Technical conditions
for certification activities
by
the certification body

in the business area BF I.01
of TÜV Rheinland Inspection Services (Pty) Ltd.

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0. Preliminary remarks

These certification regulations (together with technical conditions for certification activities) apply to the following certification body of

TÜV Rheinland Inspection Services (Pty) Ltd.
Business area BF I.01 “Pressure equipment”
4th Floor, 138 West Street ,Sandton,2196

- Certification body for welding manufacturers

(hereinafter referred to as “certification body”).

The certification body offers interested companies, especially product manufacturers (hereinafter referred to as “applicants”) the following services:

- Certification, and, if required, surveillance and re-certification of a system
  The system can comprise:
  The applicant’s processes, services and management systems

The certification is based on the requirements set out in the applicable regulations, specifications and, in particular, in the certification body’s certification programme
(cf. Appendix 1).

The certification body works as an independent third party.
It is recognised and authorised as such for these activities
The authorisation is based on:
- an accreditation by the South African National Accreditation System (SANAS)
- another approval of the body.

1. Scope of application

These certification regulations govern:
- the execution of the certification procedure
- the duties and responsibility of the certification body as well as
- the tasks, obligations and rights of the applicant.

The corresponding requirements are based on the requirements of the series of standards, ISO/IEC 17000 as well as on the certification programme applicable to the object of conformity assessment.

Certification programme:

All the interrelationships, specific requirements and the rules and procedures for carrying out the conformity assessment are set out and made available to the public in a certification programme. A certification programme is developed, prepared and approved by competent persons, a group composed of representatives of different groups (e.g. manufacturers, consumers or authorities).

The certification body normally uses prepared certification programmes which have been devised and adopted by independent commissions, expert bodies or trade associations and which have been recorded in regulations and standards (guidelines, laws, ordinances, technical rules, standards, specifications and accreditation criteria etc.).

The certification body is therefore not the owner of the certification programme but merely the user of the programme.
The certification programme of the certification body is also set out in these certification regulations (cf. Appendix 1).

A certification procedure comprises the following steps: “Evaluation”, “Assessment” and “Decision on certification“.

The “Evaluation” step comprises in this procedure the planning and selection of the scope of auditing as well as the determination of the audit results.
The audit results are summarised in an audit report.

In the next step the audit results are assessed and the decision made on the certification with the issue of the certificate. In making the decision an assessment is made whether the system complies with the requirements prescribed in the certification programme (this step is referred to for short by the term “Certification” in these certification regulations).
If the properties of the system comply with the requirements (conformity) the certificate (certificate of conformity) is issued.

Certification of multiple sites:
Multi-site certifications may be applied to organizations maintaining multiple sites or branches functioning exclusively as field offices.

Multi-site certification is possible if the following criteria are fulfilled:
- All sites maintain a legal or contractual relationship with the applicant’s headquarters.
- Products/services are basically identical at all sites and are produced using identical methods and processes.
- A uniform management system has been defined for, and is established and maintained in, all branches/production facilities.
- The entire management system is monitored centrally under the direction of the Management Representative at the applicant’s central office, who is authorized to issue management system-related instructions to all branch offices/production sites.
- Internal audits and management reviews have been carried out at all branch offices sites.
- Certain areas carry out centralized activities on behalf of all branch offices/production sites, e.g. product and process design and development, purchasing, human resources (HR), etc.

In cases involving multi-site certification, the on-site auditing of sites may be spread over certification and surveillance audits. Headquarters must be audited annually in addition to the sampled sites.

The certification body selects the sites to be audited.

2. Certification procedure

2.1. Application/request

The interested applicant makes an enquiry to the certification body about the certification procedure either by letter or by completing and submitting a form (“Application for certification / Details for preparation of offer”) provided by the certification body.

The certification body requires the following details and information about the applicant:
- Applicant’s name and address and contact name

- Type of certification
  (First certification/surveillance/re-certification/modification)
- Prospective scope of application and scope of the certification:
  description of the system (product/process/service),
  details of the requirements of the system (standards, specifications)
- Details about the applicant's company
  Locations
  Personnel, equipment, processes (manufacturing processes), subcontractors
  details of any certifications already held

2.2. Offer and order

The certification body decides on the basis of the enquiry about certification submitted by the applicant whether a certification procedure in accordance with the certification programme is in principle possible.

The applicant is informed if a certification procedure cannot be carried out.

If a certification procedure can be carried out, the certification body makes an offer, setting out the individual services, prices and conditions based on the scope of the certification applied for and the fees charged and calculations made by the certification body for application, initial certification and continuing certification.
The offer is then sent to the applicant.

