\_

Welder Identification Number \_\_\_\_\_

Testing and/or inspection of the referenced Test Specimen is complete and documented per the requirements of AWS QC10 or QC11. Test and/or inspection documents have been added to the Trainee's file.

Test Supervisor \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

*This document shall be included with the test documents in the Trainee's file.*

## **Exhibit 11.0 Record of Successful Completion Level 1**

**Note : Do not use copy in exhibit 9 to record information . Use copy in the forms file.**



# American Welding Society

## SENSE

Make check payable to AWS  
 Mail to AWS  
 Education Services

350 NW LeJeune Road, Miami Florida 33126

### Record of Successful Completion Level I – Entry Welder

AWS USE ONLY	
Check #	
Date	
Amount	
Account	
Branch	

Please fill in all pertinent information correctly and include a check for \$15.00 per student.  
 Please allow at least 4 weeks for processing.

Participating Organization (PO) \_\_\_\_\_ PO Certificate # \_\_\_\_\_ PO Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Student Name \_\_\_\_\_ Student Address \_\_\_\_\_

Check one: Send AWS SENSE Certificate to Student  School

Written Knowledge Test Scores

Date	Score	Module:	Passing Score
		1 – Occupational Orientation *	No Test
		2 – Safety and Health of Welders *	100%
		3 – Drawing and Welding Symbol Interpretation *	75%
		4 – Shielded Metal Arc Welding	75%
		5 – Gas Metal Arc Welding	75%
		6 – Flux Cored Arc Welding	75%
		7 – Gas Tungsten Arc Welding	75%
		8 – Thermal Cutting Process * †	75%
		9 – Welding Inspection and Testing *	75%

\* Required module for Level I Entry Welder Completion (plus one welding process module). † Completion of Units 1 and 3 minimum.

Workmanship Performance Test Results

Date	Welding Process Modules:	Bend Test (SMAW) *		Visual Examination Results *	
		Pass	Fail	Pass	Fail
	4 – Shielded Metal Arc Welding				
	• SMAW 2G Face-bend	Pass	Fail		
	• SMAW 2G Root-bend	Pass	Fail		
	• SMAW 5G Face-bend	Pass	Fail		
	• SMAW 5G Root-bend	Pass	Fail		
	5 – Gas Metal Arc Welding				
	Short Circuit			Pass	Fail
	Spray			Pass	Fail
	6 – Flux Cored Arc Welding				
	With Gas			Pass	Fail
	Self-shielded			Pass	Fail
	7 – Gas Tungsten Arc Welding				
	Alum.			Pass	Fail
	Steel			Pass	Fail
	Stainless Steel			Pass	Fail
	8 – Thermal Cutting Process				
	Oxy - Fuel			Pass	Fail
	Plasma			Pass	Fail
	Carbon Arc			Pass	Fail

\* Visual examination and/or bend tests must pass for successful completion of selected module(s).

I attest that the above named student has successfully completed the requirements for SENSE Level I Entry Welder in accordance with AWS QC10 and AWS EG2.0 documents.

\_\_\_\_\_  
 Name of Instructor or Senior Official (please print)

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

## **Exhibit 11.1 Record of Successful Completion Level 2**

**Note : Do not use copy in exhibit 9.1 to record information . Use copy in the forms file.**

# American Welding Society

8669 Doral Blvd., Suite 130, Doral, FL 33166

## Record of Successful Completion Advanced Level Welder Program

AWS USE ONLY	
Check #	_____
Date Rec'd	_____
Amount	_____
Account #	_____
Batch #	_____

Name of Student \_\_\_\_\_

Home Address \_\_\_\_\_

Student's Identification #

Participating Organization \_\_\_\_\_

Certificate Number \_\_\_\_\_

### PRACTICAL KNOWLEDGE TEST

Overall results of written test \_\_\_\_\_ % (must be above 75%)  
 Health and Safety Portion \_\_\_\_\_ % (must be above 90%)

### PERFORMANCE TESTS

	PASS	FAIL
Visual Examination of Workmanship	_____	_____
SMAW - CS, 6G, pipe -Root Bend 2ea	_____	_____
Face Bend 2ea	_____	_____
GMAW Aluminum-3G, 4G W/back	_____	_____
GMAW Spray, CS, 2F, 5G, 5F W/back	_____	_____
FCAW-G, CS, 5G, 5F W/back	_____	_____
FCAW-S, CS, 5G, 5F W/back	_____	_____
GTAW- CS, 5G, 5F W/back	_____	_____
GTAW- Aluminum, 2G, 5G	_____	_____
GTAW - SS, 2G, 5G	_____	_____
SMAW-SS, 3G, 4G	_____	_____

I attest that the above student has successfully completed the requirements of the Advanced Level Welder Program in accordance with AWS QC 11-96 and EG 3 0-95

\_\_\_\_\_  
Name of Senior Official (Print)

