RAILSAFE
Education, Qualification and Certification

www.ewf.be/railsafe

RULES FOR THE IMPLEMENTATION OF RAILSAFE GUIDELINES FOR THE EDUCATION, EXAMINATION, QUALIFICATION AND CERTIFICATION OF EUROPEAN RAILWAY TRACK WELDING AND RELATED PERSONNEL

Interim Rules of the European Federation for Welding, Joining and Cutting

Prepared by RAILSAFE

Education and Culture
Lifelong learning programme
LEONARDO DA VINCI

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Introduction

These Rules establish the mechanism by which the RAILSAFE Guidelines[1] are implemented, such that the requirements are applied uniformly by all countries involved, and that the diplomas and certificates granted are mutually recognised. This is done by appointing one organisation in each country to be responsible for the implementation of the RAILSAFE Guidelines at the national level, and these organisations are assessed and monitored for compliance with the Rules. These organisations are known as the RAILSAFE Authorised National Bodies (RANBs), and are responsible for ensuring that the required standards of education, examination, qualification and certification are maintained. In this, the objective is that RAILSAFE qualified personnel at a certain level will have achieved the same minimum level of knowledge and skills, irrespective of the country in which they had been qualified. Diplomas and Certificates awarded by RANBs under the rules are mutually recognised.

For the present, the system is overseen by the European Federation for Welding, Joining and Cutting (EWF), see below. In future, this role may be taken over by a pan-European rail body.

The Rules follow the general principles of ISO/IEC 17024 (1) where applicable. RANBs wishing to comply fully with ISO/IEC 17024, for example for the purpose of achieving national accreditation, will need to take further measures than those required by these Rules.

The Rules shall be updated and reissued every two years and there is an obligation on all RANBs to implement the changes within one year of the date of issue.

Period of validity of Guidelines

When a revision of the Guideline is adopted, there is an obligation on all RANBs to implement the changes within 18 months of the date of adoption. However, when a course has been announced, the Guideline current at the time of the announcement is valid for a maximum period of two years from the date of the announcement.

European Federation for Welding, Joining and Cutting

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References

(1) ISO/IEC 17024:2003 'Conformity assessment – General requirements for bodies operating certification of persons'

[1] RAILSAFE documents may be downloaded from the web site: www.ewf.be/railsafe

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Rules for the implementation of RAILSAFE Guidelines for the education, examination, qualification and certification of European railway track welding and related personnel

1. PART 1: STANDARD REQUIREMENTS FOR RAILSAFE AUTHORISED NATIONAL BODIES (RANBs)

1.1. Introduction

This Part specifies the requirements for RANBs wishing to implement the RAILSAFE system for the education, examination, qualification and certification of railway track welders.

The policies and procedures of RANBs and their administration shall be fair and equitable to all users and shall comply with any applicable statutory requirements.

1.2. Role of the RANB

It is the role of the RANB to act in its own country in respect of the RAILSAFE Guidelines, including:

i) The approval of ATBs (Approved Training Bodies) for the conduct of courses in accordance with the Guideline(s).
ii) The conduct of the examinations.
iii) The qualification and certification of personnel: and recording of the relevant information.

An RANB shall not offer or provide training, or aid others in the preparation of such services, unless it demonstrates how training is independent of examinations in order to ensure that confidentiality and impartiality are not compromised.

1.3. Definitions

Qualification:	The award of a diploma gained in accordance with a RAILSAFE Guideline and these Rules. Such diplomas remain valid for the life of the holder.
Certification:	The award or a certificate gained in accordance with a RAILSAFE Guideline and these Rules. Such certificates have a limited period of validity.
ATB:	For the purpose of these Rules, the term ‘Approved Training Body’ (ATB) shall mean an education and training organisation which has been approved by the RANB. It shall be an organisation independent from the RANB or clearly separated from it.
Council of the RANB:	The body that is legally responsible for RANB affairs. It could be the 'Board of Directors' or the 'General Assembly’ of the organisation.
National Rail Welding Specialist Committee:	The body that advises the RANB on the conduct of its affairs in relation to the implementation of the RAILSAFE education, training, qualification and certification scheme.

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1.4. Responsibilities and status of RANBs

An RANB accepts responsibility for the implementation of the current RAILSAFE Guideline(s) at the national level.

1.5. Grant of Authorisation

The grant of RAILSAFE Authorised National Body (RANB) status for a defined scope of activity is made by EWF and is valid for a period of five years.

In the event that it is established that an RANB is failing to comply with the requirements of these Rules, EWF may terminate the authorisation with three months notice.

An RANB may terminate the authorisation by giving three months notice of its intention to do so.

1.6. Sub-contracting

The RANB may, where appropriate, sub-contract parts of its work but the sub-contracting of the principal tasks covered by Item 1.2 above requires special care to ensure that the rules contained in this document are not compromised. The organisations to which this work is delegated shall be subject to audit by the RANB. All sub-contracting shall be fully documented. When special technical activities are delegated to another body this body must demonstrate to the RANB that it has a high level of expertise relevant to the functions delegated to it.