The following applicable documents are enclosed with the offer:
- These "Certification regulations of the certification body"
  together with the technical conditions
- The "General Terms and Conditions of Business of TÜV Rheinland Inspection Services (Pty) Ltd."
  together with the commercial terms

A response sheet on which the applicant can apply for the certification procedure is also enclosed with the offer.
To apply for the certification services offered the applicant signs the order form, sends it to the certification body and receives in return an order confirmation from the certification body.
By placing the order the applicant accepts as binding the technical conditions specified in these certification regulations. Existing contractual relationships are subject to the certification regulations as amended.

Changes to the offer or order may be made in writing only.
Any ambiguities on the part of the certification body and applicant must be clarified.
Any differences in the perceptions of the certification body and the applicant must be resolved.

2.3. Evaluation

Documents to be submitted:

By way of preparation for the audit the applicant has to provide the certification body in advance with specific documents, records and verifications specified in the certification programme (cf. Appendix 1).
The documents are to be submitted to the certification body in English.

Carrying out the audit

The certification body commissions an audit team authorised by it to carry out the corresponding audit on the system.

The audit comprises checking the documents submitted as well as auditing on site at the applicant's company.

The applicant is sent an audit plan which notifies him/her of the procedure and scope of the audit. The audit covers the points specified in the certification programme (cf. Appendix 1).

The audit is carried out by the audit team in accordance with the audit plan.

The audit team will record any possibilities for improvement observed during the audit of the system.

If specific requirements of the audit are not met, the audit team will record this under "nonconformities". Any nonconformities detected are to be rectified by the applicant in a reasonable time period by appropriate corrective measures.
Evidence that the corrections have been carried out is to be submitted to the audit team.
A re-audit can also be carried out by the audit team in the case of serious/impermissible nonconformities (e.g. if the personnel do not have the required qualifications, lack of equipment, inadequate product design).
In this re-audit the audit team checks whether the nonconformities have been effectively rectified by the corrective measures taken.

The audit team sets out the result of the audit (including any nonconformities found) in a written report (audit report) which is delivered to the applicant.

2.4. Assessment and decision on certification

Provided no objections were raised by the audit team during the audit and all the nonconformities detected have been rectified, the audit report is forwarded with the associated documents to an authorised certifier at the certification body.

The certifier assesses the report for conformity with the requirements (formal and technical assessment).
If the requirements are not met, a certificate is not issued and the applicant is informed in writing by the certification body of the decision not to issue the certificate and of the reasons for the decision.
If the requirements are met and if conformity is proved, the certificate is issued and delivered to the applicant.

2.5. Certificate, certification mark

The following information is shown on the certificate:

- Applicant's name and address
- Certificate number
- Scope of application/scope of the certification:
  (products/certification programme/product standard
  if applicable, certification stage, characteristic values and parameters)
- Reference to the evaluation on which certification is based.
- Date of issue
- Potential period of validity of the certification
- Signature of the certifier
- Name and address of the certification body

The date of issue of the certificate is the date of the decision on certification.

A certificate remains valid as long as the requirements and the conditions on which certification was based remain unaltered.
The certificate also has a specified period of validity dependent on the certification programme (cf. Appendix 1).

The certification body can also allot a certification mark for certain objects of conformity in addition to the actual certificate (cf. Appendix 1, 2):

The scope of application and the standard on which certification is based are shown on the certification mark as well as an individual identification number and the entry on the TÜV Rheinland website “Certipedia” (www.certipedia.com). A QR code can also be used as a link to this website.

The validity of the certification mark is linked to the validity of the certificate.

2.6. Surveillance the certification

In the case of certain systems (e.g. design type, operating management systems) the validity of the certification and compliance with the requirements of the certification are monitored at regular intervals by the certification body, according to the certification programme (cf. Appendix 1).

Surveillance audits are required in this process at specified intervals.

The certification body commissions an authorised audit team to carry out the corresponding evaluation.
The surveillance audit is carried out in accordance with the procedure described in Chapter 2.3, with special emphasis also placed on checking the effectiveness of measures taken to rectify previous nonconformities.

The certification body decides on the basis of the audit report whether the certification is to be maintained, suspended or even revoked.

In cases where such action is justified, for example where complaints and appeals have been made, the certification body can also require that special surveillance audits be carried out which it will carry out itself.

2.7. Extension of the certification (re-certification)

If the period of validity of the certificate is limited, the following procedural steps:
- Application
- Evaluation
- Assessment and decision on certification
- Surveillance

must be repeated in order to make an appropriate extension to the validity of the certification after it has expired (cf. Chapter 2.1-2.6).

2.8. Changes

If the certification requirements change (e.g. because the certification programme on which certification is based has been revised) the certification body will inform the applicant in good time about these changes as well as about any adjustment measures that need to be taken.

On the other hand, changes, such as changes to the organisation, personnel, locations and the system etc., can also occur at the applicant's company.
The applicant has to notify the certification body immediately of any changes in his/her company that affect the certification.
In this case too the certification body will inform the applicant of the measures that need to be taken for either expanding or reducing the scope of certification.

