



# WeldQ User Manual

*Including*

*Australian Welder Certification Register*

*Information for Users, Corporate Users and Applicants.*

## Preface

This manual has been prepared to assist both personal users and corporate users access the Weld Australia's **WeldQ** personnel register. The register caters for:

- People from welders to welding engineers and inspectors wishing to undertake an online exam as part of a training course;
- Personnel applying for and managing their professional welding related qualifications;
- Personnel wishing to maintain an online record of their education, training and employment including education and training gained outside of the **WeldQ** environment;
- Welders wanting to qualify to a welder qualification standard such as ISO9606-1 and AS/NZS 2980.

Included within **WeldQ** is the ability to apply for Weld Australia examinations and undertake these exams online and via other more traditional methods. **WeldQ** allows the User to pay any fees applicable to the Weld Australia, and where applicable allow for discounts to be applied at the time of payment should these be applicable.

For corporate users, **WeldQ** allows the user to search the register for qualifications applicable to users employed by the company, and manage these qualifications automatically, easing the burden of QA Managers in particular needing to manage a variety of welder qualifications and providing independent verification of qualification suitable for review by auditors and inspectors alike.

The manual is set out in four sections. These being:

- a) Section 1 – an introduction and overview of **WeldQ** and its capabilities
- b) Section 2 – information on getting started within **WeldQ**
- c) Section 3 to 6 – specific guidance for users of **WeldQ**
- d) Section 7 – guidance for corporate users wishing to search the **WeldQ** register.

## Access

Access to **WeldQ** is available to both Weld Australia members and non-members alike with members receiving discounts on fees charged by the Weld Australia for **WeldQ** services.

## Fees & Charges

All users should note that separate fees and charges may be applicable to courses of study and welder qualification testing. Details of any charges applicable are available directly from the associated Test Centres and Examiners. These charges are incurred independently of the Weld Australia, and are not managed through **WeldQ** or by the Weld Australia.

## Terms & Conditions

This manual is published by the Welding Technology Institute of Australia to assist users of the **WeldQ** software. The use of **WeldQ** and this manual are subject to the terms and conditions published from time to time on the Weld Australia and/or AWCR websites and/or within **WeldQ**.

Version 1.3

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## 1.0 General Requirements

The Weld Australia operates qualification schemes suitable for personnel at all levels within the welding industry. Qualifications available include:

- AS 1796 welder certification scheme
- AS1796-10 and AS 2214 welding supervisor qualification scheme
- International Institute of Welding qualifications as
  - International Welding Practitioner (IWP)
  - International Welding Specialist (IWS)
  - International Welding Technologist (IWT)
  - International Welding Engineer (IWE)
- Welding Inspector

It is also introducing a welder qualification scheme compliant with ISO 9606-1 and AS/NZS 2980.

The National Certification Register is an online computer based system which allows the Weld Australia to manage these and other qualifications and certification systems including the provision of traditional and online examinations including practical and oral examinations. It includes a register of qualified and certified practitioners.

The scheme is open for any individual or organisation to participate including welders, supervisors, engineers, fabricators, project managers and statutory bodies. An access and/or testing fee may be applicable.

### 1.1 Weld Australia Qualification Scheme

The Weld Australia qualification scheme within **WeldQ** builds on the existing schemes operated by the Weld Australia and has been adapted to provide for suitable workflow requirements associated with the relevant qualification. It also includes allowance for an automated payment system.

In most cases, **WeldQ** requires that the applicant has undergone suitable training (theoretical and practical as appropriate) and meets the defined pre-requisites prior to applying online for an assessment. These pre-requisites are consistent with current manual-based systems and are set out within **WeldQ** to ensure visibility to the applicant.

The **WeldQ** scheme in general operates as follows:

- User applies for qualification assessment via **WeldQ**. All Weld Australia fees and charges are disclosed on the application pages.
- The Program Manager (or Program Coordinator) then assigns an assessor to review the application.
- The Assessor then selects the applicable examination or assessment modules including confirming exemptions and comments accordingly.
- The Program Manager (or Program Coordinator) notifies applicant of the review and initiates the request for payment of the applicable Weld Australia fee.
- User pays.
- The Program Coordinator sets the exam date and sends it to the exam invigilator. They can also print out the exam paper if required. For online exams only, only a link to the online exam is sent.
- After the exam, the Program Coordinator uploads copy of the completed and marked paper, and enters the marks.
- Once the applicant is notified, they have the choice to request a review or re-sit if failed. A payment request will be initiated if a re-sit fee is applicable (all applicable Weld Australia fees and charges are shown on the online application pages).
- The Program Manager (or Program Coordinator) can assign the re-sit exam paper, schedule the exam etc.

- Successful outcomes within **WeldQ** generate the associated award or move the applicant to the next module in the assessment process as appropriate.

## 1.2 Weld Australia Certification Program

**WeldQ** is setup to manage the Weld Australia personnel certification system for personnel requiring certified credentials including certified welding supervisors, inspectors, welding specialists, welding technologists and welding engineers. In general, process requirements follow the current manual based system which includes:

1. Applicants must have:
  - a. Specific qualifications at the welding supervisor or inspector level or higher;
  - b. A minimum period of experience in the industry;
  - c. Maintained continuing professional development (CPD) within specific areas within 3 of the past 5 years as a minimum (note that CPD requirements do vary from qualification to qualification).
2. The applicant applies for certification via **WeldQ**, uploading the relevant supporting documentation and paying the application fee.
3. The application is reviewed by an assessor and eligibility verified.
4. A certificate is awarded to applicant.
5. Once certified, the applicant is able to maintain a log of their CPD by updating their profile within **WeldQ** (see section 2.2.5). The profile can then be used to validate CPD when renewal is required after the applicable period.

## 1.3 The Weld Australia Welder Qualification Scheme

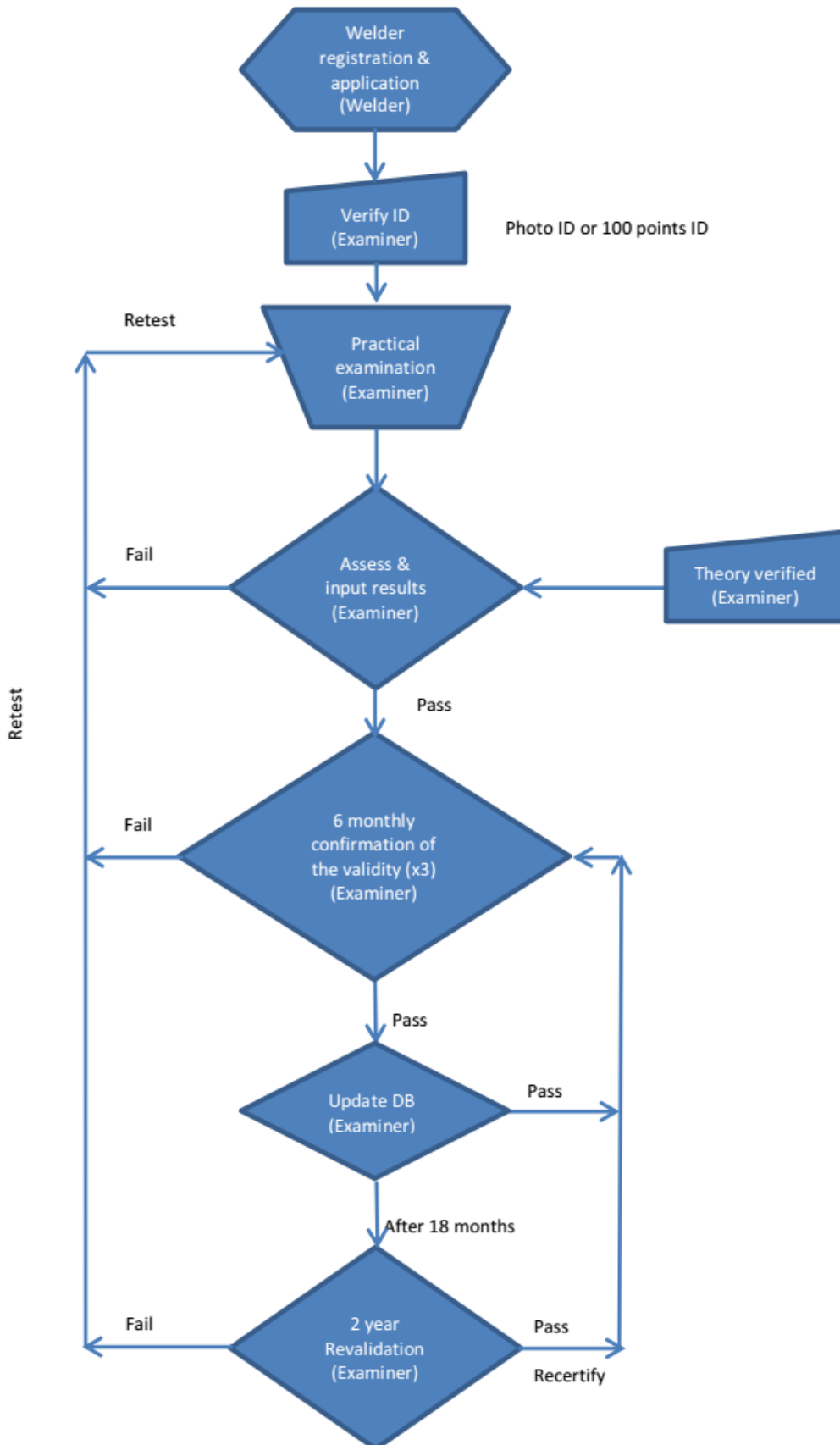
The scheme operates in a manner consistent with the requirements of ISO 9606-1 however its operation is also applicable to welders operating to a variety of application standards. A high-level overview of the process is shown diagrammatically on the next page with further detail in section 2.2.8. The process involves:

1. The examining body.
2. An appointed examiner.
3. Application of a qualified welding procedure or a draft procedure being qualified by the welder under test.
4. For welders:
  - a. A job knowledge option is available.
  - b. Prior certification or qualification is not essential.
  - c. Welders can be tested in their own workshop or other suitable location by agreement.
5. Test coupons are evaluated by personnel in NATA registered or Weld Australia approved laboratories.
6. A welder's qualification test certificate is made available to the welder on successful completion of the process.
7. The certificate typically remains valid for up to two years provided that it is confirmed every six months.
8. Revalidation is available after two years.

