



**Guidance for organisation to become an Authorised Nominated  
Body – ANB of the IIW International Authorisation Board**



## IIW Qualification Certification Systems

### Guidance for organisation to become an Authorise Nominated Body - ANB of the IIW International Authorisation Board

#### 1. Introduction

Any organisation willing to develop and implement the IIW Qualification & Certification Systems in its country must seek approval as an Authorised Nominated Body (ANB). They shall contact the IIW-IAB Management Team ([ewf@ewf.be](mailto:ewf@ewf.be)) or the IIW Secretariat ([qualifications@iiwelding.net](mailto:qualifications@iiwelding.net) or [certifications@iiwelding.net](mailto:certifications@iiwelding.net)) to collect all the necessary information and documentation.

#### 2. Definitions

Authorised Nominated Body – ANB:

“Authorised Nominated Body” is an organisation that has been assessed and authorised by IIW-IAB in accordance with IIW-IAB rules, guidelines, requirements and business plan and is responsible for ensuring that the standards of implementation of the IIW-IAB education, examination, qualification systems and/or personnel certifications systems are maintained.

ANB Scope of Operation:

Scope is a defined set of permissible operations for ANBs that are verified and authorised by IAB Group B (see OP 11, latest revision)

Approved Training Body ATB:

“Approved Training Body” is an organisation that has been assessed and approved by an ANB in accordance with IIW rules for training organisations. By awarding ATB status, the ANB confirms that the ATB fulfils the requirements for delivering training in accordance with one or more IIW guidelines. It shall be an organisation independent from the ANB or clearly separated from it.

ATB Scope of Activities:

Scope is a defined set of permissible activities for ATBs that are verified and approved by one or more ANBs (see OP 11, latest revision).

Certification: The procedure leading to a written testimony of an individual's competence demonstrated by examination and assessment of experience and subsequent surveillance to confirm that the competence has been retained.



**International Authorisation Board – IIW-IAB:**

The body created within the IIW structure to operate the International IIW System for Education, Training, Examination, Qualification and Certification of Personnel and Companies.

**IIW - IAB Lead Assessor:**

A person approved by IAB, who is responsible for leading an audit team, to assess an ANB.

**IIW - IAB Peer Assessor:**

A person approved by IAB to assist the Lead Assessor

**IIW Member Society (MS):**

Member Societies are the organizations recognized by IIW as members. They are non for profit distributing organizations, established in a country, organized and financed to pursue the scope of IIW in their country. According to the Constitution of the IIW, IIW may have more than one member society per Country, each referred to as IIW Member Society.

**IIW Responsible Member Society (RMS):**

Amongst Member Societies, the Responsible Member Society (RMS) is the organization selected to officially represent IIW in the Country and as such has the role of coordinating with all the IIW member societies in the Country.

**Qualification:** Process which provides demonstration of education, training and work experience where applicable in accordance with the IIW Guidelines and rules, conducted by the Authorised Nominated Body, involving an examination of the knowledge and skill related to specified criteria. Success in this examination leads to the issue of the related IIW diploma gained. Such diplomas remain valid for the lifetime of the holder.

### **3. How to become an IIW-IAB ANB**

The following requirements apply for organisations to be eligible to become Authorised Nominated Body (ANB) of the IIW - IAB:

- To be an independent organisation recognised at the national level for competency for education, training, examination qualification and/or certification of persons in welding, joining and manufacturing fields.
- To be independent from any predominant commercial interest potentially affecting the IIW-IAB operation of the system.
- To be a Member of IIW or be appointed by a member of IIW for its country of instatement. If there is more than one IIW Member in the Country, they must reach an agreement for the appointment of the Organisation to appoint as ANB<sup>1</sup>.
- Comply with the organisational and technical requirements set by the IAB documents, guidelines and Procedures.

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<sup>1</sup> Currently IIW rules do not allow Organisations to be appointed as ANBs in countries where there is no member of IIW.

The set of rules and procedures to manage the process for organisations to become an IIW-IAB ANB, as summarised in the following paragraphs and on the flow chart of page 6.

#### 4. Getting the Applicant ANB status

For any Organisation seeking the Applicant ANB status, the following steps must be fulfilled.

