



AWS ACCREDITED TEST FACILITY (ATF) MANUAL CHECKLIST

This checklist provides auditors with a structured approach to reviewing the Quality Manual of an AWS Accredited Test Facility (ATF). It focuses specifically on the requirements outlined in Sections 10.1 through 10.1.15 of AWS QC47-2016-AMD2. Each requirement must be addressed in the Quality Manual, with supporting documentation and implementation evidence available for review.

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			