



# **Rules for the certification of Organizations operating in conformity with the UNI EN 15085-2 standard**

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Technical Rules



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## CHAPTER 1 GENERAL

### 1.1

These Rules define the procedures applied by RINA for the certification of welding processes when an Organization requests certification in conformity with the UNI EN 15085-2 standard.

The application of the Regulation makes it possible to satisfy the requirements of the 'Linee guida per la certificazione delle Organizzazioni che operano nel settore della saldatura dei veicoli ferroviari o parti di essi in conformità alle norme della serie UNI EN 15085' issued by ANSFISA in Rev. 2 of 22/12/2021.

Anything not envisaged by this document is governed by the "GENERAL TERMS AND CONDITIONS FOR THE CERTIFICATION OF SYSTEM, PRODUCT AND PERSONNEL", available in the [www.rina.org](http://www.rina.org) website.

### 1.2

RINA issues its certificates, in accordance with the requirements of the UNI CEI EN ISO/IEC 17065 standard, to Organizations whose management systems have been found to be complying with all the requirements laid down in the UNI EN 15085-2 standard, ensuring continuity of production and quality of the certified products.

### 1.3

Certification is opened to all Organizations irrespective of their belonging to any Association of Group.

For the certification activities, RINA applies its current fees, guaranteeing fairness and uniformity of application.

RINA may legitimately refuse any applications for certification from Organizations subject to, or whose production or activity is subject to restriction, suspension or proscription by a Public Authority.

Should RINA not accept an application for certification, it will inform the applicant of the reasons for this rejection.

### 1.4

The certificate issued by RINA only refers to a single Organization, where Organization stands for a group, company, enterprise, firm, body, or their parts or combinations, either associated or not, public or private, with its own functions and administration.

In the presence of Organizations with several operative units, each operative unit can be defined as an Organization.

### 1.5

The participation of any observers in the audits is previously agreed between RINA and the Organization.

In order to ascertain that the assessment modalities applied by RINA comply with the reference standards, the guarantor(s) of the issued certificates (Accreditation Body) may request:

- participation of their observers to the audits conducted by RINA
- conduction of audits to the certified Organization, directly using their own personnel

The participation of observers in the audits and/or any audit directly conducted by Accreditation Body's personnel is previously agreed between RINA and the Organization.

If the Organization does not give its prior consent, the certificate validity is suspended until the Organization accepts to be subject to the audit, for a maximum period of 3 months.

After this 3-month period, if the Organization does not accept to be subject to the above audit, the certificate is withdrawn.

The assessment modalities used by Accreditation Bodies are found in appropriate rules and/or communications/circulars available in the relevant websites.

The Organization shall make available to the Accreditation Body the documentation used by RINA as reference during the previous audits.

## **CHAPTER 2**

### **REFERENCE DOCUMENTS**

The reference documents applicable in their current revision are listed below:

- UNI CEI EN ISO/IEC 17065 Conformity assessment -- Requirements for bodies certifying products, processes and services
- UNI EN 15085-1 Railway applications – Welding of railway vehicles and components – Part 1: General
- UNI EN 15085-2 Railway applications – Welding of railway vehicles and components – Part 2: Requirements for welding manufacturer
- UNI EN 15085-3 Railway applications – Welding of railway vehicles and components – Part 3: Design requirements
- UNI EN 15085-4 Railway applications – Welding of railway vehicles and components – Part 4: Production requirements
- UNI EN 15085-5 Railway applications – Welding of railway vehicles and components – Part 5: Inspection, testing and documentation
- UNI EN ISO 3834 – 1 “Quality requirements for fusion welding of metallic materials - Part 1: Criteria for the selection of the appropriate level of quality”
- UNI EN ISO 3834-2 “Quality requirements for fusion welding of metallic materials”. Part 2 Extended quality requirements
- UNI EN ISO 3834-3 “Quality requirements for fusion welding of metallic materials”. Part 3 Normal quality requirements
- UNI EN ISO 3834-4 “Quality requirements for fusion welding of metallic materials”. Part 4 Elementary quality requirements
- UNI EN ISO 3834-5 “Quality requirements for fusion welding of metallic materials”. Part 5 Documents with which it is necessary to conform to claim conformity to the quality requirements of ISO 3834-2, ISO 3834-3 or ISO 3834-4
- EA - 6/02 rev.3 “EA guidelines on the Use of EN 45011 and ISO/IEC 17021 for certification to EN ISO 3834”
- Guidelines for the certification of welding manufacturers of railway vehicles or components in conformity with the UNI EN 15085 standard series Rev. 2
- ACCREDIA: Rules for the accreditation of Certification Bodies RG 01

## CHAPTER 3 DEFINITIONS

In addition to the documents listed in Chapter 2, the following definitions apply:

- Major Finding:
  - the disregard of one or more requirements of the UNI EN 15085 standard series and of these Rules,
  - a situation that may cause the delivery of a product that does not comply with the current applicable regulations,
  - a situation capable of causing a serious deficiency of the management system or reducing its capability to ensure control of the process or product/service.
- Minor Finding:
  - a situation that may reduce the probability of delivering a compliant product,
  - a situation capable of causing a non-serious deficiency of the management system or that does not reduce its capability to ensure control of the process or product/service
- Recommendation: suggestion aimed at improving the management system, which is not directly related to the requirements of the reference documents
- Fixed Workshop: a fixed infrastructure belonging to the Organization or an Organization's Client (e.g. a building, a fixed box, etc...), complete with suitable and calibrated equipment and instruments (if required), where ordinary and/or extraordinary maintenance operations are carried out on railway vehicles
- Mobile Workshop: a mobile workshop or MWS (Mobile Welding Shop) is defined by the group of persons qualified for special welding processes and NDTs and by the equipment required to perform ordinary and/or extraordinary maintenance activities (including temporary repair), carried out on the vehicle outside the repair Company's fixed workshop.