The certification body will check and verify the measures taken by the applicant. The following procedural steps:
- Application
- Evaluation
- Assessment and decision on certification
- Surveillance

may have to be repeated (cf. Chapter 2.1 - 2.6).

2.9. Termination, restrictions, suspension, revocation

Where infringements of the certification programme and of these certification regulations have been identified, the certification body can require the applicant to take appropriate corrective measures.

In extreme cases the validity of a certification can be lapsed or suspended, restricted or revoked.

A certificate lapses if:
- the period of validity stated on the certificate has expired and has not been extended
- the order for certification has been cancelled by the certification body or applicant after 3 months' notice of cancellation has been given.
- the applicant relinquishes the certificate
- the applicant becomes insolvent
- the regulations on which the certificate was based have changed

A certificate can be restricted, suspended or revoked by the certification body if:
- nonconformities from the certification requirements occur following the issue of the certificate
- the applicant refuses to allow surveillance or does not enable it to take place and does not allow the certification body to carry out surveillance despite a written request
- the certificate (or certification mark) is used in any manner that might mislead. or impermissible advertising is carried out using the certificate (or certification mark)
- facts have come to light that could not be detected at the time of the issue of the certificate.
- corrective measures required to correct nonconformities were not taken in a reasonable or specified time limit
- fees due to the certification body have not been paid after a reminder in the time limit set.

Before declaring a certificate restricted, suspended or invalidated the certification body will give the applicant the opportunity of putting his/her side of the case unless such a hearing cannot be justified because of the urgency of the measures to be taken.

If the reasons for suspension are remedied within the agreed period of time the certification will be renewed. If the reasons for suspension are not remedied within the agreed period of time, the certificate will be withdrawn.

The certification body can ask the applicant to return the certificate when revoking the certification.

The certification body will publish the lapsing or revocation of the certification as appropriate and is entitled to inform certain bodies such as the accreditation body or the authorities/surveillance authorities issuing the authorisation about the issue, lapsing or revocation of certificates.
The certification body shall not be liable for any damage the applicant may suffer because a certificate has not been granted or because a certificate has been lapsed or revoked.

3. Duties and responsibility of the certification body

3.1. Obligation of the certification body

The certification body undertakes to meet all the requirements made of it based on:
- the certification programme on which certification was based
- the corresponding accreditation requirements
- the legal/official requirements
  (especially in the case of an approval by an authority issuing an authorisation)

The certification body will ensure that the principles such as impartiality and independence, competence, responsibility, openness and confidentiality will be maintained and that complaints and appeals will be dealt with independently, impartially and without bias.
The certification body works as an independent third party, free from any pressure and influence and with no conflicts of interest so that reliance can be placed on the statements of conformity on the certificates it issues.

The certification body is TÜV Rheinland Inspection Services (Pty) Ltd., a member of the TÜV Rheinland group of companies:

TÜV Rheinland Inspection Services (Pty) Ltd.
4th Floor, West Street, Sandton 2196.

TÜV Rheinland Inspection Services (Pty) Ltd. is a CIPC registered company under the number 200/005599/07 in South Africa.

3.2. Impartiality

The certification body ensures that it will offer its services to all interested applicants on the same equitable terms and will carry out these services impartially, objectively and in a non-discriminatory manner.

The persons involved in a certification procedure and experts (auditors, certifiers and contractors) are not subject to any conflicts of interest in their work.
They do not participate in the planning and development, manufacture, marketing, operation and maintenance of the systems falling within the scope of application of the certification.
Nor do they carry out any advisory activities with the applicants concerned.
The remuneration of the personnel is not based on the number of certifications issued out or on the outcomes of audits.

Certifiers shall not review audit work performed by themselves.

To reduce the threat to impartiality of the audit team being too familiar with or trusting the applicant's personnel instead of seeking audit evidence, the certification body shall commission a new audit team at each re-certification cycle (3 yearly).

3.3. Competence

The persons and experts engaged in a certification procedure (auditors, certifiers) are qualified, competent and authorised by the certification body to work as auditors and certifiers. The personnel are employed by TÜV Rheinland or are contractually bound to the certification body. The performance of the personnel is regularly monitored by the certification body.

3.4. Subcontracting

If the certification body intends to include external bodies in subcontracting a certification procedure, it has to inform the applicant accordingly and obtain his/her permission for this. However the Certification Decision shall not be outsourced or subcontracted .

