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1. Initial application

When a prospective organization seeking to become an ATB has ensured that its course complies with WeldNAM requirements, it shall submit an application using form **WNF_09** to the WeldNAM head office. Along with this application, the organization must also submit a separate form **WNF_10**, detailing the IIW qualification levels and training programs it intends to implement within its authorized scope of activity. A separate application (WNF_10) is required for each course leading to the award of an IIW Diploma. Upon submission, WeldNAM will review the applications and arrange an audit visit, which will be conducted by approved ATB Assessors appointed by WeldNAM.

2. Extension of scope of approval

An ATB seeking to expand its approved scope of activities must apply for an extension of scope to WeldNAM. The application shall be submitted using form WNF_10. Once received, WeldNAM will review the application and arrange an audit visit, which will be conducted by approved ATB Assessors appointed by WeldNAM.

3. Assessment of Initial and Extension to Scope Activities Applications

WeldNAM Assessment will be performed in two stages, the first one is the documental review of the application. When WeldNAM is satisfied with the information sentd by the prospective ATB or ATB seeking extension of scope, the second stage starts with the scheduling of an onsite audit.

3.1 First stage – The documental review

The completed application form(s) and accompanying documentation shall be reviewed by the assessor team. Any issues or questions arising from this documentation review must be resolved before the onsite audit takes place. Once the WeldNAM Assessors are satisfied with the information provided by the prospective ATB or the ATB seeking an extension of scope, they may recommend preliminary authorization to WeldNAM, allowing the ATB to commence its activities. Following this, the onsite audit will be scheduled.

3.2 The Second Stage – The onsite audit

The onsite audit may take place before the course begins if circumstances require. However, in such cases, an additional visit by at least one assessor shall be conducted once the course is in progress. Course materials, including those for both lecturers and students, must be available for review by WeldNAM. The onsite audit duration shall be a minimum of two man-days. However, in special cases, such as when an ATB is applying for a very limited training scope, WeldNAM may reduce the audit time to a minimum of one man-day, subject to approval by the IAB Lead Assessor.

The number of assessors involved in an ATB extension to scope onsite audit shall be determined by WeldNAM, but at least one Lead Assessor must be present. The ATB



Lead Assessor must hold a qualification in welding at least equivalent to the level of the IIW education program the ATB is applying for, with a minimum requirement of IWS level. The onsite audit visit shall be conducted while the course is in progress to ensure compliance with WeldNAM and IIW requirements. A decision on full approval will be made by WeldNAM based on the recommendation of the assessment team, shortly after the audit visit. Once all non-conformities identified during the audit have been resolved, the ATB certificate and schedule (in accordance with Appendix 5 of IAB-001) shall be issued, granting final approval to the applicant ATB.

At WeldNAM's discretion, certain exceptions to the above requirements may be granted as follows:

- i. If an ATB is conducting a practical course under the same conditions as previous ones and its authorization remains valid, a streamlined approval process may be used, subject to prior agreement with WeldNAM.
- ii. For the assessment of a new course offered by an existing ATB, a single assessor may be permitted to conduct the entire evaluation.