

Management System Manual OP-32	 QUALIFICATION & CERTIFICATION BOARD	FORM: CF16+
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1. Certification

Continued certification to the requirements of this scheme by the Certified Company is subject to the rules of the Weld Australia Structural Steel Fabrication Erection & Welding Scheme as follows.

1.1 Validity and renewal

The certificate is valid for five years, subject to satisfactory Weld Australia surveillance, from the date of the assessment.

The date of issue of the certificate is the date of the decision on certification. Recertification after five years is subject to a new application by the Company and to a complete and successful assessment by Weld Australia.

Whenever a modification occurs, either in the certificate or in the schedule, a new revision of both documents must be issued.

Superseded versions or withdrawn certification is required to be returned to Weld Australia.

1.2 Modifications to Schedule

Any change regarding the welding processes, parent material groups, responsible welding coordinator, and allied processes applied, that reflects changes in the data registered in the Schedule shall require an updated revised certificate and schedule to be issued. The request for revision shall be submitted by the Certified Company in writing, without delay, to the Weld Australia Structural Steel Fabrication, Erection & Welding Scheme Manager for approval of the modification coming into effect.

1.3 Surveillance

Periodic surveillance of certified activities will be implemented by Weld Australia in order to verify continuing compliance with the Weld Australia Structural Steel Fabrication, Erection & Welding Scheme.

Surveillance by Weld Australia will be performed on an annual basis to monitor compliance by the Certified Company with the scheme.

A non-conformity arising during surveillance will not necessarily result in cancellation of the certification providing that it is corrected within a reasonable time as determined by the Lead Assessor.

2. Renunciation, suspension and revocation

Depending on circumstances, the certificate can be renounced, suspended or revoked under the following circumstances:

2.1 Renunciation

The Company can renounce the certification in writing to the Weld Australia Structural Steel Fabrication, Erection & Welding Scheme Manager for any reason and at any time.

As a consequence of renunciation, the Company must:

- Return the certificate to Weld Australia
- Refrain from using any copy of the certificate
- Remove all references to Weld Australia certification from all documentation and printed material.

Weld Australia will then delete the Company from the list of Certified Welding Fabricators.

2.2 Suspension

The suspension of a certificate by Weld Australia will result from:

- Deviations from compliance with requirements insufficient to warrant revocation, but not removed by an agreed date
- Inappropriate use of the certificate
- Modifications to the Company's organisation already in force but not yet notified to and/or not yet evaluated by Weld Australia

The suspension of certification will be notified in writing to the Company by Weld Australia together with the supporting reasons for the suspension and the conditions for restoring the certification.

The Company is further required to notify present customers about the suspension.

The suspension will only be removed after Weld Australia has verified that conformity with the Scheme requirements has been re-instated. If re-instated, the Company will be notified in writing by the Weld Australia Structural Steel Fabrication & Erection Scheme Manager.

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3. Revocation

Revocation of a certificate will be applied by Weld Australia as a result of:

- Important deviations from Scheme requirement compliance
- Misuse of the certificate
- Modifications in the Company's organisation that are unacceptable to Weld Australia
- Refusal to permit surveillance audits or checks
- Cessation of the certified activity.
- Not fulfilling the financial requirements of the certification cycle.
- Any behaviour that violates Weld Australia & Safety policies.

Weld Australia will notify the Certified Company of the revocation in writing, together with the supporting reasons.

As a consequence of revocation, the fabricator is required to:

- Return the certificate to the Weld Australia
- Refrain from using any copy of the certificate
- Remove all references to certification from all documentation and printed material.
- Weld Australia will then delete the Company from the list of Certified Company's.

4. Confidentiality

All documentation concerning the certification activity is considered confidential. Access to such documentation is limited to Weld Australia personnel and the Weld Australia ANBCC Committee.

All assessment personnel and Committee members regard any information gained during the certification activity as confidential.

5. Appeals

Applicant Company's who feel that they have been unfairly treated in their assessment have the right of appeal to the Weld Australia ANBCC Committee.

Appeals shall be made in writing and be addressed to the Weld Australia Structural Steel Fabrication, Erection & Welding Scheme Manager. Appeals will be adjudicated by an appeals committee nominated from Committee members by the Weld Australia ANBCC Committee. The Company will be notified in writing of the appeals committee's decision by Weld Australia.

6. Rules for the use of the Weld Australia Structural Steel Fabrication, Erection & Welding Scheme logo

The Certified Company has the right to publicise its certification status by using the Weld Australia Structural Steel Fabrication, Erection & Welding Scheme logo in those activities related within the scope of the certification. Such publicity shall give a true and accurate picture of the Certified Company's capability covered by the certification. In particular, the Certified Company is not allowed to alter the certificate or its copies and/or to publish/utilise the certification outside the specified scope.

6.1. Restrictions

The restrictions on the use of Weld Australia Structural Steel Fabrication, Erection & Welding Scheme logo are as follows:

- 6.1.1** The logos shall only be reproduced in the original specified colours (refer Table 1) or in black and white, and never in any other colour.
- 6.1.2** The size of both logos shall be the same. The maximum width or height of both logos shall be 33 mm. (See Figure 1)
- 6.1.3** The combined logo shall not be used for certification other than that defined in the scope of certification issued by Weld Australia.
- 6.1.4** The combined logo shall only be used while the Certificate is valid.

6.2. Obligation

The correct use of the combined Weld Australia Structural Steel Fabrication, Erection & Welding Scheme logo, or of the certificate, is obligated by agreement to these rules of the certification scheme. Withdrawal of the certificate will result from deliberate, imprudent or inaccurate use of the combined logo. Continued use of the combined logo by the Company after the withdrawal of the certificate may result in legal action being taken by the Weld Australia against the Company.

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Table 1: Weld Australia – Structural Steel Fabrication, Erection & Welding Scheme Logo.

Weld Australia logo proportions must be maintained when changes are made to sizing.

Colour	Pantone reference No.	CMYK breakdown
Brown	144 C	Red 238; Green 143; Blue 30 93.3% Red, 56.1% Green, and 11.8% Blue
Blue	299	75% cyan, 21% magenta

Figure 1: Structural Steel Fabrication, Erection & Welding Scheme logo colour references.

