

Management System Manual	<b>QUALIFICATION &amp; CERTIFICATION BOARD</b>	ANBPC: 1
	<b>IIW AND WTIA PERSONNEL CERTIFICATION SCHEME FOR WELDING COORDINATION PERSONNEL INITIAL AND RENEWAL APPLICATION</b>	Rev.: 4
		Date of Issue: 26 October 2016
		Page: 1 of 13

PLEASE PRINT OR TYPE CLEARLY IN BLOCK CAPITALS

APPLICATIONS SHOULD BE SUBMITTED BY EMAIL TO: [qnc@wtia.com.au](mailto:qnc@wtia.com.au)

### 1. APPLICATION

I wish to apply for Certification and enclose the relevant application fee. I declare the information given in this application and supporting documentation to be true and correct. I agree to abide by the terms and conditions of Certification.

Signed: \_\_\_\_\_ Print name: \_\_\_\_\_ Date: \_\_\_\_\_

Witness: \_\_\_\_\_ Print name: \_\_\_\_\_ Date: \_\_\_\_\_

It is mandatory to complete sections 1-11 of the application form to the best of your ability to show the full extent of your continuing experience and knowledge in welding coordination. Assessment is based on the information provided on this form.

### 2. PERSONAL DATA

Family name		Given names		Title
Postal address				
Postcode				
Telephone Home/Mobile	Telephone Business	Email		
<b>Details of IIW Diploma or WTIA Welding Supervisor Qualification held</b>				
Title	Number	Date awarded	Date of birth	

### 3. ENDORSEMENT BY THE EMPLOYER

The undersigned declares that to the best of my knowledge the information in this application is correct. (This section must be signed by the manager or director responsible for welding activities)	
Name: _____	Job title: _____
Signed: _____	Date: _____
Company: _____	
NOTE: If the applicant is self-employed, this section must be completed by the appropriate representative of a recent client	

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#### 4. NOMINATION OF REFEREE

Please provide the name of an appropriately qualified person (preferably International Welding Engineer or Technologist or equivalent). This person may be invited to comment on the relevance and level of certification you are seeking and will be requested to confirm products, materials, and processes you are responsible for.

**NB:** A WTIA employee or Committee member cannot be a referee.

Name \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_ Mobile \_\_\_\_\_

IWE/IWT Diploma No: \_\_\_\_\_  
(or details of other qualification)

Employer \_\_\_\_\_

Job title \_\_\_\_\_

#### 5. CERTIFICATION SOUGHT

Indicate the certification applied for (tick the appropriate box)

	Initial	Renewal	If renewing	
			Certificate no.	Expiry date
IIW Certified International Welding Engineer (CIWE)				
IIW Certified International Welding Technologist (CIWT)				
IIW Certified International Welding Specialist (CIWS)				
IIW Certified International Welding Practitioner (CIWP)				
WTIA Certified Pressure Equipment Welding Supervisor (WTIA AS 1796 Certificate 10) (CPEWS)				
WTIA Certified Structural Steel Welding Supervisor (WTIA AS 2214) (CSSWS)				

#### 6. RECORD OF PROFESSIONAL ACTIVITIES AS AUTHOR, LECTURER, TEACHER OR EXAMINER

Please indicate the main contributions (give dates) which you have made in the areas such as:

- Published Papers
- Seminars
- Conferences
- Training Courses
- Lectures
- Examinations or similar

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**7. PARTICIPATION IN THE WORK OF OTHER BODIES**

Please indicate professional welding activities in which you have been involved (e.g. Standards bodies, committees, Industry organisations etc.)

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**8. MAINTAINING AND DEVELOPING KNOWLEDGE AND EXPERIENCE**

8.1 Please indicate briefly how you keep up-to-date with developments in welding and joining technology

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8.2 Please give at least three examples with dates of activities within the last three years that have helped you to keep up to date (e.g. training courses, seminars etc attended), and **provide evidence** (e.g. copies of attendance certificates)

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8.3 Provide a letter(s) from your employer(s), customer(s) or referee(s) detailing confirmation of your welding coordination and/or supervision work experience over the last 3 years. The employer(s), customer(s) or referee(s) can send the letter(s) directly to WTIA. It is the applicant's responsibility to ensure the letter(s) is/are received by WTIA. No application will be reviewed without the referee letter/s.