Note: Sub-contracting is defined as the delegation of activities to a body over which the RANB does not have direct executive control.

1.7. Organisational structure

The RANB shall be structured so as to give confidence to interested parties in its competence, impartiality and integrity. In particular, RANBs:

a) Shall be independent and impartial in relation to applicants, candidates and qualified persons, including their employers and their customers, and shall take all possible steps to assure ethical operations.
b) Shall be responsible for its decisions relating to granting qualification and certification.
c) Shall identify the management team(s) or person(s) who shall have overall responsibility for:
   - Evaluation, qualification and certification of persons.
   - Formulation and implementation of policies and procedures covering qualification and certification activities.
   - The delegation of authority to any committees or individuals to undertake defined activities on its behalf.
d) Shall have documents establishing it as a legal entity or part of a legal entity.

1.7.1. <u>National Rail Welding Specialist Committee</u>

The RANB shall have in place a National Rail Welding Specialist Committee that is independent of its commercial interests. It shall be representative of the major interests involved, and no interest shall predominate; it shall comprise at least 6 members, for example, as follows:

4 from industry, representing contractors, users, service organisations and other relevant interests linked with the rail area;

1 representing the National railway authority;

1 representing the RANB.

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As a guide, it is suggested that members should serve for a maximum period of 6 years, the Chairman being elected by the Committee from amongst the members and serving for a maximum term of 3 years. Re-election beyond these terms is acceptable, but a turnover of representation is desirable.

The terms of reference of the National Rail Welding Specialist Committee shall be:

- To advise on the operation the RANB's activities, including the assessment and monitoring of training courses and facilities, conduct of examinations, the issue of diplomas and certificates, and recording of data on diploma/certificate holders.

The National Rail Welding Specialist Committee shall meet at least once a year, and the meetings shall be minuted.

1.7.2. Staff

The RANB shall appoint a Scheme Manager to administer the activities of the RANB. He/she shall not be subject to any pressures or constraints, which will affect his/her impartial conduct of the RANB affairs.

The qualifications and experience of the Scheme Manager shall be such that he/she may be deemed competent to undertake the tasks involved.

The RANB shall have at its disposal competent people, including administrators and Authorised Examiners, see Part 4, for implementing the qualification and certification processes. All persons involved shall possess appropriate education, experience and technical expertise for the tasks they fulfil.

The RANB shall require its employed or contracted persons to sign a document by which they commit themselves to comply with the rules defined by the RANB, including those relating to confidentiality and those relating to commercial and other interests, for example, any link with the persons to be examined that would compromise impartiality.

Records of the staff and contracted persons shall be kept, and shall include information about the means by which staff have been trained and kept up-to-date with relevant developments.

All staff and contracted persons shall have clear job specifications and shall be issued with instructions describing their duties and responsibilities.

The Scheme Manager shall take advice from the National Rail Welding Specialist Committee for the conduct of the activities of the RANB.

There shall be adequate facilities for the RANB functions to be carried out.

1.7.3. Appointment of ATB audit teams by the RANB

The Scheme Manager shall appoint the ATB auditors.

The number of auditors involved and the scope of the audit shall be in accordance with Part 3 of these Rules.

1.7.4. Examination Board(s)

Examination Board(s) shall be appointed in accordance with Part 4 of these Rules and with any special requirements stated in the appropriate RAILSAFE Guideline.

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1.8. Management and documentation

The RANB shall operate in accordance with the general principles of ISO 9001. The following documentation shall be available:

a) Brief description of the legal status of the RANB

b) A statement of the organisation of the RANB, including details of the National Rail Welding Specialist Committee, its constitution, terms of reference and rules of procedure.

c) Name, qualifications experience and terms of reference of the Scheme Manager and other personnel, both internal and external.

d) An organisation chart showing lines of authority, responsibility and allocation of functions stemming from the Scheme Manager.

e) Procedures for assessing applicant ATBs.

f) Procedures for conducting examinations and any other candidate evaluation processes.

g) Procedures for issuing and administering diplomas and certificates. In the case of certificates, this must include surveillance procedures as well as procedures for initial assessment.

h) A list of its sub-contractors and details of the documented procedures for assessing and monitoring their competence, see also Section 1.6 above.

i) Procedures to deal with appeals and complaints.

For the sake of facilitating its use, a national language version of a RAILSAFE guideline can be produced by the RANB. However, the English languages Guidelines published remain the official versions which must be referred to in case of dispute.

The RANB shall undertake periodic management reviews at least annually covering key areas of its operation, including:

- Changes in external requirements
- Results of external and internal audits
- Staff, management or organisation changes
- Complaints and appeals received
- Information on number of candidates and pass rates
- Amendments and/or improvements to the quality manual and procedures.