Namely, it must include:

- Welding coordinators (at least one Coordinator must be present while activities are carried out in the MWS);
- Welders qualified in accordance with UNI EN ISO 9606-1,2 with qualification validity scope complying with the welded joints to be manufactured;
- NDT operators (level 1 and 2 VT) qualified in accordance with UNI EN ISO 9712 methods UT – MT – PT – VT (for methods UT MT PT Railway Maintenance sector ANSF GL – method VT FdM);
- Support personnel for the preparation of the activities (carpenters/fitters);
- A vehicle to allow the mobile workshop to be moved to the plant where the activity is required;
- Equipment required for both welding operations and NDTs.
- The following technical documents:
  - WPS/WPQR
  - NDT procedures
  - Welding operating instructions
  - Documents relating to safety risks.

A MWS which has been operating in the same place for over 6 months shall be considered a fixed workshop.

## CHAPTER 4 INITIAL CERTIFICATION

### 4.1

Any Organizations that wish to obtain certification for their welding process must provide RINA with the “Informative Questionnaire” specific form, available in the [www.rina.org](http://www.rina.org) website, filled in all its parts and signed by the Legal Representative; according to the information contained in this form RINA shall prepare an economic offer based on its current tariff list.

Namely, the Organization must provide RINA with the following information:

- the Organization's registered name;
- the address of its Head Office;
- its VAT number/tax code;
- the main site of its operating activities;
- the address of the operational sites to be certified;
- the classification level (CL1, CL2 or CL3) and the type of activities carried out (D, P, M and/or S), as per Table 2 of EN 15085-2, relevant to each production site;
- the certification scope (welding processes, base materials, thicknesses, etc.);
- welding coordinator(s) (name, surname, date of birth, qualification);
- notes and extension of the application (work carried out in any production sites other than the main ones);
- number of persons involved and number of welding processes belonging to the Organization;
- number of working shifts
- definition of the parameter WM (Annex C EN 15085-2:2020)

When the Organizations accept the economic offer, they formalize their application for certification by sending the specific form attached to the offer to RINA.

Together with its application for certification, the Organization must provide RINA with:

- the procedures required for certification in accordance with UNI EN 15085-2;
- the appointment documents and CV of the Welding Coordinator(s);
- a copy of the Chamber of Commerce registration certificate or equivalent document, as evidence of the existence of the Organization and relevant activity.

RINA reserves the right to request and examine, at its discretion, any other documents as a support to the previously received information, deemed to be important for the above certification.

Upon reception of the application for certification and relevant annexes, and after a preliminary check to make sure they are complete, RINA will send a written confirmation to the Organization for the acceptance of the application, within 60 days from the receipt.

The Organization's application, which expressly refers to these Rules, and the relevant acceptance by RINA are the formal contract regulating the agreement between RINA and the Organization and the applicability of these Rules.

The contract may be changed, following a prior agreement between the parties, whenever the conditions on the basis of which the initial RINA quotation was prepared change significantly in the course of time (e.g. changes to the rules of the accreditation

body, site, organization, processes, number of persons, type of manufactured product,....).

The contract between RINA and the Organization includes:

- an initial audit and the issue of a certificate;
- the audit at a temporary site in conjunction with the initial audit (where applicable)
- subsequent surveillance and recertification audits;
- the possibility of carrying out additional audits at temporary sites, should this be necessary in the opinion of the Team Leader (where applicable)
- any additional services specified in the offer, including a pre-audit, if requested by the Organization.

RINA will inform the Organization about the names of the auditor(s) in charge of the conduction of the audit; the Organization may object to the appointment of these auditors, justifying the reasons for the objection.

The documentation is then thoroughly examined by the team leader; if the received documentation is not complete or compliant, it will be necessary to integrate or change it to make it complete and compliant; in the meantime, the file will be suspended for up to twelve months; after this period has elapsed, the entire procedure must be repeated starting from a new offer, whenever, in RINA's opinion, the current situations do not allow the enforcement of the agreement.

During this stage it is necessary to make sure that the certification requirements are established, documented, understood and that:

- the standard for which certification is sought is clearly defined;
- the product is clearly defined and complying with the various issued documents;
- RINA can perform the certification activity with reference to the scope of the application and the site of the operating activities;
- there are no discrepancies between the application for certification and the other documents issued by the Organization.

The initial audit (first certification) can be conducted only if the documentation is deemed to be compliant and if the requirements of the reference standard are fulfilled.

The Organization can submit the correct documentation during the initial briefing.

## 4.2

In the presence of a formal request by the Organization, a preliminary audit can be carried out before the first certification audit, to check the general application of the Management System.

The audit is notified to the Organization by the Team Leader and is conducted in order to examine the requirements of the standard, without observing the procedures envisaged for the assessment activities (e.g. initial briefing, use of checklists, etc).