The information to be covered in your referee's letter is:

- Years of employment
- Position held
- Job functions and responsibilities
- Products, materials and processes for which you have/had responsibility
- Capabilities and attitude as a welding coordinator and/or supervisor
- Other relevant additional supporting information

**9. FOR RENEWAL APPLICATIONS ONLY**

Has your job, employer or job function changed in the past 5 years?      Yes / No    (circle as appropriate)  
 If you have answered YES above, give a brief description of changes below.  
 Details of changes MUST be given in Section 10.

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## 10. RECORD OF RECENT PROFESSIONAL WELDING EXPERIENCE

This section should record the principal features of your job specification for the posts which you have held during the past three (3) years and should show your specific welding responsibilities. Please indicate whether the responsibility is direct or delegated in each case. If more than two posts are involved, continue on a photocopy of this page

**CURRENT JOB TITLE** \_\_\_\_\_

No. of subordinate staff \_\_\_\_\_ Employed from (date) \_\_\_\_\_

Employer \_\_\_\_\_ No. of employees \_\_\_\_\_

**By selecting from the list by means of a ✓, indicate below the products, materials and processes for which you have responsibility (Please Note: The accurate selection you provide below will be reported on your schedule of certification and will be verified with your nominated referee):**

Materials:	
C(-Mn) steels, normalized steels	
Quench and tempered steels and thermomechanically processed steels	
Cr-Mo (-Ni) steels	
Ferritic	
Martensitic	
Austenitic	
Duplex	
High nickel steels	
Aluminium alloys	
Copper alloys	
Nickel alloys	
Titanium alloys	
Zirconium alloys	
Others to be specified:	

Product types:	
Aircraft and aerospace vehicles	
Aircraft engines	
Rail vehicles	
Large storage vessels	
Small storage vessels	
Machinery	
Automotive	
Bridges	
Cranes and mechanical handling equipment	

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Construction and mining equipment	
Large pressure vessels, boilers	
Small pressure vessels	
Pressure equipment	
Electrical machines	
Domestic equipment	
Offshore structures	
Transport pipelines	
Industrial piping	
Shipbuilding	
Steel construction	
Others to be specified:	

<b>Welding Processes:</b>	
Gas	
MMAW	
GMAW/MIG/MAG	
FCAW	
GTAW/TIG	
PAW	
SAW	
Electron beam welding	
Laser welding	
Resistance welding	
Friction welding	
Stud welding	
Others to be specified:	

Standards & codes \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



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#### **CURRENT EMPLOYER ORGANISATION CHART**

This section should show clearly your position in the organisation related both to senior and subordinate relevant staff and to other staff having welding responsibilities



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**This section is only required if you have held your current job for less than 5 years**

**PREVIOUS JOB TITLE** \_\_\_\_\_

Dates employed from \_\_\_\_\_ to \_\_\_\_\_

No. of subordinate staff \_\_\_\_\_

Employer \_\_\_\_\_ No. of employees \_\_\_\_\_

***By selecting from the list by means of a ✓, indicate below the products, materials and processes for which you have responsibility (Please Note: The accurate selection you provide below will be reported on your schedule of certification and will be verified with your nominated referee):***

<b>Materials:</b>	
C(-Mn) steels, normalized steels	
Quench and tempered steels and thermomechanically processed steels	
Cr-Mo (-Ni) steels	
Ferritic	
Martensitic	
Austenitic	
Duplex	
High nickel steels	
Aluminium alloys	
Copper alloys	
Nickel alloys	
Titanium alloys	
Zirconium alloys	
Others to be specified:	

  

<b>Product types:</b>	
Aircraft and aerospace vehicles	
Aircraft engines	
Rail vehicles	
Large storage vessels	
Small storage vessels	
Machinery	
Automotive	
Bridges	
Cranes and mechanical handling equipment	
Construction and mining equipment	
Large pressure vessels, boilers	