Employers, prospective employers and recruitment companies may apply to access the database to confirm the currency of certification; a fee may apply.

Certified qualifications are particularly suited to welders employed by companies providing shut down and maintenance services, servicing government agencies and public infrastructure needs; and delivering services requiring verification of qualification.

# ISO 9606-1 Qualification process flow chart (with 2 year revalidation option)



### 1.3.1 Examining Body

Examining bodies are organisations that appoint examiners, conduct the examination, and issue certificates. The Weld Australia by operating this scheme, is appointed to verify compliance with ISO 9606-1 and other applicable standards as an independent external examining body as defined in ISO/TR 25901:

#### 2.120 Examining body

Organization appointed to verify compliance with the applicable standard

**NOTE** *In certain cases, an external independent examining body can be required*

The Weld Australia through its Qualification and Certification Board, appoints examiners, audits test facilities and maintains the online scheme and process.

Consistent with the principles of ISO 9606-1, the Weld Australia as the examining body “... provides a set of technical rules for a systematic qualification test of the welder, and enables such qualifications to be uniformly accepted independently of the type of product, location and examiner or examining body”.

### 1.3.2 Examiner

Consistent with ISO/TR 25901, the Weld Australia as the examining body, appoints examiners to conduct the testing process in compliance with ISO 9606-1 and any specified application standard:

#### 2.119 Examiner

Person appointed to verify compliance with the applicable standard.

**NOTE** *In certain cases, an external independent examiner can be required.*

To ensure the integrity of the process, the Weld Australia requires its examiners to have sufficient skills and experience to reliably carry out the tasks required. Personnel meeting any of the following may apply to the Weld Australia to be appointed as an examiner:

- Certified Weld Australia or IIW Welding Inspector – standard or comprehensive; or,
- Certified IWS; or,
- Certified IWT; or,
- Certified IWE

Examiners are required to have a working knowledge of ISO 9606-1 and any application standard being utilised in the examination process. Appointment of personnel with alternative skills, qualifications and experience as examiners will be considered on a case by case basis. Examiners may be independent contractors or employed directly by a fabricator, manufacturer or testing body.

### 1.3.3 Testing

Testing may be conducted within a fabricator’s workshop or manufacturing facility, in training or testing venues or at other suitable locations by agreement, all under the supervision of an approved examiner.

Test facilities must:

- (a) Comply with workplace health and safety requirements
- (b) Welding machines must have calibrated meters or facilities for attachment of external calibrated metering suitable for the process. Metering shall be suitable for use with waveform controlled processes where being used to conduct the qualification test.
- (c) Be suitable for preparation and welding of test coupons
- (d) Have adequate lighting to conduct the visual examination

The test process requires the welder to produce a test weld in plate or pipe or in a pipe branch format depending upon requirements. The welder is required to weld to a previously qualified weld procedure (WPS) supplied by either the Weld Australia or the fabricator/manufacturer. A draft weld procedure may also be used where it is being qualified at the same time as the welder qualification process.

The number of test pieces to be welded or minimum coupon length will depend on the test thickness and OD, and whether additional tests are required e.g. to qualify the procedure. Other considerations include:

- Welding process
- Welding consumables
- Material of test
- Welding position
- Backing material
- Application standard requirements

Test coupons having passed a visual examination by the examiner, shall be prepared and tested by either a laboratory and personnel accredited by NATA to conduct the required tests, or other test facility approved by the Weld Australia. All radiographic and ultrasonic examinations shall be conducted by personnel holding the appropriate qualification at NDT Level 2 or higher, issued in accordance with AS ISO 9712. All test reports shall be NATA endorsed unless otherwise approved.

### **1.3.3.1 Job Knowledge**

A job knowledge assessment is optional and when requested, may be conducted by any of the following methods:

1. Review of prior knowledge through production of evidence of one of the following:
  - a. IIW qualification as an International Welding Practitioner
  - b. An AS 1796 certificate for the weld process being used in the test
  - c. Evidence of passing the theory component of an AS 1796 certificate applicable for the weld process being used in the test.
2. Online computer-based testing.
3. Professional interview by the examiner.

Where a candidate has previously successfully completed the relevant job knowledge requirements, these will carry forward on future qualification tests and do not need to be repeated.

### **1.3.4 Application**

The welder should register online entering the details requested, uploading a passport type photo for identification purposes. Welders with other Weld Australia qualifications may have certain fields prepopulated and these should be checked. Minimum data required to register for the qualification test includes:

- Full name
- Date and place of birth (this must be the same as recorded on the birth certificate)
- Address
- Mobile phone number
- Email address
- Employer name and contact details
- Job knowledge testing requirements (if any)
- Any specific test requirements or needs
- Relevant application standard (if not ISO 9606-1). Options include:
  - AS/NZS 1554.1 SP
  - Stainless steel tube for the NZ welding industry
  - The standard declared on the weld procedure to be used

A Weld Australia appointed examiner or nominee will contact the welder to arrange for the testing at an appropriate time and location, and clarify any specific requirements including application standards not listed. Welders should note that prior to the commencement of the welding test, the examiner is required to verify the welder's identification. Identification may be verified by means of either:

- a) Australian State, Territory or Federal Government issued photo ID e.g. Australian passport, drivers licence, proof of age card, firearms licence, national hazardous work licence etc, plus evidence of location and date of birth; or,
- b) 100 points ID as required by financial institutions.

Ongoing verification of the welder's identification is not required once established unless the welder uploads a new photograph.

### 1.3.5 Welder's Qualification Test Certificate

Qualification is confirmed once all test requirements have been completed and the results approved. The test certificate can be accessed for printing by the welder and approved companies.

Once granted, the certificate typically remains valid for up to two years provided that every six months an examiner is able to confirm that the welder has been welding within the range of qualification. Confirmation may be conducted by an examiner, or in writing to the examiner by the person responsible for the welding work (e.g. welding supervisor, manager etc). Certification automatically lapses where confirmation cannot be established.

After two years, revalidation is required to renew the certificate for a further two year period. Qualification testing is not required for this process however two welds produced by the welder within the previous six months reproducing the original test conditions (other than thickness or pipe outside diameter) must be assessed by an approved Weld Australia examiner.

### 1.3.6 Withdrawal of Qualification and Retesting

Should a welder fail a test, they may be permitted to redo the test once without additional training.

Where there is a specific reason to question a welder's ability to make welds that meet the product standard quality requirements, the qualifications supporting the welding shall be revoked by the Weld Australia and the certificate withdrawn. Other qualifications not questioned remain valid.

## 1.4 User Signup

People and companies wishing to sign up to access **WeldQ** do so by firstly creating an account (see Section 2.2). They are required to enter their name and basic contact details (email and mobile phone number), date of birth and advise of their membership status.

Once the account is created the user then receives an email containing their unique username and are asked to confirm their registration. Once confirmed, the user is able to log into **WeldQ** using their unique identifier and set up their profile. Membership details will be confirmed by Weld Australia staff after the account is set up.

Registered users will then have access to **WeldQ** to

1. Maintain an updated profile including keeping a log of any continuing professional development requirements;
2. Apply for assessment to obtain qualifications;
3. Apply to undertake welder qualification assessments; and,
4. Verify awards and qualification achieved.

## 1.5 Corporate User Signup

For corporate users, the company is required to nominate up to two people as their **WeldQ** Administrators.

The delegated **WeldQ** administrators are required to first create a personal account as noted above. Once the account is created, Weld Australia staff will enter the company details and link the **WeldQ** administrator(s) to the company account. Up to two administrators can be linked.

The company's **WeldQ** administrators are then able to link welders and other employee users of **WeldQ** to the company and therefore take advantage of member rates and any discounts applicable.



Should a company wish to change a **WeldQ** administrator for any reason, another User can be appointed to that position.

Registered corporate users are able to query the register for the qualifications of linked welders under their employment or contact.

## 2 WeldQ

### 2.1 General

**WeldQ** is the software used to operate and manage the Weld Australia's *Australian Welder Certification Register*. It is built specifically to operate within *Google's* Chrome environment, and now includes support for *Mozilla's* Firefox environment. Whilst other browsers can be utilised, full functionality cannot be guaranteed and errors are likely to be encountered.

**WeldQ** contains a variety of process options and the manner which **WeldQ** moves from one step to the next. These steps are referred to as *Workflows* within **WeldQ**. The Workflow patterns used within **WeldQ** will vary with the program required by the User.

The basic flows are:

1. Qualification
2. Certification, including a renewal process
3. Welder Qualification

These workflows are further complicated by payment options and the need for review by key personnel. The fact that **WeldQ** is *Cloud based* means that a high degree of security and portability must be in-built by necessity.

Much of **WeldQ** and its screen displays common to a number of processes however it is the workflows that vary considerably according to process requirements. Each of these is explained within the relevant sections with key differences and similarities identified as required.

Personnel wishing to access **WeldQ** to apply for qualifications or certifications offered through **WeldQ** or manage their current qualifications are referred to as External Users and are required to log in to **WeldQ** as an *Applicant*. This will also include corporate representatives wishing to search **WeldQ's** archives.