The Organization is informed of the outcome by an Audit Report, that is handed when the Preliminary Audit is completed; this report contains any "deficiencies" to be removed before the first certification audit.

## 4.3

Either jointly or independently from the end of the documental review, the Team Leader agrees upon the audit date with the Organization, notifies the audit, sends the Audit Plan and the names of the Auditors in charge of this activity.

RINA may request the Organization for the authorization to have any observers and/or auditors in training to take part in the audit.

The Organization has the right to ask for the replacement of or object to the persons appointed by RINA, in the presence of justified conflicts of interest, within 5 days from the date of the notification.

Only for activities D and / or S it is possible to carry out the audit remotely, after a feasibility analysis performed by RINA.

#### 4.4

Before performing the first certification audit, the Audit Team holds an initial briefing, writing the minutes of the meeting with the Organization's Management or its Representative, the Welding Coordinator and the main function managers on the Audit Report.

During the above initial briefing, the Team Leader:

- introduces the members of the audit team;
- provides any clarifications about the Audit Plan;
- provides a brief summary of the audit modalities;
- requests the definition of official channels of communication between the Audit Team and the Organization;
- where applicable, requests to engage more people to enable the auditors to operate separately;
- underlines the commitment to confidentiality of the auditors and of all the personnel involved in the certification file;
- underlines that any consultant, used to prepare the documentation, strictly acts as an observer;
- underlines that the audit is carried out on a sampling basis;
- specifies that the audit is concerned with the product, process(es) relating to certification;
- establishes the date and time of the closing meeting;
- introduces ACCREDIA or other Bodies inspectors, if any.

#### 4.5

During the audit, the Organization must make available all its personnel and grant free access to the company's areas, information and documents relating to the requirements for which certification is sought, including any procedures or equivalent documents, and provide assistance to RINA auditors.

The audit must be conducted in accordance with UNI EN 15085-2 and with the technical requirements set out in paragraph 4.11 below. The application of the requirements is verified by:

- interviews to the personnel involved in the activities (at all levels);
- examination of documents, procedures, instructions, minutes, reports, etc. to check compliance with the reference documents;
- assessment of the welding process operation;
- check of the presence of any qualification documents of processes and/or welders/operators for each process for which the manufacturer requests certification, in compliance with the product to be certified;
- check of any exclusions;
- correct definition of the certification scope.

In particular, the Organizations applying for certification must appoint the responsible welding coordinator, his deputy and any other coordinators: the Team Leader, during the entire audit, with specific reference to the current activity, assesses the coordinators'



technical background and experience according to their CVs and in accordance with paragraph 4.11; the result of this assessment is stored and filed with the updated CV.

The audit can be conducted using questionnaires that will contain any findings, evidences etc.

If during the audit, considering that it is carried out on a sampling basis, RINA incidentally finds any disregard of legal requirements not concerned with aspects that are directly linked to the assessed system or inspected product, but related to other aspects of the activities carried out by the Organization (e.g. in case of QMS audits, environmental aspects and OHS aspects), this disregard will be duly recorded by the auditors separately from the audit report and promptly made known to the Management of the audited Organization, so that it can take the necessary actions towards any treatments and applicable corrective actions; this recording is also sent to RINA's competent structures for the necessary assessments.

#### 4.6

At the end of the audit and before the closing meeting, the Audit Team will:

- check that all the applicable requirements of the standard on the basis of which certification is sought have been considered;
- write the Audit Report with any findings and/or recommendations;
- write information about the product, the standards used for manufacturing the product, the group of base materials, welding processes and similar processes, any standards (if different from the EN ones) used for qualification of welding processes and the name(s) of Welding Coordinator(s).

#### 4.7

The audit ends with a closing meeting: the Team Leader explains the contents of the Audit Report to the Organization's Representatives and Welding Coordinator(s), including any major/minor Findings and recommendations.

A copy of the audit report is handed to the Organization's Representative who signs it for reading and acceptance; if he/she does not agree with its contents, he/she will write his/her reservations in the dedicated space.

#### 4.8

In the presence of Findings, the Organization must define the treatment, causes, corrective actions and the deadline for their implementation.

RINA may requests any changes to the contents of the audit reports written by the auditors within 15 calendar days.

After this period of time has elapsed, the Organization must send the completed audit reports to RINA within further 15 calendar days; after receiving them, RINA reserves 15 days to accept or reject the Organization's schedule.

In the presence of major findings, certification and extension are not granted until confirmation of the application of the necessary treatments and closing of the relevant corrective actions with relevant check by RINA.

Minor non conformities do not require a prompt and formal treatment; however, the level of implementation of the indications provided by RINA is checked during the first scheduled audit.

No derogations to the actions proposed by the Organization are admitted unless RINA allows them for justified reasons.

RINA reserves the right to check the implementation of proposed corrective actions also by supplementary audits (additional surveillance audit), if the treatment, identification of causes and any corrective/preventive actions are deemed not assessable with only the proposed documental evidences; in this case RINA shall inform the Organization sufficiently in advance in order to schedule this audit.

#### 4.9

If the following conditions are satisfied:

- Major Non Conformities have been solved, providing evidences of their treatment and of the implementation of the Corrective Actions within the agreed times;
- treatments, Corrective Actions and relevant deadlines have been defined for Minor Non Conformities;

and following the decision-making activity by RINA with successful outcome, a Certificate of Conformity to the reference standard with 3-year validity is issued to the Organization.