3.5. Confidentiality

The certification body undertakes to treat in confidence all the information made available to it about the system to be certified or about the applicant and to use this information only for the agreed purpose.
No information obtained from certification activities will be made available to third parties without the express written consent of the applicant.
This commitment to treat information in confidence applies to all personnel at the certification body as well as to associated committees and external (e.g. contractors) bodies.
Where the certification body is required by law or authorized by contractual arrangement (such as with the accreditation body) to release confidential information to a third party, the applicant or individual concerned, unless prohibited by law, shall be notified of the information provided.

3.6. Openness/information

The certification body will disclose all information about the certification programme and certification procedure, the costs to the applicant, the conditions of use for the certification as well as the procedure for handling complaints and appeals.
Most of this information is provided in these certification regulations, which form part of the order made by the applicant.

3.7. Records/register of the systems certified

The following records in particular serve to document a certification procedure in a comprehensible manner:
- Audit plan, audit report (including deviation report, corrective measures)
- Decision on certification, certificate

The originals of these documents are sent to the applicant.
A second copy is filed and archived at the certification body.
The documents are archived for at least 10 years (or for at least 2 certification cycles in the case of the surveillance and extension of the certification). Additional legal requirements remain unaffected.
The certification body maintains a register of all valid certifications.
(showing the applicant's name, system, certification programme/regulations on which certification is based and scope of application of the certification).

Depending on the certification programme valid certifications (e.g. on design types, management systems) will be published on the TÜV Rheinland website “Certipedia” (www.certipedia.com)

3.8. Change in the certification requirements

The certification body will inform the applicant of all relevant changes (affecting the certificate) in terms of the requirements of the object of conformity to be certified, especially of changes to the certification programme (or product standards) on which certification is based.
The certification body will also inform the applicant about all adaptation measures to be taken (cf. also Chapter 2.8).

After changes have been made to the certification requirements the certification body will check within a specified period the adaptations that have become necessary at the applicant’s company.

3.9. Complaints/appeals

Appeals against audit results or decisions on certification or complaints about the certification body can be submitted to the certification body by the applicant himself/herself or by other interested groups.

The contact for appeals/complaints is the manager concerned of an (individual) certification body concerned (cf. Appendix 1).

This contact is responsible for ensuring that decisions on appeals and complaints are made only by persons or committees of the certification body that were not involved in the certification procedure concerned.

The person making the appeal or complaint will be notified of the receipt of his/her appeal or complaint, the progress made in dealing with it and the decisions and results of the appeal. The certification body has to give the person making the appeal or complaint detailed reasons for its decision.

If the decision made by the certification body is not acceptable to the person making the appeal or complaint, it is open to him/her to appeal to the steering committee of the certification body. The steering committee has to make a definitive resolution of the appeal or complaint.

The certification body will ensure that the person making the appeal is not disadvantaged.

3.10. Responsibility/liability of the certification body

The certification body is legally responsible for the correct execution of the evaluation, for the decision on certification and for the statement of conformity on the certificate.

Any liability by the certification body to the applicant or third party exists only to the extent prescribed by law for wilful intent or gross negligence.
All further claims shall be excluded.

In particular, the certification body will not be liable for any damage the applicant may suffer because a certificate cannot be issued owing to an unfavourable conformity assessment result.

4. Rights and obligations of the applicant

4.1. Obligations of the applicant

The applicant will ensure and undertake that all the requirements made of his/her company and the object of conformity by the certification programme and by these certification regulations are satisfied and will continue to be satisfied in the future as well.

4.2. Access to the applicant

The applicant has an obligation to cooperate.
He/she must provide the certification body with all the required information, data and documents relating to the application or the evaluation.

In order to enable the audit team from the certification body to carry out the scheduled audits and surveillance (during operating hours), the applicant shall grant them access to all relevant areas in the company (such as working and storage areas, including distribution warehouses) and to the audit item (such as documentation, records, personnel, premises, production facilities, test facilities, products and complaints).

The applicant has also to provide access to his/her production facilities as well as to data and information to auditors, and certification personnel (e.g. reviewer, trainee) of the certification body and the authorities issuing authorisations, for example, in the case of a witness audit.

4.3. Information about changes

The applicant must notify the certification body immediately in writing of all changes affecting certification, including in particular changes to:
- legal, commercial, organizational status or ownership;
- organization and management (e.g. key managerial, decision-making or technical staff);
- contact address and sites;
- scope of operations under the certified management system; and
- major changes to the management system and processes.

The certification body will inform the applicant about the measures to be taken to deal with these changes (e.g. re-audit, certification and issue of certificate (cf. also Chapter 2.8).

4.4. Use of the certificate/certification mark

The certificate certifies that the system conforms to the prescribed requirements of the certification programme. The declarations on the certificate relate solely to the system audited.