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Small pressure vessels	
Pressure equipment	
Electrical machines	
Domestic equipment	
Offshore structures	
Transport pipelines	
Industrial piping	
Shipbuilding	
Steel construction	
Others to be specified:	

**Welding Processes:**

Gas	
MMAW	
GMAW/MIG/MAG	
FCAW	
GTAW/TIG	
PAW	
SAW	
Electron beam welding	
Laser welding	
Resistance welding	
Friction welding	
Stud welding	
Others to be specified:	

Standards & codes \_\_\_\_\_

\_\_\_\_\_

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**PREVIOUS EMPLOYER ORGANISATION CHART**

This section should show clearly your position in the organisation related both to senior and subordinate staff and to other staff having welding responsibilities

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## 11. CAREER RECORD (prior to the job(s) described in Section 10)

For each post held provide details of: job title; dates; employer; activities and products; job specification (100 words maximum per job).

## 12. APPLICATION FEES (non-refundable)

Application fees include:

Certification Certificate, IIW Personnel Certification Scheme (PCS) Schedule [for IIW Certifications], WTIA Identification card, your credentials added to the WTIA National Register  
A Personalised stamp is optional and available on request (additional fees apply)

Certification type applied for (refer to section 5 of the application form)	Validity period	Application Fees (for initial and renewal applications)		Personalised stamp Additional fee for each stamp + \$120 (WTIA members) + \$150 (non-members)
		WTIA member Circle as appropriate	Non-member Circle as appropriate	Stamp required and Fee(s) included? Circle as appropriate
CIWE (International Welding Engineer)	3 years	\$990	\$1,200	Yes / No
CIWT (International Welding Technologist)	3 years	\$990	\$1,200	Yes / No
CIWS (International Welding Specialist)	3 years	\$990	\$1,200	Yes / No
CIWP (International Welding Practitioner)	3 years	\$990	\$1,200	Yes / No
CPEWS (AS 1796 Cert 10)	5 years	\$990	\$1,200	Yes / No
CSSWS (AS 2214 Welding Supervisor)	5 years	\$990	\$1,200	Yes / No
Any two of the above certification types in one application		\$1,800	\$2,200	Indicate stamp(s) required above
Any three of the above certification types in one application		\$2,400	\$2,900	
<b>TOTAL PAYABLE by applicant</b> (including cost of stamps if requested)				<b>\$</b>

All application fees include GST. Member fee applies to financial WTIA Individual members or associates of financial WTIA Corporate Member companies. **WTIA Membership number:** \_\_\_\_\_

Persons whose applications are declined can re-apply at a later date.

**APPLICATIONS SHOULD BE SUBMITTED BY EMAIL TO: [qnc@wtia.com.au](mailto:qnc@wtia.com.au)**

## PAYMENT

**Applications must be submitted with a completed WTIA credit card payment authorisation form.**

### Notes to applicants:

- i. Certified persons are required to abide by the Rules of Professional Conduct and Code of Ethics (MM:27 and/or ANBPC:3). Failure to do so may result in withdrawal of certification.
- ii. Lists of certification holders are made available to the public on the WTIA National Register.
- iii. The welding coordination tasks listed in Annex B of ISO 14731 may be used as a guide for the applicant to determine relevant welding coordination experience for the completion of Section 10 of this form.
- iv. The applicant has the right to appeal the decision of the WTIA Q&CB

### Renewal

Certification requires renewal every 3 years or 5 years depending on the type of certification  
A Renewal Application Form and renewal fee must be submitted prior to certification expiry.

Certified personnel must retain records/evidence of continuing professional development and relevant work place/industry experience, including evidence of training course attendance, seminars, details of work experience etc. and this must be submitted when applying for renewal of certification.