The validity of the certificate is subject to the outcome of the subsequent annual surveillance audits and of the three-yearly recertification audit of the process in accordance with the reference standard.

The certificate will contain the following information:

- certification scheme (UNI EN 15085-2);
- the reference to any other applicable technical documents;
- certificate number;
- name of certified organization (name and registered name);
- the addresses of the audited operational sites, therefore covered by certification;
- the classification level (CL1, CL2 or CL3) and a description of the welded components (as per Table 1 of EN 15085-2);
- the type of activities managed by the Organization (refer to §4.2 EN 15085-2, D-P-M-S);
- certified product;
- processes (UNI EN ISO 4063);
- group of base materials (CR ISO 15608) covered by qualification and for which at least 2 qualified welders/operators are available;
- thickness of the base material covered by qualification;
- name of the responsible welding coordinator;
- name of the deputy of the responsible welding coordinator;
- names of other welding coordinators;
- any notes/prescriptions;
- "first issue" date (start of certification validity), that matches the decision-making date by RINA with successful result;
- "current issue" date, that matches the date of the subsequent decision-making actions (e.g. certificate changes, etc.);
- "expiry date" of the certificate (three years starting from the decision-making by RINA with successful result);
- address of the fixed workshop of the Organization and/or of the Organization's client (even if connected to the Company);
- sentence "Yards where the mobile workshop operates".

For type P the certificate shall contain a reference, for each site, to:

- processes (UNI EN ISO 4063);
- groups of base materials in accordance with CEN ISO/TR 15608 and range of base material thicknesses for which the manufacturer is qualified;
- list of persons concerned with welding coordination including qualification and level (as per §5.1 and §5.3 of EN 15085-2)

In the event of a negative decision regarding the issue of the certification, the PR informs the Scheme Manager who will inform ANSFISA.

#### 4.10

The documentation of each Organization must be stored for the three years of validity of the certificate and for the following three-year period.

With regard to certificates that are no longer valid, the files relating to Organizations with invalid certificates must be stored for 6 years from the date of the last audit.

Copies of the certificates issued by RINA Services will be stored indefinitely.

#### 4.11 – INTERPRETATION OF UNI EN 15085-2:2020 TECHNICAL REQUIREMENTS

For each requirement of UNI EN 15085-2, this paragraph contains what RINA deems to be necessary for a better understanding and the correct application of the requirement itself.

The provisions of this document entail the full observance of all the requirements of UNI EN 15085 series standards in all parts.

##### 4.11.1 – CLASSIFICATION LEVELS AND MANUFACTURERS' ACTIVITIES

In addition to the requirements of UNI EN 15085-2, the Organizations that wish to operate in conformity with this standard and apply for certification must:

- a) define the classification level (CL) with reference to UNI EN 15085-2 paragraph 4; selecting the CL is the sole responsibility of the Organizations. To obtain certification in a specific level, the Organizations, at the time of the audit, must manufacture welded components that can be assigned to the same level; otherwise, after conformity with all requirements has been verified, the certificate can be issued subjecting its validity to a supplementary audit to be carried out at the start of the first project that Organizations will implement for components belonging to the level in question;
- b) define for which type of activities (D - design, P - production, M – maintenance, S – Purchase and Supply), within the classification level, the Organizations intend to operate with reference to UNI EN 15085-2 paragraph 4.2. These activities can be one or more than one but all must comply with the applicable parts of UNI EN 15085-2;

Type of activity	Code	Description
Design	D	Calculation, dimensioning, design and documentation for the production and maintenance of welded railway vehicles and their components
Production	P	Manufacture, change, testing of welded railway vehicles and their components (spare parts included)
Maintenance	M	Repair by welding of railways vehicles and their components (tests included)
Purchase and Supply	S	Purchase and supply of welded components for new manufacture or maintenance activities without any welding operations

- c) apply all requirements of the UNI EN ISO 3834 standard to the relevant part as set out in UNI EN 15085-2 annex C; if the Organizations have a certificate in conformity with UNI EN ISO 3834 issued by an accredited CB, RINA will consider this requirement as satisfied provided that the audit report is made available by the Organization; the audit report must contain all the findings of the last audit and the evidence that said findings are managed.

- d) In the presence of resistance welds the requirements of UNI EN ISO 14554 shall apply.

#### 4.11.2 – REQUIREMENTS FOR THE COMPANIES (Ref. UNI EN 15085-2 paragraph 5)

In addition to the requirements of UNI EN 15085-2, the instruments and equipment to be used for assessment activities, besides being suitable for the type of measurement to be carried out, must be available at the sites mentioned in the certificate and under calibration (if scheduled, e.g. refer to the UNI EN/CEI 60974-14 standards for welding machines). This aspect must be capable of being proven both during the documental review and on site, as well as in the MWS. This requirement must also be applied by subcontracted operators who use their own equipment.

#### 4.11.3 – REQUIREMENTS FOR THE PERSONNEL (Ref. UNI EN 15085-2 paragraph 5.1)

##### 4.11.3.1 Welders and welding operators (Ref. UNI EN 15085-2 paragraph 5.2)

In addition to the requirements of UNI EN 15085-2, an Organization that wishes to operate in conformity with such a standard and applies for certification must:

- a) have at least two qualified welders (not applicable to small Organizations in conformity with annex C) for each welding process, each type of joint (BW/FW) and each group of materials to be certified in accordance with UNI EN 15085;
- b) define appropriate criteria for the performance of pre-production test as laid down in UNI EN 15085-4 paragraph 4.2.4, considering that it will be necessary to define:
  - the overall plan showing the joints to be checked, signed by the Welding Coordinator;
  - the cutting sections from which specimens are drawn;
  - the Non-Destructive and Destructive tests to be performed.