During the period of validity of the certificate the applicant is entitled to:
- use the certification (with the certificate and, if applicable the certification mark) for advertising purposes in printed matter (such as brochures, leaflets and business documents)
- to depict the certificate (and, if applicable the certification mark) in an unaltered form for advertising purposes

The design (composition, shape, colour and typography) of the certification mark must not be altered. It is not permitted to remove parts of the certification mark.
The certification mark must not be used in conjunction with or directly connected to other logos and marks. A sufficient gap should be left when placing the certification mark next to other marks.

The applicant must not use the certificate (and, if applicable the certification mark) in a misleading way but must use it solely for the designated scope of application. The certificate must not be used in a way that would bring the certification body into disrepute.
The applicant undertakes to use the certificate and/or the certification mark only to make a statement about the applicant's organization or the certified area of the applicant's organization which is in line with certification. The applicant shall further avoid creating the impression that certification is an official inspection and/or that system certification is a form of product testing.
If the applicant wants to give a statement on the packaging or in accompanying information concerning the certified management system, this statement has to contain as a minimum:

- The company name of the applicant or the brand and the company name of the applicant
- The type of the management system respectively the management systems in the case of a combined management system, e.g. quality, environment
- Certification Body: TÜV Rheinland Inspection Services (Pty) Ltd.

The conditions of use for the certification mark if allotted are set out in Appendix 2.

The applicant must not distribute or publish audit reports and certificates in an abridged form. Extracts of these documents may not be published without the prior consent of the certification body.

After the suspension or revocation of the certification the applicant must cease to use any advertising that refers to the certification in any way.
The applicant has to return all certification documents requested by the certification body after the revocation of the certification.

If the scope of certification has been reduced the applicant shall amend all advertising matter referencing scope of certification with the reduced scope.

4.5. Complaints

The applicant must record and archive all complaints and incidents affecting the scope of application of the certification. He/she must provide these documents to the certification body and inform it about the measures he/she have taken to deal with the complaints when requested to do by the certification body.

4.6. Responsibility/liability of the applicant

The applicant is responsible for meeting all the requirements of the system made by the certification programme.

The completion of an audit and certification by the certification body does not exempt the applicant from his/her statutory product liability obligation.

5. Effective date and modification of the certification regulations

If individual provisions of these certification regulations become ineffective, the validity of any other provisions is not affected thereby. The certification body and the applicant shall replace the provisions recognised as ineffective by effective provisions which most closely approximate to the intended provision.

The certification body is entitled to demand a contractual penalty of up to R 375,000 (cf. also Appendix 2) if it is found that the applicant has wilfully breached these certification regulations, especially if he/she have illegally used the certificate and certification mark.

South African law solely shall be applicable to the legal relationship existing between the applicant and the certification body. Jurisdiction and place of performance is Pretoria.

These certification regulations came into force on 08.03.2018.
All previous regulations became inoperative on the aforementioned date.

The certification regulations apply to all certificates issued during the period of validity.
Future changes to these certification regulations can affect existing certifications. The applicant will be informed about this in writing by the certification body.

Appendix 1 - Specific requirements:

Appendix 1.1 - Certification body for welding manufacturers

re 0. Preliminary remarks

These certification regulations (with technical conditions for certification activities) apply to the following conformity assessment body:

TÜV Rheinland Inspection Services (Pty) Ltd.

4th Floor ,138 West Street, Sandton 2196

Certification body for welding manufacturers

(hereinafter referred to as “certification body”).

The certification body offers interested manufacturers and welding firms (hereinafter referred to as “applicants”).
the following services for fusion welding of metallic parts:

- Certification, surveillance and re-certification of
  companies which in the course of the manufacture and maintenance of
  metallic components, including pressure equipment use welding processes
  complying with the requirements of the standards ISO 3834 as well as ASME VIII Div 1 Appendix 10

The certification body has been
- accredited for these activities by the “South African National Accreditation System (SANAS” under the accreditation number: C09c
  as an certification body for systems as per ISO/IEC 17021-1
- Official approval by the responsible national authority - the Department of Labour (DoL)

re. 1. Scope of application

Certification programme:

Processes such as fusion welding are used to produce welded products, such as Pressure vessels, structures, cranes, bridges, rail vehicles produce. This special process has a decisive influence on the quality of the product and occupies a key position in production. The specification of the quality requirements for welding processes is crucial because the quality of these processes can not be easily verified.

To this end, the ISO 3834 in 3 requirement levels and in 22 elements lists the measures required to assess the capability of the welding operation. The basis of the evaluation are the requirements of the customer, statutory provisions or the manufacturer's own requirements.

