



## REGULATION PRACTICAL EXAMINATION WELDERS

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At Energie Consult Holland B.V. we welcome all feedback that helps us to improve our services. If you would like to submit complaint, appreciation, objection, or appeal, please use the Regulations that we have drawn up for this purpose.

This ensures a response in a correct and timely manner. Please download the regulations on our website.

All assignments are carried out in accordance with the provisions in the New Rules 2011 Legal relationship client-architect, engineer and consultant (DNR 2011, first revised version July 2013), filed with the District Court of Amsterdam under number 56/2013.

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## 1. WHY THIS REGULATION?

This regulation for the practical examination of welders is drawn up by ECH-Groep to inform you about your rights and obligations regarding the examination. We expect you to be aware of the contents of this regulation before you participate in the examination. The examination is a practical examination, where you are given the opportunity to demonstrate your professional competence. If you have any questions after reading this regulation, please feel free to ask. If you believe that you or the equipment you intend to use for the examination cannot meet the requirements set out in this regulation, please indicate this in a timely manner.

## 2. WHY THIS EXAMINATION?

The regulations for the manufacture of, among other things, pressure equipment set requirements for the professional competence of welders. One way to demonstrate this professional competence is through certification of the welder. If you are certified, you have a Welder's Qualification. This is also known as a Welder's Qualification Test Certificate. This qualification is based on requirements of the standard/code. The qualification specifies the scope in detail. Depending on materials and application area, you may need multiple qualifications and therefore also need to perform multiple exams.

This regulation also sets the requirements for ECH-Groep as the party that certifies your professional competence. The authority for certification of persons is based on accreditation according to EN ISO/IEC 17024. You can follow the status of accreditation by using the ECH-Groep number, C688 on the RvA website [www.rva.nl](http://www.rva.nl).

## 3. WHAT YOU NEED TO KNOW BEFORE YOU APPLY

If you want to apply for the examination you should be aware of the following:

- When you apply for certification, your personal data will be recorded. ECH-Groep ensures that this data is limited to only what is necessary. You may view and, if necessary, have this data adjusted.
- If your professional competence is certified, you will be included in a certification register. Third parties can verify the validity of your certificate using this register.
- If you request the removal of your data from the certification register, we will do so. Regardless of the above, we will keep your file for 10 more years. Even if your certification was terminated earlier, your data will be retained. If your certification remains valid for more than 10 years, your file will be maintained for the duration of the certification.
- The obtained certificate has a limited validity period. To extend the validity of your certificate, you must meet the requirements of the standard/code against which you are certified. This means that you must periodically recertify or prolong.
- The examination is a practical examination. Your theoretical knowledge will not be tested. ECH-Groep does not offer a theoretical examination as an option.
- ECH-Groep does not provide theoretical training for welding skills or preparatory training for testing these skills.
- Conducting the practical examination involves dangers. These dangers may result in risks. The risks may relate to your health or to goods. In the event of damage as a result of these risks, ECH-Groep is not responsible. It is considered part of your professional competence that you are able to recognize potential risks in advance and to take measures to prevent damage. You may expect ECH-Groep examiners to address you if there is an unacceptable risk. This does not mean that they take over liability.
- ECH-Groep is not responsible for damage that may be the result of not gaining the desired qualification.
- You must allow representatives of accreditation bodies, such as the Dutch Accreditation Council (RvA) and possibly other observers, to attend at their request an examination carried out by ECH-Groep.

- The RvA accreditation mark is shown on ECH-Groep documents only to confirm that the document is part of the accreditation. The RvA accreditation mark may not be used by the certified.

#### 4. FROM APPLICATION TO EXAMINATION

As a potential candidate you may apply by email or phone, this is considered to be an informal application. After receiving your informal application, you will be assigned an examination coordinator as a contact person. The examination coordinator will formalize your informal application by sending you an application form. The application form indicates the standard/code you wish to be certified with. The scope of validity is also indicated. In consultation with the examination coordinator, you can easily tailor the application to your precise needs.

##### 4.1 The application

By submitting the application form, your application will be processed. If the application is complete, you will receive a quote and the certification agreement. The quote also lists the necessary documents you need to provide before you can be admitted to the practical examination. Which documents these are depends on the standard/code and the scope of validity on which you are qualified.