### 2.2 Getting Started

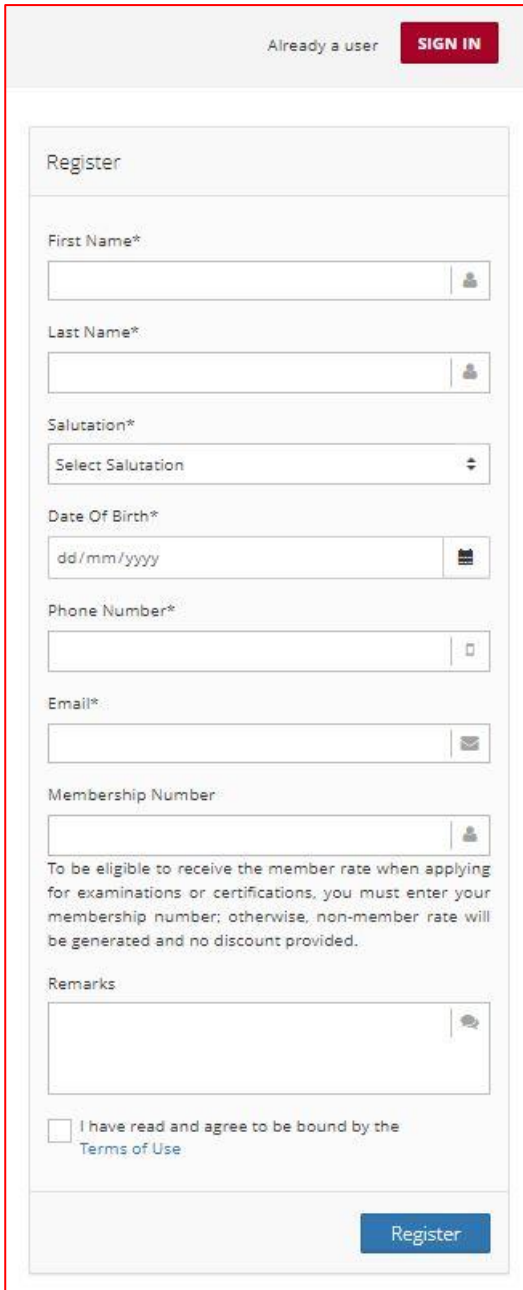
#### 2.2.1 Creating an Account

First time users will need to start by creating a **WeldQ** account. **WeldQ** can be accessed via the [AWCR website](#) or via the links below. To create an account click on the red **CLICK HERE TO CREATE AN ACCOUNT** button on the entry page at either of the following links:

<https://wtia.weldq.com> OR <https://wtia.weldq.com/applicant/login>

The screenshot shows the Weld Australia WeldQ user interface. At the top left is the logo with the text 'Weld Australia WeldQ'. Below the logo, on the left side, is a registration section titled 'New to WeldQ and don't have an account?'. It lists requirements for account creation: a valid email address, phone number, and date of birth. A red button labeled 'CLICK HERE TO CREATE AN ACCOUNT' is positioned at the bottom of this section. On the right side, there is a sign-in section titled 'Existing User Sign In'. It contains two input fields: 'WeldQ ID' and 'Password', each with a corresponding icon (a person for ID and a lock for password). Below the password field is a link for 'Forgot password?'. A blue 'Sign in' button is located at the bottom right of the sign-in section.

This will open the following window:



The screenshot shows a web registration form for WeldQ. At the top right, there is a link 'Already a user' and a red 'SIGN IN' button. The form is titled 'Register' and contains the following fields: 'First Name\*' (text input), 'Last Name\*' (text input), 'Salutation\*' (dropdown menu with 'Select Salutation'), 'Date Of Birth\*' (text input with 'dd/mm/yyyy' placeholder and a calendar icon), 'Phone Number\*' (text input with a phone icon), 'Email\*' (text input with an email icon), 'Membership Number' (text input with a person icon), and 'Remarks' (text area with a speech bubble icon). Below the 'Membership Number' field, there is a note: 'To be eligible to receive the member rate when applying for examinations or certifications, you must enter your membership number; otherwise, non-member rate will be generated and no discount provided.' At the bottom, there is a checkbox for 'I have read and agree to be bound by the Terms of Use' and a blue 'Register' button.

Complete the requested details including the date of birth. The date of birth can be entered directly in the *dd/mm/yy* format or the online tool used to select the date.

If you know your Weld Australia member number, please quote it in the *Remarks* box, otherwise just indicate that you are a member in this box and your class of membership. Membership details will be later confirmed by Weld Australia staff. Once confirmed, you will have automatic access to member rates within **WeldQ**.

When registering for **WeldQ**, please ensure that the email address used to register does not already exist within **WeldQ** or the *Registration* process will fail. For Users who need to link to multiple companies at the same time, a separate registration is required for each company, each with its own email address. If only linking to one company at a time, only one registration and email address is required.

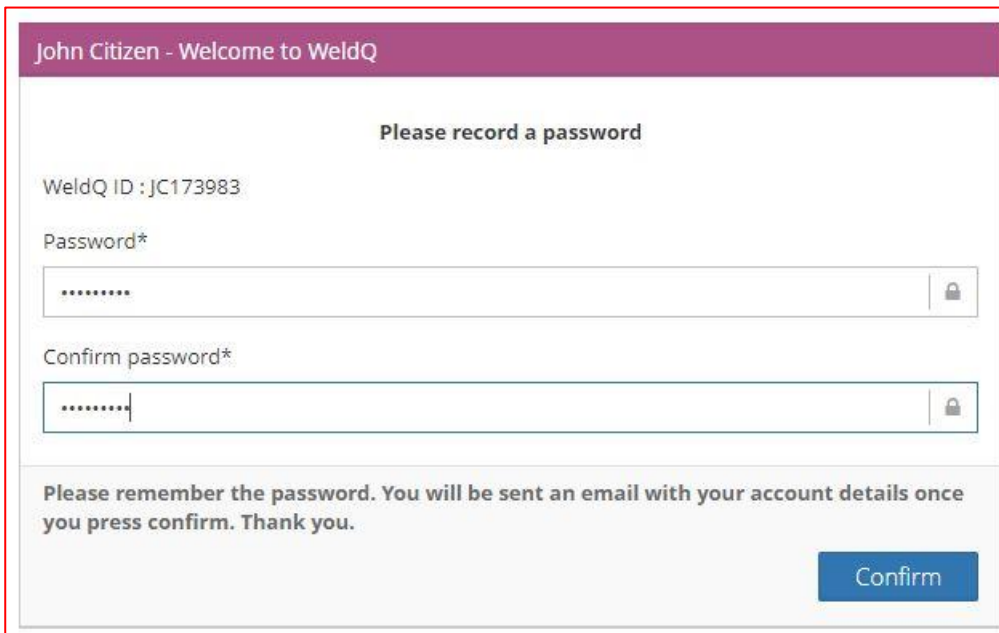
Once you have completed the registration form, click on the **Register** button and a welcome screen similar to that in section 2.2.2 will be emailed to you as the user.

### 2.2.2 Confirming an Account

A welcome email will be sent to the user. It will be similar to that shown below:



Click on the link to verify your email address and from there you will be asked to create a password – passwords must be at least eight characters long and include one uppercase letter, one lowercase letter and a number.



You will then receive a confirmation email containing your unique 8-digit User ID. Important – please archive this email and keep a record of your Login user name. This user name is your key to all of the **WeldQ** services even if you change employer or email address.

## WeldQ – Your account details

Dear John Citizen,

Thank you for registering with WeldQ. Your WeldQ account has been successfully created.

Your WeldQ User ID is JC173983, which is automatically generated for security reasons and is unique to you. Password: Password1 - this is your password. You can change the password when you want to (click your name in the top left hand corner & click on Change Password). Please save the WeldQ ID and password as you will need them every time you login to WeldQ.

[Click here to login](#)

You are required to complete your profile in WeldQ with details such as your address, qualifications, experience and upload a passport-style photo before applying for any weld test, exams or certifications.

Weld Australia  
Suite G1 Ground Floor  
25 Ryde Rd, Pymble, NSW 2073  
PO Box 197, Macquarie Park BC, NSW 1670  
E: [weldq@weldaustralia.com.au](mailto:weldq@weldaustralia.com.au)  
W: <http://www.weldaustralia.com.au>

Login and you are away! Please remember to complete your profile.

### 2.2.3 Login to Your Account

Once your account is created, the following link can be saved to your *Bookmarks* menu within the *Google Chrome* or *Firefox* browser.

<https://wtia.weldq.com/applicant/login>

Weld Australia WeldQ

New to WeldQ and don't have an account?

To create an account you will need to provide:

- a valid email address
- your phone number &
- date of birth

After registering, an email will be sent to the email address you provide. You will need to access this email and click on the link to verify your registration. The email will contain a system-generated WeldQ ID.

[CLICK HERE TO CREATE AN ACCOUNT](#)

Existing User Sign In

WeldQ ID

Password

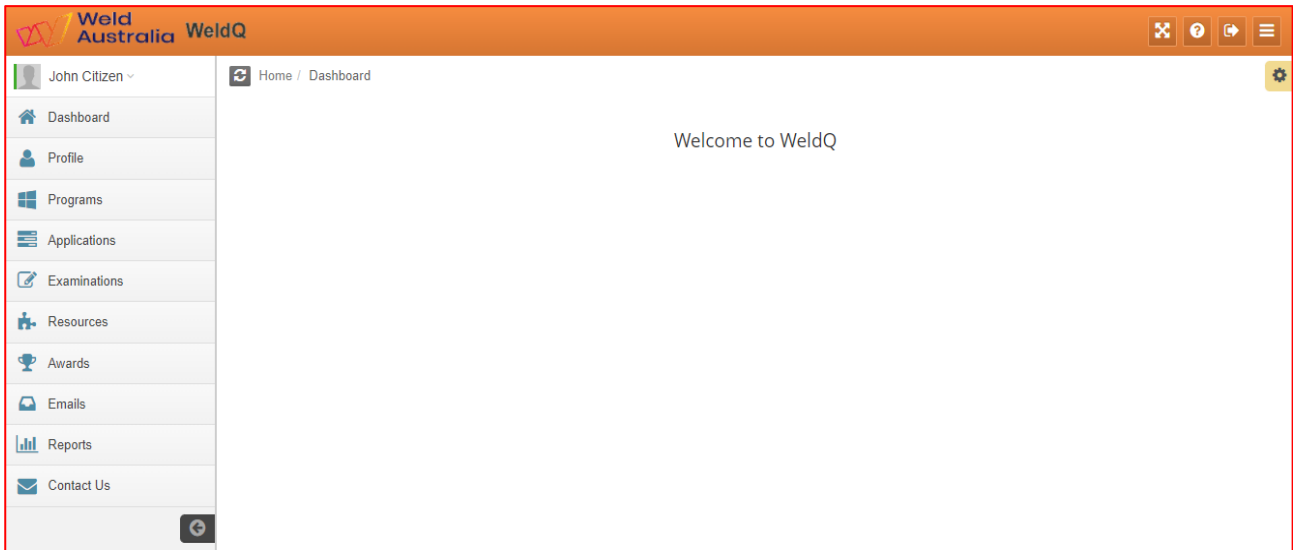
[Forgot password?](#)

[Sign in](#)

Login to this screen using the User ID provided and your password. Do not use your email address as it will not work for User access.

