

WTIA-Q&CB Management System Manual	QUALIFICATION & CERTIFICATION BOARD	SECTION MF:32
	APPLICATION FORM FOR CERTIFICATION AS A WTIA CERTIFIED WELDING INSPECTOR (CWI) (FOR NOTES SEE PAGE 4)	REVISION: 1 DATE OF ISSUE: 25 th June 2008 PAGE: 1 OF 5

**Only postal applications will be accepted.
WTIA Q&C Board Administrator, PO Box 6165, Silverwater, NSW 1811**

1. Details of Applicant

I, _____
Title Given name Middle Name Family Surname

hereby apply for WTIA Assessment for Certification as a WTIA Certified Welding Inspector (CWI)

Address _____ Suburb _____ Postcode _____
Telephone () _____ Fax () _____
Mobile _____ Email _____

Business/Employer

Name _____
Address _____ Suburb _____ Postcode _____
Telephone () _____ Fax () _____
Mobile _____ Email _____

Attachments

1. Applicant's Resume (use pages 2 and 3 and add any supporting information);
2. Photocopies of qualifications & training;
3. Two passport size photographs and an eyesight certificate; and
4. Supporting Information (use page 3).

See note 7 e) for verification of documents, photographs etc.

Declaration

I, _____ of the above address declare that the above and all other information attached is correct. I also acknowledge that I have read Note 7 e), and if certificated by WTIA, I agree to abide by the conditions herein.

Applicant's Signature _____ Date _____

Witness
Name _____ Position _____

Signed _____ Date _____

Fees (non-refundable)

Fee for assessment and certification is zero if application is received by WTIA within six months of the issue of the Applicant's WTIA inspection examination results. If not, a fee of \$300.00* will be applicable. Persons whose applications are declined can re-apply at a later date, but a further \$300.00* fee will apply. *(plus 10% GST)

Method of payment – payable to WTIA

- Post Cheque Money Order (No Cash) REQUIRE
- Credit Card MasterCard VISA Tax Invoice
- No _____ Expiry Date _____ Receipt

Amount \$ _____ Cardholders Name _____ Signature _____

- Electronic Transfer to Bank: WTIA Account Number 10091589; BSB No 062 194; CBA Lidcombe
Remittance Advice to WTIA: Fax (02) 9748 2858 or email a.zervas@wtia.com.au

WTIA Unit 50, 8 Avenue of the Americas, Newington, NSW 2127 Tel: 02 9748 4443 Fax: 02 9748 2858
Email: info@wtia.com.au ABN 69 003 696 526

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Applicant's Resume

NAME

2. QUALIFICATIONS

(please use abbreviations)

	Title	Body and Location	Date
Trade Qualification/Certificates			
Associate Diploma, Advanced Certificate			
University Degree			
Other			

3. WELDING INSPECTOR, EDUCATION AND TRAINING

(Please exclude qualifications listed above. List training location, equivalent full time hours and dates).

	Course/Training	Body and Location	Hours	Dates
Self Education & Correspondence				
Education body (TAFE, WTIA) etc.				
Employer (In house training)				
Other				

4. BACKGROUND EXPERIENCE

(Please indicate appropriate background experience in equivalent full time years)

	Main Duties	Employer	Years
Welding/Fabrication Practice - welding - supervision - forming/assembly			
Welding/Fabrication - drafting, design, - planning and office			
Training and Examination of Welders			
Welding/fabrication Inspection QC, QA, CA			
Other Relevant Experience			

Applicant's Signature: _____

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5. WELDING INSPECTION PRACTICE

Months (Full Time Equivalent) for the following years
(must cover at least the last 5 years. You should be able to provide evidence to cover at least 3 years as a welding inspector or as a welding supervisor or instructor)

