

WTIA-Q&CB Management System Manual	QUALIFICATION & CERTIFICATION BOARD	SECTION MF: 63
	APPLICATION FORM FOR CERTIFICATION AS A WTIA CERTIFIED COMPREHENSIVE WELDING INSPECTOR (CCWI) (FOR NOTES SEE PAGE 4)	REVISION: 0
		DATE OF ISSUE: 24 th March 2010 PAGE: 2 OF 4

Applicant's Resume

NAME _____

2. QUALIFICATIONS

(please use abbreviations)

	Title	Body and Location	Date
Trade Qualification/Certificates			
Associate Diploma, Advanced Certificate			
University Degree			
Other			

3. EDUCATION AND TRAINING (relating to Welding Inspection)

(Please exclude qualifications listed above. List training location, approximate equivalent full time hours and dates).

	Course/Training	Body and Location	Hours	Dates
Self Education & Correspondence				
Education body (WTIA, TAFE) etc.				
Employer (In house training)				
Other				

4. BACKGROUND EXPERIENCE

(Please indicate appropriate background experience in approximate equivalent full time years)

	Main Duties & Responsibilities	Employer	Years
Welding/Fabrication Practice - welding - supervision - forming/assembly			
Welding/Fabrication - drafting, design, - planning and office			
Training and Examination of Welders			
Welding/fabrication Inspection QC, QA, CA			
Other Relevant Experience			

Applicant's Signature: _____

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5. WELDING INSPECTION PRACTICE

Months (Full Time Equivalent) for the following years
(must cover at least the last 5 years. You should be able to provide evidence to cover at least 3 years as a welding inspector, supervisor or instructor)

No.	Inspection Activities	1 st Year	2 nd Year	3 rd Year	4 th Year	5 th Year	Total
1	Planning and Control						
2	Codes and Standards – Interpretation and Use						
3	Weld Drawings and Weld Symbols						
4	Safety in Inspection						
5	Materials Inspection						
6	Welding Processes						
7	Consumables						
8	Welding Procedures – Preparation & Compliance						
9	Welding Qualifications – Preparation & Compliance						
10	VT and Measurement (list three main types of equipment)						
	10.1						
	10.2						
	10.3						
11	Destructive Testing - Compliance						
12	Non-destructive Testing – Compliance e.g. RT, MT, PT						
13	Defect Identification, Acceptance and Cause						
14	Documentation preparation (ITP, procedures, reports, records), control, and review						
15	Continued Professional Development						
16	Management of other Welding Inspectors & Trainees						
17	Review of Heat Treatment Procedures & Records						
18	Certification of Compliance						
19	Design and implementation of quality control programmes						
MINIMUM TOTAL REQUIRED - 36 MONTHS							

Up to maximum 60 Months

6. VERIFICATION OF REPORTING AND EXPERIENCE

6.1 *Attach clearly identified copies of 4 typical inspection reports or other relevant documents supporting the range of equipment/activities involved, or letters from employers confirming e.g. satisfactory inspection activities and reports*

6.2 *Provide contact details of employer (s) or 4 customers who can confirm work (at least during the last 5 years)*

Inspection Activity (See Section 5 above)	Employer and/or Customer				Estimated Total Hours
	Date	Company	Contact Name	Telephone No	

Applicant's Signature _____

7. GUIDANCE NOTES

a) Entry Requirements for Certification

Certification as a WTIA Certified Comprehensive Welding Inspector (CCWI) is given to applicants who

- successfully complete approved training and satisfy the Australian IIW Authorised National Body (ANB) and WTIA Q&C Board joint examination requirements; and
- provide independent verification that they have had at least three years experience as a WTIA Certified Senior or Comprehensive Welding Inspector or equivalent work experience (e.g. welding engineer, technologist, specialist or supervisor)

If you do not have the necessary experience now, you can apply for certification when the experience requirements are met at a later date. After initial certification, renewal with fee and reports, is after five years and re-certification with exam and fees is after ten years.

b) Applications. Applications must be made on this standard form and should be legible, preferably typed or neatly written in black ink. All attachments are to be clearly identified, signed, dated and be sufficiently clear to permit legible photocopying.

c) Qualifications, Education and Training (Sections 2 and 3). Applicants will:

- i) need to supply copies of any engineering degrees, diplomas, certificates, trade papers, or other institutional qualifications held in engineering or other relevant disciplines.
- ii) have successfully passed the examination for the WTIA Certified Comprehensive Welding Inspector (CCWI) and/or IIW IWI C through WTIA or an IIW Authorised National Body (ANB). Copies of relevant IIW diplomas must be supplied.

d) Background Experience

The applicant should give a brief history of previous relevant experience as follows:

- i) A short curriculum vitae, including employment record at least since the date of key qualifications. This record should identify work in the technical field relevant to welding inspection and provide dates and some approximate times where possible.
- ii) A brief description of work undertaken by the applicant in the last five years which relate specifically to the certificate sought. The responsibility held and the role played by the applicant must be described together with the name of the person to whom the applicant was responsible.
- iii) A brief description of other related activities which can assist in the assessment of current technical competence.

e) Health/Eyesight

Candidates need to be in a satisfactory physical condition and the person completing the application form will be required to signify that the candidate's health and eyesight are adequate to enable him/her to carry out his/her duties. An eyesight test certificate obtained within 3 months of the application must be submitted with the application form. Unaided or corrected near visual acuity in at least one eye shall be such that the candidate is capable of reading N4 Times Roman type or Jaeger J1 at a distance of not less than 30 cm on a standard reading chart.

f) Conditions of Certification

- i) Certificates are only issued on the following conditions:
 - The Institute has the right to suspend or cancel certification, if negligent or grossly incompetent inspection by the Certified Inspector is proven to the satisfaction of the Institute.
 - The Certified Inspector only inspects to a suitable product or welding standard in accordance with a suitable management system, the category certified and code of ethics accepted to WTIA; and agrees to have his/her name on a public register.
- ii) Photocopies of documents and photographs can be certified by a Justice of the Peace, police officer, post office manager, doctor or similar professional person. They must print their name, contact number, occupation and date and write "This appears to be a true copy of the original document sighted by me" or "This is a true likeness of (name)", affix an organizational stamp and/or sign each copy of the photograph.

g) Reservation

Based on the recommendation of the WTIA Q&C Board, the Institute may:

- i) accept or decline the application;
- ii) defer the application and request any further information needed, or
- iii) advise the applicant of a more appropriate certification level.