



VINÇOTTE nv/sa

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# GENERAL REGULATIONS

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## Certifying of welder qualifications & Qualifying of welding procedures

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## 1 Scope

The current General Regulations define the rules applied to the certification of permanent joining personnel and the approval of permanent joining procedures in line with annex 1 3.1.2 of the Pressure Equipment Directive 2014/68/EU.

## 2 Reference standards

The certification process applied is based upon a demonstrated compliance with the requirements of the latest version of the following normative international documents, not limited to :

- **EN ISO 9606** series for the qualification of welders for C steel, aluminium, titanium, copper and nickel and their alloys,...
- **EN ISO 14732**-for the qualification testing of welding operators and weld setters for mechanized and automatic welding of metallic materials
- **EN ISO 15614** series for the qualification of welding procedures for various materials by means of standard fusion welding, cladding or hard facing welding, resistance welding, tube to tube-plate connections, ...
- **ASME IX** for the qualification of welders and welding procedures according to the American context, as described in the Boiler and Pressure Vessel Code (BPVC).
- **API 1104** for the qualification of welders and welding procedures according to the American context for the construction of pipelines and related equipment.
- **EN ISO 13585** for the qualification test of brazers and brazing operators
- **EN ISO/IEC 17020** Conformity assessment - Requirements for the operation of various types of bodies performing inspection
- **EN ISO/IEC 17024** Conformity assessment – General requirements for bodies operating certification of persons clauses 5.1.2-5.2.3, chapter 8, clauses 9.4 to 9.6

## 3 Definitions and acronyms

The following general definitions and acronyms apply throughout the whole of this document :

- **Vsa** : Vinçotte nv
- **Applicant** : Person who has submitted an application to be admitted into the certification process by Vinçotte nv (Vsa). This submission can be done by his/her employer.
- **Company** : Party who has contractual agreement with Vinçotte nv for certifying their personnel / qualifying their procedures

## 4 General rules

The current General Regulations are the only ones applied by Vsa for certification and qualification of welders and welding procedures complying with the standards and normative documents listed in § 2.

Any Company seeking certification of personnel and qualification of welding procedures by Vsa must abide by the General Regulations in force at the time the contract is concluded. These regulations are mandatory throughout the whole duration of certification.

When the General Regulations are revised, the Company concerned shall abide to the latest version.



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The requirements of the current General Regulations supersede the corresponding requirements of the Vsa Standard Terms and Conditions of Supply of Services.

The specific conditions defined in the certification contracts may neither alter nor modify the requirements of the current General Regulations.

## 5 Certification characteristics

### 5.1 Scope

The Vsa person certification attests that he/she complies with the requirements of the relevant certification schemes.

### 5.2 Period of validity

The issue date of the certificate is the date of execution of the qualification. The Vsa certificate is valid for the period, described in the applicable standard. If the application standard describes an internal prolongation by the company, then it will be responsible to inform Vsa when these requirements are not fulfilled.

At the end of each foreseen validity period the certification will be stopped.

### 5.3 Conditions of validity

The validity of an Vsa certificate is maintained during the time of certification provided that the company concerned continuously complies with the following requirements :

- a) The company commits itself that it will inform the applicant about its rights and duties, not limited to:
  - a. Requirement of the certification scheme.
  - b. In the event of suspension, refraining from further promotion of the certificate
  - c. In the event of withdrawal, refraining from further use of the certificate
  
- b) Any significant modification to the welders “physical capability” shall be communicated by the Applicant to the Company who will inform Vsa.

Examples of these modifications are, but not limited to :

- Eye sight
- Dexterity
- General technical performance skills
- ...

- c) All financial obligations with regard to Vsa are satisfied.

Vsa has the right to suspend or withdraw the scope of certification if deemed necessary. In this case Vsa will inform the Company about this decision.



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In case of personnel certification, the employer agrees that:

- He or she shall provide the certificate, the decision of suspension or withdrawal of it, to all certified persons.
- Vsa can provide the certificate directly to all certified persons.

## 6 Transfer of certificates

Certificates or procedures issued by another third party can be transferred to Vincotte certificates or procedures after evaluation by the certifier if following conditions are met:

- The original independent third party was accredited at the date of issue
- The original certificate is available

If the above conditions are met then the original documents are reissued on the relevant Vincotte templates as mentioned under §5.9 with reference to the original certificate or procedure.

## 7 Use and misuse of the certificate and the registration logo

The Company may :

- Display, reproduce and issue copies of the certificate (additional originals are available from Vsa).

## 8 Certificate suspension and withdrawal

Vsa shall maintain sole ownership of any certificate.

### 8.1 Suspension

Suspension of certification is decided by Vsa, as a consequence of :

- non-respecting the Conditions of Validity (see §5.3).
- deviations from compliance with requirements;
- inappropriate use of the certificate ;

Suspension of certification is notified in writing to the Company by Vsa, together with the supporting reasons and the conditions for restoring certification. The company shall inform the Applicant.

The suspension is removed only after Vsa has verified and confirmed that conformity with the requirements has been reinstated. The suspension removal is notified in writing to the Company. The company shall inform the Applicant.



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## 8.2 Withdrawal

Withdrawal of certification is decided by Vsa, as a consequence of :

- non-respecting the Conditions of Validity (see §5.3).
- deviations from compliance with requirements ;
- inappropriate use of the certificate ;

The withdrawal of certification is notified in writing to the Company by Vsa, together with the supporting reasons. The company shall inform the Applicant.

## 8.3 Notification obligation

As a consequence of suspension or withdrawal of the certificate, the Company must inform current customers about the situation.

# 9 Qualification characteristics

## 9.1 Scope

The Vsa procedure qualification attests that it complies with the requirements of applicable standard.

## 9.2 Period of validity

The issue date of the qualification is the date when the qualification has been drawn up by Vsa. The Vsa qualification is valid for the period, described in the applicable standard. In most cases there's no period of validity and the qualification remains valid indefinitely. It is the responsibility of the company to comply with any additional requirement, if the application standard describes these requirements for the qualification to remain valid. Vsa does not have to be informed about those additional requirements

## 9.3 Conditions of validity

When the qualification is issued by Vsa it becomes property of the company. No further follow up from Vsa is necessary. It is the responsibility of the company to comply with the conditions stated in the application standard.

# 10 Appeals and complaints

To resolve a complaint, Vsa will operate its proper internal procedures thereto.

# 11 Confidentiality

All information about the applicants and the Company and the certification files are held confidential.

Vsa commits itself not to disclose any private information about the applicant or Company nor any information collected during the certification process, except for the data used for certification purposes. All personal data is only being used for certification purposes and the data protection regulations of Vsa will apply.



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However, Vsa may disclose parts or all of the certification files to the accreditation bodies if requested upon.

Where appropriate, the Company and Applicants accept the presence of representatives of the accreditation bodies, or examiners undergoing training.

## 12 Languages

By default, Vsa conducts certification services in Dutch, French and English.

principles as the standard costs).

## 13 Loss of accreditation

Vsa is supervised by an accreditation body (BELAC) and takes all the necessary measure to maintain the accreditation that has been awarded. Should Vsa lose all or part of an accreditation for a reference standard (e.g. for a specific sector), all the relevant contractual obligations with the Company and Applicants are immediately terminated and dissolved.

## 14 Applicable law & disputes

The current general regulations are governed by Belgian law. Subsequent to an attempt to reach an amicable settlement, any dispute about the validity, interpretation and implementation of the regulation shall be judged by the Brussels first court of instance.

## 15 Overview of the Certification Scheme

The in this General Regulations referred to Certification Scheme is graphically represented here below.