## 2.2.4 The Dashboard

When you first login, the following screen will appear and it referred to as the Dashboard. The Dashboard is the place where any administrative messages can be found. These are separate from any emails that you may receive from time to time.



Buttons available on the *Dashboard* screen include:

- Full screen expand/collapse button 
- Help button, 
- Screen Logout button, 
- Skin colour menu (7 options), 
- Button which collapses and expands the main menu items to the left of screen 

When the menu is set to collapse, hovering the mouse pointer over the menu area on the left of screen will auto-expand the menu. Moving the mouse to another part of the screen will then auto-collapse the menu.

## 2.2.6 Changing Your Password

Should you wish to change your password, click on your name on the *Dashboard* and the change password option will be presented.

To change your password, enter the existing password then enter the new password and confirm the new password. Note that passwords must be at least eight characters long and include one uppercase letter, one lowercase letter and a number. When finished, either click on **Save changes** to save and exit or **Cancel** to exit directly.

A screenshot of the 'Change Password' form. The form has a title 'Change Password' and three input fields: 'Current Password', 'New Password', and 'Confirm New Password'. Each field has a lock icon on the right side. At the bottom right of the form are two buttons: 'Cancel' and 'Save changes'.

## 2.2.7 Creating a User Profile

The User profile forms the basis for all User activities within **WeldQ**. It is therefore important that it be kept up to date.

Click on *Profile* to update your details including uploading of a photo. Please note that the screen shots below are collections of screens arising from each Tab. They are included here in detail for simplicity and to show the detail available. Dates may be entered directly in the *dd/mm/yy* format or you can use the calendar tool.

**Weld Australia WeldQ**

John Citizen

Home

**Personal information**

First Name : John      Middle Name :      Last Name : Citizen  
 Salutation : Mr      Date Of Birth : 14-Jan-1935      WeldQ ID : JC173983

**Membership Details**

Membership Number : -      Member Type : -      Member Since :      Current Member ? No

**Applicant address Details\***

**Home Address**

Street No.    Street Name    City  
 Postal Cod    State    Australia  
 Preferred Address

**Work Address**

Street No.    Street Name    City  
 Postal Cod    State    Australia  
 Preferred Address

**Contact Details\***

0    0    john.citizen@gmail.com    Alternate E-mail

Cancel    Save

Qualifications\*    Experience\*    Professional Development

ADD QUALIFICATION

Add Qualifications:

Qualifications\*    Experience\*    Professional Development

ADD QUALIFICATION

Course*	Institution*	Location*	Q.Type*	Start Date	End Date	Description	Upload Cert.	Action
			Select Qualification Type			Description	Upload Cert.	Save



### Add Experience:

Qualifications*		Experience*		Professional Development					
Company*	Position*	Location*	No. Emp	No. EmpSup	Start Date*	End Date	Description	Upload	Action
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="button" value="Save"/>

### Add Professional Development activities:

Qualifications*		Experience*		Professional Development					
Activity Type	Provider	Location	Start Date	End Date	No. Hours	Description	Upload	Action	
<input type="text" value="Select Activity type"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="button" value="Save"/>	

Once membership is confirmed, Weld Australia staff will update the *Membership Details*.

Once finished, click on **Save** to save your *Personal information* changes or **Cancel** to exit without saving. Note that if no changes are made, the **Save** button will be greyed out.

As this screen will form the basis of your Curriculum Vitae please update the Qualifications, Experience and Professional Development sections. New details can be added by clicking on the green tab or existing details can be updated and subsequently saved by the User by clicking on the disk symbol or associated **Save** button. Documents and certificates can also be uploaded. To upload your profile picture, click on the photo outline and a menu will come up to search for a suitable photograph. Most popular image formats can be accessed. The photo must be in the 4:3 format (*height x width*) and no larger than 200kB file size.

**Note that the profile must contain at least one entry for Qualifications and one for Experience before you can apply for any Program.**

Before moving to the next step and applying for a *Program*, please confirm in your *Profile* that your membership details have been successfully updated.

### 2.2.8 Applying for Qualifications

**WeldQ** provides Users the opportunity to apply for assessment in a variety of courses of study that result in a Qualification being awarded. The assessment process is referred to within **WeldQ** as a *Program*.

Program codes and course details can be found on the Weld Australia web site. Once the course of study is completed, the User is able to apply on line for assessment (see section 3.1 of this manual).

#### 2.2.8.1 Examinations

Examinations via **WeldQ** can be conducted in a number of different formats including traditional pen & paper, online, oral and practical. When applying for a Program, the Examiner or Invigilator will advise the applicant of the method of examination. Normally this information will also be shown in the application documentation reviewed by the applicant prior to lodging the application.



## 2.2.9 Applying for Certification

The Certification section of **WeldQ** is currently under development. It will allow for welding personnel including supervisors, inspectors, technologist and engineers to apply for and manage their professional certification online.

## 2.2.10 Applying for a Welder Qualifications

**WeldQ** provides Users the opportunity to apply for assessment to ISO 9606-1-with the ability to qualify for alternative codes and standards upon request including AS/NZS 2980. The welder is expected to have sufficient skills and experience to be able to pass the test prior to applying for assessment via **WeldQ**.

Program codes for Welder Qualifications can be found on the Weld Australia web site.

Details of how to apply for a *Welder Qualification Program* can be found in section 3.3 of this manual.

### 2.2.10.1 Test Centres

Welder qualification tests conducted via **WeldQ** are usually undertaken within authorised Test Centres. Test Centres will typically include TAFES, welder training schools and fabricator's workshops.

Welder qualification tests are conducted by Weld Australia approved examiners linked to authorised Test Centres.

The actual location of the qualification test may vary from the physical location of the Test Centre such as in the case of welders undertaking the test at a fabricator's workshop.

### 2.2.11 Awards

Certificates (referred to as *Awards* in **WeldQ**) are generated within **WeldQ** once all conditions for a *Qualification* or *Welder Qualification* have been satisfied. Awards conferred are available for viewing via the Awards tab on the left of the screen (see section 5 of the manual). The certificate stored with **WeldQ** may be printed or downloaded by the User should this be required.

## 2.3 Process flow

### 2.3.1 Qualifications

A summary of the steps required by both the applicant and internal user personnel for the applicant to obtain a qualification is shown below. Specific details can be found in the relevant sections of the manual referenced in column 2.

Step	Reference	Applicant Action	Administration Action	Comments
1	3.1	User reviews available programs in <b>Program Menu</b> and clicks on link to the program		
2	3.1.1	User submits application for the program.		
4	3.1.2		Program manager or coordinator assesses the application and initiates an invoice sent to the applicant. If a discount is applicable a discount code is sent to the applicant.	Program manager receive email notifying of the application.
3	3.1.2	User receives and pays the invoice for the application.		Discount code can be applied when applicable.

Step	Reference	Applicant Action	Administration Action	Comments
4	3.1.2		Program manager or coordinator allocates the exam paper, confirms the invigilator and sets the examination date and location.	
5			Invigilator receives emailed examination paper and details. They then notify the applicant of location (venue), date and time of the examination	
6	3.1.3	Examination conducted		
6			Examiner marks the exam, uploads the results.	
7			Results reviewed by program manager or coordinator.	If OK, award initiated. If problematic, applicant notified and review/re-sit process initiated (Step 3)
8	3.1.4	Award received		

### 2.3.2 Personnel Certification

The Personnel Certification section of **WeldQ** is currently under development.

### 2.3.3 Welder Qualifications

A summary of the steps required by both the applicant and internal user personnel for the applicant to obtain a welder qualification is shown below. Specific details can be found in the relevant sections of the manual referenced in column 2.

Step	Reference	Applicant Action	Internal User Action	Comments
1	3.3	User reviews available programs in <b>Program Menu</b> and clicks on link to the program		
2	3.3.1	User submits application for the program.	If applying for an industry based program where multiple tests are required, a discount code may need to be sent to the applicant.	
3	3.3.1	User receives and pays the invoice for the application		Discount code to be applied if applicable.
4	3.3.2		Program manager or coordinator assesses the application and allocates a Test Centre	Program manager receives an email notifying of the application.
5			Test Centre receives a <b>WeldQ</b> generated email, and forwards applicant details to an examiner. Test centre's examiner reviews documentation including WPS if submitted.	
6	3.3.3	Test conducted		ID required by applicant

<b>Step</b>	<b>Reference</b>	<b>Applicant Action</b>	<b>Internal User Action</b>	<b>Comments</b>
6			Program Manager reviews results.	Award generated if results compliant.
7	3.3.4	Award received		
8	3.3.5	Confirmation cycle	Examiner may authorise if required	Applicant emailed one month before due.
9	3.3.6	Revalidation cycle	Examiner reviews supplied documentation after fee payment.	Applicant emailed one month before due. Applicant applies for revalidation. If OK revalidation awarded and confirmation cycle resumes

### 3.0 Programs and Application

To apply for a qualification or a program of study, Click on *Program* and a list of available options will be presented. Please be aware that you may not be able to apply for all items offered due to prerequisites. Note that the course details and application process route will vary depending on the nature of the program including the variance due to *Qualification* program requirements compared with *Welder Qualification* program requirements.