The RANB shall also undertake periodic internal audits conducted by persons with no executive responsibility within the RANB. Such audits will be designed to check that the RANB continues to comply with these Rules. The checklist given in Appendix 3 may be used as a guide during internal audits.

1.9. Records

The RANB shall maintain a records system appropriate to its particular circumstances and to comply with these Rules, including a means to confirm the status of a qualified/certified person. The records shall demonstrate that the qualification/certification process has been effectively fulfilled, particularly with respect to application forms, examinations, evaluation reports, and other documents relating to granting or renewing qualification/certification.

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The records shall be identified, managed and disposed of in such a way as to ensure the integrity of the process and the confidentiality of the information. The records shall be kept for at least five years.

The RANB shall establish and maintain indefinitely a database of diplomas and certificates issued in accordance with the appropriate RAILSAFE Guideline.

1.10. Confidentiality

The RANB shall, through legally enforceable commitments, keep confidential all information obtained in the process of its activities. These commitments shall cover all individuals working within the body, including committee members, and external bodies or individuals acting on its behalf. Such information shall not be disclosed to an unauthorised party without the written consent of the organisation or individual from whom the information was obtained, except where the law requires such information to be disclosed. When the RANB is required by law to release such information, the organisation or individual concerned shall be informed beforehand of what information will be provided.

1.11. Access Conditions

RAILSAFE Guidelines may contain Access Conditions that prescribe the entry requirements to the training course. Access Conditions can be generic across Europe, or they can be formulated on a national basis. In the latter case, approval by EWF is required and any approved national Access Conditions are recorded in the Directory of Access Conditions.

1.12. Appeals and complaints

Any individual or organisation that feels they have been unfairly treated shall have the right of appeal to the National Rail Welding Specialist Committee, which may appoint a special 'Appeal Panel' to deal with such cases on its behalf. Members of the Panel shall be selected to ensure a fair and balanced consideration.

The RANB shall define policies and procedures for the resolution of appeals and complaints, received from applicants, candidates, qualified/certified persons and their employers, and other parties, about the qualification/certification process. These policies and procedures shall ensure that appeals and complaints are resolved independently, in an unbiased manner.

1.13. Meeting of RANBs

In the interests of uniformity of standards and co-ordination of operating procedures, there may be occasional meetings of RANB Scheme Managers. The RANB should undertake to be represented at this meeting, and the date/location of the meeting shall be decided between the RANBs of each country.

1.14. Renewal of Authorisation

RANBs shall be subject to intermediate surveillance (approximately two years after initial authorisation) and shall be re-assessed by audit approximately 6 months before the end of the five-year authorisation period. Successful assessment will result in a further period of authorisation for five years, which shall again be subject to intermediate surveillance and re-assessment as for initial authorisation. Surveillance audits may be waived at the discretion of EWF if the RANB has been granted national accreditation for a scope of activities that includes the RAILSAFE Qualification Scheme.

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1.15. RANB Annual Reports

RANBs are responsible for making a report each year to the Secretariat using the form shown in Annex 1. It is to be submitted by 31 March for the previous year (1st of January to 31st of March) and the contents will be included in a document to be reported to the EWF General Assembly.

1.16. Administration of RAILSAFE Diplomas and Certificates

1.16.1. Use and Misuse

RANBs shall ensure that every diploma/certificate holder is made aware that he/she is responsible for its correct use and shall take measures to prevent misuse such as modification of its content or the name of the recipient. The RANB shall be able to demonstrate that all diploma/certificate holders have been informed accordingly.

Any cases of misuse of diplomas or certificates by individuals or third parties discovered by the RANB shall be promptly dealt with the by RANB including, for example, reporting it to national legal authority, publishing the facts of the case, recalling the diploma/certificate, etc.

RANBs shall ensure that its ATBs inform all participants in approved training courses of the risks of providing wrong information or falsified documents in relation to satisfying the Access Conditions for the appropriate diploma/certificate. If such cases occur and are proved beyond reasonable doubt, the RANB shall ensure that the diploma/certificate is withdrawn and should take legal action as appropriate. Such cases shall be reported promptly to the EWF who will monitor their progress.

The RANB must also report all other cases to the EWF as appropriate. EWF is responsible for reviewing the cases and deciding any further action required.

1.16.2. Certificates

As well as having documented procedures for the initial assessment of candidates for certification, the RANB must also have procedures for ongoing surveillance of certificates. Requirements for re-certification must comply with the relevant RAILSAFE Guideline.

The RANB shall exercise proper control over the use of its certificates of competence. Incorrect references to the certification system, or misleading use of certificates found in advertisements, catalogues, etc, shall be dealt with by suitable actions.

The RANB shall have documented procedures for withdrawal and cancellation of certificates: certificates issued by the RANB should remain the property of the RANB.

