



American Welding Society  
8669 NW 36 St., #130, Miami, Florida 33166-6672

## **Procedure for Authorizing AWS Approved Testing Centers**

### **1. Purpose**

This procedure sets forth the requirements for a facility to become authorized to perform certification testing for the American Welding Society. Responsibilities of both parties and a definition of the scope of authorization are included in this procedure.

### **2. Definitions**

*Approved Testing Center (ATC)* A facility that has demonstrated that it has the personnel, facilities, and procedures to perform certification testing for AWS.

*Scope* The authorization to perform certification testing for a specific AWS program. Each scope of authorization will have a separate set of special requirements outlined in a separate annex to this procedure.

### **3. General Responsibilities**

The following lists only general requirements of the AWS and the ATC. Additional specific requirements are contained in the respective program annexes to this procedure.

#### **3.1** The general responsibilities of the American Welding Society are as follows:

- AWS will be responsible for defining the content of the certification examinations and how such examinations will be conducted. AWS will score all written examinations at its headquarters facility in Miami, Florida and will issue all certification credentials. All testing materials distributed by AWS remain the property of AWS.
- AWS will review and process all applications. AWS will set and collect the appropriate fees at the time of application.
- AWS reserves the right to limit the number of Approved Testing Facilities for any one program.
- AWS will advertise the availability of its certification exams at Approved Testing Centers in all of its marketing materials that directly advertise the relevant program.



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**3.2** The general responsibilities of the Approved Testing Center are as follows:

- The ATC will demonstrate to AWS that it has the personnel, facilities, and procedures to perform certification testing for the AWS.
- The ATC will maintain the confidentiality of the certification examinations, and will maintain the personal information about the candidates in accordance with standard practices to protect privacy.
- The ATC, where appropriate, will provide AWS with timely notification of training and examination events that will allow AWS to publicize such events in regularly published examination schedules.
- The ATC will seek to avoid any conflicts in interest between training functions and the administration of the certification examinations. Personnel involved in the personal instruction of the candidates shall not administer a certification examination to the same candidates.

**4. Audit Requirements**

Prior to the scheduling of any certification events, the prospective Approved Testing Center will arrange for a visit by an authorized representative of the American Welding Society. During that visit, the authorized representative, utilizing the respective program annex, will verify that the ATC has the personnel, facilities, and procedures to effectively administer certification testing on behalf of AWS. The representative will make a recommendation to the AWS Certification Committee for authorization of the ATC. The Committee reserves the right to make the final decision on authorization.

All audit and travel costs incurred by the authorized representative will be borne directly by the ATC.

**5. Non-performance**

The AWS Certification Committee is the responsible committee within AWS for the authorization of Approved Testing Centers. AWS staff or delegated members of the Certification Committee reserve the right to attend, monitor, or otherwise audit the activities of an Approved Testing Center if there is cause to believe that there are nonconformances in the testing process. The Committee also reserves the right to withdraw authorization for any ATC at any time for any cause.



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## Annex 1

### 1. Program

*Certified Robotic Arc Welding Technician/Operator (CRAW-T or CRAW-O)*

### 2. Scope of Authorization

Approved Testing Centers (ATCs) that meet the requirements of this Annex may conduct written examinations and performance testing leading to the award of the Certified Robotic Arc Welding Technician or Operator credentials. ATCs are governed by the rules of this document and the following AWS standards that control this program:

*AWS D16.4, Specification for the Qualification of Robotic Arc Welding Personnel*  
*AWS QC19, Standard for the Certification of Robotic Arc Welding Personnel*

**3. Requirements.** The ATC must demonstrate its capacity to meet the following requirements:

**3.1 Facilities.** The ATC will have available for testing purposes at least one operating arc welding robot that can be programmed for operation in three axes. The ATC will demonstrate that it has the equipment to perform mechanical and macroetch testing of completed weld coupons. The ATC will have one room that is conducive to a proper environment (adequate lighting, space, quiet, etc) for candidates taking a written examination. The ATC will demonstrate that it has the capability of storing confidential materials in a place of limited access (locked cabinet or room).

**3.2 Personnel.** It is the responsibility of the ATC to provide a CRAW-T to act as the written examination and performance test supervisor. The ATC must have under employment, or access to, a Certified Robotic Arc Welding –Technician (CRAW-T). This individual shall not conduct any training or preparatory activities for any candidates that the same CRAW-T will test for AWS certification.

**3.3 Procedures.** The ATC will demonstrate that it has procedures in place to assure the traceability of all test materials (filler and base metals) used in the robotic performance testing. The ATC will demonstrate that it has procedures in place to monitor candidate registrations and appointments to take certification testing. The ATC will demonstrate that it has procedures established to return testing information to AWS in a timely manner.



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**3.4 Special Conditions.** The following conditions apply to the CRAW program:

**3.4.1** The ATC may conduct its own training program using its own instructors and training materials. No fees are due to AWS from this activity.

**3.4.2** The ATC may set and collect a separate fee for the administration of the robotic performance test. Any such fees shall be disclosed and publicized at the time of any advertisement of the program offering.

**3.4.3** The ATC may conduct remote testing at companies outside of its physical location. The ATC is responsible for developing procedures to assure that all equipment is operating within the correct parameters and that the traceability of all test materials (filler and base metals) is maintained.

**3.4.4** The ATC must notify AWS when the CRAW-T Test Supervisor originally identified during the authorization audit is no longer being used or has been replaced by another CRAW-T.

**3.4.5** AWS will make available information pertaining to all of the ATCs where CRAW certification testing is available. Such information will include any testing schedules and brands of robots that are available. Candidates will choose which ATC is most convenient and will be responsible for contacting that ATC and scheduling the tests.

**3.5** The ATC shall maintain all instructions, reference documents, specifications, guides, and data relevant to the work of the facility for CRAW testing and shall be made readily available to the staff.

**3.5.1** The following are the mandatory documents, which shall be maintained in the ATC library:

*AWS D16.1, Specification for Robotic Arc Welding Safety*

*AWS D16.2, Guide for Components of Robotic and Automatic Welding Installations*

*AWS D16.3, Risk Assessment Guide for Robotic Arc Welding*

*AWS D16.4, Specification for the qualification of Robotic Arc Welding Personnel*

*AWS Procedure for Authorizing AWS Approved Testing Centers*

*Performance Test Candidate Information Booklet for the CRAW O/T examination*

*Certified Robotic Arc Welding Application for CRAW O/T certification*