

Management System Manual	 WTIA <small>Welding Technology Institute of Australia</small> QUALIFICATION & CERTIFICATION BOARD	SECTION MF:33
		REVISION: 9
	CERTIFIED WELDING INSPECTORS (CWI, CSWI, CCWI) APPLICATION for INITIAL CERTIFICATION and RENEWAL	DATE OF ISSUE: 21 October 2016 PAGE: 1 OF 5

Applications must be submitted by email to: qnc@wtia.com.au

Application for Assessment for WTIA Inspector Certification (tick as appropriate, select only one)

- WTIA Certified Welding inspector (CWI) (min. qualification required IIW IWI-B)
- WTIA Certified Senior Welding Inspector (CSWI) (minimum qualification required IWI-S)
- WTIA Certified Comprehensive Welding inspector (CCWI) (Minimum qualification required IWI-C)

Initial Certification or Renewal Application (tick as appropriate, select only one)

- Initial certification application
- Renewal application

1. Application

Title _____ Given name _____ Middle Name _____ Family Surname _____
 Address: _____ Suburb _____
 State _____ Postcode _____ Telephone: _____ Mobile: _____
 Email: _____ Date of Birth: _____

Business or Employer:

Name: _____
 Address: _____
 Telephone: _____ Mobile: _____
 Email: _____

Attachments required are:

1. Applicant's work history and qualifications (use pages 2 and 3 and add any supporting information);
2. Evidence of qualifications, training, continuing professional development etc. related to welding inspection;
3. A recent passport-style photograph of the applicant in jpeg format to be submitted with the completed application
4. An eyesight certificate (not required if one provided within the last two years); and
5. Supporting information including: letter/s from referee/s, work history, evidence of continuing professional development, copies of relevant inspection reports (if required)
6. Copy of photo ID e.g. drivers licence or passport

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DECLARATION (Note: Refer to Section 8)	
I, _____ of the above address declare that the all information in this application is true and correct. I also acknowledge that I meet the conditions of certification and if certified by WTIA, I agree to abide by the noted conditions of certification and code of ethics.	
Applicant's Signature _____	Date _____
Witness:	
Name _____	Position _____
Signed _____	Date _____

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Applicant's Resume

NAME: _____

2. QUALIFICATIONS
(please use abbreviations)

	Title	Body and Location	Date
Trade Qualification/Certificates			
Associate Diploma, Advanced Certificate			
University Degree			
Other			

3. EDUCATION AND TRAINING (relating to Welding Inspection)
(Please exclude qualifications listed above. List training location, approximate equivalent full time hours and dates).

	Course/Training	Body and Location	Hours	Dates
Self Education & Correspondence				
Education body (TAFE, WTIA) etc.				
Employer (In house training)				
Other				

4. BACKGROUND EXPERIENCE
(Please indicate appropriate background experience in approximate equivalent full time years)

	Main Duties & Responsibilities	Employer	Years
Welding/Fabrication Practice - welding - supervision - forming/assembly			
Welding/Fabrication - drafting, design, - planning and office			
Training and Examination of Welders			
Welding/fabrication Inspection QC, QA, CA			
Other Relevant Experience			

Applicant's Signature: _____

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5. WELDING INSPECTION PRACTICE

Months of experience (Full Time Equivalent) for each of the past five (5) years for each activity
(must cover at least the last 5 years).
You should be able to provide evidence to cover at least 3 years as a welding inspector, supervisor or instructor)

No.	Inspection Activities	1 st Year	2 nd Year	3 rd Year	4 th Year	5 th Year	Total
1	Planning and Control						
2	Codes and Standards – Interpretation and Use						
3	Weld Drawings and Weld Symbols						
4	Safety in Inspection						
5	Materials Inspection, identification, traceability, compliance						
6	Welding Processes						
7	Consumables						
8*	Welding Procedures – testing, implementation, compliance						
9*	Welding Qualifications – testing, witnessing, compliance						
10	VT and Measurement (list three main types of equipment) – conduct, identify, evaluate imperfections						
11	Destructive Testing (CSWI and CCWI – including compliance)						
12	Non-destructive Testing (CSWI & CCWI Compliance e.g. RT, MT, PT, make acceptance decisions)						
13	Defect Identification, Acceptance and Cause						
14	Documentation (ITP, procedures, reports, records, PWHT specs) and control (CSWI and CCWI control and review)						
15	Continued Professional Development						
The section below for CSWI and CCWI applicants ONLY							
16*	Supervision (CSWI)/ Management (CCWI) of other Welding Inspectors & Trainees and inspection activities						
17	Heat Treatment Procedures and Records CSWI – compliance CCWI – certification of compliance						
18*	Certification of Compliance						
19*	Design and implementation of quality control programs						
MINIMUM TOTAL REQUIRED - 36 MONTHS							

Up to maximum 60 Months

* NOTE: For CCWI applications items 8, 9, 16, 18 & 19 are mandatory

Applicant's Signature _____

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6. VERIFICATION OF EXPERIENCE

6.1 Provide a letter(s) from your employer(s), customer(s) or referee(s) detailing confirmation of minimum three-years welding inspection work experience over the last 5 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 received by WTIA. No application will be reviewed without the letter(s).