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2. PART 2: RANB ASSESSMENT, SURVEILLANCE AND REPORTING PROCEDURE

2.1. Objective

The objective of assessments, surveillance visits and re-assessments is to ensure that the applicant RANB has in place the features, procedures, documentation and staff which allow it to function in accordance with these Rules and the relevant RAILSAFE Guidelines. It is also necessary to ensure that the same standards are maintained by operating RANBs.

Costs of the assessment process will be agreed with, and met by, the RANB.

2.2. The Audit Team

EWF will appoint an audit team. This team will have the responsibility to check that the RANB complies with these Rules and the appropriate RAILSAFE Guideline(s).

2.3. Application for authorisation as RANB

The Application Form is given in Appendix 2 of this document.

2.4. Application for Extension of Scope

An RANB is permitted to act only within the limit of scope shown on the Certificate of Authorisation, but RANBs may apply to implement a new RAILSAFE Guideline at any time.

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3. PART 3: STANDARD REQUIREMENTS FOR ATBs

3.1. Introduction

ATBs (Approved Training Bodies) conduct courses designed to prepare candidates for qualification/certification, as described in the RAILSAFE Guidelines for the railway track welders. Successful completion of an approved course is a requirement of the qualification/certification procedure, except for those able to qualify under the terms of the Transition Arrangements or an approved alternative route.

The approval of courses is a responsibility of the RANB in each country.

It is recognised that in some cases RANBs are themselves involved in training. This is acceptable provided the RANB activities in respect of RAILSAFE qualifications are fully isolated, and that the RANB can demonstrate that its own courses are properly assessed and controlled in accordance with these requirements. There must be complete freedom for course organisers not linked to the RANB to apply for approval with confidence in the impartiality of the RANBs course assessment activity.

ATBs are expected to refrain from undertaking business of a nature similar to that covered by these Rules in another country unless agreement to so do has been formally given by the RANB in that country.

A course is approved with respect to the programme, the team of lecturers, course materials, facilities and equipment, and any significant change shall be cause for re-assessment.

3.2. Conformity with RAILSAFE Guideline

Before applying for approval to conduct a specific course, ATBs must ensure that the course meets the current issue of the relevant RAILSAFE Guideline.

At the discretion of the RANB, a training organisation can be approved to conduct specific topics or parts of the course.

Also, a company's ATB can be approved provided that all the requirements are met.

3.3. Facilities

Health and safety of students and teachers is paramount. As well as meeting any applicable statutory requirements, ATBs are also required to demonstrate that they comply with established best practice.

The facilities should be clean, well lit and comfortable. For practical work each student should have ample working space and good access to relevant services. Classrooms should have adequate desks or tables, and be equipped with suitable teaching aids, such as blackboards, overhead projectors, data projectors and video equipment, as appropriate to the course.

Each Guideline gives specific requirements for equipment and specimens with respect to specific courses.

3.4. Teaching Staff

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Courses leading to RAILSAFE qualification/certification must be closely related to industrial practice, and it is essential for teaching staff to have continuing contact with industry. Teaching staff need to combine:

1. Teaching ability - evidence of training in lecturing, public speaking or verbal communication.
2. Competence in the subjects being taught.
3. Knowledge and experience of current industrial practice in the subjects being taught.
4. Practical skills in the demonstration of welding practice.

The ATB must provide an appropriate complement of teaching staff that has, collectively, the knowledge and skills necessary to deliver the course for which approval is being sought in an effective manner. The number of such staff shall be sufficient to ensure that the essential specialist knowledge and industrial experience to cover the syllabus is adequately represented in the team of teachers and visiting lecturers. It must also provide a resource that is adequate for the development, updating and monitoring of the training programmes.

Teaching staff must maintain contact with current industrial practice and, for example, the involvement of teachers in consultancy work is one way of achieving this link; short-term secondments are another. The use of outside speakers from industry is a good way of introducing a strong industrial element into the course.

The above matters and monitoring of course performance must be covered by appropriate documentation for review by the RANB. The RANB shall be notified in writing of any changes to the teaching staff.

Specific RAILSAFE Guidelines may contain rules about teachers which are additional to the above.

3.5. Visual aids

The lectures must be supported by good quality visual aids, for example: PowerPoint presentations, videos, etc.

3.6. Reference books

The ATB should maintain a reference library of key material available to students for background study. This library should include a comprehensive collection of standards relevant to the subjects being taught.

3.7. Documentation

A full set of course notes should be maintained in order to ensure consistency between courses and in the event of any change of staff. Lectures should be supported by good quality handbooks issued to students containing key information for reference.

3.8. Examination

A final examination to assess student performance, in accordance with the relevant RAILSAFE Guideline and these Rules, will be conducted by the Examination Board(s) appointed by the National Rail Welding Specialist Committee of the RANB. This examination is mandatory, and is independent of any assessment procedure conducted by the ATB.

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3.9. Application/ Audit

When the ATB has satisfied itself that its course complies with the RANB requirements, an application of the type given in Appendix 3 must be submitted to the RANB.