The corresponding requirements are based on the requirements of the following standards and regulations:
- ISO 3834-1:
  Criteria for the selection of the appropriate level of quality requirements
- Either ISO 3834-2, ISO 3834-3 or ISO 3834-4 dependent on quality level chosen

in conjunction with:

- ISO 3834-5:
  Documents with which it is necessary to conform to claim conformity to the quality requirements of ISO 3834-2, ISO 3834-3 or ISO 3834-4

The following regulations and health & safety standards also apply to pressure equipment:
- Pressure Equipment Regulations, 2009
- SANS 347:2019
- ASME VIII Div. 1 Appendix 10

The certification body carries out the following evaluation and certification activities:
- First audit and certification
- Surveillance audits and maintenance of certification
- Extension of the certification or re-certification

The certification body checks as part of an audit whether welding firms comply with the relevant quality requirements for welding the metallic components.
The certification procedure confirms and certifies that the applicant meets the formal, personnel and technical requirements and that he/she have introduced a welding organisation and welding instructions and perform welding work in accordance with these instructions.
If conformity is confirmed, the certification body issues a certificate.

The scope of certification of a welding company includes the following information:
- Type of product manufactured, product specification
- Scope of application: welding processes/material groups etc.
- Certification levels

These certification levels have been defined as follows (see ISO 3834-1):

Certification Level	Description
ISO 3834-2	Comprehensive quality requirements
ISO 3834-3	Standard quality requirements
ISO 3834-4	Elementary quality requirements

The required level of quality requirements are based on the following criteria:
- The extent and significance of safety-critical products;
- The complexity of manufacture;
- The range of product manufactured;
- The range of different materials used;
- The extent to which metallurgical problems may occur;
- The extent to which manufacturing imperfections affect product performance

The "Certification Scheme for Welding Companies" is set out in the ISO 3834 series of standards and in the TR 29-01 SANAS Technical Requirement for the Application of ISO/IEC 17021-1 in the field of Fusion Welding of Metallic Materials.
These documents have been prepared and approved by multilaterally composed working groups.

The certification body is therefore not the owner of the certification programme but merely the user of this programme.

re.2.1: Application

The interested applicant makes an application for the certification procedure to the certification body by submitting to the certification body the form “Application for Certification / Details for

Preparation of Offer".
The following details and information about the applicant are required:

- Company name, address, contact details, contact partner
- Type of examination and certification
  (First certification/re-certification/modification)
- Prospective scope of the certification:
  Certification level
  Type of product and product specification
  Scope of application: welding processes/material groups/heat treatment etc.
- Details about the personnel
  Welding coordinators/representatives (including CVs, corresponding proof of qualifications)
  Number of employees
- Other details:
  Organization, locations, facilities and manufacturing processes
  Compliance with other quality requirements (e.g. ISO 9001)
  Number of welding production areas
  Outsourced processes

re.2.3: Evaluation

Documents to be submitted:

By way of preparation for the evaluation and certification the applicant has to provide the certification body with the following documents at the latest by the date of the audit.

- Completed audit checklist – ISO 3834
- Responsibility matrix
- Certificates of the welding coordinators
  if applicable, proofs of welding qualifications and/or technical CVs
- List of the welders
- if applicable, proofs of welding qualifications or certificates of the NDT personnel
- List of the welding procedure qualifications
  including cover sheets of the WPQRs with scope of application
- List of production facilities

Carrying out the audits

The certification body commissions auditors authorised by it to carry out the corresponding audit on site at the applicant's premises.

The applicant is sent an audit plan which notifies him/her of the procedure and scope of the audit. The key aspects of the audit are as follows:

- Scope of the certification
  (field of application, scope of application, certification level)
- Welding organisation
  (organisational structure, responsibilities, competences, planning, quality assurance, subcontracting)
- Personnel requirements:
  (welder / operator, welding coordinator; inspection personnel):
  valid welder / operator test certificates
  Proofs of qualifications of the welding coordinators
  Technical discussions with the welding coordinators (if required, extended technical discussion)
- Technical requirements:
  Operating equipment for welding-related production
  Welding planning documents (drawings, welding procedure sheets, inspection plan)
  compliance with the quality requirements (as per the relevant ISO 3834 standard)
  Operating equipment for non-destructive testing
  (including non-destructive testing, if necessary, by external testing laboratories)
- Welding procedures:
  Welding instructions
  Qualification of welding procedures,
  Reports on the welding procedure qualification (WPQR)
  Welding tests, work samples
- Site inspection
  Welding-related production
  Welding quality assurance
  Assessment of components from current production

In the case of serious (or impermissible) nonconformities, such as

- lack of qualifications by personnel (e.g. welding coordinators),
- lack of equipment
- if the fixed period for making corrections is exceeded

the auditors can require a re-audit to be carried out at a later time.

re.2.4: Assessment and decision on certification

The certification body commissions authorised certifiers to carry out the assessment and make the decision on certification.

