

Revised 1/07/2015



American Welding Society Accredited Test Facility

Certification Candidate Orientation

609 Vocational Parkway, West Monroe, LA 71292

Tel: (318) 397-6173 / Fax: (318) 397-6106 / www.ladelta.edu/aws



The Louisiana Delta Community College is an American Welding Society (AWS) Accredited Test Facility. This accreditation authorizes College Testing Supervisors to conduct AWS Welding qualification and certification tests by Certified Welding Inspectors (CWIs) in accordance with AWS QC7-93 and any other applicable supplements. The AWS issues the certification. Information regarding accreditation may be obtained at:

American Welding Society, Certification Department
8669 Doral Blvd., Suite 130
Doral, FL 33166-6640
Telephone: (800) 443-9353, ext. 448
<http://www.aws.org/certification/ATF/>

West Monroe ATF Coordinator & Test Supervisor

Thomas A. Crain

(318) 397-6173

thomascrain@ladelta.edu



Dear Certification Candidate:

Thank you for your interest in American Welding Society (AWS) Certification at the Louisiana Delta Community College (LDCC). Attached is information you will need to take Welding Certifications. You should review AWS-QC 7 Standard for AWS Certified Welders carefully and ensure that your documentation is fully completed when you arrive at the College on the day of your scheduled test. Failure to complete the application and guidelines correctly may result in delays in the testing process.

Special arrangements can be made for testing of a group of employees or for those requiring special scheduling accommodations. This is dependent on the availability of the facility and resources as the testing facility also provides training to welders in a Welding Technology program.

You must register for your test at least one week early and may do so by calling my office or sending an email. On your scheduled test day, arrive at least 15 minutes prior to your scheduled test time. Parking is free. Come to the LDCC West Monroe Campus, Room 119. I will verify that you have everything required to take the test(s) and you will pay our Cashier before beginning your test(s).

The LDCC is responsible for safety and health at the test facility. Prior to testing, the Testing Supervisor will explain test facility safety practices and expectations. You will be asked to sign a Candidate Testing and Safety Agreement. You are also expected to comply with American Welding Society Safety in Welding, Cutting and Allied Processes (ANSI Z49.1:2005).

If you have any questions concerning your application, the testing process or the Welding Technology program, please contact me.

Sincerely,
Thomas A. Crain
LDCC AWS Test Facility Coordinator
Tel: (318) 397-6173
E-mail: thomascrain@ladelta.edu



WELDER TEST CANDIDATE CHECKLIST

You should arrive at the Test Facility at least 15 minutes before your scheduled test time. You will need to provide the following items. Failure to do so may result in delays in the testing process.

- **Completed AWS Welding Certification Application.**
- **Payment made in full amount to: “Louisiana Delta Community College”.**
- **Driver’s license or state issue identification card.**
- **Personal welding equipment including:**
 - **Helmet/Hood**
 - **Cutting Goggles (#5)**
 - **Safety Glasses (must be worn in the shop at all times)**
 - **Welding Gloves**
 - **Leather Sleeves**
 - **Pliers/Wire Cutters**
 - **Measuring and Marking Tools (tape measure 6’ scale)**
 - **Soapstone and/or Scribe**
- **Work Clothes and Boots**
 - **Long Sleeve Shirt – cotton or natural fibers mandatory, free from holes or fringes.**
 - **Work Pants – No cuffs, tears or fringes.**
 - **Shoes – Metal tip or high top boots or shoes preferred; no open toe, canvas or athletic shoes.**
 - **Cap – Cotton or leather preferred; no foam liners.**

The Testing Center will provide a reference library and all equipment and material required to conduct testing. This will include a pre-beveled test coupon, filler metal, clear face shields, clamps, and/or vices unless prior arrangements are made.

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AWS Test Facility
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Accredited Test Facility Shop Safety

Your test supervisor will be giving you a tour of the Welding Technology shop covering the location of various tools and equipment you might be using during your test. Most equipment will be familiar to you, but your test supervisor is willing to demonstrate the safe operation of any equipment you are unfamiliar with.

The following will also be covered during your tour:

- The location of the classroom Safety Center, Evacuation Map, First Aid Kit and other supplies needed in case of emergency.
- The location of all exits.
- The location of the Material Safety Data Sheets (MSDS).

Additional Information:

- **No testing will be allowed for anyone who is mentally or physically impaired for any reason.**
- **All accidents are to be reported to the test supervisor immediately, no matter how minor.**
- Personal Protective Equipment (PPE) is required in shop area; this includes safety glasses and appropriate clothing, including footwear.
- Safety glasses must be worn underneath your welding helmet.
- While grinding, ear protection and face shields must be worn.
- Equipment Safety Devices must never be removed or disabled. This includes guards on grinders and saws.
- Housekeeping rules are as simple as cleaning your work area. Welding booths are to be clean before and after you weld. All tools (including hand and power tools, multi-meters, recovery equipment gauges, brooms and dust pans), practice metal, including used welding rod stubs, must be taken out of the booth and put where it belongs. You must sweep out your booth and all debris should be put in the trash.

Certification Test Candidate Agreement

I understand that during testing, the Test Supervisor will only be allowed to do three things: 1) Provide materials and reference material relevant to the test. 2) Give instruction on welding machines and shop equipment operation. 3) Perform inspections during the test. **They will NOT give advice on welding technique.**

I understand that unless otherwise stated, all visual examinations will be done per code/standard being tested. Test Supervisors have the right to modify time or allow candidates to retest immediately due to equipment failure or unforeseen issues beyond the candidates or test supervisors' control.