Management System Manual	 <b>QUALIFICATION &amp; CERTIFICATION BOARD</b>	ANBPC:3
	<b>RULES OF PROFESSIONAL CONDUCT  WTIA/IIW WELDING COORDINATION  PERSONNEL CERTIFICATION SCHEME</b>	Rev.: 0 Date of Issue: 7 July 2016 Page: 1 of 1

## RULES OF PROFESSIONAL CONDUCT

Persons certified according to the WTIA/IIW Welding Coordination Personnel Certification Scheme are obliged to follow these rules. The Rules of Professional Conduct include any further rules given by the Authorised National Body responsible for the certification.

- Certified persons shall take all reasonable steps to ensure that they discharge their professional responsibilities in an objective, thorough, and competent manner, ensuring the safety of others at all times
- Certified persons are obliged to keep up-to-date in the areas of technology in which they practice
- All information given as the basis for a certification and its renewal must be correct and not misleading
- The certificate must only be used as intended for, and within the scope of, certification
- Certified persons and/or their employers must not use the certificate, nor part of it, nor must they knowingly allow it to be used in a manner that may be considered fraudulent
- Certified persons or their employers must not make incorrect references to the certification system or misleading use of certificates in advertisements, catalogues, etc
- Certified persons are obliged to keep a record of any complaint made against them within the technical field covered by the certificate
- Certified persons must not bring the IIW or the WTIA Authorised National Body into disrepute
- Certified persons must follow any rules given for use of scheme logos.

The certificate and stamp remains the property of the WTIA Authorised National Body.

Failure to follow these Rules of Professional Conduct may result in withdrawal of the certificate issued. The penalties for fraudulent use of certificates may in addition include reporting the matter to the relevant authorities.

The WTIA Authorised National Body is obliged to publicise withdrawal of certificates.

A certificate which has been withdrawn by not following these Rules of Professional Conduct can only be re-issued after a period of minimum 5 years. The WTIA Authorised National Body is allowed to deny re-issuing of a certificate.

I agree to abide by the rules of conduct specified herein.

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
Applicant's Name

Witness \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
Witness's Name

Management System Manual	 <b>WTIA</b> <small>Welding Technology Institute of Australia</small> <b>QUALIFICATION &amp; CERTIFICATION BOARD</b>	MM-27 Rev.: 5
	<b>CODE OF ETHICS (NORMATIVE)</b>  <b>WTIA AND IIW CERTIFIED PERSONNEL</b>	Date of Issue: 26 Feb 2015 Page: 1 of 2

## 1. GENERAL

This document sets out the ethics which WTIA and IIW Certified personnel are obliged to adopt as a condition of their certification with WTIA OzWeld-Cert. Such personnel may include but are not limited to those mentioned below.

WTIA Certified Welding Inspector (CWI), WTIA Certified Senior Welding Inspector (CSWI), WTIA Certified Comprehensive Welding Inspector (CCWI), WTIA Certified Pressure Equipment Welding Supervisor (CPEWS), WTIA Certified Structural Steel Welding Supervisor (CSSWS), WTIA Certified Quality Control Welding Coordinator (CQCWC), WTIA Certified Work Health and Safety Welding Coordinator (CWHSWC), WTIA Certified Environmental Welding Coordinator (CEWC) and WTIA Certified Assessor of Replicas (CAR).

IIW Certified International Welding Engineer (CIWE), IIW Certified International Welding Technologist (CIWT), IIW Certified International Welding Specialist (CIWS).

Departures from this Code of Ethics may, upon proper complaint and investigation, result in appropriate action by the WTIA which may include the following:

- Withdrawal of the certificate and any personal stamps issued by the WTIA.
- Reporting fraudulent use of certificates to the relevant authorities.

The WTIA is obliged to publicise the withdrawal of certification.

Certification that has been withdrawn by not following this Code of Ethics may only be re-issued after a minimum period of 5 years. The WTIA is allowed to deny the re-issuing of certification.

Certificates and any personal stamps issued by the WTIA remain the property of the WTIA and must be returned upon withdrawal of certification or the failure to renew certification, or to successfully re-certify.

## 2. PRINCIPLES AND TENETS APPLYING TO WTIA AND IIW CERTIFIED PERSONNEL

Personnel certified by the WTIA and IIW shall conduct their business affairs in a manner that demonstrates the following:

### (a) **Commitment**

Endeavour to safeguard the welfare, health and safety of the community and its environment and give this priority before sectional or private interest.

