



# ***Accredited Testing Facility (ATF) Program Yearly Renewal Information***

(The enclosed documents will provide information about the re-accreditation of the AWS Accredited Test Facility Program.)

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## **Technical Documents**

(These documents are available for downloading at the AWS website.  
Please click on the document name and you will be redirected to the AWS Website.)

- [QC4-89, Standard for Accreditation of Test Facilities for AWS Certified Welder Program](#)
- [QC7-93, Standard for AWS Certified Welders](#)
  - [Supplement C- Welder Performance Qualification Sheet Metal Test Requirements](#)
  - [Supplement F- Chemical Plant and Petroleum Refinery Piping](#)
  - [Supplement G- AWS Performance Qualification Test](#)
- [B5.4-2005, Specification for the Qualification of Welder Test Facilities](#)

# Steps to Renew the ATF Accreditation

1. Complete the following documents:
  - ATF Yearly Renewal & Self-Audit Application
  - QA Manual checklist\*
  - Submit Renewal Application Fee or P.O. Request

***\*Important Note: Be sure to read the requirements on the QA Manual Checklist as they contain more detailed information on what is required for your QA Manual.***

Email the documents to [atf@aws.org](mailto:atf@aws.org) or mail these completed documents to: AWS Attn: Accreditation Department 8669 NW 36 Street, # 130 Miami, Florida 33166-6672.

2. If the review is satisfactory, a certificate of conformance will be issued. The certificate allows your facility to operate in accordance with the AWS QC4-89, Standard for Accreditation of Test Facilities for the AWS Certified Welder Program.
3. Following a satisfactory review of the facility's application, checklist and Quality Assurance Manual, an invoice for the applicable fees will be issued to the facility. Please click on the following link to view the current program fees:  
<https://www.aws.org/certification/AccreditedTestFacilities>
4. Program fees, along with a copy of the invoice must be mailed to:  
American Welding Society Attn: Accreditation Department 8669 NW 36 Street, # 130 Miami, Florida 33166-6672.
5. Once the program fees have been received, AWS will mail a new ATF certificate to your facility representative.



# Accredited Test Facility

## Yearly Renewal Application

American Welding Society  
8669 N.W. 36<sup>th</sup> Street, # 130  
Miami, Florida 33166-6672  
Tel. (800)-443-9353  
Email: [atf@aws.org](mailto:atf@aws.org)

We hereby request the American Welding Society re-accredit the following facility as a participant in the AWS Certified Welder Program in accordance with the provisions of AWS QC4-89, *Standard for Accreditation of Test Facilities for AWS Certified Welder Program*.

### APPLICANT INFORMATION

Name of Facility: \_\_\_\_\_

ATF Certificate Number: \_\_\_\_\_

Facility Representative: \_\_\_\_\_

Test Supervisor(s): \_\_\_\_\_ CWI # \_\_\_\_\_

\_\_\_\_\_ CWI # \_\_\_\_\_

*Please use an additional sheet of paper to list all test supervisors.*

#### **Testing Facility Address:**

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Country: \_\_\_\_\_

#### **Corporate or Mailing Address: (If it is different from Testing Facility address):**

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Country: \_\_\_\_\_

#### **Testing Facility's Contact Information:**

Phone: \_\_\_\_\_ Ext: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_

*Please use an additional sheet of paper for alternative contact information*



# Accredited Test Facility

## Yearly Renewal Application

PLEASE CHECK ONE OF THE FOLLOWING

1st Year Renewal Application

2nd Year Renewal Application

*(Please indicate which yearly renewal)*

Are there any revisions to the facility's Staff, Policies, Organizational chart, and/or Operations?

Yes  or No

If yes, please submit references to the revision on the QAM or an actual revised copy of the QA Manual.

### APPLICATION FEES

Yearly Renewal (North American Fee Schedule) Fee: \$435 USD

Yearly Renewal (International Fee Schedule) Fee: \$570 USD

### ENCLOSED MATERIALS

Quality Assurance Manual: Enclosed

ATF Quality Manual Checklist: Enclosed

List any past or present certifications: \_\_\_\_\_

Contact Name (Print): \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

### METHOD OF PAYMENT

Bill P.O. (Staple P.O. to front page of application)

All checks and money orders made payable to AWS  Check or money order # \_\_\_\_\_

VISA  MC  AMEX  Discover

CC#: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Exp: \_\_\_\_/\_\_\_\_

SIGNATURE: \_\_\_\_\_

CVV: \_\_\_\_\_

### AWS USE ONLY

Date Received:

Account #:

Amount:  \$435.00 (North American Fee Schedule)

\$570.00 (International Fee Schedule)



# Accredited Test Facility

## Yearly Renewal Application

### Q. A. MANUAL CHECKLIST QUESTIONS 1 TO 18

**Instructions (to be completed by the Internal Auditor):** Please answer questions 1 through 18 in the Q. A. M. Index section with the corresponding page or section number of your Quality Assurance Manual and completed self-audit of the test facility in accordance to the **AWS QC4-89, Standard for Accreditation of Test Facilities for AWS Certified Welder Program: Section 9 Accreditation Renewal**. All columns and rows must be filled out.

