



**WASHINGTON ASSOCIATION OF BUILDING OFFICIALS  
WELDER PROGRAM**

**WABO  
WELDER QUALIFYING AGENCY  
INSPECTION EVALUATION CHECKLIST**



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Updated July 2024

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**

Agency Name \_\_\_\_\_

Agency Contact Name \_\_\_\_\_ Title \_\_\_\_\_

Phone No.: \_\_\_\_\_ Email: \_\_\_\_\_

Agency Physical Address: \_\_\_\_\_  
Number and Street

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Agency Mailing Address: \_\_\_\_\_  
Number and Street

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**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**

\_\_\_\_\_  
Name of the qualified agency if testing is subcontracted

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

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

\_\_\_\_\_  
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>	
_____	_____	_____	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>	
_____	_____	_____	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 <b>AWS Structural Welding Code-Steel (D1.1).</b>
_____	_____	_____	e. The agency has the most recent edition of the <b>AWS Structural Welding Code-Sheet Steel (D1.3)</b> if applicable.
_____	_____	_____	f. The agency has the most recent edition of the <b>AWS Structural Welding Code-Reinforcing Steel (D1.4)</b> if applicable.
_____	_____	_____	g. The agency has the most recent edition of the <b>AWS Structural Welding Code-Seismic Supplement (D1.8)</b> 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: \_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

**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: \_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

**6. INSPECTION AND HAND TOOLS**

Yes	No	Refer to Comments	
_____	_____	_____	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**

Yes	No	Refer to Comments	
_____	_____	_____	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 VERIFICATIONS APPROVED AT THIS FACILITY**

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