AWS ACCREDITED TEST FACILITY (ATF): ANNUAL AUDIT REPORT APPLICATION

Please complete the Annual (Internal Audit) Report Application and the Checklists and submit via email to accreditation@aws.org along with a copy of the Quality Assurance Manual, copy or summary of your Management Review, and payment information.

Type of Requested Audit

☐ 1ST Year Surveillance Audit ☐ 2nd Year Surveillance Audit

Facility Contact Information

Name of Facility: _____

Facility Representative: _____

Facility Representative Email: _____

Facility Representative Phone: _____

Qualifier(s): Name: _____ CWI #: _____

Name: _____ CWI #: _____

Name: _____ CWI #: _____

Facility Adress (where the facility is located and where testing takes place):

Street: _____

City: _____ State: _____ Zip: _____

Country: _____

Contact Information for Welder Testing (this will be used for the ATF Site Listing/Directory):

Name: _____

Email: _____

Phone: _____

Website: _____

Please note that a change in facility address will require an on-site audit.

Request for Expanded Scope(s) of Authorization (if applicable)*

ATFs accredited to QC47 have a scope of testing that covers the four basic arc welding processes in compliance with relevant American codes and standards (AWS, ASME, API, etc.). Additionally, ATFs may choose to extend the scope of testing to include other processes and testing methods by documentation and/or demonstration of the ATF's capabilities in those processes or testing methods.

If you are requesting a change in scope, please provide details below (if applicable):

_____

_____

_____

**Please note that the review of expanded scopes may take an additional 2 - 3 weeks.*

Method of Payment

Please find ATF Fee schedule here and the AWS Certification payment policy here.

☐ P.O. (attach)

Credit Card ☐ VISA ☐ MC ☐ AMEX ☐ Discover

Credit Card #: _____ / _____ / _____ Exp: _____ / _____

CVV: _____ Signature: _____

For AWS Use Only

Date Received: _____ Account #: _____ Amount: _____

ATF ANNUAL REPORT APPLICATION CHECKLIST

Checklist Question	Yes/No	Details/Comments
Facility Information		
Has the address for the ATF changed?		
Has there been a change in personnel?		
Are the certifications of ATF personnel up to date/active?		
Equipment Updates		
Have there been any changes to testing equipment or facility layout?		
Scope Changes		
Have you applied for or been granted any new scopes of accreditation?		
Have you added any specialized testing capabilities?		
Internal Audit and Management Review		
Have you conducted an Internal Audit using the AWS Manual and Audit Checklists?		
Have you conducted a Management Review?		
Supporting Documentation		
Is a copy of the completed checklists used during the Internal Audit included?		
Is a summary or minutes of the Management Review meeting attached to this application?		
Is a copy of the current Quality Manual attached to this application?		

ATF ANNUAL REPORT MANUAL CHECKLIST

This checklist provides ATFs with a structured approach to reviewing the Quality Manual during the annual Internal Audit. It focuses specifically on the requirements outlined in Sections 10.1 through 10.1.15 of AWS QC47-2016-AMD3. Each requirement must be addressed in the Quality Manual, with supporting documentation and implementation evidence available. **Please complete all columns by indicating the section or page number the checklist item can be found within the manual, checklist verification, and comments (as needed).**

1. ATF Quality Management System

	Audit Question	QC47 Reference	Manual Reference	Auditor Yes/No/NA	Auditor Comments
1.1	Does the Quality Manual address all required elements of Clause 10?	10			
1.2	Does the Quality Manual reference all applicable codes, standards, and procedures?	10.1.1			
1.3	Does the ATF have access to and use current AWS QC47, AWS B2.1 SWPSs, and other required references?	10.1.1			

2. Quality Manual & Documentation

	Audit Question	QC47 Reference	Manual Reference	Auditor Yes/No/NA	Auditor Comments
2.1	Is there a documented Quality Manual that meets AWS QC47 requirements?	10.1.2			
2.2	Are separate procedures and work instructions referenced in the manual?	10.1.2			

3. ATF Quality Policy Statement

	Audit Question	QC47 Reference	Manual Reference	Auditor Yes/No/NA	Auditor Comments
3.1	Does the Quality Manual contain an ATF Quality Policy Statement?	10.1.3			
3.2	Does the Quality Policy Statement reflect the ATF's commitment to compliance and quality?	10.1.3			