The pre-production test activity must always be inserted in the work planning documents (PFC/PRC) which must also specify the control frequency.

##### 4.11.3.2 Welding coordinators (Ref. UNI EN 15085-2 paragraph 5.3)

In addition to the requirements of UNI EN 15085-2, an Organization that wishes to operate in conformity with such a standard and applies for certification must:

- a) have Welding Coordinators with a qualification level in conformity with UNI EN 15085-2 paragraph 5.3 and Annexes A and B of EN 15085-2, for each production site.

Namely, welding coordinators must:

- be qualified/certified in accordance with the EWF/IIW schemes (levels E/IWE, E/IWT, E/IWS, E/IWP) or equivalent schemes (e.g. other national/international qualification/certification schemes) at the required level with at least three years of experience in the railway (or equivalent) sector;

or

- in the absence of qualifications/certifications, have an education degree in accordance with the qualification levels as per UNI EN 15085-2 paragraph 5.3.1, three years of experience in the railway (or equivalent) sector and an adequate technical background for the requested level which must be assessed during the audit, also on the basis of the provided CV, in conformity with UNI EN 15085-2 annex A. The result of this assessment must be recorded and stored with the updated CV. If coordinators have no qualification/certification in accordance with the EWF/IIW or equivalent scheme, they will be assessed not only through the outcome of the audit but also through a structured questionnaire and a specific technical interview carried out in accordance with annex D

of EN15085-2 and with Reference Table for the Evaluation of Competence (Annex A), documented, recorded and stored by RINA.

In the certification level CL1 for large Organizations with several production lines, the level-A responsible welding coordinator should be qualified as welding engineer, whereas the level-A deputy responsible welding coordinator should have a qualification as welding technologist.

- b) have Coordinators who preferably are employed by the Organizations.  
The replacement of one or more welding coordinators must be promptly reported to RINA which, in case of change of the responsible welding coordinator, will conduct a supplementary audit to assess his/her competence.
- c) The manufacturer must have a written procedure with the required provisions on how to qualify and verify the maintenance of welding coordinators' qualifications in accordance with this document.

#### 4.11.3.3 Subcontracted welding coordinators (Ref. UNI EN 15085-2 paragraph 5.3.6)

In addition to the requirements of UNI EN 15085-2, if welding activities are entrusted to subcontracted personnel, in accordance with UNI EN 15085-2 paragraph 5.3.6, each subcontracted welding coordinator can take up coordination tasks up to a maximum of two Organizations. This principle can be waived in the event that the performance of the subcontracted welding coordinator is entrusted to small organizations as defined in Annex C of UNI EN 15085-2.

The subcontracted Coordinator must fully comply with the requirements of paragraph 5.3.5 of UNI EN 15085-2.

#### 4.11.3.4 Organization of welding coordination (Ref. UNI EN 15085-2 paragraph 5.3.5)

The Organization must be structured so as to allow welding coordinators to fully accept their tasks and responsibilities in accordance with EN ISO 14731 and be able to draft instructions and take technical decisions in relation to welding irrespective of the production operation.

Welding coordinators may be Organization's employees or external personnel. If the activities are subcontracted by the Organization to an external welding coordinator, the provisions of the above paragraph shall apply.

The Organization must provide written documents about the responsibilities, competences and relations within the Organization for all personnel concerned with management, design or inspection activities that affect the quality of the welding job in accordance with the provisions of UNI EN 15085-2 paragraph 5.3.5 and Annex B.

The minimum requirements for welding coordinators according to classification levels (CL) are defined in previous paragraph 4.11.3.2 and in annex B of UNI EN 15085-2.

#### 4.11.3.5 Inspection personnel (Ref. UNI EN 15085-2 paragraph 5.4)

In addition to the requirements of UNI EN 15085-2, an Organization that wishes to operate in conformity with such a standard and applies for certification must ensure that NDT personnel have a valid certification in conformity with the ISO 9712 standard, level 1, 2 or

3 according to the assigned tasks, issued by a personnel certification Body accredited to UNI EN ISO 17024.

For the visual test (VT) it is necessary to comply with the requirements of EN15085-5 paragraph 4.4.2 currently in force.

#### 4.11.4 Welding procedure specifications (Ref. UNI EN 15085-2 paragraph 5.6)

WPS can be qualified by a third-party Certification Body or by the Organization's responsible welding coordinator; in any case destructive and non-destructive tests shall be carried out by an accredited test laboratory operating in conformity with UNI CEI EN ISO/IEC 17025 with the following exception: it is allowed to perform VT, PT/MT and UT tests directly on site, when testing of specimens is completed, by NDT operators certified at level 2 or higher, in accordance with UNI EN ISO 9712; these tests must be carried out under the responsibility/coordination of the person responsible for the qualification process, using equipment in the correct maintenance and calibration status to be used in conformity with the EN ISO standards for the relevant method and applying the prescribed acceptability criteria. Test reports must be annexed to the WPQR relating to WPS qualification.

