JOB DESCRIPTION: Practical Welding Examiner

Department:	Qualification and Certification
Reporting To:	Qualification and Certification Manager
Job Purpose:	The Practical Welding Examiner is responsible for conducting practical examinations for welders, assessing their skills, and issuing welder performance certificates. This role involves managing training records, ensuring accurate documentation, and overseeing the certification process for welding students. The examiner also qualifies Welding Procedure Specifications (WPS) for performance qualifications, maintains the welders' card system, and performs external ATB audits. Additionally, the Welding Examiner monitors the progress of IIW students and collaborates with the Qualification and Certification department to issue IIW diplomas, ensuring that all processes comply with SAIW and IIW standards.

Key Responsibilities:

Practical Examinations:

- Conduct practical welding examinations in various welding processes to assess the competency of candidates.
- Issue welder performance certificates based on successful completion of practical exams.
- Maintain and update student training records, ensuring accuracy and completeness.
- Capture certified welding students onto the certification database and ensure correct record-keeping.

Qualification and Certification:

- Qualify Welding Procedure Specifications (WPS) for performance qualification in alignment with industry standards.
- Ensure the integrity and compliance of the certification process, including the issuance of welder cards and related documentation.
- Implement and manage the welders' card system, tracking qualifications and issuing cards to certified welders.

External Audits and Monitoring:

- Perform external ATB audits on behalf of the Qualification and Certification department to ensure compliance with standards.
- Monitor the training progress of IIW students and ensure their practical assessments meet required standards.
- Work closely with the Qualification and Certification department to arrange for IIW diplomas for eligible students.

Collaboration and Reporting:

- Collaborate with other departments, including Training and Development, to ensure that welding programs are in line with industry standards.
- Provide detailed reports on practical examination results and training progress.
- Ensure all necessary documentation, including certificates and exam results, are processed and stored according to SAIW policies.

Compliance and Quality Assurance:

- Ensure all welding examinations and qualifications are conducted according to SAIW and IIW standards.
- Maintain a high level of professionalism and integrity in all examination and certification activities.
- Stay informed of updates to industry standards and best practices to ensure the certification process remains relevant and compliant.

Qualifications and Experience:

Educational Requirements:

- **Matric** (Grade 12).
- **Trade Test Certificate in Welding.**
- **International Welder** and/or **International Welding Practitioner** certification.

Experience:

- **5 years' industry experience** as an instructor or **10 years' experience as a welder** in at least four welding processes.

Skills & Competencies:

- **Welding Expertise:** Deep knowledge and hands-on experience in various welding processes, including practical application in the field.
- **Examination Skills:** Experience in conducting assessments and examinations for welding candidates.

- **Attention to Detail:** Strong attention to detail to ensure accuracy in student records, certificates, and WPS qualifications.
- **Communication Skills:** Excellent communication skills, both verbal and written, to effectively interact with students, peers, and industry representatives.
- **Technical Knowledge:** In-depth understanding of welding standards, codes, and certification requirements (SAIW, IIW).
- **Organizational Skills:** Strong organizational skills to manage student records, certification processes, and documentation efficiently.

Key Attributes:

- **Quality-Focused:** Commitment to ensuring the highest quality in welding qualifications and certification.
- **Proactive and Reliable:** Ability to work independently and take initiative in ensuring compliance with welding standards and processes.
- **Team Player:** Ability to work well with colleagues across different departments, particularly with the Qualification and Certification department, to ensure smooth operations.
- **Adaptable:** Able to adjust to changes in industry standards and internal policies, ensuring continued relevance and compliance of certifications.
- **Problem Solver:** Capable of resolving issues related to training, certification, or qualification discrepancies in a professional and timely manner.

Acknowledgment & Signature:

I, the undersigned, acknowledge that I have read and understood the job description for the position of **Practical Welding Examiner**. I understand the responsibilities, qualifications, and expectations required for this role, and I agree to fulfill these duties to the best of my ability.

Employee Name: _____

Signature: _____

Date: _____