The applications will be reviewed by the RANB, after which an audit visit will be arranged (see Part 1, Clause 1.7.3). The audit can take place before the course is running if circumstances dictate but, in such cases, an additional visit by at least one person must be made when it is running. Course materials, both lecturer and student, must be available for review by the RANB.

For each ATB assessment, the RANB shall appoint two auditors. The level competence of the auditors shall be appropriate to the level of training being assessed.

The questionnaire and associated documentation shall be reviewed by one of the two auditors. Any questions arising from this documentation assessment will be resolved before the audit takes place. The audit visit shall be conducted by both auditors, whilst the course is running, to check compliance with these Rules. A decision on approval will be made by the RANB, on the recommendation of the auditors, shortly after the audit visit.

The RANB must issue a written confirmation of the approval of the ATB indicating the scope of approval.

3.10. Surveillance

The RANB shall maintain periodic surveillance at least every 3 years of the ATB to ensure that the course standard is being maintained.

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4. PART 4: EXAMINATIONS

4.1. Introduction

The RANB has the responsibility for conducting the examination leading to the award of a RAILSAFE diploma/certificate. The following are the Rules under which these examinations shall be conducted.

Specific requirements for the conduct of examinations are given in the RAILSAFE Guidelines.

Examinations shall be planned and structured in a manner that ensures that all the requirements of the applicable RAILSAFE Guideline are objectively and systematically verified, with sufficient documented evidence produced to confirm that this is the case.

4.2. Examination Board(s)

The RANB must appoint an Examination Board(s) to supervise examinations on behalf of the RANB.

The Chairman and the members of the Examination Board(s) shall be nominated by the RANB. The Examination Board(s) shall consist of:

a) The Chairman, who shall be independent from the ATB(s);
b) Representatives from industry and other relevant organisations.

The National Rail Welding Specialist Committee may act as an Examination Board.

The responsibilities of the Examination Board(s) are to appoint, and to supervise the work of, the Authorised Examiners.

4.3. Authorised Examiners

The responsibilities of the Authorised Examiners are to:

a) Organise the examination (written and practical);

b) Set the examination questions) using questions approved by the Examination Board;

c) Conduct and mark the written and practical examinations;

d) Deciding on the final result of the examination.

All the above are carried out in accordance with the RANB's written procedures and criteria, and with the appropriate RAILSAFE Guideline.

Authorised Examiners shall:

- Be familiar with the relevant RAILSAFE qualification/certification scheme;
- Have a thorough knowledge of the relevant examination methods and examination documents;
- Have appropriate knowledge and competence in the field to be examined;
- Be fluent, both in writing and orally, in the language of examination;
- Be free from any interest so that they can make impartial and non-discriminatory judgements;
- Report to the Examination Board.

If an Authorised Examiner has a potential conflict of interest in the examination of a candidate, the RANB shall take measures to ensure that confidentiality and impartiality of the examination are not compromised.

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It is permissible for a teacher from an ATB to be an Authorised Examiner, but he/she shall not make the final decision on the marking of an examination in the subject of a candidate that he/she has taught.

4.4. Location of examination

Examinations shall be conducted at locations and times designated in advance by the RANB.

4.5. Facilities

Written examinations shall be held in a quiet, well-lit, well-ventilated and comfortable room.

The oral examination shall be conducted in a quiet area.

4.6. Admission to Examination

The rules for admission to examinations leading to the award of an RAILSAFE Diploma/Certificate are given in the appropriate RAILSAFE Guidelines. The RANB shall require supporting evidence from applicant examination candidates sufficient to ensure that the conditions for access to the examination, including education and training have been met.

4.7. Invigilation (supervision of examination)

Invigilators are responsible for supervising examination sessions and for ensuring that candidates abide by the rules of the examination. The RANB must have procedures to ensure that candidates suspected by the Invigilator of cheating are dealt with in an appropriate way. Invigilators must be competent to carry out the duties assigned to them. They shall be nominated from a list of approved by the RANB.

It is the responsibility of the Authorised Examiners to ensure that the written examination is invigilated in an appropriate manner and in accordance with the relevant RAILSAFE Guidelines.

4.8. Setting of examinations

Examination questions shall be provided by the teachers and/or other competent persons and shall form a collection from which the Authorised Examiners shall select, on the occasion of each examination, those to be used for each paper. Authorised Examiners who are teachers from ATBs shall not be involved in the selection of the questions for examination papers related to subjects they have taught.

The RANB shall have a system for approving Examination papers to ensure that they cover the subject being examined and are at the appropriate level of difficulty.

The content and standard of the collection shall be monitored by the Examination Board(s).

Where they exist, harmonised examination questions from the central RAILSAFE database must be used in accordance with RAILSAFE procedures (published separately).

4.9. Security and confidentiality

The RANB must ensure the security and confidentiality of all records and information related to examinations papers, marking, etc, throughout their life. Examination papers shall be kept in a

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secure manner to prevent access by unauthorised persons. The papers shall be typed or printed and copied under secure supervised conditions. The printed papers shall be kept, for example, in sealed envelopes in a locked area to which there is access only by the Invigilator.