Organizations shall also provide evidences of the criteria adopted for the performance of pre-production tests as per UNI EN 15085-4 paragraph 4.2 and defined in previous paragraph 4.11.3.1.

With regard to maintenance activities, reference to EN 15085-6 is currently to be intended to draft standard EN 15085-6:2020 in force, pending its subsequent publishing as official standard.

## **CHAPTER 5 CERTIFICATION MAINTENANCE**

### 5.1

The Organization must maintain conformity of its own welding process with the UNI EN 15085-2 standard.

### 5.2

The Organization must keep records of any claims and of the relevant corrective actions taken; these records together with the corrective actions must be kept available to RINA during surveillance audits.

### 5.3

Certification maintenance audits are divided into two types:

- surveillance audits, conducted on a yearly basis;
- recertification audits (see Chapter 5).

### 5.4

RINA carries out surveillance audits to the Organizations aiming to:

- check maintenance of conformity with the requirements of the reference standard;
- check the correct use of certificate and logo;
- check the correct implementation of any corrective actions (if applicable) relevant to minor findings raised during the previous audit;
- check the analysis and possible implementation of any recommendations.

Surveillance audits must be carried out within 12 months from the decision-making date (day and month of certificate expiry date).

The audits to the Organization can be conducted up to three months in advance.

Organizations are audited according to a schedule structured so that:

- the mandatory requirements, highlighted in the audit plan, are checked during each audit, including the validity of qualification of welders/operators in relation to the processes/materials being certified, otherwise the certificate must be changed;
- all the remaining requirements (which are not mandatory) are checked at least once (during the audits carried out to production sites);
- the competence of the Welding Coordinator(s) is checked as already defined for the assessment stage and operational continuity is verified with reference to the assigned tasks.
- during the three-year validity period all the production sites are audited on-site.

Following the successful outcome of the surveillance activity, the validity of the certificate is confirmed.

The outcome of surveillance audits conducted at the Organization's premises is written by RINA, including any findings, recommendations, etc.

Raising major findings may request a supplementary audit or, if not solved, the suspension of the certificate.

The dates of surveillance audits are agreed with the Organizations quite in advance; the description of the activities and provisions for the conduction of surveillance audit to the site(s) is detailed in the periodical surveillance plan that RINA sends to the Organization before the audit.

The modalities relevant to the notification, conduction of the audits and management of any findings are the same as those defined for the first certification audit.

The validity of the certificate is confirmed by the successful outcome of the surveillance audit.

If, during the surveillance audit, the Organization is not producing any welded components that are covered by the sector being certified, and after conformity with all applicable requirements has been verified, the certification validity can be maintained; when production is resumed, the Organization must inform RINA, which reserves the right to perform an additional audit.

## 5.5

RINA reserves the right to request supplementary surveillance audits to the Organization in the presence of:

- any claims or reports received by RINA, which are deemed particularly significant, relating to the disregard of any legal requirements or of these Rules;
- treatment of any findings raised during an audit or any corrective actions that cannot be assessed by only a documental review;
- any findings raised during an audit that do not provide sufficient assurance of a correct and/or continuous application of the system;
- unsatisfactory results during surveillance audits conducted by RINA.

This request is notified to the Organization together with the reason for this decision and the deadlines to perform the audit.

The audit must be possibly conducted by one of the auditors who carried out the previous audit. The examined requirements of the standard must be at least those that

are deemed not compliant and/or causing the system weakness, found during the previous audit.

Conduction modalities are the same as those defined for surveillance audits.

The cost of a supplementary audit is charged to the Organization.

If the Organization refuses to be subject to a supplementary audit without any justified reasons, RINA can start the certificate suspension procedure.

## CHAPTER 6 RECERTIFICATION

### 6.1

With regard to the recertification audit, scheduled every three years, the Organization must contact RINA about three months in advance from the date specified in the three-year audit plan; it shall also send a copy of the updated Informative Questionnaire (available in the [www.rina.org](http://www.rina.org) website), filled in all its parts, in order to plan the activity and agree upon the date for the execution of the recertification audit.

The modalities relevant to the notification, conduction of the audits and management of any findings are the same as those defined for the first certification audit.

If, during the recertification audit, the Organization is not producing any welded components that are covered by the obtained certification sector (CL), and after conformity with all applicable requirements has been verified, the certificate in any case can be renewed.

When production is resumed, after a period of time that does not exceed six months from the recertification audit, the Organization must inform RINA, which reserves the right to perform additional audits; if no communication is received, RINA will start the suspension procedure.

### 6.2

The recertification audit:

- can be performed only if the documentation is deemed compliant, also considering the result of the previous audits;
- is carried out by verifying the entire system, including a check of the validity of the qualification of welders/operators in relation to the certified processes/materials, otherwise these are removed from the certificate;
- must be carried out within the three months before the expiry date written in the valid certificate, without prejudice to any conservative agreements (advance) signed with the Organizations involved.

The description of the activities and of the provisions for the conduction of the recertification audit to the site(s) is detailed in the recertification audit plan that RINA sends to the Organization before the audit is carried out.

The certificate is revised as explained here below:

- the "current issue" date that matches the decision-making date;
- the new expiry date (corresponding to the expiry date of the previous certificate, day and month, plus three years), without prejudice to any conservative agreements (advance) signed with the Organizations involved.