The information to be covered is:

- Years of employment
- Position held
- Job functions and responsibilities
- Capabilities and attitude as a welding inspector
- Other additional supporting information

6.2 Attach clearly identified copies of 4 typical inspection or other relevant reports supporting the range of equipment/activities involved e.g ITPs, Welding Procedures **OR**

Provide a copy of your curriculum vitae showing welding inspection experience in welding inspection, welding supervision, welding instruction or other welding related fields.

7. APPLICATION FEES

WTIA members: \$990.00 (or associates of WTIA Corporate members)
 Non-members: \$1,200.00

Personalised stamp

A personalised stamp is optional and available on request to certified inspectors. An additional fee is payable.

Fee for stamp:

WTIA members: \$120.00 (or associates of WTIA Corporate members)
 Non-members: \$150.00

❖ Stamp required and fee included? (circle as appropriate)

- Yes
- No

Total cost including stamp (if required)

WTIA Members \$1,100 (\$990 + \$120) (or associates of Corporate members)
 Non-Members \$1,350 (\$1,200 + \$150)

PAYMENT

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

VALIDITY

Certification is valid for 5 years and renewal is required prior to date of expiry (see section 8 Guidance Notes).

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8. GUIDANCE NOTES

a) Entry Requirements for Certification or Re-certification

Certification as a WTIA Certified Welding Inspector (e.g. CWI, CSWI or CCWI) is given to applicants who

- successfully complete approved training and satisfy the Australian IIW Authorised National Body (ANB) and WTIA Q&C Board joint examination requirements; and
- provide independent verification that they have had at least three years relevant and appropriate experience (e.g. welding engineer, technologist, specialist, supervisor, boilermaker/welder/structural plates.)

If you do not have the necessary experience now, you can apply for certification when the experience requirements are met at a later date. After initial certification, a renewal of certification application with the appropriate fee is required after 5 years.

b) Applications.

Applications must be made on this standard form and should be legible, preferably typed or neatly written in black ink. All attachments are to be clearly identified, signed, dated and be sufficiently clear to permit legible photocopying.

c) Qualifications, Education and Training (Sections 2 and 3).

Applicants will:

- i) need to supply copies of any engineering degrees, diplomas, certificates, trade papers, or other institutional qualifications held in engineering or other relevant disciplines.
- ii) have successfully passed the relevant welding inspector examinations through WTIA.

d) Background Experience

The applicant should give a brief history of previous relevant experience as follows:

- i) A short curriculum vitae, including employment record at least since the date of key qualifications. This record should identify work in the technical field relevant to welding inspection and provide dates and some approximate times where possible.
- ii) A brief description of work undertaken by the applicant in the last five years which relate specifically to the certificate sought. The responsibility held and the role played by the applicant must be described together with the name of the person to whom the applicant was responsible.
- iii) A brief description of other related activities which can assist in the assessment of current technical competence.

e) Health/Eyesight

Candidates need to be in a satisfactory physical condition and the person completing the application form will be required to signify that the candidate's health and eyesight are adequate to enable him/her to carry out his/her duties. An eyesight test certificate obtained within 3 months of the application must be submitted with the application form. Unaided or corrected near visual acuity in at least one eye shall be such that the candidate is capable of reading N4 Times Roman type or Jaeger J1 at a distance of not less than 30 cm on a standard reading chart.

f) Conditions of Certification

(Acceptance of which is indicated by signing the declaration on page 1 of this form).

- i) Certificates are only issued on the following conditions:
 - The Institute has the right to suspend or cancel certification, if negligent or grossly incompetent inspection by the Certified Inspector is proven to the satisfaction of the Institute.
 - The Certified Inspector only inspects to a suitable product or welding standard in accordance with a suitable management system, the category certified and code of ethics accepted to WTIA; and agrees to have his/her name on a public register.
 - Certified persons are required to abide by the Code of Ethics in MM-27. Failure to do so may result in non-issue/withdrawal of certification.
 - The Certified Inspector may be audited by the WTIA Q&C Board for verification of ongoing welding inspection activities at the level to which they have been certified.
- ii) A copy of photo ID such as drivers licence or passport must be submitted with the application

g) Reservation

Based on the recommendation of the WTIA Q&C Board, the Institute may:

- i) accept or decline the application;
- ii) defer the application and request any further information needed, or
- iii) advise the applicant of a more appropriate certification level.

h) Appeal

The applicant has the right to appeal the decision of the WTIA Q&CB.

i) Renewal

Certification requires renewal every 5 years. 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.

j) Applications must be submitted by email to gnc@wtia.com.au

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
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