All persons involved in these activities shall be nominees of the RANB, or the ATB and they shall be made aware of their obligations with regard to security and confidentiality.

Completed papers shall be returned to the secure area until ready for marking.

4.10. Marking/scoring of written and practical examinations

Marking/scoring shall be the responsibility of the Authorised Examiners. The performance and results of examinations shall be documented and reported to the Examination Board(s).

Any anomalies, for example where the overall marks are unexpectedly high or low, the Authorised Examiners shall report it to the Examination Board(s).

4.11. Issue of results and diplomas

Examination results shall be communicated to candidates no later than eight weeks after the examination. Diplomas/certificates shall be issued no later than twelve weeks after the examination using only diploma blanks supplied by the RAILSAFE Secretariat.

RAILSAFE Diploma and Certificate designations shall be as indicated in the relevant Guideline.

4.12. Appeals

Should a candidate wish to appeal against his result, he shall apply to the RANB within four weeks of receiving his results. All appeals shall be heard and will be conducted by an Appeals Panel consisting of at least two persons: one of whom may be the Chairman of the Examination Board(s) but at least one other shall not have participated in the examination.

The result of the appeal shall be communicated within two weeks of the appeal hearing.

4.13. Re-examination

Failure in any individual subject of the examination shall require re-examination. The rules for the re-examination are given in the appropriate Guideline.

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Appendix 1

Title : EWF Annual Return of ANB activities

APPENDIX 1

Return to: EWF-IAB/IW Secretariat
ewf@isq.pt

Year: 1 JANUARY to 31 DECEMBER of

Return due: 31 MARCH

RANB's Annual Return Form

Number of Candidates for Personnel Qualification/Certification

and Diplomas/Certificates issued

Name of ANB:

Name of Chief Executive making this return:

Country:

RANB Authorisation date:

EWF Categories for which current authorised

EWF Category	Current Authorized (yes/no)	Authorization Date (year)
EAW		
EAWRJ		
EAWRR		
Category		
Category		
Category		

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Title : EWF Annual Return of ANB activities

A) Diplomas issued Within Member Countries

EWA	Number of Candidates	Number of Diplomas
Standard Route	0	0
Total		**0**
Last year cumulative total		
Cumulative Total		**0**

EAWRJ	Number of Candidates	Number of Diplomas
Standard Route	0	0
Total		**0**
Last year cumulative total		
Cumulative Total		**0**

EAWRR	Number of Candidates	Number of Diplomas
Standard Route	0	0
Total		**0**
Last year cumulative total		
Cumulative Total		**0**

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Appendix 2

Application Form for an Organisation wishing to become a

RAILSAFE Authorised National Body

in accordance with the RAILSAFE Rules and RAILSAFE Guidelines. Both documents may be downloaded from www.ewf.be/railsafe.

Please complete the form in **BLOCK CAPITALS** or **TYPESCRIPT** in **ENGLISH.**

Please enclose **TWO SETS** of the documentation mentioned in Section 1.9 of the Rules with the completed form.

A list of relevant current RAILSAFE documents is available on request and the documentation should be referred to before submitting the application.

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1 **Name of applicant RAILSAFE Authorised National Body (RANB)**

....

Address..... ....

....

Name of Contact Person..... ....

Telephone number .... Fax number ....

Email address (if available) ....

2 **Legal Structure of the RANB**

What type of organisation is the prospective RANB (e.g., limited company, independent body etc)?

....

Please provide copies of documents, which define the RANBs legal status and its functions, organisation and management showing how the RAILSAFE qualification/certification activities are accommodated and isolated.

3 **Scope of Authorisation sought**

Please list below the categories of qualification/certification for which authorisation is sought (e.g., European Aluminothermic Welder):

....

....

4 **Quality Manual**

Please provide the Quality Manual for the RANB. It can be forwarded later if it is not yet ready. The Manual must include documentation in respect of course approval, and composition of the National Rail Welding Specialist Committee and Examination Board(s).

5 **Declaration**

I declare that the information on this form and any other information given in support of this application are correct, to the best of my belief. I have read the Rules for RANBs and undertake to ensure that the applicant RANB I represent will abide by these requirements if granted authorisation by EWF.

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I further declare that the body I represent is the organisation nominated in .....

.....

..... * as the applicant RAILSAFE Authorised National Body.

**Insert name of country*

Signed. ....

....

Scheme Manager of prospective RANB ....

Date ....

6 **Return the form and attachments to:**

Secretariat of the European Federation for Welding Joining and Cutting
C/o: ISQ
Av. Prof. Cavaco Silva, 33
Tagus Park - Apartado 012
P-2741-901 PORTO SALVO
PORTUGAL

Telephone: +351 21 421 1351
Email: ewf@isq.pt
Website: www.ewf.be/railsafe

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Appendix 3

APPLICATION FOR AN ATB SEEKING APPROVAL OF A COURSE

APPLICATION FORM

This application is for approval of a specific type of course in accordance with RAILSAFE Guideline No. .... leading to a Diploma/Certificate of European .....