### 6.3

The recertification procedure must necessarily be successfully completed before the expiry date of the certificate that cannot be extended by RINA.

Consequently the recertification audit must be successfully completed in sufficient time to allow RINA to approve the recertification proposal and the resulting reissue of the certificate within the above date.

Whenever an Organization does not observe the above deadlines and thus its certificate is not reissued within the expiry date of the same, this certificate must be deemed to be expired starting from the day following the expiry date shown in the certificate.

If, after the expiry date of its certificate, an Organization wishes to apply for certification again, it must submit a new application following the entire procedure defined for first certification.

## **CHAPTER 7 MANAGEMENT OF CERTIFICATES OF CONFORMITY**

### 7.1

The certificate of conformity issued by RINA is valid for three years starting from the decision-making action with successful result by RINA.

### 7.2

When a certificate is issued by RINA, the original copy of the same is made available to the Organization on the "Member Area" of RINA website ([www.rina.org](http://www.rina.org)). In this way the Organization can access and download the above documents directly from this website.

### 7.3

During the three-year period of validity, the validity of the certificate is subject to the result of the scheduled surveillance audits.

When each recertification audit is successfully completed, as described in previous chapter 5, the certificate of conformity is reissued.

The validity of the certificate can be suspended, withdrawn or renounced in accordance with the requirements laid down in Chapters 10 and 11.

RINA publishes the list of certified Organizations and keeps it updated on its website [www.rina.org](http://www.rina.org), on ACCREDIA website [www.accredia.it](http://www.accredia.it) and on the websites of any Bodies related to this certification, with the following information:

- the Organization's registered name;
- the certificate number;
- the addresses of the sites covered by certification;
- the scope;
- the validity of the certificate.

On request, RINA provides other information included in the certificate.

## CHAPTER 8 CERTIFICATION CHANGES

### 8.1

The certified Organization may request a change or an extension of its certification providing the documents listed in paragraphs 3.1 and 3.2, duly updated. RINA reserved the right to examine each request and decide the assessment modalities aiming to either issue a new certificate or extend the currently valid certificate, in conformity with the requirements of the "GENERAL TERMS AND CONDITIONS FOR THE CERTIFICATION OF SYSTEM, PRODUCT AND PERSONNEL".

### 8.2

During the validity of the certificate, the Organization must promptly inform RINA of each significant change concerning:

- registered name;
- address of the production sites listed in the certificate, including the fixed workshop of the Organization and/or of the Organization's client (even if connected to the Company);
- products;
- processes;
- base materials;
- welding coordinators (also in relation to the level, e.g. responsible, deputy, etc);
- any notes/clarifications.

Depending on the reported changes RINA reserves the right to:

- a) conduct an unscheduled surveillance audit to evaluate the influence of the above changes on welding quality requirements;
- b) re-examine the contract conditions for the subsequent audits.

If the Organization does not agree, RINA can terminate the contract.

If the Organization changes its registered name, it must inform RINA sending a copy of the new Chamber of Commerce certificate or equivalent document; after the necessary checks, RINA will issue a new certificate.

The certified Organization may request any changes or extensions of its certification e.g. in consideration of any requirements that were previously not present, such as processes, products, any sites other than the certified ones. These changes must be treated as an extension of the certificate scope.

The procedure for the management of these files is recorded and usually complies with the requirements for the first certification audit.

As an example, some useful documents are listed below:

- request for variation;
- report of the decisions and/or issue of the offer;
- order receipt;
- receipt of revised procedures;
- opening of the documental review;
- appointment of the Team Leader and/or assessor and/or technical expert;

- comments on the received documents;
- closing of the documental review;
- communication of the extension audit for the requested variation, although carried out together with a surveillance audit.

If the Organization suspends the production of a product or the supply of a service covered by certification for a period that does not exceed one year, RINA may revise the certificate.

## **CHAPTER 9**

### **SUSPENSION, REINSTATEMENT AND WITHDRAWAL OF CERTIFICATES**

#### 9.1

The validity of the certificate of conformity can be suspended in accordance with the requirements of the "GENERAL TERMS AND CONDITIONS FOR THE CERTIFICATION OF SYSTEM, PRODUCT AND PERSONNEL" and in the following specific cases:

- any findings that are not treated and the relevant corrective actions that are not implemented within the established times;
- any findings for which RINA has not defined and accepted, within the contractual times, the treatment, corrective actions and implementation times;
- repeated delays in the treatment of findings and in the implementation of the resulting corrective actions;
- any changes to the Organization's Systems that have not been accepted by RINA;
- presence of major changes to the Organization that were not made known to RINA;
- obstruction or denial to surveillance audits;
- incorrect use of RINA certification and/or logotype;
- delayed payment for the services provided by RINA;
- presence of any justified and serious claims received by RINA;
- any other situation that, in RINA's opinion, may negatively affect the Welding Quality Requirements.

The suspension procedure is preceded by a written notice defining the terms that, if not observed, cause the certificate to be suspended.

The suspension, which cannot last more than six months (actually, after this period has elapsed, the certificate is withdrawn), starts from the date of the written notice (by certified mail or equivalent method) sent to the Organization, with information about the reinstatement conditions and the date within which they must be reached; as a consequence of suspension, the Organizations must inform their clients of this situation.

The Organization may also ask RINA, justifying the reasons for this request, to suspend its certificate for a period that generally does not exceed six months and, in any case, not after the expiry date of the certificate.

