

# **Welder Qualifying Agency Inspection-Evaluation Checklist**



### WABO Welder Qualifying Agency Inspection-Evaluation Checklist

Updated May 2023

Inspection-evaluation of a WABO Welder Qualifying Agency must be completed every three years in order to maintain registration with WABO.

#### Inspection-Evaluation Information

Date: \_\_\_\_\_ Initial \_\_\_\_\_ Resurvey/audit \_\_\_\_\_

Surveyor/Auditor Name(s): \_\_\_\_\_

#### Qualifying Agency Information

Name: \_\_\_\_\_

Address (mailing): \_\_\_\_\_

Address (physical): \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

#### Examiner(s) Information

\_\_\_\_\_  
(Name) (CWI Certificate No.) (Expiration Date)

\_\_\_\_\_  
(Name) (CWI Certificate No.) (Expiration Date)

\_\_\_\_\_  
(Name) (CWI Certificate No.) (Expiration Date)

\_\_\_\_\_  
(Name) (CWI Certificate No.) (Expiration Date)

## Radiography Testing Information

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(Name of the qualified agency if testing is subcontracted)

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(Name of individual(s) ASNT-TC-1A qualified-NDT Level III certified)

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(Name of individual(s) ASNT-TC-1A qualified-NDT Level II certified)

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(Name of individual(s) ASNT-TC-1A qualified-NDT Level II certified)

### Inspection-Evaluation Checklist

#### 1. Personnel

<u>Yes</u>	<u>No</u>	<u>Refer to Comments</u>
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- |       |       |          |   |
|-------|-------|----------|---|
| _____ | _____ | _____ a. | The agency personnel witnessing tests, conducting mechanical tests and approving the mechanical and visual test coupons are WABO Approved Welder Examiners. |
| _____ | _____ | _____ b. | The personnel performing radiographic testing are qualified in accordance with ASNT recommended Practice No. SNT-TC-1A and are NDT Level II certified.      |
| _____ | _____ | _____ c. | The agency has had changes in personnel since the last survey/audit. (If "yes," explain in comments.)   |

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### 2. Documents and Publications

<u>Yes</u>	<u>No</u>	<u>Refer to Comments</u>
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- |       |       |          |  |
|-------|-------|----------|--|
| _____ | _____ | _____ a. | The agency has a <b>WABO Welder and Welding Operator Qualification Standard No. 27-13.</b> |
|-------|-------|----------|--|

- \_\_\_\_\_ b. The agency has a Quality Assurance system and quality system manual meeting criteria outlined in 27.13.3.
- \_\_\_\_\_ 1. Table of Contents
- \_\_\_\_\_ 2. Organizational Chart
- \_\_\_\_\_ 3. Conflict of Interest
- \_\_\_\_\_ 4. Rules for Security
- \_\_\_\_\_ 5. General Quality Control Procedures
- \_\_\_\_\_ 6. Retest Procedure/Form
- \_\_\_\_\_ c. The agency has current copies of Forms 100, 200, 300, and 400.
- \_\_\_\_\_ d. The agency has the most recent edition of the **AWS Structural Welding Code-Steel** (D1.1).
- \_\_\_\_\_ e. The agency has the most recent edition of the **AWS Structural Welding Code-Sheet Steel** (D1.3) if applicable.
- \_\_\_\_\_ f. The agency has the most recent edition of the **AWS Structural Welding Code-Reinforcing Steel** (D1.4) if applicable.
- \_\_\_\_\_ g. The agency has the most recent edition of the **AWS Structural Welding Code-Seismic Supplement** (D1.8) if applicable.

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### 3. Records

Yes    No    Refer to  
Comments

- \_\_\_\_\_ a. The agency record keeping system is orderly.
- \_\_\_\_\_ b. The agency maintains current mill cert. documentation on welding materials.
- \_\_\_\_\_ c. The agency maintains copies of welder's qualification test record. (Forms 100, 200, 300, and 400) for 3 years.
- \_\_\_\_\_ d. The welder qualification test record results can be correlated with welding test coupons.

\_\_\_\_ e. Retest records were verified. Applicant \_\_\_\_\_  
Date of record \_\_\_\_\_

\_\_\_\_ f. Verification of Visual Inspections (root pass), Final per 27.13.8.  
Inspection Date \_\_\_\_\_ Result Recorded \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### 4. Testing Practices and Specimens

Yes    No    Refer to  
Comments

\_\_\_\_ a. The agency has a written procedure for submittal to the weld candidate outlining the following:

\_\_\_\_ Test procedures

\_\_\_\_ Safety rules

\_\_\_\_ Fit up

\_\_\_\_ Test requirements (positioning)

\_\_\_\_ Weld experience

\_\_\_\_ b. In the initial discussion with the weld candidate is welder's experience discussed?