Click on the *Program Code* and the details of the program will be available for you to see.

#### 3.1 Program – Qualification

In the example below the User is reviewing a qualification as an International Welding Specialist (IWS).

The screenshot shows the 'Weld Australia WeldQ' application interface. The user is logged in as 'John Citizen'. The main content area displays the 'IWS - IWS International Welding Specialist (IWS)' program details. A message asks if the user wants to start a new application, with 'Yes' and 'No' buttons. Below this, the program details are shown in a table:

Program Code	Program Title	Program Type
IIW IWS	IIW International Welding Specialist (IWS)	Qualification

Below the program details, there are 'Instructions for the Applicant' and a list of 'Modules to be completed'.

Module Code	Module Title	Module Description	Exam Type	Invigilated
IIW IWS	IIW IWS	International Welding Speciali...	Online	Yes

Below the modules table, there is a table of 'Requirement Code' and 'Requirement Description'.

Requirement Code	Requirement Description
IIW IWS	this requirement code is an error - disregard
ENTRY REQS	Entry Requirements: National or State Certificate in Engineering or equivalent.
MODULE 1	Attended Module 1 Welding processes and equipment training course with minimum 90% attendance
MODULE 2	Attended Module 2 Materials and their behaviour training course with minimum 90% attendance
MODULE 3	Attended Module 3 Construction and design training course with minimum 90% attendance
MODULE 4	Attended Module 4 Fabrication, applications engineering training course with minimum 90% attendance
DATE	not required - see remarks box
LOCATION	not required. See remarks box

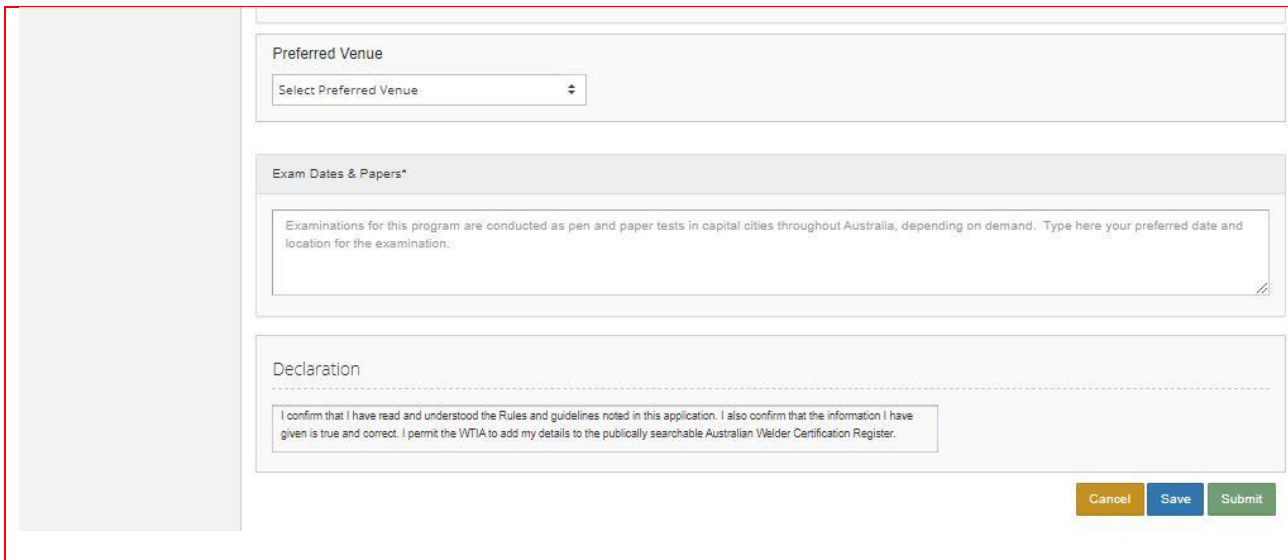
Clicking on the green “+” button above will reveal cost details for the program including allowance for re-sit and review should these be required, and the minimum mark required to pass the course.

Modules to be completed						
	Module Code	Module Title	Module Description	Exam Type	Invigilated	
	IIW IWS	IIW IWS	International Welding Specialist...	Online	Yes	
Member Fee (Incl. GST) :		\$40.00	Re-Sit Allowed :	Yes	Re-Sit Member Fee (Incl. GST) :	\$0.00
Non Member Fee (Incl. GST) :		\$80.00	Re-Sit Non-Member Fee (Incl. GST) :	\$0.00	Pass Percentage:	60

### 3.1.1 Application

If you meet the prerequisites and agree to the terms and conditions, click to “Yes” at the top of the form to apply for the program. Please note that the cost to apply for the program is shown on this form. These are Weld Australia charges only and the applicant is responsible for all other fees and charges levied by the Examiner, Testing Centres etc including the cost of the tests.

The screenshot shows the 'New Application' form in the Weld Australia WeldQ system. The user is logged in as John Citizen. The form includes a sidebar with navigation options like Dashboard, Profile, Programs, Applications, Examinations, Resources, Awards, Emails, Reports, and Contact Us. The main content area is titled 'IIW IWS - IIW International Welding Specialist (IWS)' and features a 'New Application' section with input fields for Program Code (IIW IWS), Program Title (IIW International Welding Specialist (IWS)), and Program Type (Qualification). Below this is an 'Instructions for the Applicant' section with a single instruction: 'Before submitting the completed application form, your profile must be complete with your contact details, qualifications and professional experience including CV and a passport-style photograph in jpeg format must be uploaded'. A 'Modules to be completed' table is shown, identical to the one in the previous image. At the bottom, there is a 'Requirements to be satisfied' section with a 'Requirement Code' dropdown set to 'IIW IWS', a 'Requirement Description' field containing the text 'this requirement code is an error - disregard', a 'Requirement satisfied?' dropdown set to 'Select', and a 'File Upload' section with an 'Upload' button and a 'File Description' text area.



Complete all details, upload copies of the relevant documents (pdf only), save the form then *Submit*.

### 3.1.2 Assessment

Once the application is submitted, your application will be reviewed by an *Assessor* who confirms any eligibility for exemptions. Once complete, the *Program Manager* or *Program Coordinator* closes the stage and you will receive an emailed link to the Invoice for the cost of the Program module. Please note that these are **ONLY Weld Australia admin charges**, you are responsible for any fees charged by the examiner or testing centre. The Weld Australia fee less any discount applicable, must be paid before the application can progress to the next stage within **WeldQ**.

Once you have received the invoice via the link, if you have been given a discount code, please enter it and click *Apply*. Discount codes may vary in amount and be applicable, for example, where an employer is paying the cost of the Program in which case after the code is applied, the Weld Australia will note the User's identification and invoice the employer for the cost of the program. Users should note that discount codes are only applicable to the program specifically linked to it and they may have restrictions such as a once-only code or expire after a specified time.

Once payment has been completed, **WeldQ** will report that your payment has been successful.

Note that if no Weld Australia fee is payable, the payment step will be skipped.

### 3.1.3 Examination

Once payment has been made and confirmed within **WeldQ**, the applicant is notified by the Invigilators as to the location and timing of the exam process. This includes online exams.

Most exams are marked using the traditional process with the Invigilator uploading the marked paper(s) upon completion. Online exams are reviewed and marks allocated.

Once marked and results uploaded, in the event of a failure or the need for review the candidate is notified and the *Program Manager* or *Program Coordinator* is able to initiate the review and/or resit process. This includes resit fees should these be applicable. The process is similar to the initial application process.

### 3.1.4 Awards

Where the examination is successful, the results are reviewed and the award is triggered. The User is able to identify the awards earned (including expiry dates when relevant) by clicking on the *Awards* tab on the left of screen.

Program Code	Program Title	Application Number	Application Date	Status	Award Date	Action	Certificate
IIW IWS-Q	IIW International Welding Specialist (IWS)	IIW IWS-0057	Nov 9, 2021	Awarded	Nov 9, 2021	-	JC173983-01

### 3.2 Program – Certification

The Certification section of **WeldQ** is currently under development. It will allow for welding personnel including supervisors, inspectors, technologist and engineers to apply for and manage their professional certification online.

### 3.3 Program – Welder Qualification

For welder qualification, despite some initial similarities, the process varies quite significantly from the *Qualification* route above.

In the example below the User is reviewing a welder qualification to ISO 9606-1.

Weld Australia WeldQ

John Citizen

Home

ISO9606-1 - ISO 9606-1

← Back To Programs

You have not applied for this program. Would you like to commence a new application ?

Yes No

**Programs**

Program Code: ISO9606-1

Program Title: ISO 9606-1

Program Type: Welder Qualification

**Instructions for the Applicant**

- This welder qualification remains in effect for two years, unless the welder does not engage in welding for at least 6 months, or a specific reason exists to question the welder's ability. Confirmation of having welded to the procedure must be obtained every 6 months and revalidation is required once every 2 years.
- Before submitting the completed application form, please make sure that your application is complete in all respects. Applications not accompanied by copies of documents, certified if required (e.g. qualifications/certifications) will not be processed.
- You may submit your own weld procedure to qualify to, or select one of the procedures found under your Resources tab.

Requirement Code	Requirement Description
1	Must have received training and/or has industrial practice within the range of qualification.

Standard: ISO 9606-1:2012

No of Confirmations: 3

Interval (months): 6

Re-valuation / Prolongation Required ?

Repeat ?