I understand that the test may be terminated if the Test Supervisor determines that I don't do the following during testing:

- Exhibit the skill to perform the test satisfactorily.
- Use personal safety equipment and follow safety procedures.
- Adjust equipment and assemble the weldment independently.
- Complete weld in a timely manner according to industry standards.
- Receive the approval of the Test Supervisor prior to changing welding machine.

I understand that Evidence of removal of the test assembly or movement from the original location, except by accidental means (subject to concurrence from the Test Supervisor) will be cause for test termination.

I understand that if a weldment fails for any reason, the Test Supervisor will explain why or under what code and section it was rejected. It will be noted as a failed test on the WPQR. **If the test is failed for any reasons, no refund will be given.**

I have read, understand and agree to comply with the AWS Test Facility policies and procedures. I have been informed of lab safety expectations and requirements and I understand that I am expected to use personal safety equipment and follow safety procedures throughout the test. I understand that I am also expected to comply with American Welding Society Safety in Welding, Cutting and Allied Processes (ANSI Z49.1:2005).

A copy of this document will be provided by the test facility to be signed prior to testing.

AWS CERTIFIED WELDER TESTING PROCEDURES

During certification, you must demonstrate acceptable welding techniques in accordance with the written instructions contained in the Welding Procedure Specification (WPS) to produce a weld specimen. The first portion of your test will be dedicated to instruction in safety, review of the applicable Welding Procedure Specification (WPS) governing your test and resources available for your use during the test.

Although some practice is allowed, you are expected to be able to adjust equipment settings, assemble the test weldment and have the skill to weld the tests without guidance or assistance.

Where “Hold Point” is noted in the following procedures, you must stop and allow the Testing Supervisor to inspect your weld to verify that it is in accordance with AWS D1.1, ASME IX, or API 1104 and/or any particular Code, Standard, or the WPS.

1. Familiarize yourself with the equipment and the settings.
2. Use personal safety equipment applicable for the welding test. Prepare pre-beveled plates for welding (where required). Grind or file to desired condition.
3. Assemble joint to proper dimensions and configuration. Tack Weld according to specifications or direction.
4. Hold Point - Inspection of fit-up, configuration and dimensions. Instructor labels test coupon with the test candidate's identification number.
5. Prepare to weld and follow the checklist provided to check the settings and familiarize yourself with the equipment.
6. Tack test coupon into position.
7. Hold Point - Inspection of correct position(s), polarity, machine settings, electrode type and size. Instructor will mark test coupon position to prevent movement.
8. Begin and complete weld following WPS. Remaining inspection steps will vary on the different test. Specific inspection directions for the test(s) you are taking will be provided and explained by Technical Manager and/or Test Supervisor.
9. Hold Point – Visual Weld Inspection. This inspection will determine pass or fail of the weld appearance according to the WPS codes or standards.
 - a. If a bend test is not required, this inspection would determine test results.
 - b. If a bend test is required, the weld test must pass the visual inspection to be prepared and bent. The test candidate will prepare the samples to be bent, and the inspector will perform the bend test.
10. Final Inspection and Evaluation – Test coupons will be evaluated by the Instructor in accordance with prescribed codes and standards. You will be notified immediately of your test results. The test straps will be tacked together and stored for 30 days.

ATF SAFETY RULES

RULES FOR TEST CANDIDATE

Each candidate has access to the general safety rules in this Safety Manual, either in hard copy form or on-line through a link on the LDCC website. Copies of shop safety rules are available from the inspector. These rules are enforced by the inspector and, if necessary, the Campus Administrators, Campus Safety Coordinators, or their designees.



1. LDCC West Monroe is a tobacco free campus.
2. Horseplay and fighting will not be tolerated anywhere on campus.
3. There is a zero-tolerance policy for the possession of unauthorized firearms, alcoholic beverages, illegal drugs, or unauthorized medically prescribed drugs on the campus grounds.
4. Use personal protective equipment to protect yourself from potential hazards that cannot be eliminated.
5. Operate equipment only if you are trained and specifically authorized to do so.
6. Inspect your workstations for potential hazards and ensure that the equipment you are using is in safe operating condition before using it.
7. Immediately report any potentially unsafe condition or act to your test inspector.
8. If there is any doubt about the safety of the task you are performing, consult your test inspector before beginning work.
9. Immediately report accidents, near misses, and property damage to your test inspector or supervisor regardless of the severity.
10. Follow the recommended work procedures outlined for the task at hand, including the safe work practices described in the instruction manual.



11. Maintain an orderly work station and safe work practices. Store equipment in the designated place. Put scrap and waste material in a designated refuse container.



tools and in a designated

12. Report any smoke, fire, or unusual odors to your inspector.

13. Use proper lifting techniques.

14. Never attempt to catch a falling object.

15. If your task creates a potential slip or trip hazard, correct the hazard immediately, or use safety tape to segregate the area before leaving it unattended.



16. Know ATF regarding first aid, evacuation routes, and fire department notification.



17. Adhere to ATF rules and procedures specific to ATF operations.



I have received a copy of the LDCC West Monroe Campus General Safety Rules. I will adhere to all the Safety Rules and Regulations established by LDCC and ensure that those under my authority or in my presence will do so as well. I hereby certify that I am not under the influence of anything that can impair my ability both mentally and physically to perform this task.

Date: _____ Employee Name (*please print*): _____

Employee Signature: _____

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