\_\_\_\_ c. The agency requires positive photo identification of testing applicants prior to administration of exam.

\_\_\_\_ d. The agency identifies testing materials.

\_\_\_\_ e. The agency maintains a testing materials rack, or other suitable storage area, for identified test materials.

\_\_\_\_ f. The agency performs specimen inspections both before and after machining operations.

\_\_\_\_ g. The agency performs metallurgical procedures adequately (e.g. grinding, polishing, finishing and etching-if acceptable)

\_\_\_\_ h. The agency identifies test specimens (e.g. etching or some other acceptable manner).

- \_\_\_\_\_ i. The agency maintains a secured storage area for completed, identified test specimens
- \_\_\_\_\_ j. The agency performs bend testing in house.
- \_\_\_\_\_ k. The agency performs radiographic testing in house.
- \_\_\_\_\_ l. The agency subcontracts radiographic testing.
- \_\_\_\_\_ m. The agency provides copies of radiograph reports with the form 100 & 200 sent to the WABO office.
- \_\_\_\_\_ n. The agency maintains bend test or radiographic specimens for six (6) months.
- \_\_\_\_\_ o. The agency uses acceptable Welding Procedure Specifications (WPS).

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**5. Equipment and Materials**

Yes	No	Refer to Comments
_____	_____	a. The agency has a maintenance/calibration program established on certification testing machine(s).
_____	_____	b. The agency has a supply of appropriate consumables.
_____	_____	c. The agency has an electrode/rod oven with a built-in thermostat or other temperature control.
_____	_____	d. The agency electrode/rod oven has a built-in or other temperature measuring gauge.
_____	_____	e. The agency electrode/rod oven is maintained at the appropriate temperature. (250 degrees F or 120 degrees C or otherwise specified by code).
_____	_____	f. The agency welding booths are equipped with adequate ventilation, lighting, and work positioners.
_____	_____	g. The agency's bend test jig conforms to WABO prescribed specifications. (Refer to Standard 27-13 illustration)
_____	_____	h. If the agency performs, or subcontracts, radiographic testing, the equipment, procedure, and technique used meet criteria prescribed in AWS D1.1.

\_\_\_\_\_ i. The agency has a maintenance program and schedule for amp meters to be calibrated every 12 months.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## 6. Inspection and Hand Tools

<u>Yes</u>	<u>No</u>	<u>Refer to Comments</u>
_____	_____	_____ a. The agency has inspection shields.
_____	_____	_____ b. The agency has weld gauges.
_____	_____	_____ c. The agency has an adequate white light source.
_____	_____	_____ d. The agency has 3X power magnifying glass.
_____	_____	_____ e. The agency has an amp meter (annual calibration required).
_____	_____	_____ f. The agency has measuring devices e.g. rules, calipers, etc.
_____	_____	_____ g. The agency has suitable solutions for etching.
_____	_____	_____ h. The agency has die stamps-1/4" min.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## 7. Operations

<u>Yes</u>	<u>No</u>	<u>Refer to Comments</u>
_____	_____	_____ a. Is fit up & positions inspected prior to start of welding?
_____	_____	_____ b. Are welding procedures available for use by the candidate & understood?
_____	_____	_____ c. Does the candidate set up the welding machine to comply with the weld procedures?
_____	_____	_____ d. Does the examiner prepare the test coupons?

- \_\_\_\_\_ e. Does the examiner periodically review the welding of the test coupons?
- \_\_\_\_\_ f. Does the examiner test the coupons?
- \_\_\_\_\_ g. Does the examiner visually review the completed test coupons for acceptability?
- \_\_\_\_\_ h. Does the examiner evaluate the test coupons?

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**8. Weld Certifications approved at this facility**

<b><u>Structural Welder</u></b>	<b><u>Process</u></b>	<b><u>Procedure #</u></b> _____
	SMAW :	
	GTAW:	
	GMAW	
	FCAW	
<b><u>Sheet Steel</u></b>	SMAW :	
	GTAW:	
	GMAW	
	FCAW	
<b><u>Reinforcing Steel</u></b>	SMAW :	
	GMAW	
	FCAW	
	FCAW	
<b><u>Welding Operator</u></b>	SAW	
<b><u>Seismic Restricted ACCESS</u></b>	SMAW :	
	FCAW	