The activities "Evaluating" and "Certifying" are independent of each other and are carried out by different persons.

re.2.5: Certificate, certification mark

The following information is shown on the certificate:

- Applicant's name and address
- Certificate number
- Scope of the certification, with
  relevant standard / certification level (ISO 3834-2, -3, -4),

product, product specification
scope of application (welding processes/material groups etc.)
- Names of the welding coordinators/supervisors (including representatives
- Date of issue
- Period of validity of the certification
- Signature of the certifier
- Name of the certification body

The certificate is valid for a maximum of 3 years from the date of the decision on certification.
The certificate is only valid for the location of the welding firm and its welding coordinators.

The certification body also allots a certification mark in addition to the actual certificate:

re.2.6 Surveillance the certification

During the period of validity of the certification the certification body regularly checks that the requirements of the certification are being complied with. Thereby will above all else the effectiveness of the corrective actions from former non conformities be assessed.
The surveillance audit after the certification shall be performed in between 12 months after the last day of the audit (“due date”), with a grace period of +/- 3 months.

If this limit is violated the manufacturer will be informed by the certification body (possibly via the auditor), that a production within the range of the certified quality management system is not possible anymore. The certification body will decide on basis of the surveillance reports if the certification can be kept up. Based on the audit results, it decides whether the certification is to be maintained or whether it must be suspended or even withdrawn

For this purpose, the customer must submit a declaration to the certification body that none of the following cases has occurred:
- Change in the organization of the company
- Change at the welding coordinator / supervisor
- Change of welding procedures
- Change of materials, dimensions
- Change of the type of manufactured products
- Changes due to the regulations

If there is no timely feedback or if there are changes, an on-site check will be carried out.

The certification body commissions auditors to carry out the appropriate audit.
New auditors must be engaged on a regular basis - at least every 3 years - to ensure objectivity in carrying out the audits.

re.2.7: Recertification

The recertification audit shall be performed no later than the validity date of the certificate. The audit may be shifted up to three months in advance to this date. An overriding of the validity date of the certificate is not allowed.

re.3.10: Complaints/appeals

The contact details for appeals/ complaints are indicated on the company website, alternatively through the e-mail: feedback@za.tuv.com

re.4.4 Use of the certificate/certification mark

The certification mark must not be used as a product logo.

Note: The latest edition of the referenced ISO document (including any amendments) applies.

TÜVRheinland®
Precisely Right.

Appendix 2:
Conditions of use for the TÜV Rheinland certification mark

General conditions of use
for all variants of the TÜV Rheinland certification mark
of TÜV Rheinland Inspection Services (Pty) Ltd. (hereinafter referred to as licenser)

General points

(1) These general conditions of use for the certification mark (hereinafter: “conditions of use”) apply to all customers who conclude a contract for participation in the licenser's certification system (hereinafter: “certification contract”) with the licenser for a certain service (hereinafter: “contractual service”).
(2) On concluding the certification contract, but at the latest on acceptance of the offer after downloading the certification mark on the certification mark download page, the customer accepts these conditions of use, the certification regulations and the licenser's general terms and conditions which have been drawn to his/her attention and whose validity is not affected by the regulations set out below.
(3) The customer may use the licenser's certification mark in the agreed form in accordance with the certification contract and these conditions of use in order to refer to the certification of his/her contractual service.
(4) The certification mark is protected, inter alia, by the German trademark 30 2012 028 733 “TÜVRheinland” registered for TÜV Rheinland AG and the international trademark 1 185 075 (hereinafter referred to as “trademark”). The licenser is affiliated to the holder of these and other trademarks under company law and affirms that he/she has been granted the necessary rights by the holder of the trademark to grant permission to use the certification mark.

Section 1 Permission for use

(1) Starting with the granting of the certificate issued pursuant to the certification contract and for the duration specified therein, the licenser grants the customer a simple licence for the use of the certification mark for the contractual service in the entire territorial scope of validity of the trademark pursuant to the requirements of Section 4.
(2) The use of the licence for other products or services, even if they are of similar construction or content, is neither provided for nor permitted by these conditions of use. In the event of a breach, the licenser is free, inter alia, to demand a contractual penalty pursuant to Section 5 from the customer.
(3) The customer is not entitled to issue sublicences or rights from the licence relationship or transfer his/her contractual status in its entirety to third parties and/or to legally or commercially affiliated companies pursuant to Section 15 of the Stock Corporation Act (AktG).
(4) By way of clarification it should be emphasised that this usage authorisation does not entitle the customer either to use the licenser’s group logo, registered as German trademark 306 69 064, or the corporate design of the licenser

Section 2 Loss of the right of use

(1) The customer may use the certification mark until the expiry, revocation or the declaration of invalidity of the certificate issued pursuant to the certification contract, or until the non-implementation of surveillance audits that are required. If the certificate is declared invalid for a restricted period during the term of contract or its validity is suspended and/or terminated by a contractual party, this also applies to the granting of the right of use under these conditions of use. The customer undertakes to cease immediately any use of the certification mark after the end of his/her right of use.

