

Common Arc Corporation



Welder Performance Qualification Maintenance Program Manual

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Program Manual - Edition 3 - Revision 1

COMMON ARC CORPORATION

WELDER PERFORMANCE QUALIFICATION MAINTENANCE

PROGRAM MANUAL - EDITION 3, REVISION 1

Manual Number: _____

Assigned to: _____

Company: _____

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Welder Performance Qualification Maintenance Program Manual

Summary of Changes – Edition 3, Revision 1

| <i>Page</i> | <i>Location</i> | <i>Change</i> |
|-------------|--|--|
| 3 | Table of Contents | Inserted “Summary of Changes”; deleted Revision and Date Columns. |
| 6 | Program Scope, 2 nd paragraph | Added last sentence addressing use of single WPS during multiple test sessions. |
| 7 | Org. Chart | Added Proctors to Executive Administrator and Staff. |
| 9 | 1.2.4 | Added sentence to address contractor name change. |
| 11 | 1.2.6 | Added “Note” to direct reader to paragraph 6.2. |
| 13 | 1.5.2 | Added “Note” to direct reader to 6.2. |
| 14 | 1.5.4 | Added new paragraph 1.5.4 to address welder name change. |
| 18 | 3.1.1.E | Added subparagraph E to address maintaining record of welder name change. |
| 25 | 6.2.1 | Add “Note” to address testing of welders currently qualified for a contractor. |
| 27 | 7 | Added last sentence addressing use of single WPS during multiple test sessions. |
| 29 | 9 | Revised paragraph to clarify retesting of welders during multiple test sessions. |
| 41 -55 | Appendix | Updated WPQT Exhibits No. 10.1 - 10.15 to show latest versions used. |

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Approved by:



 Chairman, Operating Committee

1/1/2010
Date

The use of the pronoun "he" shall, for the purpose of this Manual, be considered to include and also mean the pronoun "she".

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The Common Arc Corporation (Common Arc) was created by the National Association of Construction Boilermaker Employers (NACBE) in January, 1988. Common Arc is a not-for-profit corporation established with the following purposes:

- foster and advance the interests of construction boilermaker employers;
- promote and further high standards of quality and performance for welders in the construction industry;
- develop a voluntary system for certifying welders employed by construction boilermaker employers;
- collect and distribute information concerning the industry including, but not limited to, the certification and employment status of welders;
- study and report on the benefits of welder qualification and performance certification; and
- perform and do any and all such other acts as are necessary, convenient and proper to the attainment of these objectives.

The affairs of Common Arc are managed by its Board of Directors. Execution of administrative and day-to-day operation of Common Arc has been delegated to the Executive Administrator who reports directly to the Board of Directors. The Executive Administrator shall retain and direct the staffing necessary to effectuate the purposes of Common Arc.

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The Common Arc Board of Directors has established two Committees to assist the Board of Directors, and the Executive Administrator, in the technical/operational and administrative aspects of fulfilling Common Arc's purpose.

- The Operating Committee maintains review of ASME Section IX and NBIC welder and welding operator performance qualification requirements.
- The Executive Committee oversees the day-to-day administrative operation of Common Arc to assure that necessary staffing and equipment are in place and effectively and efficiently operating to meet the purposes of Common Arc.

J. F. Erickson
Executive Administrator

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PURPOSE AND SCOPE

PURPOSE

The purpose of this program is to reduce costs to contractors and the industry while maintaining the current standards of quality and performance. The Program described herein provides a system for the maintenance of a welder's performance qualification among a community of contractors and for the welders' performance qualification testing by a group of contractors.