4. Organizational Structure & Responsibilities

	Audit Question	QC47 Reference	Manual Reference	Auditor Yes/No/NA	Auditor Comments
4.1	Does the ATF have an up-to-date organizational chart or other document that shows the titles and relationships of the key personnel at the facility?	10.1.4			
4.2	Are job descriptions documented for all key personnel?	10.1.5			
4.3	Are personnel responsibilities and decision-making authority clearly defined?	10.1.5			

5. Qualifier Control Requirements

	Audit Question	QC47 Reference	Manual Reference	Auditor Yes/No/NA	Auditor Comments
5.1	Does the ATF document how Qualifiers meet quality system requirements?	10.2.4.2			

5.2	Are qualification and approval processes for Qualifiers documented?	10.2.4.1			

6. Quality Records & Document Control

	Audit Question	QC47 Reference	Manual Reference	Auditor Yes/No/NA	Auditor Comments
6.1	Are quality records identified, controlled, and retained for at least three years?	10.1.6			
6.2	Is there a process for reviewing and approving quality records?	10.1.6			

7. Testing Procedures & Welder Qualification

	Audit Question	QC47 Reference	Manual Reference	Auditor Yes/No/NA	Auditor Comments
7.1	Does the facility have documented procedures in place to ensure that all offsite welder qualification tests are conducted in accordance with AWS QC47 requirements (if applicable)?	7.1			
7.2	Does the ATF have documented procedures for conducting welder tests?	10.1.7			
7.3	Are testing procedures in place for different testing conditions (ATF, remote, field lab)?	10.1.7			

8. Test Records

	Audit Question	QC47 Reference	Manual Reference	Auditor Yes/No/NA	Auditor Comments
8.1	Are all essential test variables recorded on the PQTR?	10.1.8			
8.2	Are volumetric examination (NDE) records properly referenced when applicable?	10.1.8			

9. Internal Audits & Management Review

	Audit Question	QC47 Reference	Manual Reference	Auditor Yes/No/NA	Auditor Comments
9.1	Does the ATF conduct at least one internal audit per year?	10.1.9			
9.2	Is there a documented process for qualifying internal auditors?	10.1.9			
9.3	Does top management conduct an annual management review?	10.1.10			
9.4	Are corrective actions from management reviews documented and implemented?	10.1.11			

10. Nonconformance & Corrective Action

	Audit Question	QC47 Reference	Manual Reference	Auditor Yes/No/NA	Auditor Comments
10.1	Are nonconformances documented and addressed in a timely manner?	10.1.11			
10.2	Are corrective actions implemented and verified?	10.1.11			

11. Handling Complaints & Ethical Violations

	Audit Question	QC47 Reference	Manual Reference	Auditor Yes/No/NA	Auditor Comments
11.1	Does the ATF have a documented process for handling complaints?	10.1.12			
11.2	Are complaints from welders and employers recorded and addressed?	10.1.12			

12. Subcontracted Services & Vendor Controls

	Audit Question	QC47 Reference	Manual Reference	Auditor Yes/No/NA	Auditor Comments
12.1	Does the ATF evaluate and approve subcontractors for services such as NDE and machining?	10.1.13			
12.2	Is there a list of approved subcontractors maintained and reviewed?	10.1.13			

AWS ATF ANNUAL REPORT AUDIT CHECKLIST

The AWS Accredited Test Facility (ATF) Audit Checklist is a structured tool for evaluating compliance with AWS QC47 requirements. It covers key areas such as general facility requirements, organizational structure, quality management systems (QMS), personnel qualifications, test facility equipment, welder testing and certification, material control, and audit compliance. Each section provides specific audit questions, QC47 references, and space for auditor comments to ensure a thorough assessment of the ATF's quality and compliance practices. **Please complete all columns by indicating the section or page number the checklist item can be found within the manual, checklist verification, and comments (as needed).**

1. General Facility Requirements

	Requirement	QC47 Reference	Manual Reference	Auditor Yes/No/NA	Auditor Comments
1.1	Is the facility a legally identified entity?	7.2 (1)			
1.2	Does the facility have a valid accreditation certificate issued by AWS?	11.5.1			
1.3	Are security rules and measures implemented to protect proprietary and confidential information?	7.2 (4)			
1.4	Does the facility have a documented policy to prevent undue influence on staff?	7.2 (5)			
1.5	Does the facility have documented procedures in place to ensure that all offsite welder qualification tests are conducted in accordance with AWS QC47 requirements?	7.1			

