

## **Information sheet for qualification of welding/brazing technology procedure**

This information is intended for manufacturing, assembly or maintenance organizations and customers who wish to qualify and certify welding or brazing technologies.

The Hungarian Welding and Material Testing Association (hereinafter: MHtE) is an accredited, independent and recognized certification organization.

Audits regularly conducted by the National Accreditation Authority ensure that MHtE carries out its certification activities professionally, impartially and independently.

MHtE 44/2016 on safety requirements and certification of conformity of pressure equipment and systems. (XI. 28.) appointed to carry out conformity assessment activities for certification according to the NGM decree (Approval of procedures suitable for making permanent joints).

The European Commission has registered MHtE in the NANDO system as a notified conformity assessment organization (Notified Body) for the approval of procedures suitable for the production of permanent bandages, registration number: NB 2672.

The MHtE works with Qualifiers/Experts who are competent, have a lot of experience, practice and preparation, and who receive regular further training in the internal system of the MHtE.

The director of the MHtE is director Béla Gayer (+3670 400 2771).

The head of the certification organization is Deputy Director László Bíró (+3670 400 2772).

Certification organizer (contact person): Júlia Laurencsikné Benedek (+3670 400 2767).

### **Certification procedure:**

#### **1./ Price offer**

MHtE responds and answers customer inquiries and professional questions related to the performance of the technology test in writing or orally as quickly as possible. In the event of a request for information, the contact person will send the customer this information sheet or the requested information.

In the case of a customer request for a quote, MHtE will send its offer for the requested work in writing.

#### **2./ Order**

If the offer is accepted, the Buyer orders the completion of the certification procedure by filling out the TM-01 "Order" form. The form can be downloaded from the MHtE website. The Buyer attaches the preliminary welding instructions (pWPS) to the order.

MHtE professionally and formally examines the documents sent by the Customer. If MHtE cannot accept the order, it will notify the Buyer out of turn.

The acceptance of the order is indicated in writing by the MHtE in addition to its simultaneous registration and the Contract is prepared. The tasks of the Client and the Client, as well as the business price, are recorded in the contract. For each task, the MHtE issues an identification mark, which is indicated on all documents belonging to the work.

### **3./ Conducting the investigation**

After prior appointment, our expert will carry out the examination on site. It is the Customer's responsibility to ensure the personal and material conditions for the technology inspection, to comply with occupational health and safety regulations, and to provide occupational health and safety training for employees. The Qualifier checks the on-site conditions (equipment, tools, lighting, escape signs, routes, etc.).

If the Customer provides inadequate conditions, the expert can also stop the technology test, or you can interrupt. In this case, MHtE will invoice the Customer for the costs incurred up to that point.

Persons making a permanent bond must prove their identity with an official document (e.g. identity card).

During the preparation of the technology test, the expert checks the process, fills in the Technology Test Checklist and requests the necessary documents, as well as provides professional assistance if needed.

### **4./ Issuance and registration of the certificate**

After examining the available documents, the expert checks whether all the tests according to the certification standard have been carried out and whether the test results are satisfactory. If the results of the checks and tests carried out according to the test standard are adequate, and there are no objectionable characteristics, then the WPQR/BPQR) is prepared and issued. If the technology test fails, it can be repeated. Additional costs for this are borne by the Buyer.

The MHtE keeps a record of the issued certificates. MHtE reserves the right to register e.g. for publication on the Internet.

### **5./ Appeals against certification decisions**

The MHtE receives, evaluates and makes decisions on appeals against certification decisions.

Information about handling the appeal is publicly available on the MHtE website.

## **6./ Complaints and reclamations**

The MHTÉ receives complaints about individual rights or interest violations related to certification activities and makes a decision on them within 30 days.

Information about complaint handling is publicly available on the MHTÉ website.

## **7./ MHTÉ's obligation to provide information**

The person requesting the information can receive information or confirmation about the valid certification of a specific certified organization if they record the data of the given certification and the subject and reason of the request in a documented request (letter, e-mail)

The application must be submitted to the address of the MHTÉ (Hungarian Welding and Material Testing Association 1149 Budapest, Mogyoródi út 32, to director Béla Gayer ([titkarsag@mhte.hu](mailto:titkarsag@mhte.hu))).

MHTÉ informs its customers about changes related to the certification procedure on its website or in the magazine "Hegesztéstechnika" or by letter.