##### 4.2 Documents to be provided

The ECH-Groep practical examination offers the possibility for you to take the examination at a location of your choice with the equipment of your choice. The advantage of this is that you can fully concentrate on making the test weld(s). For the same reason, we want to check with you in advance whether all conditions for a successful practical examination are met. The following documents must be provided:

Regarding the examination organisation:

- An application.
- A certification agreement.
- A purchase order.

Regarding the welding process:

- Welding Procedure Specification (WPS). This may also be a draft document. Which is called a (preliminary) Welding Procedure Specification (pWPS). When there is no pWPS available, this can be made available by ECH-Groep.
- Welding Procedure Qualification Record (WPQR) if applicable.
- Documents, material certificates, of the jointed material(s).
- Documents, material certificates of the filler material(s).

Regarding performing the test weld you must (if applicable) ensure that:

- The workplace is safe and well equipped.
- The presence of a workbench and a vice, both in good condition.
- Sufficient lighting at the workbench.
- The presence of relevant tools, such as welding hammer, wire brush, grinding discs/brush.
- Ventilation and extraction of welding fumes.

The welding equipment must be checked on the following:

- External technical condition of the equipment.
- Maintenance records.
- Presence and functionality of the amperage indication.
- Verifiability of the polarity setting.

You can do this yourself and report to ECH-Groep. Or you can have the equipment checked and provide ECH-Groep with proof that the maintenance has been carried out.

##### 4.3 Special provisions

If you have indicated that you need to adopt an adjusted working posture due to a physical limitation, then the facilities which make this possible must also be present on location. ECH-

Groep does not take care of this. However, we see it as our responsibility to check in advance whether the necessary facilities have been realized.

#### 4.4 Scheduling the examination

After receiving the necessary documents, the examination can be scheduled. Our exam organization will consult with you to find a suitable location if this has not been decided yet and a suitable date and time for making the test weld(s). Also, the exam organization will inform you about the appointed examiner.

### 5. THE EXAMINATION

Before the examination begins, the examiner will check a number of things. There are several possible reasons why your planned examination cannot proceed or be completed. These are as follows:

- You have not fulfilled your financial obligations to ECH-Groep.
- You cannot identify yourself as an examination candidate.
- The following documents are accepted as identification:
  - Passport;
  - Dutch identity card;
  - NL Driver's license;
  - ID card or passport from an EEA country;
  - Dutch residence document.
- The examination location does not meet the requirements of a well-equipped and safe workplace for you as a candidate and/or the examiner.
- The available equipment has not been checked/verified/calibrated.
- You do not comply with the general rules as derived from the Dutch ARBO legalisation Act and the Safety, Health, and Environment Checklist for Contractors (Dutch VCA) for safety in general and your work in particular.

If your examination is cancelled, you will receive a motivated rejection. If the rejection occurs at the examination location and costs have been incurred, these cannot be refunded.

#### 5.1 The examination

The examination consist of making one or multiple test welds and if applicable a practical knowledge test. The examiner is in charge of this process. It is possible that multiple candidates will make their test welds simultaneously. The examiner ensures that candidates do not hinder each other during the test welding and that the process runs smoothly.

The time required to make the test weld is determined by the examiner and communicated before the examination. This takes into account the time the welder uses for interim assessment and possibly grinding their workpiece. If the candidate appeals for a retake, it is up to the examiner to decide whether this can be done immediately after the first test weld or if it needs to be rescheduled. The candidate's appeal and the examiner's decision are recorded in the examination documentation.

The candidate ensures that the material used for making the test weld is available in the desired sizes. The examiner must be able to determine, based on material markings, whether the material used corresponds to the desired qualification. This also applies to the filler material(s).

The candidate brings the equipment and tools needed to make a good test weld. The examiner assesses whether this aligns with what is expected of a skilled welder. For example:

- Pliers, angle grinder, wire brush, and temperature meter;
- If applicable, a torch;
- Personal protective equipment;
- Workbench;
- Measuring instruments;
- Clock.

The examiner also brings several items to the examination. For example:

- Project file;
- Regulation Practical Examination Welders;

- Standard or code based on which qualification is given;
- Ampere clamp. If the examiner deems it necessary, he will test your welding equipment for proper functioning.
- Temperature meter. If the examiner deems it necessary, he will test your work with this during the examination.

#### 5.2 Assessment of the examination workpiece

The initial assessment of your examination workpiece is carried out by the examiner. The examiner must have at least the competence of a visual welding inspector level 2 according to EN-ISO 9712, also known as Visual Testing (VT) level 2. The visual inspection is conducted in accordance with the requirements of the standard on which your qualification is based on. This direct visual assessment allows you to correct any imperfections. Any corrections are documented by the examiner. If your examination workpiece is deemed unacceptable based on the visual inspection, you will receive a motivated rejection.

