
**Welding coordination — Tasks
and responsibilities**

Coordination en soudage — Tâches et responsabilités

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Foreword

ISO (the International Organization for Standardization) is a worldwide federation of national standards bodies (ISO member bodies). The work of preparing International Standards is normally carried out through ISO technical committees. Each member body interested in a subject for which a technical committee has been established has the right to be represented on that committee. International organizations, governmental and non-governmental, in liaison with ISO, also take part in the work. ISO collaborates closely with the International Electrotechnical Commission (IEC) on all matters of electrotechnical standardization.

International Standards are drafted in accordance with the rules given in the ISO/IEC Directives, Part 2.

The main task of technical committees is to prepare International Standards. Draft International Standards adopted by the technical committees are circulated to the member bodies for voting. Publication as an International Standard requires approval by at least 75 % of the member bodies casting a vote.

Attention is drawn to the possibility that some of the elements of this document may be the subject of patent rights. ISO shall not be held responsible for identifying any or all such patent rights.

ISO 14731 was prepared by the European Committee for Standardization (CEN) Technical Committee CEN/TC 121, *Welding*, in collaboration with Technical Committee ISO/TC 44, *Welding and allied processes*, Subcommittee SC 11, *Qualification requirements for welding and allied processes personnel*, in accordance with the Agreement on technical cooperation between ISO and CEN (Vienna Agreement).

This second edition cancels and replaces the first edition (ISO 14731:1997), which has been technically revised.

ISO 14731:2006

Requests for official interpretations of any aspect of this International Standard should be directed to the Secretariat of ISO/TC 44/SC 11 via your national standards body. A complete listing of these bodies can be found at <http://www.iso.org>.

Introduction

Welding is a special process, which requires the coordination of welding operations in order to establish confidence in welding fabrication and reliable performance in service. The tasks and responsibilities of personnel involved in welding-related activities (e. g. planning, executing, supervising and inspection) should be clearly defined.

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Welding coordination — Tasks and responsibilities

1 Scope

This International Standard identifies the quality-related responsibilities and tasks included in the coordination of welding-related activities.

In any manufacturing organization, welding coordination can be undertaken by one or a number of persons.

Welding coordination requirements can be specified by a manufacturer, a contract or an application standard.

2 Normative references

The following referenced documents are indispensable for the application of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

ISO 3834-1, *Quality requirements for fusion welding of metallic materials — Part 1: Criteria for the selection of the appropriate level of quality requirements*

3 Terms and definitions

For the purposes of this document, the following terms and definitions apply.

3.1

manufacturer

person or organization responsible for the welding production

3.2

welding coordination

coordination of manufacturing operations for all welding and welding-related activities

3.3

welding coordinator

person responsible and competent to perform welding coordination

NOTE There might be a need for nominating different welding coordinators for different tasks.

3.4

welding inspection

conformity evaluation of welding-related matters by observation and judgement accompanied as appropriate by measurement or testing

NOTE Welding inspection is a part of welding coordination.

4 Tasks and responsibilities

4.1 Quality-related tasks

Annex B shall be used as a guide to allocate quality-related tasks and responsibilities to welding coordination personnel. It may be supplemented for special application. Not all the items shall necessarily apply to all manufacturing organizations or quality system requirements, and a selection should be made as appropriate. For example, where there is no destructive testing or non-destructive testing, B.14 b) and c) do not apply.

4.2 Specification of tasks and responsibilities

The tasks of the welding coordinator shall be selected from the applicable part of ISO 3834, in accordance with the criteria defined in ISO 3834-1 (see Annex B).

Each single activity in Annex B may be associated with a number of tasks and responsibilities, such as:

- specification and preparation,
- control,
- inspection, check or witnessing.

Where welding coordination is carried out by more than one person, the tasks and responsibilities shall be clearly allocated, such that responsibility is clearly defined and the persons are qualified for each specific welding coordination task.

Welding coordination is the sole responsibility of the manufacturer.

The manufacturer shall appoint at least one responsible welding coordinator.

Welding coordination may be subcontracted. However, compliance to this International Standard remains the responsibility of the manufacturer.

5 Job description

5.1 General

A job description is required for the welding coordination personnel, which shall include their tasks and responsibilities.

5.2 Tasks

For identification of the tasks assigned to the welding coordination personnel, see 4.2 and Annex B.

5.3 Responsibilities

The responsibilities assigned to the welding coordination personnel are identified as follows:

- their position in the manufacturing organization and their responsibilities;
- the extent of authorization accorded to them to accept by signature on behalf of the manufacturing organization, as needed in order to fulfil the assigned tasks, e.g. for procedure specification and supervision reports;
- the extent of authorization accorded to them to carry out the assigned tasks.

6 Technical knowledge

6.1 General knowledge requirements of all welding coordination personnel

For all tasks assigned, welding coordinators shall be able to demonstrate adequate technical knowledge to ensure satisfactory performance of these tasks.

The following factors shall be considered:

- general technical knowledge;
- specialized technical knowledge in welding and allied processes relevant to the assigned tasks, which shall be attained by a combination of theoretical knowledge, training and/or experience.

The extent of required manufacturing experience, education and technical knowledge shall be decided by the manufacturing organization, and shall depend on the assigned tasks and responsibilities.

6.2 Specific knowledge requirements of responsible welding coordination personnel

Responsible welding coordination personnel (see 4.2) shall be allocated from one of the following groups, depending on the nature and/or complexity of the production:

- a) personnel with comprehensive technical knowledge, where full technical knowledge is required, in accordance with 6.1, for the planning, executing, supervising and testing of all tasks and responsibilities in welding fabrication (see Annex A);
- b) personnel with specific technical knowledge, where the level of technical knowledge needs to be sufficient for the planning, executing, supervising and testing of the tasks and responsibilities in welding fabrication within a selective or limited technical field (see Annex A);
- c) personnel with basic technical knowledge, where the level of technical knowledge needs to be sufficient for the planning, executing, supervising and testing of the tasks and responsibilities within a limited technical field, involving only simple welded constructions (see Annex A).