**FORM 005A ISO 3834-2 Audit Checklist DATE Approved Rev1-WEB**

**See notes at bottom of form for instructions.**

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| **INTERNATIONAL INSTITUTE OF WELDING QUESTIONNAIRE ON ISO 3834-2** | | | | | |
| Ref.  Standard | **Question** | **Yes** | **No** | **N/A** | **Company Document ID** |
| 5.2 | **Review of requirements and technical review** |  |  |  |  |
| Does the manufacturer consider the following aspects for the review of requirements?  the product standard to be used, together with any supplementary requirements; statutory and regulatory requirements; any additional requirement determined by the manufacturer; the capability of the manufacturer to meet the prescribed requirements.  Is there any documented evidence of the above (e.g. check list, meeting report, etc.)? |
| 5.3 | **Technical review** |  |  |  |  |
| Does the manufacturer consider all relevant items for a comprehensive technical review? e.g. location, accessibility and sequence of welds, including accessibility for inspection and for non-destructive testing;  parent material(s) specification and welded joint properties; quality and acceptance requirements for welds;  the specification of welding procedures, non-destructive testing procedures and heat-treatment procedures;  Is there any documented evidence of the above (e.g. check list, meeting report, etc.)? |

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| 6 | **Sub-contracting** |  |  |  |  |
| Does the manufacturer give the sub- contractor(s) of services or activities (e.g. welding, inspection, non destructive testing, heat treatment) the necessary information to meet the applicable requirements?  Does the manufacturer ensure that the sub-contractor can comply with the quality requirements as specified?  Is there any documented evidence of the above (e.g. sub-contractors list, sub-contractor audit plan, audit report undertaken by the manufacturer, etc)? |
| 7 | **Welders and welding coordination personnel** |  |  |  |  |
| 7.2 | Are welders and welding operators duly qualified according to the relevant standards? |
| 7.3 | Are welding coordinator(s) duly qualified? |
|  | Is there any documented evidence about task and responsibilities assigned to welding coordinator(s)? |
| 8 | **Inspection and testing personnel** |  |  |  |  |
| Has the manufacturer at his disposal sufficient and competent personnel for planning, performing, and supervising the inspection and testing of welding production according to specified  requirements? |
| Are NDT operators duly qualified according to the relevant standards? |
| 9 | **Equipment** |  |  |  |  |
| Does the manufacturer maintain a list of essential equipment, used for production? |
| Does this list identify items of major equipment, essential for an evaluation of workshop capacity and capability? |
| Does the manufacturer maintain documented equipment maintenance plan? |
| Is there any documented evidence of execution of maintenance? |

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| 10 | **Welding and related activities** |  |  |  |  |
| 10.1 | Does the manufacturer carry out adequate production planning (e.g. specification of the sequences by which the construction shall be manufactured,  work instructions, drawings, etc)? |
| 10.2  10.3 | Does the manufacturer prepare and qualify the welding procedure specification(s) according to the relevant standards and ensure that these are used correctly in production? |
| 10.5 | Are tasks and responsibilities to prepare and control production planning documentation and other quality documents assigned? |
| 11 | **Welding consumables** |  |  |  |  |
| Are tasks and responsibilities for control of welding consumables specified and implemented in production (identification, storage and handling)? |
| Is storage such that the consumables will not be adversely affected? |
| 12 | **Storage of parent materials** |  |  |  |  |
| Are tasks and responsibilities for control of parent materials specified and implemented in production (identification, storage and handling)? |
| Is storage such that the material, including material supplied by the client, will not be adversely affected? |
| 13 | **Post-weld heat treatment** |  |  |  |  |
| Are records of heat treatment maintained? |
| Do records demonstrate that the specification has been followed and are traceable to the particular product? |
| 14 | Inspection and testing |  |  |  |  |
| Are inspections and tests planned and carried out at appropriate points in the manufacturing process to assure conformity with contract requirements? |
| Does location and frequency of such inspections and/or tests comply with the contract and/or product standard? |
| Are records maintained? |
| Are measures taken, as appropriate, to indicate, e.g. by marking of the item or a  routing card, the status of inspection and test of the welded construction? |

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| 15 | Non-conformance and corrective actions |  |  |  |  |
| Are non conformance records maintained? |
| Are measures implemented to avoid recurrence of non conformances? |
| When repair and/or rectification is undertaken by the manufacturer, are descriptions of appropriate procedures  available at all workstations where repair or rectification is performed |
| 16 | Calibration and validation of measuring, inspection and testing  equipment |  |  |  |  |
| Is all equipment used to assess the quality of the construction suitably controlled and calibrated or validated at  specified intervals? |
| 17 | Identification and traceability |  |  |  |  |
| Is identification maintained throughout the manufacturing process? |
| Is traceability maintained throughout the  manufacturing process, if required? |
| 18 | Quality records |  |  |  |  |
|  | Does the manufacturer prepare and maintain a list of required quality records? |
|  | Are quality records retained for a minimum period of five years in the absence of any other specified requirements? |
| - | Use of standards not in ISO 3834-5 |
|  | Does the Manufacturer specify the use of standards different than those  referred to in ISO 3834-5? |
| - | Use of the certificate |
|  | Does the use of the certification by the manufacturer give a true and accurate image of the manufacturer's capability covered by the certification? |

*Purpose of Form:* This form records the audit checklist items that will be used in the document review and onsite audit for the assessment of a company to meet the requirements of ISO 3834-2 (comprehensive level). The ANBCC Audit Team assigned to conduct the audit will record their findings with regards to each section of this form. Please note that the applicant companies must indicate where in their quality documentation the referenced elements of compliance to ISO 3834 may be found.

*Note to Applicant Companies:* It is highly recommended that representatives of the applicant companies be thoroughly familiar with the guidance provided in ISO 3834-1 with regards to the selection of which level of ISO 3834 (elementary, standard, or comprehensive) is appropriate to the company. Annex A of ISO 3834-1 is extremely informative as to the differences in criteria between the three levels.