Topic	Q.A.M. Index Section #	Auditor Review of the Manual: Sat. / Unsat.	Auditor Confirmation of Implementation: Sat. / Unsat.
1) Does the QA Manual contain a policy statement that clearly asserts that the Test Facility will meet all requirements of codes, specifications or contract documents that they use in their activities?			
2) Specifically, are QC7 and QC4 listed?			
3) Is there an Organizational Chart that includes names of the individuals involved?			
4) Are the Facility Representative and the Test Supervisor specifically designated on the Organization Chart?			
5) Is the Test Supervisor (s) a current CWI? Is the CWI number listed?			
6) Is a single person (QA Manager, supervisor or other designee) assigned the responsibility to verify the Company policy is being complied with?			
7) Does the QA Manager have direct access to Executive Management?			
8) Are the operational and functional duties of the Facility Representative, Test Supervisor, and QA Manager clearly defined?			
9) Are general Quality Control procedures spelled out or incorporated by reference?			
10) Are written procedures and/or checklists available for specific tests or inspections?			
11) Are the written procedures spelled out or incorporated by reference?			
12) Are all required reference documents listed?			
13) Are there formal procedures for handling non-conformances?			
14) Are there procedures for dealing with technical complaints, comments and suggestions?			
15) Are subcontracting procedures defined and controlled?			
16) Are there procedures and/or checklists for documenting and reviewing test results?			
17) What records are placed in the welder's file?			
18) What records are sent to the AWS Certification Business Unit?			

**\* If more space is needed to answer any of the Checklist questions, please feel free to attach additional answers or relevant information to the back of this checklist.**



# Accredited Test Facility (ATF) Price Schedule\*

## North American Price Schedule

Initial Audit Fees	AWS Price	Auditor Fee Included in AWS Price?
Document review	\$855	
Initial On-site Audit**	\$2,405	Yes
<b>Total</b>	<b>\$3,260</b>	
<b>Additional Facilities</b>		
Document review	\$715	
Initial On-site Audit**	\$2,125	Yes
<b>Total</b>	<b>\$2,840</b>	
<b>Re-Audit</b>		
Auditor's Fees	\$1,350	No
Auditor's travel Expenses**	TBD	No
<b>Yearly Renewals</b>		
Annual 1st Year	\$435	N/A
Annual 2nd Year	\$435	N/A
<b>Re-accreditation Audit Fee</b>		
Document review	\$715	
On-site Audit**	\$2,125	Yes
<b>Total</b>	<b>\$2,840</b>	
<b>MP/PT Fees</b>		
Auditor's Fees	TBD	No
Auditor's travel Expenses**	TBD	No

## International Price Schedule

Initial Audit Fees	AWS Price	Auditor Fee Included in AWS Price?
Document review	\$855	
Initial On-site Audit**	\$990	No***
<b>Total</b>	<b>\$1,845</b>	
<b>Additional Facilities</b>		
Document review	\$715	
Initial On-site Audit**	\$715	No***
<b>Total</b>	<b>\$1,430</b>	
<b>Re-Audit</b>		
Auditor's Fees***	TBD	No***
Auditor's travel Expenses**	TBD	No***
<b>Yearly Renewals</b>		
Annual 1st Year	\$570	N/A
Annual 2nd Year	\$570	N/A
<b>Re-accreditation Audit Fee</b>		
Document review	\$715	
On-site Audit**	\$715	No***
<b>Total</b>	<b>\$1,430</b>	
<b>MP/PT Fees</b>		
Auditor's Fees***	TBD	No***
Auditor's travel Expenses**	TBD	No***

\*Fees are subject to change due to individual circumstances for each facility.

\*\*Applicants are directly responsible for the auditor's travel expenses.

\*\*\*Auditor fees for international ATFs are as follows:

Each Travel Day	\$430
On-site Audit Fee	\$900
<b>Total Fee</b>	<b>(dependent on # of audit and travel days required)</b>