\_\_\_\_\_  
Date Work Completed

\_\_\_\_\_  
Signature

\_\_\_\_\_  
CWE No

G:\Education Services\Education\awse - awse implementation packet\original documents - all levels\record of completion-advanced doc



## **Exhibit 12.0 Reference Material**

## **Reference Material**

- AWS A3.0 Standard Welding Terms and Definitions**
- AWS B4.0 Standard Methods for Mechanical Testing of Welds**
- AWS B1.11 Guide for Visual Examination of Welds**
- ANSI Z49.1 Safety in Welding, Cutting and Allied Processes**
- AWS EG2.0 Guide for the Training of Welding Personnel: Level I-Entry Welder**
- AWS EG3.0 Guide for the Training of Welding Personnel: Level II-Advanced Welder**
- AWS QC10 Specification for Qualification and Certification of Level I-Entry Welders**
- AWS QC11 Specification for Qualification and Certification of Level II-Advanced Welders**
- AWS Z49.1 Safety in Welding , Cutting and Allied Processes**

## **Exhibit 13.0 Record of Quality Manual Review**

## Annual Review of Quality Manual & Implementation

Performed By	Date		
Manual Checklist	Manual Section	Confirm Implementation	
1) Does the QA Manual contain a policy statement that clearly asserts that the Facility will meet all requirements of codes, specifications or contract documents that they use in their activities?			
2) Specifically, are QC10 and QC11 listed?			
3) Is there an Organizational Chart that includes names of the individuals involved?			
4) Are the Senior Official and the Test Supervisor specifically designated on the Organization Chart?			
5) Is the Test Supervisor (s) qualified?			
6) Is a single person (QA Manager, supervisor or other designee) assigned the responsibility to verify the Facility policy is being complied with?			
7) Does the QA Manager have direct access to Executive Management?			
8) Are the operational and functional duties of the Senior Official, Test Supervisor, and QA Manager clearly defined?			
9) Are general Quality Control procedures spelled out or incorporated by reference?			
10) Are there procurement and material control procedures?			
11) Are written procedures and/or checklists available for specific tests or inspections?			
12) Are there procedures and/or checklists for documenting and reviewing test results?			
13) What records are placed in the welder's file?			
14) What records are sent to the AWS Certification Business Unit?			
15) Are all required reference documents listed?			
16) Are there formal procedures for handling non-conformances?			
17) Are there procedures for dealing with technical complaints, comments and suggestions?			

Procedure Checklist	Manual Section	Confirm Implementation
1) Is the candidate welder assigned an identification code?		
2) Is the identification code recorded on the coupon and the paper work?		
3) Does the Test Supervisor verify that certified materials are used?		
4) Is the test materials identification recorded on the test records?		
5) Is the welder identification code transferred to the bend specimens?		

<b>Operations Checklist</b>	<b>Manual Section</b>	<b>Confirm Implementation</b>
1) Is the fit up inspected prior to welding?		
2) Are the Welding Procedures available for use by the candidate?		
3) Are written procedures or checklists available for preparation and inspection of bend specimens?		
4) Are written procedures or checklists available for testing and evaluation of bend specimens?		
5) Are the results of the bend test recorded on the test records?		
6) Does the welders file consist of:		
a) The welder test checklist?		
b) The bend test report?		
c) The Performance Qualification Test Record?		

<b>Reference Documents Checklist</b>	<b>Manual Section</b>	<b>Confirm Implementation</b>
1) Does the Facility maintain a library?		
2) Are there current copies of applicable Welder Qualification Codes and Standards?		
3) Does the Facility maintain a list of WPSs/PQRs used for the testing of welders?		
4) Is ASC Z49 Safety in Welding and Cutting in the library?		

<b>Welding Tests Checklist</b>	<b>Manual Section</b>	<b>Confirm Implementation</b>
1) Does the Test Supervisor have a checklist for the set-up and administration of the welding test?		
2) is the WPS available		
3) Is safety equipment verified?		
4) Is material checked?		
5) Is fit-up verified?		
6) Are written procedures or other methods available to define the visual inspection criteria to be applied to test assemblies?		
7) Are sketches, drawings, etc. used to define the steps in performing the cutting and preparation for destructive testing (bends, nick-breaks, etc.?)		
8) Is there proper documentation as to the disposal of test specimens?		
9) Are records are forwarded to AWS Certification Department?		

<b>General Questions Checklist</b>	<b>Manual Section</b>	<b>Confirm Implementation</b>
1) Does management review QA Program on a routine basis?		
2) If yes, how often?		
3) Who is responsible for the review?	Title	

## Exceptions Noted and Corrective Actions

*Attach additional pages as necessary.*

Exception

Enter exception here

Corrective Action Needed

Enter corrective action here

Date corrective action completed and comments

Enter date and comments here.

X

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Quality Assurance Manager

## QUALITY MANUAL REVISION CONTROL HISTORY

REV LEVEL	APPROVAL DATE	REVISION DESCRIPTION	APPROVAL
00		Initial Release	

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