2. Organizational Structure & Responsibilities

	Requirement	QC47 Reference	Manual Reference	Auditor Yes/No/NA	Auditor Comments
2.1	Is there an organizational chart or other document showing key personnel?	10.1.4			
2.2	Are job descriptions available for key personnel?	10.1.5			
2.3	Do all employees understand their roles and responsibilities?	7.2.6			
2.4	Is there a designated Facility Representative for AWS certification compliance?	10.2.3			

3. Quality Management System (QMS)

	Requirement	QC47 Reference	Manual Reference	Auditor Yes/No/NA	Auditor Comments
3.1	Is there a documented Quality Policy Statement?	10.1.3			
3.2	Does the facility have a written Quality Manual?	10.1.2			
3.3	Are procedures and work instructions controlled and referenced in the Quality Manual?	10.1.2			
3.4	Does the facility perform at least one internal audit per year?	10.1.9			
3.5	Is there an annual Management Review documented?	10.1.10			
3.6	Are nonconformities documented and	10.1.11			

	corrected in a timely manner?				
3.7	Is there a complaints handling process?	10.1.12			
3.8	Are subcontracted services that impact quality of testing reviewed to ensure that their services comply with the quality management system requirements? Is a list of subcontractors maintained and available for inspection?	10.1.13			

4. Test Facility Equipment & Calibration

	Requirement	QC47 Reference	Manual Reference	Auditor Yes/No/NA	Auditor Comments
4.1	Is welding equipment suitable for the intended process and properly maintained?	10.3.1			
4.2	Is there a calibration program for measuring/test equipment (volt-amp meters, gauges, etc.)?	10.3.2.1			
4.3	Do all calibrated equipment have an identification method by which the equipment can be traced to the calibration record with valid dates?	10.3.2.1			
4.4	Are calibration records available and up to date?	10.3.2.1			
4.5	Are mechanical and NDE equipment properly maintained and verified?	10.3.3			

5. Personnel Qualifications

	Requirement	QC47 Reference	Manual Reference	Auditor Yes/No/NA	Auditor Comments
5.1	Is the Facility Manager designated and documented?	10.2.1			
5.2	Is the Quality Manager responsible for QMS compliance?	10.2.2			
5.3	Are Qualifiers AWS CWI/SCWI with a Welder Performance Qualifier Endorsement?	10.2.4.1			
5.4	Are NDE technicians qualified per ASNT SNT-TC-1A Level II/III?	10.2.4.4			

6. Testing & Qualification Procedures

	Requirement	QC47 Reference	Manual Reference	Auditor Yes/No/NA	Auditor Comments
6.1	Are all welder tests conducted using AWS B2.1 Standard Welding Procedure Specifications (SWPSs)? If not, have the WPSs been reviewed by a CWI/SCWI who has successfully passed the AWS Welding Procedure Qualification endorsement?	8.1 Annex A			
6.2	Are test coupons properly identified, labeled, and traceable?	10.4.2.1 10.4.2.2			
6.3	Are visual inspections performed and documented before,	10.5.3.3			

	during, and after welding?				
6.4	Are mechanical tests properly performed with traceability?	10.5.3.4			
6.5	If radiographic testing (RT) is used, is it performed in the as-welded condition and retained for 30 days?	10.5.3.5			
6.6	Are test records properly documented, including PQTRs and routing sheets?	10.1.8			

7. Material Control

	Requirement	QC47 Reference	Manual Reference	Auditor Yes/No/NA	Auditor Comments
7.1	Are base and filler materials purchased with Material Test Reports (MTRs) or Certificates of Conformance (COCs)?	10.4.1.1			
7.2	Are shielding gases classified per AWS A5.32 or WPS requirements?	10.4.1.3			
7.3	Are consumables stored per AWS D1.1 or manufacturer recommendations?	10.4.2.3			

8. Accreditation & Audit Compliance

	Requirement	QC47 Reference	Manual Reference	Auditor Yes/No/NA	Auditor Comments
8.1	Does the facility undergo initial and periodic audits by AWS per ISO 19011?	11.3			
8.2	Are all AWS audit nonconformities	11.4.2.2			

	addressed within 30 days?				
8.3	Are annual reports submitted to AWS for accreditation maintenance?	13.2			

9. Corrective Action & Continuous Improvement

	Requirement	QC47 Reference	Manual Reference	Auditor Yes/No/NA	Auditor Comments
9.1	Are all nonconformances documented?	10.1.11			
9.2	Is timely feedback provided for corrective actions of documented nonconformances?	10.1.11			