

## **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 qualification of welding/brazing technologies procedures is carried out by the accredited, recognized and independent organization of the Hungarian Association of Welding Technology and Material Testing as an inspection organisation. (hereinafter: MHtE)

The audits regularly carried out by the National Accreditation Authority in accordance with the MSZ EN ISO/IEC 17020 conformity assessment standard ensure that MHtE carries out its audit 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 inspection organization is Deputy Director László Bíró (+3670 400 2772).

Client Liaison Officer: Mrs. Tóth Szakácsi Krisztina (+3670 400 2767).

### **Inspection procedure:**

#### 1./ Quotation

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 response to a customer's request for quotation, MHtE sends its offer in writing for the requested work.

## 2./ Order

If the offer is accepted, the Customer orders the verification procedure by filling out the form TV-01 entitled "Order". The form can be downloaded from the MHE website. The Customer attaches the preliminary welding instruction (pWPS) to the order.

MHE staff professionally and formally review the documents sent by the Customer. If the order cannot be accepted by MHE, it will notify the Customer as a matter of priority. The acceptance of the order is indicated in writing by the MHE in addition to its simultaneous registration and the Contract is prepared. The tasks of the Client and the MHE, as well as the business price, are recorded in the contract. For each task, the MHE 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.). After prior appointment, the examination will be carried out by our expert on site. It is the responsibility of the Customer to provide the personal and material conditions for the technology inspection,

If the Customer provides inadequate conditions, the expert can also stop the technology test, or you can interrupt. In this case, MHE 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.

The Qualifier checks on-site conditions (equipment, devices, lighting, escape signs, routes, etc.). If the Customer provides unsuitable conditions, the Expert may also stop or interrupt the conduct of the technology test. In this case, the MHE invoices the Customer for the costs incurred so far.

## 4./ Welding / brazing work procedure qualification records, issuance and registration of WPQR/BPQR

After examining the available documents, the expert checks whether all the tests according to the inspection 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. The additional costs shall be borne by the Customer.

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

#### 5./ Appeals against inspection decisions

The MHTÉ receives, evaluates and makes decisions on appeals against inspection decisions.

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

#### 6./ Complaints and reclamations

The MHTÉ receives complaints about individual rights or interest violations related to inspection 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 inspection of a specific certified organization if they record the data of the given inspection 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 inspection procedure on its website or in the magazine "Hegesztéstechnika" or by letter.