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1. Introduction

WeldNAM approves ATBs based on a defined scope of activities, which is determined by factors such as qualification level, lecturer team, course materials, facilities and equipment, language, and location, in accordance with IAB-OP 11. Any significant change in these factors will require re-assessment. Organizations seeking ATB authorization must complete the application form (WNF_09) and submit it to the WeldNAM head office. Before applying for approval to offer a specific course, ATBs must ensure that they comply with this Guideline. This document outlines the requirements that institutions must meet to be approved as WeldNAM ATBs.

2. Conformity with IIW Syllabus

Before applying for approval to conduct a specific course, ATBs shall ensure that the curriculum conforms with the IIW syllabus as outlined in IAB-252 (latest revision). At the discretion of the ANB, a training organisation can be approved to conduct specific topics or parts of the qualification course. Also, a company's ATB can be approved provided that all the requirements are met, including those relating to conflict of interest.

3. Facilities

Facilities must be clean, well-lit, comfortable, and safe. ATBs shall comply with all applicable statutory health and safety requirements. For practical work, each student must have sufficient bench space, as well as easy access to the necessary equipment and test specimens. Classrooms must be equipped with adequate desks or tables and comfortable chairs. They should also have appropriate, up-to-date teaching aids, such as whiteboards, overhead projectors, data projectors, closed-circuit television, slide projectors, and video or DVD-playing equipment, as relevant to the course. Lectures shall be supported by high-quality visual aids, such as slides, transparencies, overheads, PowerPoint presentations, DVDs, or videos.

Welding is associated with several hazards to health and safety. Workshops used for practical welder training shall take account of the following:

- The workshop environment

The training organisation needs to ensure that the lighting conditions are adequate for the work undertaken - giving extra lighting where necessary.

Welders stand for long periods of time, since they shall keep a very steady hand position, and this means that they can become quite cold if the workshop is not sufficiently well heated. Conversely in hot weather, the environment can become unbearably hot, and the welder has not got the option of removing clothing.



Housekeeping is extremely important to avoid slips, trips and falls, damage to equipment and fire. Materials and samples need to be stored securely.

- Electrical safety

Clearly, the training organisation needs to establish the level of competence of the electrician who is given the task of wiring the installation, and the type of maintenance which the installation and the equipment will subsequently need.

Cables and connections shall be well maintained and replaced in case of damage. Safety information provided with the equipment shall be understood and followed.

- Fume

Welding produces fumes and gases which may be hazardous: these are the result of the welding process and any contaminants that may be present on the material.

Adequate ventilation is necessary and appropriate protective equipment may be required to control exposure. Cleaning of surfaces is recommended. Some health surveillance may be necessary.

- Noise

Welding environments are frequently noisy as other operations such as grinding etc. may also be taking place. Some operations, such as de-slagging and grinding may take the noise up to such a level where it will damage workers hearing. In such cases this would mean that hearing protection is almost certainly required if the noise cannot be controlled by other means. Some health surveillance may also be necessary

4. Teaching staff

An institution seeking ATB approval must provide a suitably qualified teaching staff with the collective knowledge and skills necessary to effectively deliver the course. The number of staff must be sufficient to ensure that the required specialist knowledge and industrial experience are adequately represented within the team of instructors and visiting lecturers. Additionally, the institution must maintain sufficient resources to support the development, updating, and monitoring of training programs.

Teaching staff should maintain engagement with current industrial practices. This can be achieved through activities such as consultancy work or short-term industry secondments. Additionally, inviting guest speakers from industry is an effective way to introduce a strong practical element into the course.



5. Reference material

An institution seeking ATB approval must maintain a reference library with essential materials available to students for background study. This library should include a comprehensive collection of standards relevant to the subjects taught, as specified in the IAB-252 (latest revision).

6. Documentaion and records

The ATB shall retain all course documentation, including the following documents:

- Approved timetables indicating the lecture-by-lecture programme with subject, lecturer, and reference to the IIW syllabus.
- A full set of updated course notes (hard copy or electronic), including any revisions.
- copies of handbooks issued to students containing updated reference information.

These records shall be securely stored at the ATB premises or within an approved electronic document management system with restricted access and backup, and must remain readily available for internal review, audits, or verification by WeldNAM and/or IIW. All such documentation shall be retained for a minimum period of **6 years** after completion of each course to ensure consistency, enable continuity in the event of staff changes, and demonstrate compliance with IIW requirements.