PROGRAM SCOPE

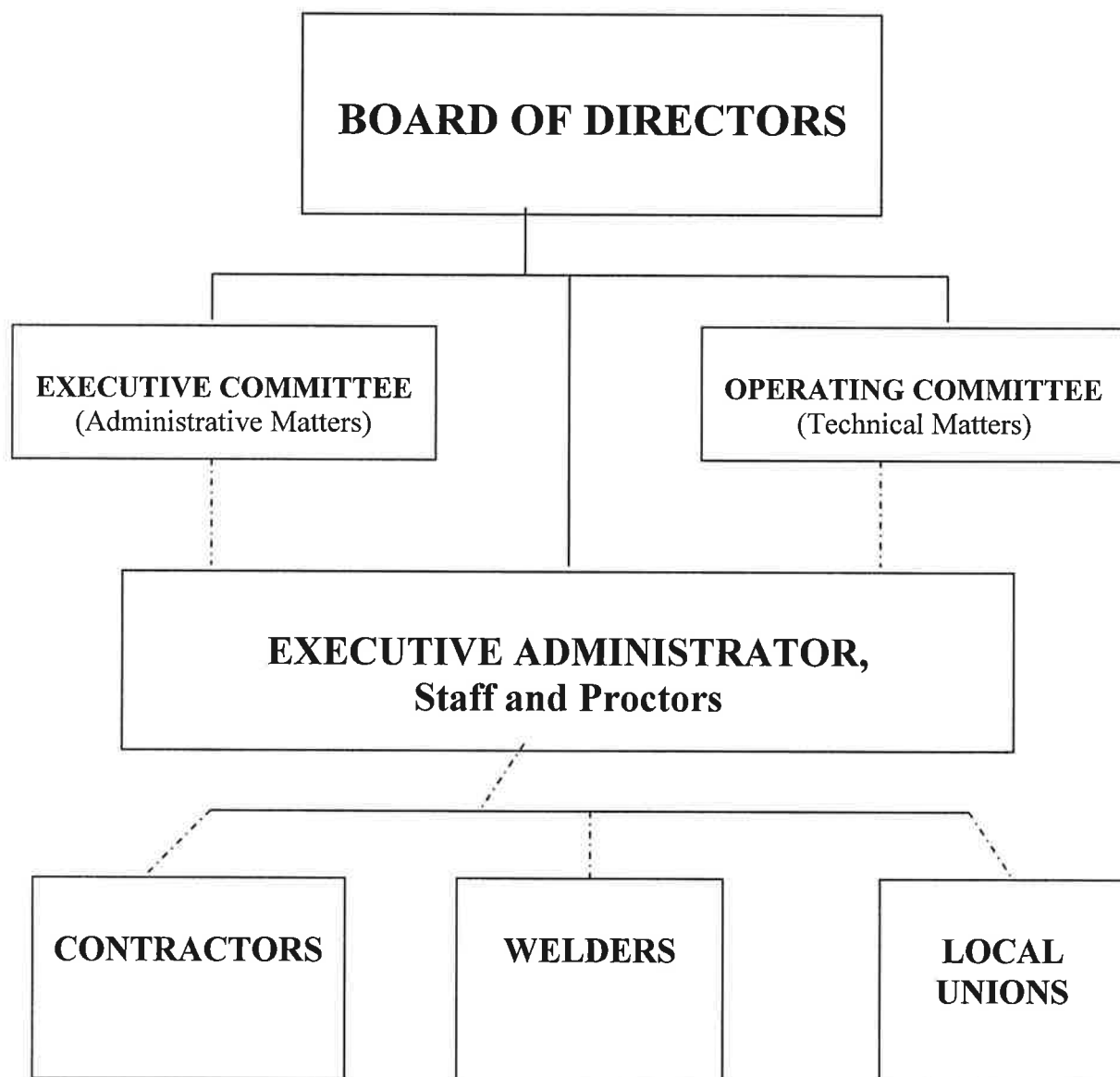
This Program has been developed to assist participating contractors to qualify welders in accordance with the current edition and addenda of Section IX of the ASME Code, and provide all participants with a system that will document, distribute and maintain a current welding history for each participating welder.

The Program is not intended to provide review, certification or endorsement of welding documents as meeting the applicable code requirements for welding and does not relieve the contractor of those responsibilities specified by the ASME Code, the National Board Inspection Code or Authorized Inspection Agency. Each participating contractor shall be responsible for conducting the welder performance qualification test in accordance with his own quality control program and qualified welding procedure specifications (WPS). As an alternative to using their own WPS, the participating contractors may agree to use a single WPS provided each participating contractor has certified that it has a procedure qualification record (PQR) to support the WPS covering the range of variables to be followed during the testing.

Participating in the Program is subject to the concurrence and acceptance of the participating contractor's Authorized Inspection Agency when required.

This Manual is written to provide all participants with guidelines for compliance and implementation of the Welder Performance Qualification Maintenance Program.

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1.0 ORGANIZATION AND RESPONSIBILITY

1.1 Operating Committee

- 1.1.1 The Welder Performance Qualification Maintenance Program, hereinafter referred to as the Program, shall be managed by the National Association of Construction Boilermaker Employers (NACBE) with the assistance and support of the International Brotherhood of Boilermakers.
- 1.1.2 The operational responsibility for the Program shall be delegated to an Operating Committee which shall consist of three (3) or more persons, one of whom shall be designated as Chairman. The Committee shall be appointed by, responsible to, and serve under the direction of and at the pleasure of a Board of Directors appointed by the National Association of Construction Boilermaker Employers (NACBE). The Operating Committee shall administer the Program under the direction of the Directors.
- 1.1.3 The Chairman, Operating Committee, shall be responsible for Program compliance with the American Society of Mechanical Engineers (ASME) Code and the National Board Inspection Code (NBIC) and for the resolution of administrative matters.
- 1.1.4 The Operating Committee shall be responsible for providing technical assistance to the Executive Administrator. The Executive Administrator shall be independent of the signatory participants of the Program.

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1.1.5 The Operating Committee shall review for acceptance any proposed revisions to the Program in accordance with Section V of this Manual. All revisions shall meet ASME, NBIC and Authorized Inspection Agency requirements.