Member Fee (Incl. GST):	\$40.00	Non-Member Fee (Incl. GST):	\$80.00
Revalidation Fee (Member) (Incl. GST):	\$40.00	Revalidation Fee (Non-Member) (Incl. GST):	\$80.00

### 3.3.1 Application

If you meet the prerequisites and agree to the terms and conditions, click to “Yes” at the top of the form to apply for the program. Please note that the cost to apply for the program is shown on this form. These are Weld Australia charges only and the applicant is responsible for all other fees and charges levied by the Examiner, Testing Centres etc including the cost of the tests.



**New Application**

Program Code: ISO9606-1      Program Title: ISO 9606-1      Program Type: Welder Qualification

**Instructions for the Applicant**

- This welder qualification remains in effect for two years, unless the welder does not engage in welding for at least 6 months, or a specific reason exists to question the welder's ability. Confirmation of having welded to the procedure must be obtained every 6 months and revalidation is required once every 2 years.
- Before submitting the completed application form, please make sure that your application is complete in all respects. Applications not accompanied by copies of documents, certified if required (e.g. qualifications/certifications) will not be processed.
- You may submit your own weld procedure to qualify to, or select one of the procedures found under your Resources tab.

**Requirements to be satisfied**

Requirement Code :	Requirement satisfied?*	File Upload
1	Select	<input type="text"/> <a href="#">Upload</a>
<b>Requirement Description :</b> Must have received training and/or has industrial practice within the range of qualification.		<b>File Description</b> <input type="text"/>

**Preferred Test Centre (Optional)**      **Upload the WPS File (Optional)**

Select Preferred Test Centre:        [Upload](#)

**Remarks\***

**Declaration**

I confirm that I have read and understood the Rules and Guidelines noted in this application. I also confirm the information that I have given is true and correct. I permit the WTIA to disclose my exam pass/fail results to my employer or any person/company that I am contracted to or seeking to be employed by or contracted to.

If you have a discount code, enter the code here before submitting the application      **By clicking on the "Submit" button, you confirm that you have read and agree to be bound by the Terms of Use.**

Fee: \$ 80.00

Enter Discount Code      [Apply](#)      [Cancel](#)      [Save](#)      [Submit](#)

If you have been given a discount code, please enter it in the box below the declaration and click **Apply**. Discount codes may vary in amount and be applicable in a number of **circumstances**. For example:

- Where an employer is paying the cost of the Program in which case after the code is applied, the Weld Australia will note the User's identification and invoice the employer for the cost of the program;
- Where the welder is applying for the second or subsequent weld tests in a sequence where the cost of the program has already been paid;
- Where the welder has unsuccessfully completed a qualification test and is being offered a complimentary retest.

Users should note that discount codes are only applicable to the program linked to it and they may have restrictions such as a once-only code or expire after a specific time.

Complete all details, upload copies of the relevant documents (pdf only), save the form then *Submit*. Note that *Preferred Test Centre* is an optional entry and you should select a centre convenient to your location. Some examiners may be able to offer in-house weld testing at your employer's fabrication shop but this should be confirmed via enquiry to the Weld Australia Head Office.

Regarding WPS documentation, you may elect to use a Weld Australia qualified procedure or your own procedure. If the latter, please be aware that the examiner will review all WPS documentation to ensure that it has been appropriately qualified and that documentation is supplied to verify this position.

Once the application is submitted, you will receive an Invoice for the cost of the Program. Please note that these are **ONLY Weld Australia admin charges**, you are responsible for any fees charged by the examiner or testing centre. For *Welder Qualifications* the Weld Australia fee must be paid before the application can progress to the next stage within **WeldQ**.

Note that if no Weld Australia fee is payable, this payment step will be skipped however, any fees charged by the test centre or examiner must still be paid.

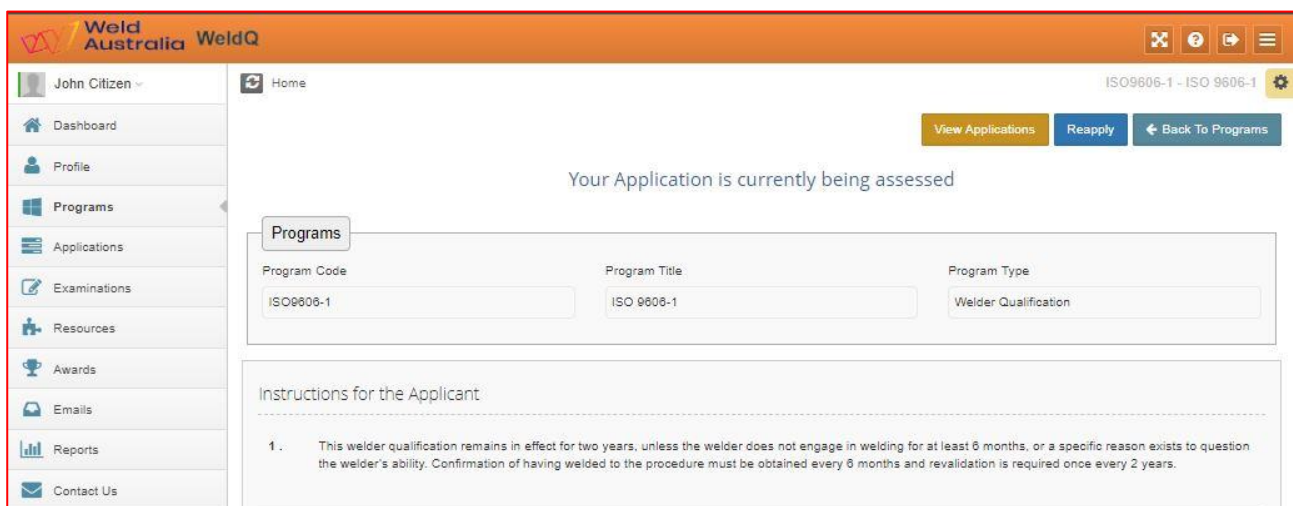
If an application is incomplete, you may save the application and return later to complete it.

In this situation, to complete the application, click on the program code you are applying for then click on the **View Applications** button. Do not click on the blue **Re-Apply** button. At the next screen click on the blue Application number ( a hyperlink) associated with the line showing *Application started*. The application can then be completed as indicated above.

### 3.3.1.1 Application – multiple applications

As ISO 9606-1 and AS/NZS 2980 both limit the number of weld procedures associated with the welders qualification test certificate, welders who wish to qualify to a number of weld procedures will need to reapply for the program after the first application has been processed. This can be done after the initial submission and payment has been confirmed.

To apply for a program to be tested for a second or subsequent procedure, the User clicks on the blue **Re-Apply** button, and completes the form, nominating their preferences within the *Remarks* box. This step can be repeated for subsequent applications once each payment has been completed.



The screenshot shows the Weld Australia WeldQ web application interface. The user is logged in as John Citizen. The main content area displays a message: "Your Application is currently being assessed". Below this message is a table with the following columns: Program Code, Program Title, and Program Type. The table contains one row with the following data:

Program Code	Program Title	Program Type
ISO9606-1	ISO 9606-1	Welder Qualification

Below the table, there is a section titled "Instructions for the Applicant" with a list of instructions:

1. This welder qualification remains in effect for two years, unless the welder does not engage in welding for at least 6 months, or a specific reason exists to question the welder's ability. Confirmation of having welded to the procedure must be obtained every 6 months and revalidation is required once every 2 years.

Similarly if a welder fails a test, they may be offered a retest which may not incur Weld Australia charges. To apply for the retest, the welder will be provided with a discount code, which can be applied when they reapply for the program utilising the original weld procedure.

### 3.3.1.2 Application – Industry programs

Specific industry programs may be set within **WeldQ** which requires the welder to qualify to a number of weld procedures. In cases such as this, the welder is required to apply for the program and may need to nominate an initial weld procedure to be tested to. Prior to applying for the program, the welder is able to review and download the weld procedures from within the *Resources* tab.

Once the procedures are reviewed, the welder applies for the program in the manner outlined in this manual and pays the program fee. After the application is reviewed (see Section 3.2.2) the applicant will be sent a discount code. The applicant then reapplies for the same program nominating the next weld procedure in the test sequence and applies the discount code which will reduce or eliminate applicable Weld Australia charges associated with the program. This step is repeated for each additional associated weld test required.

Where multiple applications are associated with a suite of tests, full details of the requirements and method of application will be detailed within the details shown to the applicant prior to proceeding with the application.

### 3.3.2 Application review

Once paid, the Program Manager or Program Coordinator will review the application and allocate a suitable *Test Centre* to conduct your weld tests. The *Test Centre* will appoint an approved Examiner from those attached to the centre. The *Examiner* will then check the supplied documentation and contact the applicant to confirm the location, date and time of the test.

Note that for other than Weld Australia supplied WPS documents, all supporting documents to verify the validity of the WPS that the welder will follow must be supplied or the WPS will be deemed non-qualified and additional testing may be required at the applicant's expense.

### 3.3.3 Examination (weld test) day

Please bring along your **WeldQ** identification (access code). The examiner will need this information to update your test results within **WeldQ**. You will also need to bring an official photo ID to the place of the test and you will need 100 points of ID similar to that required by government bodies and financial institutions. This is a requirement of the Standard and cannot be waived by the Weld Australia. Suitable ID includes:

1. Any Australian State or Federal Government photographic proof of identity including:
  - a. A valid Australian passport
  - b. Drivers licence
  - c. Proof of age card issued by a State Government body
  - d. Firearms licence
  - e. National licence to perform high risk work
2. Where photograph proof of identity is not available, the applicant must supply 100 points of identification applicable to the opening of Australian bank accounts.
3. As date and place of birth details are required by ISO 9606-1, should this information not be reported on the photographic identification documents, either an original birth certificate or a certified copy of the original birth certificate must be sighted by the *Examiner*.

Once ID is established by the *Examiner* the test may commence.