If your examination workpiece is visually approved by the examiner, it will be marked and then sent for a second assessment. Workpieces that are visually deemed unacceptable, even after attempts at superficial repairs, will not be submitted for the second assessment.

The second assessment is conducted by an EN-ISO/IEC 17025 accredited laboratory. The laboratory performs the required tests based on the standard on which the qualification is based. This can include destructive testing, such as a break test, or non-destructive testing, such as Radiographic testing. The type and number of tests are determined by the examiner based on the applicable standard/code.

After receiving the test results from the laboratory, the examiner will determine whether your professional competence is certification-worthy based on the chosen standard. If your examination workpiece is deemed unacceptable based on the laboratory tests, you will receive a motivated rejection.

#### 5.3 End of examination workpiece

Your workpiece will not be retained after the laboratory assessment. There is also no possibility for a second assessment of the workpiece by another laboratory. Therefore, the report prepared by the laboratory regarding the quality of the test weld is binding for both the candidate and the examiner.

If you, as a candidate, disagree with the first and/or second assessment, you are free to file a complaint with the examination organization. The instruments to file a complaint and/or an objection are available to you. Also read Chapter 6.1 of this regulation. If ECH-Groep concludes that your complaint or objection is justified and well-founded, this will lead to a re-execution of the welding test. No additional costs will be charged for this.

### 6. **RECEIPT OF YOUR CERTIFICATE**

The second assessment of your workpiece is conducted by an EN ISO/IEC 17025 accredited laboratory. The laboratory reports to the examiner. If the result of the second assessment are acceptable, the examiner prepares the qualification and submits it to the certification decision-maker of ECH-Groep. The certification decision-maker performs a final check on the documentation which led to the qualification and on the qualification itself. The certification decision-maker makes the final decision on whether you can be issued the certificate of professional competence. The examination organization ensures that you receive the certificate. The digital version of the certificate is available immediately after the certification decision. For the issuance of the paper version of the certificate, we reserve 20 working days. Simultaneously with the issuance of your certificate, you will be included in the ECH-Groep database and the certification register.

### 7. **WHEN YOU FAILED THE EXAMINATION**

When you failed the examination or the workpiece was deemed unacceptable you have received a motivated rejection. The examiner will define on which point(s) you did not meet the requirements. The examiner will mention the reason and possibly the relevant standard paragraph.

However, it is possible that you do not agree with the examiner's decision. In this case, you can discuss this with the examiner. If this does not lead to a satisfactory solution for you, you may consider filing a complaint.

**7.1 Regulations complaint/ appreciation/ objection/ appeal**

If you wish to file a complaint, please use our Regulations complaint/ appreciation/ objection/ appeal. These regulations are available on our website. Besides filing a complaint, you also have the option to submit an opinion, objection, or appeal.

An analysis of complaints, appreciations, objections, and appeals is used by the Quality Officer for the management review of ECH-Groep.

**8. IN ANY OTHER CASE**

For situations not covered by this regulation, ECH-Groep will make a decision. ECH-Groep will base its decision, where possible, on the standard against which certification is granted or relevant laws and regulations. You will receive a written and motivated decision. You also have the option to follow the route described in Chapter 6.1

**9. FAIR TREATMENT**

You are a skilled welder and you want to demonstrate and maintain that skill. For this reason, you want to have a certificate of professional competence. To obtain this, you have to take an examination. ECH-Groep understands that this is important to you. Therefore, this examination regulation and the ECH-Groep examination organization are aimed at ensuring that you receive fair treatment.

This means that your chances of obtaining a certificate of professional competence are equal to those of all other candidates.

Our organization takes its responsibility towards you as a candidate seriously, but we also recognize our responsibility towards other stakeholders. This responsibility ensures that the issued certificates of professional competence are awarded rightly.

For this reason, we value performing these tasks under accreditation and we are accountable where necessary. The ECH-Groep organization is designed to operate independently of others. Our control systems are set up to detect and respond to conflicts of interest or threats to our impartiality at an early stage. This ensures that you as a candidate and other stakeholders are dealing with an organization that is honest in its processes, actions, and decision-making. You can expect this from us and you should keep us accountable if we do not meet these expectations.