The certificate validity suspension is made public by RINA and communicated to ANSFISA and ACCREDIA.

## 9.2

Reinstatement of the certificate is subject to verification that the deficiencies that led to the suspension have been solved.

It is notified to the Organization in writing (by registered mail or equivalent method) and is made public by RINA in its [www.rina.org](http://www.rina.org) website and communicated to ANSFISA and ACCREDIA.

## 9.3

The disregard of the conditions under p. 10.2 above within the expected term causes the certificate of conformity to be withdrawn.

Withdrawal of the certificate of conformity can be decided in accordance with the requirements of the "GENERAL TERMS AND CONDITIONS FOR THE CERTIFICATION OF SYSTEM, PRODUCT AND PERSONNEL" and in the following specific cases:

- suspension of the certificate exceeding six months;
- unauthorized use of RINA Certificate and/or Logotype;
- non-acceptance by the Organization of the new provisions established by RINA for possible amendments to its rules;
- persistent overdue payments for the services provided by RINA;
- non-implementation by the Organization of any measures requested by RINA following the incorrect use of the logo and the certificate;
- termination of the certified activity;
- evidence that the Welding Quality Requirements do not comply with the current laws and regulations applicable to the characteristics of the product or service provided by the Organization;
- non-acceptance by the Organization of the new economic conditions established by RINA for possible amendment to the contract;
- any other serious reason in RINA's justified opinion.

The withdrawal of the certificate of conformity is notified in writing (by certified mail or equivalent method) to the Organization and is made public by RINA through the website [www.rina.org](http://www.rina.org).

The Organization whose certificate has been withdrawn cannot:

- use any copies of its certificate;
- use any letterhead, technical and advertising documentation containing any certification references or symbols.

RINA will remove the Organization from the list of Certified Companies and make the withdrawal public through its website [www.rina.org](http://www.rina.org) and communicated to ANSFISA and ACCREDIA.

If an Organization intends to apply for certification again, it must submit a new application according to the entire initial certification procedure.

## **CHAPTER 10 RENUNCIATION**

If a certified Organization intends to renounce its certificate, it must send a formal contract termination notice at least 6 months before the expiry date (month/day) of the certificate.

The Organization may also renounce in the presence of changes to these rules and to the reference standard.

This entails the simultaneous and automatic renunciation of the Organization's certificate.

Following a renunciation the Organization cannot:

- use any copies of its certificate;
- use any letterhead, technical and advertising documentation containing any certification references or symbols.

RINA will remove the Organization from the list of Certified Companies and make the withdrawal public through its website [www.rina.org](http://www.rina.org) and communicated to ANSFISA and ACCREDIA.

If an Organization intends to apply for certification again, it must submit a new application according to the entire initial certification procedure.

## **CHAPTER 11 OBLIGATIONS OF CERTIFIED ORGANIZATIONS**

The Organizations are obliged to fulfil the following conditions:

- the RINA logo cannot be used in such a way so as to be interpreted as product certification (e.g.: sign applied on the product, etc.);
- the certificate cannot be used in such a way so as to be deemed valid for activities other than the certified ones, or in any case to cause misleads;
- RINA must promptly be informed of the replacement of the Welding Coordinator(s);
- RINA must promptly be informed of any changes to the Organization or changes of ownership;
- the Organization must accept, at its own expense, also any unscheduled audits that are required to keep the certificate valid following changes of ownership, changes to the Organization structure or other situations that, in RINA's opinion, are significant;
- the Organization must enable RINA auditors or authorized representatives to gain access to its premises providing the necessary assistance during the audits;
- the Organization must accept that ACCREDIA observers and any observers of other Bodies take part in the audits;
- the Organization must make the necessary corrections to its own Management System following the detection of deviations;
- the certificate cannot be used if it is suspended, revoked or, in any case, expired;
- the Organization must store all claims and appeals relating to its activity, in terms of both Quality and product Management System, and all resulting corrective actions;
- any copies of the certificate that are no longer valid must be treated as an obsolete document;

- the Organization must keep the documentation sent by RINA updated.

Whenever, during the first certification, surveillance or renewal audit, the audit team finds any differences in the number of workers involved in Welding Quality Requirements if compared with the figure declared by the Organization, the Team Leader will define the changes of contractual terms (e.g. audit times, number of operational yards to be audited, changes of economic conditions); these changes are written in the audit report.

The non-acceptance of the new contract conditions raises a major non-conformity.

The certification of Welding Quality Requirements granted to the Organizations is limited to the operational units mentioned in the certificate and cannot be transferred.

Furthermore it does not relieve Organizations of the legal obligations deriving from the supplied products and services and of contractual obligations towards their customers.

If the Management System documentation is revised, the Organizations must inform RINA that reserves the right to ask them to examine it; the outcome of the documental review is officially reported.

During the first scheduled audit, the Organizations will provide RINA with a copy of this revised documentation and, at the same time, will make available a copy of the previous revisions/editions of the documentation starting from the last examined one.

## **CHAPTER 12 CONTRACT CONDITIONS**

With reference to contract conditions, the provisions laid down in the current edition of RINA document "GENERAL TERMS AND CONDITIONS FOR THE CERTIFICATION OF SYSTEM, PRODUCT AND PERSONNEL", available in [www.rina.org](http://www.rina.org) website, apply.



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Technical Rules