If the welder is being tested on a number of coupons on the same day, additional ID checks may not be required. Once ID is established, further ID checks may not be required for subsequent tests conducted under the examiner confirming the welders identification unless the welder changes their photograph within **WeldQ** or they substantially alter their appearance. Please confirm requirements with the examiner prior to commencing the tests.

During the test process, the *Examiner* will monitor the weld test parameters being used and record in sufficient detail to verify that the approved WPS is being followed. Once the test is completed, the *Examiner* will visually examine all test pieces and if satisfactory, will commence the destructive tests or send the test plate for RT or UT examination as required.

When all results are available, the Examiner enters the required information into **WeldQ** to confirm the results, uploads the reports and submits the report to the *Program Manager* for approval.

### 3.3.4 The Award

After the weld test is complete, results uploaded and are submitted by the Examiner, the results are then approved by the Program Manager and the Welder's qualification test certificate is generated by **WeldQ**. It can be viewed via the *Awards* menu (and also via the smart phone application). Locate the Program number and title, and click on the link in the *Certificate* column. The certificate can be displayed on screen. The welder should note that the date that the first confirmation (when required) is due is also reported within status column.

Program Code	Program Title	Application Number	Application Date	Status	Award Date	Action	Certificate
IIW IWS- Q	IIW International Welding Specialist (IWS)	IIW IWS-0057	Nov 9, 2021	Awarded:	Nov 9, 2021	-	JC173983-01
ISO9806-1 WQ	ISO 9806-1	ISO9806-1-0011	Nov 9, 2021	Awarded: Confirmation Due 09-May-2022	Nov 9, 2021	Seek Confirmation	

### 3.3.5 Confirmation

The welder will receive a system generated email approximately one month prior to the due date advising them of the requirements to confirm the ongoing validity of the welder qualification.

Confirmation must be completed by either the person responsible for welding activities where the welder is employed or contracted, or by an authorised *Examiner*.

Should the welder not complete the required steps the qualification will lapse. In the event of a lapsed qualification, in limited circumstances, Weld Australia staff may be able to reinstate the qualification where sufficient information is subsequently supplied to satisfy confirmation requirements.

### 3.3.6 Revalidation

Welder qualifications to ISO 9606-1 are valid for up to two years from the date of the initial testing. Provided that the qualifications have been correctly confirmed every six months, the revalidation process will trigger an alert within the welder's mobile app and on the welder's desktop within **WeldQ** 30 days prior to the date due. The process proceeds as follows:

- Applicant's welder qualification revalidation due date (-30 days to +0 days) - alert shown in applicant's dashboard with a message (mobile app & desktop);
- Applicant can seek prolongation by clicking on an action button (desktop only) - fees and message will be displayed;
- Upon applicant accepting the message and proceeding, applicant will be allowed to view the list of available test centres and select one, upload up to two files (i.e. contain the data required to demonstrate validation) and enter some text and submit the application;

- Applicant is then taken to the payment gateway and if the payment process is successful, revalidation application is created;
- Email notification is sent to all examiners attached to the test centre;
- Examiner can either accept the records - this will extend the welder's qualification by another period set in the program (usually two years); or reject the records - this will put the awarded qualification on hold;
- If applicant does not seek revalidation before the due date, the awarded qualification will be put on hold;
- Qualifications on hold can then be released by admin (Program Manager or Coordinator) or cancelled.

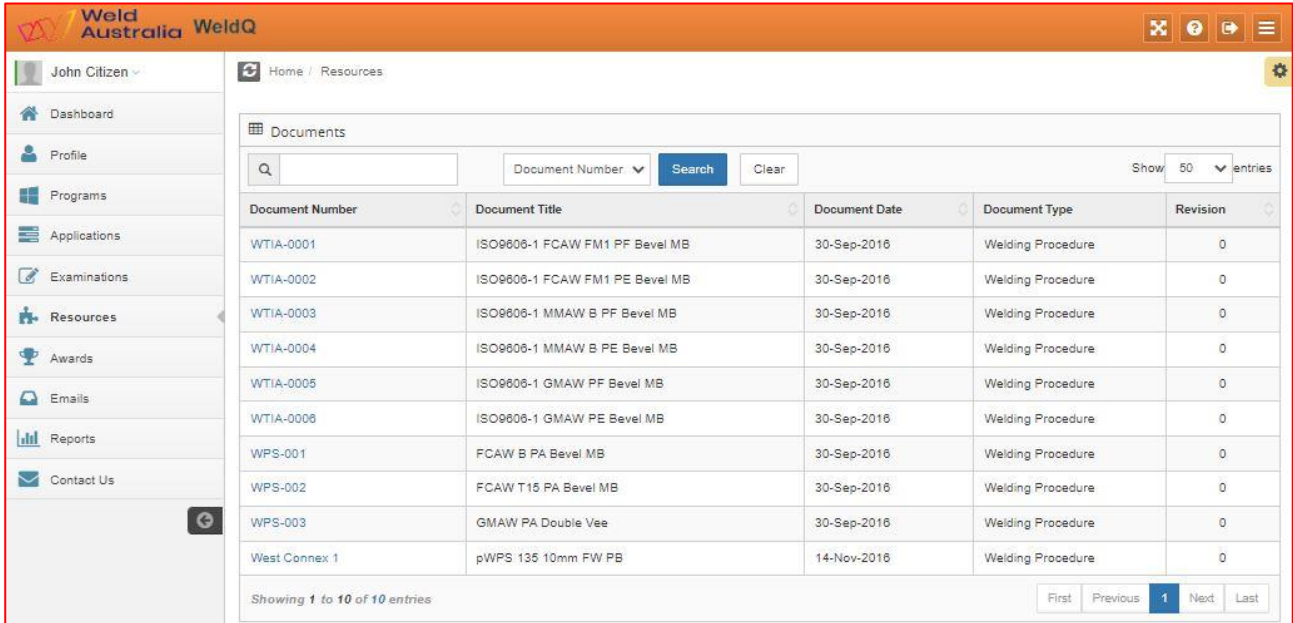
Welders should be aware that AS/NZS 2980 currently uses the term *prolongation* in lieu of the word revalidation used in ISO 9606-1.

### **3.3.7 Three year test alternative**

In limited circumstances, a three year test program may be available to welders. In this situation, the welder is required to confirm the ongoing validity of their qualification for a period of three years in lieu of the standard two years. At the completion of the period, the welder is required to requalify if ongoing qualification is required. Revalidation (Section 3.3.6) is not permitted within this program.

## 4.0 Resources

The *Resources* tab on the main menu are depositories or libraries that contain a list of documents saved within **WeldQ** that are available to the registered User. Visibility of the documents varies with access permissions of the User.



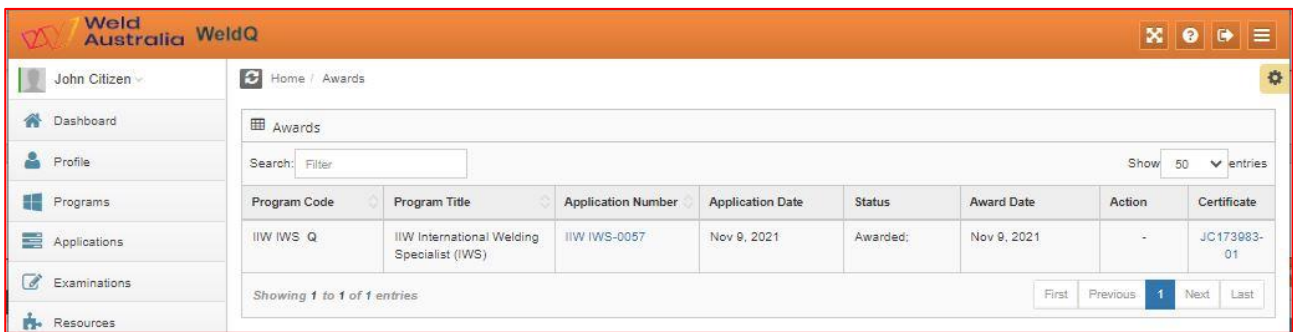
The screenshot shows the 'Resources' page in the WeldQ system. The page header includes the 'Weld Australia WeldQ' logo and navigation icons. A left sidebar contains a menu with options: Dashboard, Profile, Programs, Applications, Examinations, Resources (selected), Awards, Emails, Reports, and Contact Us. The main content area is titled 'Home / Resources' and 'Documents'. It features a search bar with a 'Document Number' dropdown, a 'Search' button, and a 'Clear' button. A 'Show 50 entries' dropdown is also present. Below the search bar is a table with the following columns: Document Number, Document Title, Document Date, Document Type, and Revision. The table contains 10 entries, all of which are 'Welding Procedure' documents. The first entry is 'WTIA-0001' with the title 'ISO9606-1 FCAW FM1 PF Bevel MB' and a date of '30-Sep-2016'. The last entry is 'West Connex 1' with the title 'pWPS 135 10mm FW PB' and a date of '14-Nov-2016'. At the bottom of the table, it says 'Showing 1 to 10 of 10 entries' and includes navigation buttons for 'First', 'Previous', '1', 'Next', and 'Last'.

Document Number	Document Title	Document Date	Document Type	Revision
WTIA-0001	ISO9606-1 FCAW FM1 PF Bevel MB	30-Sep-2016	Welding Procedure	0
WTIA-0002	ISO9606-1 FCAW FM1 PE Bevel MB	30-Sep-2016	Welding Procedure	0
WTIA-0003	ISO9606-1 MMAW B PF Bevel MB	30-Sep-2016	Welding Procedure	0
WTIA-0004	ISO9606-1 MMAW B PE Bevel MB	30-Sep-2016	Welding Procedure	0
WTIA-0005	ISO9606-1 GMAW PF Bevel MB	30-Sep-2016	Welding Procedure	0
WTIA-0006	ISO9606-1 GMAW PE Bevel MB	30-Sep-2016	Welding Procedure	0
WPS-001	FCAW B PA Bevel MB	30-Sep-2016	Welding Procedure	0
WPS-002	FCAW T15 PA Bevel MB	30-Sep-2016	Welding Procedure	0
WPS-003	GMAW PA Double Vee	30-Sep-2016	Welding Procedure	0
West Connex 1	pWPS 135 10mm FW PB	14-Nov-2016	Welding Procedure	0

*Resources* is also the area of **WeldQ** that holds copies of weld procedures that the welder may wish to qualify to. These can be printed or downloaded for further examination or training if required.