(2) The licenser is entitled to terminate the permission pursuant to Section 1 with prospective effect if the customer infringes the trademark or supports a third party in such an infringement. Notwithstanding the regulations set out above, the licenser has the right at any time to prohibit with immediate effect the use of the certification mark forming the subject of the contract in the event of any culpable breach by the customer against his/her obligations arising from these conditions of use.

Section 3 Usage fee

The right of use is granted pursuant to the certification contract either for a fee or free of charge.

Section 4 Usage

(1) The certification mark shall not be used on a product nor product packaging nor in any other way that may be interpreted as denoting product conformity.
(2) The customer shall not apply the certification mark to laboratory test, calibration or inspection reports or certificates.
(3) The certification mark may be used solely in the form, variant and language – if agreed – with the text and certification statements (“key words”) and with all details and information texts that are defined in the certification contract and are specified on the certification mark download page. In addition, the customer is obliged to depict, together with the certification mark, the individual identification number assigned to him/her for the contractual service under the certification contract.
(4) The “key words” and any agreed information texts and the design of the certification mark must not be modified in any way or used in a modified way. In the event of a breach, the licenser is free, inter alia, to demand from the customer a contractual penalty pursuant to Section 5.
(5) The customer is not permitted to add to the certification mark other elements, irrespective of their type, such as company name and/or company logo of the customer or third party, product name and/or product logo or other graphic depictions. Breaches substantiate a claim to a contractual penalty pursuant to Section 5. Other elements, irrespective of their type, are deemed not to have been added to the trademark if they are placed at a minimum distance from the certification mark of one quarter of its total height.
(6) The certification mark is to be used in the specified proportions. A minimum height of 15 mm is recommended. The same colour scheme is to be used in all cases for the certification mark as specified in the certification contract and as downloaded by the customer from the certification mark download page. Under the provisions of the TM Advertising Guideline, a redesign in colour of the black-and-white line art version of the certification mark as part of the customer's advertising is not permitted unless this is all in one colour and the area covered by the redesigned certification mark in colour is at least 70% of the area covered by the original black-and-white line art version. Furthermore, the customer shall ensure at all times the full legibility of all picture elements of the redesign of the certification mark in colour. In addition, a redesign of the downloaded certification marks in colour is expressly prohibited.
(7) The customer must not use the certification mark in such a way as to give a misleading impression of the scope and content of the certification. In particular he/she must not give an impression that the certification mark has been awarded following testing by a government body.
(8) The customer himself/herself is wholly responsible for ensuring the certification mark issued is used in a permitted way and is also responsible for the permissibility of all the statements made about it. This also applies to the correct use/advertising by his/her customers.
(9) In using the certification mark for advertising purposes, the customer is obliged to provide a means of supplying information about the object of conformity to which the certification mark relates. In addition to the publication of the complete certificate based on the respective certification, suitable information can also be provided by an individual entry on the certificate database “certipedia” on www.certipedia.com operated by TÜV Rheinland AG. The customer has to transfer the aforementioned obligation to his/her own customers who use the certification mark for advertising

purposes. The licenser is entitled to publish for consumer information purposes the names of the certificate holders and the audited systems and the like.

(10) The certification mark is to be used by the customer solely in a form that does not jeopardise the reputation and appearance of the certification mark and the reputation and the validity of the trademark and/or the reputation of the licenser and the companies affiliated to him/her pursuant to Section 15 of the Stock Corporation Act (AktG) as independent third parties and/or recognised certification service providers. In the event of such a risk, the customer has to discontinue the use of the certification mark concerned immediately at the licenser's request.

(11) The customer accepts that any use of the certification mark and the trademark by the customer constitutes use by and for the benefit of the licenser. Records on the use of the certification mark and the trademark by the customer are to be kept for at least 5 years by the customer and are to be provided to the licenser on request.

(12) All costs incurred as a result of the use of the certification mark by the customer shall be borne by the latter himself/herself. In addition, the customer will indemnify the licenser against all claims of third parties that result from breaches against Section 4. If the licenser should nevertheless incur material and/or immaterial damage, he/she are free, inter alia, to demand a contractual penalty pursuant to Section 5 from the customer.

Section 5 Contractual penalty, applicable law and place of jurisdiction non-contest clause

(1) For each legally ascertained culpable breach by the customer against his/her obligations under these conditions of use, the licenser is entitled to demand an appropriate contractual penalty to be defined by the licenser for each individual instance of a breach and to be reviewed in the event of dispute by the court responsible. The possibility of claiming further compensation is unaffected by this. An offsetting of a contractual penalty by any compensation claims is not permitted.

(2) The conditions of use are governed by the law of the Federal Republic of Germany. The place of jurisdiction for disputes arising from or in connection with these conditions of use is Cologne.