- i) Become an IIW Member or be appointed by the IIW Responsible Member Society of the Country to be an ANB.
- ii) Contact the IIW-IAB Management Team, asking for the ANB Application Form (IAB-001, latest revision) and other relevant documentation.
- iii) The IIW-IAB Management Team will send to the Organisation the ANB application form and other relevant documentation, plus the definition of costs concerning the ANB annual fees (fixed and variable), and the ANB assessment fee.
- iv) The Organisation will prepare the ANB application according to the OP-11, Part 1 (latest revision).
- v) The Organisation sends to the IIW-IAB Management Team the ANB application documents package.
- vi) After receiving the documentation mentioned in item v), the IIW-IAB Management Team will review the documents: if the application package complies with the OP-11 Part 1 Requirements, the application is sent to the IAB Board.
- vii) The IAB Board will evaluate the ANB application package and will decide if approves the application or not. The IAB Board can request more information from the ANB applicant.
- viii) Upon approval of the application, the applicant will be informed, and the Assessors Team will be appointed.
- ix) When the Assessors Team is appointed, the Applicant ANB and the Assessors Team are informed.
- x) The Applicant ANB is approved, and the IIW-IAB Management Team will send to the Organisation the invoice for the IAB membership fee (annual fixed fee).
- xi) Upon payment of the fee, the organisation will be granted the Applicant ANB Status.
- xii) The IIW-IAB Management Team grants the status of ANB applicant to the Organisation via a formal letter.
- xiii) The Applicant ANB and the Assessors Team initiate the Authorisation process according to the requirements stated on the OP-03 and the Qualification guidelines sought by the applicant ANB.

#### 5. Getting the ANB approval

An Organisation that it is granted the Applicant ANB status, is a full member of the IIW-IAB, and it is invited to actively participate in the meetings of the International Authorisation Board (IAB), Group A (qualification system, definition of guidelines) and Group B (certification system, definition of rules and procedures) meetings.

At this stage, the Applicant ANB can start the necessary work to be approved as an ANB and the IIW-IAB Management Team, shall provide to the Applicant ANB, the Login and Password to access IIW Qual. & Cert Systems SharePoint (the IIW-IAB Documentation library).



The applicant ANB shall perform the following steps:

- i) Download the following documents:
  - a. The Qualification System Rules – Doc. IAB-001 and Operational Procedures (latest revisions)
  - b. IAB Operational Procedures (OP) – OP-03; OP-04; OP-08; OP-09; OP 12 and OP-18 (latest revisions)
  - c. The IIW Guidelines for training and examination.
- ii) Prepare two sets of documents that are mentioned on the OP 03 (latest revision), sub-item 6.3.1, and send them to the appointed Assessors Team.

When the Lead Assessor for the Applicant ANB receives the above-mentioned documents, will contact the Applicant ANB to define how the ANB assessment will be developed and also inform about the initial assessment fees (according to OP-12 latest revision).

In accordance with IAB OP-18 (latest revision), the Applicant ANB at the same time shall present to IAB Group B the Access Conditions and the Transition Conditions for the IIW Qualifications to be implemented in the country. The IIW-IAB Management Team has the responsibility to give to the Applicant ANB all the necessary support if the Applicant ANB has any questions regarding the implementation of the IIW rules and/or requirements<sup>2</sup>.

To move forward, the Access Conditions and Transition Conditions, must be approved by the IAB Group B.

When the Lead Assessor and Peer Assessor receive all the documentation related to the implementation of the Qualification System by the Applicant ANB, the Assessors Team will review the documentation and will agree with the Applicant ANB on a date to perform the on-site assessment. After the on-site assessment the Assessors Team will report and recommend to the IAB Group B the Applicant ANB assessment on-site audit.

The IAB Group B according to the Assessors Team Report and recommendation may grant the ANB Status to the Applicant ANB. If the Decision is positive the IIW-IAB Management Team will issue the ANB certificate and the relevant Schedule that includes the scope of authorisation.

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<sup>2</sup> It shall be noted that access conditions or transition conditions for the Country may have already been approved in the past for one of the existing ANBs that has already performed qualification activities in the country or for citizens of the country. Information can be found in Doc. IAB 020 and IAB 021 (latest revision)



**Flow Chart of the ANB or ANBCC Authorisation Process**