## 5.0 Awards

All awards made to the User can be found under the *Awards* tab. Examples include:



The screenshot shows the 'Awards' page in the WeldQ system. The page has a navigation menu on the left with options like Dashboard, Profile, Programs, Applications, Examinations, and Resources. The main content area displays a table of awards. The table has columns for Program Code, Program Title, Application Number, Application Date, Status, Award Date, Action, and Certificate. One award is listed with the following details:

Program Code	Program Title	Application Number	Application Date	Status	Award Date	Action	Certificate
IIW IWS-Q	IIW International Welding Specialist (IWS)	IIW IWS-0057	Nov 9, 2021	Awarded:	Nov 9, 2021	-	JC173983-01

Below the table, it says 'Showing 1 to 1 of 1 entries' and there are navigation buttons for 'First', 'Previous', '1', 'Next', and 'Last'.

The certificate associated with an Award may be downloaded or directly printed from within **WeldQ** should this be required.

Important – Users should be aware that certificates downloaded or printed are regarded as *uncontrolled* and should not be used as evidence of an award. Where evidence of an award is required, facilities are available within **WeldQ** for the person or company requesting such evidence to view the User's award directly.

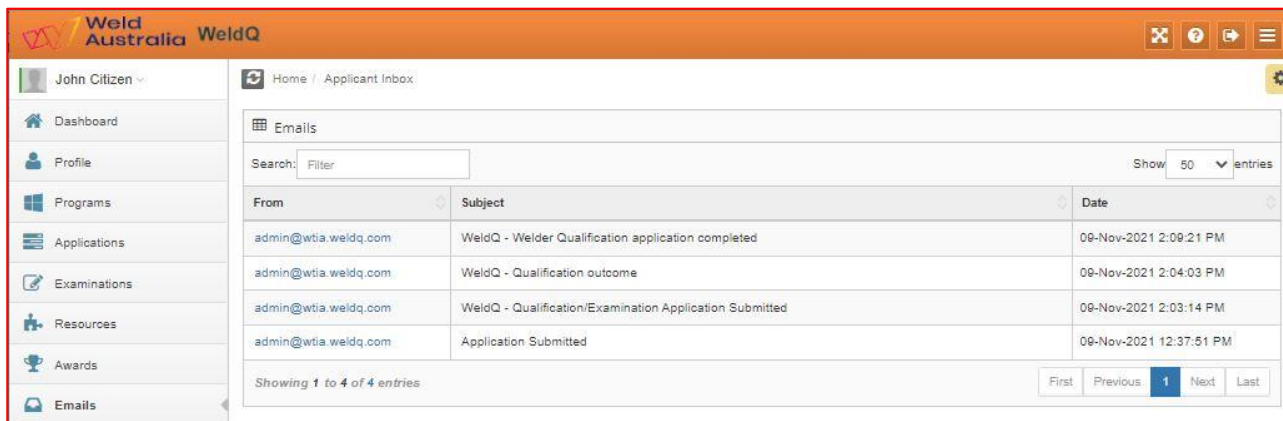
To view the award directly, the requestor must have their own **WeldQ** account and be linked to an authorised company within **WeldQ**.

Enquiries regarding authorised corporate access should be directed to Weld Australia staff.



## 6.0 Emails

Copies of all emails sent to the User through or by **WeldQ** can be accessed via the *Email* tab. Examples include:



From	Subject	Date
admin@wtia.weldq.com	WeldQ - Welder Qualification application completed	09-Nov-2021 2:09:21 PM
admin@wtia.weldq.com	WeldQ - Qualification outcome	09-Nov-2021 2:04:03 PM
admin@wtia.weldq.com	WeldQ - Qualification/Examination Application Submitted	09-Nov-2021 2:03:14 PM
admin@wtia.weldq.com	Application Submitted	09-Nov-2021 12:37:51 PM

Showing 1 to 4 of 4 entries

First Previous 1 Next Last



## 7.0 Reports

For corporate users, the user who is nominated as the administrator of a company has access to two reports.

### 7.1 WeldQ Users Report

Name	Application Number	Program Title	Date of Application	Date of Award	Status	Action	Certificate
John Citizen	ISO9606-1-0011	ISO 9606-1	09-Nov-2021	09-Nov-2021	Awarded Confirmation Due 09-May-2022		JC173983-02-Rev 0
John Citizen	ISO9606-1-0010	ISO 9606-1			Application Started		
John Citizen	IIW IWS-0057	IIW International Welding Specialist (IWS)	09-Nov-2021	09-Nov-2021	Awarded		JC173983-01

The default menu is the **WeldQ Users** i.e. all users (including administrators) who are associated with the company. All applications made, including those which resulted in awards or fails will be displayed in this report. This report will be compiled when the user clicks on the *Reports* tab on the left.

### 7.2 Advanced Search

Clicking on the blue **Advanced Search** button will bring up the following advanced search menu.

Advanced Search

First Name Last Name State Company Name Qualification/Certification/Welder Qualification

Search for Welders

Any search criteria  All search criteria

Select Standard Welding Process Product Type Joint Type

Filler Material Group Filler Material Type Parent Material Group

Test piece thickness(t), mm Pipe OD(D), mm Welding Position Backing and Consumable Insert

Clear Search

**Advanced Search** is the other menu option, which is available only for companies that are either *Corporate* or *Premium Corporate* (including *SMART*) members. Advanced search will search for all external users within **WeldQ**, not just those associated with a company. Only those external users who have successfully completed a program and have their qualification in current status (not on hold or cancelled) will be searched.

The *Advanced Search* screen is split into two sections. The top section with 5 fields can be used for searching across all program types and programs. These 5 fields will use “AND” as the search connector e.g. if “Smart” is entered as the last name; W-ITA as the company name, then the program will look only for those with “Smart” as the last name associated with the company “W-ITA.”

The bottom section should be used only when searching for welders. If some search criteria is entered in the top section and some options are selected in the bottom section, the search will use both.

The “Search for Welders” window has a radio button for “Any” and “All” search criteria. Using “Any” will match all of the selected search terms using the “OR” search connector and “All” will use the “AND” search connector.

The screenshot displays the Weld Australia WeldQ Advanced Search interface. It features a sidebar with navigation options like Dashboard, Profile, Programs, Applications, Examinations, Resources, Awards, Emails, Reports, and Contact Us. The main content area is titled 'Home / Advanced Search' and contains two primary search sections. The 'Advanced Search' section includes five input fields: First Name, Last Name, State, Company Name, and Qualification/Certification/Welder Qualification. The 'Search for Welders' section offers radio buttons for 'Any search criteria' and 'All search criteria', followed by dropdown menus for Select Standard, Welding Process, Product Type, Joint Type, Filler Material Group, Filler Material Type, Parent Material Group, Test piece thickness, Pipe OD, Welding Position, and Backing and Consumable Insert. Below these sections are 'Clear' and 'Search' buttons. At the bottom, there is an 'Advanced Search Results' table with columns for Name, WeldQ ID, Program Code, Program Title, Address/Location, Date of Award, and Certificate. The table shows three results for John Citizen, Geoff Critt, and Kannan Adityan. A 'Showing 1 to 3 of 3 entries' message and pagination controls are at the bottom of the table.

Name	WeldQ ID	Program Code	Program Title	Address/Location	Date of Award	Certificate
geoff critt	GC208081	ISO9806-1PE	ISO9806-1 PE group	nsw - 2074	18-Oct-2016	GC208081-04-Rev.0
Kannan Adityan	KA290464	ISO9806-1PE	ISO9806-1 PE group	ACT - 2800	01-Jul-2021	KA290464-06-Rev.0
John Citizen	JC449872	ISO9806-1PE	ISO9806-1 PE group	NSW - 2073	09-Jul-2021	JC449872-01-Rev.0

Search results will be displayed below the search window. If the user who is performing the search happens to be the administrator of a company that is a Premium Corporate member, then the “Name” as well as the “Certificate” fields of search results will have hyperlinks to view the profile and certificate PDF file respectively as shown above. If the user performing the search happens to be the administrator of a company that is a Corporate member, then only the “Certificate” fields of search results will have hyperlinks to view the certificate PDF files as shown below.

Profile view will open in another (*Pop-up*) tab.

The screenshot shows a web browser window with two tabs. The active tab is titled 'localhost:9000/applicant/57a7d6d01e149678181ccd10/profile/view'. The page content is as follows:

**Personal information**

First Name : Maxwell      Middle Name : Sam      Last Name : Smart  
 Salutation : Mr      Date Of Birth : 01-Aug-1928      WeldQ Username : js000001

**Membership Details**

Membership Number : 1234-1      Member Type : Individual      Member Since : 01-Aug-2016      Current Member ? Yes

**Applicant address Details**

**Home Address**

1      Moonah Pl      Yarralumla  
 2600      ACT      Australia  
 Preferred Address

**Work Address**

70      Constitution Ave      Parkes  
 2600      ACT      Australia  
 Preferred Address

**Contact Details**

Phone: 0262496299      Mobile: 0407496299      Primary E-mail: adityanks@hotmail.com

**Qualifications**      Experience      Professional Development

Course	Institution	Location	Q.Type	Start Date	End Date	Description	Upload Cert.
a	d	d	Trade Certificate	07-Aug-2016	09-Aug-2016	<a href="#">Description</a>	<a href="#">Certificate - Welding..</a>

To return to the **WeldQ Users** search screen, click on the blue **WeldQ Users** button on the primary tab screen.