### (b) **Integrity**

- (i) act with integrity, honesty and impartiality in work for clients and others; and
- (ii) not knowingly act, assist or engage in fraudulent or dishonest work or practices.

### (c) **Competence**

Perform work only within their areas of competence, i.e. within their capability, qualifications, training and experience.

### (d) **Performance**

- (i) apply skill and knowledge in their work for, and in the interests of, their client and employers;
- (ii) carry out work in a proper, impartial and proficient manner; and
- (iii) compete fairly without inducements to secure work.

### (e) **Undue conflict of interest**

Avoid conflict between the interests of clients, employers or the public, and where this is unavoidable disclose forthwith the circumstances which may cause conflict.

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**(f) Confidentiality**

Ensure that confidential or copyright information or material obtained in the course of work, is transferred to other parties only with suitable authority from a duly authorised person.

**(g) Reporting**

- (i) give reports, evidence, opinions or statements in an accurate, objective and truthful manner;
- (ii) ensure reports and documents are based on adequate knowledge, identify interest, and state significant limitations or conditions; and
- (iii) inform clients and employers when, in the interest of health, safety, and the environment, further work is required.

**(h) Improvement**

Continue to improve their competence (knowledge and skill) to match changes in technology.

**3. PROFESSIONAL CONDUCT**

Certified persons shall take all reasonable steps to ensure that they discharge their professional responsibilities in an objective, thorough, and competent manner. The following rules regarding professional conduct apply:

- a) All information given as the basis for certification, renewal and re-certification must be correct and not misleading in any way.
- b) The certificate must only be used as intended for, and within the scope of certification.
- c) Certified persons and/or their employers must not use the certificate, nor part of it, nor must they knowingly allow it to be used, in a manner that is fraudulent.
- d) Certified persons or their employers must not make incorrect references to the certification system or misleading use of certificates in promotional material.
- e) Certified persons are obliged to keep a record of any complaint made against them within the technical field covered by the certificate.
- f) Certified persons must not bring the WTIA or IIW into disrepute.
- g) Certified persons must follow rules given for use of the certification scheme logos or stamps.

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
 WTIA or IIW Certified Person  
 PLEASE PRINT

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Witness  
 PLEASE PRINT



# CREDIT CARD PAYMENT AUTHORISATION FORM



## About this form

This form can be used for providing payment by credit card for all WTIA services. Please attach this form to any relevant completed application form and/or associated documentation to ensure fast processing of your payment. If you are making multiple payments please complete a separate form for each payment.

## Disclaimer

WTIA does not accept any responsibility for events arising from unauthorised access to the information included on this form.

Post: PO Box 197 Macquarie Park NSW 1670  
Email: [info@wtia.com.au](mailto:info@wtia.com.au)  
Phone (02) 8748 0100 Fax (02) 8748 0181

## PART 1 : PAYMENT DETAILS

Fields marked with \* are the minimum required to process payment

Please charge my credit card for payment of:\*

Member / Candidates Name:\*

Training / Exam / Certification Type:

Membership Number (if applicable)  Q&C Reference No. (if applicable)  Job No. (if applicable)

Payment amount\* \$  Invoice No.

## PART 2 : CARD HOLDER DETAILS

Note: Any reimbursement due will go to the card holder

Name on Card\*

Address\*

Suburb\*  Postcode\*

Mobile  Fax

Business Phone  Home Phone

Email

## PART 3 : CARD DETAILS

Note: Credit card payments may be subject to a merchant fee surcharge

Mastercard  Visa  Taken by phone (no signature required, CVC must be obtained)

Card Number\*

Expiry Date\*  CVC\*

Signature\*  Date\*

Personal information collected from you is held and used by WTIA under the provisions of the *Privacy and Personal Information Protection Act 1998*. The supply of information is voluntary, however if you cannot provide, or do not wish to provide the information sought, WTIA may be unable to process your request.

If you require further information please contact WTIA directly on 02 8748 0100