

Del. 6 –

Guidebook on Rules to becoming an Authorised Training Body – ATB

Purpose

It is the aim of the present document to present, under the scope of the ACCESSWELD project, an informative guideline on the specific requirements for a given institution to be allowed to give training courses in the field of welding.

In the scope of the harmonised international system managed by the EWF, the bodies responsible for conducting welding courses, in compliance with the minimum requirements set out in EWF training guidelines, are called Authorised Training Bodies – ATBs

The ACCESSWELD project having as partners the EWF national members from Italy, Poland, Portugal, Hungary and Romania, will establish long term contacts with relevant schools in each of the countries, promoting the welding profession to young students and also giving the possibility for schools in the participant countries, to actually be a part of the international, harmonized training system in the form of Authorised Training Bodies (ATBs).

What follows from here are the main requirements for the candidates to become ATBs, in accordance with EWF416r3-10 and IIW-IAB 001r4-10 Rules.

Standard Requirements for ATBs

- **Conformity with EWF/IIW Syllabus**

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

At the discretion of the ANB, 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 requirements are met.

- **Facilities**

The facilities should be clean, well lit and comfortable. For practical work, each student should have ample bench space and good access to test specimens. Classrooms should have adequate desks or tables, and be equipped with suitable teaching aids, such as blackboards, overhead projectors, closed circuit television, slide projectors and video equipment, as appropriate to the course. Each Guideline gives specific requirements for equipment and specimens with respect to specific courses.

- **Teaching Staff**

Courses leading to qualifications must be closely related to industrial practice, and it is essential for teaching staff to have continuing contact with industry.

Teaching staff needs to combine:

- a) Teaching ability – evidence of training in lecturing, public speaking or verbal communication;
- b) Competence in the subjects being taught;
- c) Knowledge and experience of current industrial practice in the subjects being taught;
- d) Practical skills in the demonstration of welding practice;

The ATB must demonstrate an appropriate complement of teaching staff which 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 which is adequately represented in the team of teachers and visiting lecturers. It must also provide a resource which 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 the 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 ANB. The ANB shall be notified in writing of any changes to the teaching staff.

- **Visual aids**

The lectures must be supported by good quality visual aids, for example: slides, overheads, transparencies and/or videos.

- **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.

- **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 issues to students containing key information for reference.

European/International welder specific requirements

In addition to the rules given in Document IAB-001, the following is required.

- **European/International Welder Training Requirements**

Further to the general rules as given in EWF 416 and IAB 001, the following are applicable to the IIW Welders courses:

- The welder training workshop must include the number of training booths required to cover the maximum number of students. The booths must be fully equipped, have correct ventilation and proper screening to protect other workers.
- The range of welding and auxiliary equipment must reflect the scope of approval and must be in sufficient quantity to cover the maximum number of students. It must be in good working order and fit for its purpose.
- Protective clothing and eye protection for trainees must be provided. Such items must be clean and in safe, good condition.
- Instruments for checking welding parameters must be available.

- **European/International Welder Instructors**

Instructors teaching practical skills for courses leading to International Welder qualifications must possess:

- (i) Valid EN 287/EN ISO 9606 qualifications, or skill qualifications based on equivalent technical conditions, appropriate to the scope of training provided
- (ii) Competence in instructional techniques (transfer of practical skills and theoretical knowledge)
- (iii) Qualification to the level of International Welding Practitioner (minimum)
- (iv) Appropriate industrial experience or additional higher level training

The above matters and monitoring of course performance must be covered by appropriate documentation for review by the ANB.

- **Examination**

A final examination to assess student performance, in accordance with the relevant IIW Guideline as well as Part 4 of EWF 416r3-10 and IIW-IAB 001r4-10 Rules, will be performed. This examination is mandatory and is independent of any assessment procedure conducted by the ATB.

- **Application/Audit**

When the ATB has satisfied itself that its course complies with the ANB requirements, an application must be submitted to the ANB.

Separate application must be made for each course leading to the award of an IIW Diploma.

The applications will be reviewed by the ANB, after which an audit visit will be arranged. 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 ANB.

For each ATB assessment, the ANB shall appoint two auditors. The level of the ATB Lead Auditor should be at least equivalent to the level of qualification in welding of the IIW education programme the ATB is applying for, with a minimum of IWS level.

The questionnaire 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 ANB, on the recommendation of the auditors, shortly after the audit visit. If the course is approved, the ANB shall issue an ATB certificate and schedule.

The ATB certificate and schedule shall be issued after final approval of the applicant ATB, once all non-conformities raised have been resolved.

At the discretion of the ANB some exceptions to the above are allowed as follows:

- a) When an ATB is going to carry out a course practically in the same conditions as in previous ones, and the ATB authorisation is still in force, one abbreviated application can be used in the conditions previously agreed with the ANB.

- b) In the case of an assessment of a new course, which is being offered by an existing ATB, it is allowed for one auditor only to perform the whole assessment.

- **Surveillance**

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

If an ANB conduct surveillance audits, these may be accomplished by one auditor only.