GENERAL

1. Name of organisation ....

2. Title of course and your reference number (if any) ....

   ....

3. Overall duration of course (working days) ....

4. Number of hours instruction:

   Lectures..... .....Practical ....Tutorial..... .....

5. Is the course specific to RAILSAFE requirements? YES/NO

   If not, give details of the amount of time devoted to these requirements:

   ....

6. What are the entry requirements (ie qualifications and experience of student) for the course?

   Qualifications..... ....

   Experience ....

7. When was the course first held?..... ....

8. If a new course, what experience do you have in running similar courses?

   ....

   ....

9. What is the nature of the diploma or similar document issued at the end of the course: .....

10. How is student's performance currently assessed: ....

    ....

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11. Title(s) of course literature issued a) before, b) during the course:

a) ....

b) ....

LECTURERS, TUTORS AND INSTRUCTORS (SPECIFIC TO THIS COURSE)

12. a) Name of person responsible for the conduct of the course.

....

b) Is he/she engaged full time during the course? YES/NO

If not, give details .. ..

....

c) Professional qualifications, certifications, approvals and registrations:

....

....

d) Relevant background experience (with dates) ....

....

e) Approvals (with dates)

....

....

f) Details of formal training in lecturing (with dates)

....

....

g) How long employed in this role?

....

....

13. Other relevant lecturers, tutors and instructors (please complete a) to h) for each additional person on separate sheet of paper if necessary.
a) Name..... ....

b) Status (permanent employee, consultant, guest tutor etc) ....

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....

c) Nature of duties (subjects covered and hours) ....

....

d) Professional qualifications and registrations ....

....

e) Relevant background experience (with dates)..... ....

....

....

f) Approvals (with dates) ....

....

g) Details of formal training in lecturing (with dates) .. ..

....

....

h) How long has he/she been employed in this role? ....

....

PROVIDE A LIST AND DETAILS OF ALTERNATIVE INSTRUCTORS SHOULD THE DESIGNATED INSTRUCTORS BE UNAVAILABLE.

14. Address of permanent establishment ....

....

....

15. General description of premises for:

a) Lectures ....

....

b) Practical work ....

....

16. Audio visual equipment ....

....

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17. Capacity (number of students) ....

18. Is this course ever held outside the permanent establishment? If yes, give details on a separate sheet, corresponding to Nos. 14-17 above for each venue. YES/NO

19. Is the course run in collaboration or jointly with any other establishment? YES/NO

    If yes, state which establishment accepts overall responsibility for the course (joint responsibility not acceptable).

    a) Responsible organisation . ...

    b) Name and address of collaborator ....

    ....

    ....

    c) Contact ....

    Please supply on separate sheet answers to Nos. 14-17 in respect of this establishment.

20. General comments which you consider may be relevant ....

    ....

    ....

    Name of Head of Training Organisation:

    ....

    On behalf of the organisation named below, I hereby wish to apply for approval of the course described in this questionnaire. I confirm that we will abide by the conditions of approval set out in Document No. RAILSAFE/RULES/CO/TWI/TJJ/060920, latest issue.

    Organisation ....

    Address ....

    ....

    Signature .... Date ....

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Appendix 4

CHECK LIST FOR RAILSAFE AUTHORISED NATIONAL BODY (RANB) ASSESSMENTS

Date of Audit/Assessment: **Carried out by:**

	COMMENTS
1 Does the RANB accept responsibility for implementation of RAILSAFE requirements in its own country (Paragraph 1.4)? 2 Does the organisational structure of the RANB meet the requirements (Paragraph 1.7)? 3 Does the RANB have a National Rail Welding Specialist Committee that meets the requirements (Paragraph 1.7.1)? 5 Has a Scheme Manager been appointed who (Paragraph 1.7.2): i) is able to act impartially? ii) is appropriately qualified? iii) has adequate staff and facilities? iv) keeps records of staff and job specifications? 6 Is there appropriate documentation that meets the minimum requirements (Paragraph 1.9 (a) - (i))? 7 Are periodic internal reviews and audits conducted by the RANB, and are they recorded (Paragraph 1.9)? 8 Are appropriate records kept on each qualified/certified person (Paragraph 1.10)? 9 Is confidentiality safeguarded at all levels (Paragraph 1.11)?	