No.	Inspection Activities	1 st Year	2 nd Year	3 rd Year	4 th Year	5 th Year	Total
1	Planning and Control						
2	Codes and Standards – Interpretation and Use						
3	Safety in Inspection						
4	Materials Inspection						
5	Welding Processes						
6	Consumables						
7	Welding Procedures						
8	Welding Qualifications						
9	VT and Measurement (list three main types of equipment)						
	9.1						
	9.2						
	9.3						
10	Destructive Testing						
11	Non-destructive Testing						
12	Defect Identification, Acceptance and Cause						
13	Documentation (ITP, procedures, reports)						
14	Continued Professional Development						
MINIMUM TOTAL REQUIRED - 36 MONTHS							

(Up to maximum 60 Months)

6. VERIFICATION OF EXPERIENCE

- 6.1 *Attach clearly identified copies of 4 typical inspection or other relevant reports supporting the range of equipment/activities involved.*
- 6.2 *Provide contact details of employer(s) or 5 customers who can confirm work (at least during the last 5 years)*

Inspection Activity (See No. 5 above)	Employer and/or Customer				Estimated Total Hours
	Date	Company	Contact Name	Telephone No	

Applicant's Signature _____

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7. GUIDANCE NOTES

a) Entry Requirements for Certification

Certification as a WTIA Certified Welding Inspector is given to applicants who:

- successfully complete approved training and satisfy the Australian IIW Authorised National Body (ANB) and WTIA Q&C Board joint examination requirements; and,
- provide independent verification that they have had at least three years experience as a Welding Inspector, Welding Instructor, Welding Foreman, Welding Supervisor or equivalent work experience.

If you do not have the necessary experience now, you can apply for certification when the experience requirements are met at a later date. After initial certification, renewal is after five years and re-certification after ten years.

- b) Applications.** Applications must be made on this standard form and should be legible, preferably typed or neatly written in black ink. All attachments are to be clearly identified, signed, dated and be sufficiently clear to permit legible photocopying.

c) Qualifications, Education and Training (Sections 2 and 3). Applicants will:

- i) need to supply copies of any engineering degrees, diplomas, certificates, trade papers, or other institutional qualifications held in engineering or other relevant disciplines.
- ii) have successfully passed the examination for the WTIA Certified Welding Inspector and/or IIW IWI B through WTIA.

d) Background Experience (Sections 4, 5 and 6)

The applicant should give a brief history of previous relevant experience as follows:

- i) A short curriculum vitae, including employment record at least since the date of key qualifications. This record should identify work in the technical field relevant to welding inspection and provide dates and some approximate times where possible.
- ii) A brief description of work undertaken by the applicant in the last five years which relate specifically to the certificate sought. The responsibility held and the role played by the applicant must be described together with the name of the person to whom the applicant was responsible.
- iii) A brief description of other related activities which can assist in the assessment of current technical competence.

e) Conditions of Certification

- i) Certificates are only issued on the following conditions:
 - The Institute has the right to suspend or cancel certification, if negligent or grossly incompetent inspection by the Certified Inspector is proven to the satisfaction of the Institute.
 - The Certified Inspector only inspects to a suitable product or welding standard in accordance with a suitable management system, the category certified and code of ethics accepted to WTIA; and agrees to have his/her name on a public register.
- ii) Photocopies of documents and photographs can be certified by a Justice of the Peace, police officer, post office manager, doctor or similar professional person. They must print their name, contact number, occupation and date and write "This appears to be a true copy of the original document sighted by me" or "This is a true likeness of (name)", affix an organizational stamp and/or sign each copy of the photograph.

f) Reservation

Based on the recommendation of the WTIA Q&C Board, the Institute may:

- i) accept or decline the application;
- ii) defer the application and request any further information needed; or,
- iii) advise the applicant of a more appropriate certification level.

g) Health/Eyesight

Candidates need to be in a satisfactory physical condition and the person completing the application form will be required to signify that the candidate's health and eyesight are adequate to enable him/her to carry out his/her duties. An eyesight test certificate obtained within 3 months of the application must be submitted with the application form. Unaided or corrected near visual acuity in at least one eye shall be such that the candidate is

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capable of reading N4 Time Roman type or Jaeger J1 at a distance of not less than 30 cm on a standard reading chart.