1.2 The Participating Contractors

1.2.1 Each participating contractor shall be responsible for his required activities, including record and document distribution as written in this Manual and applicable administrative procedures. Any contractor not fulfilling these responsibilities is subject to suspension from the Program. Documentation of suspension in the form of written correspondence to the contractors shall be maintained in the contractor's file.

1.2.2 The participating contractor must be a contractor signatory to a continuing collective bargaining agreement with the International Brotherhood of Boilermakers Union or a subordinate construction lodge thereof.

1.2.3 Each participating contractor shall have a written quality control system which includes provisions for assuring that welder qualification and maintenance conforms to requirements of the ASME Code, Section IX.

1.2.4 Each participating contractor shall sign and have on file with the Executive Administrator a Participation Agreement (Exhibit #1). Should a contractor's company name change, the participating contractor shall sign a new Participation Agreement with the new company name shown on the agreement.

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- 1.2.5 (A) Except as permitted by (B) or (C) below, participating contractors shall hold either a Certificate of Authorization issued by ASME or the National Board of Boiler and Pressure Vessel Inspectors and/or jurisdictional authorities.
- (B) In lieu of accreditation of (A) above, contractors with an ISO quality program or a 10CFR50 Appendix B program covering welding control may participate in this program. ISO quality programs shall be certified by a registrar recognized by the Registrar Accreditation Board. A copy of the 10CFR50 Appendix B program or portion thereof covering welding control, shall be submitted to Common Arc for review and acceptance by an Authorized Inspection Agency selected by the Operating Committee.
- (C) To participate, in lieu of (A) or (B) above, contractors shall be surveyed by an accredited ASME Authorized Inspection Agency as directed and selected by the Operating Committee to assure that they have a welding control program meeting the requirements of this program. These contractors shall be audited by the Authorized Inspection Agency for compliance to this program once every three years.
- (D) For options (A) and (B) above, the contractor shall file copies of its Certificate(s) with the Executive Administrator. For option (C), the auditing inspection agency shall issue a report verifying that the contractor meets the requirements of this program. The audit report and contractor certification (Exhibit #5) shall be sent to the Executive Administrator for record and file.

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1.2.6 Each participating contractor shall be responsible for determining the welders ability to deposit sound weld metal and shall complete and sign a Welder Performance Qualification Test Record (WPQT Exhibit Series #10) for each welder tested and certified by the contractor in accordance with this Program and the contractor's quality control program. The completed and signed WPQT shall be submitted to Common Arc for the purpose of maintenance of performance qualification of the welder or welding operator.

NOTE: Please refer to Section VI, paragraph 6.2, for information regarding currently qualified welders.

1.2.7 For all welders employed by one of the participating contractors, it shall be the responsibility of the participating contractor to complete a Welder History Record (WHR Exhibit #3). The form provides a means of documenting information about a welder, indicating the last date on which the welder welded in a process (es). The completed WHR shall be submitted to Common Arc upon completion of the project, termination of a welder, or on the last calendar working day of the month prior to the welder's expiration date, whichever comes first.

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1.3 Executive Administrator

- 1.3.1 The Executive Administrator shall be responsible for preparing, maintaining, and distributing the Welder Qualification Maintenance Report (WQMR Exhibit #2). The WQMR shall be updated using the information provided on each contractor's Welder Performance Qualification Test Record (WPQT) and the Welder History Record (WHR). The WQMR for each participating contractor and Local Lodge shall be issued on a monthly basis.
- 1.3.2 The Executive Administrator shall be responsible for issuing the Qualification Expiration Notice (QEN Exhibit #4) to the Local Lodge in accordance with Section II of this Manual.
- 1.3.3 The Executive Administrator shall establish and maintain record files as outlined in Section III of this Manual.
- 1.3.4 The Executive Administrator shall assign an individual(s) as Proctor to act as a Common Arc representative during simultaneous testing sessions. The Proctor shall, along with other activities, assure that all participants adhere to the requirements of the Common Arc program manual.

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1.4 Local Lodge

- 1.4.1 The Local Lodge, upon receipt of a Qualification Expiration Notice (QEN) announcing the pending expiration of a welder's qualification, will, before the date stated, instruct the welder as to the steps necessary to maintain his qualification.
- 1.4.2 When welder performance qualification tests are to take place at a location selected by the Executive Administrator, the Executive Administrator and the Local Lodge shall be responsible for coordinating and scheduling the testing and notifying all participating parties of the scheduled testing date.

1.5 Welders

- 1.5.1 Welders who participate in the Welder Performance Qualification Maintenance program shall be responsible to complete the test welds as directed by the contractors.
- 1.5.2 Welders who participate in simultaneous test sessions shall be subject to inspections from all participating contractors present at the session at the contractor's discretion.

NOTE: Please refer to Section VI, paragraph 6.2 for information regarding currently qualified welders.