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	COMMENTS
10 Is there a formal mechanism for applying access conditions including the facility for assessment of candidates (Paragraph 1.12) and are these properly implemented? 11 Is there a right of appeal and an appropriate procedure for handling appeals, and for dealing with complaints (Paragraph 1.13)? 12 Is the RANB responsible for the Approval of Courses (Paragraph 3.1)? 13 Are course audit teams (two persons minimum) appointed (Paragraph 1.7.3)? 14 Does the procedure for approval of courses cover (Paragraphs 3.1 to 3.10): i) facilities (see also Individual Guidelines)? ii) teaching staff? iii) visual aids? iv) reference books? v) documentation? vi) application and assessment procedures for applicant training organisations? vii) compliance with published RAILSAFE guidelines? viii) surveillance audits of ATBs ? 15 Is the ANB responsible for the conduct of examinations leading to the award of an RAILSAFE diploma/certificate (Part 4)? 16 Are the requirements met in terms of (Paragraphs 4.2 to 4.13): i) designated locations? ii) facilities? iii) supervision of examinations? iv) setting of papers, including separation from training personnel? v) security and confidentiality of examination papers? vi) marking of papers? vii) issue of results/diplomas/certificates? viii) re-examination?	

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	COMMENTS
17 Is there an Examination Board which (Paragraph 4.2): i) has appropriate competence? ii) has been appointed? iii) has the required representation? iv) has defined tasks? 18 Does the Examination Board implement the appropriate training guidelines in respect of (where applicable): i) admission to the examination? ii) examination procedures? iii) written/practical examination? iv) oral examination? v) evaluation of performance? 19 Do the procedures for issuing and administering diplomas and certificates satisfy the requirements (Paragraphs 1.15 and 4.11)?	

Signed _____Name _____

Lead Assessor _____Date _____

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Appendix 5

ANB CERTIFICATE AND SCHEDULE

European Scheme for the Education and Qualification of Welding, Joining and Cutting Personnel

EUROPEAN FEDERATION FOR WELDING, JOINING AND CUTTING

RAILSAFE
Education, Qualification and Certification

Having met the requirements of the current issue of Document 643

is hereby awarded the certificate of

RAILSAFE AUTHORISED NATIONAL BODY

in the country of

for the award of the EWF qualifications as shown in the corresponding schedule

Certificate N°: *Date of issue:*

Date of expiry:

Chairman of EWF Technical Committee *President of EWF*

This certificate is the property of the EWF and may be withdrawn or recalled

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European Scheme for the Education and Qualification of Welding, Joining and Cutting Personnel

EUROPEAN FEDERATION FOR WELDING, JOINING AND CUTTING

RAILSAFE
Education, Qualification and Certification

SCHEDULE CORRESPONDING TO RANB CERTIFICATE Nº

The RAILSAFE Authorised National Body in the country of

is allowed to award the following EWF qualifications:

Guideline	Date of Authorisation

Date of issue

EWF Chief Executive

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APPENDIX 6
ATB CERTIFICATE AND SCHEDULE

European Scheme for the Education and Qualification of Welding, Joining and Cutting Personnel

EUROPEAN FEDERATION FOR WELDING, JOINING AND CUTTING

RAILSAFE
Education, Qualification and Certification

Having met the requirements of the current issue of Document 643

is hereby awarded the certificate of

APPROVED TRAINING BODY

Under the authority of the RAILSAFE Authorised National Body

for training courses as shown in the corresponding schedule

Certificate Nº: *Date of issue:*

Date of expiry:

_____
ANB Chief Executive

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European Scheme for the Education and Qualification of Welding, Joining and Cutting Personnel

EUROPEAN FEDERATION FOR WELDING, JOINING AND CUTTING

RAILSAFE
Education, Qualification and Certification

SCHEDULE CORRESPONDING TO ATB CERTIFICATE Nº

The Approved Training Body

Under the authority of the RAILSAFE Authorised National Body

in the Country of

is approved for the following EWF Guidelines:

Guideline	Date of Authorisation

Date of issue _____ *ANB Chief Executive* _____

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APPENDIX 7

RULES FOR TRAINING BODIES REGARDING THE USE OF EWF/RAILSAFE LOGO

Approved Training Bodies have the right to publicise approval by using the EWF/RAILSAFE logo in the manner considered most appropriate, but only in those activities related to the scope of the approval. In any case, such publicity shall give a true and accurate picture of the Training Body's capability covered by the approval.

In particular, the Training Body is forbidden to alter the EWF Approval Certificate or its copies and/or to publish/utilise the certification outside the specified scope.

Restrictions

The restrictions on the EWF/RAILSAFE logo are:

a. The logo shall only be reproduced in its original colours or in black and white, and never in any other colour, alongside the ATB's logo and with prescribed dimensions, see below.
b. The logo shall not be used for other approvals not defined in the scope of approval.
c. The logo shall only be used while the Approval Certificate corresponding to EWF/RAILSAFE is in force.

Contract Obligation

The correct use of the logo, or of the Approval Certificate, is obligated by contract. Withdrawal of the approval can be caused by deliberate, imprudent or inaccurate use of it.

If for any reason the approval is withdrawn, the Training Body shall immediately cease to use the logo and, where necessary, remove all material containing the logo. The continued use and diffusion of the logo under these circumstances could result in legal actions against the Training Body.

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