



AWS ACCREDITED TEST FACILITY (ATF) 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.

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 corrected in a timely manner?	10.1.11			
3.7	Is there a complaints handling process?	10.1.12			
3.8	Are subcontracted services that impact	10.1.13			



	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?				
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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, during, and after welding?	10.5.3.3			
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 addressed within 30 days?	11.4.2.2			
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			